

**Kewaskum High School
Staff and Student
Handbook and Planner**

2009-2010

Office hours are 6:45 a.m. to 3:45 p.m. on school days.
The telephone number is (262) 626-8427, extension 4127.
To phone in an absence, use extension 4124.

DISTRICT WEB SITE www.kewaskumschools.org

Full-Day Block Schedule

First Block	7:40 – 9:05		
Advisory	9:08 – 9:28		
Second Block	9:36 – 11:01		
Announcements/SSR	11:01– 11:23		
<u>First Lunch</u>	<u>Second Lunch</u>	<u>Third Lunch</u>	
L 11:23 – 11:53	3 11:31 – 12:12	3a 11:31- 12:57	
3b 12:01 – 1:27	L 12:12 – 12:42	L 12:57-1:27	
	3e 12:47 – 1:27		
Fourth Block	1:35 – 3:00		

Wednesday Block Schedule

1st Block	7:40 - 8:54		
2nd Block	9:02 - 10:16		
4th Block	10:24 – 11:38		
<u>First Lunch</u>	<u>Second Lunch</u>	<u>Third Lunch</u>	
L 11:38 – 12:08	3 11:46 – 12:20	3A 11:46 - 1:00	
3B 12:16 – 1:30	L 12:20 – 12:50	L 1:00 – 1:30	
	3E 12:55 – 1:30		

This handbook and planner belongs to:

Name _____ Grade _____

TABLE OF CONTENTS

District Mission Statement, High School Mission Statement, High School Vision Statement, School Song, Visitors and Unauthorized Persons, Equal Educational Opportunities -----	3
School Calendar-----	4
Age of Majority, Dangerous Weapons, School Emergency Information, School Nondiscrimination Policy -----	5-6
Attendance Procedures -----	6-7
School Property/Lockers -----	7
Lost and Found, School Climate and Behavioral Expectations, Student Discipline -----	8-10
Juvenile Citations -----	10-11
Student Privileges, Grading Procedures, Guidance Services, Harassment, Bus Transportation -----	11-12
Parking and Driving, Dress Code, ID Cards, Prayer in the School, Possession of Electronic Communication Devices, Telephone Calls -----	12-13
Student Medications, Substitute Teachers, School Records Release, School Withdrawal, School Fees -----	14
School Work Permits, Athletic-Competitive Student Code, Schedule Changes --	15
School LMC, Homework Expectations -----	15-16
Graduation Requirements, Semester Exams, Dance Courts, Sportsmanship -----	17
Respect Policy, Violations of Respect Policy, What Students Should do to put a Stop to Disrespect, Classroom Conduct Policy-----	17-18
Procedures For Classroom Conduct Policy -----	18-24

DISTRICT MISSION STATEMENT

“The Kewaskum Community Schools ignite a passion for learning.”

HIGH SCHOOL MISSION STATEMENT

“Our mission at Kewaskum High School is to provide a positive environment, which will empower all students.”

HIGH SCHOOL VISION STATEMENT

All students will maximize their potential and become responsible citizens.”

SCHOOL SONG

Cheer, cheer for old Kewaskum High,
Let all your shouts ring out to the sky.

Send that ball across the field
And over the goal line with that ball.

Send that ball around the hall
And into the basket with the ball.

Even through odds against us are great,
Kewaskum will always come out first rate.
While her loyal team is marching
Onward to victory!

VISITORS AND UNAUTHORIZED PERSONS

Students are not allowed to bring visitors during the school day. Any other visitors to the school are to report directly to the office upon arrival. Anyone not registered in the office or not having permission or official business to transact at the high school is not authorized to be on school grounds and may be subject to municipal fine. This includes students who have graduated, who are under suspension or expulsion, or who have withdrawn from school.

EQUAL EDUCATIONAL OPPORTUNITIES

The School District of Kewaskum is committed to the task of providing the best education possible for every child in the district for as long as the student can benefit from attendance and the student’s conduct is compatible with the welfare of the student body.

The right of the student to be admitted to school and to participate fully in curricular, extracurricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student’s gender, race, national origin, ancestry, religion, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.

Complaints regarding the interpretation or application of this policy shall be referred to the administration or the superintendent.

