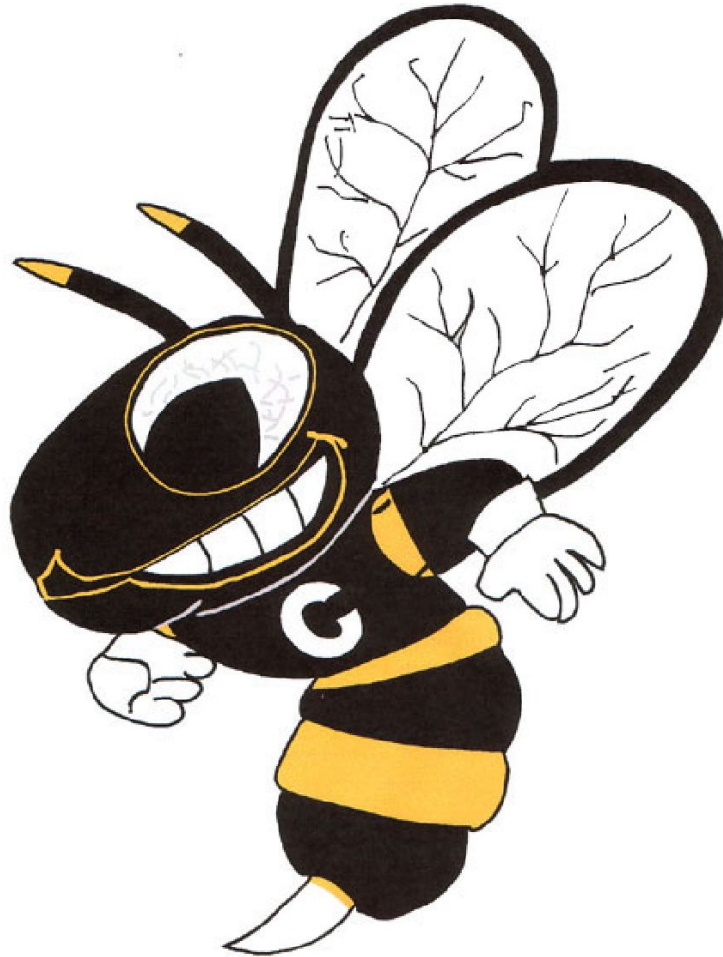


CADOTT JUNIOR/SENIOR HIGH SCHOOL



Student/Parent Handbook 2016 - 2017

The mission of the Cadott Community School District is to challenge each and every student to reach his or her full potential

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SCHOOL BOARD ENDORSEMENT

This handbook is endorsed by the Cadott School Board as a vital part of the school's written policy.

BOARD OF EDUCATION

President	Donna Albarado
Vice President	P. Scott Kelly
Clerk	Christine Rowe
Treasurer	Cedric Boettcher
Director	Brian Dulmes
Director	Robert Panzer
Director	Charlene Seibel

SCHOOL BOARD MEETINGS

All school board meetings including regular and special meetings are posted in the following areas:

1. Cadott Citizens State Bank
2. Cadott Sentinel Office
3. Cadott Junior/Senior School Office
4. Cadott Elementary School
5. Cadott School Business Office

Regular school board meetings are held on the second Monday of each month and begin at 7:00 p.m.

Please note that the School Board Policies may change throughout the school year. You can find the most updated policies on our website.

MESSAGE FROM THE PRINCIPAL

Welcome to Cadott Junior/Senior High School where our mission is to “challenge each and every student to reach his or her full potential”. This is continued in our vision of “post-secondary success for all of our students”. Our Cadott Junior/Senior High School Values are: Be Respectful - Be Responsible - Be Safe - Be Productive. We expect each of our students to exhibit this behavior in all environments at school or at school related functions. We have developed a Values Matrix that identifies expectations in each of these areas. Please refer to the Values Matrix for details. Copies are located in the Staff Binder, in the Junior/Senior High School Office and posted throughout the school.

Cadott Schools welcomes and encourages family involvement in the school. Please be active in communication with the school through email, phone, or visiting our campus. Family members are encouraged to volunteer and attend school board meetings to aid in developing the school community and establish positive relationships with all staff, students, and families. Students can and should be active in their school by joining clubs, performance activities, academic activities or athletics. The opportunities to be involved are endless and students are encouraged to seek out staff members to sponsor activities that they desire. Just because the club or activity does not exist at the start of the year does not mean that we can not work together to find a way to develop the programming that students desire!

Sincerely,

Mr. Apple

*Education is the most powerful weapon which you can use to change the world.
- Nelson Mandela*

Equal Education Opportunities

It is the policy of the School District of Cadott Community 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, religion, national origin, ancestry, creed, pregnancy, marital or parental status, color, sexual orientation, or physical, mental, emotional, or learning disability. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, national origin), and Section 504 of the Rehabilitation Act of 1973 (handicap) and the Americans Disabilities Act of 1990.

The district shall provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Request for accommodations shall be made in writing and approved by the building principal. Accommodations may include, but not necessarily be limited to, exclusion from participation in an activity, alternative assignments released from school to participate in religious activities and opportunities to make up work missed due to religious observances. Any accommodations granted under this policy shall be provided to students without prejudicial effect.

Students who have been identified as having a handicap or disability, under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act, shall be provided with reasonable accommodations in education services programs. Students may be considered handicapped or disabled under this policy even if they are not covered under the District special education policies and procedures.

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in the District shall have equal access to the same free, appropriate public education, including comparable services, as provided to other children and youth who reside in the District. Homeless children and youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

The district encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the policy in the Cadott Community School District.

Any questions concerning s.118.13, Wis. Stats., or title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, or Section 504 of the Rehabilitation Act of 1973 and the American Disabilities Act of 1990, which prohibits discrimination on the basis of handicap, should be direct to: District Administrator, School District of Cadott Community, P.O. Box 310, Cadott, WI 54727. (715) 289-3795.

Equal Educational Opportunities

Pupil Discrimination Complaint Procedure

If any person believes that the School District or any part of the school organization has inadequately applied the principles and/or regulations of Title VI, Title IX, Section 504 or Americans with Disabilities Act or in some way discriminates on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, parental or marital status, sexual orientation, physical, learning, mental or emotional disability or handicap, she/he may bring forward a complaint to the Title XI, Section 504 or equal opportunity coordinator at his/her office in the Cadott Community School District, Cadott, WI, or contact the building principal by phone at his/her office.

Informal Procedure

The person who believes he/she has a valid basis for complaint shall discuss the concern with the building principal, the local Title IX, Section 504 or equal opportunity coordinator, who shall in turn investigate the complaint and reply to the complainant in writing and the acknowledgement of the student discrimination complaint within 45 days of receipt of the written complaint. The determination of the complaint is to be made within 90 days of receipt of the written complaint unless the parties agree to an extension of time. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the steps listed.

Formal Grievance Procedures

- Step 1: A written statement of the grievance shall be prepared by the complainant and signed. This grievance shall be presented to the building principal, the local Title IX, Section 504 or equal opportunity coordinator within ten (10) school/business days of receipt of the written reply to the informal complaint. The coordinator shall further investigate the matters of the grievance and replay in writing to the complainant within twenty (20) school/business days.
 - Step 2 If the complainant wishes to appeal the decision of the building principal, local Title IX, Section 504 or equal opportunity coordinator, he/she may submit a signed statement of appeal to the school district's administrator within ten (10) school/ business days after receipt of the local coordinator's response to the grievance. The school district administrator shall meet with all parties involved, formulate a conclusion, and respond in writing to the grievance with twenty (20) school/business days.
 - Step 3 If a complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Board of Education within ten (10) school/business days of his/her receipt of the school district administrator's response to Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representatives at the next regular Board meeting or within thirty (30) school/business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent by the Board Clerk to each concerned party within twenty (20) school/business days of this meeting. The complainant shall also be given notice of his/her right to appeal the Board's determination, within 30 days, to the State Superintendent of Public Instruction.
 - Step 4 If, at this point, the grievance has not been satisfactorily settled, further appeal may be made within 30 days to the Department of Public Instruction, Equal Educational Opportunity Office, P.O. Box 7841, Madison, WI 53707.
- A complaint or appeal may also be made on some of the above bases (Title IX, Title VI, Section 504, Americans with Disabilities Act) to the Office of Civil Rights, U.S. Department of Education, 111 N. Canal Street, Room 1053 Chicago, Illinois, 60606.

Grievance Procedure – Special Education

Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a child with a disability shall be processed in accordance with established appeal procedures outlined in the district's special education handbook.

Grievance Procedure – Federal Programs

Discrimination complaints relating to programs specifically governed by federal law or regulation shall be referred directly to the State Superintendent of Public Instruction.

Dissemination of Discrimination Grievance Procedures

The adopted discrimination grievance procedure shall be disseminated to students, parents, employees and others to inform them about the proper process of making a complaint. The information shall be published in student/parent/staff handbooks, news articles before the start of school and other appropriate times, and Board policies made available to staff.

Maintenance of Grievance Records

Records shall be kept of all formal and informal discrimination complaints for the purpose of documenting compliance and past practice. The records shall include information on all levels of the complaint and any appeals. The records should include:

1. The name of the grievant or complainant and his/her title or status.
2. The date the grievance was filed
3. The specific allegation made and any corrective action request by the grievant
4. The name(s) of the respondents
5. The levels of processing followed, and the resolution, date and decision making- authority at each level
6. A summary of facts and evidence presented by each party involved
7. A statement of the final resolution and the nature and date(s) of any corrective or remedial action taken

ABUSE - REPORTING CHILD ABUSE

As a social resource the school is second only to the family unit in its potential for sustained, thorough involvement in a child's life. Because of this sustained contact, school personnel are in an excellent position to identify abused or neglected children and to refer them for treatment and protection.

To combat the child abuse and neglect problem and in compliance with state law, any district teacher, counselor, nurse, social worker or administrator having reasonable cause to suspect that a child seen in the course of professional duties has been abused or neglected shall immediately contact the county social services department, the county sheriff or the city police and inform the agency contacted of the facts and circumstances which lead to the filing of the report.

It is not the responsibility of school personnel to prove that the child has been abused or neglected, nor to determine whether the child is in need of protection. School personnel shall not contact the child's family or any other person to determine the cause of any suspected abuse or neglect.

No district employee shall be discharged from employment for making such a report. In addition, state law guarantees immunity from civil or criminal liability that may result from making a report on child abuse or neglect. State law provides for the protection of the identity of any individual who makes such a report. School Board Policy 454

40 DEVELOPMENTAL ASSESTS

The Search Institute is a non-profit organization that does work to improve the lives of children and their families. The more assets a child has going for them, the more successful they are, generally. How many assets does your child have?

EXTERNAL ASSETS

<i>CATEGORY</i>	<i>ASSET NAME AND DEFINITION</i>
Support	<ol style="list-style-type: none"> 1. Family Support--Family life provides high levels of love and support. 2. Positive Family Communication--Young person and his or her parent(s) communicate positively, and young person is willing to seek advice and counsel from parent(s). 3. Other Adult Relationships--Young person receives support from three or more nonparent adults. 4. Caring Neighborhood--Young person experiences caring neighbors. 5. Caring School Climate--School provides a caring, encouraging enviroment. 6. Parent Invoement in School--Parent(s) are actively involved in helping young person succeed in school
Empowerment	<ol style="list-style-type: none"> 7. Community values youth--Young person perceives that adults in the community value youth. 8. Youth as resources--Young people are given useful roles in the community. 9. Service to others--Young person serves in the community 10. Safety--Young person feels safe at home, at school, and in neighborhood.
Boundaries & Expectations	<ol style="list-style-type: none"> 11. Family Boudaries--Family has clear rules and consequences and monitors the young person's whereabouts. 12. School Boundaries--School provides clear rules and consequences. 13. Neighborhood Boudaries--Neighbors take responsibility for monitoring young peoples' behavior. 14. Adult Role Models--Parent(s) and other adults model positive, responsible behavior. 15. Positive Peer Influence--Young person's best friends model responsible behavior. 16. High Expectations--Both parent(s) and teachers encourage the young person to do well.
Constructive Use of Time	<ol style="list-style-type: none"> 17. Creative Activities--Young person spends three or more hours per week in lessons or practice in music, theater, or other arts. 18. Youth Programs--Young person spends three or more hours per week in sports, clubs or organiztions at schoo and/or in community. 19. Religious Community--Young person spends one or more hours per week in activites in a religious institution. 20. Time at Home--Young person is out with friends "With nothing special to do: two or fewer nights per week.

INTERNAL ASSETS

<i>CATEGORY</i>	<i>ASSET NAME AND DEFINITION</i>
Commitment to Learning	<ol style="list-style-type: none"> 21. Achievement Motivations--Young person in motivated to do well in school. 22. School Engagement--Young person is actively engaged in learing. 23. Homework--Young person reports doing at least on hour of homework every school day. 24. Bonding to School--Young person cares about his or her school 25. Reading for Pleasure--Young person reads for pleasure three or more hours per week.
Positive Vaues	<ol style="list-style-type: none"> 26. Caring--Young person places high value on helping other people. 27. Equality and social justice--Young person places high value on promoting equality and reducing hunger and poverty. 28. Integrity--Young person acts on convictions and stands up for her or his beliefs. 29. Honesty--Young person "tells the truth even when it is not easy." 30. Responsibility--Young person accepts and takes personal responsibility. 31. Restraint--Young person believes it is important not to be sexually active or to use alcohol or other drugs.
Social Competencies	<ol style="list-style-type: none"> 32. Planning and decision making--Young person knows how to plan ahead and make choices. 33. Interperson Competence--Young person has empathy, sensitivity, and friendship skills. 34. Cultural Competence-- Young person has knowledge of and comfort with people of different cultural/racial/ethnic backgrounds. 35. Resistance Skills--Young person seeks to resolve conflict nonviolently. 36. Peaceful conflict resolution--Young person seeks to resolve conflict nonviolently.

37. **Personal power**--Young person feels he or she has control over "things that happen to me."
38. **Self-esteem**--Young person reports having a high self-esteem.
39. **Sense of purpose**--Young person reports that "my life has a purpose."
40. **Positive view of personal future**--Young person is optimistic about her or his personal future.

ATTENDANCE PHILOSOPHY AND WISCONSIN STATE STATUTES

1. PHILOSOPHY

In accordance with state law, all children between 6 and 18 must attend school full time until the end of the term, quarter, or semester in which they become 18 years of age unless they have a legal excuse.

Regular attendance and promptness are essentials of good performance on any job. Absence from school is the greatest single cause of poor achievement in school. If a pupil is not regular in attendance, his/her performance lags, he/she loses interest and tends to fall behind. The home and the school should regard it a prime responsibility to assist young persons to develop good habits of attendance.

