

*Green Lake School District*

# Middle School & High School Handbook



*2014-2015*



612 Mill Street/PO Box 369 Green Lake WI 54941

(920) 294-6411 [www.glsd.k12.wi.us](http://www.glsd.k12.wi.us)

### **Public Notification of Nondiscrimination Policy**

It is the policy of the School District of Green Lake that no person may be denied participation in, be denied the benefits of, or be discriminated against, in any curricular, extracurricular, pupil service, recreational, or other program or activity because of the person's sex, race, national origin, ancestry, creed, pregnancy, or learning disability or handicap as required by s.118.13 of the Wisconsin Statutes. This policy also prohibits discrimination on the basis of sex as defined by Title IX of the Education Amendments of 1972. Discrimination on the basis of race or national origin as defined by Title VI of the Civil Rights Act of 1964, and discrimination on the basis of handicap as defined by Section 504 Rehabilitation Act of 1973.

The district encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available. To address allegations of violations of the policy in the School District of Green Lake please see below:

Any questions concerning Wisconsin Statute 118.13 or Title IX of the Education Amendments of 1972 should be directed to:

Mary Allen  
Principal  
School District of Green Lake  
Green Lake, WI 54941  
(920)294-6411 ext.1124

Inquiries related to Section 504 of the Rehabilitation Act of 1973 should be directed to:

Ken Bates  
District Administrator  
School District of Green Lake  
Green Lake, WI 54941  
(920) 294-6411 ext.1127

**Mission Statement:** The School District of Green Lake will create an environment for all students to reach their full potential. In partnership with students, family and the community, we will provide a safe atmosphere that will encourage mutual respect and enthusiasm for learning through personal attention, integrated learning activities, and a challenging curriculum that reaches beyond the classroom.

#### **Board of Education**

Ron Triemstra-President  
Marty Valasek -Vice President  
Sally Moore -Clerk  
Sue Sorenson -Deputy Clerk  
H. Meade Grim-Treasurer  
Sydney Rouse-Member  
Kathryn Simmers-Member

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## Administration

District Administrator .....	Ken Bates
Principal .....	Mary Allen
Director of Special Education .....	Mary Allen

## **Staff**

Athletic Director.....TBD  
Art.....Leslie Wood  
Band.. .....Jon Roti Roti  
Choir .....Virginia Rodgers  
English.....Catherine Moore  
English..... Peter Hintz  
French..... Kirstin Thompson  
Instructional Aide.....Mika Chetto  
Library Media Aide.....Debbie Johnson  
Library Media Specialist..... Lauren Norton  
Learning Disabilities (9-12).....Chris Schultz  
Learning Disabilities (7-8) .....Barb Eddy  
Mathematics..... Patricia Priske  
Mathematics ..... Christine Washkovick  
Physical Education..... Marsha Krahn  
Health..... Tim Polcyn  
Reading Specialist.....Christine Perez  
School Counselor.....Katie Loest  
School Psychologist.....Gary Ostertag  
Science .....Daniel Starr  
Science.....Jason Ladwig  
Spanish.. .....Joshua LeGreve  
Speech Therapist.....Kim Jungwirth  
Social Science..... Mary Hunter  
Social Science.....Rick Owens  
Special Ed Instructional Aide.....Pat Francour  
Special Ed Instructional Aide.....Amy Sonier  
Tech Ed.....Lucas Jandrin

## **Extra-Curricular Staff**

Athletic Director.....TBD  
Football-Head Coach.....Bill Sauld  
Football- Asst Coach.....Harlan Luesink  
Football –Asst Coach.....Mark Hanson  
Football-Asst Coach.....Lucas Jandrin  
Football – Asst. Coach.....Rich Hebbe  
Football – Asst. Coach.....Josh Weir  
Volleyball - Head Coach.....Joelle Dunlavy

Volleyball – Asst. Coach.....Katrina Brzozowski  
 Volleyball – Asst Coach.....TBD  
 Volleyball – Jr. High.....Steve Wilke  
 Volleyball – Jr. High.....  
 Cross Country –Head Coach.....Lukas Page  
 Cross Country –Asst Coach.....Dawn Morgan  
 Basketball, Boys’ – Head Coach..... Mike Sosinsky  
 Basketball, Boys’ – Asst. Coach.....Josh Wier  
 Basketball, Girls’ – Head Coach.....TBD  
 Basketball, Girls’ – Asst. Coach.....  
 Basketball, Boys’ JH.....Tim Pooch  
 Basketball, Girls’ JH.....TBD  
 Baseball – Head Coach.....Tim Pooch  
 Baseball – Asst. Coach.....Tim Polcyn  
 Golf--Head Coach.....Joni DeRuyter  
 Golf – Asst Coach.....Amanda Guay  
 Track – Head Coach.....TBD  
 Track – Asst. Coach.....TBD  
 Track—JH.....TBD  
 Track –JH.....TBD  
 Student Council (9-12).....Josh LeGreve  
 Student Council (9-12).....  
 Student Council (7-8).....Kirstin Thompson  
 Yearbook.....Peter Hintz  
 National Honor Society.....Peter Hintz  
 Forensics – Head Coach.....Kirstin Thompson  
 Forensics – Asst. Coach.....Cathy Moore  
 Foreign Lang Club – French.....Kirstin Thompson  
 Foreign Lang Club – Spanish.....Andrea Worden  
 MYP Coordinator.....Mary Hunter  
 DP Coordinator.....Pattie Piske

## General information

**School Website:** [www.glsd.k12.wi.us](http://www.glsd.k12.wi.us)

**School office services:** The school office is open from 7:30 a.m. to 4:00 p.m. Monday through Friday. The office telephone number is 920-294-6411. If you are calling the school before or after normal office hours, call 294-0760 and use the touch tone directory to access staff voice mail.

The school building is open from 7:30 a.m. to 4:00 p.m. on weekdays when school is in session. Students may access their lockers to get books. Students are not to be in the building before 7:45 a.m. or after 3:45 p.m. unless they are accompanied by a parent or under the supervision of a teacher or administrator.