2009-2010 SCHOOL CALENDAR

Week of August 24	Freshman Warm-up week
Tuesday, September 1	Student's Begin
Wednesday, September 2	Picture Make-up
Monday, September 7	Labor Day – NO SCHOOL
Monday, September 21	Open House Night
Friday, September 25	Senior Pictures Due to Yearbook & Senior Ads 4 Grads
Friday, October 9	Homecoming Parade 5:00 PM and Game 7:00 PM
Saturday, October 10	Homecoming Dance 8:00 – 11:00 PM Cafeteria
Sunday, October 11	KEYS 5K Walk/Run 11:00 AM – River Hill Park
Monday, October 12	6-12 Parent Teacher Conferences 12-8 PM
Wednesday, October 14	PSAT / 7:45-11:00 AM
Saturday, October 24	ACT test at UWWC
Tuesday, October 27	WKCE 10 th grade State Testing
Thursday, October 29 & 30	No School / WEAC Convention
Thursday, November 5	KHS Senior Citizen Musical / <i>End of 1st Semester</i>
Friday, November 6	No School / PLAN testing / KHS Musical 7:30 PM
Saturday, November 7	KHS Musical 7:30 PM – KHS Theatre
Sunday, November 8	KHS Musical 1:00 PM – KHS Theatre
Monday, November 9	NHS Induction 7:00 PM – KHS Theatre
Thursday, November 12	WKCE 10 th grade State Testing - pm
Friday, November 13	WKCE 10 th grade State Testing - am
Thursday, November 26 & 27	No School / Thanksgiving Break
Saturday, December 5	Breakfast with Santa
Monday, December 7	KEYS Christmas Concert 7:00 PM – KHS Theatre
Saturday, December 12	ACT test at UWWC
Monday, December 14	KHS Christmas Concert 7:30 PM – KHS Theatre
Friday, December 18	Yearbook purchase deadline
Wednesday, December 23	Last Day before Christmas Break
Monday, January 4	Classes Resume
Saturday, January 9	Eastern Wisconsin Honors 4:30 PM @ Waupun
Monday, January 18	Incoming 9 th Grade Informational meeting 5:30-8:30 PM
Thursday, January 21	<i>End of 2nd Semester / 1st Semester for skinnies</i>
Friday, January 22	No School
Saturday, February 6	ACT test at UWWC
Saturday, February 13	Sadie's Snowball – Cafeteria
Thursday, March 4	KHS Chamber Concert/Fine Arts Festival – 6:30 PM
Monday, March 8	Alumni Achievement Recognition Day
Saturday, March 13	Eastern WI Solo-Ensemble 8:00-4:00 PM
Friday, March 26	<i>End of 3rd Semester</i>
Monday, March 29	No School
Thursday, April 1	Last Day before Easter Break
Saturday, April 10	ACT test at UWWC
Monday, April 12	Classes Resume
Saturday, April 24	State Solo-Ensemble Festival - 8:00-4:00 PM
Monday, April 26	No School / In-service Day
Saturday, May 1 TENTATIVE	Prom 8:00 – 11:30 PM – Washington County Fair Park
Monday, May 10	Academic Honor Awards 6:15 PM – Rose Library
Wednesday, May 12	Scholarship Awards 7:00 PM
Friday, May 21	KHS Talent Show 7:00 PM – KHS Theatre
Wednesday, May 26	KHS Concert in the Park 6:00 PM – River Hill Park
Monday, May 31	No School / Memorial Day
Thursday, June 10	Last Day of School (Full day)
	<i>End of 4th Semester / End of 2nd Semester for skinnies</i>
Saturday, June 12	Graduation 1:30 PM – Field house/ACT test UWWC

AGE OF MAJORITY

Students who are 18 or older must still comply with all school rules, including attendance procedures. They continue to be subject to school consequences, including detentions, suspensions, and expulsions. As a matter of ensuring your success, the principal or the assistant principal may request communication with your parents after you have declared "Age of Majority". To declare "Age of Majority" you must fill out the proper form and submit it to the principal.

DANGEROUS WEAPONS

Possession and/or use of dangerous weapons, or their look-alikes, is prohibited in school buildings, on school grounds, at school functions, or on school-contracted transportation. The school district reserves the right to define a dangerous weapon when the state statute does not list it. Students in possession of a firearm on school grounds, in school buildings, at school functions, or on school-contracted transportation shall be expelled for not less than one year (Some exceptions do apply, see Board Policy 832).