2. SCHOOL ATTENDANCE OFFICER

For the purposes of this policy and Wisconsin Statute 118.16, building principals/Dean of Students are designated as attendance officers for the Cadott Community School District.

3. DEFINITIONS

A. Absence

1. Absence is defined as missing part or all of one or more days; excused or unexcused.
2. Tardiness to school, according to state law, is regarded as an absence (s.s. 118.16 (b)).

B. Excused Absence

1. An excused absence must be acceptable according to state guidelines, which include illness, doctor appointments, death in the family, religious observances, court appearances, extreme weather conditions, and emergency or prearranged absences approved by the principal. Students are limited to 10 absences per school year (principal's discretion).
2. Excused absences must be documented by a written explanation at the time the student returns to school unless the absence has received approval in advance from the principal. Students have 3 days after they return to school to turn in a note or excused absence turns into truancy. Doctor, dentist, court, etc. need professional verification (unless the student is signed in or out by a parent/guardian for the appointments) after the 10 excused absence limit has been reached.
3. A pre-arranged absence is defined as a student being absent for other than an excused reason and having received approval **in advance** from the principal (principal's discretion) Examples of pre-arranged absences are: Deer hunting and extended family vacations with one or both parents. Students must be passing all classes in order to be approved for pre-arranged absences. (This would include special prearranged trips such as band trips, incentive trips, or other non-academic field trips).
4. Students should always sign in and out at the school building office when they leave and return to school.

C. Unexcused Absence/Truancy

1. An Absence is considered unexcused if it does not qualify as an excused or pre-arranged absence.
2. Unexcused absences include, but are not limited to:
 - a. Work, except for approved school board programs.
 - b. Babysitting, shopping, haircuts, beauty appointments, job interviews, car trouble, and oversleeping.
 - c. Personal business
3. Failure to make arrangements in advance will result in an unexcused absence.

D. Habitual Truancy

1. Students who are absent from school without an acceptable excuse:
 - a. "Habitual truant" means a pupil who is absent from school without an acceptable excuse under sub. (4) and s. 118.15 for part or all of 5 or more days on which school is held during a school semester.

4. MAKE-UP WORK

A. Students with excused absences are entitled to make up the work missed and are responsible for doing so. A student will have the number of days absent plus one for make-up time.

B. Students with unexcused absences will be allowed to make up daily work. Students may take major exams and turn in projects following an unexcused absence.

C. For pre-arranged absences, the student is obligated to make arrangements with his/her teacher in advance regarding make-up work. Any student excused in writing by his or her parent before the absence (pre-arranged). A child may not be excused for more than 10 days in a school year under this paragraph. 118.15(3) (c)

D. Absence from school during the last two weeks of the school year is strongly discouraged. Excused absences from school prior to the end of the school year will be granted only after approval by the school principal. Such requests must be supported by valid reasons and written parental request.

E. Students who leave school prior to the end of a semester will not be allowed to take final examinations early and will be given incompletes until both the following requirements are satisfactorily met:

1. The student completes all regular course requirements.
2. The student takes all final examinations.

5. ADMINISTRATIVE PROCEDURE

A. Unexcused Absences/Truancy/Excessive Absences

1. Parents/guardians will be notified as soon as it has been determined that an attendance problem does exist. This will occur after the students' 3rd unexcused absence or as determined by the school attendance officer. A certified letter will be sent to the parents to meet with the administrator to discuss the truancy issue.
2. After the 5th unexcused absence, a letter will be sent to the parent/guardian, which identifies the student as a habitual truant and that a legal referral will be made to Chippewa County Juvenile Intake.

6. CO-CURRICULAR PARTICIPATION AND ATTENDANCE

A student must be in school attending classes during the entire day in order to participate in school activities

UNLESS THE SCHOOL PRINCIPAL IS NOTIFIED IN ADVANCE AS TO EXTENUATING CIRCUMSTANCES THAT MIGHT PREVENT COMPLIANCE.

A final determination as to whether a student will be allowed to participate in a school activity will be up to the discretion of the principal.

7. HOME NOTIFICATION OF ABSENCE

The day students are absent from school, the parent or guardian is requested to notify the school of this absence between 7:30 a.m. and 9:00 a.m... While calling their children in absent a parent may request homework at this time. Homework cannot be gotten for the current day if the phone request is received after 10:00 a.m. **If the school has not received a call from the home, the school will call the home to insure the continued education of students who are ill.** By state statute, parents/guardians are required to submit a written explanation for any absence. Written notification must accompany the child when they return to school.

8. ABSENCE DURING THE DAY APPOINTMENTS

Whenever possible, students and parents are requested to schedule medical, dental and other appointments during non-school hours. If an absence should be required during school hours, the student must present an excuse from a parent or guardian to the Attendance Secretary, stating the nature, time and date of the appointment. A follow-up phone call to the parent/guardian may be made at this time by a school official, and an administrator may be consulted to verify the excuse. A pass to leave the building will then be issued. The time listed on the pass is the time the student will be dismissed from school. The student is to show this pass to the teacher in charge during the hour in which the student asks to be dismissed. This pass must be signed by an adult at the destination listed on the pass. Upon returning to school, the student must present this signed pass to the Attendance Secretary. The student will then be given a pass for admittance to class.

ACADEMIC LETTER & LAMP OF KNOWLEDGE

High Honor Roll = 2 points (gold sticker) GPA 3.67 - 4.00

Honor Roll = 1 point (silver sticker) GPA 3.00 - 3.66

7 points are needed to receive an academic letter.

A "Lamp of Knowledge" is received for every two points thereafter.

ACTIVITY ACCOUNTS

All organizational and class funds must be handled through the activity accounts because these funds are subject to audit and are of public interest. All high school activity accounts are under the jurisdiction of the principal. Each organization should have its treasurer keep its own books. The central business office personnel will mark deposits into your books, and a receipt will be placed in your book. It is recommended that students and advisors do not make expenditures without approval from the organization under whose name the funds are carried.

ADDRESS AND TELEPHONE NUMBER CHANGES

Any changes in address or telephone numbers should be reported to the main office as soon as possible so that the office has a correct information card on each student at all times, especially if an emergency should arise.

ANNOUNCEMENTS

Announcements will be read at the start of period 2. Any student wishing to have an announcement read must have a written statement turned into the office secretary, signed by a teacher or activity advisor, prior to announcement time.

ASSEMBLY PROGRAMS

Each year a number of assembly programs are scheduled for your educational growth and entertainment. Students are reminded to be courteous. Please do your part to maintain a good reputation for the school and the community.

BACKPACKS

Students may bring backpacks into the building. However, backpacks must be stored in the student's locker at all times. Backpacks may be removed from lockers at the conclusion of the school day and when the student is leaving the building.

BELL SCHEDULE

Breakfast	7:40 – 7:55 a.m.
First Bell	7:55 a.m.
Period 1	8:00 – 8:44 a.m.
Period 2	8:47 – 9:31 a.m.
<i>Announcements</i>	<i>8:47 a.m.</i>
Period 3	9:34 – 10:18 a.m.
Period 4	10:21 – 11:07 a.m.
<i>1st lunch</i>	<i>11:07 a.m. – 11:37 a.m.</i>
Period 5A	11:10 – 11:52 a.m.
Period 5B	11:40 a.m. - 12:22 p.m.
<i>2nd lunch</i>	<i>11:52 – 12:22 p.m.</i>
Period 6	12:25 – 1:09 p.m.
Period 7	1:12 – 1:56 p.m.
Period 8	1:59 – 2:43 p.m.
Period 9	2:46 – 3:30 p.m.

Students may enter the building at 7:30 a.m. through the Commons doors or northwest door (1N) and remain in the Commons until the first bell sounds at 7:55 a.m. You may not enter other doors before 7:55 a.m.

BULLETIN BOARDS/TRACKING STRIPS

Please watch the main bulletin board in the hallway for important announcements. If your organization has an announcement, be sure to receive permission from the principal before posting it or any other information, posters, etc.

BULLYING

Introduction

The School District of Cadott Community strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, and school vehicles and at school-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. The school district consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

Definition

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.

Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet – also known as cyber bullying)

Prohibition

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the school district. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.

Procedure for Reporting/Retaliation

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal (or guidance counselor in the event that the principal is not available).

Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to the building principal (or guidance counselor in the event that the principal is not available).

Official reports of bullying may be made in writing and may be made confidentially. All such reports will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

The school official receiving a report of bullying shall immediately notify the school district employee assigned to investigate the report.

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

Procedure for investigating reports of bullying

The person assigned by the district to conduct an investigation of the bullying report shall, within one school day (that the person(s) are available), interview the person(s) who are the victim(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report.

Parents and/or guardians of each pupil involved in the bullying will be notified prior to the conclusion of the investigation. The district shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

Sanctions and supports

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school district administration and school board may take disciplinary action, including: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. Pupil services staff will provide support for the identified victim(s).

Disclosure and Public Reporting

The policy will be distributed annually to all students enrolled in the school district, their parents and/or guardians and employees. It will also be distributed to organizations in the community having cooperative agreements with the schools. The school district will also provide a copy of the policy to any person who requests it.

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

An annual summary report shall be prepared and kept on file, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior.

BUS - GENERAL INFORMATION

CADOTT SCHOOL BOARD POLICY: Student Conduct on school buses (443.2).

While the law requires the school district to furnish transportation, it does not relieve parents of students from the responsibility of supervision

Once the student boards the bus--and only at that time--does he or she become the responsibility of the school district. Such responsibility shall end when the student is delivered to the regular bus stop at the close of the school day.

In view of the fact that a bus is an extension of the classroom, the School Committee (i.e., Board) shall require students to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. In cases when a student does not conduct himself properly on a bus, such instances are to be brought to the attention of the transportation supervisor by the bus driver. Habitual offenses and/or offenses considered as being serious will be reported to the principal by the transportation supervisor.

Students who become a serious disciplinary problem on the school bus may have their riding privileges denied by the principal. In such cases, the parents of the children involved become responsible for safely transporting their children to and from school.

The following guidelines will also be followed:

1. Grades kindergarten through third grade will be picked up at home in the morning, but may be requested to walk up to one-fourth mile at night with weather, wind chill factor and road safety considered.
2. Grades 4-12 will be picked up in the morning, but may be requested to walk up to one mile at night. If the shortened route saves turn

- around, weather, wind chill factor, and road safety will be considered.
3. Your loading zone in the morning will be your home driveway. At night your unloading zone could be a crossroad corner or a side road corner. Again, road safety, weather, temperature and wind chill factor will be considered.
 4. BEFORE LOADING:
 - a. Be on time at designated school bus stops.
 - b. Stay off the road at all times while waiting for the bus. NO horseplay. It leads to accidents.
 - c. Wait until the bus comes to a complete stop before moving toward the bus. This also applies to loading zone at the school.
 - d. BE COURTEOUS at all times.

There will be pickup in the Cadott Village limits at designated areas.
 5. The driver will not discharge riders at any other place than the regular bus stop at home or at school unless he has been properly authorized to do so by the school. There are no exceptions, so please do not ask your driver to violate this rule.
 6. STUDENT RIDING SLIPS: If a student desires to go home with someone else, regardless if on his bus or on a different bus, he must bring a note from his parents. If elementary, a pass will be issued signed by the principal or by office personnel. If a junior or senior high student, the note is to be signed by the principal or by office personnel. If there is not enough seating on the bus, final approval rests with the transportation supervisor or the bus driver.
 7. EXCEPTIONS FOR HEALTH AND SAFETY:
 - a. When a medical doctor, in a letter, declares the health of a student such that door-to-door pickup is imperative, these rules may be altered by board action.
 - b. In unusual safety conditions, rule exception may be acted upon by the board.
 8. An adequate turn-around must be provided for the bus if your home is at the end of a route or at a turn-around. The drive way must be wide enough for turning into and backing out to be made in one motion, so the bus may proceed ahead.
 9. STUDENTS ATTENDING PRIVATE SCHOOL: Transportation will be provided to students on the same basis set forth for students attending public school.
 10. COCURRICULAR BUS: A student leaving school on a co-curricular bus will return to school on the same bus. EXCEPTION: If the student lives on the route traveled and the bus goes right by his or her house, the student must bring a note from parents or guardians to the principal and a pass may be issued.

On sport and co-curricular trips, there will be no stops made to eat.

Highways to be used on trips: Buses to Chippewa Falls & Eau Claire will travel west on highway 29. Buses to Boyd, Stanley, and Thorp will use highway 29. Buses to Augusta and Osseo will use highway 27. Buses to Fall Creek will use County K and buses north to Cornell and Gilman will use highways 27 and 64.
 11. **SAFETY EVACUATIONS DRILLS: Safety drills, including the use of the emergency door, will be conducted at least twice a year. The driver will select helpers for the drill. The emergency door should never be used except for drills and in case of emergency.

**Drivers: See evacuation procedures.
 12. Any damage done to seats or other bus equipment by the rider must be paid for by the rider or his parents or guardian.

BUS LOADING ZONE

Any bus rider who leaves the school grounds and does not go directly to the school building after getting off the bus, or any bus rider who leaves the school grounds and does not go directly to the school bus after school has been dismissed will not be permitted to ride the bus on the day of the incident and will receive a disciplinary referral. Any other student (non-bus rider) who is near the bus loading zone or in the road during bus arrival or departure will also receive a disciplinary referral.

BUS RIDER RULES & DISCIPLINARY PROCEDURES (School Board Policy-443.2)

1. Bus riders shall conform to the same standards of conduct and cleanliness that are expected of them in school.
2. Riders are to obey the bus driver promptly. Refusal to do so is sufficient reason for being denied transportation.
3. All riders will have assigned seats.
4. Animals and pets are not permitted on the bus except as required by law.
5. Damage to seats or other bus equipment by the rider must be paid for by the rider or his parents or guardians.
6. Keep head, hands and arms inside the bus.
7. Remain seated when the bus is in motion. This means stopping and starting.
8. Loud talking, shouting, whistling or boisterous conduct will not be permitted.
9. Do not litter bus with debris. This includes no eating, drinking or gum chewing. Smoking and other tobacco use is forbidden.
10. ALL talking shall cease while approaching and crossing railroad tracks.
11. Riders are expected to be on time at bus stops. The bus will come to a full stop, but will not wait for students.
12. Riders will not throw anything out of the windows at any time. This would be littering the highway and you could be fined for this.

- A: First offense, the driver will call the parent/guardian to discuss the complaint and will also write a misconduct report. In the case of a serious infraction students may be dealt with in the same manner as a second offense.
- B: Second offense, the driver will write a misconduct report and the school official will inform the parent or guardian by letter or telephone call of discipline and/or actions taken. Student could be denied transportation.
- C: Third offense, the driver will write a misconduct report and the school official will ask for a conference with parent or guardian. Riding could be denied for a period of time.