The following services are available to students and parents from the office

- |  |  |
|--|--|
| 1. Reporting an absence                            | 6. Giving assistance to club and class treasurers. |
| 2. Signing in and out of school                    |  |
| 3. Registering visitors                            | 7. Issuing Work Permits                            |
| 4. Scheduling appointments for the Superintendent. | 8. Collecting money for lunch accounts             |
| 5. Collecting WIAA cards and athletic policies     | 9. Homework  |

## **2014-2015      School Year Calendar**

August 25	Teacher In-Service
August 26	Teacher In-Service
August 27	Teacher Work Day
August 28	Teacher Work Day
September 1	Labor Day – No School
September 2	First Day of School
September 26	Early Release - Dismissal at 11:22 a.m.
October 1	1 <sup>st</sup> Quarter Midterm
October 7	Parent/Teacher Conferences- 4:30 - 8:30 p.m.
October 9	Parent/Teacher Conferences- No School 4:30 - 8:00 p.m.
October 10	School Recess Day
November 4	End of 1 <sup>st</sup> Quarter
November 7	Early Release - Dismissal at 11:22 a.m.
November 27-28	Thanksgiving Recess – No School
December 5	2 <sup>nd</sup> Quarter Midterm
Dec 22 -Jan 2	Winter Recess – No School
January 5	School Resumes
January 19-20	Semester Exams-Grades 7-12
January 20	End of 2 <sup>nd</sup> Quarter
January 23	Early Release - Dismissal at 11:22 a.m..
February 20	3 <sup>rd</sup> Quarter Midterm
March 3	Parent/Teacher Conferences 4:30 - 8:30 p.m.
March 5	Parent/Teacher Conferences 4:30 - 8:00 p.m.
March 6	School Recess Day
March 25	End of 3 <sup>rd</sup> Quarter
March 27	Early Release – Dismissal at 11:22 a.m..
March 30-April 5	Spring Recess – No School
May 1	4 <sup>th</sup> Quarter Midterm
May 25	Memorial Day – No School
June 3 - 4	Semester Exams – Grades 7-12
June 4	End of 4 <sup>th</sup> Quarter
June 5	Teacher Work Day

GRADE 7-12 SCHEDULE		
HOUR	REGULAR	2-HOUR DELAY
1	8:00 -8:49 a.m.	10:00 – 10:31 a.m.
2	8:52 – 9:40 a.m.	10:35 – 11:06 a.m.
3	9:44 – 10:31 a.m.	11:10 – 11:41 a.m.
4	10:35 – 11:22 a.m.	11:45 a.m. – 12:16 p.m.
5	11:26 a.m.– 12:12 p.m.	12:50 – 1:24 p.m.
LUNCH	12:12 – 12:46 p.m.	12:16 – 12:46 p.m.
6	12:46 – 1:33 p.m.	1:28 – 2:01 p.m.
7	1:37 – 2:24 p.m.	2:05 – 2:38 p.m.
8	2:28 – 3:15 p.m.	2:42 – 3:15 p.m.

### Attendance

**Importance:** Success in school depends on several factors, but the prime factor is regular attendance. This good habit carries over into our jobs long after we leave high school. Careful consideration should be given by both parent and student before a loss of school time is incurred for reasons that are not serious or in the nature of an emergency.

**Responsibilities:** Wisconsin State Statutes 118.15 & 118.16 call for compulsory school attendance for any child between 5 and 18 years of age. Moreover, it places responsibility for attendance during the full period and hours the school is in session" with each student and parent/guardian. Whenever it is necessary for a student to be absent, the parent or guardian must notify the school office before 9:30 a.m. on the day of the absence to inform the school of the absence and the reason. **Written notes, e-mails or calls from parent/guardian(s) on the following day will not be accepted.** There is 24-hour telephone access for reporting absences. The number to call is **920-294-6411 ext 1125.**

**Excused Absences:** An absence is excused when a student misses school because of illness, death, or serious illness in the family, serious injury or major religious holiday as defined in State Statute 118.15 and for which the school has been notified. Normally, the student will have two days to turn in make up work for each day absent; however, long term illnesses or numerous individual absences will be decided on a case by case basis. The Board of Education requires all students with excused absences to complete missed work. The Principal may ask for a doctor's excuse for any student who has more than 8 excused absences per semester.

**Pre-excused Absence:** A parent/guardian may excuse a student for up to ten (10) days during a school year for any reason if the request is made in writing and at least 24 hours in advance of the absence [118.15 (3)]. In addition to the above pre-excused absences, the administration may classify absences acceptable and excused for



vacations with parents/guardians or parent substitutes, or trips to visit colleges. Requests for these absences must be submitted in writing to the office prior to the absence for them to be excused. **Students are required to complete a pre-excused absence form from the main office prior to a pre-excused absence being approved.** Students are encouraged to make a reasonable attempt to complete any assigned work prior to leaving. It is recommended that the student and teacher set an appropriate timeline for completion of missed assignments and tests. A student may have no more than one day for each day missed to make up any missing work.

**Appointments:** Doctor, dentist, other health care professionals or driver examination appointments are excused with prior written notification from the parent or a note from the doctor. Though it is encouraged that appointments be made after school or on days off, we realize it is not always possible. Court appearances are also excused upon verification of attendance by an officer of the court. **Students are required to complete a pre-excused absence form from the main office prior to an appointment (pre-excused absence) being approved.**

**Homework Requests:** Can be made by calling the school office before 9:00 a.m. for pick up that day. Homework assignments may be available on individual teacher websites. Students are responsible for previously announced assignments and tests on the scheduled day. Extended illnesses will require written notification from a doctor or other health care professional and a request from the parent/guardian for homework. All teachers will be informed as to when the student will return and the ability of the student to complete assignments

**Unexcused Absences:** All absences for part or all of one or more days with or without parental permission for reasons other than those stated above will be considered unacceptable. (BOE 6210)

**Truancy: (Unexcused Absences)** Any absence from school for all or part of a day without parent/guardian(s) and principal's permission or leaving the assigned instructional area without permission will be considered unexcused. Truancy from school is defined as any period of unexcused absence from class for 10 or more minutes. When a student is truant, the following procedure will be followed: 1<sup>st</sup> Offense – The student will have a conference with the principal. Written and verbal notification to parent/guardian(s).

2<sup>nd</sup> and all subsequent offenses – The student will have a conference with the principal. Detention time will be assigned. Written and verbal notification to parent/guardian(s).

Any student who is unexcused all or part of five (5) days within a semester will be considered a "Habitual Truant". According to Wisconsin State Statute 118.16, students are required to attend school. Students who have unexcused absences part or all of any five (5) days out of ten (10) or who have unexcused absences part or all of ten (10) days in any semester are considered habitual truants. These students will be dealt with in the following manner:

1. First Offense: Parent or guardian will be notified by certified mail and student will be required to make up time missed.

2. Second Offense: Parent or guardian will be notified by certified mail of the truancy and a conference with the parent/guardian and student will be requested. The parent/guardian and the student will be advised of the state statutes and county ordinances regarding habitual truancy and the referral process to the District Attorney and Social Services. The student will be referred to the School Counselor and alternative programs and program modification will be reviewed. The student will be required to make up the time missed.

3. Third Offense: Parent or guardian will be notified by certified mail of the truancy and a conference with the parent/guardian and student will be requested. The student will be referred to the authorities at this time using the referral form recommended by the County Truancy Committee. The student will be required to make up the time missed.

Any further offenses will be dealt with according to number three above.