SCHOOL EMERGENCY INFORMATION

In the event of severely inclement weather or mechanical breakdown, school may be closed or starting time delayed. The same conditions may necessitate early dismissal. Cancellations or dismissals are posted on the schools website as soon as they are determined. Additionally, each family may designate a phone number to receive a call from our SchoolMessenger phone system. The following radio and TV stations will announce a closing, late start, or an early dismissal: **WBKV (1470 AM/92.5 FM), KFIZ (1450 AM/107 FM), WHBL (1330 AM/97.7 FM), WTMJ/WKTI (620 AM/94 FM), WISN (1130 AM), and Channel 12.**

Reports will be as early in the morning as possible. If no report has been heard, it can be assumed that school will be in session. **Please do not call the school, as telephone lines must be kept open for emergencies.** When school is closed, extracurricular programs may be canceled. When school is dismissed after once opened for the day, all extracurricular games, functions, and practices maybe canceled, view the school website for cancellations.

Severe weather conditions and tornado warnings will be provided to the school over the P.A. system. Staff and students will be alerted. Students will not leave the building and will go to the designated areas in the building. Fire drills at regular intervals are required by law and are an important safety precaution. Please use prescribed routes as quickly as possible. Silence must be maintained in a fire drill so that verbal directions can be heard. Walk away from the building to a distance of about fifty feet.

SCHOOL NONDISCRIMINATION POLICY

The School District of Kewaskum is committed to equal opportunity for all students in the district.

It is the policy of the School District of Kewaskum, pursuant to S. 118.13, Wis. Statutes and PI 9, that no person, on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability, may be denied admission to any school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational, or other program.

This policy also prohibits discrimination under related federal statutes, including Title VI of the Civil Rights Act of 1964 (race and national origin), Title IX of the Education Amendments of 1972 (sex), and Section 504 of the Rehabilitation Act of 1973 (handicap).

It shall be the responsibility of the District Administrator to examine existing policies and develop new policies where needed to ensure that the School District of Kewaskum does not discriminate pursuant to federal and state law. The District Administrator shall ensure that an

employee is designated annually to receive complaints filed under S. 118.13, Wis. Statutes, PI 9, Wis. Administrative Code, Title IX, and Section 504. The employee shall assure adoption of a complaint procedure to resolve complaints alleging violation of these laws, assure that an evaluation of the district's compliance with S. 118.13, Wis. Statutes are completed every five years under PI 9, Wis. Administrative Code and submit form PI-1197 to the DPI annually.

ATTENDANCE PROCEDURES

In accordance with state law and School Board Policy, all children between six and eighteen years of age must attend school full time until the end of the term, quarter, or semester in which they become eighteen years of age unless they have a legal excuse, fall under one of the exceptions outlined in the state statutes, or have graduated from high school. The responsibility for regular school attendance rests primarily upon the student and his/her parent(s) or guardian(s). Full-time students must be enrolled in classes or participating in School Board approved activities during each block of each school day. All students except fifth year seniors must be enrolled in at least six credits each year.

Reporting Absences: Parents, guardians, or students who are legal adults must report absences to the attendance. By State Statute, written verification is required, however you may call (262) 626-8427 ext. 4124 to temporarily and verbally alert the school of an absence. **State Statute requires that the absence be formally excused in writing.** Your call will be received in person after 7:45 a.m. or placed on a recording device outside of office hours. If you want to talk to someone prior to 7:45 a.m., call ext. 4127. All phone calls must be followed up with a written excuse the next day. (Students who are legal adults and sign off on an "Age of Majority" form are eligible to manage their own attendance.)

If a student is absent from school, he/she shall not attend/participate in after school activities unless there is administrative approval of the exception.

Excused Absences: The following are considered excused absences: illness, death in the family, court appearances, designated religious holidays, medical/dental appointments, or pre-arranged absences.

The parent may excuse their child for up to ten (10) days per year. An occurrence is any part of a school day. **State Statute depicts that these excuses must be pre-planned and in writing,** not after-the-fact or verbally excused. Parents are encouraged to consider their child's academic status prior to scheduling personal appointments and activities.

Unexcused Absences: An absence is unexcused if it does not qualify as an excused or pre-planned absence. Unexcused absences include but are not limited to: work (except for approved School Board programs), babysitting, shopping, haircuts, beauty appointments, job interviews, car trouble, personal business, oversleeping, truancy from an assigned class, volunteer position, or study hall, and trips that *have not* been pre-planned. Students are not permitted to leave the school grounds at any time without permission from the school office. If you must leave the building because of illness or any other emergency, parents must be contacted and you must sign out at the office. Any student failing to sign out will face truancy consequences, which may include a truancy ticket. Failure to follow the proper procedure will be considered an unexcused absence or truancy. Students may not have the option to make-up work for unexcused absences unless it is a significant portion of their grade (i.e. a unit test or a major project).