Parents or guardians and students are to be aware that in any of the above actions, they have the right of due process. School official may refuse transportation on first offense considering circumstances of student's conduct, but no student will be put off the bus except at school or at home. Driver will not put a student off his/her bus unless authorized by a school official.

BUSING TO/FROM EVENTS

- 1. Students must ride the provided mode of transportation to and from a school-sponsored event. The only exception will be when parents or guardians specifically request that their son or daughter be released to them at the event, with the chaperon's permission.
- 2. The only students that will be dropped off along the route are those who have direct access to their home and who have a signed note by the parent or guardian and the building principal.
- 3. Exceptions to the above will be considered in advance only by a direct request to the building principal by the parent or guardian.

CHECK OUT/LAST STUDENT DAY

All students will report to their 9th period class. As soon as lockers have been checked, each 9th period teacher should take check out sheets to the office. High school students should leave the building and grounds immediately after checkout is completed. High school bus riders may wait in the Commons. Junior high students will clean out lockers and engage in scheduled activities for the remainder of the day. Students who owe fines, or have overdue items at the LMC, will be required to remain in school until the end of the school day.

CLASSROOM DISCIPLINE

- 1. A good learning atmosphere in the classroom is the joint responsibility of the teacher and students, and is promoted through use of clearly defined rules and regulations. Because of varying personalities and classroom environments, these rules may differ somewhat from teacher to teacher.
- 2. The teacher is generally responsible to resolve infractions of classroom rules. When corrective actions prove ineffective, the teacher may temporarily reassign a student from the classroom to the Office.
- 3. The purpose of assigning a student to the Office is: 1) to reestablish the learning atmosphere which the student has disrupted, and 2) to provide a setting for the student to examine the actions which led to removal and make a commitment to correct his/her behavior.

CO-CURRICULAR PROGRAMS-Assets: #7, #13, #15, #17, #18, #21, #37, #38, #39, #40

When participating in a co-curricular activity, remember that you are a representative of the Cadott School District. It is our duty to extend courtesy to other school representatives. There is nothing finer than a friendly rivalry between neighboring schools. Our co-curricular offerings are:

Archery	FBLA (Future Business Leaders of America)	NHS (National Honor Society)
Art Club	FCCLA (Future Career & Consumer Leaders of America)	Skills USA
Basketball	FFA	Softball
Baseball	Football	Spirit Squad
Cheerleading	Forensics	Student Council
Cross Country	Golf	Track
Dance		Travel Club
Drama		Volleyball
		Wrestling

CO-CURRICULAR RULES FOR PARTICIPTION

1. A student must carry the minimum credits required per semester (See Credit Requirements).
2. A student (non athletic-see list above) who fails in more than one subject for any nine-week period shall be ineligible for a period of fifteen consecutive school days from the date the ineligibility list is posted. The student will regain eligibility upon proof of passing from the instructor.
3. Athletes must be passing all of their classes to be eligible. Quarter grades will be used to determine eligibility. If an athlete failed to do passing work in classes at the end of the quarter grading period, he or she will be ineligible. (See Athletic Handbook)
4. A position of leadership carries with it the responsibility of a good example: therefore, any disciplinary infraction is reason for becoming ineligible and dropped from a position of leadership.
5. Students must be in school all day if they are to practice or participate in any co-curricular activity that day. Medical and other appointments will be acceptable if approved by school officials in advance. This includes band, choir/musical, forensics, drama, FFA, FBLA, athletics, etc.

CODE OF CLASSROOM CONDUCT

This handbook adheres to the following Code of Classroom Conduct (School Board Policy 443.1)

Any discrepancy between Student Handbook and School Board Policy - the School Board Policy overrules the handbook.

CODE OF CLASSROOM CONDUCT

State of Wisconsin requirement per section 120.13(1) (a) of the state statues, as created by 1997 Wisconsin Act 335.

Code of Philosophy/Scope

The District is committed to maintaining an orderly and safe class environment, conducive to teaching and learning. Staff, including administrators and teachers, must use their training, experience and authority to create an effective learning environment. Students are expected to come to school and to each class ready and willing to learn.

Student behavior that is dangerous, disruptive or unruly or that interferes with the teacher's ability to teach effectively or behavior that interferes with other students learning 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 Board policies and school rules.

For purpose of this code, a "class" includes regular classes, special classes, resource room sessions, labs, study halls, library time, school assemblies and field trips. "Teacher" means a person holding a license or permit issued by the state superintendent whose employment by the school district requires that he/she hold that license or permit.

This code of classroom conduct applies to all students in grades attending Schools of Cadott Community. (*Grades Early Childhood, Kindergarten through 12 inclusive*). The school district shall not discriminate in standards and rules of behavior on the basis of sex, race, religion, national origin, ancestry creed, pregnancy, marital or parental status, color, handicap, sexual orientation or physical, mental, emotional or learning disability.

1. Reasons for Removal from Class

A teacher may remove a student from class for one or more of the following, which are described as dangerous, disruptive or unruly behavior, or behavior that interferes with the ability of the teacher effectively and other students to learn. However, it is neither possible nor necessary to specify every type of improper or inappropriate behavior, or every inappropriate circumstance that would justify removal from class under this code.

- a. Possession or use of a weapon or other item that might cause bodily harm to persons in the classroom.
- b. Possession or being under the influence of alcohol or other controlled substances or controlled substance analogs, or otherwise in violation of district student alcohol and other drug policies
- c. Behavior that interferes with a person's work or school performance or creates intimidating, hostile or offensive classroom environment
- d. Taunting, baiting, inciting and/or encouraging a fight or disruption
- e. Disruption and intimidation caused by gang or group symbols or gestures, gang or group posturing to provoke altercations or confrontations.
- f. Pushing or striking a student or staff member
- g. Physical confrontations or verbal/physical threats
- h. Obstruction of classroom activities or other intentional action taken to attempt to prevent the teacher from exercising his/her assigned duties.

- i. Interfering with the orderly operation of the classroom by using, threatening to use or encouraging others to use violence, force, coercion, threats, intimidation, fear, or disruptive means
- j. Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work or creates classroom disorder
- k. Restricting another person's freedom to properly utilize classroom facilities or equipment
- l. Throwing objects in the classroom
- m. Repeated disruption or violation of classroom rules
- n. Excessive or disruptive talking
- o. Behavior that causes the teacher or other students fear of physical or psychological harm
- p. Willful damage to school property or property of others
- q. Defiance of authority
- r. Possession of personal property prohibited by school rules and otherwise disruptive to the teaching and learning of others.
- s. Behavior that may constitute sexual or other harassment.

2. Removal Process

- a. When a student is removed from class, the teacher shall send the student to the building principal or designee and inform him/her of the reason for the student's removal from class. A verbal explanation will be given to the principal or his/her designee upon removal. A written explanation of the reason shall be given to the principal or designee within 24 hours of the student's removal from class.
- b. The principal or designee shall inform the student of the reason(s) for the removal from the class and shall allow the student the opportunity to present his/her version of the situation.
- c. A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations.
- d. The principal or designee shall then determine the appropriate educational placement for the student who has been removed from class by a teacher. This procedure is outlined in #3 entitled **Placement Procedures**.
- e. The parent/guardian of a minor student shall be notified of the student's removal from class. This procedure is outlined in number 4 entitled **Parent/Guardian Notification Procedure**.

3. Placement Procedures

- a. The building principal or designee shall place a student who has been removed from a class by a teacher in one of the following alternative educational settings:
 - (1) An alternative education program approved by the School District of Cadott Community's Board. Section 115.28(7)(e)1 of the state statutes defines this as an instructional program approved by the school board that utilizes successful alternative or adaptive school structures and teaching techniques and that is incorporated into existing, traditional classrooms or regularly scheduled curricular programs or that is offered in place of regularly scheduled curricular programs.
 - (2) Another class in the school or another appropriate place in the school.
 - (3) Another instructional meeting
 - (4) The class from which the student was removed if, after weighing the interests of the removed student, the other student in the class and the teacher, the principal or designee determines that readmission to the class is the best or only alternative
- b. When making placement decisions, the building principal or designee shall consider the following factors:
 - (1) The reason the student was removed (*severity of the offense*)
 - (2) The type of placement options available for students in that particular school and any limitations on such placement (*costs, space, availability*)
 - (3) The estimated length of time of placement
 - (4) The student's individual needs and interests, whether the student has been removed from a teacher's class before (*repeat offender*)
 - (5) The relationship of the placement to any disciplinary action (*e.g., if student suspension from school is required as a result of the student's conduct, is the placement applicable before and/or after the suspension?*)
- c. The principal or designee may consult with other appropriate school personnel as the principal or designee deems necessary when making or evaluating placement decisions. A student's parent/guardian may also be consulted regarding student placement decisions when determined by the principal or designee to be in the best interests of the person involved or required by law.
- d. All placement decisions shall be made consistent with established Board policies and in accordance with state and federal laws and regulations.
- e. The parent/guardian of a minor student shall be notified of a student's placement in an alternative educational setting as outlined below.

4. Parent/Guardian Notification Procedures

- a. The building principal or designee shall notify the parent/guardian of a minor student, in writing, when a

teacher has removed a student from a class. This notification shall include the reasons for the student's removal from class and the placement decision involving the student. The notice shall be given as soon as practicable after the student's removal from a class and placement determination.

- b. If the removal from class and change in educational placement involves a student with a disability, parent/guardian notification shall be made consistent with state and federal laws and regulations.
- c. If the student removed from a class is also subject to disciplinary action from the particular classroom conduct (*i.e., suspension or expulsion*), the student's parent/guardian shall also be notified of the disciplinary action in accordance with legal and policy requirements.

CONDUCT AT EVENTS

1. All students shall be ready to stand at attention during the playing of the *Star Spangled Banner* - which will take place just prior to the start of each varsity contest.
2. Students should not leave the bleachers while the game is in progress.
3. There shall be no "horseplay" in the stands, on the field or in the gym.
4. Students are not to be on the football field or gym floor the evening of a contest.
5. Stomping on bleachers is prohibited.
6. There shall be no booing or other unsportsmanlike conduct by students at an athletic contest.
7. Attending athletic contests is a privilege. Students who do not behave at athletic contests will lose the privilege of attending future contests.
8. Adults are asked to abide by the above rules and set a good example for students.
9. Students assigned to After School Study Club, or who are failing courses, are not allowed to attend events until their academic status has been satisfactorily resolved.
10. Students must be in attendance at school for the full day in order to attend an after school event (unless the absence is approved by the principal).

COUNSELING/STUDENT SERVICES



The Wisconsin Developmental Guidance Model provides the basis for the Cadott School Counseling Program. Students are provided opportunities to develop competencies in the learning/educational, person/social, and career vocational areas through classroom instruction, small groups, and individual counseling. The expertise of the school staff, parents, community, agencies, and business and industry is enlisted to assist in delivering this program. Interviews are confidential. You do not have to have a "problem" to see your counselor. Your school counselor will not make decisions for you, but will help you to get information and to think through your decisions. Student Services is available with information on jobs, colleges, vocational schools, etc. Set up an appointment today.

CADOTT HIGH SCHOOL - 2016-2017

Asset: #5, #12, #14, #17, #21, #23, #25, #32, #40

Credit requirements for High School

ENGLISH-4 CREDITS

English 9
English 10
English 11 or Advanced
English 12 or Advanced

SCIENCE-3CREDITS

1 credit Biology
1 credit of a Physical Science
Chemistry or
Physics
1 additional science credit

MATHEMATICS-3 CREDITS

1. At least one freshman course:
Pre-Algebra A&B or Algebra A&B
2. Geometry A&B
3. 1 additional math credit
4. Additional math is highly recommended.

PHYSICAL EDUCATION

½ credit in grades 9, 10, and 11

HEALTH EDUCATION

½ credit required, grade 9

SOCIAL STUDIES-3 CREDITS

American Government or AP Government
World History or
U.S. History

1 additional social studies course.

COMPUTER LITERACY-½ CREDIT

Computer Literacy is required for Freshmen

PERSONAL FINANCE - ½ CREDIT

ATTENDANCE

Four full years - to be qualified for a diploma from the Cadott High School, all students must have been in attendance on all regularly scheduled school days except for approved absences during four entire school years. Exceptions must be approved by the Board of Education through petition in advance.

CREDIT REQUIREMENTS

25.50 credits needed for graduation
Minimum load - 7.00 credits per year grades 11 & 12
7.00 credits per year grades 9 & 10
Maximum load - 8 credits per year
School policy permits ONE additional credit per semester, which may be earned outside the regular day.

GRADUATION CREDIT

High school classes that are approved by the Board of Education in which the student earns a grade shall be counted for graduation credit.

GRADE POINT AVERAGE (GPA)

High school classes that are approved by the board for graduation credit are calculated in the GPA except the following:

1. Service activities
2. Credit received from institutions of higher learning (colleges and technical colleges, etc.)
3. Classes that give a grade of pass or fail.

Courses will be identified as:

Honors: Courses that are part of the Advanced Placement (AP) program and courses that are articulated to allow Advance Standing (AS) or Transcribed Credit (TC) at post-secondary institutions.

Regular: All courses that are not identified as "Honors" courses.

Grade point averages is figured with the following letter values:

LETTER GRADE	HONORS COURSE	REGULAR
A	5.000	4.000
A-	4.584	3.667
B+	4.166	3.333
B	3.750	3.000
B-	3.334	2.667
C+	2.916	2.333
C	2.500	2.000
C-	2.084	1.667
D+	1.666	1.333
D	1.250	1.000
D-	0.834	0.667
F	0.000	0.000

DANCES

School dances and other school functions are held to provide organized, supervised and wholesome activity for students in grades 7-12. Junior high students may not attend high school dances and vice versa.

Arrangements for social functions must receive approval by the principal.

Teachers and/or parents, including both sexes, must be at all school dances. A police officer may be required to prevent outside interference with the social event. The sponsoring group will pay the cost of hiring the police officer.

The following regulations will be in effect:

1. All school dances except homecoming are "closed" to those who are high school graduates or over the age of 20. Current Cadott students may bring a guest from another school as long as the guest has completed the Cadott High School Guest Permission Form with permission from the principal.
2. A student leaving the building will not be allowed to re-enter.
3. The sponsoring organization will set and publish the dress standards as well as attendance standards. School appropriate attire is required at all times.
4. Students and guests will refrain from excessive public displays of affection. This includes dancing in a manner that is deemed unacceptable (sexual in nature).
5. Hours for the function must be pre-approved by the principal.

Your cooperation and adherence to the above will assure the continuation of a social events calendar.

Cleaning up: Every sponsoring organization should clean up immediately after the dance the same evening as the dance. Failure to clean up will result in forfeiture of future dances.

