

# **DURAND MIDDLE/ HIGH SCHOOL**

## **“Home of the Panthers”**

### **2019-20 Student Handbook**



#### **Telephone Numbers**

District Administration Office	(715) 672-8919
District Fax Number	(715) 672-8930
MS/HS Office	(715) 672-8917
MS/HS Fax Number	(715) 672-8930
Pupil Services Office	(715) 672-8921
River Valley Alternative School/Adult Education	(715) 672-8917

#### **Durand Board of Education**

Bill Yingst, President	<a href="mailto:wyingst@durand.k12.wi.us">wyingst@durand.k12.wi.us</a>	(715) 285-5189
Jason Weisenbeck, Vice President	<a href="mailto:jweisenbeck@durand.k12.wi.us">jweisenbeck@durand.k12.wi.us</a>	(715) 673-4462
Becky Richardson, Clerk	<a href="mailto:brichardson@durand.k12.wi.us">brichardson@durand.k12.wi.us</a>	(715) 672-4325
Tammy Hoyt, Treasurer	<a href="mailto:thoyt@durand.k12.wi.us">thoyt@durand.k12.wi.us</a>	(715) 672-8997
Audrey Martin	<a href="mailto:amartin@durand.k12.wi.us">amartin@durand.k12.wi.us</a>	(715) 672-5613
Lori Myers	<a href="mailto:lmyers@durand.k12.wi.us">lmyers@durand.k12.wi.us</a>	(715) 672-5120
TJ Poeschel	<a href="mailto:tjpoeschel@durand.k12.wi.us">tjpoeschel@durand.k12.wi.us</a>	(715) 672-4863

**Our Vision** “Our children will be responsible, respectful & resourceful”

**Our Mission** “To stimulate, facilitate & educate the whole child”

Board of Education Approval:  
Student Handbook adopted on 07/18/2018

*Email address followed by @durand.k12.wi.us*

**District Office – (715) 672-8919**

Greg Doverspike  
Linda Komro  
Sharie Weisenbeck  
Erin Richardson  
Gretchen Cipriano

**Position**

Superintendent  
Executive Assistant  
Financial Manager  
Financial Clerk  
Director of Teaching & Learning

**Email**

gdoverspike  
lkomro  
sweisenbeck  
erichardson  
gcipriano

**Pupil Services – (715) 672-8921**

Michelle Zagozen  
Stephanie Hotujec  
Diane Hoyt  
Katie Walsh  
Beth Bauer  
Lori Snapp

**Position**

Director of Pupil Services  
School Psychologist  
Pupil Services Secretary  
School Nurse  
Secretary Nursing/SPED  
Food Service Supervisor

**Email**

mzagozen  
shotujec  
dhoyt  
kwalsh  
bebauer  
lsnapp

**MS/HS Office – (715) 672-8917**

Bill Clouse  
Kris Tolle  
Cindy Holmstadt  
Cheryl Quandt

**Position**

School Principal  
Guidance Counselor  
Attendance Secretary  
Administrative Assistant

**Email**

wclouse  
ktolle  
cholmstadt  
cqquandt

**Instructional Staff**

Jason Anger  
Teri Anger  
Bryan Bauer  
Kayla Boebel  
Santana Brenner  
Stacie Brenner  
Ramona Carrier  
Christine Coley  
Kyle Danzinger  
Zach Gilles  
Melissa Glynn  
Brenda Gray  
Kathy Jardine  
Emma Jushka  
Dan Kvislen  
Anna Klapperich  
Quinn Miracle  
Weston Patnode  
Kevin Peterson  
Todd Poeschel  
Janet Prissel  
Chris Radle  
Hailey Richardson  
Rodney Rosemeyer  
Sarah Sabelko  
Kris Sauve  
Jerry Schade  
David Schneider  
Ashley St. Aubin-Clark  
Barry Terpstra  
Sara Thacker

**Position**

English  
English  
MS Science/Literature  
Science – Physical Science/Biology  
Physical Education/Health  
Foreign Language-Spanish  
Special Education – LD/CC  
Science – Chemistry/Physics  
Technology Education  
MS Mathematics  
MS Science  
Social Studies  
Science – Biology/Ecology  
Visual Arts  
Mathematics  
Music-Vocal  
Physical Education  
Agriculture  
Music-Instrumental  
Business & Information Technology  
MS Social Studies/Literature  
MS Special Education - LD  
Special Education – CD  
Mathematics  
MS Language Arts/Literature  
Librarian  
Mathematics  
Social Studies  
MS Special Education – LD/CC  
Social Studies  
Special Education – CD

**Email**

janger  
tanger  
bbauer  
kboebel  
sabrenner  
sbrenner  
rcarrier  
ccoley  
kdanzinger  
zgilles  
mglynn  
bgray  
kjardine  
ejushka  
dkvislen  
aklapperich  
qmiracle  
wpatnode  
kpeterson  
tpoeschel  
jprissel  
cradle  
hrichardson  
rrosemeyer  
ssabelko  
ksauve  
jschade  
dschneider  
astaubinclairk  
bterpstra  
sthacker

**Instructional Staff**

Dennis Tolle  
Marcie Tomlinson  
Steve Walton  
Katie Ward  
Kassy Weiss  
Bob Zika

**Position**

Special Education – LD  
Family & Consumer Science  
Special Education – EDB  
MS Physical Education /Health  
MS Language Arts/Literature  
MS Social Studies

**Email**

dtolle  
mtomlinson  
swalton  
kward  
kweiss  
bzika

**Support Staff**

Carrie Anderson  
Theresa Brantner  
Pat Cataract  
Sheila Drier  
Anissa Glau  
LuAnn Hayden  
Jody Karshbaum  
Deb Traun  
Amy Winter

**Position**

SPED Asst.  
Library Aide  
SPED Asst.  
SPED Asst.  
Library Aide  
Technology Specialist  
SPED Asst.  
SPED Asst.  
SPED Asst.

**Email**

canderson  
tbrantner  
pcataract  
sdrier  
aglaus  
lhayden  
jkarshbaum  
dtraun  
awinter

## **FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of a school year. This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior student handbook.

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for your and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact Mr. Clouse who you will find listed in the Staff Directory section of the handbook. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. If any of the policies or administrative guidelines referenced herein is revised after June 30, 2018 the language in the most current policy or administrative guideline prevails. The current policies are available on the District's website.

## **MISSION OF THE SCHOOL**

The mission of the Durand Middle/High School is to provide a safe environment in which each student has sufficient opportunity to learn how to take intelligent, ethical action and to accomplish the goals of his/her educational program.

## **EQUAL EDUCATION OPPORTUNITY/ANTI-HARASSMENT**

It is the policy of the District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's sex, including transgender status, change of sex or gender identity, disability, age (except as authorized by law), military status, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, or physical, mental, emotional, or learning disability or other protected characteristics as well as place of residence within District boundaries, or social or economic background.

Students who have been identified as having an impairment or disability under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act shall be provided with appropriate educational services. Parents who have questions should contact Michelle Zagozen, Director of Pupil Services at 715-672-8921.

Any person who believes that the Durand Middle/High School or any staff person has discriminated against them in violation of this policy may file a complaint. A formal complaint can be made in writing to a School Compliance Officer listed below:

Mr. Greg Doverspike  
Superintendent  
(715) 672-8919 (P)  
(715) 672-8930 (F)  
604 7<sup>th</sup> Ave E, PO Box 190  
[gdoverspike@durand.k12.wi.us](mailto:gdoverspike@durand.k12.wi.us)

Mrs. Michelle Zagozen  
Director of Pupil Services  
(715) 672-8921 (P)  
(715) 672-8930 (F)  
604 7<sup>th</sup> Ave E, PO Box 190  
[mzagozen@durand.k12.wi.us](mailto:mzagozen@durand.k12.wi.us)

The complaint procedure is described in Board Policy 2260. The policy is available in the School office.

The complaint will be investigated and a written acknowledgement given to the complainant within forty-five (45) days of receipt of a written complaint and a determination of the complaint within ninety (90) days, unless the parties agree to an extension, or unless the complaint is within the procedures of Chapter 115 of the Wisconsin Statutes governing exceptional educational needs. Education Department General Administrative Regulations, commonly called EDGAR complaints, shall be referred directly to the State Superintendent. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

Durand middle/High School is committed to an educational environment that is free of harassment of any form. The school will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the school district community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

Harassment means behavior toward a student or group of students based, in whole or in part, on the their sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or any other characteristic protected under State, Federal or local law, which substantially interferes with the student's school or academic performance or creates an intimidating, hostile or offensive school environment. Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-to-female. Examples of conduct that may constitute harassment include:

- A. graffiti containing offensive language;
- B. name calling, jokes or rumors;
- C. threatening or intimidating conduct directed at another because of the other's protected characteristic (e.g., sex, race, learning disability);
- D. Notes or cartoons;
- E. Slurs, negative stereotypes, and hostile acts which are based upon another's protected characteristic;
- F. Written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- G. A physical act of aggression or assault upon another because of, or in a manner reasonably related to, the individual's protected characteristic; or
- H. Other kinds of aggressive conduct such as theft or damage to property, which is motivated by a protected characteristic.

## **DEFAMATION POLICY**

The Durand-Arkansaw School District prohibits defamation, libel and slander and/or the threat of defamation/libel/slander activities by a student or staff, and/or group of students or staff, against another student and/or school personnel. The District recognizes defamation as humiliating, threatening, and potentially career threatening. This defamation can take place through a variety of mediums including written or oral, via the internet (websites, chat rooms, blogs, instant messaging etc), video, telecommunications or diagramming to mention a few.

The District considers defamation/libel/slander to be, among other things, any willful act done by a student or staff member, whether individually or in concert with others, to another student(s) or school personnel (including impersonating another student(s) or school personnel) for the purpose of subjecting such student(s) or personnel to humiliation, intimidation, physical abuse, threats of abuse, social or other ostracism, shame, or disgrace.

Violation of this policy will be subject to discipline as determined by the administrative team. Serious or repeated violation of this policy may result in a disciplinary hearing before the Board of Education.

Penalties for violation could include but are not limited to the following:

- Detention
- In-school suspension – parent notification
- Out-of-school suspension and parent notification – required parent conference
- Forfeiture of the privilege to participate in any extra-curricular activities including, but not limited to athletics, co-curricular activities, clubs, activities and school events.
- Potential referral to law enforcement
- Serious/repeated violations may result in referral for expulsion to the School Board

## **SEXUAL HARASSMENT**

Sexual harassment deserves special mention. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- A. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education; or
- B. Submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education; or
- C. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile or offensive educational environment.