Illness during school: If a student becomes ill while in school, he/she is to report to class and acquire a pass from the teacher to go to the attendance/health room where the administrator or the designee will decide what should be done. Students must not leave the building because of illness or any other reason without authorization. Unauthorized leave will be considered truancy.

The day after an absence: When you as the student return to school, please bring a note from your parent explaining the reason for absence to the office and make sure that the note includes contact information for the day in case verification becomes necessary. Students are given one day in addition to the number of days absent to make-up work assigned on the excused absence day(s).

Appointments: Whenever possible, appointments with medical/dental specialists are to be made when school is not in session. Wednesdays are great days for appointments since you are dismissed at 1:30 p.m. When emergencies arise, it is recommended that appointments should be made early or late in the school day. Students should obtain an “office permission” slip for all medical, dental, chiropractic, etc., appointments and present this excuse to the attendance office upon return to have return time recorded. When appointments are made during the school day, students are expected to return as soon as the appointment is completed. Verification from the doctor’s office of appointment is required upon return.

Tardiness: Be prompt at all times. Tardiness to school will not be tolerated and by letter of the law is considered truancy. You must be in your assigned classroom when the bell rings. Missing the school bus, oversleeping, car problems, and the like are not excusable tardy situations in accordance with attendance laws. Repeated tardiness will lead to disciplinary action. Students will face truancy consequences, which may include a truancy ticket.

The individual teacher will handle tardy situations of less than 10 minutes to their classes through their own system of detentions. Students late to first hour must report directly to their class. Do not go to the office for a late pass; there are no “late passes.” If you have been detained in the office or detained by a teacher, ask for a pass from the person who detained you before going to your next class. The teacher may refer students to the administration if the student is continually tardy to their class. Missing more than 10 minutes of a class is considered an absence for that class and must be cleared like all other absences with administration.

Students tardy for more than 10 minutes in the morning shall come to the office for an “office permission” pass. This is unexcused and will be deemed truant unless a parent excused you (in writing) ahead of time under provisions of the State Statute.

SCHOOL PROPERTY/LOCKERS

Lockers, books, and equipment loaned to students remain school property while in possession of the student. Such property is provided for the convenience of the student and shall be used only for authorized purposes. Students will be expected to reimburse the school district for damage to school property, or for the loss or theft of such property. Students are responsible for reporting damage and/or theft of personal property to school officials and to the police department. Students have the responsibility to secure belongings to avoid theft. The student must have a school issued or administrative approved lock on their locker at all times, or he/she will face school consequences.

Again, school lockers are the property of the School District of Kewaskum. At no time does the District relinquish its exclusive control of lockers provided for the convenience of students. Inspections of lockers may be conducted for any reason at any time, by school administrators, their designee, or by the Police Liaison Officer, without notice, without student consent, and without a search warrant. Students are prohibited from putting private locks on their lockers (Board Policy 446.1) without administrative approval. To protect your property, keep the locker combination a secret and never leave the locker with combination set or unlocked. **Students are not to change lockers or share lockers without prior approval from the office.** Students, who change lockers without administrative approval, will face consequences. Students are also responsible for leaving their locker clean at the end of the year. Students may be billed for cleaning services if their locker requires special cleaning.

LOST AND FOUND

A lost and found is located in the high school main office. Students are requested to turn in any item found and are encouraged to check the lost and found for any lost articles. All unclaimed articles are periodically donated.

SCHOOL CLIMATE AND BEHAVIORAL EXPECTATIONS

At Kewaskum High School, in order to create an atmosphere conducive to learning, it is necessary to balance individual rights with responsibilities. The intended effect is to create a safe educational climate that is conducive to learning.

The development of responsible behavior and self-discipline among students occurs at two levels within a school. First, the classroom teacher and adult supervisors must assume the primary responsibility for encouraging the respect and cooperation of the students so that an effective learning environment may be maintained. All staff members will apply a carefully thought out approach to discipline, and enforce it with fairness and consistency. Second, the Kewaskum School District recognizes that certain behaviors are so serious in nature they need to be referred directly to administration. Staff members sending students to the office for more than a time out should notify the office promptly and follow up by filling out a referral form. At no time should a student be placed in a hall unattended.