HOMEcoming:

Homecoming is a tradition that dates back to a time when travel was limited and alumni gathered to watch the home team play football, and to celebrate their reunion. At this celebration, a homecoming King and Queen and a court were selected to represent the student body to the alumni and community. Each year Homecoming week culminates in a dance and Royalty is presented to the community.

SNOWBALL:

Snowball replaces the traditional Sadie Hawkins Dance. It is held each year as a winter formal. Snowball allows social interaction in a setting designed to promote pride in self and school.

PROM:

The Junior Prom is a spring formal. Once again, this is an opportunity for students to interact socially. Each year, the junior class selects a theme for their prom, and crowns a King and Queen.

VOTING:

The following criteria should be considered when voting for royalty:

1. Practice good citizenship by exercising your right to vote.
2. Vote according to personal beliefs for the person you believe best represents our student body.
3. Students may represent their class on court as many times as they are voted on. A student may be crowned king/queen once during their high school years.

*******DRESS CODE - SEE PAGE 37*******

EXPULSIONS

For these reasons the school administration believes the interest of the school demands the student's expulsion:

1. The student is guilty of REPEATED refusal or neglect to obey school rules, OR
2. The student knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives, OR
3. The student engaged in conduct while at school or while under the supervision of a school authority which endangered the property, health or safety of others, OR
4. The student while not at school or while not under the supervision of a school authority engaged in conduct which endangered the property, health or safety of others at school or under the supervision of a school authority, OR
5. The student endangered the property, health or safety of any employee or school board member of the school district in which the pupil is enrolled, OR
6. The student (being at least 16 years old) repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct does not constitute grounds for expulsion under any of the other five categories listed above, OR
7. The student, while at school or while under the supervision of a school authority, possessed a firearm in which case the student shall be expelled not less than one year.

FEES

Students taking certain classes involving projects (art, technology education, family and consumer education, etc.) may be required to pay for the material cost of the project if the cost exceeds the teacher's recommended amount. Teachers must secure payment for these items prior to ordering them for the students. Students who end the school year owing the district for a lost book, class dues, class tuition, etc. will be held in the office at the end of the last student day until the final bell rings. Students who end the year in good standing: all materials turned in, any fees/fines/tuition has been paid, etc., may be allowed to leave school earlier than the final bell ending the school day. Students will be released by the office. Students who owe fees from the previous school year may not attend any school events, participate in field trips, etc., until their fees are paid in full.

FINAL EXAMS



Final semester examinations will be administered in all courses in grades 9-12 and counted in accordance with the teacher's grading policy.

Final semester examinations will be administered in the core classes of math, science, language arts, and social studies in grades 7 and 8 and counted in accordance with the teacher's grading policy. The administration is to establish each year dates and schedules for final examinations. The teacher's grading policy and final examination plan or written test must be on file in the principal's office. Seniors must have all work turned in, tests taken, etc. by the end of their last day of school. Exceptions allowed only with principal permission.

Students are not permitted to take final assessments early unless written verification from the principal is received.

EEN students who are under specialized programming may be exempt from this policy.

FOOD GUIDELINES

A breakfast and hot lunch is provided for students in the lunchroom. Students may bring their breakfast/lunch and purchase milk. Breakfast/lunches are to be eaten only in the lunchroom. THERE SHOULD BE NO FOOD OR POP IN THE HALLWAYS. Cadott Jr/Sr High School has a closed campus. Students may not leave the school during the school day or during lunch unless the office has approved this. Students may be in the gym, commons, or outside of the commons area (during nice weather) during their lunch period. Special incentive days may be made possible resulting in students earning the incentive 1 day per month. We take pride in our food service program. Please contact the principal with any concerns you may have.

GRADING SCALE

A	93%-100%	C	73%-76%
A-	90%-92%	C-	70%-72%
B+	87%-89%	D+	67%-69%
B	83%-86%	D	63%-66%
B-	80%-82%	D-	60%-62%
C+	77%-79%	F	59% and under

GRADUATION CREDIT

High school classes that are approved by the Board of Education in which the student earns a grade shall be counted for graduation credit.

GRADE POINT AVERAGE (GPA)

High school classes that are approved by the board for graduation credit are calculated in the student grade point average (GPA) except the following:

1. Service Activities
2. Credits received from institutions of higher learning
3. Classes that give a grade of pass or fail.

GRADUATION REQUIREMENTS/EXERCISES

All credits required for graduation must be earned with a passing grade by the end of the last scheduled senior school day that precedes graduation practice. A grade of "F" or "I" (incomplete) is not a passing grade and will eliminate a senior from graduation practice and the graduation commencement ceremony. Seniors must be in good standing, with all obligations met (fines, fees, suspensions served, etc.) in order to participate in the graduation ceremony.

The junior male with the highest G.P.A. and the junior female with the highest female G.P.A. in their class will be invited to participate in the graduation ceremony as junior marshals. If they decline the invitation the next student of their gender in line will be extended the invitation.

HARASSMENT

The Cadott Community School District believes strongly in the dignity and respect of each individual. Therefore, we are committed to maintaining a work and educational environment free from sexual and other forms of unlawful harassment. The District is also committed to maintaining a work place free from all forms of harassment and conduct that adversely affect an employee's productivity. The District prohibits and will not tolerate harassment of any employee or student. Everyone should be able to work and attend school in an environment free of harassment whether from internal or external sources.

It is the responsibility of each and every student and employee to strive to maintain a working and learning environment free of all inappropriate and unwelcome conduct or communication of an offensive nature. To help in this effort, every student and employee should become familiar with this policy, report alleged incidents of harassment in accordance with established District procedures, and conduct himself/herself in a manner, which is expected of all students and employees. If a student is found to have engaged in harassment in violation of this policy, he/she will be subject to school disciplinary action, up to and including suspension and/or expulsion from school. If an employee is found to have engaged in harassment, he/she will be subject to disciplinary action up to and including termination from employment. If a supervisor is aware of harassment of students or employees, and fails to take immediate action against it, the supervisor shall be subject to discipline, up to and including termination from employment.

There shall be no retaliation against any employee or student who files a harassment complaint, or who cooperates in the investigation of a harassment complaint, under this policy. Any person who engages in retaliatory conduct in violation of this policy will be subject to disciplinary action.

This policy and accompanying complaint procedures will be made available to all students and District employees on an annual basis.

HARASSMENT PROCEDURES

Harassment may be sexual in nature or may relate to other forms of unlawful discrimination in the workplace. Harassment may be in verbal, non-verbal or written form. All forms of harassment are impermissible. Harassment may occur; student-to-student, student to staff, staff to student, staff to staff, male to female, or female to male. In such a case, all suspect conduct will be subject to immediate, confidential investigation and action.

Sexual harassment in the work and education environment is a violation of state and federal law. Sexual harassment in the work and education environment is a violation of state and federal law. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term of condition of an individual's employment or education.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual; or,
3. Such conduct has the purpose or effect of unreasonably interfering with an employee/student work/school performance or creating an intimidating, hostile, or offensive working/education environment.

Specific actions that can be viewed as harassment include:

- Unsolicited verbal sexual comments and harassment;
- Subtle pressure for sexual activity;
- Sexist remarks about a person's body or sexual activities;
- Patting, pinching or unnecessary touching;
- Sexual or racially oriented jokes, stories and materials (i.e. calendars, posters, magazines);
- Demanding sexual favors accompanied by implied or overt threats concerning one's employment;
- Attempted or actual physical assault.

(See Student to Student, Student to Staff pgs. 32 and 33)

Harassment can also be found to occur where no adverse employment or education disruption has occurred, but where the working/education environment has become hostile and intolerable

Procedure:

The Cadott Community School District is committed to give all employees/students to someone in administration whom they can talk confidentially with about a harassment concern. For persons who believe they have experienced or observed harassment, there are several ways to deal with the issue. There are a number of options. Contact any of the following people:

- A supervisor
- A school principal
- A school counselor
- School District Administrator
- The district's Equal Opportunity Coordinator
- Members of the District Health and Safety Committee

Informal Action:

It is not necessary to take any action before filing a formal grievance. Verbal and written approaches to the harasser are only suggested for those who want to resolve the issue themselves.

To make a verbal request, we suggest that thoughts are put in writing first. Whichever course taken, written or verbal, outline the following:

1. State the facts. Be as precise as possible and give times and dates possible.
2. Describe personal feelings or reactions to the incident(s).
3. State what should happen next. To stop the behavior, and then state just that – stop that behavior.

Document the meeting by including harasser's reaction to the request. If sending a written request, deliver the letter to the alleged harasser personally or have someone accompany you to witness the delivery. The witness need not know the content of the letter

Several objectives can be accomplished by utilizing the informal recourse:

- Letting the individual see the offensive behavior from your perspective;
- Giving that person a chance to correct the situation or to explain the behavior;
- Providing a fair warning to those accused of inappropriate behavior (direct and clear examples stated);
- Allowing you to present a clear response to the alleged harasser's behavior;
- Allowing you to deal with the actions in a non-threatening manner and environment

In the event an informal approach is not utilized or is unsuccessful, more formal action is required.

Formal Complaint Procedure

Confidentiality: All personnel involved in the investigation of a complaint shall keep information confidential in order to protect the parties involved in the investigation and authorized by law to have access to the information.

Employees/students who believe they have been sexually harassed or otherwise unlawfully harassed in violation of Board policy should file a written complaint with any of the individuals listed above. The written complaint should contain as much specific factual information as the employee/student can provide along with suggestions as to what that person would like to see done to resolve the problem. The recipient of the written complaint shall refer the matter to the Building Principal or if the Building Principal is the source of the complaint, to the District Administrator. The complaint shall be thoroughly investigated. In all cases, the complaining employee/student will be advised as to the results of the District's investigation and the remedial action the District intends to take, if any.

In the event the employee/student is not satisfied with the result of the investigation, the employee/student may appeal the decision to the District Administrator. In all cases, the complaining employee/student will be advised as to the results of the District's investigation and the remedial action the District intends to take, if any.

In the event the employee/student is not satisfied with the District Administrator's recommendation, he/she may appeal the decision to the District Health and Safety Committee. In all cases, the complaining employee/student will be advised as to the results of the District's investigation and the remedial action the District intends to take, if any.

District Health and Safety Committee: The District Health and Safety Committee shall hear complaints of harassment. The District Health and Safety Committee shall also meet periodically to implement the education and training of students/staff regarding the existence of Board policy and to consider suggestions regarding modifications to or improvements of Board policy.

In the event the employee/student is not satisfied with the District Health and Safety Committee's recommendation, he/she may appeal the decision to the Board. In all cases, the complaining employee/student will be advised as to the results of the District's investigation and the remedial action the District intends to take, if any.

The above procedures do not limit access to alternative actions or appeals available to the complaining party under state or federal law.

HONOR ROLL

The Cadott scholastic honor roll is based on a 4.0 point system with A earning 4.0; and A- earning 3.67, B+ earning 3.33; a B earning 3.0 and so on. High school students must be carrying a 6.75 credit class load to be eligible for the honor roll. Any high school student who receives a D or an F for the semester is disqualified. Any junior high student who receives a D or an F for the semester is disqualified.

The high school honor roll is compiled at the end of the first semester and at the end of the school year. The junior high honor roll is compiled every trimester.

A student receiving a rating of 3.67-4.0 receives a rating of High Honors. A student receiving a composite score of 3.00-3.66 receives a rating of Honorable Mention. All subjects are included in the composite score with the exception of post secondary option courses and service activities (office worker, tutor, teacher assistant, and LMC worker).

Cadott High School Administration shall honor the top two students of each graduating class based upon grade point averages through the first nine weeks of the 8th semester. Averages will be carried to the 1000th place and rounded to the 100th place. If co-valedictorians are named, no salutatorian(s) will be named. However, if one valedictorian is named, any ties for salutatorian will be awarded.

Seniors with a cumulative grade point average of 3.67 or better at the end of the third nine weeks or the end of the fourth nine weeks will receive honor cords for graduation.

ILLNESS IN SCHOOL



1. If you become ill, you should tell a teacher and then report directly to the OFFICE. After thirty minutes on the sick bed, arrangements will be made to transport the student home, to a doctor, or the student will return to class.
2. In the case of severe injury, the office should be contacted immediately. The school will then aid the student and make arrangements for transportation.

IMMUNIZATION SCHEDULE

Age/Grade	Number of Doses					
2 yrs – 4 yrs	4DTP/DTaP/DT		3 Polio	3 Hep B	1 MMR	1 Var*
Grades K – 4	4 DTP/DTaP/DT/Td		4 Polio	3 Hep B	2 MMR	2 Var
Grade 5	4 DTP/DTaP/DT/Td		4 Polio	3 Hep B	2 MMR	1 Var
Grades 6-10	4 DTP/DTaP/DT/Td	1 Tdap	4 Polio	3 Hep B	2 MMR	2 Var
Grade 11	4 DTP/DTaP/DT/Td	1 Tdap	4 Polio	3 Hep B	2 MMR	1 Var
Grade 11	4 DTP/DTaP/DT/Td	1 Tdap	4 Polio	3 Hep B	2 MMR	2 Var

**Var means Varicella (chickenpox). A history of chickenpox disease is also acceptable.*

INDIVIDUALIZED EDUCATION PROGRAM (IEP)

An Individualized Educational Program (IEP) may change any policy and/or procedure in this handbook.

INCOMPLETE GRADES

Students who receive "incomplete" for any grading period will be allowed one week from the date report cards are mailed or handed to the student to make up the incomplete. Incomplete grades become "F" grades if not made up. The only exceptions of the one-week period for making up work, would be due to serious illness or injury, and must have approval of the teacher and principal. Extensions will not be granted for incompletes due to work, routine absences, travel, etc.

INDEPENDENT STUDY AND SERVICE ACTIVITIES

High school students who enroll in a service activity or independent study must meet all of the following criteria;

1. No final semester grades of "F" during the semester grading period prior to the service activity or independent study.
2. No trancies during semester prior to service activity or independent study.
3. No out-of-school suspension (Step 5) during semester prior to the service activity or independent study.
4. Cannot be behind in credits for graduation.
5. Juniors or seniors may take an independent study to replace an elective class once per year only. Juniors or seniors may also replace study halls with independent study or service activity.
6. Freshman and sophomores may take a service activity to replace a study hall once each semester.

INJURIES/INSURANCE

The school board carries a secondary medical insurance policy through First Agency Insurance Company. The policy has a \$250 deductible (parent responsibility) on all claims and provides benefits for accidental bodily injury incurred by your child while:

1. attending regular school sessions.
2. participating in school-sponsored extracurricular activities.
3. participating in school-sponsored interscholastic sports, and
4. traveling directly to and from school for regular school session, and while traveling to and from school-sponsored extracurricular activities while under the supervision of a school employee.

