

# Pittsville School District Student Handbook School Year 2024 - 2025



Cover art by Ashton Becker, Hannah Braun, and Veda Goetz

## TABLE OF CONTENTS

<b>Title IX Nondiscrimination Policy Statement</b> .....	<b>7</b>
<b>2024-2025 School Calendar</b> .....	<b>8</b>
<b>Elementary Staff School Directory</b> .....	<b>9</b>
<b>High School Staff Directory</b> .....	<b>10</b>
<b>Foreword</b> .....	<b>11</b>
<b>Our Vision</b> .....	<b>11</b>
<b>Our Mission</b> .....	<b>11</b>
<b>Policy &amp; Procedure</b> .....	<b>12</b>
Abusive Language (ss 947.01).....	12
Animals at School.....	12
Appeal Procedure.....	12
Assault And Battery (ss 940.19).....	12
Awards System.....	12
Behavior.....	12
Bicycles.....	12
Bullying.....	13
Table 1 Anti Bullying Code of Conduct.....	13
Complaint Procedures/Investigation.....	14
Defiance.....	15
Detention.....	15
Electronic Communication Devices (School Board Policy 443.5).....	15
Eligibility Standards (6-12).....	16
Equal Educational Opportunities (Policy 411).....	16
Expulsion (Policy 447.3).....	17
Falsification of Records or Identification.....	18
Fighting (ss 947.01).....	18
Harassment.....	18
In-School Suspension (ISS).....	18
Interference/Obstruction (ss 941.23).....	19
Other Prohibited Behaviors.....	19
Out-of-School Suspension (OSS).....	19
Parent Permissions.....	20
Parking.....	20
Pledge of Allegiance.....	20
Possession of Weapon (ss 941.23).....	20
Probation.....	20
Questioning By Police.....	20
Reckless or Careless Driving (ss 346).....	21
Records.....	21
Release of Student Information.....	21
Removal from Class.....	22
Robbery/Extortion (ss 943.32).....	22
School Accountability Report.....	22
Student Searches (School Board Policy 446).....	22

	3
Temporary Exclusion.....	24
Theft (ss 943.20).....	24
Unauthorized Persons.....	24
Unauthorized Use of School Property (Policy 830.1).....	24
Video Cameras (Policy 731.2).....	24
Willful Damage of School Property (ss 943.012).....	24
Willful Damage to Property of Staff Members and Others (ss 943.01).....	24
Willful Disobedience.....	24
Walking Carelessly When Motor Vehicles are Present (ss 346).....	24
<b>Attendance.....</b>	<b>25</b>
Attendance Requirements (Policy 431 and 431 Rule).....	25
Truancy.....	25
<b>Student and Family Responsibilities.....</b>	<b>25</b>
Additional Rules and Regulations.....	25
Appointments.....	25
Bus Transportation.....	26
Care of School Property.....	26
Consequences for Inappropriate Dress.....	27
Dress and Appearance.....	27
Displays of Affection and Sexual Contact.....	27
Human Growth and Development.....	27
Lockers and Hallways.....	27
Lost and Found.....	28
Responsibilities of Student.....	28
Self-Discipline.....	28
Unacceptable Behavior.....	28
<b>Academics.....</b>	<b>29</b>
Academic Integrity.....	29
Cheating and Plagiarism.....	29
Report Cards.....	30
<b>Health.....</b>	<b>30</b>
Communicable Diseases.....	30
Immunization.....	30
Injuries or Illness.....	30
Medication Administration.....	31
<b>Safety.....</b>	<b>31</b>
Building Lockdown / Closed Door / Active Shooter or Intruder drills.....	31
Fire Drills.....	31
Inclement Weather.....	32
Tornado Watch / Warning Procedure.....	32
<b>Technology.....</b>	<b>32</b>
Cell Phones and Other Electronic Devices.....	32
Computer and Technology.....	33
Google Classroom.....	34
Locker Room Privacy.....	34

	4
Sexting.....	34
Student Chromebooks.....	34
Youtube.....	34
<b>Miscellaneous.....</b>	<b>34</b>
Change of Address.....	34
Elastic Clause.....	34
Field Trip Consent Procedure.....	34
Fundraisers.....	35
Informing Parents of Violations.....	35
Learning Media Center (LMC).....	35
Manners.....	35
Phone Call Home Checks.....	36
Staff Members.....	36
Telephone Calls.....	36
<b>Elementary School Specifics.....</b>	<b>37</b>
Academics.....	37
Assignments of Students to Teachers / Classrooms.....	37
Four Year Old Kindergarten.....	37
Homework.....	37
Homework Procedure.....	37
Honor Roll Requirements.....	37
Lockers.....	38
Physical Education - Participation.....	38
Quality Work.....	38
Recess.....	39
Schedule Changes.....	39
School Counseling (4K-8).....	39
Textbooks.....	39
Attendance.....	39
Truancy.....	40
Awards.....	40
Golden Awards.....	40
President’s Award for Educational Excellence.....	41
Discipline.....	41
Discipline Procedures.....	41
Food Service.....	41
Food Service (4K-8).....	41
PTO.....	42
Parent / Teacher Organization (PTO).....	42
Technology.....	42
Computers, Chromebooks, and Technology.....	42
Visitors.....	42
Visitation - Parents and Other Family Members.....	42
Visitation - Students.....	42
Volunteering at School.....	42

	5
Miscellaneous.....	42
Candy / Soda.....	42
Gifts at School.....	43
High School Expectations.....	43
Respect for All.....	43
Telephone Use.....	43
Title One Parent / Student / Title Teacher Compact.....	43
Water Bottles.....	44
Code of Student Conduct - Attachment A.....	44
<b>High School Specifics.....</b>	<b>50</b>
Academics.....	50
Behavior grades.....	50
Class Dues.....	50
Definition of a School Day.....	50
Extra credit.....	50
Group work.....	51
High School Registration.....	51
Early College Credit Program (ECCP).....	51
Career and Technical Education Academy (CTE).....	51
Certification - Assistant Childcare Teacher.....	51
Online, blended learning, and independent study courses.....	51
Work - Based Learning.....	51
Work Permits.....	52
Honor Roll.....	52
Late work.....	52
Missing assessments.....	52
Panther Pride Time.....	52
Practice Grades.....	52
Retakes.....	53
Scholastic Indicators.....	53
Figure 1. Scholastic Indicators.....	53
School Counseling (9-12).....	53
Students Schedule Changes (9-12).....	53
Teacher judgment.....	54
Attendance.....	54
Excused Absences.....	54
Excused Absence Procedure.....	55
Leaving School During Regular School Day.....	55
Tardiness.....	56
Truancy.....	56
Graduation.....	56
Early Graduation.....	56
Graduation Requirements.....	57
Table 1. Graduation Requirements.....	57
Valedictorian/Salutatorian.....	57

	6
Parking.....	58
Vehicles Driven on School Property.....	58
Co-curricular Activities (9-12).....	58
Athletics.....	58
Fine and Performing Arts.....	58
Student Government.....	59
Student Organizations.....	59
Scholarship Opportunities.....	59
Higher Education Academic Excellence Scholarship.....	59
Selection Procedure.....	59
Student Requirements.....	60
Tie Breaking Method.....	60
Technical Education Scholarship.....	60
Food.....	60
Food Program - Cafeteria (9-12).....	60
Visitors.....	61
Student Visitors.....	61
Miscellaneous.....	61
Student Use of School Facilities.....	61
Foreign Exchange Students.....	61

## **Title IX Nondiscrimination Policy Statement**

As mandated by the current provisions of Title IX of the Education Amendments of 1972 and under the regulations set forth in Chapter 106 of Title 34 of the Code of Federal Regulations (“the federal Title IX regulations”), the District does not unlawfully discriminate on the basis of sex in any education program or activity that the District operates. Title IX’s requirement not to discriminate in any education program or activity extends to cover, but is not limited to, District students, certain admissions processes, and District employment. Inquiries regarding how Title IX and the federal Title IX regulations apply to the District may be referred to the District Title IX Coordinator (as designated below), to the Assistant Secretary for Civil Rights at the U.S. Department of Education, or to both. The District’s commitment to nondiscrimination under Title IX and under other state and federal laws is further defined in the following policies of the School Board: Policy 113, 411, 411.1, 511, and 512.

District Title IX Coordinator– The District employee who holds the position identified below serves as Title IX Coordinator for the District: *Danielle Wilke, 5459 Elementary Avenue, Suite 2, Pittsville, WI 54466. 715-884-5233, [wilkedan@pittsville.k12.wi.us](mailto:wilkedan@pittsville.k12.wi.us)*

2024-2025 School Calendar

PITTSVILLE SCHOOL DISTRICT  
**2024-2025 SCHOOL CALENDAR**

JULY 2024							AUGUST 2024							SEPTEMBER 2024							OCTOBER 2024						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6					1	2	3	1	HOL	3	4	5	6	7			1	2	3	4	5
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	INS	INS	INS	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
28	29	30	31	25	26	INS	INS	INS	30	31	29	30	27	28	29	30	31										

  

NOVEMBER 2024							DECEMBER 2024							JANUARY 2025							FEBRUARY 2025						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					INS	2	1	2	3	4	5	6	7				HOL	2	3	4							1
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	INS	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	22	NS	HOL	HOL	NS	NS	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	NS	HOL	NS	30	29	NS	HOL	26	27	28	29	30	31	23	24	25	26	27	28						

  

MARCH 2025							APRIL 2025							MAY 2025							JUNE 2025						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
						1			1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
9	10	11	12	13	14	15	13	14	15	16	17	INS	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
16	17	18	19	20	INS	22	HOL	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
23	NS	NS	NS	NS	NS	29	27	28	29	30	25	HOL	27	28	29	INS	31	29	30								
30	31																										

First Date of School for Students: September 3

Last Day of School for Students: May 29

<b>HOL</b>	Holiday - No School	<b>ES/MS PTC</b>	Gr 4K-8 Parent-Teacher Conferences
<b>INS</b>	Teacher Inservice - No School for Students	<b>HS SLC</b>	Gr 9-12 Student-Led Conferences
<b>NS</b>	No School for Students and Staff	<b>I</b>	End of Quarter

TEACHER INSERVICE - NO SCHOOL		HOLIDAY - NO SCHOOL	
August 20, 21, 22	Teacher Inservice	September 2	Labor Day
August 27, 28, 29	Teacher Inservice	November 27-29	Thanksgiving Break
November 1	Teacher Inservice	December 23-January 1	Winter Break
January 17	Teacher Inservice	March 21-28	Spring Break
March 21	Teacher Inservice	May 26	Memorial Day
April 18	Teacher Inservice		
May 30	Teacher Inservice		
<b>ES/MS PARENT-TEACHER CONFERENCES</b>		<b>QUARTERS</b>	
Oct 15, 17	4:00-7:30 PM	1st Quarter	43 September 3 - October 31
<b>HS STUDENT-LED CONFERENCES</b>		2nd Quarter	43 November 4 - January 16
Oct 14 (5-7:00 pm)		3rd Quarter	44 January 20 - March 20
Dec 9 (5-7:00 pm)		4th Quarter	42 March 31 - May 29
Mar 3 (5-8:00 pm) Panther Planning Night required for 8th & 10th Grade			
Apr 28 (5-7:00 pm) Make Up Date		<b>Early Release</b>	Wednesdays at 2:05 PM
		<b>Homecoming FB Game</b>	October 4
		<b>Graduation - Class of 2026</b>	May 24



## Elementary Staff School Directory

### Administration

Principal - Leslie Anderson  
 Director of Student Services - Danielle Wilke

### Teaching Staff

Dean of Students - Ron Klein  
 EL / Spanish Teacher - Andrea Galvan  
 Early Childhood / Special Education - Candice Kremer  
 4-Year Old Kindergarten - Destinee Dunow  
 4-Year Old Kindergarten - Kirsten Kissner  
 Kindergarten - Jackie Heinzen  
 Kindergarten - Jennifer Petersen  
 1st Grade - Brittnee Stone  
 1st Grade - Jodi Moore  
 2nd Grade - Heidi Sischo  
 2nd Grade - Londa Kuehn  
 3rd Grade - Kristin Mueller  
 3rd Grade - Susanne Niehaus  
 4th Grade Homeroom - Sam Powers  
 4th Grade Homeroom - Kate Van Haren  
 5th Grade Homeroom - Doug Schultz  
 5th Grade Homeroom - Lisa Denniston  
 6th Grade Homeroom - Eric Hahn  
 6th Grade Homeroom - Michelle Abel  
 7th Grade Homeroom - Leslie Niedfeldt  
 7th Grade Homeroom - Sam Kumm  
 8th Grade Homeroom - Elizabeth Knutson  
 8th Grade Homeroom - Ashley Neve  
 Reading Specialist - Krista Brueggen  
 Reading Specialist - Joan Frericks  
 Library Media Specialist - Travis Laprise  
 Physical Education - Benjamin Buettner  
 Grades 4K - 5 School Counselor - Ashley Raygo  
 Grades 6 - 8 School Counselor - Elise Hahn  
 Art - Maria Landgraf  
 Grades 5 - 12 Band - Collin Petry

General Music / Choir -  
 Special Education - Nicholas Kuhn  
 Special Education - Julienne Filimaua  
 Speech and Language - TBD  
 Occupational Therapy - TBD  
 Agriculture Education - Lindsay Meissner  
 Family and Consumer Science - Alyssa Anderson  
 Technology Education / CTE Coordinator - Stephen Hadfield  
 Business - Jordan Rayburn

### Administrative Assistants

Elementary Office Administrative Assistant - Karen Garrels  
 Special Education Administrative Assistant / Health Coordinator - Mary Lou Masanz

### Paraprofessionals

Assistant - Kaitlyn Potts  
 Special Education - Amy Wilke  
 Special Education - Dawn Peaslee  
 Special Education - Julie Gosney  
 Special Education - Karen Nach  
 Special Education - Karen Zickert  
 Special Education - Nancy Zieher  
 Special Education - Julia Knudson  
 4-Year Old Kindergarten - Linda Scholzen

### Food Service Staff

Food Services Director - Matthew Andres  
 Food Service Lead Cook - Azizah Tester  
 Food Service Cook - Kelly Moeller

### Custodial Staff

Director of Buildings and Grounds - Daniel Giles  
 Day Custodian - Dan Merritt  
 Evening Custodian - Al Allison  
 Evening Custodian - Joe Scholzen  
 Evening Custodian - Louise King

## High School Staff Directory

### Administration

Principal - Taylor Varsho  
 Director of Student Services - Danielle Wilke

### Administrative Assistants

High School Office Administrative Assistant - Kim Fox

### Athletic Director

Athletic Director- Mark Denniston

### Art

Art - Maria Landgraf

### Band and Music

Grades 5 - 12 Band - Collin Petry  
 General Music / Choir -

### Career and Tech Education

Automotive - Ethan Kalepp  
 Agriculture Education - Lindsay Meissner  
 Family and Consumer Science - Alyssa Anderson  
 Technology Education / CTE Coordinator - Stephen Hadfield  
 Business - Jordan Rayburn

### Custodial Staff

Director of Buildings and Grounds - Daniel Giles  
 Day Custodian - Dan Merritt  
 Evening Custodian - Steven Redmond

### English

English - Tracy Dinkmeyer  
 English - Chauncey Jones

### Food Service Staff

Food Services Director - Matthew Andres  
 Food Service Lead Cook - Cheryl Huser  
 Food Service Cook - Elisabeth Anderson

### Library Media Specialists

Library Media Specialists- Jessica Kieffer

### Math

Math - Marlis Downs  
 Math - Tara Grossman

### Paraprofessionals

Assistant - Lori Elwood

### Physical Education

Physical Education - Justin Rayburn

### School Counselor

School Counselor - Marissa Petersen

### School Nurse

School Nurse - Gina Martinovich

### School Resource Officer (SRO)

SRO - Jeremy Duerr

### School Social Worker

Social Worker - Elise Hahn

### Science

Science - Mark Denniston  
 Science - Hope Florence

### Social Studies

Social Studies - Dean Bellanti  
 Social Studies - Derek Menzer

### Spanish

Spanish - Alix Madden

### Special Education

Special Education - Gina Zickert  
 Special Education - Sawyer Ladick

## **Foreword**

The student handbook is written with the intention of making each student feel a sense of belonging and connectedness to the school community. Students are encouraged to participate in academics and activities to a capacity that ensures their growing to their fullest potential while in the care of our school district.

The goal of the student handbook is to provide the necessary information and answers to frequently asked questions. Families are urged to read and discuss the handbook together. The handbook contains information for grades 9-12. Headings have been labeled to draw attention to parts which relate more directly to certain specific grade levels.

The Pittsville School District (PSD) recognizes that providing a free appropriate public education is a legal responsibility and a value upheld by society. PSD maintains the goal of academic growth and a positive learning environment with a robust curriculum that considers the 21st century learner. We believe every student should have access to a guaranteed and viable curriculum.