KHS Expectations

1. Students will come to school daily, prepared and ready to learn.
 - Attendance is required and homework must be completed
2. Students will follow all instructions from staff members at all times.
 - I.D. cards must be presented upon request
3. Students will respect themselves and others in their words and actions.
 - Act and speak respectfully; no swearing or using verbal or non-verbal putdowns
4. Students will keep Kewaskum High School clean and safe for all students.
 - Keep hallways free from food, drink, paper, and garbage
 - Do not push or trip other students in the hallway
5. Students will promote a positive learning environment for all students.
 - Student behavior will promote an environment conducive to learning in the class rooms, in the hallways, and in the lunch room
 - Wear school-appropriate clothing
 - Leave electronic games and other toys at home
 - Students are prohibited in the use of all electronic communication devices during the school day (cell phones, I-Pod's, etc.)
 - Leave book bags, backpacks, and jackets in locker during all four blocks
 - Locker decorations must be appropriate for school

STUDENT DISCIPLINE

Discipline is something necessary in everything we do. In every group of people, there will be some, which need discipline more than others. To make it fair for the rest, it is necessary to enforce rules in a school system just as in any other organization or society as a whole. This will enable us to maintain an atmosphere in which we can learn and study properly.

As a high school student, you are expected to act in a responsible, mature manner in the school and around the campus. You should realize, therefore, that running, pushing, excessive yelling, or shouting is not permitted in the school area. The use of vulgar, profane, or disrespectful language, whether directed at anyone or not, is to be avoided and will not be tolerated. Students are asked to refrain from hand holding or other overt displays of affection that may be interpreted by others as undue familiarity and improper decorum in a school setting. Self-discipline will most often dictate behavior in these cases and will avoid embarrassing and awkward situations for all concerned.

When rules are broken, naturally, there are penalties that follow. If you cooperate with your teachers in the best interest of your school; develop a positive, cheerful, and helpful attitude toward your work; respect the rights of others; and remain loyal to your school, you need not even think of regulations. Self-discipline is our goal. Let's all work together toward harmony, mutual respect, and making our school the best.

However, if your behavior does not promote a positive learning environment for Kewaskum High School, certain consequences will follow. **The specific consequences will be determined on the basis of the severity and/or frequency of the offense.** Consequences could include detention, Saturday school, and suspension in or out of school, loss of privileges, school community service, police referrals, parent conferences, and expulsion. The selection of the appropriate consequence is solely at the discretion of the administrator and all Kewaskum School Board policies and/or State statutes will be followed. Students who are athletes may face additional athletic consequences in addition to school disciplinary action if their conduct violates the athletic code.

Attendance: One 40-minute detention is assigned for each block missed as a result of the first known truancy. Repeated truanancies may result in a parent conference and court referral. Leaving school without permission (violation of closed campus rule) may result in suspension or Saturday detention.

Cheating, Dishonest (lying, forgery, plagiarism, etc): Repeated occurrences may result in expulsion.

1. Lying to School Officials

First incident could include detention, suspension, loss of privileges, and athletic code consequences if appropriate. Subsequent incidents of lying to school officials will be dealt with on an individual basis.

2. Forgery/Altering School Forms/Unauthorized Possession of School Forms

First incident is a minimum of one Saturday detention. Subsequent incidents of forgery/unauthorized possession of school forms will be dealt with on an individual basis.

3. Cheating and Plagiarism*

First Incident: Must re-test within 24 hours, administration and parent notification.

Second Incident: Must re-test within 24 hours, loss of privileges, Saturday school and athletic code consequences if appropriate.

Third Incident: Three-day suspension, athletic code consequences if appropriate, and possible removal from course and grade maybe given solely based on achievement on a cumulative exam.

*Cheating/Plagiarism is:

- Copying someone's homework assignment/test.
- Handing over your homework assignment to a friend not knowing whether or not it will be copied.
- Working together on a homework assignment and handing in two identical papers as if this were a partner assignment.
- Having a more advanced student redo your paper for you or having too much input on your paper.
- Communicating with a neighbor during a test or quiz.
- Looking at someone else's paper during a test or quiz.
- Obtaining assignments or tests prior to teacher distribution.
- Any type of plagiarism including the use of an instant translator for foreign language papers.
- Using someone else's words (classmate's or published author's) in a paper without using proper citation (quotes and reference). Whenever you use a keyword or more than two words in a row from another source, you must put those words in quotation marks and cite your source.
- Using someone else's idea (classmate's or author's) without giving them credit.

Classroom disruption: If the student is referred to the office, consequences will range from detention(s), to suspension and/or permanent removal from class (per State Classroom Disruption Law of 1999). The Classroom Conduct Policy (School Board Policy 447.2) will be followed. Severe or repeated occurrences may result in recommendation for expulsion.