Sexual harassment may include, but is not limited to:

- A. unwelcome verbal harassment or abuse;
- B. unwelcome pressure for sexual activity;
- C. unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of students by teachers, administrators or other school personnel to avoid physical harm to persons or property;
- D. unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;

- E. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status; or
- F. unwelcome behavior or words directed at an individual because of their sex or sexual orientation;

Sexual harassment examples include, but are not limited to:

- A. Repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
- B. Rating a person's sexuality or attractiveness;
- C. Staring or leering at various parts of another person's body;
- D. Spreading rumors about a person's sexuality;
- E. Letters, notes, telephone calls or materials of a sexual nature; and
- F. Displaying pictures, calendars, cartoons or other materials with sexual content;
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

It is also the policy of the School District that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the school, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student. An inappropriate boundary invasion by a District employee or other adult member of the School District Community into a student's personal space and personal life is sexual harassment.

If you wish to report harassment, please contact one of the Complaint Coordinators listed above.

A copy of school's Anti-Harassment Policy, including the reporting, investigation, and resolution procedures, is available in the school office.

## **BULLYING**

Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent. Bullying can be physical, verbal, electronically transmitted, psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these. Examples of bullying include:

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

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. If the investigation finds that aggressive behavior has occurred, it will result in prompt and appropriate

discipline, co-curricular sanctions and/or disciplinary action up to and including suspension or expulsion. Individuals may also be referred to law enforcement officials.

### **POLICY 5516 STUDENT HAZING**

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and may in some circumstances be a violation of State law. It prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored activity or event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, faculty members, and other employees of the District shall be alert to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Principal or to the District Administrator. The individual informed of the situation shall immediately do the following:

- A. Write all information concerning the reported activity or planned activity received from the person reporting the incident to create a complete record of the initial contact with administration.
- B. Determine if any potential criminal activity has occurred, and if so contact law enforcement immediately.
- C. Determine whether the information received illustrates hazing behavior that is based on the student's or any group of students sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws ("Protected Classes"). If the conduct reported appears to be based on one (1) or more Protected Class, the Administrator shall inform the District Compliance Officer and refer to Policy 5517 – Student Anti-Harassment and proceed accordingly.
- D. If the hazing or planned hazing does not appear to be based on any Protected Classes, then the Administrator shall proceed to conduct an investigation consistent with the procedures found in Policy 5517.01 - Bullying. If at any point, information surfaces indicating that hazing activity was based on one (1) or more Protected Class, the Administrator or designee conducting the investigation shall contact the Compliance Officer and consult Policy 5517 – Student Anti-harassment.

Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil or criminal penalties. Disciplinary action for students may include, but is not limited to, suspension and/or expulsion. Disciplinary action for staff members may be issued up to and including termination from employment.

The District Administrator shall distribute this policy to all students and District employees, and shall incorporate it into building, staff, and student handbooks. It shall also be the subject of discussion at employee staff meetings or in-service programs.

### **SECTION 504/ADA COMPLAINT**

Any person who believes that the Durand Middle/High School or any staff person has discriminated against them in violation of the District's Section 504/ADA policy may file a complaint. A formal complaint can be made in writing to a School Compliance Officer listed below

Michelle Zagozen  
Director of Pupil Services  
(715) 672-8921 (P)



(715) 672-8930 (F)  
604 7<sup>th</sup> Ave E, PO Box 190  
[mzaqozen@durand.k12.wi.us](mailto:mzaqozen@durand.k12.wi.us)

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures of Durand Middle/High School are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and obey all school rules. Disciplinary procedures will comply with the requirements of State and Federal law.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at school on time, prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the Guidance Counselor, Mrs. Tolle.

## **STUDENT WELL-BEING**

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify a staff person immediately.

All students must have an emergency medical card completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should submit those needs in writing and with proper documentation by a physician to the school nurse's office.

## **INJURY AND ILLNESS**

All injuries must be reported to a teacher or to the Health Room. If minor, the student will be treated and may return to class. If medical attention is required, the Health Room will follow the School's emergency procedures.

A student who becomes injured or ill during the school day should request permission from the teacher to go to the Health Room. The Health Room staff will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

## **ENROLLING IN THE SCHOOL**

Students generally enroll in the district in which they live. However, the Board will release a resident student who is accepted as a student in another school district under that district's open enrollment program.

Students that are new to Durand Middle/High School are required to enroll with their parent(s) or legal guardian unless eighteen (18). When enrolling, the parent(s)/guardian will need to bring:

- A. a birth certificate or similar document;
- B. custody papers from a court (if appropriate);
- C. proof of residency; and
- D. proof of immunizations and/or an appropriate waiver.

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to complete the enrollment process.

Students enrolling from another accredited school will have their courses and grades evaluated by the guidance department. The office staff will assist parents in obtaining the official records from the other school.

During the enrollment process, a parent (or adult student), may present information to the District certifying that the parent (or adult student), his/her child, or a member of the parent's household is a participant in the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice, the Board shall use the address designated by the Department of Justice to serve as the student's address for enrollment purposes.

The District shall place a copy of any certification provided by the parent in the enrollment files. Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the Homeless Liaison with regard to enrollment procedures.

Students who meet the Federal definition of children and youth in foster care may enroll and will be under the direction of the Local Point of Contact with regard to enrollment procedures.

Adult students (eighteen (18) years of age or older) may enroll themselves, but if residing with their parents, are encouraged to include them in the process. Adult students do carry the responsibilities of both the student and parent and are expected to follow all School rules.

### **SCHEDULING AND ASSIGNMENT**

Schedules are provided to each student at the beginning of each semester or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the Guidance Office. It is important to note that some courses may be denied because of limited space or the need to complete prerequisites courses. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

### **ADD/DROP/WITHDRAWAL FROM A CLASS**

If a student elects to withdraw from a course after the first five school days, but before the end of the first nine weeks of a semester, a grade of an "F" will be recorded for that quarter and a "W" or withdrawal will be recorded for the next quarter and semester. A withdrawal during the second nine weeks of any particular semester will result in the recording of a failing grade. All failing grades, recorded as "F", are computed into the grade point average for the grading period in which it occurs.

The following guidelines have been established to govern schedule changes:

1. Students must understand their responsibility and commitment to their schedule. Course changes must be limited since classes are formed, schedules created, and staff assigned on the basis of their pre-registration.

2. Course additions may be made prior to the start of a semester only if the added class will fit into open time that already exists in the student's schedule. Students may receive their first semester schedule during the summer registration time period and the second semester schedule in early January. *Any student interested in requesting a schedule change must make an appointment to meet with the counselor prior to the start of the semester.*
3. Schedule changes prior to the start of each semester will be limited to necessary changes due to:
  - a. Failure of a course.
  - b. Needs for graduation.
  - c. Balancing classes.
  - d. An individual educational accommodation.
4. Withdrawal from a course will be honored under the following criteria:
  - a. The student is misplaced.
  - b. Administrative directive with or without a semester "F".
  - c. Undesirable conduct, which will result in a semester "F" for that course.
5. Simply having a low or failing grade will not be considered as justification for withdrawal from a course.

### **EARLY DISMISSAL**

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a permission note signed by the custodial parent(s) or guardian.

### **EMERGENCY MEDICAL AUTHORIZATION**

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The school has made the Emergency Medical Authorization Form available to every parent at the time of enrollment. A student's failure to return the completed form to school may jeopardize the student's participation in school activities.

### **USE OF PRESCRIBED MEDICATIONS**

In those circumstances where a student must take prescribed medication during the School day, the following guidelines are to be observed.

- A. Parents should, with their physician's advice, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form must be filed with the school nurse before the student will be allowed to begin taking any medication during school hours. The forms are available in the School office.
- C. All medications to be administered during school hours must be registered with the school nurse's office.
- D. Medication that is brought to the office will be properly secured.
- E. For each prescribed medication, the container shall have a pharmacist's label with the following information:
  1. student's name

2. practitioner's name
3. date
4. pharmacy name and telephone
5. name of medication
6. prescribed dosage and frequency
7. special handling and storage directions

A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

### **ASTHMA INHALERS AND EPI-PENS**

Students, with appropriate written permission from the physician and parent, may possess and use a method dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Inhalers and Epinephrine (Epi-pen) can be administered only in accordance with conditions confirmed by the school principal and updated annually.

### **USE OF NONPRESCRIBED (DRUG PRODUCTS)**

Staff and volunteers will not be permitted to dispense nonprescribed drug products to any student without written parental consent.

The Nonprescription Drug Product Request must be filed with the school nurse before the student will be allowed to begin taking any medication during school hours.

For each nonprescription drug product, the container shall be the original manufacturer's package and the package must list in a legible format the ingredients and recommended therapeutic dose.

The parents request to administer a nonprescription drug product shall contain the following information:

- A. student's name
- B. date
- C. name of medication
- D. dosage and frequency
- E. special handling and storage directions

Further, only those nonprescription drugs that are provided by the parent or guardian in the original manufacturers' package which lists the ingredients and dosage in a legible format may be administered.

Parents may authorize the school to administer a nonprescribed drug product using a form which is available at the school office. A physician does not have to authorize such medication. The parent may also authorize on the form that their child may self-administer the medication and keep the medication in his/her possession.

If a student is found using or possessing a nonprescribed drug product without parent authorization, s/he will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one previously authorized is in violation of the school's Code of Conduct and may be disciplined in accordance with the drug-use provision of the Code.

## **DIRECT CONTACT COMMUNICABLE DISEASES**

In the case of noncasual-contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff in school unless there is definitive evidence to warrant exclusion.

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency Virus), Hepatitis B, and other diseases that may be specified by the Wisconsin Department of Health and Human Services.

As required by Federal and State law, parents may be required to have their child's blood checked for HIV and HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

## **INDIVIDUALS WITH DISABILITIES AND LIMITED ENGLISH PROFICIENCY**

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is generally required. More important, the school encourages parents to be active participants. To inquire about Special Education programs and services, a parent should contact Michelle Zagozen, Director of Pupil Services at (715) 672-8921.

Services are also available to students with Limited English Proficiency. To inquire about programs and services, a parent should contact Michelle Zagozen, Director of Pupil Services at (715) 672-8921.