Our curriculum promotes the growth of young members of society by offering learning opportunities that include the “soft skills” such as problem solving, objective thinking, and good citizenship. Rules and regulations are created with these ideals in mind by the district staff for the Board of Education review and acceptance. This handbook is considered a living document and may be updated as deemed necessary.

## **Our Vision**

To engage and develop life-long learners by inspiring all to reach their full potential.

## **Our Mission**

To collaborate with families and the community to: foster a love of learning, strengthen and expand partnerships, and provide innovative opportunities FOR ALL.

## **Policy & Procedure**

### **Abusive Language (ss 947.01)**

Disruptive or threatening language to others in which words may be amplified causing normal words to become abusive through gestures which shock reasonable people.

### **Animals at School**

Students are allowed to bring animals to school for educational reasons. Students must have permission from his / her teacher to bring an animal into the classroom. Families will be notified prior to an animal visit by the classroom teacher so parents have the opportunity to share allergy information and to be given the option to not be present in the classroom when the animal is there. Parents will be requested to bring the animal to school and take it home again when it has fulfilled its purpose in the classroom. All animals who will be present around children must have current vaccinations and the owner will provide documentation to the school principal prior to the visit. If approved by the principal, extenuating circumstances may allow for an animal to be in the classroom without prior approval.

### **Appeal Procedure**

(For cases other than expulsion.)

It is expected that all professional and non-professional staff, students and parents follow the proper procedure in handling problems, complaints and appeals. The following steps outline the appeal procedure:

1. Any student who feels that conditions of the school and/or decisions made by staff members are not in his/her best interest is, at his/her request, to be offered a meeting with that staff member to make every effort to resolve that complaint.
2. If the student feels that the complaint is still valid, he/she may request a meeting with the Principal and/or a member of the staff designated by the Principal.
3. If the student is not satisfied that the complaint has been resolved satisfactorily, his/her parents may schedule a meeting involving the parent(s), student, and Principal.
4. If the parent(s) is not satisfied that the complaint has been resolved at Step 3 (above), a meeting of parent(s) and student with the Superintendent may be requested immediately.

### **Assault And Battery (ss 940.19)**

Assault and battery is performing an act with intent to cause fear in another or immediate bodily harm or death or intentionally inflicting or attempting to inflict bodily harm upon another.

### **Awards System**

It is the philosophy of the Pittsville School to recognize students for their accomplishments and contributions. Each faculty advisor of a student activity, director or coach may determine a system of awards for student achievement in that particular area of student activities.

### **Behavior**

Disruptive, dangerous, or unruly behavior is the actions which interfere with effective operations of the school.

### **Bicycles**

Students who ride bicycles to school are required to park them in the bicycle racks. Bicycles are not to be ridden during the school day except as transportation for those students leaving early with the permission of the parent / guardian. Bicycles are to be removed from the racks only upon leaving school. The school is not responsible for any lost or damaged bicycles on school property. All bicycles should be locked when parked in the racks. The bicycle rack is off limits to students during the school day. Students should park the bicycle and leave the area after they arrive. Students must not ride their bicycles on school property (for the safety of the other students). All bicycles are to be walked upon entering and leaving school

property. Skateboards, roller blades, roller skates, and roller shoes are not permitted on school property. This applies to all before, during, and after-school events.

**Bullying**

The Pittsville Anti-Bullying Program is a district - wide commitment to end bullying and to proactively instill a sense of respect, responsibility, and safety in every learner. This approach focuses on changing school and classroom climate by: Raising awareness about bullying; increasing student, teacher, parent, and staff response and involvement; forming clear rules and strong social norms against bullying; and providing support and protection for all students.

**Table 1 Anti Bullying Code of Conduct**

Anti-Bullying Code of Conduct			
Offense Description	1st Offense	2nd Offense	3rd Offense
<p>Level 1</p> <p>Verbal Harassment (including name calling, teasing, or spreading gossip / rumors)</p> <p>Purposeful Exclusion (preventing someone from joining a group)</p> <p>Being an Active Bystander (assisting or reinforcing bullying of an individual or group)</p>	<p>Minimum action: Verbal reprimand</p> <p>Maximum action: Detention</p>	<p>Minimum action: Parent contact, verbal reprimand</p> <p>Maximum action: Suspension</p>	<p>Minimum action: Parent contact, detention</p> <p>Maximum action: Suspension or expulsion</p>
<p>Level 2</p> <p>Cyberbullying (using electronic devices or social networking sites to intimidate, harass, or gossip by emailing, texting, posting, or sending messages / photos; occurs during school hours; occurs using district technology and / or personal electronic devices.</p> <p>Physical Violence or Threat of Physical Violence (hitting, shoving, kicking, throwing items at someone, threatening or angry body language, destructive behavior with or towards objects, etc.</p> <p>Severe Harassment (including continuous verbal harassment, discriminatory actions)</p>	<p>Level 2</p> <p>For each offense in Level 2, the minimum action taken will be a detention and the maximum action taken will be suspension or expulsion based on the severity of the offense. Citations or legal charges may be issued.</p> <p>For each offense, a conference with the teacher or principal will take place to ensure students understand why their behavior is unacceptable and steps for success in the future will be discussed.</p>		
<p>Level 3</p> <p>Weapons at School (including toy weapons and real weapons)</p>	<p>Level 3</p> <p>If a student brings a toy weapon to school, the toy will be removed from the student immediately, parents will be contacted, and the parents are required to pick it up from school. The toy weapon will not be returned to the student.</p> <p>If a student brings a weapon to school, he / she will be suspended, parents will be contacted, and the Pittsville Police Department will be notified. The weapon will be given to the Pittsville Police Department. These factors (along with others) will be used to determine the number of days suspended: age of child, prior discipline records, and the extent of the threat, if any. Each situation will be handled based on the assessment of the situation.</p>		

## Complaint Procedures/Investigation

The following procedure is adopted for the resolution of complaints regarding school district issues: Students, parents/guardians, or third parties who believe a student has been denied equal access to District educational opportunities in a manner inconsistent with this policy may initiate a complaint. Initiating a complaint will not adversely affect the complainant's participation in educational or extracurricular programs unless the complainant makes the complaint maliciously or with the knowledge that it is false. The District's Compliance Officer is:

*Danielle Wilke, Director of Student Services, Title IX Coordinator*  
 715-884-2517 ext.255  
 wilkedant@pittsville.k12.wi.us

1. Complaints may be submitted to any of the following persons:
  - a. Teacher or Principal
  - b. Immediate Supervisor
  - c. District Compliance Officer
  - d. District Administrator
  - e. Board President or Board Member
2. Complaints may be submitted electronically, orally or in writing. All complaints will be investigated. A single file containing a written record shall be maintained by the investigator or any reviewing administrator on all complaints. The processing of the complaints will be handled within and according to the following categories and procedures:
  - a. Student to Student Complaints.
3. Complaints between students shall be referred to the District Compliance Officer. Discipline shall be in accordance with the Student's Rights and Responsibilities and Pupil Nondiscrimination Policies. Parents of students found to be in violation regarding harassment shall be notified. Any student or the student's parent or guardian involved in such a complaint or investigation may appeal the District Administrator's decision. The parties involved shall be told of this right to appeal at all stages during the investigation and following the determination. The investigation shall take no longer than ten (10) days. The student(s) and/or parent may be asked to put the complaint in writing at any time in the process. Upon the completion of the investigation, the District Administrator shall inform the parties of the disposition.
4. Student to Staff Complaints. Complaints involving allegations of staff-student instances shall be referred to the District Compliance Officer. If the complaint is against the District Compliance Officer, the District Administrator shall assign the investigator. The investigator shall be assigned within ten (10) days. The complainant shall be required to submit the complaint in writing or to sign a narrative prepared by the investigator agreeing with the dates, times, and circumstances of the allegation. The assigned investigator shall take, under normal circumstances, no longer than ten (10) days to complete the investigation and file a report containing thorough findings of fact. Extensions of the ten (10) day timeline may be necessary when school is not in session, there are multiple instances, or witnesses are not available. The investigator shall:
  - a. Interview the complainant and completely explain the investigation process.
  - b. Limit the discussion of the matters to only those individuals who need to know the facts.
  - c. Assure that no retaliatory action be taken because of the complainant's good faith belief that he/she has been sexually harassed.
  - d. In interviewing the respondent, the investigator shall present a summary of the facts to allow the respondent to understand the situation and be allowed to respond. This should include dates, times, places, and the specifics of the alleged acts.
  - e. Consider any individual who might have knowledge of the situation. In interviewing relevant others, the investigator shall request them to provide facts based on personal knowledge

Upon completion of the investigation and report, the District Administrator shall confer relative to any necessary disciplinary action

Any employee-to-student complaint may be withdrawn at any time if done so in writing. Any intentionally false complaints submitted by an employee or student against another will necessitate appropriate consequences to be levied in accordance with due process laws, regulations, board policies, appropriate handbooks, or Master Agreements.

If either party is not satisfied with the response of the investigating officer, he or she may submit a written appeal to the District Administrator indicating the nature of disagreement with the resolution thus far and reason underlying such disagreement. Such appeal must be filed within ten (10) days after such receipt of the District Administrator's answer. The District Administrator or designee shall separately meet with the parties, at a mutually agreeable time to discuss the appeal. The District Administrator or designee shall give a written answer to the complainant's appeal within ten (10) days.

If either party is not satisfied with the District Administrator's review and decision, an appeal with the Board of Education may be filed within ten (10) days after receipt of the District Administrator's decision. The Board of Education shall, within twenty (20) days, conduct a hearing in closed session with the parties after the Board receives the appeal. The Board shall give a written answer to the parties within ten (10) days following completion of the hearing.

If either party is dissatisfied with the Board's decision, he / she may appeal to the State Superintendent of Public Instruction.

### **Defiance**

Defiance of authority is the refusal to follow a legal direction/order given by a staff member.

### **Detention**

Detention may be required of a student for one or more breaches of school expectations.

Detentions will be served in the main office or in a classroom with a teacher as appropriate. Students failing to serve the assigned detention will receive additional detentions or in school suspension. Students are encouraged to work on school related work or have material to read. Sleeping is not an acceptable activity while serving detention. All seniors must serve their assigned detentions prior to participation in the graduation ceremony.

Lunch detention will be served during their lunch period. The detention will run for thirty minutes. If a student misses a lunch detention, an additional lunch detention will be assigned. If a student fails to serve a lunch detention a second time, an after school detention will be assigned.

After school detentions begin immediately at the end of the school day and will conclude at 3:40. Failure to serve in a timely and appropriate manner will result in additional detentions or in school suspension.

### **Electronic Communication Devices (School Board Policy 443.5)**

The School District of Pittsville may prohibit pupils from using or possessing electronic communication devices such as cell phones while on premises owned, rented, or under control of the School District. This policy may allow for the use or possession of such a device by a pupil when the Principal determines that the device may be used or possessed for medical, school, educational, vocational, or other legitimate use. Annually, each student in the Pittsville School District shall be informed of this Board of Education policy. Electronic communication devices such as cell phones will be confiscated if the device is being used in a manner that is contrary to the Student Handbook guidelines. Laser beam pens or similar devices are also prohibited.

Students shall not use electronic communication devices:

- To engage in bullying or harassment.
- To communicate test answers, photograph tests, or engage in any other conduct that constitutes or facilitates academic dishonesty.
- To take, disseminate, transfer, or share any images, recordings, or other content that is obscene, lewd, illegal, sexually-explicit, or otherwise inappropriate for the school setting.
- In areas where other people have a reasonable expectation of privacy, including all locker rooms, bathrooms, or other changing areas (except in an emergency).
- To create, communicate, share, or post recordings or images of any other student or staff member without permission from that student or staff member (except in an emergency).
- In violation of the District's rules surrounding students' acceptable use of technology.

Possession and use of an electronic communication device by a student under this policy is a privilege. A student who chooses to exercise this privilege does so subject to the following conditions:

- The District is not responsible for the safety or security of personal electronic equipment that students possess or use at school or at a school-related activity. Students who possess or use such device(s) do so at their own risk with regard to possible theft, damage, misappropriation of data/equipment, or other loss.
- If the District determines that a student has possessed or used such a device in violation of the law, this policy, or a school rule or directive, the student is subject to appropriate school-imposed consequences, such as the possible loss of privileges, suspension, and/or expulsion. The District may also refer certain matters to law enforcement.
- If a District official has reason to suspect or determines that a student has possessed or used an electronic device in violation of the law, this policy, or a school rule or directive, a District official may temporarily confiscate the device and/or turn the device over to law enforcement.
- A device possessed or used by a student may be subject to an appropriately limited search by a District official when the official has reason to suspect that such a search may lead to evidence of a crime or a violation of Board policy or school rules. The scope of any such search will be limited to the suspected violation. Parents will be notified prior to searching a student's personal electronic device.

To the extent prohibited by law, school employees shall not request or require a student to disclose the access information for any of the student's personal Internet account(s), including those that may be accessible through a student's personal electronic communications device.

Neither this policy nor any school rules shall be construed to limit a student's ability to possess and appropriately use an electronic device that functions as assistive technology that is necessary for a student's education and that is required or authorized under an individualized education program (IEP) or a Section 504 plan.

### **Eligibility Standards (6-12)**

The WIAA requires member schools to have an athletic code in place. The athletic code must be followed year-round, regardless of the education setting occurring in traditional brick and mortar or occurring within a distance learning environment, and applies to all students affiliated with the school who intend on participating in extracurricular activities. During the athletic registration process, student-athletes and their parents will review the athletic handbook and agree to abide by the rules and regulations within. A copy of the athletic handbook is posted on the school website.

### **Equal Educational Opportunities (Policy 411)**

The Pittsville School District is committed and dedicated to the task of providing the best education possible for every student in the District.

The District does not unlawfully discriminate in any of its programs, services, or activities on the basis of sex, sexual orientation, race, color, national origin, ancestry, religion, creed, age, pregnancy, marital or parental status, any physical, mental, emotional, or learning disability, or any other legally-protected status or classification. This commitment to nondiscrimination includes the right of students to be admitted to school and to participate fully, without unlawful discrimination, in curricular and co-curricular programs and activities, career and technical education, student services, recreational programs, and other District programs and activities.



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

The District shall provide appropriate educational services and/or programs for students who have been identified as having a qualifying disability, regardless of the nature or severity of the disability, and regardless of whether the student qualifies for the District's special education programs. Facilities modifications necessary to provide for appropriate access and participation for persons with disabilities shall be made to the extent required by law.

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

As further identified in the District's student nondiscrimination complaint procedures and nondiscrimination notices, the following position(s) have primary responsibility for the interpretation and application of this policy and the processing of any student nondiscrimination complaints that may be filed under the procedures relating to this policy: *Danielle Wilke, Director of Student Services, School District of Pittsville, 5459 Elementary Avenue, Suite 2, Pittsville, Wisconsin 54466, 715-884-5233*. All complaints shall be brought and processed in good faith, and no person may engage in any abuse of the complaint procedures.

### **Expulsion (Policy 447.3)**

(appropriate to case)

Under sec. 120.13(1)(c), Wis. Stats., the school board may expel a pupil from school whenever it:

1. Finds the pupil guilty of repeated refusal or neglect to obey the rules, OR
2. Finds that a pupil knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; OR
3. Finds that the pupil engaged in conduct while at school or while under the supervision of a school authority which endangered the property, health or safety of others, OR
4. Finds that a pupil while not at school or while not under the supervision of a school authority engaged in conduct which endangered the property, health or safety of others at school or under the supervision of a school authority or endangered the property, health, or safety of any employee or school board member of the school district in which the pupil is enrolled, and is satisfied that the interest of the school demands the pupil's expulsion. In this subdivision, 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.
5. In addition to the grounds for expulsion under subd. 1, the school board may expel from school a pupil who is at least 16 years old if the school board finds that the pupil repeatedly engaged in conduct while at school, or while under the supervision of a school authority, that disrupted the ability of school authorities to maintain order or an educational atmosphere at school, or at an activity supervised by a school authority and that such conduct does not constitute grounds for expulsion under subd. 1, and is satisfied that the interest of the school demands the pupil's expulsion.
6. Prior to such expulsion, the school board shall hold a hearing. Upon request of the pupil and, if the pupil is a minor, the pupil's parent or guardian, the hearing shall be closed. The pupil and, if the pupil is a minor, the pupil's parent or guardian may be represented at the hearing by counsel. The school board shall keep written minutes of the hearing. Upon the ordering by the school board of the expulsion of a pupil, the school district clerk shall mail a copy of the order to the pupil and, if the pupil is a minor, to

the pupil's parent or guardian. The expelled pupil or, if the pupil is a minor, the pupil's parent or guardian may appeal the expulsion to the state superintendent. If the school board's decision is appealed to the state superintendent, within 60 days after the date on which the state superintendent receives the appeal, the state superintendent shall review the decision and shall, upon review, approve, reverse or modify the decision. The decision of the school board shall be enforced while the state superintendent reviews the decision. An appeal from the decision of the state superintendent may be taken within 30 days to the circuit court of the county in which the school is located.