**Leaving School During the Day:** No student may leave the school grounds during the school day without first securing a permission slip from the office. Leaving school without notifying the office will result in unexcused absences for the time missed.

**Tardiness:** Students are expected to be on time for class with correct materials and ready to begin work. A student is considered tardy if they are not in the room to which regularly assigned when the bell rings. Being late more than 10 minutes, without a pass from a staff member, is considered an absence and a student is then required to receive a pass from the office. **All students reporting late to 1<sup>st</sup> & 6<sup>th</sup> hours must receive a pass from the office.** If an absence is unexcused, it is considered truancy. If a student leaves a class without permission of the teacher, it is also considered truancy; both are subject to state law and school rules. Students will be allowed two unexcused tardies per quarter. The third tardy and all subsequent tardies will result in an office detention issued by the office for the remainder of the nine weeks. Individual teachers may have stricter policies.

**Absence and Extracurricular Participation:** A student must meet school and DPI requirements defining a full-time student. A student must be in attendance at all times during the school day in order that he or she may attend or participate in practice or participate in an activity on that day. This includes missing more than 10 minutes per period unexcused (truant). Therefore, the student must be present 1<sup>st</sup> hour unless they have a pre-excused absence (blue slip). Any deviation from this rule must be approved IN ADVANCE by the administration. Students on school field trips, approved college visits, or with approved appointments may also participate. Students unexcused from school may not attend respective events for the evening of the absence.

**Counseling Services:** A counselor is available to discuss school problems or other personal concerns. When coming from a class, a pass from the counselor must be obtained first. A counselor can help you with:

1. Personal problems, in and out of school, such as alcohol and other drug abuse, depression, family, friendships, etc.
2. Choosing your high school courses.
3. Planning your career.

4. Planning post high school education and arranging college visits.
5. Gaining information about scholarships and other financial aids.

**School Closings:** If weather conditions or other emergency situations warrant, parents should check the school website at [www.glsd.k12.wi.us](http://www.glsd.k12.wi.us). You can also listen to radio stations WISS (102.3FM), WRPN (1600AM), or television stations, WLUK Green Bay, WMTV Madison, WFRV Green Bay, WGBA Green Bay, WBAY Green Bay for information about closings or late starts. DO NOT CALL RADIO OR TELEVISION STATIONS.

**Telephone:** Students will not be called from class unless an emergency arises. Messages from parents can be left and will be forwarded to the student between classes or at the end of the day. **The office phone may be used for emergencies only.**

**Breakfast and Lunch:** Breakfast and lunch are provided at a reasonable cost in the school cafeteria. High school students may leave campus during the 30 minute lunch period. Students should remember that the period is only 30 minutes long and it is their responsibility to be back to class on time.

**Library Media Center:** The LMC is open for all students to supplement and enhance classroom learning. It is a place to enjoy the pleasures of reading or for researching topics using books and the Internet. It must be quiet for those students who need to make use of an atmosphere that is conducive for studying or reading. Students who disrupt this atmosphere will be asked to return to their classroom or study hall. (Note: The LMC is closed the last three days of school for a year end inventory. Students will not be permitted in the LMC except to return materials. The computers will not be available during this time.)

**Fitness Center:** The School District of Green Lake encourages all students, staff and community members to understand the benefits of exercise in maintaining a healthy level of fitness and proper weight for a lifetime. The fitness room and related programs are available to help increase student, staff and community member's positive lifestyle changes as they learn self-discipline, self-motivation and the development of personal responsibility for their own good health.

Fitness Center hours and rules are posted in the fitness room, in the school office, and on the school website [www.glsd.k12.wi.us](http://www.glsd.k12.wi.us).

**Acceptable Use of Technology:** The Green Lake School District recognizes that effective performance of computer and telecommunications networks relies upon users adhering to established standards of proper conduct. This regulation defines the responsibilities of Green Lake School District employees and students using network and Internet resources provided by public funds. In general, this requires efficient, ethical, and legal utilization of network resources. If a user violates any of these provisions, his or her access to the school district telecomputing resources may be denied and disciplinary action will be taken.

While the district encourages its staff and students to take full advantage of the resources provided by the district to supplement their educational experience, it is important to remember that use of the district's network resources is a privilege, not a right. This resource, as with any other public resource demands those entrusted with the privilege of its use be accountable.

Use of the district's network resources during school and professional hours must be:

- in support of education and/or research or
- for school business, and
- it must support the mission of the Green Lake School District and
- in accordance with all school board policies.

Use of the district system is limited to educational purposes which include, but are not limited to:

- promoting educational excellence
- resource sharing
- facilitating innovative instruction and communication
- preparing students to live and work in the 21<sup>st</sup> century by providing them with electronic access to a wide range of information

Students, parents, and staff members are required to read the Acceptable Use of Technology Rules and Regulations Procedure and agree in writing to abide by them prior to the use of school district's technology.

### **Academics**

**Course of Study:** At Green Lake Schools, each student must enroll in at least seven credits per year with 26 total credits necessary to graduate. One credit usually consists of two semesters of work, each semester totaling one-half credit.

#### **High School Requirements:**

English - 4 credits including English 9 & English 10

Physical Education – 1 ½ credits

Health – ½ credit

Social Studies – 4 credits including U.S. History, World History, American Government, and one ½ credit elective

Mathematics – 2 credits

Science – 2 credits

CPR/First Aid Certification Though no credit is given, the School District of Green Lake believes certification in CPR is important for the students and the community.

All students must prove certification in CPR before graduation. The district does provide an opportunity for seniors to certify in CPR during school time.

**Grading:** Each semester consists of two grading periods. Grade reports will be mailed home to each student at the end of each nine-week period. Mid-term reports will be mailed home 4 ½ weeks into each quarter for all students.

Teachers will provide students a written course outline including grading procedure for their class and how grades are determined. Behavioral expectations and consequences will also be given to students.

Students planning to participate in any sports, events, clubs, organizations or trips sponsored by school clubs or organizations are required to sign a Green Lake School Activities Policy Agreement yearly. See Athletic Director for more information on rules, procedures and penalties.

**Standardized Grading Scale:**

A	94% and above
A-	93%
B+	91% - 92%
B	87% - 90%
B-	86%
C+	84% - 85%
C	79% -83%
C-	78%
D+	76% - 77%
D	71% - 75%
D-	70%
F	0% - 69%

The cumulative average of semester grades determines a student's grade point average. The following grade equivalencies will be used

A	(4.00)	C	(2.00)
A-	(3.67)	C-	(1.67)
B+	(3.33)	D+	(1.33)
B	(3.00)	D	(1.00)
B-	(2.67)	D-	(0.76)
C+	(2.33)	F	(0.00)

**Incompletes:** Are only extended to a student if there has been a medical reason or other family emergencies with written approval by the Principal. Incompletes are the responsibility of the student and must be made up within two weeks of the end of the grading period. Failure to do so will result in the student receiving a grade calculated with the missing work as not having been turned in. Exceptions must be approved by the principal

**Honor Roll:** The selection for honor roll is based on the grades a student achieved in the current quarter. Students who have a grade point average (GPA) of 3.75 or above will be recognized as achieving **High Honors**. Students who have a GPA between 3.5 and 3.749 will be recognized as achieving **Honors**. Students who have a GPA between 3.0 and 3.49 will be recognized as achieving **Honorable Mention**.