## **STUDENT RECORDS**

The origination and maintenance of appropriate student records are essential to the effective operation of the District and meeting the educational interests of students. The rights and responsibilities of students, parents and the District with respect to student records are governed by State and Federal law. Many student records are kept by teachers, counselors and administrative staff. There are two (2) basic kinds of student records -- directory information and confidential records.

Directory information can be given to any person or organization for non-commercial or non-business purposes when requested, unless the parents of the student object in writing to the disclosure as required under school policy and State and Federal law. Directory information generally includes those student records which identify a student's name, address, telephone number, date and place of birth, photograph, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, date of graduation, photographs, name of school most recently previously attended and degrees and awards received. Directory information also includes a student ID number, user ID, or other unique personal identifier used by the student when

accessing or communicating in a district's electronic systems, if, standing alone, it cannot be used to access student education records, (i.e. a pin number, password, or other factor is also needed).

If parents and eligible students do not submit such written notification to the Board, directory information may be utilized by the District Administrator in District-wide publications, on the cable television educational access channel, or on the District's website. The directory information used will be properly verified and approved by the District Administrator.

The Board designates as student "directory information":

- A. a student's name;
- B. photograph;
- C. participation in officially-recognized activities and sports;
- D. height and/or weight, if a member of an athletic team;
- E. awards received.

Student records are generally considered confidential under State and Federal law and may not be released to third parties unless the student's parents consent in writing. However, there are exceptions to confidentiality, and requests for records within these exceptions may be granted without a parent's written consent. If you have questions about the confidentiality of student records and/or the release of student records to third-parties, please contact the Principal or consult the Board's Policy 8330 - Student Records and associated Administrative Guidelines.

Parents and students are reminded of: 1) their rights to inspect, review and obtain copies of students records; 2) their rights to request the amendment of the student's school records if they believe the records are inaccurate or misleading; 3) their rights to consent to the disclosure of the student's school records, except to the extent State and Federal law authorizes disclosure without consent; 4) the categories of student record information which have been designated as directory information and their right to deny the release of such information; and 5) their right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the Principal to inspect such materials.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The District Administrator will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the District Administrator is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both Family Educational Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment (PPRA). Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

[FERPA@ED.Gov](mailto:FERPA@ED.Gov); and  
[PPRA@ED.Gov](mailto:PPRA@ED.Gov).

The School must provide at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities to those students. "Armed forces" means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent of a student submits a signed, written request to the Board that indicates that the student or the parent does not want the student's directory information to be accessible to official recruiting representatives then the school officials of the school shall not allow that access to the student's directory information. The Board shall ensure that students and parents are notified of the provisions of the opportunity to deny release of Directory information. Public notice shall be given regarding right to refuse disclosure to any or all "directory information" including in the armed forces of the United States and the service academies of the armed forces of the United States.

If parents and eligible students do not submit such written notification to the Board, directory information may be utilized by the District Administrator in District-wide publications, on the cable television educational access channel, or on the District's website. The directory information used will be properly verified and approved by the District Administrator.

Annually the Board will notify male students age eighteen (18) or older that they are required to register for the selective service.

### **PLAGIARISM/CHEATING**

Plagiarism is defined as "the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work."

Students who use plagiarized papers or projects or are involved in any other form of cheating will be subject to reduction in grades for a first offense. For a second offense, a student is subject to removal from class with loss of credit and a failing grade.

### **STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables. Students are advised to secure all personal property in locked lockers.

### **REVIEW OF INSTRUCTIONAL MATERIALS**

Parents have the right to review any instructional materials related to the human growth and development curriculum. Any parent who wishes to review instructional materials should contact the Principal to make the appropriate arrangements. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

### **FIRE AND TORNADO DRILLS**

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers, who are responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures provided by the State.

Lock down drills in which the students are restricted to the interior of the school building and the building secured may occur during the school year.

### **EMERGENCY CLOSINGS AND DELAYS**

The School District of Durand utilizes an automated phone calling/email system that will notify students and parents of such occurrences. Students and parents may also call (715) 672-6907 to learn of school emergencies. The phone message is updated as decisions are made. Skylert messages will be sent out to all families listed in Skyward. In addition, the school district will announce closings and late starts on the following radio and TV stations:

#### **Radio**

WECL – 92.9 FM

I-94 – 94.1 FM

WAXX – 104.5 FM

WAYY – 790 AM

WATQ – 106.7 FM

WBIZ – 100.7 FM

WISM – 98.1 FM

WMEQ – 92.1 FM

WQRB – 95.1 FM

WBIZ – 1400 AM

WMEQ – 880 AM

WRDN – 1430 AM

WCCO – 830 AM

#### **TV**

WCCO–Channel 4–Twin Cities

KSTP–Channel 5–Twin Cities

KMSP–Fox 9/UPN 29–Twin Cities

KARE–Channel 11–Twin Cities

WEAU–Channel 13–Eau Claire

WLAX/WEUA – Fox 25/48 – LaCrosse/Eau Claire

WQOW–Channel 18–Eau Claire



## **VISITORS**

Visitors, particularly parents, are welcome at the School. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the Principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school, in order to prevent any loss of instructional time.

Visitors access to classrooms and instructional activities are subject to reasonable restrictions and limits. Please consult with the Principal regarding these restrictions.

Students may not bring visitors to school unless the visitor intends to enroll as a student.

## **USE OF CELL PHONES OR ELECTRONIC COMMUNICATION DEVICES**

### **POLICY 5136 - PERSONAL COMMUNICATION DEVICES**

Students may use personal communication devices (PCDs) before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities), or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

However, technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal.

For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.), telephone paging devices (e.g., beepers or pagers), and/or other web-enabled devices of any type. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities.

Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the building principal.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until a parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity, the confiscated-PCD may be turned over to law enforcement.

PCDs, with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The District Administrator and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene,

disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis. A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents/guardians during the school day.

"Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or picture, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and referral to law enforcement.

### **LIBRARY/MEDIA CENTER**

Students at Durand Middle/High School will have access to the Durand Community Library during school hours as well as during hours the Community Library is open. Students are responsible for books and periodicals checked out in their name and are expected to pay for items that are lost or damaged. The school librarian is available during the school day to assist students who need help in locating materials. Because the school library is shared with the community library respect and quietness is very important to insure an effect study climate for everyone.

#### *Library Rules:*

1. The library is for QUIET research, reading, and studying.
2. First priority for use of the library is classes.
3. When a class is not scheduled for library time, up to 15 students may come from study hall.
4. All students must have a pass to come into the library.
5. There is no food or drink in the library.
6. Library computer usage is for research purposes only.
7. Students are to work silently or they will be sent back to study hall.
8. Repeated offenses will result in losing access to the library.

Students must return overdue materials and pay fines before checking out to the library from study hall. Students will treat fellow students, faculty, staff and public library patrons with respect. Students can expect to be enthusiastically welcomed in the library, and will be treated with respect by staff and other students. Library staff will gladly assist students.

### **WEAPONS**

#### **POLICY 5772 - WEAPONS**

The Board of Education prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law without the permission of the District Administrator.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, (subject to the exceptions below) razors, with unguarded blades, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

The District Administrator will refer any student who violates this policy to the student's parents or guardians and may also make a referral to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

- A. weapons under the control of law enforcement personnel while on duty, or qualified former law enforcement officers, off duty law enforcement officers, or out-of-state law enforcement officers;
- B. items pre-approved by a principal as part of a class or individual presentation under adult supervision including, but not limited to Hunters' Education courses, if used for the purpose and in the manner approved (working firearms, except those protected at all times by a cable or trigger lock, and live ammunition will never be approved);
- C. theatrical props used in appropriate settings.

Any student who has reason to believe that a person has or will violate this policy shall report to the District Administrator or the supervisor of the activity immediately. The report should include as much detail as possible concerning the person(s) involved, the weapon, the location of the person(s), and how this information was obtained.

No student is to confront the person possessing the weapon, but a staff member has the option of confronting the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person.

### **ADVERTISING OUTSIDE ACTIVITIES**

No announcements or posting of outside activities will be permitted without the approval of the Principal. A minimum of twenty-four (24) hours notice is required to ensure that the Principal has the opportunity to review the announcement or posting.

### **POLICY 7740 – FACILITY SECURITY**

Promoting the safety of students, staff and others in the school buildings, as well as providing for the protection of the significant financial investment in the District's buildings is a critical function of the Board. Proper safety measures are to be implemented to protect those who use the buildings and to protect the buildings and equipment owned by the Board from theft and vandalism in order to maintain the optimum conditions for carrying out the educational program.

The District Administrator shall develop and supervise a program for the security of the District's students, staff, visitors, school buildings, school grounds, and school equipment in compliance with State and Federal laws. Such a program may include the use of video surveillance and electronic monitoring equipment in appropriate areas in and around the schools and other District facilities, and on school buses.

Every effort shall be made to apprehend those who knowingly cause serious physical harm to students, staff, visitors, and Board property and to require prosecution of those who bring harm to persons and/or property. The Board will seek to repair the damage or seek the payment of a fee to cover such repairs.

Appropriate authorities may be contacted in the case of serious offenses.

#### **Public Access to School Facilities**

The Board expects that during regular school hours only students and school staff need to be present in the school building. The Board also acknowledges that there will be times during the instructional day

that members of the public, including parents, invited guests, or other individuals will for appropriate and legitimate reasons require entry into a school facility. In such cases, the following guidelines shall be followed:

- A. All persons other than students and building staff shall check in with the main office of the building and shall complete a visitor log. Identification may be requested. Each visitor shall be given a visitor tag that shall be worn at all times while in the building.
- B. All visitors are expected to sign out prior to departing the building.

Any visitor to the school may be refused entry or asked to leave the building at any time if the building administrator determines that the visitor's presence is disruptive or is likely to become disruptive to the educational environment, or for other safety or security reasons. If a visitor refuses to leave upon request by the building administrator, the administrator shall contact the school resource officer or local law enforcement as appropriate. No staff member should attempt to physically remove a visitor, unless the visitor poses an imminent safety threat.

Failure to follow the requirements above when entering or remaining in school facilities may be subjected to a fine not exceeding \$1,000 in circumstances tending to provoke a disturbance of the peace, may be fined not more than \$10,000 or imprisoned not more than ninety (90) days.

Any school staff member that witnesses a visitor in the school building who is not wearing a visitor tag as required shall report the visitor's presence to the main office. In the event the main office does not have record of such visitor properly checking in, the office staff shall immediately contact an administrator or, if any administrator is not available, the school resource officer, if applicable, or appropriate law enforcement.