7. The School Board reserves the right to allow conditional reinstatement under certain conditions as described in sec. 120.13(1)(h).

### **Falsification of Records or Identification**

Falsifying signatures or data on official records. Refusal to give correct identification or giving false identification when requested to do so by a staff member.

### **Fighting (ss 947.01)**

Mutual combat in which both parties have contributed to the situation by verbal and/or physical action.

### **Harassment**

Federal and State law prohibits employment discrimination on the basis of race, color, creed, sex, age, disability, national origin, or sexual preference. Among these prohibitions is the harassment of employees, students, citizens, and volunteers. The School District of Pittsville is committed to maintaining an environment that is free from discrimination and any form of harassment whatsoever. Harassment is unlawful and is conduct that exposes both the School District of Pittsville and individuals engaging in harassment to significant liability under the law and is prohibited in any form.

This policy has been enacted by the School District of Pittsville Board of Education to provide a comprehensive, direct statement to employees, students, agents, citizens, and volunteers that sexual harassment is not tolerated in the school district. Sexual harassment is a form of misconduct, which undermines the integrity of the district's employment and academic relationships. Sexual harassment or hazing refers to behavior which is not welcome, which is personally offensive, which debilitates morale, and which interferes with the working and learning effectiveness of its victims and their peers. Individuals who experience sexual harassment or hazing should make it clear that such behavior is offensive to them and may process a complaint pursuant to this policy.

The School District of Pittsville shall maintain and ensure a learning and working environment free of any form of sexual harassment or intimidation between students. Any student who believes they have been subjected to a sexual harassment or hazing should report the incident in accordance with the District's established discrimination complaint procedures. If the subject of the complaint is the person designated to handle discrimination complaints, the student may file the complaint with the next higher authority listed in the complaint procedures. It is the intent of the District to create an atmosphere where complaints will be treated fairly and quickly.

Students who engage in sexual and other harassment shall be subject to discipline according to Student Conduct policy and Student Handbook which may include expulsion. Any person reporting alleged sexual harassment in good faith will be protected from retaliation. Any person who retaliates by harassing any complainant or accused person will be considered to have violated this policy and will also be subject to corrective disciplinary action.

### **In-School Suspension (ISS)**

In-School Suspension will provide the student with constant supervision from the time of arrival at school until

the time of departure from school. This supervision will take place in a physical setting which provides a minimum of distractions from the student's assigned studies. The student will be responsible for the completion of the daily study assignments. The student may be kept after school to finish the assigned work if he/she does not choose to complete the assignments during the regular school day. The student's assigned classroom teachers will provide daily assignments for the student while in the ISS situation. A student will remain in ISS until he/she is capable of returning to the regular school environment. Parents will be notified of this action. A conference with the principal is required before attending regular classes the next scheduled day.

### **Interference/Obstruction (ss 941.23)**

This is any intentional action taken to attempt to prevent a staff member from exercising his/her lawful assigned duties.

### **Other Prohibited Behaviors**

- Distribution of materials on or near school property of inflammatory, libelous, or slanderous materials.
- Leaving school grounds during school hours without proper clearance. This includes places not necessarily away from school property but away from assigned study or activity areas.
- All water-squirting devices are prohibited in the school buildings and on school grounds.
- Chronic and unexcused absenteeism.
- Truancy.
- Chronic and unexcused tardiness.
- Manner of dress or personal grooming which presents a clear danger to the student's health and safety causes an interference with work or creates classroom or school disorder.
- Trespassing is defined as being physically present on school property, or at a school activity after being directed to leave by school personnel responsible for the control of said premises.
- Students are not allowed to record altercations or illegal acts by phone, nor post/share such acts via electronic communication.
- As per City of Pittsville Ordinance; whoever, in a public or private place, engages in violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly conduct under circumstances in which the conduct tends to cause or provoke a disturbance is guilty of a Class B misdemeanor. The fine for a person under the age of 17 years old is \$100.00. The fine for a person of age 17 years or over is \$295.00. No child under the age of 18 may possess or buy any cigarettes or tobacco products. The fine is \$50.00 for ages 17 and under.
- The issue of student classroom conduct is further addressed in the Student Code of Conduct. (School Board Policy 443.34)

### **Out-of-School Suspension (OSS)**

(appropriate to case)

A student may be denied access to any or all parts of the school and any instructional services for a set period of time. Before suspension, a student must be given a hearing where the student has the opportunity to give her / her side of the incident of the problem resulting in possible suspension. In all cases of supervision, the principal must promptly report the facts to the superintendent and the parent / guardian of the student. Suspension may not be affected for an indefinite time period. The maximum period of time for suspension affected by the school principal may not exceed 5 school days. In all cases of suspension, the principal is to communicate in writing the term of the suspension (not to exceed five days, except pending an expulsion hearing) and a clear, non-derogatory copy to the superintendent. The School Board reserves the right in extreme cases to affect suspension for a period longer than five days.

### **Parent Permissions**

There are times that we would like to recognize students publicly for their accomplishments. This is done through displaying their work, articles in the local newspaper, yearbook, or other media. In reporting these events, your permission is needed to release information to non-commercial organizations that is pertinent to the recognition. The type of information released includes student's name, parent's name, date of attendance, previous schools, activities or organizations, and photo of student. No other specific information would be released without your specific written permission.

Student photos are posted on our Facebook page and website. There are classes that videotape students and post to Youtube.

Any parent not wanting this information released must make such a request in writing to the principal by the second Friday in September. This permission is valid for the current school year only. If a parent makes this request, the student's image and name will not appear in any areas of social media.

Section 9528 of Elementary and Secondary Education Act (ESEA) provides access to students and student directory information to military recruiters and institutes of higher education. Parents may request that this information not be released without prior written parental consent. The office must be informed of your desire to be removed from the contact list by the second Friday in September.

### **Parking**

Parking in an unauthorized area on school property.

### **Pledge of Allegiance**

Pittsville School District will observe a daily Pledge of Allegiance as part of the school day.]

### **Possession of Weapon (ss 941.23)**

Any dangerous weapon; any firearm, whether loaded or unloaded; any device designed as a weapon and capable of producing death or great bodily harm. (See School Board Policy 443.11)

### **Probation**

(appropriate to case)

A student may be placed on conditional enrollment during a trial period. Parents are to be apprised of both the time and conditions of each probation. Students shall be required to be in attendance and meet the conditions set forth.

### **Questioning By Police**

A memorandum of understanding between the City of Pittsville and PSD is in place and coordinates the placement of a School Resource Officer (SRO) on the PSD campus for about 12 hours per week. The SRO office is located within PSD.

A cooperative effort shall be maintained between the administration and law enforcement agencies. It is paramount that the rights of the school, the home, the civil authorities, and the individual be clearly understood and protected.

Questioning of students about alleged illegal activities by police officers shall be approved provided the following conditions are met:

1. The principal or police will contact the parent(s) regarding police questioning.
2. Principal has been informed.
3. The officers report to the principal's office.

4. The questioning is conducted in a private room out of view and hearing of students and school personnel.
5. If the police officers are called by the school, the principal shall be present during the questioning.
6. The student is advised of his/her rights by the police officer. Please note, School Board Policy 445 delineates times when contact prior to questioning is not required.

### **Reckless or Careless Driving (ss 346)**

Driving on school property in such a manner as to endanger persons or property.

### **Records**

By federal law, all students are covered under the Family Educational Rights and Privacy Act (FERPA). An accurate cumulative record shall be maintained for every student enrolled in the Pittsville Public Schools. The records shall include the health record of the student, grades earned, standardized test scores, and attendance record.

If a student has been referred for an exceptional educational need, a separate folder will be started. The folder will be destroyed according to state guidelines.

Only authorized school personnel, parents and legal guardians shall view the records without subpoena. The student, with the consent of his parents / guardians, may view his record upon request. The parent or legal guardian has the right to review and file an objection or request for deletion of any material in the folder.

School officials will forward transcripts from the cumulative record upon written request of parents, legal guardians, students 18 years old or older, and ex-students to bonafide educational institutions and potential employers.

### **Release of Student Information**

#### **Definitions**

“Student records” means all records relating to individual students maintained by a school, but does not include notes or records maintained for personal use by a teacher or other person who is required by the state superintendent under §115.28(7) to hold a certificate, license or permit if such records and notes are not available to others, nor does it include records necessary for, and available only to the persons involved in, the psychological treatment of a student.

“Progress records” means those student records which include the student’s grades, a statement of the courses the student has taken, the student’s attendance record, the student’s immunization records, any lead screening records and records of the student’s extra-curricular activities. Progress records must be maintained for at least five years after the child ceases to be enrolled.

“Behavioral records” means those student records which include psychological tests, personality evaluations, records of conversations, any written statement relating specifically to an individual student’s behavior, tests related specifically to achievement or measurement of ability, the student’s physical health records other than his or her immunization records or any lead screening records, law enforcement officers’ records, and other student records which are not progress records. Law enforcement officers’ records are maintained separately from other student records. Behavioral records may be maintained for no longer than one year after the child graduates or otherwise ceases to be enrolled, unless the parent specifies in writing that the records may be maintained for a longer period of time. The school district informs parents when student records are no longer needed to provide special education. At the request of the student’s parents, the school district destroys the information that is no longer needed.

“Directory data” means those student records that include student’s name; address; telephone listing; date and place of birth; major field of study, participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; photographs, degrees and awards received; and the name of the school most recently previously attended by the student.

“Student physical health records” means those student records that include basic health information about a student, including the student’s immunization records, an emergency medical card, first aid and medicine administered to the student, an athletic permit card, a record concerning the student’s ability to participate in an education program, any lead screening records, the results of any routine screening test, such as for hearing, vision or scoliosis and any follow-up to such test, and any other basic health information as determined by the state superintendent.

### **Removal from Class**

(appropriate to case)

#### **A. Short Term Removal**

- a. A teacher may remove a student from class for the good of the student and/or in the best interest of the class as a whole. Short-term removal will be for the duration of the activity in which the student was involved.

#### **B. Long Term Removal**

- a. A student may be removed from a class when the best interests of the student and/or the class require long-term removal. Long-term removal is not ordinarily considered on the basis of a single incident. Parents will be notified of this action.

#### **C. Permanent Removal**

- a. A student will be permanently removed from a class when the best interest of the student and/or the class requires permanent removal. The student who is permanently removed from a class will receive an ‘F’ for the remaining work of the grading period. Parents will be notified of this action.

In the Pittsville School Board Policy, Code of Student Conduct, removal from class is discussed in detail. (School Board Policy 443.34)

### **Robbery/Extortion (ss 943.32)**

The obtaining of property from another where his/her consent was induced by use of force or a threat of force.

### **School Accountability Report**

Under Section 115.38(2) of the state statutes, school boards are required to notify, by January 1, the parents/guardians of each student enrolled in the district of their right to request a school and school district performance report. The report must be distributed to those parents/guardians who request it by May 1 of each year. In addition, each public school that maintains an internet site is required to prominently display a link to the school’s accountability report on the home page within 30 days after the DPI published the accountability report. District and school data regarding test results, graduation, attendance, other academic indicators, teacher quality, and more can be located on the DPI WINSS website. To find information for the Pittsville School District or your child’s school, go to: <http://dpi.wi.gov/wisedash>. If you do not have home web access, contact your school’s office for access to a school computer.

### **Student Searches (School Board Policy 446)**

It is the policy of the District to provide a safe and healthy environment for all persons in school buildings and on school premises. School officials have a duty to investigate any suspicion that items or materials harmful to the health and safety of students, school personnel, or property are present within the school or on school

premises. This includes, but is not limited to, conducting search activities as outlined in this or other Board policies.

- **Locker Searches** – A school locker is provided for the convenience of the student to be used solely and exclusively for the storage of the student’s wearing apparel and school-related materials during the time the student is attending school. No student shall use the locker for any other purpose. The locker is assigned to a student but remains the property of the District. At no time does the District relinquish its exclusive control of the lockers. Locker searches may be conducted as determined necessary or appropriate without notice, without student consent, and without a search warrant. Locker searches under this policy may be conducted by the District Administrator, a building principal or assistant principal, a school employee specifically designated by the District Administrator or building principal, a school liaison officer, or other law enforcement official who is acting at the request of or in conjunction with school authorities.

Any unauthorized item(s) found in the locker may be removed. Items removed from the locker may be held by the school for return to the parent(s)/guardian(s) of the student or retained for disciplinary proceedings, or turned over to law enforcement officials. The adult student or parent/guardian of a minor student shall be notified of items removed from the locker and turned over to law enforcement officials.

Periodic general inspection of lockers may be conducted by school authorities for any reason at anytime, without notice, without student consent, and without a search warrant. No padlocks other than those issued by the school may be used on school lockers. The school authorities will maintain a pass key for these padlocks.

- **Search of Students and/or their Personal Belongings** – The Board recognizes that to provide for order and safety, it may be necessary for designated school officials to conduct reasonable searches of students while on school premises, on school buses or while participating in school-sponsored activities. A student or his/her belongings may be searched if:
  1. There are reasonable grounds to suspect the search will reveal evidence of violations of the law, Board policy or school rules; and
  2. The manner in which the search is conducted is reasonably related to the objectives of the search and is not overly intrusive in light of the age and sex of the student and the nature of the infraction.

Searches of student’s person or personal belongings should generally be conducted outside the presence of other students. Prior to the search, the principal or designee conducting the search will attempt to notify the student’s parent(s)/legal guardian(s) of the reason for such a search unless such action would interfere with a police investigation. The school official may request a student to empty pockets, purses, backpacks, or other articles used to carry personal effects; and/or to remove hats, roll socks down, and/or remove shoes. The school official may also request a student to remove outer garments, such as sweatshirts, sweaters, jackets, or vests if worn over blouses, shirts, or t-shirts.

School officials, employees, or agents shall not conduct a strip search of any student. If a situation requires a strip search, law enforcement shall be contacted. The Principal or designee will make a good faith effort to notify a student’s parent(s)/legal guardian(s) when law enforcement officials conduct a search of a student or the student’s property unless such action would interfere with a police investigation.

- **Vehicle Searches** – The District may search student-operated vehicles parked on school premises when there is reasonable suspicion of a violation of the law, Board policies or school rules or the student has given consent to the search of the vehicle.
- **Use of Canine Units in Safety and Search-Related Activities** – The School Board authorizes the use of trained canine units to detect the presence of drugs, explosive devices, or other illegal items/substances on school property under the following conditions: (1) the presence of the canine unit on school property is authorized in advance by the District Administrator or designee or is pursuant to a court order or warrant; (2) a law enforcement officer specifically trained to work safely and competently with the canine unit must handle the canine; and (3) the canine unit is represented by the sheriff or chief of the law enforcement agency providing the service as capable of accurately detecting specific contraband. The District shall not use trained canine units to sniff a student’s person, including articles of clothing a student is wearing or a

bag while the student is holding it. A positive reaction by a trained canine unit will provide reasonable suspicion for a search of a student's locker, vehicle or other property in accordance with this policy.

To the extent prohibited by law, school employees shall not request or require a student to disclose the access information for any of the student's personal Internet accounts.

To the extent permitted by law, a school official conducting student-related search activities under this or any other Board policy may request the active assistance of a school liaison officer or other law enforcement official. School officials may remove any unauthorized item found as a result of a search. Items belonging to the student but removed or temporarily confiscated by the District will generally be held by the school for return to the student's parent or guardian (for students who are minors) or, if appropriate, turned over to law enforcement. The student and his/her parent or guardian shall be notified of any unauthorized item belonging to the student/family that has been found and turned over to law enforcement officials.

### **Temporary Exclusion**

(appropriate to case)

A student may be summarily excluded temporarily from all or part of the school building or grounds, pending a parent conference, when an emergency situation requires the immediate imposition of this restriction.

Temporary exclusion may be employed for a period of time not to exceed one full day following the day of exercise of the measure. If the condition of temporary exclusion - such as conferencing with the parents - is not met within the time limitation, the student is to be reinstated in school unless a formal suspension is initiated.

### **Theft (ss 943.20)**

The unauthorized taking of the property of another.

### **Unauthorized Persons**

1. No person whose presence or act interferes with, or disrupts the operation of the school, its students, or school activities may enter, or remain in any school vehicle, building, or upon any school ground, roadway or sidewalk.
2. Refusal of unauthorized persons to leave after being requested to do so by principal or his designee is subject to legal action

### **Unauthorized Use of School Property (Policy 830.1)**

The unauthorized/illegal use of school property for non-school activities.