Student Use of Computers: The computer workstations, network, and associated hardware are available for student use, to assist and enhance their education. Students must operate within approved software to meet their needs. Students are not allowed access into the operating system of the network and workstations or to change the status of programs or associated hardware. Failure to follow these guidelines will result in loss of computer privileges, and/or other disciplinary actions as determined by administration, the Wisconsin State Statutes, and/or federal laws. Every student will sign a computer use form annually.

Drinking and Drug Abuse: The School District of Kewaskum recognizes that the use of alcohol and other drugs may interfere with student's school performance and may have serious, life-long consequences. Therefore, students at all grade levels need preventive education. Furthermore, students may need assistance or support because of their own use of chemicals or because of chemical-related problems in those they care about. It is in the best interest of the community, for our schools to take steps to promote, enhance, and maintain a drug free student body.

While a student is in attendance at KHS, the possession, use, delivery, transfer, and/or sale of look-a-like products, beverages, controlled substances by students, at school-sponsored events, or in his/her motor vehicle is forbidden. No person shall use or possess with the sole intent to use, drug paraphernalia (including tobacco) for the purposes prohibited by the controlled substances law of the State of Wisconsin. Administration may use dogs to search the building and cars for illegal substances and paraphernalia. Violators are subject to applicable Wisconsin Statutes and Municipal Ordinances and will be suspended and/or expelled.

Gambling: No gambling is permitted on school grounds or at any school sponsored function.

Fighting/Intimidation: Physical attacks are dangerous, disruptive, and inconsistent with the school's civilized ideals. Violators may be subject to suspension and/or expulsion and will be referred to police authorities.

Disturbances and Demonstrations: In order to develop and maintain communication and participation on an effective and mutually cooperative basis, we cannot allow persons with disruptive intent to endanger the safety of pupils or school personnel, to damage property, interfere with the education process, or to attempt to close the schools. Disorder and disruption of the school process will not be tolerated and persons attempting such actions will be held accountable. If it becomes necessary to protect pupils and staff to effectively operate the schools, the enforcement of all laws and the prosecution of those who violate the laws will be ensured. Responsibility for the maintenance of a positive educational program cannot be abdicated to the special interests of any particular group or organization. Without prior permission of the principal, or his/her designee, the following are prohibited:

- Distribution of literature
- Demonstrations
- Assemblies/meetings
- Sale of any goods or written material
- Posting of written materials or pictures
- Activities that disrupt the educational process

JUVENILE CITATIONS

According to Wisconsin State Statutes, our students are within the age bracket to receive citations/fines for breaking laws within the schools. Examples of incidents where citations may be issued include theft, smoking, possession of cigarettes or tobacco, profane language, fighting, and disorderly conduct. Students and parents are to be aware that this is another

option in dealing with students who choose to disrupt the school atmosphere.

STUDENT PRIVILEGES

Students will have certain privileges based on their behavior and academic performance. These privileges may be revoked at the discretion of a high school administrator.

Freshman

1. Library privileges
2. Cafeteria/Special Honors
3. Attendance at Assemblies and Dances

Sophomores

1. Library privileges
2. Cafeteria /Special Honors
3. Attendance at Assemblies and Dances
4. Parking

Juniors

1. Library privileges
2. Cafeteria /Special Honors
3. Attendance at Assemblies and Dances
4. Possible open campus in Spring*
5. Parking
6. School to Work
7. Youth Options

Seniors

1. Library privileges
2. Cafeteria /Special Honors
3. Attendance at Assemblies and Dances
4. Open campus*
5. Parking
6. Seminars
7. School to Work
8. Youth Options

*Open campus is a privilege and this privilege may be revoked at any time at the discretion of the Kewaskum High School administration. Students are allowed to leave campus during their lunch on certain days as designated by the administration. Seniors must have a 2.0 cumulative grade point average (juniors 3.0 cumulative grade point average), have all detentions served, and not have been given any referrals to the Kewaskum High School office. No student will be granted open campus without parental permission.

GRADING PROCEDURES

Teachers are learning about best practice in grading and will be adjusting and implementing these practices throughout the 2009-2010 school year. Our district is encouraging teachers to get away from point and percentage grading and develop a system of assessment that reflects on proficiency regarding learning standards. Therefore, there is no standard grading scale.

GUIDANCE SERVICES

The guidance counselors' function is to help in all school related situations. These services include vocational counseling, career information, assistance in academic and study problems, program assistance, specialized testing, and personal counseling. A student wishing to consult with a counselor should make an appointment in the Guidance Office.