#### Parents as Visitors

The Board encourages parental involvement in the education of students in the District. For this reason, it is important to facilitate the involvement of parents in school activities and the educational process while at the same time preserving the integrity of the educational environment for all students. As a balance, the Board adopts the following requirements for parents visiting the school during the instructional day:

- A. Parents should make arrangements with their child's teacher or with the building administrator in advance of visiting their child at school unless that is not possible.
- B. Parents, like any other visitor, must enter the building through only the approved visitor entrance and shall check in at the main office in the same fashion as a visitor.

Parents that do not follow these guidelines or whose presence is disruptive to the educational environment may be asked to leave the building by the Building Administrator. Any decision to permanently expel a parent may only be made by the District Administrator due to repeated failure to follow rules causing a disruption to the educational environment or for overt threats of harm or actual physical contact with any staff or student.

#### Court Imposed Restrictions

In any case in which an individual is the subject of a court order restricting the individual's presence at a school building, including any restrictions on the individual's physical proximity to an individual that is a student or staff member at the school facility, the Building Administrator shall inform staff of the situation and if any staff member sees the individual on school premises that staff member shall immediately contact law enforcement and the main office.

#### Special Situations:

- A. Both custodial and non-custodial parents of a Durand-Arkansaw student have rights to visit the child's school unless a court order exists restricting such contact. In the event that a non-

custodial parent seeks permission to visit, the school shall make a good faith effort to notify the custodial parent in advance of the visit.

- B. If a non-parent wishes to visit, the visitor must either be listed on the Emergency Contact List or bring a note from the custodial parent to ensure the visit is acceptable.

### Sex Offenders on School Property

Any person that is a registered sex offender under Wisconsin Law is required to notify the District Administrator or designee of the specific date, time and place of the person's visit to any school facility and must notify the Administrator of his/her status as a registered sex offender.

Parents of students enrolled in the District must notify the District Administrator of his/her status as a registered sex offender and that s/he has a child enrolled in the District. Notification must occur at the beginning of each school year or at the time the individual is required to register or whenever the child is first enrolled, whichever occurs first.

Notification requirements do not apply if the person will be on school grounds to vote in an election or to attend a non-school sponsored event occurring on the school grounds.

### **7440.01 – VIDEO SURVEILLANCE AND ELECTRONIC MONITORING**

The Board authorizes the use of video surveillance and electronic monitoring equipment at various school sites throughout the District and on school buses.

The District Administrator is responsible for determining where to install and operate fixed-location video surveillance/electronic monitoring equipment in the District. The District Administrator shall assure that video surveillance is handled in accordance with the placement, monitoring, and access considerations incorporated into the school safety plan as more fully described in Policy 8420. The determination of where and when to use video surveillance/electronic monitoring equipment will be made in a nondiscriminatory manner. Video surveillance/electronic monitoring equipment may be placed in common areas in school buildings (e.g. school hallways, entryways, the front office where students, employees, and visitors are permitted to freely come and go, gymnasiums, cafeterias, libraries), the school parking lots and other outside areas, and in school buses. Except in extraordinary circumstances and with the written authorization of the District Administrator, video surveillance/electronic monitoring equipment shall not be used in areas where persons have a reasonable expectation of privacy (e.g. restrooms, locker rooms, changing areas, private offices (unless there is express consent given by the office occupant), or conference/meeting rooms), or in individual classrooms during instructional times.

Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

Legible and visible signs shall be placed at the main entrance to buildings and in the areas where video surveillance/electronic monitoring equipment is in use to notify people that their actions/behavior are being monitored/recorded. Additionally, the District Administrator is directed to annually notify parents and students via school newsletters and the Student Handbook, and staff via the Staff Handbook, of the use of video surveillance/electronic monitoring systems in their schools. In cases approved by the District Administrator, camera surveillance may be used for investigatory purposes without staff, student, or public notice if the usage is calculated to further investigation into misconduct believed to have occurred or believed to be ongoing.

Any information obtained from video surveillance/electronic monitoring systems may only be used to support the orderly operation of the School District's schools and facilities, and for law enforcement

purposes, and not for any other purposes. As such, recordings obtained through the use of video surveillance/electronic monitoring equipment may be used as evidence in any disciplinary proceeding, administrative proceeding or criminal proceeding, subject to Board policy and regulations. Further, such recordings may become a part of a student's education record or staff member's personnel file.

The Board will not place video surveillance/electronic monitoring equipment for the purpose of obtaining information for routine staff appraisal/evaluation or monitoring; however, video footage captured in the normal course of surveillance which shows information pertinent to staff performance or conduct may be used for that purpose.

Recordings that capture students may be student records and as such will be treated as confidential, subject to the Board's public records and student records policies.

### **Retention, Secure Storage, Access to and Disposal of Video Recordings**

The Board shall maintain video surveillance/electronic monitoring recordings for a limited period. Any request to view a recording under this policy must be made within 10 days of the event/incident. Unless a formal complaint is being investigated, recordings may be destroyed after 30 days. If, however, action is taken by the Board/administration, as a result of a formal complaint or incident, recordings shall be kept consistent with the Board's record retention policy depending on the nature of the video record retained, but for a minimum of one (1) year from the date of the action taken. Recordings may also be kept beyond the normal retention period if they are going to be utilized for training purposes.

Video recordings, if stored on a removable/portable device or on a locally hosted server, when not in use, shall be stored in a locked, fire resistant cabinet or room in an area to which students and the public do not normally have access. The recordings must be clearly and properly labeled and entered into a storage log. Any video data stored on a cloud-based server system must be stored pursuant to a vendor agreement that assures the confidentiality of data accessible only to school officials.

Access to and viewing of video recordings is limited to authorized personnel. The building principal is responsible for maintaining a proper audit trail for all video recordings (i.e., logs must be maintained of all instances of access to, and use of, recorded material – the log must document the person accessing the recording, the date and time of access, and the purpose). The building principal shall approve requests for access to recorded and stored video images. The building principal may authorize the viewing of recorded images in the event of an ongoing law enforcement investigation, an incident involving property damage or loss, or for other reasons deemed appropriate.

All video surveillance/electronic monitoring recording media shall be considered legal evidence and treated as confidential or as directed by Board counsel. The release of original video recordings to individuals or outside agencies may only occur pursuant to subpoena or court order after the same has been reviewed by Board counsel.

Original video recordings shall never be edited or manipulated in any manner. When video recordings are requested by any law enforcement agency as part of an ongoing investigation, a duplicate may be provided for that purpose. The original media shall be protected from accidental overwrite or erasure during the duplicating process. Nothing in this paragraph prohibits the redaction of personally identifiable information from duplicated media when mandated by FERPA.

Video recordings may never be sold publicly, viewed or distributed in any other fashion except as provided for by Board policy and this guideline, and consistent with State and Federal law.

Video surveillance/electronic monitoring recordings shall be retained, stored and destroyed, including storage logbooks, pursuant to the District's Records Retention Schedule.

Devices containing video recordings, scheduled to be destroyed must be securely disposed of in such a way that the personal information cannot be reconstructed or retrieved (e.g. shredding, burning, magnetically erasing the personal information).

This policy does not address or cover instances where school officials record a specific event (e.g. a play, music performance, athletic contest, graduation, or Board meeting), or an isolated instance where a classroom is a video recorded for educational or research purposes. Authorized video recording for educational, instructional and/or research purposes is permitted and is not addressed by this policy.

Video surveillance is to be implemented in accordance with this policy and the related guidelines, and consistent with the school safety plan. The Board will not accept or tolerate the improper use of video surveillance/electronic monitoring equipment and will take appropriate action in any cases of wrongful use of this policy.

Revised 10/24/18

### **SAFETY AND SECURITY**

- A. All visitors must report to the office when they arrive at school.
- B. All visitors must provide a government issued ID to be processed through the Raptor System to clear security. Those that do not pass will not be allowed in the building.
- C. All visitors are given and required to wear a building pass while they are in the building.
- D. The staff is expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" after hours.
- E. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- F. All outside doors are locked during the school day. Students are not to open doors to allow people from the outside into the building. They should always come through the office.
- G. All District employees are to wear photo-identification badges while in District schools and offices or on District property.

### **VIDEO CAMERAS ON SCHOOL BUSES**

The Board of Education has authorized the installation of video cameras on school buses for purposes of monitoring student behavior.

If a student is reported to have misbehaved on a bus and his/her actions were recorded, the recording will be submitted to the Principal and may be used as evidence of the misbehavior. Since these recordings are considered part of a student's record, they can be viewed only in accordance with State and Federal law.

### **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent.

Attendance rules, the Code of Conduct and the Search and Seizure policy apply to all field trips.



## GRADES/GRADE REPORTING

The Teachers have a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. All teachers will use the following breakdown in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

- 30-40% Formative – quizzes, daily work (in class), labs, participation, smaller projects
- 60-70% Summative – tests and major projects

The school year will be divided into four quarters with a quarter representing approximately a 9-week period. Report Cards will be issued after each 9-week period. Progress reports will be recorded at the middle of each quarter. Credits are awarded, and GPA calculated at the end of each semester.

**Incomplete Grades:** An incomplete grade for the 9-week period indicates the student has not completed the work for that grading period. If the work is not completed within 2 weeks from the end of each grading period, the incomplete will be changed to an "F".

**Honor Roll:** At the close of each grading period, an honor roll is established. Honor roll eligibility is: High Honors = 3.70 to 4.33 GPA; Honors = 2.80 to 3.699 GPA. Students who participate solely in online programming, or a hybrid of online courses and school courses, will be eligible to be on the honor roll for courses completed during the semester and will be recognized as an honor roll student during the 2<sup>nd</sup> quarter and 4<sup>th</sup> quarter if they meet qualifications. Students must be recognized as full-time status, earning a minimum of 3.0 credits during the semester. Any student receiving a 'D' or 'F' in a course is not eligible for the honor roll. Honor point value for each letter grade is:

4.33 = A+	3.33 = B+	2.33 = C+	1.33 = D+	0.00 = F
4.00 = A	3.00 = B	2.00 = C	1.00 = D	
3.67 = A-	2.67 = B-	1.67 = C-	0.67 = D-	

Durand High School utilizes **Weighted/Value Added Grades** (policy 704.1) for selected upper level courses. The purpose of weighted grades is risk-reward system. Our philosophy is to encourage students to take more difficult coursework without the penalty (risk) of earning a lower grade that may cause harm to their GPA. The reward is higher GPA points for each grade. Below is a list of courses that qualify for **Weighted/Value Added Grades**:

- Advanced Placement Courses: AP Calculus, AP US History, AP Psychology, AP Biology, AP English, AP Art
- Dual credit courses [high school AND post-secondary credit] being offered through a college or university. Dual credit includes Youth Options courses and Transcribed Credit courses.
- Selected core academic courses above sophomore level: Trigonometry, Pre-Calculus, Physics, Chemistry, Anatomy & Physiology, Show Choir (after first year)

Below is a breakdown of potential GPA points earned for each letter grade. Weighted/Value Added courses earn higher GPA points for a given letter grade.