### **Video Cameras (Policy 731.2)**

The Pittsville School Board has authorized the use of video cameras on district property to ensure the health, welfare, and safety of all staff, students, and visitors. Video cameras may be used in any areas deemed appropriate by school administration. Video recordings may become a part of a student's disciplinary record.

### **Willful Damage of School Property (ss 943.012)**

### **Willful Damage to Property of Staff Members and Others (ss 943.01)**

### **Willful Disobedience**

The refusal to follow school or classroom rules & regulations.

### **Walking Carelessly When Motor Vehicles are Present (ss 346)**

This includes in places fenced or otherwise designated as off limits.



## Attendance

### Attendance Requirements (Policy [431](#) and [431 Rule](#))

Any child who is between the ages of 6 and 18 years of age (including through the end of the semester in which the child becomes 18 years of age), or a child enrolled in 5-year-old kindergarten in the District, shall attend. Truancy shall be defined as any absence during part or all of one or more days from school during which the District has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil. A 'habitual truant' now means a student who is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a school semester. When in attendance, a student must attend all classes in which he/she is enrolled unless excused by a principal. A student may not leave school property during the day unless he/she has been officially excused. School attendance is essential for successful academic achievement and participation in extracurricular activities.

Parents and guardians are required to notify the school of an absence prior to or on the day of the absence. Excused absences other than a suspension from school require written approval of the student's parent or guardian. All students with excused absences will be given the opportunity to make up class assignments missed during the absence, including tests and examinations. It is the student's responsibility to contact the teacher(s) to make arrangements for making up the work missed during an absence from school.

### Truancy

Attendance is important and required of students ages 6 years to 18 years old. Attendance is carefully monitored by the principal and each situation will be handled on an individual basis. Attendance letters may be sent when attendance is a concern. Time of the year, the number of absences, and individual situations are all taken into consideration when attendance letters are sent. If parents / guardians receive more than three attendance letters in a school year, any further absences will be reported to the Pittsville Police Department for truancy. "Habitual truant" means a student who is absent from school without an acceptable excuse for part or all of 5 or more days on which school is held during a semester. Legal referral for truancy will follow WI stats. 118.15 and local City of Pittsville ordinance.

## Student and Family Responsibilities

### Additional Rules and Regulations

Students will be expected to comply with classroom rules and activities as defined by the teacher, coach, or sponsors. Food and drinks other than water are only permitted in the normal classroom setting with teacher permission and respect for the cleanliness of our facilities. In addition, we encourage parents to discourage the use of energy drinks by their student(s) during the school day. The evidence strongly suggests these drinks tend to interfere with the student's ability to perform at an acceptable and productive level in the classroom setting. Any teacher, coach, sponsor, etc. may have additional rules and regulations beyond those listed in this handbook. These rules and regulations will be presented to each student involved at the beginning of his/her class, sport, or activity. Those additional rules and regulations are also subject to all appeal procedures.

### Appointments

It may be necessary for your child to visit the doctor or dentist during the regular school day. When this occurs, a dated note is required to inform the child's classroom teacher and the office of the time the student will be picked up and the approximate time he / she will return. Before leaving school, the child must check out at the office and upon return he / she must check back in at the office. The period of time missed for these appointments will be recorded as an excused absence. Parents are encouraged to schedule medical and dental appointments at times when school is not in session.

## **Bus Transportation**

Bus transportation is provided by Hahn Transportation for students who live one-half mile or more from school and reside in the Pittsville School District. Questions regarding bus policy or designated bus stops should be referred to Hahn Transportation at (715) 884 - 6489.

When on the bus, students are expected to follow the directions of the bus driver and all of the bus safety rules. If a student fails to do this, parents will be contacted and a referral will be made to the principal. Frequency and severity of misconduct may result in a loss of bus privileges. If bus privileges are removed, the parent / guardian will be responsible for transporting the student to school.

If bus arrangements need to be changed once the child has arrived at school, please call the office no later than 2:00 p.m. When a change is made, students will be given a bus pass that they will need to present to the driver. If a child does not have a bus pass, he / she will not be allowed to board / ride the bus. Office personnel cannot guarantee that a child will be placed on the correct bus if a call is received after 2:00 p.m.

The following rules have been established to ensure the safety of all students who ride the bus. They are as follows:

1. All school rules set forth in the handbook and by School Board Policy are expected to be followed while students are riding the school bus.
2. All students riding the bus on extra-curricular trips must return on the bus unless proper authorization has been given in advance by parent/guardian and school officials.
3. If your child loses his/her bus privileges by suspension, it is the parent/guardian's responsibility to provide or arrange for transportation for the student so that he/she arrives safely at school. Upon receiving the 2nd written Bus Conduct Report, the student may lose his/her bus riding privileges. Serious misconduct on the school bus can lead to immediate suspension of a student's riding privileges. If you have any questions, you may call the school or Hahn Transportation.
4. Students being released from the school bus at points other than the normal release point must be approved by the administration. A written request from the parent must be received by the administration prior to such a request being approved.
5. Be on time to the designated school bus stop to keep the bus on schedule. Walk facing traffic if you are walking where there are no sidewalks.
6. Stay out of the traffic lanes at all times while waiting for the bus.
7. The bus is an extension of the classroom. The same acceptable behavior is expected of all riders.
8. Wait until the bus comes to a complete stop before attempting to approach or enter the school bus.
9. Board the school bus in an orderly fashion.
10. When boarding or unloading, always walk around the front of the bus when it is necessary to cross the road. Do not walk behind the bus. Wait until the driver signals you to cross.
11. The bus driver may assign seats to all riders. Any damage to a seat will be charged to the riders assigned that seat.
12. All riders shall remain seated when the bus is in motion.
13. Keep all body parts inside the bus at all times. Do not litter the bus with food or other debris.
14. Food and drinks should not be consumed on the bus.
15. The driver will not discharge riders at places other than the regular bus stop unless the rider has written consent of the parents and approval by the principal or designee.
16. Only regular riders are allowed to ride the bus. No other students will be permitted on the bus unless they have written consent of the parents and approval by the principal or designee.

## **Care of School Property**

Pittsville School District understands accidents occur yet the responsibility for school property issued to or being used by students lies with the student. In cases where school property or equipment is damaged, lost, or vandalized due to deliberate, negligent or careless action by a student, the student will be charged the value of the property or equipment. Law enforcement authorities may be contacted.

### **Consequences for Inappropriate Dress**

Students will be given the opportunity to change how they are dressed. Students can contact a parent / guardian to bring them clothing, if needed. If the student refuses to change, he / she will meet with the principal and parent contact will be made, if necessary.

### **Dress and Appearance**

- Head coverings and sunglasses are not to be worn in the classrooms, the cafeteria, or the auditorium. The exception to this guideline is during summer school. Students can wear hats during the summer.
- Any articles of clothing or accessories that display profanity, drugs, alcohol, violence, discriminatory messages, or sexually suggestive phrases are not to be worn during the school day or at school activities / events. Accessories such as jewelry with spikes, dog collars, wallet chains worn as belts, that may cause injury to another student may not be worn to school or school functions.
- Shirts / blouses shall not expose the midriff when seated or standing, and shall not be excessively open at the neck and / or the arms. Undergarments shall not be visible (*with the exception of bra straps*).
- Shorts and skirts must not expose any private body parts.
- Standards for dress vary from class to class for safety issues (for example, sandals should not be worn in shop)
- Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk according to administration, is not permitted.

### **Displays of Affection and Sexual Contact**

Public display of affection on school grounds, at any school-related function, during transportation to and/or from school-related functions or any other function that can be deemed a reflection of the Pittsville School District community are not acceptable. Public displays of affection are considered behavior violations and consequences will be issued. Sexual contact of any kind in school is not allowed and will be referred to law enforcement.

### **Human Growth and Development**

The Pittsville School District provides instruction in human growth and development throughout the K-12 curriculum. Parents who wish to exempt their student(s) from any or all of this instruction may do so by filing a written request explaining which content they object to with the teacher and principal. This request will be honored and alternate learning will be assigned.

### **Lockers and Hallways**

1. Each student shall be assigned a locker for books and coats. Each locker is the property of the Pittsville School District. The school principal or other faculty member designated by the Principal is authorized to open lockers and desks to examine their contents including personal belongings of students.
2. Students are encouraged to put locks on hall lockers which are available at the HS office.
3. Each student is responsible for the condition of his/her locker.
4. Inside and outside of lockers must be kept free of marks, stick-ons, posters, locker posters, etc.
5. Students may be issued a physical education locker. Lockers and locks are the property of the Pittsville School District and locks are available at the HS office.
6. Students are asked to be very cautious about leaving valuables in an unguarded situation. Thefts are easier to prevent than rectify after they occur. It is each individual student's responsibility to make sure no valuables are left unguarded. The school district is not responsible for the loss of such articles. We encourage each student to lock their lockers. On occasions when bringing in expensive articles, these articles may be checked in the office.
7. A student may have an expectation regarding privacy of possessions, however the school reserves the

right to inspect his/her person or locker if reasonable suspicion exists with the understanding that property brought onto school grounds may be searched or inspected under the following circumstances: a) that the safety of others may be compromised, b) suspicion of the possession of illegal drugs or alcohol, tobacco or other inappropriate materials, or c) suspicion of possession of dangerous weapons or explosive materials (School Board Policy 443.6: Weapons on School Premises)

8. No padlocks other than those issued by the school may be used on school lockers. Locks with combinations are available in the office. To keep your property safe and secure, do not share the student lock combination with anyone. Locks must be returned to the office at the end of each year. Locks are the property of the Pittsville School District.
9. Periodic general inspections of lockers -may be conducted by school authorities for any reason at anytime, without notice, without student consent, and without a search warrant. Prior notification may be given (Lockers School Board Policy 446)

### **Lost and Found**

Each school year, numerous articles of clothing and equipment are left at school. Items that remain unclaimed at winter break, spring break, and the end of the year will be given to charity. Please help us instill in our children the concept of caring for their belongings. This has both an educational and economic value. Please label all items of clothing or equipment that your child brings to school. This decreases the chance of loss or theft and increases the chances for the lost item to be recovered and returned to the owner. We strongly recommend that items of significant value not be brought to school. The school has no way of ensuring their safety. A “Lost and Found” area is located in the school. Most lost items can be found there.

### **Responsibilities of Student**

In addition to those responsibilities and regulations previously listed in this handbook, students are responsible for helping to maintain an environment where education can benefit all participants. Behavior that becomes dangerous, disruptive, or destructive cannot be tolerated and will be handled with appropriate measures.

Students are expected to comply with classroom rules and activities as defined by the teacher, coach, or sponsor. Any teacher, coach, advisor, etc. who may have additional rules and regulations beyond those listed in this handbook must have those rules in writing, approved by Administration and presented to each student involved, at the beginning of his / her sport, activity, or school year. Those additional rules and regulations are also subject to all appeal procedures.

### **Self-Discipline**

The goal of all control measures is self-discipline. Use of corrective measures will depend upon the nature of the behavior, the frequency and the demonstrated degree to which the student is trying to correct undesirable behavior. Conferences will be conducted with students to ensure due process and to increase communication. Students faced with disciplinary action will be informed of the facts and nature of the conduct which has been challenged and will be given an opportunity to explain his/her version of the facts or conduct which has been challenged prior to the imposition of discipline. Detailed and emphatic explanation of cause and effect may be part of conference procedures.

### **Unacceptable Behavior**

Basic to a definition of unacceptable behavior in the Pittsville School District is the firm conviction that the entire community must subscribe to reasonable group needs. Control of individual actions in order to create an acceptable learning atmosphere free from undue disruption or intimidation is the school's responsibility. Actions which go beyond reasonable control either by the degree of severity or repetition will be subject to punishment. If determined egregious by staff or administration, a student will receive a disorderly conduct citation from the School Resource Officer, an offense considered a misdemeanor, for swearing at staff or other students.

1. At Staff / Students: Defined as directed toward, or with intent for the staff member or student(s) to hear, in response to a staff member or student within the learning environment.
2. Learning Environment: Defined as any area of the school campus, school transportation, or sponsored school event.

**Academics**

**Academic Integrity**

Students are expected to do their own work. Copying, cheating, and plagiarizing are not allowed. This policy includes inappropriate use of artificial intelligence websites or applications to dishonorably complete student work. Staff who assign work which is susceptible to plagiarism are asked to teach the definition of plagiarism and how to avoid it through quotations, citations, and rewording. The Panther Trait of “Honor” is to be highlighted in any such lesson. Additionally, staff are asked to remind students that copying and cheating are dishonorable and not allowed at PHS.

Students who violate our terms of academic integrity will be asked to redo the task or do a similar task. There may be additional sanctions applied, but the students’ grade will not be permanently lowered.

Consequences for academic integrity violations:

	Plagiarism	Copying/cheating
1st offense (PER YEAR)	Meet with student and teacher, discuss violation of honor code, document in Skyward, revise and resubmit work.	Meet with student and teacher, discuss violation of honor code, document in skyward, re-do assessment/assignment with explanation/justification.
2nd offense (PER YEAR)	<a href="#">Indiana University plagiarism course</a> after school, parent notified, document in Skyward, resubmit work.	Parent notified, document in Skyward, do alternate assessment/assignment.

**Cheating and Plagiarism**

Dishonest scholarly practices include, but are not necessarily limited to: taking, using, or copying another’s work and submitting it as one’s own, intentionally falsifying information, taking another’s ideas with the intention of passing ideas in class as one’s own, or supplying another student with your work.

The judgment regarding a dishonest scholarly practice should, in most cases, be made by the individual instructor. The basic criteria to be used in judging the dishonest scholarly practice is the intention of the student to enhance his or her own position or another student’s position within the class by employing a dishonest or unacceptable scholarly practice.

A few examples would include (but are not limited to):

1. Work copied verbatim from the original author.
2. Work copied practically verbatim with only a few words altered from the original without proper credit being given.
3. Copying answers from another’s test paper.
4. Evidence of a deliberate and calculated plan to engage in a dishonest academic practice such as gaining

access to examinations prior to the time the exam was to be given or the extraction of information regarding an examination from other students, whether verbally or through text messages.

5. Falsification of clinical records.

The course instructor will determine the appropriate penalty for proven cases of dishonest scholarly practice in his/her class.

See grading policy section for clarification.

### **Report Cards**

Formal report cards are available for printing if requested after the end of each term indicating the grades earned each term. A continual grade report is available through the school district website. Teachers will update grades each week.

## **Health**

### **Communicable Diseases**

Any student suspected of carrying a communicable disease will be excluded from school and advised to seek medical attention. A student excluded for this reason must have a note from a parent/guardian or physician stating what treatment plan is being followed for school re-entry. The following diseases are communicable and cause for exclusion from school now (others diseases may be added to this list by the County Health Department): measles, influenza, staph infection, impetigo, mumps, ringworm, infectious hepatitis, rubella, chicken pox, scarlet fever, strep throat, pink eye, scabies, lice, and whooping cough.

### **Immunization**

Parents or guardians of students admitted to the district's elementary and secondary schools shall present immunization records as required by law. These requirements can only be waived for health, religious, or personal conviction reasons if the student (if an adult) or the student's parent/guardian or legal custodian submits a written statement to the school or child care center. The Wood County Public Health Nurses provide free immunizations on designated nights. Getting the student's needed immunizations and reporting them to the school is the parents' responsibility.

### **Injuries or Illness**

1. Children are expected to report injuries or illnesses to their teacher(s). Serious injuries and illnesses must be reported to the office immediately.
2. School personnel will make the child as comfortable as possible and will determine what first aid, if any, is to be administered.
3. Parents will be notified if the student's condition is serious. If parents are unavailable, the alternate designee on the Skyward Emergency tab will be contacted. The parent or alternate will be apprised of the child's condition and decide whether to pick the child up or to leave the child at school.
4. In the event neither parent nor alternate is available, the health school personnel will determine whether medical examination is needed. If this determination is affirmative, school personnel will transport the child to the medical facility designated on the Skyward Emergency tab.
5. Parents should keep the office apprised of any health condition including tendencies to "use" illness as a means of getting out of work. This information may be useful in dealing with health needs.
6. School personnel will use their best judgment in protecting the child's health and well-being. This includes transportation by ambulance, if necessary.
7. First aid services are available in the office. Students must secure a pass from teachers to go to the first aid office. Absence from class without such permission will be unexcused.

8. The Skyward Emergency tab will be utilized in dealing with student injury or illness. Parents are responsible to report changes to the Principal's office.