**Senior Privilege:** The following are the privileges granted to seniors who meet the requirements, apply for, and are granted Senior Privileges: Students in good standing may leave school one class period per day during their study hall, seniors who have study hall at the beginning of the school day must arrive at school in time to sign in at the office and be on time for their first class. Seniors who have a study hall at the end of the school day may leave after their last class once they have signed out in the office.

**Requirements:** Maintain passing grades in all subjects with at least at 2.75 GPA. (Note: the 2<sup>nd</sup> semester grades from junior year will determine this part of the eligibility for senior privilege.), maintain good discipline record, i.e. not detentions or suspensions, obtain parent/guardian permission on the form provided, observe the guidelines for tardiness and absences found in the Student Handbook.

**Loss of Privilege:** Loss of Senior Privilege begins on the date that consequences are assigned for the following infractions: Failure to maintain a passing grade in a course or a 2.75 GPA, involvement in a discipline problem that results in suspension from school or that the Administration deems worthy of loss of privilege, arriving to school late three times in a quarter will result in an office detention; upon the fourth time, the privilege is revoked, failure to sign in at the office upon arrival to school results in an immediate 5-week loss of privilege. A second offense will result in a 10-week loss of privilege. Taking a student who does not have senior privileges off campus is not permitted. Parents may rescind permission at any time. Loss of privilege may extend from one month to a full year depending on the circumstances

**High School Academic Awards:** We urge our students to strive for continued excellence. Academic Awards are awards based on long term accomplishments and are determined by converting semester GPAs throughout the student's career at Green Lake High School to points in the following manner:

<u>Semester GPA</u>	<u>Points</u>
3.5 – 4.0	3
3.0 – 3.4	2
2.5 – 2.9	1

As a student accumulates these points they become eligible for the following awards:

<u>Award</u>	<u>Points</u>
Certificate.....	9
Chenille.....	12
Medal.....	15
Medallion.....	18

Awards will be given out at Academic Awards Night in May.

**Green Lake School Activity Code:** The School District of Green Lake is, by its nature, dedicated to academic excellence and growth. The District recognizes that participation in extracurricular activities enhances the educational experience. The requirements to succeed in academics are governed by State law and the criteria set forth by the Board of Education. This policy sets forth the requirements to succeed and participate in extra-curriculars which are governed by the Wisconsin Interscholastic Athletic Association (WIAA), the coaches and advisors of the activities, and the Board of Education. There is a responsibility that comes with this policy, and accepting it, means accepting its rules for the next calendar year.

**Student Council:** Students are encouraged to participate in student government at the high school and junior high school level by participation in student council. The student council assists with the general school-student problems, activities, and policies, so that we may have the best school possible. If interested in participating, contact the student council advisor.

**National Honor Society:** New members to the NHS are chosen annually. To be eligible for membership a student must be a sophomore, junior, or senior. Membership in NHS is based upon excellence in four areas: Scholarship (a 3.3 or higher cumulative grade point average), Leadership (held a position of responsibility in the school or community and/or active membership in two or more school activities), Service (actively involved in school and/or community programs), and Character (no recorded incidents of cheating or dishonesty, no record of knowingly violating school regulations, no record of civil offenses within the community). Each category is judged independently. A faculty selection committee will meet and evaluate each student strictly on the basis of the listed criteria. Candidates will be identified as having either met requirements, needing further evaluation, or not having met requirements. Other faculty members will be contacted regarding information pertaining to those students needing further evaluation.

**7<sup>th</sup> and 8<sup>th</sup> Grade Academic Honors:** The selection for honor roll is based on the grades a student achieved in the current quarter. Students who have a grade point average (GPA) of 3.75 or above will be recognized as achieving **High Honors**. Students who have a GPA between 3.5 and 3.749 will be recognized as achieving **Honors**. Students who have a GPA between 3.0 and 3.49 will be recognized as achieving **Honorable Mention**. Seventh graders who maintain a quarter grade of 3.5 or above grade point for their first three-quarters will receive a pin. Eighth graders who have maintained a 3.5 or above grade point for seven semesters (four in seventh and the first three in eighth) will receive a medal for academic excellence.

**Academic Dishonesty:** Academic work handed in by a student shall be the sole work of that student. Any form of dishonesty will be dealt with according to the discipline guidelines. Examples of dishonesty include, but are not limited to, any form of cheating, plagiarism, cheat sheets, any copying of work/assignments/tests including electronic files, the sharing of information about assessments or assistance on assessments. In situations where more than one person is involved, all students will be held accountable per the guidelines above. For example, the student providing answers or information to another student about a test will receive the same punishment as the student who uses such information. Plagiarism is taking credit for work that is not the student's own.

### **General Rules**

A school functions more effectively when parents, students, teachers, and administrators work toward the same goals. Disruption of learning by disobedience, violence, or acts contrary to school rules, law or statute will not be tolerated. The individual has a responsibility to behave in a manner that will not interfere with the rights of others. A student's behavior and misbehavior is governed by the school's obligation to parents/guardians, other students, the school, and the larger community. The school administration is directed by the Board of Education to maintain an environment free from distraction and disruption. At the same time, the Board of Education delegates power to the administration to make rules to govern student behavior. This includes the

practice of progressive enforcement. The administration specifically reserves the right, on an individual basis, to deviate from the disciplinary action set forth below when in its sole discretion, it is necessary for the proper and efficient operation of the school.

**Bus Regulations:** Pupils that are provided transportation services by the school district are expected to obey the rules established by the school board for the safety and welfare of all pupils. Unacceptable behavior shall result in disciplinary action by school authorities.

Students must:

1. Plan to be at the bus stop 5 min. before the scheduled pick-up time.
2. Be careful in approaching bus stops; walk on the left toward oncoming traffic.
3. Remain seated at all times while the bus is in motion.
4. Do not extend your head, arms, or hands out of the windows.
5. Help keep the bus clean and sanitary by disposing of trash in the proper container.
6. Refrain from loud talking and unnecessary confusion as this diverts the driver's attention and could cause an accident.
7. Obey the driver.

Students not complying with the above rules may lose their bus riding privileges.