<u>Letter Grade</u>	<u>GPA Pts.</u>	<u>Weighted GPA Pts.</u>	<u>Letter Grade</u>	<u>GPA Pts.</u>	<u>Weighted GPA Pts.</u>
A+	4.333	5.416	C	2.000	2.500
A	4.000	5.000	C-	1.667	2.084
A-	3.667	4.584	D+	1.333	1.666
B+	3.333	4.166	D	1.000	1.250
B	3.000	3.750	D-	0.667	0.834
B-	2.667	3.334	F	0.000	0.000
C+	2.333	2.916			

### **GRADUATION REQUIREMENTS**

Normally, a student will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student will need to meet the school requirements for basic course work and earn twenty-four (24) credits.

Specific course requirements are:

English	4.0 credits
Health	(0.5 - requirement met in Middle School)
Physical Education	1.5 credits
Mathematics	3.0 credits
Science	3.0 credits
Social Studies	3.5 credits
Financial Literacy	0.5 credits
<u>Electives</u>	<u>8.5 credits</u>
<b>Total</b>	<b>24.0 credits</b>

Graduation must be earned by passing all mandated subjects and earning the total graduation credits required for the diploma.

A student may be denied participation in graduation activities for disciplinary reasons, poor attendance and for nonpayment of fees.

### **COMMENCEMENT EXERCISES POLICY**

#### Requirements for Participation and Recognition

- I. Official district recognition at the graduation exercises shall consist of the following:
  - A. Summa Cum Laude (highest distinction) (gold sash)
  - B. Magna Cum Laude (great distinction) (silver sash)
  - C. Cum Laude (distinction) (white sash)
- II. As participation in the commencement ceremony is a privilege, it shall be reserved for those senior students who:
  - A. Have met all the credit and class requirements as outlined in Board Policy.
  - B. Have participated in practice for commencement (unless excused in advance) and abides by the rules for participation in the ceremony established by the principal. Examples of expected rules include, but are not limited to, being free

- from the influence/use of drugs and alcohol, having proper dress, no noisemakers.
- C. Are not serving an out of school suspension or expulsion that would prohibit involvement in school activities on the date of commencement.
  - D. Have met all financial obligations to the school district including, but not limited to fines, fees, lunch accounts, etc...
  - E. Have not participated in an act of destruction, vandalism of school property, or unauthorized entry into school buildings during their senior year. Examples of destruction or vandalism include, but are not limited to, graffiti on building or grounds, egging, spray-painting, and window breaking. (Also includes pranks that interrupt school routine)
  - F. Have attended at least 90% of the school days/class periods in both the first semester and the second semester of their senior year. The principal may waive this for good and sufficient reason.

### **2271.01 – START COLLEGE NOW PROGRAM**

The District will permit resident high school students who have completed the 10th grade and who meet eligibility criteria, to take courses at a technical college in the Wisconsin Technical College System for the purpose of earning both high school and postsecondary credit. Students who wish to attend a technical college under this policy must request attendance and, if the student is a minor, must provide written approval from the student's parent. Students must request such attendance from the student's resident School District, if attending the District as a non-resident.

#### **General Eligibility Criteria for Students that Have Completed the 10th Grade:**

To be eligible to attend courses at a technical college pursuant to this policy, a student:

- A. Must be in good academic standing;
- B. must provide written notification to the Board of the School District in which the student resides of his/her intent to attend a technical college under this subsection by March 1st if the student intends to enroll in the fall semester, and by October 1st if the student intends to enroll in the spring semester;
- C. must not be identified as a child-at-risk, pursuant to Policy 5461;
- D. must not be ineligible for participation for having failed a previous class under either this program or the Early College Credit Program (Policy 2271) and failed to reimburse the Board for any required costs; and
- E. must be admitted to the technical college for attendance.

#### **Undue Financial Hardship**

The Board may prohibit a student's attendance if the student is a child with a disability and the Board determines that the cost to the School District of any required additional special services for participation in this program would impose an undue financial burden on the District.

#### **Tuition Payments for Technical College Attendance**

The District shall pay to the technical college the cost of a student's tuition for attendance, including any additional costs associated with a student's special services, if applicable, if attendance is permitted, except for any course that the Board determines does not meet high school graduation requirements or the Board determines the District provides a comparable course. The student may appeal an adverse decision to the Department of Public Instruction. The Board shall notify the student no less than thirty (30) days prior to the start date of the proposed course if it finds that the course either does not meet high school graduation requirements or is comparable to a course offered in the District.

### Transportation Expenses

The District is not responsible for transporting a student attending a technical college under this policy to or from the technical college that the student is attending.

## **2271 - EARLY COLLEGE CREDIT PROGRAM**

The Board recognizes the value to students and to the District of students participating in programs offered by University of Wisconsin system institutions, tribally controlled colleges and private, non-profit higher education institutions in Wisconsin.

The Board will allow any high school student who satisfies the eligibility requirements to participate in the Early College Credit Program (ECCP) to enroll in an approved course at an ECCP-approved institution of higher education while attending in the District. Students will be eligible to receive college and high school credit for completing course(s) at authorized institutions of higher education provided they complete the course(s) and receive a passing grade.

The School District's responsibility to pay for tuition, fees, books and other necessary materials shall be limited to eighteen (18) postsecondary credits per student.

The District's Early College Credit Program comports with applicable State law and the administrative rules of the Department of Public Instruction. The District Administrator shall also ensure that all students and their parents are provided with information regarding the Program by October 1st each year.

118.37, 118.55, Wis. Stats.  
P.I. 40

## **STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY**

Students are encouraged to use the school's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of the school's policies and administrative guidelines, may result in cancellation of the privilege, disciplinary action consistent with the school's rules, and civil or criminal liability. Smooth operation of the school's network relies upon users adhering to the school's policies and administrative guidelines. Prior to accessing the Internet at school, students must sign the Student Network and Internet Acceptable Use and Safety Agreement each year.

The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

Use of the Network to engage in "cyberbullying" is prohibited. "Cyberbullying" involves the use of information and communication technologies such as e-mail, cell phone text messages, instant messaging (IM), defamatory personal Web sites, and social media sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others."

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student or school staff member on a web site or on weblog;
2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
3. using a camera phone to take and send embarrassing photographs/recordings of students or school staff members or post these images on video sharing sites such as You Tube;
4. posting misleading or fake photographs of students or school staff members on web sites.

To the extent permitted by the First Amendment, instances of cyberbullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct

### **STUDENT ASSESSMENT**

To measure student progress, students will be tested in accordance with State standards and District policy.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance staff.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

Depending on the type of testing, specific information and/or parent consent may need to be obtained. The assessment program will not violate the rights of consent and privacy of a student participating in any form of evaluation.

College entrance testing information can be obtained from the Guidance office.

### **SCHOOL SPONSORED PUBLICATIONS AND PRODUCTIONS**

The Board of Education sponsors student publications and productions as a means by which students learn, under adult direction/supervision, the rights and responsibilities inherent when engaging in the public expression of ideas and information in our democratic society.

Regardless of their status as non-public or limited-purpose public *forums*, the Board prohibits publications, productions and advertisements that:

- A. promote, favor, or oppose any candidate for election or the adoption of any bond issue, proposal, or question submitted at any election;
- B. fail to identify the student or organization responsible for the publication/performance.

## **ASSEMBLIES**

Assemblies are a part of the curriculum and as such are designed to be educational as well as entertaining experiences. Students are required to be in attendance at all assemblies of any kind. Assemblies provide an opportunity in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful. Those who cannot act appropriately will be removed from all future programs. If any student has questions regarding an assembly, please see one of the school administrators.

## **PEP ASSEMBLIES/RECOGNITION PROGRAMS**

The Activities Director and Pep Club will be responsible for all assemblies and recognition programs. We will do our best to have a pep assembly or recognize all participants in co-curricular and extra-curricular activities throughout the school year. Students representing the school district at state competition will be given a send-off if their advisor/coach accepts one and departure is on a day when school is in session.

## **ATTENDANCE POLICY**

The school requires all students to attend school regularly in accordance with the laws of Wisconsin. The school's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the guidance of a competent teacher are vital to this purpose.

### **Compulsory Student Attendance**

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school is in session. All students must attend until the end of the term, quarter or semester of the school year in which the child becomes eighteen (18) years of age unless they fall under an exception outlined in the District's Administrative Guidelines. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

### **Excuse for Absence**

A parent of a student who is absent shall provide a written, dated, signed or verbal statement indicating the reason for and the time period of the absence. This statement must be submitted prior to the absence if the absence is foreseeable. If the absence is not foreseeable, the statement must be provided prior to the student's readmission to school. The statement shall be submitted to the School Attendance Officer and filed in the student's school record. The District reserves the right to verify statements and investigate absences from school.

### **Excused Absences**

A student shall be excused from school for the following reasons:

#### **Physical or Mental Condition**

The student is temporarily not in proper physical or mental condition to attend a school program. If the absence exceeds five (5) days, the inability of the student to attend school due to a physical or mental condition must be certified in writing by a licensed physician, dentist, chiropractor, optometrist or psychologist or Christian Science practitioner living and residing in Wisconsin, who is listed in the Christian Science Journal. The time period for which the certification is valid may not exceed thirty [30] days.

### Permission of Parent or Guardian

The student may be excused by his or her parent or guardian before the absence for any or no reason. A student may not be excused for more than ten (10) days under this paragraph and must complete any course work missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:

- A. professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside the school day
- B. to attend the funeral of a relative
- C. legal proceedings that require the student's presence
- D. college visits – limited to one during senior year
- E. vacations
- F. Program or Curriculum Modification – The Board has excused the student from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.
- G. High School Equivalency – Secured Facilities – The Board has excused a student from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secure detention facility, or a juvenile portion of a county jail, and the student and his/her parent agrees that the student will continue to participate in such a program.
- H. Child at Risk – The student is a "child at risk" as defined under State law and is participating in a program at a technical college on either a part-time or full-time basis leading to high school graduation, as provided under State law.