### **Medication Administration**

These are the legal requirements for providing medication at school:

1. Your child's medication must be in a properly labeled prescription bottle.
2. A signed permission form, Clinicians Order for Administration of Prescription Medication, with directions from the physician must be on file for each medication to be given.
3. A signed permission form from the parent or legal guardian must be on file for each medication to be given.
4. A new permission form from the physician and parent is needed at the beginning of each school year.
5. Parents who have not brought medication to school or provided the school with the necessary forms will be requested to give his/her child medication at school until the proper paperwork has been submitted.
6. If a child is to receive over-the-counter medications, they must be provided by the parent in their original container with dosages on the package. No OTC medications will be given unless a signed Parent/Guardian Consent Form for medication is on file in the school office. A non-prescription drug may be administered only in a dose prescribed on the bottle; a different dosage, if requested, must be accompanied by a request from the pupil's practitioner. If a child takes medication during the day, the parent will be informed by a Health Office Visit form which will be sent home with the child. The school will not send home controlled substances with the student. Parents must pick them up at school.
7. Students may not self-administer or possess medications, with one exception: a student with asthma may carry an inhaler and self administrator with written approval of the student's practitioner and the student's parent or guardian.
8. All students who need daily/ongoing healthcare management will report to the office. School personnel will follow all directives provided by a student's Health Care Plan.

Please count the number of tablets of each medication you send to school and mark it on your calendar when your child will require a refill of medication. School staff will send the empty bottle home with each child. If you have the date on your calendar, then you will have medication available and your child will always have the medicine he/she requires.

### **Safety**

#### **Building Lockdown / Closed Door / Active Shooter or Intruder drills**

1. PSD subscribes to the run + hide + fight safety plan in the event of an active shooter (ex: ALICE training).
2. PSD staff and students will train in the run + hide + fight safety plan at least three per year.

#### **Fire Drills**

Staff members will take the Safety Plan and class lists with them during all drills. There will be fire drills in the Pittsville School District throughout the year. The warning signal is a steady horn blast. When the alarm is sounded, everyone is to go to the designated emergency exits. Do not run, but walk swiftly. When outside, students should move at least 100 feet from the building. Each room in the school will have a definite route for evacuation. Rules concerning evacuation will be posted in each area and will be explained by the homeroom teacher. Teachers are to close their classroom doors as they move toward the designated exits.

## **Inclement Weather**

(Snow Storms, etc.)

If weather conditions are such that you think the school schedule may be interrupted, please listen to one of the radio stations listed below. Notification of cancellations, delays, or early dismissals due to inclement weather will also be made through Pittsville School District's School Messenger Alert System and will be posted on our Facebook page. Parents should have an emergency plan for handling these situations for the safety and health of our children. Do not drop children off at school on mornings when school is delayed, as there is no supervision available on those days. WIFC 95.5 FM; WOSQ 92.3 FM, WOFM 94.7 FM; WGLX 103.3 FM; WSAW TV-9; WAOW TV-9; WEAU TV-13.

## **Tornado Watch / Warning Procedure**

During a tornado watch, specific teachers or other school staff members will be designated to monitor commercial radio / internet for tornado warnings. The tornado warning signal is an alternating bell. Students and staff will report to their designated area for safety. Students shall return to their classroom only after given the all-clear signal.

## **Technology**

### **Cell Phones and Other Electronic Devices**

1. Cell phones are not to be in students' possession during class time. Students who bring cellphones to class are required to place them in the designated device holders. On rare occasions, teachers, with administrative approval, may make exceptions for educational purposes. Students with valid medical reasons to have their phones are exceptions; their phones must remain out of sight, locker or pocket.
2. Students are not permitted to use earbuds in class unless specifically part of the lesson plan and required by the teacher.
3. Laser beam pens or similar devices are prohibited.
4. If students do not comply with cell phone policy, the cell phone may be confiscated at the discretion of the teacher. The cell phone may be retained by the classroom teacher for the remainder of the class time and a student can retrieve the phone at the end of class time.
5. In the event the student does not want to, or will not, provide the cell phone to the teacher when requested, the office will be notified and the phone will be taken to the office for the remainder of the day. It is the responsibility of the student to retrieve the phone at the end of the day.
6. Cell phones are not to be used in the locker room, bathroom, or in any environment that compromises the physical privacy of another student due to privacy issues. Pictures taken of other students in the locker room, bathroom, or in varying degrees of dress, could result in criminal prosecution. This concern is further addressed in School Board Policy 443.5 (Appendix B).
7. Inappropriate use of cell phones, such as possessing a phone in class or using earbuds in class will result in the following consequences:



1st Cell Phone Violation	Teacher Correction (documented in Skyward, no parent contact)
2nd Cell Phone Violation	The cell phone will be taken to the office until the end of the day. The student can pick it up after school. Parents / Guardians will be notified of the offense by the teacher who took the cell phone via Skyward.
3rd Cell Phone Violation	The cell phone will be taken to the office until the end of the day. The cell phone will be turned into the office for 5 consecutive days (that the student is in attendance). The cell phone will be returned to the child at the end of each school day. Parents / Guardians will be notified of the offense by the teacher.
4th Cell Phone Violation	<p>Phone is turned into the main office and given to the student/parent/guardian at the end of the day when the student is in attendance. Documented in Skyward as an offense. Upon the fourth infraction of the cell phone use policy, the student will be required to participate in a Check-In/Check-Out process with the building principal. This process is designed to support the student in understanding the importance of maintaining focus during school hours and to encourage responsible cell phone use.</p> <p>Procedure:</p> <ol style="list-style-type: none"> <li>1. The student will meet with the principal at the beginning of each school day to check in and turn in cell phone.</li> <li>2. The principal will discuss the student's cell phone use and any concerns or challenges they may be facing.</li> <li>3. At the end of the school day, the student will check out with the principal to review the day's progress and the cell phone will be returned to the student.</li> </ol>

8. Note - it is not the intention of PSD staff to instigate or engage in any conflict with students regarding the use of phones. Students will only be confronted when their use of phones violates the rules stated above. At all times, staff will remain courteous and respectful as they address the behavior. Conversely, students are expected to be forthcoming, responsible, and respectful regarding their phone use. Excuses such as "I was just checking the time" or failure to surrender the device after repeated infractions will not be tolerated.

### **Computer and Technology**

Computers, chromebooks, and technology are provided for the benefit and use of students. This benefit will be provided to students who treat the equipment with respect and refrain from compromising the confidentiality expected by the staff and other students. The district reserves the right to review the information in an individual account. The students will follow all rules and regulations as set forth in the district computer use policy. All students must have a signed *Computer Use Agreement* on file before using the computer or chromebook. Please read the *Computer Use Agreement* carefully. It is important to know that students are responsible to pay for replacement parts on damaged chromebooks.

## **Google Classroom**

Students in Grades 4-12 utilize Google Classroom for instructional purposes.

## **Locker Room Privacy**

In an effort to ensure the privacy interests of players/students who use the locker room. Admittance to the locker room prior to and following athletic competitions is limited to coach(es) and/or members of the team. No one may enter a locker room for the purpose of interviewing or seeking information from any individual in the locker room. No person at any time may use a camera or other recording device including cell phones in the locker rooms to capture, record, or transfer a representation of a nude or partially nude person.

## **Sexting**

It is unlawful for minors to possess, share, or view images of minors in a state of undress where private parts are exposed. Students are not allowed to take such pictures of themselves, request such pictures of underage peers, or view such images. It is the responsibility of any PSD student to report this behavior to school administration in a timely manner in order to protect our students. Situations involving sexting which occur on PSD property, at PSD events, or which come to the attention of PSD personnel will be taken very seriously by PSD staff and potentially referred to the local police.

## **Student Chromebooks**

All students are given a Chromebook at the beginning of the school year, which includes an academic planning app, among others. Please see the Chromebook Guide for more information.

## **Youtube**

Teachers utilize Youtube to connect with students virtually. Youtube requires parent permission to use if students are younger than 13 years of age. All students may access Youtube. If you do not want your child to access Youtube for educational purposes, you are required to contact the building principal in writing. By signing that you have read and agreed to follow the guidelines in this handbook, you are giving your child permission to access Youtube.

## **Miscellaneous**

### **Change of Address**

If at any time during the school year a student moves to a different address, the change should be reported to the office. A change in a telephone number should also be reported. All contact information should be kept up to date in Skyward.

### **Elastic Clause**

Staff members at PHS are empowered to use necessary and proper judgment when dealing with safety situations and while always respecting student rights and dignity.

### **Field Trip Consent Procedure**

Students take part in field trips throughout the school year. These trips are an extension of the curriculum. Students are expected to follow all school rules and the directions of the teachers and chaperones. Parents may be asked to chaperone or, at times, can volunteer to chaperone on a field trip. All parents who chaperone must have a *Volunteer Form* filed with the district. The purpose of a field trip is to provide a learning experience for students in that grade level. Younger family members are not allowed to accompany the chaperones while on a field trip, as the purpose of chaperoning is to provide guidance and supervision for the children in the class.

For all bus trips off campus, all students must complete and return to the classroom teacher a *Field Trip Consent Form* signed by a parent / guardian authorizing the student to participate in the field trip. If a form is not received by the schools, the student will not be allowed on the field trip. This does not apply to field trips which involve only the regular class period and no transportation.

If a parent chooses to transport their child to and from a field trip, prior written documentation must be submitted to the office.

During the school year, teachers take their students to places in the community for educational reasons. When teachers leave school grounds (other than physical education classes walking to Riverside Park), parents will be notified by the teacher. A permission slip is not required for walking field trips.

### **Fundraisers**

All fundraisers must have prior approval of the principal and in some cases the superintendent.

### **Informing Parents of Violations**

Depending on the violation and the seriousness of the action, a student's parents may be contacted by telephone, email, or mail in addition to a student conference. The intent of the contact is to inform the parent of the violation, the student's attitude during the conference, and to elicit parent support for correcting the unacceptable behavior.

### **Learning Media Center (LMC)**

The school LMC operates for the benefit of all students. The Library Media Specialist and library assistants are available to help you use the center for your academic work as well as recreational reading.

To ensure the LMC is used to its fullest capacity, a few general rules must be observed:

1. The LMC must be a place conducive to student learning and collaboration focused on the curriculum of PSD.
2. All materials must be checked out before they are taken from the LMC.
3. Books can be checked out for two weeks. Overnight checkout is available for some reference books.
4. Do not mark, tear or cut any materials.
5. Return materials to their proper place when finished.
6. The LMC may be used after school if prior arrangements are made.
7. Respect the rights of your classmates to finish their work even though your work might be completed.
8. You will be welcome in the LMC as long as proper etiquette is observed.
9. LMC privileges may be revoked when repeated disruptions to the learning environment have occurred.
10. Students using the LMC to take a test will sign in and inform the Library Media Specialist (LMS) they are taking a test. Students will be seated appropriately to ensure the test is taken with integrity and students will leave the test with the LMS upon completion
11. The LMC is a designated learning and resource space for students enrolled in the Rural Virtual Academy (full time and blended learning).

### **Manners**

All behaviors exhibited by the student while at school and school-related activities are a reflection of that student and the school. It is the intention of PS to create an environment of mutual respect supported by families and community. Students are expected to display common courtesy and good manners. The expectation of student interaction with all staff members is that all adult staff will be formally addressed. Words such as please and thank you will be used and reciprocated.

**Phone Call Home Checks**

Spot checks may be done to the homes of absent students and information obtained may be made to determine the reason for absenteeism.

**Staff Members**

It is every student's duty to accept feedback, redirection, and if necessary, consequences from any staff member, (including bus drivers, cooks, and custodians.) Students are expected to address the staff formally. Disrespect for staff members brought to the attention of the building principal will result in steps taken to reteach and correct the behavior.

**Telephone Calls**

In emergencies, telephone calls may be made to the school office (high school, 884-6412) between the hours of 7:30 a.m. and 3:30 p.m. Only messages of an urgent nature will be delivered to students. Students will not be allowed to make unnecessary calls. School phones are for business. Students need to limit calls to non-class time. For the benefit of all students, these calls should be a maximum of two minutes or less.

## Elementary School Specifics

### Academics

#### Assignments of Students to Teachers / Classrooms

The School District of Pittsville views the assignments of students to classes as a major and important factor in the success of all students. The makeup and balance of students in a classroom affects the educational productiveness of the students assigned to that particular classroom. Class assignments shall be fair and in the best interest of the overall effective functioning of the school community.

The building principal will be responsible for the supervision and proper placement of the students. The following placement criteria will be considered in the placement of students to classes: Special needs of students; social, behavioral, and academic needs of each individual student; reasonable gender and intelligence balance; separation of specific students to avoid a potential conflict; academic compatibility; adaptability of student to instructor's teaching style.

A parent may request to have their child in a specific classroom. This request must be in writing or sent in an email indicating the classroom request and educational reason. The written request must be completed by a parent or legal guardian. ***Such requests must be submitted to the principal prior to April 10th of the preceding school year.*** These requests will be honored when they are practical and possible. The principal will communicate to the parent or legal guardian if the request will not be granted.

#### Four Year Old Kindergarten

4K programming is intended for one year only. Requesting a second year of 4K is considered retention and will be subject to District policy that requires a case-by-case approval. See Board Policy 345.2

#### Homework

Students can expect to have homework on a daily basis depending upon the grade level and course the child is enrolled in. The purpose of this homework is:

- To provide extra practice on learned skills.
- To provide further learning in areas covered in the classroom.
- To provide an opportunity for students to learn good work habits.
- To provide an opportunity for growth in responsibility.
- To provide you with an opportunity to see what your child is studying and how well he/she is doing.

At Pittsville Elementary, we believe that parents are their child's first teacher and learning is lifelong. Every child is encouraged to read a minimum of fifteen minutes each night.

#### Homework Procedure

Homework procedures will be determined by grade level and will be consistent within each grade level. Your child's teacher(s) will communicate the homework policy no later than the second Friday after the start of school.

#### Honor Roll Requirements

Students in Grades 4-8 are eligible to receive recognition for their academic achievement. Students who qualify for the honor roll are recognized each quarter of the school year. Every new quarter brings the opportunity to achieve honor roll status. To qualify for honor roll, students must have As and Bs on their report card. No more than 3 Bs are allowed per quarter. *\*See Presidential Award for Educational Excellence for information regarding this recognition.*

## Lockers

Lockers are owned by the school and students are allowed to use them. Students are asked to be very cautious about leaving valuables in an unguarded situation. Thefts are easier to prevent than rectify after they occur. It is each individual student's responsibility to make sure no valuables are left unguarded.

Students in grades 7-8 will be provided locks for their lockers if desired. It is expected that these locks will be used. The school is not responsible for items stolen from an unlocked locker. A fee of \$5.00 is assessed if a lock is damaged or lost.

Even though a student has the right of expectancy of privacy in person and possession, the school reserves the right to inspect his / her locker under the following conditions: Safety of others; Dangerous weapons (School Board Policy 443.6 Weapons on School Premises); Reasonable suspicion for civil problem; illegal drugs, liquor and/or malt beverages, explosive material, and tobacco products; Possible theft.

School officials may search a student's locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings. Prior to a locker search, a student shall be notified and given an opportunity to be present at the search. If, however, school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare, and safety of students in the school or the school environment, a student's locker may be search without prior warning.

The student is responsible for his / her locker and will be charged any damage done to it. Attached articles should be attached with magnets and not tape. Students will be responsible for ensuring that their lockers are clean at the end of the school year. Obscene or indecent materials and materials that refer to drugs, alcohol, or profanity are prohibited (State Statute 118.32).

## Physical Education - Participation

All students are expected to participate in Physical Education activities while here at school. A doctor's note is required if a student should not participate in Physical Education class.

## Quality Work

The educational community has high expectations for student work. Quality work will assist students in achieving their goals in school. Successful individuals will demonstrate self-motivation, initiative, and leadership skills. Dishonest scholarly practices include, but are not necessarily limited to, taking, using, or copying another's work and submitting it as one's own, intentionally falsifying information or taking another's ideas with the intention of passing ideas in class as one's own.

The judgment regarding a dishonest scholarly practice should, in most cases, be made by the individual instructor. The basic criterion that will be used in judging the dishonest scholarly practice is the intention of the student to enhance his or her own position within the class by employing a dishonest or unacceptable scholarly practice.

A few examples would include (*but are not limited to*):

- Work copied verbatim from an original author without proper credit being given.
- Work copied practically verbatim with only a few words altered from the original without proper credit being given.
- Copying answers from another's test paper or copying other work.
- Evidence of a deliberate and calculated plan to engage in a dishonest academic practice such as gaining access to examinations prior to the time the exam was to be given or the extraction of information regarding an examination from other students.
- Falsification of clinical records.

Consequences for proven cases of dishonest scholarly practices - the course instructor will determine the appropriate penalty for proven cases of dishonest scholarly practice in his/her class.