If you have questions or concerns, contact Laper's Bus Service @ 920-346-2689 or the principal.

**Articles Prohibited at School/School Functions:** Problems arise each year because some students bring articles that are hazardous to the safety of others or interfere in some way with school procedure. Prohibited items include but are not limited to: drug paraphernalia, guns, shells, knives, weapons, chains, fireworks, brass knuckles, toy guns, water pistols, laser pointers, matches or lighters, water balloons, hard balls, or any other item that is perceived as dangerous. They will be confiscated and not returned. Disciplinary action will range from a warning to suspension.

**Staff members will confiscate items and contact the student office immediately upon discovery.**

**Electronic Devices:** Unless otherwise allowed by a classroom teacher or administrator, cameras, radios, tape-players of any kind, personal music devices, boom boxes, miniature televisions, electronic games, two-way communication devices such as walkie-talkies, and noise makers are considered to be disturbances and will be taken away from the student. Students may possess cell phones, PDA's, or other items for school and home-related purposes. This privilege, however, will be lost if such items disturb classrooms and the learning process.

### **Cell Phone Usage Guidelines**

- Cell phones are to be used for school related purposes.
- Ringers **must** be turned off – silent mode during class time. Students cannot receive or place calls or text messages during class periods without teacher or administrative approval.
- Students are not allowed to call another student's cell phone during class time.



- Cell phones **must not be visible** during class periods.
- Cell phones with cameras can not be used to take pictures in any school room, including the locker room.

Failure to comply will result in the immediate confiscation of cell phone; cell phone will be returned to student's parent/guardian. Repeat offenses will result in permanent confiscation of the device and may result in additional disciplinary actions.

**Bicycles, Skateboards, Skates, and Inline Skates:** Students are not permitted to use bikes, skateboards, skates, and/or inline skates on school grounds unless as part of a class or with the permission of a classroom teacher or administrator. The school provides bike racks at the entrance for all students who ride bicycles to school. Students are to walk their bicycles on school grounds directly to the bike rack. [By Green Lake City Ordinance (12.24[b][2], anyone 12 years or older is prohibited from riding a bicycle on any city sidewalk.] High school students who leave campus at lunch may use their bicycles, skateboards, or skates to travel back and forth to school. Students taking another student's bike without permission may be subject to disciplinary action.

**Pride in our Dress/Appearance:** The personal appearance of middle and high school students is directly related to the image that students have of themselves and how others perceive them. A person's appearance affects the way they interact with others and how they are treated by others. Appearance is related to success in the classroom and in the world outside of school. Green Lake School has established the rules printed below to standardize the dress code for all secondary level students.

Pants, Jeans, Dresses and Skirts:

- Pants and jeans must fit at the waist and not be torn, cut, or altered in a way that inappropriately reveals skin or underclothing.
- Must be worn in a way that does not create a distraction.
- Skirts, skorts, and shorts can not be shorter than what is reasonably acceptable.

Shirts and Sweaters:

- Must conceal the midriff, back, shoulders, and cleavage at all times.
- Must be worn in a way that does not create a distraction.
- Tube tops, halter tops, and spaghetti strap tops are not allowed.

Outside coats and Jackets:

- Can not be worn during school.
- Trench coats are not allowed in school.

Head covering:

- Caps, hats, bandanas, and head bands that cover the forehead are not allowed.

Miscellaneous:

- Underwear can not be visible at any time. Clothing or accessories with inappropriate decorations or advertisements are prohibited including but not limited to: any item that depicts sexual innuendo, gang membership, death, suicide, violence, drugs, alcohol, tobacco, or religious, occupational, or ethnic bias. Sunglasses, goggles, or other non-reading or non-prescription

glasses can not be worn. Hairnets or other non-decorative hair bands are not allowed.

**Non-compliance consequences:**

First chance will be given for student to rectify inappropriate dress. This will include changing or turning shirts inside out, or wearing a clean shirt provided by the school. Parent contact will be made.

Repeated violations reported to the office will result in referral and detention, or suspension, in or out of school. Students will not be allowed to return to class with inappropriate clothing.

**Displays of Affection:** School is a public place and, therefore, displays of affection should be appropriate for such a place.

**Dances:** During school sponsored dances, all the rules of the school are applicable. Dances sponsored by the high school are restricted to high school students and approved guests up to the age of 21. There are specific rules for school groups sponsoring and students attending Green Lake High / Middle School dances.

1. Students may bring a guest to the dance, but the guest **MUST** have a guest pass from the principal.
2. Any student leaving the dance is not permitted to return.
3. Cleanup is the responsibility of the sponsoring group.
4. Proper dress and conduct are required.
5. A class or activity sponsor and a minimum of three adults must be present.
6. An administrator must be present.
7. A law enforcement officer may be present.
8. All dances are held at the school.

**Backpacks:** For safety reasons, backpacks, shoulder bags, fanny packs, and purses large enough to hold a text book are not to be carried into classrooms, the lunch room, or carried in the halls during school time. Students who bring these types of bags to school must leave them in their locker during the day.

**Eating and/or Drinking:** Students may eat or drink in the halls only between classes and are not allowed to bring food or beverages into classrooms. Students may have clear water bottles in class. Students caught eating or drinking will have their food or drink taken away to be disposed of immediately. Failure to hand over the food to a staff member will result in disciplinary action.

**School Agenda:** Each student will be given an agenda that should be used to record assignments. Proper use of the agenda will help a student better organize themselves and their time. A student who has lost their agenda or has one which is not complete may be required to purchase a new one for \$7.00.

**Passes:** Passes for students are found in the school agenda. Students needing a pass should have their teacher complete the pass before leaving a room. Students must carry their agenda with the pass section filled out with them in order to be considered as having a valid reason to be out of class. Students found without a valid pass are subject

to disciplinary action that may include, but is not limited to, a warning, a detention, or loss of hallway privileges.

**Study Hall Rules:**

1. Students are required to be present in their seats at the beginning of the period.
2. All students are required to have academic or approved reading materials with them on a daily basis and remain productive throughout the period.
3. Sleeping is not allowed in study hall.
4. Students are not allowed to have food or beverages with them during study hall. Regular bottled water is allowed.
5. Cell phones must be turned off and out of sight for the entire period. Texting is not allowed.
6. Students need permission to talk or to work with other students.
7. Students must sign out to leave the study hall room and then go where they have indicated they are going. They must have a written pass to leave.
8. Students from classrooms are not allowed to be in study hall without a pass signed by their teacher.
9. Students arriving late to school and scheduled for a class, are not allowed to sit in the study hall until the end of the period.

**Detentions:** Students will serve teacher assigned detentions in the classroom of the teacher assigning the detention. Teacher detentions can range from 5 to 25 minutes long and may be doubled once if the student fails to serve it as arranged with the teacher. If after contact with the parent, a student still refuses to serve the detention, the student will be given an office detention.