Therefore, you must file a claim with your family insurance coverage. The student should report any accident immediately to the teacher in charge of the activity. Failure to do so may deprive the student of benefits. The school cannot accept responsibility for the coverage unless it is notified of the accident immediately. The school will then fill out an accident report form, which will then be sent to the parent/guardian for completion. The parent/guardian then submits the form to First Agency with any worksheets, denials and/or statements of benefits from your primary insurer.

This plan has a \$250 deductible (Parent Responsibility) and covers only medical expenses, which are not payable by your existing insurance. You MUST go to your Preferred Provider Organization (PPO) or Health Maintenance Organization (HMO). If you chose not to use an authorized medical vendor (under HMO or PPO), First Agency will only pay expenses incurred that they would have honored had you used the proper medical vendor.

NOTE: If you have any questions regarding the school's insurance call 289-3795, ext. 8000

LIBRARY MEDIA CENTER RULES



The LMC is a place where students and teachers may research a project or read recreationally from the many magazines and books that are provided. So everyone is assured of a quiet place to carry out these activities, the library staff will ask disruptive students to leave. Books and materials may be checked out for a designated amount of time. Students who return materials late will be fined. Lost materials will be charged the cost of replacement.

Noon hour use of the LMC: The LMC is open during the noon hour to students who want a quiet atmosphere for studying and reading.

LOCKER

A student locker is provided by the school for the convenience of the student. THE LOCKER IS TO BE USED SOLELY AND EXCLUSIVELY FOR THE STORAGE OF OUTER GARMENTS, FOOTWEAR, AND SCHOOL RELATED MATERIALS AND NO STUDENT SHALL USE THE LOCKER FOR ANY OTHER PURPOSE. Open containers such as pop bottles, cans, etc. are not permitted.

Locker signs must be school activity related (or approved by the principal), and must be secured to the lockers with painter's tape and approved in advance, by the principal. Locker signs that don't meet these criteria will be removed.

The locker is the property of the Cadott School District. **The student's locker may be opened and inspected by school authorities.** Unauthorized items found in the locker may be removed and held by the school for return to the parents or guardian of the student. If the inspection authority suspects that possession or storage of unauthorized items found in the locker involves a violation of the law, such items shall be turned over to law enforcement officials, parents of students shall be notified of such action.

STUDENTS MUST KEEP LOCKERS LOCKED!!!!

MEDICATION

If your child is required to receive a medication during school hours, school personnel must administer it. An **Authorization to Administer Prescription Medication** by School Personnel form must be completed and signed by the parent/guardian before any medications are administered. The **original** prescription container with label affixed **must** accompany this form. One Authorization to Administer Prescription Medication form is included in this handbook. Additional forms may be obtained from the school office.



MONEY-MAKING PROJECTS

Any class or organization wishing to sponsor a moneymaking activity must have the approval of the principal. This activity must have an educational basis, not just be for fun. Any damages incurred during the activity must be paid for by the sponsoring organization.

MUSIC PROGRAMS/LESSONS

Music students in grades 7 and 8 are not allowed to have lessons scheduled during their math or reading classes. Students in grades 9 – 12 that are earning a grade of “C” or above in their class may be excused from class for their weekly music (band and/or choir) lesson. Students that have been identified as being in need of reading and/or math interventions will attend intervention instruction in lieu of attending band/choir class until such time that they are academically achieving at an acceptable level (as determined by progress monitoring data). Most lessons will be scheduled during 5th period I/E time.

OFFICE BUSINESS

Only authorized personnel will be allowed behind the counter in the junior and senior high office. If you need to see the principal, please make a request at the counter. You will be invited to take care of your business with the principal.

PASS/CREDIT REMEDIATION

PASS is an alternate educational program that may be used for high school students who are short credits for graduation. Students may earn a grade of D (60%) only. Work must be completed in all five booklets. Students must pass three of the five tests with a score of 70% or better. Completion of the above requirements will earn .50 credits toward graduation. The grade will be figured into the GPA.

PEP ASSEMBLIES

Pep assemblies may be held as special needs might indicate. They will be sponsored by the cheerleaders, coaches and consist of the Pep Band and skit or speaker. These assemblies should be well planned in advance and not be a spur of the moment activity. All skits must be approved in advance by the advisor and principal. Students assigned to After School Study Club, or who are failing courses, are not allowed to attend or participate in pep assemblies until their academic status has been satisfactorily resolved.

PETS

Pets are not allowed in school, on school grounds, or at school functions unless permission has been given by the principal.

PHYSICAL/PUBLIC DISPLAY OF AFFECTION (PDA)

Physical/public display of affection between students is not considered acceptable behavior in school or on the school grounds. Students have the responsibility to conduct their behavior in such a way that it does not disrupt the learning environment or offend others. This includes inappropriate public displays of affection. Holding hands is allowed. Other, inappropriate, actions such as; kissing, hugging, etc. is not allowed and will be dealt with through the Disciplinary Infractions section of the handbook – specifically G-3 – Necking, groping and other inappropriate displays of affection.

PROMOTION/RETENTION POLICY

In general, students shall be placed at the grade level to which they are best adjusted academically, socially, and emotionally. The educational program shall provide for the continuous progress of students from grade to grade, with students spending one year in each grade. Promotion from grade shall be based upon: (1) academic performance; (2) scores on the Wisconsin Knowledge & Concept Examination (if applicable); and (3) teacher recommendations based upon academic performance.

- A. Elementary/Junior High (Grades K-8). Promotion to the next grade level will be determined by readiness for the challenges of the next grade level, academic performance, teacher recommendations(s) based upon academic performance, and Wisconsin Knowledge Concept Examination (in applicable grades).

Whenever retention is being considered, the teacher shall confer with the principal and other staff members involved with the student, such as special teachers and the counselor. By March 1, the parent(s) or guardian(s) shall receive a written notice from the school expressing the concern and inviting the parent(s) or guardian(s) in for a conference to discuss the concern. This discussion shall consist of an explanation of the student's academic performance and readiness to move to the next grade level. If retention is still being considered toward the end of the school year, another meeting with the parent(s) or guardian(s) shall be scheduled to review the student's progress. Consultation with other subject area teachers, guidance counselor, other appropriate staff and parent(s)/guardian(s) will be considered before the final retention decision is made by the teacher(s) and building principal. Retention decisions shall be made by mutual agreement between the core area (reading, math, language arts/English, science and social studies) classroom teacher(s) and the building principal. Promotions/retention decisions shall be made no later than when final report cards are issued for the year.

Only in very unusual circumstances should a student be retained more than once in grades K-8.

- B. High School (Grades 9-12). Promotion to the next grade level for academic purposes will be determined by Credits earned through successful course completion. High school classifications are as follows:
- Freshman: Less than 6.0 credits.
 - Sophomore: At least 6.0 credits, but less than 12.0 credits.
 - Junior: At least 12.0 credits, but less than 18.0 credits.
 - Senior: 18.0 or more credits.

PROPERTY DAMAGE

It is the policy of the Cadott Board of Education that students pay for damage to school property caused by carelessness or deliberate acts of violence and vandalism.

PURCHASING - STUDENTS/STAFF/COMMUNITY

Organizations that are purchasing shirts or other materials/equipment from the school district must pay for these items in advance of them being made/ordered.

RECORDS

High School Progress Records will be kept indefinitely after you cease to be enrolled in Cadott Schools.

General - Student records are maintained in the interest of the student to assist the school in providing appropriate educational experience.

Content - The student records include all records relating to an individual student other than or records maintained for personal use by teachers or other certified personnel which are not available to others, and records necessary for and available only to the persons involved in psychological treatment of a student.

Confidentiality - All records are confidential and the contents of your records will only be disclosed in compliance with existing state and federal statutes.

Release of Records - No records of a student, past or present, will be released without proper authorization.

High School Behavioral Records will be destroyed one year after the date you graduate or last attend Cadott Schools unless you give permission that certain items be maintained for a longer period of time. When such permission is received, noted items will be kept indefinitely if they can be included in your transcript. Other items may be destroyed five years after you last attend Cadott High School.

Behavior Records Include: Standardized achievement and ability tests, psychological assessments, behavior observations, M-team reports, outside agency reports, IEP, physical health records, teacher evaluations other than grades, statements relating to individual student behavior, and student physical health care records.

Progress Records Include: A statement of your courses, grades, extra-curricular activities, attendance record, immunization records.

347-EXHIBIT

STUDENT RECORDS NOTICE

The School District maintains student records for each student attending school in the District. These records include: (1) student progress records – courses taken, grades, attendance, immunizations, extracurricular activities, and (2) student behavioral records – standardized achievement tests, psychological tests, personality evaluations, records of conversations, written statements relating to an individual student's behavior, student physical health records other than immunizations, law enforcement records obtained by the district and other student records which are not progress records.

Further, the District has designated the following student record information as directory data: student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and name of school most recently previously attended by the student. This information may be disclosed to any person UNLESS the adult student, or parent, legal guardian or guardian ad litem of a minor student informs the school within 14 days of receipt of this notice that all or any part of the directory data may not be released without the prior consent of the adult student, parent, legal guardian or guardian ad litem. This designation will remain in effect until it is modified by the written direction of the adult student or the parent, legal guardian or guardian ad litem of a minor student.

State and federal laws require that the maintenance of student records assure confidentiality. Accordingly, the following shall apply in the District:

1. An adult student, or the parent(s)/guardian of a minor student, has the right to inspect, review and obtain copies of the student's school records upon request in accordance with established District procedures. Copies of the District's student records procedures are available upon request at the District Office, 426 Myrtle Street, Cadott, WI 54727. Regular office hours are 7:30 a.m. – 4:00 p.m., Monday through Friday.
2. An adult student, or the parent(s)/guardian of a minor student, has the right to request the amendment of the student's school records if he/she believes the records are inaccurate or misleading. Complaints regarding the content of student records may be made in accordance with established District procedures. Copies of the District's procedures are available upon request as outlined above.
3. An adult student, or the parent(s)/guardian of a minor student, has the right to consent to the disclosure of information contained in the student's school records, except to the extent that state and federal laws authorize disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials determined to have legitimate educational interest, including safety interests, in the records.

A "school official" is a person employed by the District who is required by the Department of Public Instruction to hold license; a person employed by or working on behalf of the District as an administrator, supervisor, instructor or support staff member (*including health or medical staff and police-school liaison officers*); a person serving on the Board of Education; a person or company with whom the District has contracted to perform a specific task (*such as an attorney, auditor, medical consultant or therapist*); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a "legitimate educational interest" if the official needs to review a student record in order to fulfill his/her professional or District responsibility.

The District shall transfer a student's records to another school or school district without consent upon request in accordance with state law. District procedures outline in the specific reasons for disclosure without consent and are available upon request as outlined below.

4. An adult student, or the parent(s)/guardian of a minor student, has the right to file a complaint with the U.S. Department of Education for alleged District noncompliance with federal Family Educational Rights and Privacy Act (FERPA) requirements. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

Student progress records shall be retained permanently after the student ceases to be enrolled in the District. All students' behavioral records will be destroyed one year after the date the student graduates from or last attends a school in the District unless the student, or the parent/guardian of a minor student, gives permission that the records may be maintained for a longer period of time.

LEGAL REF.: Section 118.125 Wisconsin Statutes

Revised and Approved: December 11, 2000

Revised and Approved: July 12, 2010

Revised and Approved: August 10, 2015

RECYCLING

Cadott Junior/Senior High School is dedicated to recycling. Recycling containers are found in all classrooms, offices and other prominent areas in the building. Containers are available for aluminum cans, plastic bottles and paper.

SAFETY - FIRE DRILLS

State laws require that all schools hold monthly fire drills that are random and unannounced. The fire alarm sound is very different from the class bell, so learn to recognize it. All rooms have fire exit signs directing you to the proper door for leaving the building. An announcement will signal the "ALL CLEAR" to re-enter the building.

SAFETY - UNSAFE CONDITIONS

Please report any unsafe conditions to the office.

SCHEDULE CHANGES

All new-year schedule changes for grades 7 - 12 must be made by the end of the current school year. Second semester changes must be made before the start of finals of semester one. Students who drop a class after the third day of a semester may receive an F in that class and be assigned to a study hall. The F may count in the grade point average. All F's earned in required class will be made up the next semester the class is offered whenever possible. Exceptions on dropping classes and class schedule changes will be made for extenuating circumstances on an individual basis by the principal with input from the school counselor. The student is still responsible for carrying a full class load.

SCHOOL CLOSINGS

The following procedures will be followed if a storm develops and school must be closed.

1. The weather forecasts and road conditions are checked well in advance of any closing.
2. Announcements of closing of school will be made via local radio stations and television stations between 6 and 7 a.m. or during the day if a storm develops after the students arrive.
3. If weather is questionable and there is a delay in school starting, announcements will be made via radio and television stations as to bus and school starting time and kindergarten classes.
4. If a storm develops while students are in school and they would have to start home early, the local radio and television stations would be used to alert the parents of an early dismissal.
5. The following stations will carry closing information: WEAU-TV; WEAQ; WWIB; WAXX; AND WBIZ.

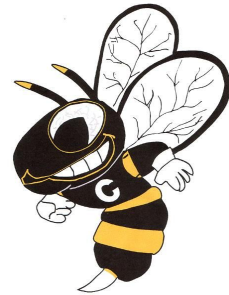


SCHOOL INFORMATION

TEAM NICKNAME: Hornets
CONFERENCE: Cloverbelt
COLORS: Black and Gold
SCHOOL SONG: Go You Hornets!

SCHOOL SONG

Go you Hornets
Go you Hornets
Keep your hearts alfame
Do your best for Alma Mater
For Glorious is her name
U-rah-rah
Go you Hornets
Go you Hornest
Keep you colors true
Raise high the black and gold
We're all for you!



SEARCH AND SEIZURES - VEHICLE, LOCKERS, AND STUDENT

The authority granted educators and schools under the Wisconsin State Statutes provides school authorities with the right to inspect students' lockers, student owned and operated vehicles parked on school grounds, and/or articles carried on their person during the school day or at related school-sponsored activities. Desks will be subject to the same search standards as lockers. Principals, teachers, custodians, secretaries, educational assistants, and other administrative personnel may conduct searches as part of their overall responsibilities.

Searches may be conducted if school officials reasonably suspect that the search will yield contraband, evidence of a school rule violation, ordinance or crime. Searches may also be conducted without reasonable suspicion if school officials have obtained consent from the student and in the case of random locker or desk searches conducted by school authorities.

Vehicles:

Parking on school property is a privilege, not a right. Searches of a vehicle located on District property, including searches of a student's personal property located within the vehicle, may be conducted when school personnel have a reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Searches may also be conducted without reasonable suspicion if school officials have reasonable grounds to suspect that the search will reveal evidence of violation of either the law or school rules. Students are responsible for the contents of their vehicles.