### **Recess**

Weather permitting, all students will be required to go out for recess. The only acceptable reason for a student remaining indoors is a written excuse from a physician indicating the medical reason for exclusion. This excuse should indicate the time period involved and any other restrictions placed on the student. Generally, if the student is well enough to be in school, he / she is well enough to participate in recess. Students are expected to dress appropriately for the weather.

### **Schedule Changes**

For students in Grades 4-8, schedule changes may occur at the start of each semester. Students have five school days from the beginning of each semester to make changes in their schedule. After five days into the semester, a meeting with the principal is mandatory for any schedule change requests and changes in schedules will be based on individual cases. Parents or students must complete the Class Change Request Form or they can email the school counselor for any schedule changes. Please note from the music department: Students may request to add choir at the beginning of each semester, but are not allowed to request to add band to their schedule after the 2<sup>nd</sup> Friday in September.

### **School Counseling (4K-8)**

School counselor(s) are available to help students with exploration, goal setting, personal growth or issues related to school. All students will have Classroom Counseling on a regular basis with a school counselor as part of a Comprehensive School Counseling Program.

In addition to Classroom Counseling lessons, the school counselor(s) provide short-term counseling in small-group and individual settings within the scope of the school counselor(s) professional abilities and/or licensure. Any parent/guardian who does not want their child to meet with the school counselor individually or in a small group should contact the building principal in writing.

### **Textbooks**

Students are reminded that they are responsible for their textbooks. The books are the property of Pittsville Elementary School and must be accounted for at the end of the year. Students should always check their book when issued and report any damage to the teacher in order to avoid being fined for book damage upon return. Students will be charged for any books lost, stolen, or damaged while issued to them by the Pittsville Elementary School.

### **Attendance**

All students between the ages of 6 and 18 years of age shall attend school during the day except as provided by law. Students with schedules designed by an Individual Education Plan team may have less than the defined school day. A student who is not in attendance for all or part of a school day will be marked as absent in the student attendance record for the time period that he / she is absent. Students will not be excused from school except in cases of emergencies, when parents / guardians communicate with the school, or when a pre-arranged absence has been approved. All work missed must be made up by the student. The student is responsible for gathering this make-up work. Teachers will assist in gathering assignments when notified of the absence prior to the start of the school day.

Pre-arranged absences may be arranged by parents completing a *pre-arranged absence form* available on our website or in the office. The purpose of the form is to communicate with your child's teacher(s) so he /she (they) are aware of the upcoming absence and can help get assignments and learning tasks ready prior to the student being absent. It is the student's responsibility to gather all assignments from his /her teacher(s) for the period of time he /she will be gone and arrange how make-up of these assignments will be handled. Please note:

pre-arranged absences are excused, but are still counted in the total number of days absent for the student. Students need to turn in the completed form to the office so the absence can be recorded. When the form is turned into the office, the principal or administrative assistant will sign, the absence will be recorded, and a copy of the form will be given to the student so he /she is aware of the assignments to complete.

Parents /guardians must call the school office at (715) 884 - 2517 to inform office personnel if a child will be absent for the day. If a call is not received from the parent /guardian by 8:30 a.m., the parent /guardian will receive a call from the Pittsville School District's School Messenger Alert System notifying them of the unexcused absence and requesting a return phone call from the parent / guardian regarding the absence. If the school does not receive notification from the parent /guardian regarding the absence, the child will be marked as unexcused and the parent may receive an attendance letter regarding the statutes that require attendance at school.

Any student not present in their classroom by 7:50 a.m. morning bell will be marked tardy. Students who arrive prior to 7:45 a.m. will be required to go outside to their designated area. Any student leaving prior to the dismissal bell will be marked as an early departure. Both of these situations will be counted in considering perfect and excellent attendance. Perfect attendance is awarded to students who have no early departures, late arrivals, or absences. Excellent attendance is given for a total of three or fewer of the above.

The people who pick up students prior to the end of the school day or bring students late during the school day must report to the school office. This is necessary to maintain state attendance records and for security reasons. Students who are being picked up from school at the end of the day will be sent to the designated pick up area. The people who pick up students at the end of the day should remain in this designated area to wait for the student. This is to keep classroom disruptions to a minimum and allow the teacher to end the school day in an orderly manner.

Students leaving school other than the usual departure procedure (for example, bus, walking, etc.) must have a signed note from the parent / legal guardian or the parent / legal guardian must call or email office personnel to communicate the change. Changes in departure routines need to be communicated with office personnel as early as possible in the day. Students should bring notes to the office right away in the morning.

### **Truancy**

Attendance is important and required of students ages 6 years to 18 years old. Attendance is carefully monitored by the principal and each situation will be handled on an individual basis. Attendance letters may be sent when attendance is a concern. Time of the year, the number of absences, and individual situations are all taken into consideration when attendance letters are sent. If parents / guardians receive more than three attendance letters in a school year, any further absences will be reported to the Pittsville Police Department for truancy. "Habitual truant" means a student who is absent from school without an acceptable excuse for part or all of 5 or more days on which school is held during a semester. Legal referral for truancy will follow WI stats. 118.15 and local City of Pittsville ordinance.

### **Awards**

#### **Golden Awards**

The Golden Awards program allows grade levels to celebrate learning within their classrooms. Classrooms work together to earn the following awards: Golden Book, Golden Dustpan and Broom, Golden Pencil, Golden Slide, Golden Slipper, Golden Table, Golden Present, and Golden Star. These awards are based upon nominations from school personnel including custodians, teachers, kitchen staff, administrative assistants, principal, student services staff, and teacher assistants. Grades 4K-5 have monthly award celebrations. Quarterly award presentations are held for Grades 6-8.



### **President's Award for Educational Excellence**

Academic success is very important here at Pittsville Elementary School. This award and recognition is given to students in Grade 8 who have qualified for the honor roll every quarter from Grade 6 - Grade 8. *\*Please see honor roll requirements (above).*

### **Discipline**

#### **Discipline Procedures**

Behavioral referral documentation is noted in Skyward. Skyward discipline records are used to determine patterns in behavior so the proper interventions can be put into place.

Discipline is a team effort between the school and home. While teachers are in authority at school, they need parents' help in establishing appropriate behavior. The student is responsible for following the rules established in each classroom.

The goal of discipline at Pittsville Elementary School is to help students gain social responsibility. An all-school discipline system has been established to assist students and to ensure that our school environment is a safe place for everyone.

Behavior expectations are as follows:

Be responsible, be respectful, be honorable, and be engaged.

The elementary staff is committed to solving problems collaboratively with students.

Using the collaborative and proactive solutions approach, staff and students focus on solving the problems that are causing the behavior. Staff is committed to talking to the student(s) in order to seek to understand the situation.

Consequences for choosing not to follow the behavior expectations:

- Conference with teacher / supervisor
- Conference with principal
- Parent contact
- Time away / Detention
- Parent / Student meeting
- Other logical consequences for action

### **Food Service**

#### **Food Service (4K-8)**

The School District of Pittsville utilizes a computer software program to keep track of individual student accounts. As your child purchases meals and / or milk, an offsetting charge for that meal will be made against their account. Since this system depends on paying for meals in advance each student must keep a positive balance in their account. Students whose accounts are below 6 meals will be notified weekly using the Pittsville School District's Skylert System. If an account gets below zero, a notice will be sent out stating if the amount due is not paid in 3 working days, your child will no longer be able to participate in the school lunch program. Applications for Free and Reduced Priced Meals are available in the office. Money for lunch / milk should be sent in a sealed envelope that is clearly marked with their child's first / last name. All envelopes should be placed in the locked box in the office.

Students are issued a Student Identification Number. This number is entered through a keypad at the beginning of the lunch line. Since it is impossible to keep the number confidential, a food service representative will monitor the process to ensure students are using the correct numbers.

Students may participate in the breakfast program. Breakfast is from 7:45 a.m. - 8:15 a.m. Students can eat their breakfast in their classroom or in the cafeteria.

All food should be eaten in the cafeteria or classrooms.

## **PTO**

### **Parent / Teacher Organization (PTO)**

The Pittsville PTO is an integral part of the total school program. It serves the students in many ways and, thus, serves the school. To function effectively, the PTO needs volunteer workers with a broad range of talents and skills. We welcome and encourage all parents to become involved.

## **Technology**

### **Computers, Chromebooks, and Technology**

Each student will be required to provide their own headphones and Chromebook case. These headphones will be kept at school.

## **Visitors**

### **Visitation - Parents and Other Family Members**

Visitors may attend special events such as assemblies, classroom parties, etc., but during regular instruction, the time of visiting will be limited by the teacher and/or principal. If visitors plan to eat lunch with a student, please call the school office in the a.m. so that enough food may be prepared. If an adult would like to have lunch with their child, an alternate location will be provided. An adult lunch ticket is available to parents at the regular adult rate of \$4.20. Parents wishing to conference with their child's teacher should call the school at (715) 884-2517 to make an appointment. For the safety of all our children, visitors must sign in and check out at the office upon arrival and departure at school and must wear a visitor identification badge while in attendance. If a visitor refuses to check in, he / she may not be allowed to enter the building during the school day.

### **Visitation - Students**

Student guests are not allowed.

## **Volunteering at School**

Volunteers are an integral part of our school community. We encourage parents, grandparents, and community members to assist at school in the following areas: recess supervision, lunchroom supervision, tutoring students, reading to students, or general assistance in the classroom. If you are willing to help out at school, please contact the school office or a teacher to acquire a *Volunteer Form* for approval. The *Volunteer Form* is also available on our school website. If you have questions, please call the school office. *Volunteer forms* must be completed every school year.

## **Miscellaneous**

### **Candy / Soda**

We make a conscious effort to teach the importance of good nutrition in our classrooms and through our Food Service Program. Our cafeteria provides healthy food and state-approved menus. With that in mind, we ask that if your child brings a cold lunch to school, do not include candy or soda as a part of his / her lunch on a regular basis. Please help us promote good eating habits and the importance of nutrition by eliminating / reducing the amount of candy and soda from your child's lunch.

### **Gifts at School**

We understand that birthdays and holidays are special occasions. We acknowledge that these gifts are important to families. To minimize the disruption to the learning environment, gifts can be taken to the office. The office personnel will contact the teacher to determine an appropriate time for the child to come to the office to receive the gifts. Gifts will not be delivered immediately and gifts will not be delivered to the classrooms.

### **High School Expectations**

General policies from the high school may be implemented, if necessary. 7<sup>th</sup> and 8<sup>th</sup> Graders are responsible for following guidelines implemented at the elementary school and high school. When students are at the elementary school, they must follow the guidelines in the Elementary School Handbook. When students are in the CTE building, they must follow high school expectations.

### **Respect for All**

It is everyone's duty to be respectful to one another. It is the student's duty to accept constructive criticism and reprimands from any staff member. Students are expected to address the staff formally. It is the student's responsibility to listen and respect the adults in the building. Continued disrespect for staff will be brought to the attention of the building principal and appropriate steps will be taken to correct the misbehavior.

### **Telephone Use**

If a student needs to use the telephone in the office he / she can come to the office to make the request.

Teachers cannot be contacted directly during school hours from 8:00 a.m. to 3:00 p.m. If a teacher needs to be contacted, calls are handled through the main elementary office and forwarded to the teacher's voicemail. Direct calls to students in a classroom will not be allowed during school hours.

### **Title One Parent / Student / Title Teacher Compact**

Parent/Guardian:

We are writing to inform you that we, Mrs. Joan Frericks and Mrs. Krista Brueggen are available to work with any student in our school because we are a School-Wide Title 1 Program. Our focus is working with students who need extra help to be successful, particularly in the area of reading. We will work with these students in small groups.

Title 1 is a federally funded program designed to assist students who are having difficulty in the area of reading, language arts, or mathematics. The program provides extra help in the regular content areas of these curricula to students in a small group setting with the Title 1 personnel. It is hoped that with this extra help students will be able to find success in the curricular areas.

These services are offered to regular education students to assist and encourage them in their academic programs. With this success, it is our goal for these students to develop a positive self-concept and a willingness to try new and innovative approaches to learning.

Attached you will find the Parent/Student/Teacher Compact. By law we need to have this on file for every child and parent, regardless if they are ever served through our program or not. Please have your child return this to the office by the 2nd Friday in September.

We encourage you to get involved in your child's education by volunteering at school, reading with them, asking him / her what he / she did at school that day, etc.

If you have any questions or concerns please feel free to contact us. You may call the school at 715-884-2517 or email us at [bruegkri@pittsville.k12.wi.us](mailto:bruegkri@pittsville.k12.wi.us) or [frerijoa@pittsville.k12.wi.us](mailto:frerijoa@pittsville.k12.wi.us).

Thank you,

Mrs. Joan Frericks (715) 884 - 2517 ext. 253

Mrs. Krista Brueggen (715) 884 -2517 ext. 254

## **Water Bottles**

Students may have water bottles in classrooms. Sugary drinks / energy drinks are not allowed in the classroom unless it is for a class purpose (party / treat, etc).

## **Code of Student Conduct - Attachment A**

### **Statement of Principal**

The District recognizes and accepts its responsibility to create, foster, and maintain an orderly and safe class environment, conducive to teaching and to the learning process. Every member of the school community is expected to cooperate in this central mission. Staff, including administrators and teachers, must use their training, experience, and authority to create schools and classes where effective learning is possible. Students are expected to come to school, and to every class, ready and willing to learn. Parents should be aware of their children's activities, performance, and behavior in school, and are asked to cooperate and consult with the school to prevent or address problems.

The District has a legal duty to make its school as free as possible of the dangers of violence, weapons, drugs, and other behavior harmful to the educational environment. This duty is enforced through the District's policy on suspension and expulsion, which provides procedures by which students may be removed from the school community either temporarily, or in the case of certain expulsions, permanently.

But equally important, the District owes its students, as a group, the opportunity to attend school as free as reasonably possible from unnecessary and unwarranted distraction and disruption, particularly by those relatively few students who, for whatever reason, are unwilling, unready, or unable to avail themselves of the opportunity for an education. Such behavior, while not necessarily so serious or pervasive to warrant suspension or expulsion, can be nearly as destructive to the educational environment. Such behavior warrants, at a minimum, that the student be removed temporarily from the class or activity ("short term removal" or "temporary removal"). Such removal serves the multiple purposes of eliminating (or minimizing) the disruption, or reinforcing the District's strong commitment to an appropriate educational environment, and of allowing a "cooling off" period, for disciplinary or other reasons, short of suspension or expulsion.

In other circumstances, the student's conduct, or the best interests of the student and the other members of the class, may warrant longer term removal from the class ("long term removal"). Long term removal may, but need not always, be for disciplinary purposes.

A teacher employed by the District may temporarily remove a pupil from the teacher's class if the pupil violates the terms of this Code of Student Conduct (the "Code"). In addition, long term removal of a student will be possible if the building administrator upholds a teacher's recommendation that a student be removed from the class for a longer period of time. Removal from class under this Code does not prohibit the District from pursuing or implementing other disciplinary measures, including but not limited to detentions, suspension, or expulsion, for the conduct for which the student was removed.

## **WHAT ARE THE GROUNDS FOR DISCIPLINARY REMOVAL FROM CLASS?**

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

Removal is a serious measure, and should not be imposed in an arbitrary, casual, or inconsistent manner. Behavioral expectations are always more constructive, and more likely to be followed, where their terms are communicated as clearly as possible to students and staff. However, it is neither possible nor necessary to specify every type of improper or inappropriate behavior, or every inappropriate circumstance, that would

justify removal under this Code. A teacher's primary responsibility is to maintain an appropriate educational environment for the class as a whole. Therefore, notwithstanding the provisions of this Code, in every circumstance, the teacher should exercise his or her best judgment in deciding whether it is appropriate to remove a student temporarily from class. In ordinary circumstances and in practical terms, a teacher's decision to remove a student temporarily from class will stand. However, there may be circumstances when the building administrator may, exercising his or her discretion, overrule the teacher's decision to remove the student, and return the student to class.

**Behavior that violates the District's policies on suspension or expulsion.**

The district's policies regarding suspension and expulsion are set forth in School Board Policies and student handbooks. It should be noted that decisions regarding suspension are made by building administrators, and recommendations for expulsion are made by the district's central administration. Thus, a teacher's decision to remove a student from class for behavior that violates the district's policies regarding suspension and expulsion may, but does not necessarily mean, that the student will also be suspended or expelled.

**Behavior that violates the behavioral rules and expectations in the Student Handbooks.**

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

**Behavior which is disruptive, dangerous, or unruly.**

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

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

**Behavior which interferes with the ability of the teacher to teach effectively.**

Students are required to cooperate with the teacher by listening attentively, obeying all instructions promptly and responding appropriately when called upon. A student's non-compliance may, in turn, distract others either by setting a bad example or by diverting the class from the lesson to the student's inappropriate behavior. By way of example and without limitation, a student may be removed for behavior, which constitutes:

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

### **Behavior which is inconsistent with classroom decorum and the ability of others to learn?"**

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

### **WHAT ARE OTHER NON-DISCIPLINARY REASONS FOR REMOVAL OF A STUDENT FROM CLASS?**

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

### **WHO MAY REMOVE A STUDENT FROM CLASS?**

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

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

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

A "teacher" is a certified instructor, counselor, nurse, or administrator in the employ of the district.