**Office Detentions:** Detentions assigned by the office will be served on Mondays, Tuesdays, Thursdays and Fridays in the assigned room from 3:20 p.m. -3:50 p.m. Detentions may also be assigned during noon hour from 12:15 – 12:45 p.m. Students will be notified verbally and parents will receive a written notification when an office detention is assigned. Students must serve an office detention within the next two detention dates. Failure to serve a detention will result in additional consequences.

A student serving a detention must bring a book to read or homework. Talking, sleeping, and/or general disruptions will not be tolerated. A student who is involved in these activities will be asked to leave the detention room and not receive credit for the time served. Students must arrive by 3:20 p.m. to the assigned room. Late arrivals will not be allowed in, even with a pass from a teacher.

**In-School Suspension Rules:**

1. In-school suspension will be served in the office conference room or principal's office unless they are being used for another purpose.
2. Students assigned an in-school suspension will report at the beginning of the period.

3. Students are not allowed to have snacks, beverages, or other food products in the room. They can eat their own or a school lunch at lunch time. They will not leave the room during lunch.
4. Student will not have any form of recreational technology with them while they are in suspension. The use of a computer and calculators will be determined on an individual, as-needed basis.
5. Student serving an all day suspension will be given the opportunity of taking a restroom break in the morning and again in the afternoon. One break will be allowed if their time is shorter.
6. Students who do not follow the in-school suspension rules will be required to leave the building and be considered suspended out of school. The terms of the suspension may be altered at that time. Parents will be notified of any irregularities in the suspension room, including any change in the terms of the suspension.
7. Students whose conduct warrants suspension, but have demonstrated a history of non-compliance with in-school suspension rules, will not be given the opportunity to serve suspension time in school; they will be suspended out of school.

**Visitors:** Community members and parent/guardian(s) of students are welcome and are encouraged to visit during the school day. Adult visitors will be allowed in classrooms with prior 24 hour notification. All visitors must register in the main office and sign out when they leave.

Student age visitors, when accompanied by their parent(s), will be permitted in the classroom during the school day.

**Textbooks:** Are expensive and charges will be made, if the book has been damaged or lost. Students will be instructed to write their names inside the front cover of each book to aid in the return of lost or stolen books. A record will be made of the condition of each book issued to a student. Charges for damages will be determined based upon the age and condition of the book and the replacement cost.

**Injuries:** Any student who is injured while on school property or during a school sponsored activity **MUST** report it immediately to his/her teacher or adult supervisor. The supervisor must report all injuries to the office within 24 hours and complete an accident form. If first-aid treatment is necessary, the student will be sent to the nurse's office.

**Medications:** If a student must take medication during the school day, he/she must inform the health office and bring the medication. A form must be completed for each medication, whether it be prescription or an over the counter medication. Forms are available from the school secretary. A form must be completed for each and every medication brought to school. The medication must be kept in the health room. In accordance with the State Law, the school can administer medication by written parental and physician consent only. **All medication, including over-the-counter medication, must be in its original container.** Medications in baggies, plastic containers, envelopes, etc. are *not allowed*. If a student has a special medical problem, the office should be made aware it. The only medication a student may possess per State Statute

is a prescribed inhaler with a signed medication form on file. Parents must retrieve medication in person from the health aide. Medication, including over-the-counter, will not be sent home with students.

**Searches:** The school district assures parents that a safe and orderly environment is provided for students. Therefore the Board of Education prohibits the presence on school district property, or on property leased by the school district, any materials or substances that (1) present an immediate danger of physical harm or illness to any person and/or (2) violate the law or any school rules. In order to enforce this prohibition searches of a particular person, place or thing when a school administrator, or the designee of an administrator, has reasonable cause to believe that such a search will lead to the discovery of anything are authorized, because of its presence, presents an immediate danger of physical harm or illness to any person and/or violates the law or any school rules. School administrators may ask law enforcement personnel to assist with a search. The Board of Education also authorizes random searches of school district property, and/or property leased by the school district, when the school district administrator believes that a random preventive search will be beneficial to maintaining a safe and orderly environment.

**Property Rights:** The Board of Education retains ownership and possessory control of all pupil lockers and all other storage areas. The school administrators and/or their designees are responsible for control and assignment of all of these lockers and storage areas. Lockers and all other storage areas, even when provided for student use, remain the property of the school district. Students will be assigned one locker for his or her own use and may have other storage areas assigned for his or her use.

It is expected that students will keep their locker and other assigned storage areas clean at all times. Students will be held responsible for any materials they allow other individuals to keep in their lockers or assigned storage areas. The school administrators or their designees have the right to inspect all lockers and storage areas or individual lockers or storage areas at any time without notice, without student consent, and without a search warrant. All lockers and storage areas are also subject to random and/or periodic inspection and access for maintenance. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided or approved by the Principal. Unapproved locks shall be removed and destroyed. Students should lock their lockers at all times.

**Students are responsible for any damage incurred to lockers.**

**Searches of a Locker or a Specific Storage Area:** A locker or a specific, individual storage area may be searched when school administrators or their designees have reasonable cause for a search. Personal belongings, including but not limited to purses, backpacks and duffel bags, present in the storage area may also be searched. When the locker or storage area is assigned to a specific student, and that student is on the school premises at the time of the search, the student shall be notified of the search and given the option to be present at the search.

**Searches of Motor Vehicles:** School district parking lots are the property of the school district or are located on property leased by the school district and therefore, parking in school parking lots subjects individuals using the parking lots to school district rules and

regulations. Vehicles parked in parking lots operated by the school district property may be subject to searches.

**Personal Searches:** A school administrator, may conduct a limited search of a student's person, purse, backpack, duffel bag, or similar articles if the search is based on a reasonable suspicion that (1) such a search will lead to the discovery of anything which, because of its presence, presents an immediate danger of physical harm or illness to any person and/or (2) violates the law or any school rules. Searches of the person of a student shall be limited to the pockets of the student's clothing, any object in the possession of the student, and/or a "pat down" of the exterior of the student's clothing. A person of the same sex as the student being searched shall conduct the search of the person of a student in a private room. At least one, but not more than three persons of the same sex as the student being searched, shall witness but not participate in the search. At the request of the student to be searched, an additional person of the same sex as the student to be searched, and reasonably available on school premises, shall also witness the search. Searches of the person of a student which would require removal of clothing other than a coat, jacket or hat shall not be conducted by school personnel but should be referred to a law enforcement agency. The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible.