HARASSMENT

Harassment and sexual harassment of students interfere with their ability to feel safe and to learn at school. Any student who feels that he/she is being harassed by another student or by an adult should report this promptly to his/her parent(s), counselor, and/or to the high school administration. Harassment and sexual harassment are serious issues that are often difficult to resolve satisfactorily. After reporting the incident(s), the victim should keep the person(s) to whom he/she reported informed of any continuing harassment. If he/she feels that the situation is not being handled appropriately, he/she or his/her parents may directly contact the Superintendent of Schools (Board Policy 411.1).

BUS TRANSPORTATION

Bus transportation is provided for qualified students to and from school. Bus transportation is also provided for away games, field trips, team participation, and other school activities. Generally speaking, students are to be on time, stay well off the road while waiting for the bus, and follow the rules furnished by the bus company. The school schedules all buses to games

or field trips and each bus is under the direction of an adult supervisor. Students are required to return to school on their assigned bus unless signed authorization has been given by the building principal or designee. Students who violate the bus rules may be excluded from riding the bus and be subject to other disciplinary action.

PARKING AND DRIVING

All vehicles parked in KHS/KMS parking lots during the day must display a KHS parking tag on their inside mirror. Students may receive a tag by completing the application form and paying a \$60.00 annual fee. If a tag is lost, the student is responsible for purchasing a new tag at full cost. Driving to school is a privilege and students who do not drive or park properly may have their tags revoked without refund and will not be allowed to park or drive on school property. Students will lose their parking privileges if his/her privileges are revoked. Starting September 7th, cars parked without official permits will be referred to the Kewaskum Police Department for ticketing. Students are not allowed to go to their cars or to be in the parking lot between 7:40 a.m. and 3:00 p.m.

DRESS CODE

District Policy #443.1 on Dress Code gives the intent of the Board of Education for appropriate dress and respectful appearance for Kewaskum students. The intent of the student dress code is for student appearance to be consistent with both the standards of the community and the beliefs and values of the District, as well as, promotes a comfortable learning environment for both staff and students.

Through this policy, Kewaskum High School maintains the right to regulate dress or grooming when the student's appearance presents a danger to health or safety, creates a disruption to the school and its instructional program, or causes an excessive maintenance problem.

Excessive Maintenance - Articles of clothing which cause excessive maintenance problems such as cleats on boots or shoes that scratch or mark floors and trousers with metal rivets that scratch furniture should not be worn.

Health and Safety – Students should not wear clothing or hairstyles in various school activities such as industrial education, home economics, laboratory work, physical education, and art that are a threat to their safety or the welfare of others. Examples: a. Long hair might be required to be tied back for certain activities. b. The wearing of some type of shoes will be required by state health regulations. c. Sunglasses are not permitted.

Vulgarity/Obscenity - Any article of clothing such as shirts, hats, etc. that have vulgar, tattoo's, obscene, or other inappropriate pictures, words, or symbols on them are not to be worn at school. Students may not wear any article of clothing depicting alcohol, tobacco, illegal drugs, violence, obscene words, gestures and/or pictures. This includes, but is not limited to, beer, cigarette, drug shirts, "co-ed naked" shirts, crop tops (no exposed midriffs), etc. (including attire with the confederate flag, Hooters and Winston Cup shirts and other shirts with inappropriate items as part of the overall design).

Coats/Jackets/Hats/Backpacks – During the school day, students are not allowed to wear and/or carry items that might conceal weapons and/or illegal/dangerous items. This includes, but is not limited to jackets, book bags, backpacks, knapsacks, etc. Book bags, backpacks, etc. are to be kept in your locker or cubby when you get to school. During the school day, students are not allowed to wear any head coverings or other articles of clothing that create a disruption to the learning process unless prescribed by a doctor, or it is part of a religious tradition, or all-school activity. This includes but is not limited to hats, scarves, caps, bandannas, etc.

Insufficient Coverage - Shirts/blouses, which expose the waist, chest, or back are not appropriate in keeping with a sound-learning environment. Shirts and shoulder straps that

expose the shoulders must be at least the width of “two fingers” wide so as no undergarment can be exposed. Short shorts, short skirts, and ripped clothing may also pose a violation. Shorts should have a 4” in-seam and skirts should be no more than 6” above the knee. Due to the changes in style, opaque leggings will be considered pants, which may allow the wear of a shorter skirt or tunic/sweater.