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

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

## **WHAT PROCEDURES MUST BE FOLLOWED IN TEMPORARILY REMOVING A STUDENT FROM CLASS?**

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

- Instruct the student to go to the main office for the period of removal. In such a case, the teacher should send a note with the student.
- Obtain coverage from the main office or other available staff.
- Seek assistance from the main office or other available staff. When assistance arrives, the teacher or the other adult should accompany the student to the main office.

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

Within twenty-four (24) hours or one business day of the removal, whatever is longer, the teacher shall submit to the building principal or designee, a short and concise written explanation of the basis for the removal. Such information may be submitted on a form provided by the building administrator or designee.

As soon as practicable, but in any event within twenty-four (24 hours) of the removal, the building principal shall inform the student's parents that the student was removed from class. Such notice may be by telephone. The parents of the student shall be sent written notice of the removal postmarked within two business days of the removal. Such written notice shall specify the class from which the student was removed, the duration of the removal, and the basis for the removal as stated by the teacher. The building administrator or designee shall keep written logs or records regarding unsuccessful attempts to contact the parents in accordance with this provision.

## **WHERE SHALL STUDENTS BE SENT PENDING AND DURING SHORT TERM REMOVAL FROM CLASS?**

Each building administrator shall designate a room or other suitable place where students shall remain during any period of removal from the classroom (the "short term removal area").

Students who are removed by their teachers must immediately and directly go, or be taken, to the main office. For the duration of the removal, the student shall stay in the short term removal area. At the discretion of the building administrator or designee, the student may instead be sent to another appropriate class, program, or educational setting, provided the student is supervised in such an alternative setting. The building administrator should also take steps to ensure that the students are supervised while in the short term removal area. In general, students should be required to do work of an academic nature while in the short term removal area. Such work should ordinarily be related to the work in the class from which the student was removed, or may be related to the student's misconduct (e.g., writing an apology or account of the situation). In no event should the student's time in the removal area be recreation or other free time.

## **HOW LONG SHALL A SHORT TERM REMOVAL LAST?**

Removal is a serious matter, and should not be taken lightly either by the teacher or the student. In most cases, a student shall remain in the short term removal area for at least the duration of the class or activity from which he or she was removed, or for at least forty-five (45) minutes, whichever is longer. Prior to allowing the student to resume his/her normal schedule, the building principal or designee shall speak to the student to determine whether the student is, or appears to be, ready and able to return to class without a recurrence of the behavior for which the student was removed. In the event it is not deemed appropriate to return the student to regular classes, the building administrator or designee shall either retain the student in short term removal, or where necessary, appropriate, or practicable, shall take steps to have the students sent home.

## **WHAT ARE THE PROCEDURES FOR LONG TERM REMOVAL?**

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

Where a teacher believes that the best interest of the student and/or the class require long term removal, the teacher should notify the building administrator in writing. Such statement should set forth as clearly and completely as possible (a) the basis for the removal request; (b) the alternatives, approaches, and other steps considered or taken to avoid the need for the removal; (c) the impact, positive and negative, on the removed student; and (d) the impact, positive and negative, on the rest of the class.

Upon receipt of such a statement, the building administrator may, in his/her discretion, consult with the teacher and/or other district staff. In most cases, it is appropriate to inform and consult with the parents of the student, and the student, involved in the request for long term removal.

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

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

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

Long term removal is an administrative decision not subject to a formal right of appeal.

However, the parents of the student, and/or the student, shall have the right to meet with the building administrator and/or the teacher(s) who made the request for a meeting. Where possible, such a meeting shall take place within three (3) business days of the request for a meeting. At the meeting, the building administrator shall inform the parents and/or student as fully as possible regarding the basis for the removal, the alternatives considered, and the basis for any decision. However, nothing in the Code shall prevent the building



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

### **WHAT DISCRETION OR FLEXIBILITY IS APPROPRIATE FOR INDIVIDUAL TEACHERS, ADMINISTRATORS, AND SCHOOLS?**

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

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

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

### **TO WHAT EXTENT IS REMOVAL APPLICABLE TO STUDENTS IDENTIFIED AS DISABLED UNDER THE IDEA?**

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

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

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

### **HOW WILL THIS CODE BE COMMUNICATED TO PARENTS AND STUDENT?**

The Code of Conduct will be provided to parents/guardians of the district. In addition, this code shall be provided to and discussed with the students of the district at the beginning of each school year.

Wisconsin Act 335 – Section 1.118.164 of the Statutes mandates that each school district in the state adapt a code of classroom conduct to be used as a guideline for removal of students from a classroom.

Cross Reference:

Pittsville High School Handbook

School Board Policy 443: Student Conduct, updated February 11, 2013

Adopted: September 14, 1999

Revised: August 8, 2005

## High School Specifics

### Academics

#### Behavior grades

Students will be given feedback on their behavior and how it affects their classroom performance. This will be especially true in classes in the Career and Technical Education department which directly assess employment skills. Students' grades, however, will be based on achievement, not behavior. Note that in some classes, such as Physical Education and Career & Financial Literacy, behavior grades such as participation are directly related to achievement.

#### Class Dues

Students will be charged \$50 in class dues before their freshmen year. This one time fee will be prorated (\$13 a year) for students who join the school after their freshman year. It is nonrefundable and will only be used for student needs, such as offsetting the costs of the yearbook and funding class trips, and with consent of class officers. Opportunities will be made available for all students to assist in the raising of these funds.

#### Definition of a School Day

1. The "school day" for Pittsville High School students shall be from 7:50 a.m. to 3:15 p.m on Monday, Tuesday, Thursday, and Friday and from 7:50 a.m. to 2:05 p.m. on Wednesdays with ½ hour for lunch everyday. The "school day" may be redefined by the district administrator or designated school official as needed when unforeseen circumstances determine it necessary to make concessions regarding specific times of day.
2. Students are responsible for being in class on time- at the time designated by the teacher or schedule.
3. The class period may be rearranged from time to time to accommodate a special situation. When this happens students will be notified a day in advance whenever possible.
4. Class Schedule Time (9-12)

#### Regular Schedule

1st Block (breakfast available and announcements)	7:50 - 9:17 am	87 mins
Panther Pride Time (PPT) (breakfast)	9:21 - 10:11 am	50 mins
2nd Block	10:15 - 11:42 am	87 mins
Lunch	11:43- 12:13 pm	30 mins
3rd Block	12:17 - 1:44 pm	87 mins
4th Block	1:48 - 3:15 pm	87 mins

#### Early Release Wednesdays

1st Block (inc. breakfast and announcements)	7:50 - 9:11 am	81 mins
2nd Block	9:15 - 10:36 am	81 mins
3rd Block	10:40 - 12:01 pm	81 mins
Lunch	12:05 - 12:35 pm	30 mins
4th Block (Skinnies split at 1:30)	12:39 - 2:05 pm	86 mins
Student release (LMC available)	2:05 - 3:20 pm	85 mins

#### Extra credit

Teachers will not give extra credit assignments or points at PHS. Enrichment activities are strongly encouraged; they should not be given points in the gradebook. Students can and should improve their grades by doing quality work and/or retaking assessments.

### **Group work**

No student at PHS will receive a grade for a group project without demonstrating individual achievement. While group work is encouraged and group projects can be an excellent method for demonstrating learning, group grades are ineffective and an inaccurate representation of individual understanding. Students are to demonstrate individual proficiency and account for individual contribution in order to receive grades on school work.

### **High School Registration**

Registration for the following school year takes place in the spring of the preceding school year. Subjects offered by the Pittsville High School are described in a supplemental handbook entitled *Pittsville High School Course Offerings*. The supplemental handbook is available on the high school webpage, the High School Counseling Office, or main office.

### **Early College Credit Program (ECCP)**

ECCP allows high school students who are in good academic standing, to take post-secondary courses at a technical college or at another participating two-year or four-year college. Courses may count both for college credit and toward high school graduation. The school counselor will assist with eligibility, selection, and enrollment. Semester One requests to participate in ECCP must be made by March 1, in the school year prior to application. Semester Two requests must be made by October 1, of the school year that ECCP is requested.

### **Career and Technical Education Academy (CTE)**

The Pittsville School District Career and Technical Education (CTE) Academy will provide all students with the opportunity to participate in education programs which are suited to the individual's vocational goals. Programs will be developed to incorporate equity, flexibility, and creativity while allowing students the greatest number of options, which can lead to success in post-secondary education and/or the world of work.

### **Certification - Assistant Childcare Teacher**

Students with certification as an Assistant Childcare Teacher will be afforded the special opportunity of WBL. These students will be able to earn one (1) credit each semester while completing 480 hours of work in a childcare center. These students will be given release for up to one (1) block to fulfill their work requirements

### **Online, blended learning, and independent study courses**

Online, blended learning, and independent study courses, such as Rural Virtual Academy, NWECS, and college or university courses through ECCP, are offered to students who meet the prerequisites for these classes, demonstrate the ability to work independently, and receive approval by the Principal. If the student fails the course, and wishes to take it again, they are responsible for the course cost after the first attempt. To enroll in any of these courses, the students must sign up during the registration process in the spring of the preceding school year. Students taking online Advanced Placement classes are expected to take the advanced placement tests for these classes.

### **Work - Based Learning**

Work - Based Learning (WBL) Program has been established for those students who will benefit from an educational program which includes part-time employment along with the usual classroom curriculum. Students in the work experience program must average at least 10 hours of work per week to earn one-half credit per term. The WBL credit will apply toward graduation requirements. To become eligible for the WBL, a student must complete a WBL Application and have this application approved by the Coordinator. The application contains a Student WBL Agreement, an Employer WBL

Agreement, and a Parental WBL Agreement. To be approved, all terms of the WBL Agreement must be maintained. Students must have minimal absences/tardies, satisfactory grades, and acceptable behavior to participate. These conditions are outlined in the application form. WBL may include Youth Apprenticeship, which is a one or two year commitment. See the School Counselor and CTE Coordinator for details.

### **Work Permits**

A work permit can be obtained online through a link on our website or at <https://dwd.wisconsin.gov/er/laborstandards/workpermit/>

### **Honor Roll**

1. Students who maintain an average per term of 3.50 or better will be listed on the High Honor Roll.
2. Students who maintain an average per term of 3.00 to 3.49 will be listed on the Honor Roll.
3. Students in the top 10% of their class will wear a gold cord during graduation exercises.
4. Students may retake a class. They will receive additional credit, and a grade that will become part of their cumulative GPA. They will retain the credit they received for the original class, and their grade will change to either passed (P) or failed (F).

### **Late work**

Students are to do all work assigned by teachers, whether it is for a grade or not. Teachers are encouraged to require all practice work to be completed before an attempt on an assessment is made. Practice work turned in after the applicable assessment will not be counted for points. Teachers may mark incomplete work as IE or missing in the gradebook and make their determination as to whether it counts towards the final grade or not. Students who miss school for a legitimate reason are encouraged to stay caught up on their school work via Google Classroom. A reasonable amount of time upon return to school after an absence will be allotted to students to turn in missing work, often equal to the amount of days missed. Students will not be penalized with point reductions for late work. The grade on the work will reflect its quality, not its timeliness.

### **Missing assessments**

Students are expected to do their best on every assessment given by their teachers. These assessments, which could take the form of a lab report, essay, short answer test, etc., will be used as important evidence of mastery. When an assessment is missed, students need to take every reasonable step to get it completed as soon as possible. This includes staying after school, working during lunch, or over the weekend.

### **Panther Pride Time**

Panther Pride Time (PPT) is a non-graded 50 minutes between 1st and 2nd block intervention, enrichment, student-led extracurricular collaborations, academic advising, and study hall. Intervention is defined as any curriculum-based activity that closes gaps in learning. Enrichment is defined as any curriculum-based activity that advances student learning related to a content area. Junior and Senior students may use this time as part of WBL, Job Shadow, Senior Capstone, or any other curriculum-based activity previously approved in writing (or email) by the Principal. A system of privileges may be established by the high school staff to regulate additional opportunities for students during Panther Pride Time. PPT is not an open campus time unless specifically approved by the principal, usually in the spring for seniors when earned. Breakfast will be offered during PPT. We will not have PPT on Wednesdays while we have Early Release.

### **Practice Grades**

Students will not be penalized for struggling while practicing a new skill. Class work and homework will be graded for achievement and entered in the gradebook at the teacher's discretion. No teacher in any core class (math, science, health, English, social studies) will assign more than 25% of the final grade based on practice.

Teachers in all classes will strive to ensure that the vast majority of the grades their students earn will be for performance, not practice.

### **Retakes**

Students are allowed and encouraged to retake assessments at PHS. Depending on the assessment type, an alternate version of the assessment may be given by the teacher. Between the original test and the retake, students are to meet with their teacher and discuss their original performance, plan for remediation, and when they will retake the assessment for credit. Full credit, based on achievement, will be given to students who retake assessments.

### **Scholastic Indicators**

A student's grades should be indicators of learning, ability, and foundational knowledge in a content area. A consistent system of calculating course grades will be determined by PHS staff. PHS staff will be embarking on a journey to ensure grades are accurate feedback and representation of a student's learning. Grades and report cards are traditional methods of communicating to students and parents the progress a student is making on their learning journey. SY 2024 - 2025 will be calculated with the values found in Figure 1.

**Figure 1. Scholastic Indicators**

A = 4.000	B = 3.000	C = 2.000	D = 1.000
A- = 3.667	B- = 2.667	C- = 1.667	D- = 0.667
B+ = 3.333	C+ = 2.333	D+ = 1.333	F = 0.000

Term grades are recorded on the student's permanent high school transcript.

Pittsville High School is moving towards more consistent, accurate, equitable, and motivational grading.

### **School Counseling (9-12)**

School counselor(s) are available to help students with exploration, goal setting, personal growth or issues related to school. Students may see the counselor individually, as part of the developmental school counseling program, or in small groups. Any parent/guardian who does not want their child to participate should contact the building principal in writing.

Post-Secondary representatives visit with high school students on a continuing basis during the school year. Representatives from all of the Armed Services are also available, and may be seen in the school counseling office, provided the students have received a pass from the counselor.

State required assessments (ACT, PreACT, Forward) are administered to all students at prescribed times during the school year as mandated by Wisconsin DPI. All students are required to be tested using the ACT during the spring of their junior year, and all 9th and 10th grade students are required to be tested using the PreACT assessment. The school counselor, in collaboration with other school staff, coordinates the testing days. The PreACT Exam is also available to freshmen and sophomores in the fall, as is a practice iteration of the ACT for juniors. Scholarship applications for local scholarships are available on the counseling website.

### **Students Schedule Changes (9-12)**

Student schedules for each term are set three days after the beginning of each term. Any changes must be completed by the close of the school day on the third day. Online courses taken through Rural Virtual Academy must be requested 10 business days before the close of the prior term in order to be considered for placement of the following term. The reasons are:

1. To ensure proper processing time both for Pittsville High School administration and office staff as well as Rural Virtual Academy employees.
2. Online courses are meant to augment a student's schedule in that the course requested does not already exist in PHS course offerings.
3. PHS courses are run off of student enrollments and a decrease in student enrollment in courses could impact on-ground course offerings.

The expectation is that students taking classes through the RVA will adhere to the timeline structured for each course. Any online course will be subject to the same criteria as all classroom courses at PHS. If assignments are not submitted in a timely fashion, grade checks done every three weeks will reflect the lack of activity and may result in withholding a student's ability to earn the status of privilege during PPT for the next three weeks.

1. Any schedule changes provided under these exceptions are intended to allow students to make selected adjustments to their schedule rather than extensive schedule changes.
2. The exceptions to these statements are as follows:
  - a. The student received a failing grade which no longer allows the student to meet a prerequisite for the course.
  - b. The student was scheduled into an inappropriate course.
  - c. The student received a failing grade in a course and now needs to adjust his or her schedule to meet a graduation requirement.
  - d. The student is able to enter a distance learning course due to an opening in the course offered through the network.
  - e. The student drops an online class within the drop deadline of the course provider and needs to schedule an additional class in its place.
  - f. Any circumstance the principal, in collaboration with the school counselor, deems applicable.

For a schedule change which meets the above criteria to occur, the following steps must be followed:

1. Students are responsible for conveying course changes to parents/guardians. This will be in effect unless parent/guardians notify the counseling office of other means of communication.
2. The student is responsible for avoiding repeating a course, if the student has already passed the course, with the exception of an elective credit including physical education, band, and choir, art and teacher's assistant. Credits cannot be awarded for repeating coursework previously completed successfully, except physical education, band, choir, art, and teacher's assistant.
3. Students can repeat a course in which a 'D' grade of any kind was received for newer higher letter grade & GPA calculation.