**Use of Canines:** The school district reserves the right to use canines trained for drug detection and detection of explosives or other contraband accompanied by law enforcement officers for purposes of exploratory sniffing of the outside of lockers, vehicles parked in school district parking lots, and any other areas of school property deemed appropriate. This activity will be carried out on a random or periodic basis and/or when reasonable suspicion exists. These searches will be at the discretion of the school district administrator in conjunction with the Principal. Canines will be used when: (1) there is a reasonable suspicion that controlled substances, contraband, or explosives may be hidden in the building, (2) there is a reasonable suspicion that controlled substances, contraband, or explosives, may be hidden in vehicles parked on school property or on property leased by the school district, or (3) there is a belief that a random preventive search will be beneficial to the ongoing drug, contraband, or explosives prevention efforts of the school district. Canine searches may be used without prior notification to students or school personnel. Students will be restricted to classrooms and kept out of hallways while canine searches are being conducted. In the event of a "hit", the locker, vehicle, area, etc. will be searched further using procedures described elsewhere in this policy. Canine assisted random preventive searches will take place in the high school and junior high school sections of the school. Use of canines may also take place in the elementary section of the school if there is reasonable suspicion.

**Evidence/Contraband:** Anything found in the course of a search conducted in accordance with this policy may be seized and admitted as evidence in any disciplinary hearing. Any item seized must be marked for identification at the time seized and must be kept in a secure place by a school administrator or the administrator's designee, or turned over to a law enforcement agency. At the discretion of a school administrator or the administrator's designee, any item found during a search may be returned to a parent or guardian of the student from whom it was seized.

**Assistance Of Law Enforcement Agencies:** A school administrator may request the assistance of a law enforcement agency to (1) assist with the search of school property, or property leased by the school district, any student, or any vehicle in a school district parking lot, (2) or to identify or dispose of anything found in the course of a search conducted in accordance with this policy.

## **BULLYING POLICY**

The Green Lake School District is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The District encourages the promotion of positive interpersonal relations between members of the school community.

### **Prohibition**

Aggressive behavior/bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The District will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, using school technology or while traveling to or from school and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

### **Definition**

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, or physical, mental, emotional or learning disability. It would include, but not be limited to, such behaviors as stalking, **bullying/cyberbullying**, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

### **Procedure for Reporting**

Any student that believes he/she has been or is the victim of aggressive/bullying behavior should immediately report the situation to the principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive/bullying behavior directed toward a student. Reports may be made to those identified above.

The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its

related administrative procedures shall be maintained as confidential to the extent permitted by law.

Confidentiality will be maintained during the investigation process as appropriate and/or legally permitted. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

### **Procedure for Investigation**

All complaints about aggressive/bullying behavior that may violate this policy shall be promptly investigated.

If the investigation finds an instance of aggressive/bullying behavior has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include positive behavioral interventions up to expulsion for students. Possible discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board member may be considered. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

### **Pupil Retaliation**

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

### **Notification**

Notice of this policy will be annually circulated and discussed with students, as well as incorporated into the staff and student handbooks. All new hires will be required to review and sign off on this policy and the related complaint procedure.

### **Education and Training**

In support of this policy, the District promotes preventive educational measures to create greater awareness of aggressive behavior, including bullying. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying procedures. All training regarding the Board's policy and procedure on aggressive behaviors and bullying, will be age and content appropriate.

The complaint procedure established by the Superintendent shall be followed.



### **Additional Definitions**

The following are provided for guidance only. If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, he/she should report it and allow the administration to determine the appropriate course of action.

**BULLYING** is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal, electronically transmitted, psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these. Some examples of bullying are:

1. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
2. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
3. Psychological-spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
4. “Cyberbullying”- the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.

The Board recognizes that cyberbullying can be particularly devastating to young people because:

- a. cyberbullies more easily hide behind the anonymity that the Internet provides;
- b. cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
- c. cyberbullies do not have to own their own actions, as it is usually very difficult to identify cyberbullies because of screen names, so they do not fear being punished for their actions; and
- d. the reflection time that once existed between the planning of a prank-or a serious stunt-and its commission is all but been erased when it comes to cyberbullying activity.

Cyberbullying includes, but is not limited to the following:

- a. Posting slurs or rumors or other disparaging remarks about a student on a website or on weblog;
- b. Sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the victim’s cell phone bill;
- c. Using a camera phone to take and send embarrassing photographs of students;
- d. Posting misleading or fake photographs of students on websites.

**HARRASSMENT** includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, national origin, marital status or disability

(sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location).

**INTIMIDATION** includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

**MENACING** includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

**HARRASSENT, INTIMIDATION, OR BULLYING** means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:

- a. physically harming a student or damaging a student's property;
- b. knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or
- c. creating a hostile educational environment.

**STAFF** includes all school employees and Board members.

**THIRD PARTIES** include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

The following procedure shall be used for reporting, investigating and resolving complaints of aggressive behavior and/or bullying.

**Complaint Procedure:**

Principals and Superintendents have the responsibility for conducting investigations concerning claims of aggressive behavior and/or bullying. The investigator(s) shall be a neutral party having no direct involvement in incident(s) upon which the complaint is based.

Any employee or volunteer who has knowledge of conduct in violation of policy 443.71 shall immediately report his/her concerns.

Any student who or third party has knowledge of conduct in violation of policy 443.71 believes he/she has been a victim of aggressive behavior in violation of policy 443.71 shall immediately report his/her concerns.

All complaints will be promptly investigated in accordance with the following procedures:

1. Any claims of aggressive behavior and/or bullying shall be presented to the principal or the Superintendent. Students may also report their concerns to

- teachers or counselors who will be responsible for notifying the appropriate administrator or Board official. Complaints against the principal shall be filed with the Superintendent. Complaints against the Superintendent shall be filed with the Board President. Information may be initially presented anonymously. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates. If the person filing the complaint is an adult, he/she must sign the charge affirming its veracity. If the person filing the complaint is a minor, he/she may either sign the charge or affirm its veracity before one administrator and one other staff member.
2. The administrator/Board official receiving the complaint shall conduct a prompt investigation. Parents will be notified of the nature of any complaint involving their student. The administrator/Board official will arrange such meetings as may be necessary with all concerned parties within five (5) work days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The administrator/Board official conducting the investigations shall notify the complainant and parents as appropriate, (in writing) when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.

A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the Superintendent.

3. If the complainant is not satisfied with the decision in number 2, he/she may submit a written appeal to the Superintendent or designee. Such appeal must be filed within ten (10) work days after receipt of the previous decision. The Superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to review and discuss the appeal. The Superintendent or designee shall provide a written decision to the complainant's appeal within ten (10) work days of the appeal being filed.
4. If the complainant is not satisfied with the written decision in number 3, a written appeal may be filed with the Board. Such appeal must be filed within ten (10) work days after receipt of the number 3 decision. The Board shall, within twenty (20) work days, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant within two (2) work days following completion of the hearing.