A student **may** be excused from school, as determined by the School Attendance Officer, or his/her designee, for the following reasons:

- A. Quarantine of the student's home by a public health officer.
- B. The illness of an immediate family member.
- C. An emergency that requires the student to be absent because of familial responsibilities or other appropriate reasons.

### Religious Holiday

The student wishes to observe a religious holiday consistent with the student's belief.

### Suspension or Expulsion

The student has been suspended or expelled.

### **Unexcused Absences**

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The principal will determine on a case-by-case basis the appropriate methods to deal with unexcused absences.

## **EIGHTEEN-YEAR-OLD STUDENTS**

Durand-Arkansaw School District recognizes that when a student reaches the age of eighteen (18), he/she is afforded all of the rights and privileges of adulthood. The adult-student, however, is not exempt from complying with policy enacted by the Board of Education, or school rules enacted by the administration or faculty. *SCHOOL RULES ARE BINDING FOR ALL STUDENTS REGARDLESS OF AGE.*

A student upon reaching eighteen years of age and still living at home must follow the required absence/excuse procedure requiring parent verification. An eighteen-year-old student may choose to complete an "age of majority" form allowing for increased responsibility. A student who has elected to live at an address other than that listed by his/her parents, and who desires to take full responsibility for his/her attendance, must make this request to the Principal. The student is then responsible for the reporting of his/her excuses to be monitored by the Principal. Parents/Guardians of eighteen-year-old students will continue to be kept aware of the student's academic status. All fees and fines must be paid before a student will be given adult status.

### **TRUANCY**

A student will be considered truant if he or she is absent part or all of one or more days from school during which the School Attendance Officer, principal, or a teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student. A student will also be considered truant if he or she has been absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance statute – Sec. 118.15, Wis. Stat.

When a student is truant, the School Attendance Officer shall ensure that all applicable provisions of the District's Truancy Plan are carried out.

### **HABITUAL TRUANCY**

A student is considered a habitual truant if he or she is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester.

When a student initially becomes a habitual truant, the School Attendance Officer shall ensure that all applicable provisions of the Districts' Truancy Plan are carried out.

#### **Parent/Guardian Responsibilities**

It is the responsibility of the student's parent or guardian to ensure that their child attends school regularly. Parents are expected to provide an excuse for all absences.

#### **Student Responsibilities.**

Students are required to attend all classes and other school activities on their daily schedule, unless they have been excused from school.

### **STUDENTS LEAVING SCHOOL DURING THE SCHOOL DAY**

- A. No staff member shall permit or cause any student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the principal and with the knowledge and approval of the student's parents.
- B. No student will be released to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by principal.
- C. Students leaving the building during the school day must sign out in the attendance office. A telephone contact must be made with the students' parent/guardian prior to the student being permitted to leave.
- D. Leaving the school building during the school day without signing out in the attendance office will be considered an unexcused absence (truant).



## **CLOSED CAMPUS**

The Durand schools have what is known as a closed campus; students may not leave during the day without permission or noon lunch privileges. Students who leave campus without checking out will be considered truant and will be subject to disciplinary action and/or a truancy citation referral.

## **EXTRA-CURRICULAR PARTICIPATION/ATTENDANCE**

Student participating in extra-curricular and/or co-curricular activities receiving an unexcused absence for all or part of any school day including tardy to class, will not be permitted to practice or compete that day. If this violation is not reported to the coach until after the fact, then the suspension is to be served on the date that this infraction is received by the coach.

## **MAKE-UP COURSE WORK AND EXAMINATIONS**

When a student is absent from class for any reason (illness, field trip, faculty excuse, etc.), it is the student's responsibility to see each teacher about make-up work. This should be done prior to absences whenever possible. All assignments due the day of an absence will be due the first day the student returns to school. Students will have the number of days absent plus one to complete all makeup work (1 day absent = 2 days makeup, 2 days absent = 3 days makeup, etc...).

Students who are absent the day of a quiz or exam will be expected to take the quiz or exam the first day they return to school, at the teacher's discretion. All school work due on the day of an absence is expected to be turned in the first day the student returns to school.

## **TEST RETAKE POLICY**

Students are allowed to retake any summative exam if they earn below a 75%. A student can retake the exam and earn up to 75% to replace the lower grade. The student must:

- A. Notify the teacher of their intent to retake the exam within two days of being informed they failed an exam.
- B. Identify what they will do to prepare for the exam retake.
- C. Retake the exam on the day and time agreed upon with the teacher.

## **LATE WORK**

Durand MS/HS School has a generic late-work policy. All assignments are due on the date assigned by the teacher. Students failing to turn in assignments on the due date are subject to a reduction in grade for that assignment as follows: 1 day late = ½ credit; 2+ days late = no credit. Individual teachers have the right to allow more time for late work, but should indicate in writing their individual class rule at the start of the semester.

## TARDINESS

- A. Students who are not in class when the late bell rings are considered tardy.
- B. All students who are tardy to school must report to the principal's office to sign in.
- C. When a teacher detains a student after class, s/he shall issue a late pass for the student's next class.
- D. Teachers are requested to refer cases of chronic tardiness to the principal.

3 tardies/class/quarter = 1 detention  
6 tardies/class/quarter = 2 detentions  
9 tardies/class/quarter = ½ day ISS & parent meeting  
12 tardies/class/quarter = 1 day ISS & parent meeting

Tardies and detentions will be handled by the teacher up to six (6) tardies in a quarter. Once the tardies have become continuous and excessive during any quarter (6) the student will be referred to the Discipline Officer along with a listing of previous actions and parent contacts taken to resolve the problem. The teacher will refer students who are habitually tardy. All tardies will reset at the start of each quarter.

Habitual tardiness may constitute truancy, and could result in referral to Pepin County for truancy.

## CODE OF CONDUCT

A major component of the educational program is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

### **Expected Behaviors**

Each student shall be expected to:

- A. abide by national, State, and local laws as well as the rules of the school;
- B. respect the civil rights of others;
- C. act courteously and respectfully to adults and fellow students;
- D. be prompt to school and attentive in class;
- E. work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, sex, sexual orientation, race, or ethnic background;
- F. complete assigned tasks on time and as directed;
- G. help maintain a school environment that is safe, friendly, and productive;
- H. act at all times in a manner that reflects pride in self, family and in the school.

## STUDENT CONDUCT

The Board of Education has adopted the following Student Code of Conduct. The Code includes the types of behavior that will subject a student to disciplinary action. It is important to remember that the school's rules apply at school, on school property, at school-sponsored events, and on school transportation.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the words "safe" and "orderly". Discipline is within the sound discretion of the school's staff and administration. Disciplinary action will be decided

on a case by case basis and imposed only after review of the facts and/or special circumstances of the situation.

Each of the behaviors described below may subject the student to disciplinary action including, but not limited to, suspension and/or expulsion from school.

1. Possession or use of a weapon or look-alike or other item that might cause bodily harm to persons.
2. Being under the influence of alcohol or controlled substances or otherwise violating the District alcohol and drug policy.
3. Behavior that interferes with a person's work or school performance or creates an intimidating, hostile, harassing, or offensive classroom environment.
4. Arguing, taunting, baiting, bullying, cyber-bullying, inciting or encouraging an argument or disruption or group posturing to provoke altercations or confrontations.
5. Disruption or intimidation caused by gang or group symbols or gestures, or gang or group posturing to provoke altercations or confrontations.
6. Pushing, striking, or other inappropriate physical contact with a student or staff member.
7. Interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means.
8. Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work, or creates classroom disorder.
9. Restricting another person's freedom to properly utilize classroom facilities or equipment.
10. Repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions.
11. Throwing objects in the classroom.
12. Repeated disruptions or violations of classroom rules, or excessive or disruptive talking.
13. Behavior that causes the teacher or other students fear of physical or psychological harm.
14. Willful damage to or theft of school property or the property of others.
15. Repeated use of profanity.
16. Using tobacco.
17. Failure to report knowledge of a weapon, bullying or threat of violence.
18. Purposely setting a fire.
19. Gambling.
20. Plagiarism and falsification of identification or school documents.
21. Issuing a false alarm or false report.
22. Trespassing.
23. Persistent absence or tardiness.
24. Unauthorized use of School or personal property.
25. Assisting another person to violate a School rule.
26. Inappropriate public displays of affection.
27. Violation of specific classroom or activity rules.
28. Possession of a radio, "boom-box," portable television, electronic toy, pager, cellular telephone, recording device or any other electronic equipment without the permission of the principal.
29. Violation of bus rules.
30. Refusal to accept discipline.
31. Criminal conduct.

### **BREAKFAST PROCEDURES/FOOD & DRINK**

All food must be eaten in the cafeteria or commons. The lone exception is pre-packaged food purchased in the school store during lunch. Food brought into the school must be taken to the cafeteria to eat. Bottled water, milk or sports drinks can be consumed in the commons, cafeteria or halls.

### **NOON HOUR PROCEDURES/FOOD & DRINK**

Food purchased at school or brought to school must be eaten in the cafeteria or commons. Students must throw away trash and maintain a clean, attractive area. Students are only permitted to congregate in the cafeteria, commons, plaza or the gym during lunch time subject to available supervision. **Students are not permitted to congregate in halls or entrances to the building.** This policy is in place in order to provide proper supervision of students at all times.

### **LUNCHTIME PRIVILEGES**

Students are permitted to be in the cafeteria, commons, plaza or the gym. Students are not permitted to go to their lockers during lunch period as other classes are taking place and lockers being opened and shut create a disturbance for those in class. No open containers of food are allowed in the hallways or gym. Students will be expected to place their closed drink containers in a box near the gym door before entering the gym. A marker will be available to write your name on your drink container.

### **FOOD & DRINK IN LOCKERS & CLASSROOMS**

Students may store packaged and sealed food or drink in lockers. Opened food and drink can cause a mess if spilled and attract insects and rodents and are therefore not permitted to be stored in lockers.

Prior to the start of school, all food items must be kept in the Commons or the Cafeteria. No food will be permitted in other areas of the building. All food items must be kept in the Cafeteria during lunch. There are no exceptions to this rule.