### **Teacher judgment**

Teachers are allowed to exercise their professional judgment when assigning a grade, even if it does not align with the percentage in the gradebook. An example of this is if a student earned a poor grade on an early assessment but grew in achievement level throughout the term, the teacher can enter a higher grade in the program or "no count" an old assessment (this only works when the assessment is of the same standard). The teacher's judgment will be respected.

### **Attendance**

#### **Excused Absences**

The child is expected to attend school on each day school is in session, unless he/she is excused from school attendance for any of the following reasons or has graduated from high school:

1. Prior parent-excused absences,
2. Other excused absences of a temporary nature,
  - a. Illness, including reasonable treatment for such illness, where the student is temporarily not in

proper physical or mental condition to attend school.

A written statement from a health care provider may be required to be submitted as proof of the student's condition for student absences due to illness. Such health care provider's excuse shall state the period of time for which it is valid, and shall not exceed 30 days.

- b. Medical appointments (although the District strongly encourages parents and guardians to make every effort to schedule non-emergency medical examinations and appointments, e.g., for health maintenance/preventative care, at times that avoid or at least minimize the student's loss of instructional time);
  - c. Religious holidays or instruction to the extent authorized by law;
  - d. Family emergency;
  - e. Severe weather conditions that, in the parent's or guardian's reasonable judgment, are a danger to the health and welfare or safety of the student;
  - f. Funerals of a family member or friend;
  - g. Up to two days per school year for college visitations by high school juniors and seniors;
  - h. Suspension from school;
  - i. Mandatory court appearances;
  - j. Visiting a parent or guardian who is on active military duty and has been called to duty for or is on leave from deployment to a combat zone or combat support posting, or has returned from deployment to a combat zone or combat support posting within the past 30 days;
  - k. Serving as an Election Official – Students may be excused to serve as an election official provided they have at least a 3.0 grade point average or the equivalent and have the permission of their parent(s) or guardian and the building principal;
  - l. Sounding Taps – A student in grades 6 to 12 may be excused for the purpose of sounding "Taps" during a military honors funeral for a deceased veteran;
  - m. Any other reasonable non-discretionary absence deemed appropriate by the school attendance officer.
3. Program or curriculum modifications,
  4. Participation in a board-approved alternative program,
  5. High school students who are no longer subject to compulsory attendance,
  6. High school student approved to leave school grounds during a class period,

### **Excused Absence Procedure**

For an absence to be excused, the following procedure must be followed:

1. After a student is absent from school, for either an excused or unexcused reason, the student must bring a signed note to their school office from his/her parent or guardian. Phone contact may be used in lieu of a note.
2. This note or call must include the time, date and reason for absence.
3. For an absence to be ruled excused it must be for one of the reasons included in the previous section and parents will be notified of any absence ruled unexcused.
4. If a note or call is not received from the parents/guardian, the absence will be deemed unexcused.
5. Pre-arranged absences can be entered using the Google Form found on the Pittsville School District webpage under the PHS tab. Pre-arranged absences should be done whenever possible to ensure students and teachers communicate about missed learning from the classroom, and related school work. All school work must be turned in within two school days upon returning from any absence.

### **Leaving School During Regular School Day**

1. Permission to leave school during the regular school day must be obtained from the office. Reasons for

excused absences are found in the Excused Absences section of this handbook. This will be granted upon parental request, providing the student has acceptable attendance. Students must sign out in the office before leaving for any reason.

2. Students who are 18 years old may sign themselves out for lunch as they wish. Any upperclassmen can, however, lose this privilege if abused or if not in good standing with the school.
3. Students on accepted release time programs must check out in the office.
4. Students who wish to be excused from class for a two hour block for the Behind the Wheel portion of Drivers' Education can request permission with a designated Google Form on the school website up to 2X per class per term. Students must have a C or higher in every class which would be missed and must have fewer than 10 non-medical absences in the school year. The form must be done five (5) or more school days before the driving lesson.
5. Any student who leaves school under any circumstances other than those outlined above will receive an unexcused absence, as well as possible disciplinary consequences.

### **Tardiness**

Students can be considered tardy if they are not in their assigned class when the bell rings. Teachers will clarify additional expectations for their specific classes as appropriate. A tardy student must, upon arrival at school, get a tardy slip issued by the office. The tardy slip will indicate that the tardiness is excused, if the reason is acceptable; or unexcused, if the reason is not acceptable. "Tardy" is considered being absent for less than 10 minutes. Over sleeping is not an excuse for being tardy. Students who are on accepted release time programs are not considered tardy when they arrive at school in accordance with their identified release time. Such students must check into the office upon arrival at school. Students who are tardy to class because of a teacher requirement should get a tardy slip from the teacher before returning to class. Tardy slips may be obtained from the office for other occurrences. Disciplinary action may include detention and, in certain cases, in-school suspension.

### **Truancy**

Attendance is important and required of students ages 6 years to 18 years old. Attendance is carefully monitored by the principal and each situation will be handled on an individual basis. Attendance letters may be sent when attendance is a concern. Time of the year, the number of absences, and individual situations are all taken into consideration when attendance letters are sent. If parents / guardians receive more than three attendance letters in a school year, any further absences will be reported to the Pittsville Police Department for truancy. "Habitual truant" means a student who is absent from school without an acceptable excuse for part or all of 5 or more days on which school is held during a semester. Legal referral for truancy will follow WI stats. 118.15 and local City of Pittsville ordinance.

### **Graduation**

#### **Early Graduation**

The Board of Education may grant early graduation to students who have completed all graduation requirements by the end of their seventh semester. A formal application must be made to the Principal by March 15th, and will be presented prior to the April School Board Meeting of the student's junior year. This application must include a statement of the student's post-secondary educational, military, or career plan. Parent approval of early graduation is necessary if the student is under 18. Extenuating circumstances must be presented to the high school principal as soon as possible after the March 15 application date for consideration.

Seniors wishing to participate in the graduation ceremony must meet all graduation requirements to participate in the graduation ceremony, and finish the year in good standing. A student may transfer high school credit from an outside agency if the student is willing to pay for the class or classes and the high school principal approves the class prior to the start of the course. 67.5 clock hours are used to determine a half credit on the high school transcript. In general, one post-secondary credit is equivalent to .25 of a high school credit. The request must be



submitted by the parent of the student to the high school principal before final approval is given. The approval will determine whether the credits are in required courses or elective course work. This paragraph is separate from youth options. Per DPI, students must pass a Civics Test in order to graduate. This test will be given by the Civics teacher in the junior level Civics or AP Government class (any students who do not have either of these classes will have to schedule this test independently with that teacher and take it during PPT).

### **Graduation Requirements**

Students must carry four (4) classes per term.

To graduate from Pittsville High School, a student must earn 28 credits (based on the PHS grading system) or as determined by the student's IEP. An exception may be made for upperclassmen who transfer into PHS from a district with lower credit expectations and therefore cannot acquire 28 credits in time to graduate with their class. These situations will be examined on a case-by-case basis and a course of action will be determined by the principal and school counselor which will support the student and uphold the prestige of the PHS diploma. The table below indicates the credits required to graduate.

**Table 1. Graduation Requirements**

English	4 credits
Math	3 credits
Social Studies	3 credits
Science	3 credits
Physical Education	1.5 credits
Career + Financial Literacy	.5 credit **
Health	.5 credit
Electives Remaining**	12.5 credits

\*\*Not required for graduation for grades 10-12, but all students will be scheduled into a Career & Financial Literacy course. Career & Financial Literacy will be required for all students in the Class of 2028 and beyond.

Students may, with the guidance of appropriate teachers, demonstrate competency in ELA 9, ELA 10, and Algebra I without taking the high school courses. If deemed to be proficient in the course material, students will be allowed to skip that class and move on to the next course in the progression. Students in this situation will have to take the same number of required classes and acquire the same number of credits as their peers; the benefit is the access to more challenging and rewarding courses. Students who complete Algebra I may be asked to take a refresher course on algebraic concepts before their ACT in the fall of their junior year.

A student must attend seven (7) semesters of high school, unless he/she applies for early termination of attendance.

### **Valedictorian/Salutatorian**

The graduating senior or seniors with the highest G.P.A. after seven (7) semesters will be the valedictorian or in the event of a tie co-valedictorians. The graduating senior or seniors with the second highest G.P.A. after seven (7) semesters will be the salutatorian or in the event of a tie co-salutatorians. G.P.A. will be cumulative, and

each student will be allowed to drop one class from the computation of their GPA for the purposes of valedictorian/salutatorian selection.

## **Parking**

### **Vehicles Driven on School Property**

Board of Education Policy Relating to Vehicles Driven on School Property

(For the purpose of this policy, vehicles are defined as any motor vehicle, motorbike or snowmobile.)

1. Specific parking areas will be designated for vehicles driven by school employees, students, and visitors.
2. Students must park their vehicles on school property with a district parking pass.
3. The speed limit for all vehicles on school property is fifteen (15) miles per hour.
4. Cars and motorbikes may be operated on driveways and parking areas only.
5. Snowmobiles may be operated on established snowmobile trails only and are not to be operated on driveways or parking areas.
6. Student-driven vehicles may be parked in designated parking areas only.
7. Student-driven vehicles may not be used to violate any school rules.
8. Student-driven vehicles may not be driven during the school day except with permission granted by the school office.
9. A student's privilege of driving a vehicle on school property may be suspended in the event that the student driver violates any rule regulating the operation of vehicles on school property.
10. Students may go to their vehicles while school is in session after obtaining permission from the office. Students will move an improperly parked vehicle during school time if requested to do so by the office, or by law enforcement.
11. For safety reasons, students will not be able to work on their vehicles in the shop while school is in session.

### **Co-curricular Activities (9-12)**

Co-curricular schedules are available on the District's web page at [www.pittsville.k12.wi.us](http://www.pittsville.k12.wi.us).

#### **Athletics**

1. Football
2. Basketball
3. Wrestling
4. Track
5. Cross Country
6. Baseball
7. Girls Volleyball
8. Cheerleading
9. Softball
10. Dance Team

#### **Fine and Performing Arts**

1. Instrumental, Vocal Solo and Ensemble - District and State
2. Dorian Music Competition and Festival
3. Winter Concert - Music & Art Departments
4. Drama Club/Community Education Presentations
5. Fine Arts Show - Music, English, Art, Technical Education, Family and Consumer Sciences, and other departments

### **Student Government**

1. Each of the four classes in Pittsville High School organize and operate class governments. These class governments operate within the limits established by the School Board Policy and Administrative Policy.
2. The High School Student Council acts as the coordination unit for all student governments and should be very active in student affairs. The Student Council may also make decisions for fund raising activities.
3. Students of the Pittsville School are urged to constantly work with the faculty and the administration to ensure the best possible educational atmosphere.
4. From time to time an open discussion forum may be provided for students and faculty to talk about concerns. All students are urged to take part in these open discussions in order that all views may be known.
5. Students are urged to take advantage of the various means of communication. By doing so, many problems which arise from misunderstandings may be avoided.
6. Each year there will be student representation on the Pittsville School Board, pursuant to school board policy. This representative shall have a voice but no vote on the board. She/he will be chosen by the student council from the incoming seniors on the student council each spring.

### **Student Organizations**

1. Drum Line
2. Family, Career, and Community Leaders of America (FCCLA)
3. FFA (formerly Future Farmers of America)
4. Forensics
5. Future Business Leaders of America (FBLA)
6. History Club
7. International Club
8. Math Club
9. National Honor Society (10-12)
10. Pep Band
11. Pep Club
12. Pottery Club
13. Quiz Bowl
14. Science Olympiad
15. Ski/Snowboard Club
16. Student Council
17. Sources of Strength
18. Teen Leadership Wood County

### **Scholarship Opportunities**

#### **Higher Education Academic Excellence Scholarship**

It is the responsibility of the School Board of each school district to name the 12th grade pupil in each high school who has the highest grade point average in all subjects as the recipient of the "Academic Excellence in Higher Education Scholarship" established by the Wisconsin legislature in 1989-91 (39.41)(1m)(a). This shall be accomplished by February 15th of each year. Additionally, the student with the highest grade point average must meet all graduation requirements established by the state of Wisconsin and scholarship policies established by the School District of Pittsville Board of Education.

#### **Selection Procedure**

1. A grade point scale of 4.000 is used for all subjects and classes taken. This is the method for determining student rank in class. The grade point is carried to three digits to the right of the decimal.
2. Final grade calculations are based on the status of the senior class at the end of the seventh semester (first semester senior year).
3. The Board of Education will be notified of the scholarship selectee by the date deemed appropriate by the

Wisconsin Higher Educational Aids Board, the overseer of the “Academic Excellence in Higher Education Scholarship.”

### **Student Requirements**

1. The student is responsible to determine whether or not they are in contention for the scholarship.
2. Students must attend and complete the ACT during the spring date set by the state in order to qualify for the tie-breaker.
3. The building principal is responsible for communicating these requirements to all students annually via the student handbook or other appropriate means.

### **Tie Breaking Method**

1. In the case of a tie, a tie breaking method must be developed by the local school board. In the case of a tie, a committee will be assembled to examine the pertinent data and determine the candidate that will be directed to the Board of Education’s attention. This committee shall consist of the high school Principal, high school guidance counselor, and one representative from the School District of Pittsville’s Board of Education.
2. In the case of a tie, the first tie breaker will be the highest composite score of the American College Test (ACT), with the final possible testing date in June of the student’s junior year.
3. The final method to be used as a tie-breaker will be a coin toss (one toss of a coin). The District Administrator will call and supervise the toss of the coin. The coin is supplied and tossed by the principal in the presence of the Pittsville Board of Education.

### **Technical Education Scholarship**

The following criteria shall be used to select the State of Wisconsin’s Technical Excellence Scholarship (WI Act 60) recipient, awarded each year to a senior student (having completed six semesters of high school), before the end of their seventh semester.

1. In order to be eligible for nomination to a TES scholarship, a student must exhibit interest in and planning for a technical career, and must submit a PHS TES Scholarship application no later than two weeks after the end of Term 2 of their senior year.
2. In addition, in order to be eligible for a TES scholarship, a student must also have completed at least one of the eight eligibility items (please see board policy or the school counselor for these items), and have no less than a “B” average in their CTE courses.
3. Students will be chosen according to the following ranking system and one point will be awarded in each of the following CTE related categories: a) CTE course taken in high school, b) Participating in Youth Apprenticeship Program, c) Participating in WI Skills certificate, d) CTE Course/Youth Options credit earned, e) Industry recognized certificate earned, f) Transcribed credit earned, g) Each year served as an officer in a CTE student organization, and h) Each year participating in a CTE student organization. The tie breaking system will be based on the student’ GPA in applicable CTE classes, followed by their ACT scores, and finally a flip of a coin.

## **Food**

### **Food Program - Cafeteria (9-12)**

The School District of Pittsville utilizes a computer software program to keep track of individual student accounts. As your child purchases meals and/or milk, an offsetting charge for that meal will be made against their account. Since this system depends on paying for meals in advance, each student must keep a positive balance in their account. Students whose accounts are below six (6) meals will be notified weekly using the Pittsville School District Skylert system. If a positive account balance is not maintained as required, your child will no longer be able to participate in the morning breakfast and/or lunch program. When sufficient money has been added to the account, the child can once again participate in the school food program. Applications for Free and Reduced Priced Meals are available in the office. Money for breakfast/lunch should be sent in a sealed

envelope that is clearly marked with the child's first/last name and Student Identification Number. If your family has more than one student attending the district, be sure to list names, numbers, and how you wish the money to be distributed. Students are issued a Student Identification Number. This number is entered through a keypad at the beginning of the food line. Since it is impossible to keep the number confidential, a food service representative will monitor the process to ensure students are using the correct numbers.

Breakfast at PHS will be served at the beginning of the school day and during PPT time. Lunch is a half hour every day between 2nd and 3rd block.

## **Visitors**

### **Student Visitors**

There will be no student - visitors allowed on school grounds during the regular school day, unless approved by the principal in advance.

The following conditions must be met for a student guest to a school dance to be approved: a) must be at least a freshman in high school, b) must be no older than 20 years of age, c) must have approval from home (parent / guardian), and d) must have school administrator approval (done via Google Form in two weeks prior to dance).

## **Miscellaneous**

### **Student Use of School Facilities**

Students may use the school facilities, such as the weight room or gym, only when proper supervision is present. The weight room is not open for non class activities during the school day.

### **Foreign Exchange Students**

The district encourages foreign exchange student participation. The specific application process and policy on exchange students is available in the administration or high school office.