Documentation related to the incident, other than any discipline imposed or remedial action taken, will be maintained in a file separate from the student's education records or the employee's personnel file.

#### **Retaliation/False Charges:**

Retaliation against any person who reports, is believed to have reported, or files a complaint, or otherwise participates in an investigation or inquiry related to a complaint of aggressive behavior and/or bullying is prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. False charges shall also be regarded as a serious offense and will result

in disciplinary action or other appropriate sanctions. Suspected retaliation should be reported in the same manner as aggressive behavior and/or bullying.

### **Discipline**

**General:** The rules shown below are the foundation for effective disciplinary action and apply to all school buildings, vehicles that transport students for school purposes at all school sponsored activities, whether held on or off of school property.

**The administration specifically reserves the right, on an individual basis, to deviate from the disciplinary action set forth below when in their sole discretion, it is necessary for the proper and efficient operation of the school.**

#### **Supervision:**

Students are reminded that all staff members have the authority to discipline students. Students refusing to comply will be considered insubordinate and subject to penalties found in the discipline listing.

**Offense-**Use or possession of alcohol or other drugs, appearing to be under the influence of alcohol or other drugs, possessing the paraphernalia associated with drug use, or selling alcohol or other drugs.

**Action-**Action taken can range from suspension to recommendation for expulsion. Notification to the appropriate drug abuse agency will be made as well as to the police for a written citation if circumstances warrant. A student may be suspended for 15 days and a recommendation for expulsion could be made for exchanging, distributing, selling, giving away, or in possession of mood altering drugs or drug related paraphernalia with the intention of exchanging, selling, or giving away.

**Offense-**Use or possession of tobacco products.

**Action-**One day suspension and notification of police for a citation.

**Offense-**Use of obscene language or abusive language.

**Action-**1<sup>st</sup> offense-warning, detention, or suspension;

2<sup>nd</sup> offense- warning, detention, or suspension;

3<sup>rd</sup> offense- warning, detention, or suspension;

Police may be notified on any offense.

**Offense-**Disrespect/Insubordination (failure to comply with a reasonable staff member direction or request).

**Action-**1<sup>st</sup> Offense-1-3 day suspension w/parent notification;

2<sup>nd</sup> offense-2-5 day suspension w/parent conference;

3<sup>rd</sup> offense-3-5 day suspension with possible recommendation for expulsion;

**Offense-**Intimidation and/or threats

**Action-**1<sup>st</sup> offense-warning, detention, or 1-3 day suspension w/parent conference;

2<sup>nd</sup> offense-2 day suspension with referral to appropriate authorities;

3<sup>rd</sup> offense-3-5 day suspension with referral to appropriate authorities and possible recommendation for expulsion

**Offense-Fighting**

**Action**-1<sup>st</sup> offense-1- 3 day suspension;\*\*\*

2nd offense- 3-5 day suspension w/parent conference;\*\*\*

3rd offense- 5 day suspension.

Police may be notified on any offense.

**Offense-Unprovoked attack**

**Action**-1<sup>st</sup> offense- 3-5 day suspension w/parent conference required;

2<sup>nd</sup> offense-five day suspension w/parent conference required;

3<sup>rd</sup> offense-five day suspension with possible recommendation for expulsion.

Police may be notified on any offense.

**Offense-Possession of incendiary devices including matches and lighters.**

**Action**-Action will range from a warning to recommendation for expulsion. The police may be notified.

**Offense-False fire alarm.**

**Action**-Suspension for 5-10 days with possible recommendation for expulsion. The police will be notified

**Offense-Theft and or/Vandalism.**

**Action**-Suspension for 1-5 days w/parent conference required and possible recommendation for expulsion. Restitution required and police will be notified.

**Offense-Possession and or use of a gun, gun look-alike, knife, or items used as a weapon.**

**Action**-Confiscation of weapon and immediate suspension for up to 15 days with possible recommendation for expulsion, and the notification of police. Any student found in possession of a gun while at school will be recommended for expulsion.

**Offense-Academic Dishonesty**

**Action**-1<sup>st</sup> offense-zero on the assignment and an office referral; \*\*\*

2<sup>nd</sup> offense-failing grade (69%) for the quarter and two day suspension;

3<sup>rd</sup> offense-failing grade(69%) for the semester, three day suspension and possible recommendation for expulsion. A second offense that occurs in a different class will result in the 1<sup>st</sup> offense penalty and a two-day suspension. A third offense that occurs in a different class will result in the 1<sup>st</sup> offense penalty, a three-day suspension and a possible recommendation for expulsion. \*\*In addition to class/school penalties, activity code penalties will also be imposed.

**Offense- Repeated failure to serve assigned detention within two days.**

**Action**-Additional consequences such as, but not limited to, parent/guardian(s) contact, additional detentions and closed campus during lunch hour to suspension.

**Offense-Serious Misconduct at School**

\*\*\* **Action**-Suspension for 3-15 days with possible recommendation for expulsion and the notification of police.

**Offense**-Unexcused absence

**Action**-1<sup>st</sup> offense warning and parent contact;

2<sup>nd</sup> offense parent contact and municipal citation;

3<sup>rd</sup> offense-parent contact and municipal citation;

4<sup>th</sup> offense- parent contact and municipal citation;

5<sup>th</sup> offense- mandatory parent meeting and municipal citation;

6<sup>th</sup> offense-truancy filed with Green Lake Human Services.

7<sup>th</sup> offense and subsequent offenses - parent contact and municipal citation

Additional consequences may be assigned when deemed necessary and appropriate by administration.

**Offense**-Repeated breaking of school rules.

**Action**-Action will range from suspension to recommendation for expulsion.

**Offense**- Disrespect to public/private property, littering or any conduct contrary to decent, polite, honorable, and/or honest standards.

**Action**- Action can range from parent contact, detention, school community service or suspension.

**Offense**-Setting a fire.

**Action**-Suspension for 5-15 days with possible recommendation for expulsion. The police will be notified.

**Offense**- "Hazing" meaning any act that serves to persecute or harass with threats or meaningless, difficult or humiliating activity

**Action**- A substantiated charge of hazing against a student in the local district will result in disciplinary action ranging from parent conference to recommendation for expulsion depending on the severity and/or frequency. If mandated, reporting and referral will be made to the appropriate government agency.

Students who believe they have been subjected to hazing or any parent/guardian(s) who believe their student has been subjected to hazing should report the incident to the school administration. If the student or the parent/guardian(s) are not comfortable making the report to the administration, they should report it to a teacher or counselor with the understanding that the events will be reported to the administration for review. Individuals who report incidents of hazing will be protected from retaliation. Any individual who engages in retaliatory conduct against a complainant will be subjected to disciplinary action.

Students who are suspended out of school are not allowed to re-enter the school or be present on school property during the period of suspension without the permission of an administrator.