Lockers and Desks:

The school provides lockers for students' convenience to be used solely and exclusively for the storage of outer garments, footwear, and school-related material. The school retains ownership and possession control over all school lockers. Lockers are the sole property of the District and are always under the control of its agents. Students are responsible for the assigned lockers and its contents. Students are prohibited from putting private locks on their assigned lockers. School authorities for any reason may conduct periodic general or, random inspections of lockers at any time, without notice, without student's consent, and without a search warrant. Desks are subject to the same search standards as lockers.

Student's Person and/or Personal Belongings:

While school officials are statutorily prohibited from conducting strip searches, student and/or their personal belongings may be subject to search. Principals shall provide a copy of this policy to each student enrolled via the student handbook or other means annually.

* Items found to be inappropriate to our educational message will be confiscated.

SECURITY

The Cadott Elementary and Junior/Senior High Schools are equipped with video surveillance cameras and controlled entrances to enhance student and building safety and security.

SPECTATOR BUSES

Cadott High School will send spectator buses to all athletic contests for which a sufficient number of students sign up. The cost to ride a spectator bus to games depends upon the distance. Groups wishing to take a bus must pay the cost of transportation determined by the bus supervisor.

STEPS

When corrective actions taken by the classroom teacher have failed, or when incidents occur outside of the classroom, or when the rule infraction is of a serious nature, the incident shall be referred to a principal for investigation and action. The severity of the consequences applied by the principal depends upon two factors: 1) the seriousness of the progression of consequences (the step system) has been adopted. 2) A student who is referred for violating a rule with this code will receive at least the consequence that corresponds to the entry level step for that offense. With each successive referral the student advances at least one step depending upon the seriousness of the infraction. Community work may be accepted in lieu of out-of-school suspension at principal's discretion. The minimum consequences for each step are as follows:

Step 0:	Teacher and student use the Office to work out plan. No formal administrative consequences if plan is successful.
Step 1:	Administrative conference.
Step 2:	Administrative conference with written notification to parents following the conference.
Step 3	One-half (1/2) day to (1) day in-school suspension <u>or</u> one (1) after school activity suspension. (Principal's choice). Detentions may be assigned in lieu of suspension.
Step 4	Two (2) day in-school suspension (alternative: one of the student's parents may attend classes with the student for an entire day) <u>or</u> two (2) after school activity suspensions (Principal's choice). Detentions may be assigned in lieu of suspension.
Step 5:	Two (2) day out-of-school suspensions <u>and</u> two after school activity suspensions. Reentry conference with parent required.
Step 6:	Three (3) day out-of-school suspensions <u>and</u> (3) after school activity suspensions. Reentry conference with parent required.
Step 7:	Five (5) days out-of-school suspension <u>and</u> five after school activity suspensions. Discipline Review Committee hearing may be necessary. Reentry conference with parent required. Once a student reaches step 7, all succeeding violations will be treated as step 7, unless the student moves down the steps or the violation moves the student to step 8. IEP's will be convened for students with disabilities.
Step 8:	Up to fifteen (15) days out-of-school suspension pending expulsion hearing before the Board of Education. Step 8 will not be used as a progressive step unless the violation is warranted (step 3 to 8) or called for as a specific consequence of a state violation. Manifestation determination meetings will be convened for students with disabilities.

STEP PROVISION

1. A disciplinary file will be kept for each student referred to an administrator. A record of each violation, as well as the step assigned, will be maintained.
2. Parents will be notified in writing of all violations from Steps 2 through 8.
3. After a student has been placed on a step, the next infraction will result in the student being advanced at least to the next step. Steps may be "jumped" if the infraction calls for a higher entry level step. For example, a student will be advanced up the step system with each successive violation.
4. A student may work down the step system by demonstrating good behavior. Each period of 20 days without a referral results in a reduction of one step.

STEP PROCEDURES

1. A teacher may send a student to the Office to complete a "Work-it-Out" sheet or the teacher may give the student a "Work-it-Out" sheet and direct the student to complete it on his/her own time. The following expectations may apply to both options.
2. Students sent to the Office are given a pass to report within three minutes.
3. While in the Office the student will complete "Work-it-Out" sheets. This is the primary work allowed during the student's time there, followed by any work from the assigning teacher. These are to be done in complete sentences and directly address the problem.
4. Upon completion of the plan, and before being readmitted to class, the student must obtain his or her parent's signature on the "Work-it-Out" sheet.
5. The student shall present the completed, signed, "Work-it-Out" sheet to the classroom teacher prior to 8:00 a.m. the following day, so that the teacher has adequate time to read and consider the plan. Under no circumstances will the student be allowed to interrupt a class to submit his/her "Work-it-Out" sheet.
6. The student is to remain in the Office for that period each day until the assigning teacher has accepted the plan on the "Work-it-Out" sheet.
7. If the student fails to bring the teacher his/her "Work-it-Out" sheet before 8:00 a.m. it will be considered insubordination.
8. When a student is sent to the Office or directed to complete a "Work-it-Out" sheet by the same teacher two times in unrelated incidents, the teacher will contact the parent concerning the student's behavior.
9. Failure to report to the Office will result in an automatic Step 3 suspension. Students who feel they have been sent to the Office unjustly must report as directed, then discuss the problem with an administrator later.
10. Disruptive behavior while in the Office or failure to cooperate with the Office personnel will result in automatic Step 3 suspension.

STREAMING EVENTS

The school district will be live streaming events over the Internet that may be of interest to people outside the district who cannot make it to the event in person. Any event that is open to the public (parents, grandparents, friends, newspaper, community members, etc.) has the potential to be streamed live and archived on the district website under Hornet TV.

STUDENT ASSISTANCE PROGRAM

Cadott High School recognizes that students may experience problems, which can adversely affect school conduct or academic performance. The school therefore provides assistance when these problems interfere with a student's school experience, or educational opportunities. The purpose of assistance is to help students to become productive members of the student body and community. The Student Assistance Program will.

1. Relate to the prevention and intervention of abuse of alcohol/drugs.
2. Establish and maintain a continuing in-service education program for all staff members.
3. Define the steps that should be taken to bring problems of alcohol/drugs abuse of students to the attention of proper staff and/or authorities.
4. Maintain operational procedures which will provide proper assistance for students using/abusing alcohol or other drugs.
5. Establish and maintain operational procedures which will provide assistance for students who have concerns about use/abuse by significant others which interfere in their school performance.
6. Assist in providing chemically free alternatives.
7. Maintain procedures applicable to meet the legal requirements of confidentiality.
8. Cooperate with village, county, state and private agencies.

There are several ways to become a part of S.A.P.:

1. Talk to your school counselors.
2. Talk to a teacher or staff member whom you know facilitates groups.
3. Talk to your principal or any teacher with whom you feel comfortable.
4. Watch and listen for group sign up Groups usually occur when there has been an indicated interest.

SUSPENSION PROCEDURES

1. While on suspension, a student is assigned to the Office unless the infraction warrants Step 5 – 8, mandatory out-of-school suspension, or when the student's presence in the building poses a threat to the orderly operation of the school. Students assigned to in-school suspension must obtain assignments from their teachers and complete the work by the time they return to class. In case of lab situations, makeup work is due at the discretion of the teacher. If work is not completed on time, the teacher may require the student to come in after school and complete the work. All other rules pertaining to conduct in the Office are applicable. Students who are suspended may not attend any school events home or away or be on school grounds while on suspension.
2. Students who are suspended out of school may complete their missed work. Students need to talk to their teachers and the absence (Attendance see page policy) will apply to days they have to complete and turn in their work.
3. No suspension from school shall be imposed without an administrative conference with the pupil, except where it appears that the pupil will create an immediate and substantial danger to himself/herself or to persons or property around the student.
4. Notice of the grounds for suspension shall be given the pupil at the suspension conference. His or her parent or guardian shall also be notified of this information and the suspension.
5. In the event a student is suspended without an administrative conference, written notice shall be mailed to the pupil and his/her parent/guardian with 24 hours of the suspension. Whenever possible, however, the parents or guardians shall first be notified by telephone or personal contact at the time of suspension.

TASK FORM

This Task Form is not for daily homework or small assignments. It is for **MAJOR ASSIGNMENTS* ONLY**, for example, major projects, papers, and exams. Teachers are responsible to track all correspondence associated with this form.

*Major assignments are defined as those that can affect the student's final quarter grade by one letter grade or more.

After Task Form is assigned, student loses all privileges. (No assemblies, no field trips, etc.)

No Task Form returned or parent has not signed form:

- Teacher contacts parent via email or phone and gets response.
- The Task Form will go no further up the discipline ladder until there is a parent response.
- After response from parent and no Task Form, teacher writes referral for behavior.

Teacher received Task Form back from student. Student does not meet obligation.

1. Teacher assigned detention time (30 minutes) before, after school, or lunch.
 - a. Student does not show for detention – disciplinary referral for behavior
2. Student does not meet the due date on the form.
 - a. Disciplinary referral and/or parent meeting, invite other teacher's to meetings (at teacher's discretion)
 - b. Assign student a new due date.
3. After the third due date and student hasn't completed the task, the student will receive the grade he/she has earned.

The student has failed to complete their obligation a total of 3 times for the school year. They will be assigned to a Tier II behavior intervention if not assigned to another academic intervention. If they are, the office can issue further disciplinary action (e.g. multiple detentions, community service, in-school suspension, out-of-school suspension, etc.) See form on page 42.



TELEPHONE

The telephone in the office is for **SCHOOL BUSINESS ONLY**. Incoming calls for students will be accepted only in case of an emergency. Please inform your friends and parents of this regulation.

TEXTBOOKS

All textbooks are the property of the Cadott School District. Be as careful with them as if they were your own - even more so. Textbooks, which are lost or mutilated, must be paid for by the student to whom they have been loaned.

TICKETS

Tickets for home events will be purchased at the gate. Family passes are also available.

TWO (2) WAY COMMUNICATION

Student use without permission of two-way communication devices (e.g., electronic paging, beepers, cell phones, etc.) is prohibited in school buildings, on school grounds and in school vehicles. Students may store their cell phones in their locker during the school day. The cell phones need to be in the "off" position. The building principal, however, is authorized to permit a student to use and/or carry a two-way communication device for medical, school, educational, vocational or other purposes as deemed appropriate. (See J -1) Students violating this policy shall be disciplined in accordance with established procedures. See Page 36 for Student Cellphone Use Policy. State Statute Section 118.258 (1) states that each school board may adopt rules prohibiting a pupil from using or possessing an electronic communication device while on premises owned or rented by or under the control of the public school.

VEHICLES



Automobiles and cycles are allowed on school property provided they are used in accordance with Board and Administrative Policy. Anyone driving a car or other vehicle to school **MUST LEAVE IT PARKED** in the parking lot from the time he/she arrives in the morning until school is dismissed in the afternoon. This means **CAR AND VEHICLES WILL REMAIN ON SCHOOL GROUNDS DURING THE NOON HOUR ALSO**. If and when an exception is necessary, the office will issue a special permit. Spinning tires, fishtailing or other unsafe acts of cars driven in the parking lot or any place on school grounds will result in denial of driving a vehicle on school property. This will be enforced by a complaint filed with the police department. Students are not allowed to drive vehicles up the driveway on the east side of the school immediately after school hours. Students are allowed to park their vehicle in the north parking lot only during the school day. This is to ensure the health and safety of the elementary students walking home through the tunnel under Highway 27. Students should park in authorized parking spaces only.

Students are not to be in any vehicle during the school day, which includes noon hour.

VISITORS

1. Permission to be present during school or non-school hours in a school building or on school property is at the discretion of the principal or other designated personnel. **VISITORS WHO RECEIVE APPROVAL TO BE PRESENT MUST WEAR A PLASTIC NAME TAG FOR IDENTIFICATION.**
2. All individuals (other than enrolled students, invited parents, invited guests, employees of school, volunteers or service delivery personnel coming on a regular basis) who enter the school building or school property during school hours must make their presence known to the appropriate school office and properly identify themselves.
3. Use of the school facilities or grounds during non school hours by guests at approved activities is permitted if the conduct of individual(s) is acceptable according to school policy and the law.
4. The principal or other delegated personnel in their consideration to allow an individual(s) to be present in the school building or school grounds will consider the following:
 - a. The normal school climate must be maintained.
 - b. The safety and well being of all people must be maintained.
 - c. Visitation to a classroom should be arranged in advance.
 - d. Visitation to meet with a teacher should be arranged in advance.
 - e. Denial for visitation may be reconsidered and rescheduled for another time.
 - f. Student visitation from other K-12 school districts is discouraged; however, the principal will consider request for approval following a possible background check.
5. Parents/caregivers who drop off or pick up students before and after school should be aware of the procedure established by the building principal.

All school staff members should report violations of this policy to the appropriate school office immediately.

VOLUNTEERISM - Assets: #7, #8, #9, #15

Volunteerism is founded on the principal of service and learning. Volunteerism is designed to give students an opportunity to develop and enhance interpersonal skills, job skills and work experience. It reveals to students the different types of people and social issues in the world outside the classroom. Students gain personal satisfaction in helping others and the community benefits from the energy of volunteers.

This program also demonstrates how school resources can be used to address community problems and improve the quality of life for local residents, and foster better understanding between the school and community at large.

Students' grades 9 through 12 are encouraged to participate in volunteering. Scholarship applications often ask for community service participation and sometime base their selection on students who are active in volunteering.

Information and forms may be obtained from Student Services. Organization forms other than our standard form and/or letters are acceptable. A signature is needed by a member of the organization.

Upon graduation, students who volunteer 24.0 hours or more will receive an endorsement on their permanent record from the Board of Education of the School District of Cadott Community. Receiving an endorsement may also be valuable when seeking employment opportunities.

WEAPON REPORTING

School Board Policy 832

No person shall possess a dangerous weapon on school property, on school buses or at any school related event. A dangerous weapon is defined as any object that by design and/or use can cause bodily injury or property damage.

Any student violating this policy shall be subject to penalties outlined in state law (e.g. suspensions and expulsion from school). Any student who brings a firearm or weapon to a school facility in the district shall also be referred to law enforcement officers, or the criminal justice or juvenile delinquency system. The student's parent/guardian shall be notified.

The Department of Justice will operate a toll-free number for persons to provide information anonymously regarding dangerous weapons in schools, both public and private. That toll-free number is **1-800-622-3784**. As required by statute, this is the same number that has been used for many years for drug-related tips. An operator will be available to answer this toll-free number 24 hours a day, seven days a week.

Reports of dangerous weapons in schools will be provided immediately by the operator to both the school and district administrator and the local law enforcement agency. Protocols under school safety plans would then govern how the report is handled in each case. Section 2857g of 2001 of Wisconsin Act 16.