Each staff member will decide whether drinks will be allowed in his or her classroom. Students must respect different rules set by staff members. There will be no Energy Drinks or carbonated soda allowed during the school day. Students will be asked to dump them out if brought to school. Refusal will result in insubordination.

### **CORRIDOR CONDUCT**

Students should pass between classes in an orderly manner (walk on the right side of the hallway). Students should be in a study or work area and out of the corridor before the end of the passing time. No loitering in the halls or restroom is permissible. No students shall be in the halls or otherwise outside of a study or work area without a pass while classes are in session. There shall be no running, pushing, scuffling, shouting, swearing, littering or any other disorderly behavior in the halls or lobby.

### **PUBLIC DISPLAY OF AFFECTION**

School is not the proper location for amorous behavior between students. Students are not permitted physical contact such as kissing, hugging, or groping on school grounds. Handholding is permitted for Sr. High students only.

## **HALL PASSES**

Students are required to have a hall pass from a staff member while class is in session. Students have a responsibility to request permission from their teacher, and have the teacher sign their pass. Students in the halls without a pass may be considered truant. Any student leaving class without permission is considered "skipping". Students discovered in the hall without a pass will be escorted back to their assigned teacher.

## **LOITERING**

Students found in areas of the building or on campus without authorization during a scheduled class or study hall will be considered to be loitering. Students will be asked to return to their assigned area and assigned a detention. Failure to return to class may result in a suspension and/or referral to the police.

No student is allowed be in the building before 7:30 a.m. unless under the direct supervision a teacher.

No student should be in the building after 3:45 p.m. unless under the direct supervision of a teacher or participating in a supervised activity.

Groups using the building in the evening must only use the section of the building reserved for them and leave rooms and equipment in proper condition to resume school the next day.

## **STUDY HALL PROCEDURES**

1. Any student not scheduled for a class is to be in study hall & ready to work.
2. Have your schoolwork, books, notebooks, pencils or pens available & ready.
3. Study hall is a quiet area! If you do not need/use a study hall, please sign up for another class.
4. The Library is for students doing research or checking out reading materials only. This is not an area to congregate and chat. If you violate the Library rules you will be asked to leave.
5. Only the Principal, on a case-by-case basis, will approve permanent passes. You will not be guaranteed that a permanent pass from study hall will be approved.
6. Be in your assigned seat when the bell rings and start working immediately.
7. Students may check out of study hall only when they have obtained a pass in advance from the teacher they are going to see. You must present your pass to the study hall supervisor anytime after she/he has taken roll. You must also sign your name on the sign-out sheet.
8. Teachers will take roll call before students are excused from study hall.
9. Students will not be excused to another room unless they have a signed pass from that teacher. Students will not be allowed to leave study hall to get a pass from another teacher. Passes must be obtained in advance.
10. If you need to speak to another student, you must ask permission of the study hall supervisor. Talk-time generally limited to the final few minutes.
11. Only one male and one female will be given permission to leave study hall at any one time to go to the restroom. Students going to the restroom must sign out on the sheet provided on the study hall teacher's desk and use their student hall-pass book. The restrooms nearest to the room are to be used.

## **FUNDRAISERS**

Only school-sponsored organizations may conduct fund-raisers in the school or in the name of the school. The principal must approve all fund-raisers prior to the start of planning. No individual student may sell items in school for his or her own private gain.

## **DANCES**

We want students to enjoy school dances. We also want parents of our students to know that dances are a wholesome source of recreation. All school dances are sponsored by a club or activity, approved by the building principal, and chaperoned by school personnel. Police officers are sometimes asked to be in attendance and often stop by to see how things are going. All school policies apply during dances. Students may not bring dates that are not currently a Durand High School student without administrative approval. Middle students are not permitted to attend High School dances, and vice versa.

Any student requesting to bring a guest from another school must complete a Dance Guest Request form. All guests must be approved no less than one week prior to the dance.

## **STUDENT DRESS CODE & PERSONAL APPEARANCE**

Students should consider the following questions when dressing for school:

- Does my clothing expose too much?
- Does my clothing advertise something that is prohibited to minors?
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing?
- Would I interview for a job in this outfit?
- Am I dressed appropriately for the weather?
- Do I feel comfortable with my appearance?

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

While fashions change, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

The following rules apply to personal appearance during the school day or at school sponsored events in an effort to prevent disruption or make others feel uncomfortable:

- Hoods may not be worn up at any time during school hours.
- Midriffs or backs may not be exposed.
- No “see through” apparel.
- Shorts or skirts must extend long enough to not show any part of the buttocks.
- Tops that expose too much cleavage are not allowed.
- Strapless tops or dresses are not allowed with the exception of formal events (Prom, Homecoming, etc).
- Pants and shorts must be worn above the hips – no sagging.
- Clothing must not create a distraction including inappropriate text, representations or references to the following: alcohol or tobacco; ethnic or racial slurs; sex or sexual innuendo; obscenities; gang affiliation or glorification; pain, death or suicide; questionable language; double-meaning statements.
- The US Flag should never be worn like clothing. (Ex: draped on a person like a cape, wrapped around like a dress, etc..)
- The US Flag should not be used as a prop or as part of a costume. (Ex: small flag sticking out of a cap.)

- Sunglasses, hats, winter coats/ jackets, and excessively ripped clothing that expose undergarments or inappropriate body parts may not be worn during the school day.
- Coaches or student organization advisors may impose additional apparel restrictions for performances, field trips, or other special events.

If a student does not follow the dress code, he/she will be asked to change clothing (e.g., put on a top/shirt/dress or pants/shorts/ skirt that meets dress code guidelines; put on a belt or belt substitute). Students will not be allowed to go home to change clothes, but will be allowed to retrieve clothing that meets dress code from their vehicle at school. If the student refuses to change, he/she will be referred for insubordination.

Students who are representing our school at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, bands, and other such groups.

### **BACKPACKS and BOOK BAGS**

Backpacks, book bags, duffel bags, purses, brief cases, or any other type of bag or luggage will not be allowed in any classroom, study area, or hallway during school hours. These items may be stored in a student's locker during the day. Special circumstances, such as physical injury or medical reasons, approved by the Principal are exceptions to this procedure.

### **CARE OF PROPERTY**

Students are responsible for the care of their own personal property. The school will not be responsible for the loss of personal property. Valuables such as jewelry or irreplaceable items should not be brought to School. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Code of Conduct.

### **DRUG ABUSE PREVENTION**

The administration and staff recognize that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

For purposes of this policy, "drugs" shall mean:

- all dangerous controlled substances as so designated and prohibited by Wisconsin statute;
- all chemicals which release toxic vapors;
- all alcoholic beverages;
- any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- "look-alikes";
- anabolic steroids;
- any other illegal substances so designated and prohibited by law;
- any substance that creates a mind altering and/or mood altering state.

The use, possession, concealment, or distribution of any drug, drug look-alike and any drug-paraphernalia at any time on school property or at any school-related event is prohibited. Disciplinary

sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school's drug abuse guidelines.

### **USE OF TOBACCO IS PROHIBITED**

The Board prohibits students from using or possessing tobacco in any form including, but not limited to cigarettes, cigarette look-alikes (i.e. electronic cigarettes), cigars, snuff, and chewing tobacco on school premises, in school vehicles, within any indoor facility owner or leased by the School District.

### **STUDENT CODE OF CLASSROOM CONDUCT**

The Durand-Arkansaw School Board is committed to maintaining an orderly and safe academic atmosphere. Teachers are expected to create a positive learning environment and to maintain proper order in the classroom. Students are expected to behave in the classroom in a manner that allows teachers to effectively carry out their lessons and allows students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the School and their classroom teachers.

To ensure adherence to these expectations and principles, the Board of Education has adopted this Code of Classroom Conduct, which applies to all students.

#### **Grounds for Removal of a Student from Class**

Disturbances that interrupt the learning process cannot be permitted by any teacher. A teacher may temporarily remove a student from the teacher's class if the student violates the Code of Classroom Conduct. Additionally, the student may be removed from the class for a longer period of time within the discretion of the principal. A student removed from class may also be placed in an alternative education setting.

Removal of a student from class for violating the Code of Classroom Conduct or placement of the student in an alternative educational setting does not prohibit the School from further disciplining the student for the conduct that caused removal or placement including, but not limited to, suspending or expelling the student.

It is neither possible nor necessary to specify every type of improper or inappropriate behavior for which a teacher may remove a student from class. Provided below, however, are examples of reasons a student may be removed from class. A teacher may remove a student from class for conduct or behavior that:

- A. would result in suspension or expulsion under the Board's policies and procedures;
- B. violates the behavioral rules and expectations of the school;
- C. is dangerous, disruptive or unruly. Such behavior includes, but is not limited to, the following:
  - 1. possession or use of a weapon or look-alike or other item that might cause bodily harm to persons in the classroom
  - 2. being under the influence of alcohol or controlled substances or otherwise violating the District alcohol and drug policy
  - 3. behavior that interferes with a person's work or school performance or creates an intimidating, hostile, harassing, or offensive classroom environment
  - 4. arguing, taunting, baiting, inciting or encouraging an argument or disruption or group posturing to provoke altercations or confrontations
  - 5. disruption or intimidation caused by gang or group symbols or gestures, or gang or group posturing to provoke altercations or confrontations



6. pushing, striking, or other inappropriate physical contact with a student or staff member
  7. interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means
  8. dressing or grooming in a manner that presents a danger to health or safety, causes interference with work, or creates classroom disorder
  9. restricting another person's freedom to properly utilize classroom facilities or equipment
  10. repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions
  11. throwing objects in the classroom
  12. repeated disruptions or violations of classroom rules, or excessive or disruptive talking
  13. behavior that causes the teacher or other students fear of physical or psychological harm
  14. willful damage to or theft of school property or the property of others
  15. repeated use of profanity
- D. interferes with the ability of the teacher to teach effectively. Such conduct includes, but is not limited to, the following:
1. repeated reporting to class without bringing necessary materials to participate in class activities
  2. possession of personal property by school rules or otherwise disruptive to the teaching and learning of others
- E. shows disrespect or defiance of the teacher, exhibited in words, gestures or other behavior;
- F. is inconsistent with class decorum and the ability of others to learn. Such behavior includes, but is not limited to, sleeping in class, blatant inattention, or other overt or passive refusal or inability to engage in class activities.

### **Procedure for Student Removal From Class**

When a student is removed from class, the teacher shall send or escort the student to the principal and inform the principal of the reason for the student's removal from class. The teacher shall provide the principal with a written explanation of the reasons for the removal of the student within twenty-four (24) hours of the student's removal from class.