WORK PERMIT

Any student under the age of eighteen who desires employment must apply for a work permit. The procedure is as follows:

1. Secure a written statement from the prospective employer that the services are desired.
2. Obtain the written approval of a parent or guardian.
3. Bring these items together with a birth or baptismal certificate, driver's license and your social security card to the administrative office where the permits are issued. There is a \$5.00 fee for issuance of the permit.

DISCIPLINARY INFRACTIONS:

A: ATTENDANCE

Right: All students under age 21 living within the boundaries of the Cadott School District are entitled to a free public education through the twelfth grade.	Responsibility: Students are to attend school on a regular basis (Wis. Stat. 118.15)	Policy: Students will attend all classes, assemblies, required meetings, etc. unless properly excused by parent/guardian and principal as explained in Board Policy. Students are required to report to school and classes on time and to remain on the school campus during regular school hours unless excused.
Infraction	See page 27 for Step System Special Provisions	
A-1 Tardiness: Reporting late for school, class or other required activities without an acceptable excuse.	1. Teachers shall use their own classroom discipline plan to correct tardiness. The school discipline plan may be used if insubordination becomes an issue (C-1: insubordination on page).	
A-2 Truancy: Being absent from classes part or all of a school day in violation of Board policy.	2. Step 1-3 Parents notified. In addition, habitual offenders will be referred to legal authorities under provisions of s.s. 118.15.	
A-3 Failure to Report to the Office	3. Step 3	

B:STUDENT-TO-STUDENT RELATIONSHIP

Assets: #3, #4, #5, #8, #9, #10, #26, #27

Right: Each student has the right to attend school and school activities without fear of threats against his/her feelings, property, or physical well-being	Responsibility: Each student is responsible to respect the feelings, property, and physical well-being of other students. This includes going to and from any activity under school sponsorship.	Policy: Students will refrain from physical and verbal abuse directed at other students, as well as any damage or theft of property of a fellow student
Infraction	See page 27 for Step System	Special Provisions
B-1 Threatening or Intimidating Act: The act of threatening, verbally or by gesture, the well-being health or safety of any student.	3-8	May be referred to police
B-2 Disrespect: To insult, call derogatory names, use obscenity toward, dishonor or in other manner abuse verbally or in writing.	3-6	May be referred to police.
B-3 Shake Down: The act of extorting objects of value from a person, under pressure of either implied or expressed threats.	3-6	Referral to police when appropriate.
B-4 Fighting: Any act of hostile bodily contact.		
B-4a Scuffle	3-6	Both parties involved are to be equally disciplined and share in damages, unless self-defense can be shown on the part of one of students.
B-4b Fight	6-8	Referral to police when appropriate. Both parties involved are to be equally disciplined and share in damages, unless self-defense can be shown on the part of one of the students.
B-5 Physical Attack: The act of physically assaulting or in some manner attempting to injure any student on school property or going to or from school.	6-8	Referral to police when appropriate.
B-6 Property Damage: of another student's property	3-6	Restitution required through parental contact. Police referral.
B-7 Theft: From another student	3-8	Restitution required through parental contact. Police referral.
B-8 Harassment	3-8	Referral to police when appropriate
B-9 Bullying	3-8	Referral to police when appropriate

C:STUDENT-TO-STAFF RELATIONSHIPS - Assets: #3, #5, #12, #14

Right: Students and staff have a right to work study and teach in an atmosphere of mutual respect. They also have the right to free and responsible inquiry and expression while being mindful of the responsibilities listed below.	Responsibility: Students have the responsibility to respect authority, feelings, physical well-being, and property of members of the school staff.	Policy: Students shall refrain from disobedience, disrespect, threats,, or attacks directed at members of the school staff, as well as damage to or thefts of property belonging to school staff members
Infraction	See page 27 for Step System	Special Provision
C-1 Insubordination: The willful failure to respond or carry out a reasonable request by authorized school personnel.	3	
C-2 Disrespect: To insult, call derogatory names, use obscenity toward, dishonor or in other manner abuse verbally or in writing any member of the school staff.	6-8	Police referral when appropriate.
C-3 Threatening or Intimidating Acts: Verbally or by gesture threatening the well-being, health, or safety of any member of the school staff.	6-8	Notification of police when appropriate.
C-4 Physical Attack: The act of physically assaulting any member of the school staff.	7-8	Notification of police
C-5 Disrespect for the Property of a Member of the School Staff.		
C-5a Damage	3-8	Restitution required through parental contact. Police referral when appropriate.
C-5b Theft	3-8	Referral to police. Restitution required through parental contact.
C-6 Harassment	3-8	Referral to police when appropriate.

D: SCHOOL PROPERTY - Assets: #22, #23, #24, #31, #35

Right: Each student is entitled to a well-equipped, well maintained, attractive school environment.	Responsibility: Each student is responsible to respect and help maintain the appearance of the building and the equipment therein.	Policy: Acts of vandalism, theft, and abuse of the school property, buildings, and grounds are prohibited.
Infraction	See page 27	for Step System Special Provision
D-1 Vandalism: The willful damage of property.		
D-1a Defacing: damage requiring cleaning or repair		6-8 Restitution required
D-1b Abuse of printed materials or A-V materials		3 Restitution required.
D-1c Destruction: to render unusable.		6-8 Restitution required through parental contact. Referral to police.
D-2 Theft		3-8 Restitution required through parental contact. Referral to police.
D-3 Littering		1-3
D-4 Abuse of Computer Privileges		1st - 20 school days computer suspension 2nd - 45 school days computer suspension 3rd - 90 school days computer suspension 4th - Loss of privilege for remainder of school career

E: PROTECTION OF THE PUBLIC SAFETY

Assets: #5, #10, #12, #16, #32, #35, #37

Right: Each student and staff has a right to be safe and secure from physical harm while attending school.	Responsibility: Students and staff have a responsibility to conduct themselves in a manner as not to pose a threat to the health and safety of others.	Policy: The infractions listed below, as well as other acts that threaten the health and safety of student and/or staff is strictly forbidden.
Infraction	See page 27	Step System Special Provisions
E-1 Detonation of Explosive Devices		6-8 Referral to police
E-2 False Alarms		
E-2a The act of initiating a fire alarm or initiating a report warning of a fire or other catastrophe without just cause.		6-8 Referral to police.
E-2b Bomb threats		7-8 Referral to police
E-3 Arson: the intentional burning of-or attempt to burn-any part of any building or any property of the school or of its staff or students		7-8 Referral to police
E-4 Improper Use of Motor Vehicles		
E-4a Reckless Driving		3-6 Referral to police when appropriate. Repeated violations will result in denial of parking privilege.
E-4b Unauthorized driving during school day		3 Repeated violations of automobile policies will result in denial of parking privileges.
E-4c Parking in unauthorized areas or improper parking.		1-3 Repeated violations
E-5 Weapon or any "look-alikes"		Dealt with upon administrative discretion.
E-5a Possession of a weapon or a determination that a student brought a weapon on to school premises.		7-8 Referral to police
E-5b Threats involving a weapon.		7-8 Referral to police.

F: ALCOHOL, TOBACCO, AND DRUGS

Assets: #20, #28, #29, #30, #31

Right: Each student has the right to associate with students who are free from the influence of alcohol, tobacco and drugs, and participate in healthy environment.	Responsibility: Each student has the responsibility to keep his/her mind and body in a sound, healthy condition, and abide by established laws.	Policy: The possession, use, distribution, or sale of any non-prescription drugs, or prescription drugs not taken by the person they're prescribed to. alcoholic beverages, or tobacco is prohibited on school grounds, as well as during or before school or school-sponsored activities
Infraction	See page 27 for Step System	Step Provisions
F-1 Alcohol and Drugs or any "look-alikes"	Dealt with upon administrative discretion	
F-1a Possession of alcohol and drugs	7-8 Referral to police and counselor	
F-1b Possession of drug related paraphernalia	7-8 Refer to police and counselor	
F-1c Selling or transmitting alcohol or drugs	7-8 Refer to police and counselor	
F-1d Noticeably under the influence of alcohol or drugs, as indicated by obvious behavior and mood changes and/or the smell of substances on the person.	7-8 Refer to police and counselor	
F-1e Use of drugs/alcohol	7-8 Refer to police and counselor	
F-2 Tobacco: or any "look alike"	Dealt with upon administrative discretion.	
F-2a Use of tobacco products on school premises or at functions under the sponsorship of the school (includes both smoking and chewing)	6-8 Confiscate products and referral to police for minors	
F-2b Possession of tobacco products (on person, in vehicle or locker)	6-8 Confiscate products and referral to police.	

G: CORRIDOR CONDUCT

Assets: #32, #33, #34, #35, #36

Right: Every member of the school community has the right to a safe and timely passage from one place to another within a clean and orderly school building.	Responsibility: Passing between classes should be done in an orderly and respectful manner. Every effort should be made to pass to a classroom, study or work area and be out of the corridor by the end of the allotted passing time. It will also be everyone's responsibility to maintain cleanliness and order in the corridor.	Policy: Behavior which disrupts or prevents.
Infraction	See page 27 for Step System	Step Provisions
G-1 Abusive, Offensive, or Inappropriate Language	3-6 See also Student-to-Student and Student-to-Staff Relationships	
G-2 Physical harassment and scuffling.	3-8 See also Student-to-Student and Student-to-Staff Relationships	
G-3 Necking, groping and other inappropriate displays of affection	1-3	
G-4 Littering	1-3	
G-5 Pass usage		
G-5a No Pass	1-3	
G-5b Forged Pass	3-6	
G-6 Running and other Horseplay	3-6	
G-7 Water balloons, squirt guns, etc.	1-3 Confiscate items.	
G-8 Food and drink		
G-8a Use of food or candy in the corridor	1-3 Confiscate items.	
G-8b Open containers or consumption of drinks in areas other than the cafeteria or the commons	1-3 Confiscate items.	

H: OTHER DISCIPLINARY INFRACTIONS

Infraction	See page 27 for Step System	Step Provisions
H-1 Repeated or serious classroom disruption	3-8	
H-2 Disruption of school events, games, meetings, and assemblies	3-8	Removal from event and possible exclusion from similar programs
H-3 Cheating: that extends beyond the bounds of the classroom (i.e. stealing a test, tampering with grade books, etc.)	2-6	
H-4 Misrepresentation/Forgery: Written or spoken misrepresentation of the truth (i.e., forged passes, parent signatures, false phone calls, lies, etc.)	3-6	
H-5 Misuse of food in the cafeteria; pop or food in other areas of the building	3-6	
H-6 Radios, tape recorders, and personal stereos (unless during lunch or authorized by a teacher)	1	confiscated and to be returned to parent/guardian
H-7 Being in an unauthorized area.	1-3	
H-8 Being an accessory to a school rule violation.	1-8	Step assignment at principal's discretion, depending upon level of involvement
H-9 Improper and/or disruptive behavior not covered elsewhere in this code.	1-8	Step assignment at principal's discretion, depending upon level of involvement
H-10 Any offensive clothing, either in poor taste or suggestive or improper writing or logos will be immediately changed. If the student is unable to do so, he will be sent home. An unexcused absence will be recorded for the time missed.(see Dress Code page 49)	1-3	See Dress Code page 37
H-11 Being involved in sit-ins, walkouts, and other unauthorized demonstrations	3-6	
H-12 Card playing at any time during the school day (except lunch time).	1-3	

I: TRANSPORTATION INFRACTIONS

Infraction	See page 27 for Step System	Step Provisions
I-1 Any conduct that violates any of the bus rider rules and disciplinary procedures (School Board Policy – 443.2)		<p>1st Offense – Step 2 - The driver will call the parent/guardian to discuss the complaint and will also write a misconduct report. In the case of a serious infraction students may be dealt with in the same manner as a second offense.</p> <p>2nd Offense – Step 3 – 8 The driver will write a misconduct report and the school official will inform the parent or guardian by letter or telephone call of discipline and/or actions taken. Student could be denied transportation.</p> <p>3rd Offense – Step 3 - 8 – The driver will write a misconduct report and the school official will schedule a conference with the student and the parent/guardian. Transportation could be denied for a time.</p>

J:CELL PHONE USE

Cell phones **MAY** be used by students, with a silent ring/vibrate tone, during the following non-instructional times:

- Before 8:00 AM and after 3:30 PM
- During lunch
- In the hallways between classes

Cell phones **MAY NOT** be used during instructional, educational (unless a bonafide instructional purpose with instructor permission), or privacy time, including, but not limited to:

- During class or study hall
- In the LMC
- Bathroom/Locker Room

Infraction	See page 27 for Step System Step Provisions
<p>J-1 Any cell phone (or other communication device) use that violates any of the cell phone (or other communication device) use provisions above.</p>	<p>1st Offense – Step 2 - * Cellphone confiscated by staff and turned in at the office. Returned to student at the end of the day. Referral noting offense.</p> <p>2nd Offense – Step 2 - * Cellphone confiscated by staff and turned in at the office. Parent must pick up cell phone from the principal. Referral noting offense.</p> <p>3rd Offense – Step 3 – * Cell phone confiscated by staff and turned in at the office. Parent/student/administrator meeting. In- school suspension. Cell phone returned to parent following this meeting.</p> <p>Subsequent Offense(s) – Step 6 – 8 – * Cell phone confiscated by staff and turned in at the office. Cell phone returned to parent following re-entry conference for Out of School Suspension.</p> <p style="text-align: center;">*Refusal to turn the cell phone over to staff when told to do so could result in an out of school suspension.</p>

OFFICE RULES

For students assigned from a class:

- A: Until completed, the **ONLY** work students are allowed to do are the two "Work-it-out" sheets. Once completed, work from the assigning teacher may be done.
- B: "Work-it-out" sheets must be neat and well-written in full sentences, and directly address the problem.
- C: Signed "Work-it-out" sheets must be given to the teacher prior to 8:00 a.m.
- D: Disruptions and/or failure to cooperate with the office personnel will be dealt with as C-1 infraction (insubordination).
- E: No visiting or, no sleeping, no unauthorized food.
- F: No recreational reading until all work under "A", above, is completed.

For students on an in-school suspension:

- A. You must see each of your teachers to receive assignments prior to reporting to office at 8:00 a.m. Signature of each teacher is required on the Office Assignment sheet to indicate contact was made and assignments were given.
- B. You will remain in the office for entire time of suspension. You will receive directions for lunch, breaks, etc.
- C. Disruptions and/or failure to cooperate with the office personnel will be dealt with according to the Discipline Plan
- D. No visiting, no sleeping; no unauthorized food.
- E. No recreational reading until all assigned work is completed.
- F. Work-it-out procedures: Office rules A, B and C (above are in effect.)

SCHOOL WIDE EXPECTATIONS: Be Safe, Be Respectful, Be Responsible, Be Productive

<p>Cafeteria Expectations</p> <ol style="list-style-type: none"> 1. Follow directions of staff first time given 2. Food is not to be thrown 3. All trash and eating utensils are to be returned 4. Students must keep their hands, feet and objects to themselves at all times. 5. Remain in authorized areas. 	<p>Consequences</p> <ol style="list-style-type: none"> 1. Lunch room clean-up 2. Office 3. Self-contained lunch period 4. Guidelines followed in Discipline Plan.
<p>Corridor Expectations</p> <ol style="list-style-type: none"> 1. Follow directions of staff first time given 2. Do not run in halls 3. Have a pass when in the hallways during class hour. 4. Stay to the right side of hallways to ensure smooth traffic pattern. 5. Refrain from littering. Put all litter in a proper receptacle. 	<p>Consequences</p> <ol style="list-style-type: none"> 1. Warning or Office or Administrative Conference 2. Guidelines followed in Discipline Plan
<p>Classroom Expectations</p> <ol style="list-style-type: none"> 1. Follow directions of staff first time given 2. Come to class with all materials 3. Keep hands, feet and objects to self 4. Be in your assigned seat ready to work when the bell rings 	<p>Consequences</p> <ol style="list-style-type: none"> 1. Warning - name recorded for teacher notation 2. After class discussion to resolve problem 3. Office; Work-it-out procedure 4. Severe infractions result in removal from class and a conference with an administrator. 5. Students who fail to achieve passing grades in classes may be required to attend after school study hall. Failure to attend after school study hall, when assigned may result in a disciplinary referral

<p>Dress Code Expectations - Assets: #2, #5, #6, #11, #12, #15, #20, #30, #31, #32, #35, #37, #38</p> <p>A. You should dress and be groomed according to the following:</p> <ol style="list-style-type: none"> 1. Your dress or grooming will not endanger the public health and safety of other students. 2. Your dress or grooming will meet the general decency standards of our community and school. 3. Your dress or grooming will not be disruptive to the education of other students and in no way will hinder the educational process. 4. Special classes (shops, labs, etc.) may establish additional rules governing dress and hair. <p>B. The following will not be allowed in school.</p> <ol style="list-style-type: none"> 1. Students without footwear. 2. Wearing of soiled clothes. 3. Wearing of excessively torn clothes (principal's discretion). 4. Wearing of hats and hat-like apparel such as bandannas, etc. in school from 8:00 a.m. to 3:30 p.m. 5. Wearing of insignia, buttons, etc., which are derogatory to other persons, groups, etc. 6. Clothing articles that cause undue school maintenance problems, such as shoes that cause excessive floor marking. 7. Clothing articles that advertise products that are illegal to minors such as alcohol, tobacco, etc. or articles of clothing or jewelry counter to our educational message (principal's discretion). 8. Wearing of outdoor coats and jackets that are meant for cool or cold weather from 8:00 am to 3:30 pm 9. Clothing articles that display indecent writing or graphics. 10. Half shirts, tube tops, backless tops with "spaghetti straps", tops that expose the wearer's midriff or undergarments, bottoms that expose the wearer's pelvic bones/region, a portion of the wearer's buttocks, or undergarments. <p style="text-align: center;">*Exceptions to this policy will be considered by the principal on a case by case basis.</p>	<p>Consequences</p> <ol style="list-style-type: none"> 1. Warning or Office or Administrative Conference 2. Guidelines followed in Discipline Plan
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Electronic Communications Systems Expectations

The following uses of the District System are considered unacceptable:

1. Personal Safety
 - a. You will not send personal contact information about yourself or other people. Personal contact information includes your address, telephone number, school address, work address, etc.
 - b. You will not agree to meet with someone you have met online without your parent's approval. Your parents should accompany you to this meeting.
 - c. You will promptly disclose to your teacher or an administrator any message you receive that is inappropriate or makes you feel uncomfortable.
2. Illegal Activities
 - a. You will not attempt to gain unauthorized access to the District System or to any other computer system or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
 - b. You will not make deliberate attempts to disrupt the computer system, destroy data, spread computer viruses, or by any other means.
 - c. You will not use the District System to engage in any other illegal act.
3. System Security
 - a. You are responsible for your individual access information and should take all reasonable precautions to prevent others from being able to use your access information. Under no conditions should you provide your password to another person.
 - b. You will immediately notify a teacher or an administrator if you have identified a possible security problem.
 - c. You will avoid spreading computer viruses by following the District virus protection procedures.
4. Inappropriate Language
 - a. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
 - b. You will not send information that could cause damage or a danger of disruption.
 - c. You will not engage in personal attacks, including prejudicial or discriminatory attacks.
 - d. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, you must stop.
 - e. You will not knowingly or recklessly send false or defamatory information about a person or organization.
5. Respect for Privacy
 - a. You will not forward a message with a request "not to forward" without permission of the sending person.
 - b. You will not send private information about another person.
6. Respecting Resource Limits
 - a. You will use the system only for educational and career development activities.
 - b. You will not send chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
 - c. You will check your e-mail frequently and delete unwanted messages promptly.
7. Plagiarism and Copyright Infringement
 - a. You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writing of others and presenting them as if they were yours.
 - b. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions ask a teacher.
8. Inappropriate Access to Material
 - a. You will not use the District System to access material that is profane or obscene (*pornography*) that advocates illegal acts, or that advocates violence or discrimination.

Study Period Expectations

1. Present a pass to the study hall supervisor to leave the study hall. Pre-planning is a must.
2. Exceptions are at the discretion of the supervisor.
3. Bring study materials including books, worksheets, pencil, pens, and paper
4. Talking may be allowed if it is for a collaborative educational purpose. This should not be a daily occurrence.
5. Card playing, sleeping, listening to radios, and other non-educational activities are not allowed.

Consequences

1. Warning or Office or Administrative Conference
2. Guidelines followed in Discipline Plan

Parking Lot Expectations

1. Follow all traffic laws of the Wisconsin Motor Vehicle Department.
2. Do not be in any vehicle during the school day. This includes noon hour.
3. Leave your vehicle parked. It must remain on school grounds from your arrival until school is dismissed.

Consequences

1. Warning or Office or Administrative Conference.
2. Guidelines followed in Discipline Plan

- | | |
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| <ol style="list-style-type: none"> 4. Special permission may be granted by the principal to go to your car. 5. Students are allowed to park in the north lot only. Students who participate in after school activities are not allowed to move cars to the east or west parking lots immediately following the end of the school day. This is to ensure the health and safety of the elementary students walking home through the tunnel under Highway 27. | |
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SCHOOL DISTRICT OF CADOTT COMMUNITY

School Board Policy
363.4

STUDENT ACCEPTABLE USE POLICY FOR THE COMPUTER NETWORK

The School District is offering Internet access for student use. This document contains the Acceptable Use Policy for your use of the computer network. Internet access and use of the computers and computer network is a privilege, not a right.

EDUCATIONAL PURPOSE

1. The computer network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities and career development.
2. The computer network has not been established as a public access service or a public forum. The Cadott School District has the right to place reasonable restrictions on the material you access or send through the system. You are also expected to follow the rules set forth in this policy, the Classroom Code of Conduct, and the law.
3. You may not use the computer network for commercial purposes. This means you may not offer, provide, or purchase products or services through the computer network.
4. You may not use the computer network for political lobbying; however, you may use the system to communicate with elected representatives.

STUDENT INTERNET ACCESS

1. All students may have access to the Internet or World Wide Web information resources through their classroom, library media center, or school computer lab.
2. Individual Student E-mail Accounts
Students may be provided with individual e-mail accounts. A student account agreement will be required for an individual e-mail account. This agreement must be signed by the student and his or her parent/guardian. (Parents may specifically request that their child(ren) not be provided access through the individual e-mail account by notifying the District in writing.)
3. Students and parents (for students under the age of 18) must sign a Student Acceptable Use Agreement for student to be granted an individual account on the computer network and given Internet privileges. This Agreement must be renewed on an annual basis. Parents (of students under the age of 18) can withdraw their approval at any time.

UNACCEPTABLE USES

The following uses of the computer network are considered unacceptable.

1. Personal Information
 - a. You will not send personal contact information about yourself or other people. Personal contact information includes your home address, telephone, number, etc.
 - b. You will not agree to meet with someone you have met online without your parent's approval. Your parents should accompany you to this meeting.
 - c. You will promptly disclose to your teacher or an administrator any message you receive that is inappropriate or makes you feel uncomfortable.
2. Illegal Activities
 - a. You will not attempt to gain unauthorized access to the computer network or to any other computer system through the computer network or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
 - b. You will not make deliberate attempts to disrupt the computer network, destroy data, spread computer viruses, or by any other means.
 - c. You will not use the computer network to engage in any other illegal act.

3. System Security
 - a. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your login username and password to another person.
 - b. You will immediately notify a teacher or an administrator if you have identified a possible security problem.
 - c. You will avoid spreading computer viruses by following the District virus protection procedures.
4. Inappropriate Language - you will not generate communications which:
 - a. use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
 - b. could send information that could cause damage or a danger of disruption.
 - c. engage in personal attacks, including prejudicial or discriminatory attacks.
 - d. harass another person. Harassment is persistently acting in a manner that distresses or annoys another person.
 - e. knowingly or recklessly send false or defamatory information about a person or organization.
5. Respect for Privacy
 - a. You will not forward a message that was sent to you privately without permission of the person who sent you the message.
 - b. You will not generate or copy private information about another person.
6. Respecting Resource Limits
 - a. You will use the system only for educational and career development activities.
 - b. You will not send chain letters or engage in "spamming". Spamming is generating and/or sending an annoying or unnecessary message to a large number of people.
7. Plagiarism and Copyright Infringement
 - a. You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writing or photos of others and presenting them as if they were yours. Copying material requires the use of quotes and reference notations.
 - b. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions ask a teacher.
8. Inappropriate Access to Material
 - a. You will not use the computer network to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination.
 - b. If you mistakenly access inappropriate information, you should immediately tell your teacher or administrator. This will protect you against a claim that you have intentionally violated this Policy.

YOUR RIGHTS

1. Search and Seizure
 - a. You should not expect privacy in the contents of your personal files on the computer network.
 - b. Routine maintenance and monitoring of the computer network may lead to discovery that you have violated this Policy, the Code of Classroom Conduct, or the law.
 - c. An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, the Code of Classroom Conduct, or the law. The investigation will be reasonable and related to the suspected violation. Inappropriate and/or unacceptable files will be purged following the investigation.
 - d. Your parents have the right at any time to request to see the contents of your e-mail and other computer files.
2. Due Process
 - a. The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the computer network.
 - b. In the event there is a claim that you have violated this Policy you will be provided with an opportunity to present an explanation to your teacher and/or administrator and/or designee.
If a violation has occurred when using the District computer network the discipline procedure may include teacher conference (s) with the student and/or parent and/or administration. Discipline may result in denial of access to the computer (s), and/or computer network including the Internet. Other discipline measures may include administrative intervention in accordance with the student/parent handbook and

school behavior rules, which may include expulsion.

LIMITATION OF LIABILITY

The District makes no guarantee that the functions or the services provided by or through the District computer network will be error-free or without defect. The District will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the computer network. The District will not be responsible for financial obligations arising through the unauthorized use of the computer network.

PERSONAL RESPONSIBILITY

Students are responsible for all of their actions, words and behaviors when using the District computers and computer network (including network drive, e-mail, and Internet).

Approved: August 9, 1999

Revised and Approved: January 12, 2001

**Cadott Junior/Senior High School
Task Form**

Student Name _____ Teacher _____

Class Period _____

Class _____

Original Due Date of Task _____

Today's Date _____

Form Due Back to Teacher By _____

Task _____

Section to Filled Out By Teacher

Date Task to be completed by	
------------------------------	--

When will student complete the make-up/retake (Select All that Apply)

	<input type="checkbox"/>	Before School
	<input type="checkbox"/>	After School
	<input type="checkbox"/>	Lunch
	<input type="checkbox"/>	At Home

Section to Be Filled Out by Student

Why wasn't the task completed on time or in an acceptable manner?

What did you do to study/prepare for the task? Explain why your methods were not effective.

How do you plan to study/prepare differently for the tasks?

Suggestions for what parents can do to help their child succeed:

Check Skyward Family Access Contact Teacher Check Assignment Board

Assign dedicated study time/space at home Hold child accountable

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

CC:
Teacher requiring task form
Cumulative File
Discipline File

Lunch Number: _____

**2016 - 2017
CADOTT SCHOOLS
STUDENTS ACCEPTABLE USE POLICY FOR THE CADOTT COMPUTER
NETWORK**

(Including computer network and Internet privileges)

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Student Name: _____ Grade: _____

School: _____

I have read the Student Acceptable Use Policy.

I agree to follow the rules contained in this Policy.

I understand that if I violate the rules, I may lose my computer network and Internet privileges according to the disciplinary procedure set forth in the Policy, and I may face other disciplinary measures.

Student Signature: _____ Date: _____

PARENT OR GUARDIAN SECTION

I have read the Student Acceptable Use Policy.

I hereby release the district, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the Computer Network, including, but not limited to claims that may arise from the unauthorized use of the Computer Network to purchase products or services.

I give permission to issue student access to the Computer Network and the Internet for my child and certify that the information contained in this form is correct.

Parent Signature: _____ Date: _____

Parent Name: _____ Phone: _____

Home Address: _____

CADOTT JUNIOR/SENIOR HIGH SCHOOL CODE OF CONDUCT CONTRACT

As parents and staff of Cadott Junior/Senior High School, we expect a high standard of conduct on the part of all students as they practice self-control and accept responsibility for their actions to assure a safe and productive learning environment. Parents, staff, and students all share responsibilities for assuring appropriate student conduct.

As a student, I will

- Come to school ready to learn and do my best.
- Take responsibility for my actions and follow all of the rules of my classrooms and other areas of the school and bus.
- Use my talents and abilities to make Cadott Junior/Senior High School a positive and safe school.
- I will return this page of the handbook to the office by Friday, September 9, 2016

As a staff member, I will

- Help each student grow to his or her potential.
- Believe that each child can learn and will communicate successes and concerns with students and parents.
- Provide a safe, positive, and healthy learning environment.

As a parent, I will

- Work with my child to help ensure their success.
- Communicate regularly with staff members responsible for my child.
- Provide an environment that encourages my child to learn.

I have read the Cadott Junior/Senior High School handbooks, understand my responsibilities and will cooperate in every way with everyone I am involved with in the school. I understand that the expectations in the handbooks are to be followed.

Student Signature: 1. _____
 2. _____
 3. _____
 4. _____

Parent Signature: _____

Staff Signatures: 1. _____ **Teacher**
 2. _____ **Teacher**
 3. _____ **Teacher**
 4. _____ **Teacher**

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