The principal will generally give the student an opportunity to briefly explain the situation. The principal shall then determine the appropriate educational placement for the student.

### **Student Placement**

The principal shall place the student, who has been removed from a class by a teacher, in one of the following alternative educational settings:

- A. an alternative education program approved by the Board under State law;
- B. another instructional setting, time-out, in-school suspension or out-of-school suspension; or
- C. the class from which the student was removed if, after weighing the interests of the student, the other students in the class, and the teacher, the principal determines that readmission to the class is the best or only alternative.

## **PARENT/GUARDIAN NOTIFICATION PROCEDURES**

The teacher and principal shall provide the parent or guardian of a student removed from class with written notice of the removal and the reason(s) for the removal. The notification shall be made as soon as practical, but no later than two (2) school days after the student's removal from class. The notice shall also include the reasons for the student's removal and the placement made by the principal. If the removal from class and change of educational placement involves a student with a disability, the parent notification shall be made consistent with State and Federal laws and regulations applicable to disabled students.

If the student removed from a class is subject to disciplinary action up to and including suspension or expulsion for the particular classroom conduct and/or other disciplinary incidents the parent shall also be notified of the disciplinary action in accordance with legal and policy requirements.

## **STUDENTS WITH DISABILITIES**

A student with a disability under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, and Section 115.758, Wis. Stat. may be removed from class and placed in an alternative educational setting only to the extent authorized under the laws.

## **DETENTION**

Any district employee may assign students a detention. Detention is a consequence for not following school or classroom rules. Student's assigned detentions are responsible for being on time and ready to work. Students are not allowed to bring electronic devices, food, or candy to detention as they create a disruptive atmosphere. Students failing to follow detention rules may be assigned additional detention time. Detention will be held ½ hour before school and ½ hour after school on Monday-Friday. Students failing to serve assigned detention are subject to in-school-suspension.

## **SUSPENSION AND EXPULSION**

### **Suspension**

#### **1. Duration and Grounds for Suspension**

The principal or a person designated by the principal may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days or ten (10) consecutive school days if the student is eligible for special education services under Chapter 115, Wis. Stats., if the suspension is reasonably justified and based upon any of the following misconduct:

- a. Noncompliance with school or School Board rules;
- b. Knowingly conveying 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;
- c. Conduct by the student while at school or while under the supervision of a school authority that endangers the property, health or safety of others;
- d. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of others at school or under the supervision of a school authority;
- e. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of any employee or School Board member of the school district in which the student is enrolled.

- f. Under paragraphs c, d, and e above, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

The District Administrator, or any principal or teacher designated by the District Administrator shall suspend a student if the student possessed a firearm while at school or while under the supervision of a school authority.

The suspension period applies to "school days." Thus, a suspension period does not include weekend days or vacation days.

2. **Suspension Procedure**

Prior to being suspended, on the day of the alleged infraction or as soon thereafter as is practicable, the student will be advised orally or in writing of the reason for the proposed suspension and given an opportunity to explain his or her conduct.

The principal, within his or her discretion, will also inform the student's parents or guardian of the reason for the proposed suspension prior to suspending the student.

3. **Notice of Suspension**

The parent or guardian of a suspended minor student shall be given prompt written notice of the suspension and the reason for the suspension by mail and by sending a copy of the notice home with the student. Oral notice may also be given to the student's parent or guardian; however, it will be confirmed in writing.

4. **Sending a Student Home on the day of the Suspension**

Generally, the student should remain in school on the day of the suspension until school is dismissed for the day. Except as provided below, if the situation requires that the student be removed from the premises before school is dismissed, the principal shall attempt to contact the student's parent or guardian to request that s/he pick up the student. If the parent/guardian is unable to pick up the student, the student should remain under the school's supervision until school is dismissed, or in the event law enforcement is involved, under law enforcement supervision.

5. **Opportunity to Complete School Work**

A suspended student shall not be denied the opportunity to take any quarterly, semester or grading period examinations or to complete course work missed during the suspension period. Such work shall be completed pursuant to the procedures established by the School Board.

6. **Reference to the Suspension in the Student's Record**

The student's suspension from school shall be entered in the student's record as required by the rules adopted by the School Board concerning the content of student records.

The suspended student or the student's parent or guardian may, within five (5) school days following the commencement of the suspension, have a conference with the District Administrator or his or her designee, who shall be someone other than a principal, administrator or teacher in the suspended student's school, to discuss removing reference to the suspension from the student's records.

Reference to the suspension in the student's school record shall be removed if the District Administrator finds that:

- a. The student was suspended unfairly or unjustly;
- b. The suspension was inappropriate, given the nature of the alleged offense; or
- c. The student suffered undue consequences or penalties as a result of the suspension.

The District Administrator, or the administrator's designee, shall make his or her finding within fifteen (15) days of the conference.

## 7. **Co-Curricular or Extra-Curricular Participation**

A student's participation in co-curricular or extra-curricular activities during a suspension shall be determined on a case-by-case basis.

## **Expulsion**

### 1. **Grounds for Expulsion**

The School Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and it finds that the student:

- a. Repeatedly refused or neglected to obey the rules established by the School District;
- b. 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;
- c. Engaged in conduct while at school or while under the supervision of a school authority that endangered the property, health or safety of others;
- d. Engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health or safety of others at school or under the supervision of a school authority or endangered the property, health or safety of any employee or School Board member of the School District in which the student is enrolled; or
- e. Was at least sixteen (16) years old and had 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 did not otherwise constitute grounds for expulsion.

Under this section, conduct that endangers a person or property includes threatening the health or safety of a person or threatening to damage property.

### 2. **Expulsion for Bringing a Firearm to School**

The School Board shall expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm to school or, while at school or while under the supervision of a school authority, possessed a firearm, unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. Any such finding by the Board shall be in writing.

### 3. **Expulsion Hearing**

Prior to expelling a student, the School Board shall provide the student with a hearing. Prior written notice of the expulsion hearing must be sent separately both to the student and his/her parent(s) or guardian(s) if the student is a minor; otherwise just to the student. The notice will comply with the requirements of State law.

The student, or the student's parent if the student is a minor, has the right to request a closed hearing or the Board may choose to close the hearing. The student and, if the student is a minor, the student's parent or guardian may be represented at the hearing by counsel.

### 4. **Expulsion Order**

The Board shall reduce its decision to writing in the form of a written order. If expulsion is ordered, the order must state the length of time that the student is to be expelled. The order should also state specific findings of fact and conclusions of law in support of the decision.

### 5. **Student Records**

The student's expulsion from school shall be entered in the student's record as required by the rules adopted by the School Board concerning the content of student records.

## **DISCIPLINE OF DISABLED STUDENTS**

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

### **SEARCH AND SEIZURE**

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others or as otherwise permitted by law.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

No strip searches will be conducted by any employee of the District, but may be conducted by law enforcement officials, if deemed necessary.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated.

### **STUDENT PARKING**

Cars driven by high school students and parked in the school parking lot are subject to the following regulations:

1. All student vehicles may be parked in the lot in front of the High School in marked parking spots, or on side streets.
2. Students are not permitted to take up more than one parking stall.
3. Students are not permitted to park in front of the Library, by the Greenhouse, or by the Maintenance area behind the building.
4. Students are not to drive on the grass or sidewalk areas.
5. Students are not permitted to exit the parking lot onto 7<sup>th</sup> Avenue after school until all buses have left the school premises.
6. Students illegally parked in "Handicapped" parking will receive a parking citation and the vehicle towed at student's expense.
7. Students are not permitted to display material that is profane, disruptive, or is deemed inappropriate.

## **STUDENT'S RIGHTS OF EXPRESSION**

Durand-Arkansaw School District recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
  - 1. is obscene to minors, libelous, indecent, or vulgar,
  - 2. advertises any product or service not permitted to minors by law,
  - 3. intends to be insulting or harassing,
  - 4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
  - 5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the Principal twenty-four (24) hours prior to display.

## **STUDENT SUGGESTIONS AND COMPLAINTS**

The school is here for the benefit of the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the Principal or through the student council. It is highly suggested that problems be accompanied by a proposed solution to demonstrate that the student has clearly thought through their issue.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the Principal or to the student council.

## **BUS TRANSPORTATION TO SCHOOL**

Bus transportation is provided for all eligible students. The bus schedule and route is available by contacting **Pape Bus Company at (715) 672-3636**.

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an

emergency, except as approved by the Principal. Students wishing to ride a different bus must provide a parent permission slip prior to receiving consideration for approval by the Principal.

A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the Principal stating the reason for the request and the duration of the change and the Principal approves.

### **BUS CONDUCT**

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

Full cooperation regarding the following rules is needed at all times to maintain safe, dependable bus service that is a credit to both the school and community:

1. The student must be on time for his/her morning and afternoon bus pick-ups. The bus cannot wait. Designated routes are provided for each student to avoid overcrowding. Students are expected to ride assigned buses.
2. The student should be careful in approaching bus stops and should walk on the left side of the road toward oncoming traffic. If it is necessary for the student to cross the road after he/she leaves the bus, he/she should always wait for a signal from the driver and then cross in front of the bus.
3. Standing in the bus is not allowed. The student must remain seated while the bus is moving. When the bus reaches its destination, students should wait their turn while the bus empties from front to back.
4. The emergency door should be opened only in case of emergency.
5. Smoking, alcoholic beverages, or drugs are not tolerated on any school bus at any time.
6. The student is expected to conduct himself/herself properly at all times and treat the driver and other passengers with courtesy and respect. Loud talking or unnecessary confusion diverts the driver's attention and endangers the safety of the bus and its occupants.
7. Students are liable for any damage done to the seats or other equipment by their misbehavior.
8. While the student is in his/her care, the bus driver is in complete authority; the student should obey promptly. The driver is instructed to assign seats if he/she deems it advisable, to refuse morning pick-up to a student who has violated a bus rule on the trip home from school the previous day, and to bring a student who violates a bus rule on the trip to school in the morning directly to the office. The school notifies parents of a student who has violated a bus rule, and the student is not permitted to ride a school bus until reinstated by the high school principal.
9. Continued violations of bus rules may result in permanent removal from the bus. Transportation to/from the school shall then be the responsibility of the parent and/or guardian.
10. Questions about bus routes, pick-up times, etc. should be directed to Pape Bus Company.

It is the parents' responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.