Consequences - Students may be required to obtain a change of clothes if it is deemed necessary. Further disciplinary action, including suspension, may result from failure to comply with these guidelines in the secondary setting.

Summary - We all have pride in our schools and have an honest desire to promote good learning practices and situations that will carry over into the years beyond. We ask students to be clean, neat, and modest in their dress. Kewaskum Schools are considered a special place to be and we expect students to dress appropriately.

ID CARDS

KHS identification must be carried at all times. Your ID is also your library card. Replacement ID’s must be purchased in the office at a cost of \$5.00. ID cards are required for admission to all school functions, especially dances.

PRAYER IN THE SCHOOL

No district employee shall require children to say prayers in classrooms, nor shall student or staff be prevented from the exercise of private prayer, individual or group, within the school district (Board Policy 323.3).

POSSESSION OF ELECTRONIC COMMUNICATION DEVICES

If a student brings a cell phone (or another electronic communication device, including I-Pod) into school, it is to be turned off and secured in their locker, except for the designated times indicated by the building administration. At KHS this designated time is only after 3rd lunch and before 4th block. Before and after school, a student may make use of their electronic communication device in the lobby areas, hallways, or outside the school building. Cell phones, with photo capabilities are never be used in classrooms, locker rooms, fitness center, or other dressing areas of our schools.

If a student is found using a two-way electronic communication device in violation of Board policy, the supervising adult is to confiscate it immediately and turn it into the administration. The student can retrieve it from the administrator after a 24-hour period. Administration may release the phone earlier to a parent. Administration also reserves the right to search the phone if it is confiscated.

A second violation of the policy will require a parent/guardian to meet with the administration and student. The students will receive additional consequences for this and multiple offenses that could include an in-suspension.

A third or further violations will result in more severe consequences that may include out-of school suspension, recommendation for expulsion and/or investigation by legal authorities as appropriate.

TELEPHONE CALLS

Telephone calls by parents to students will be taken in the office, unless the call is an emergency, the message will be delivered to the student between classes. Students may use the office phone and time may be limited. The office phone will not always be available during after-school events.

STUDENT MEDICATIONS

Students who need to take medication at school must have parent permission and direction on file in the school office. All medications in original containers should be left in the office during the day. Students cannot be given aspirin or other medication that has not been supplied from home. Parent may keep these over the counter medications in original containers on supply in the office for their student. Please phone for more information.

SUBSTITUTE TEACHERS

Our school is fortunate in having capable people to help us whenever regular teachers are absent. Be polite, cooperative, and considerate and sit in your assigned seat. Remember substitute teachers carry their impressions of Kewaskum High School into the community. Proper behavior, respect for, and compliance with directives of substitutes is required and expected. They are our guests.

SCHOOL RECORDS RELEASE

A permanent copy of courses taken, grades earned, attendance, and other basic information is maintained. No one is allowed use of these records without the permission described below. While you are in school, your records are available to the professional staff of the district. If the place of residence of a student changes during the course of a year, you should report this to the office and give your new address, phone number, and the effective date of such a change. If you move out of the school district, it may necessitate your withdrawal from school and a transfer of your credits. If a student is transferring to another high school or progressing on to a post-secondary school or college, the new school or post-secondary school will need a copy of your high school records. Prior to releasing the records, all bills and fines must be paid. We cannot forward such copies without permission. Release forms are available in the high school office. If you are under 18, one of your parents/guardians must make a written request, signing and dating it; after you are 18, you have the right to request it yourself.

SCHOOL WITHDRAWAL

Any student who is withdrawing from school or transferring to another school is requested to follow this procedure:

1. Secure a withdrawal form from the office.
2. Have all your teachers, LMC director and counselors sign the withdrawal form.
3. Return the completed form to the office.

SCHOOL FEES

School fees should be paid at the time of registration. For the 2009-2010 school year are:

General Fee for all students	\$60
Class Dues	\$ 5
Yearbook (Not Required)	\$53 (\$55 when paid after registration)
Student Activity Ticket	\$15 (Not Required)
Co-curricular User Fee	\$60 per activity (Track, Wrestling, Soccer, Fast pitch, Baseball, Football, Basketball, Volleyball) \$50 per activity (Golf, Forensics, Cross Country, Tennis, Cheerleading)
Competitive Clubs	\$10 per activity (Mock Trial, Chess, FFA, Bowling, Dance, Trap Shooting, Ice Hockey, WB Ski Team)
Non-competitive Clubs	\$ 5 for activities that are not athletic or competitive. (Reimbursement on request will be given by May 14, 2010 to lunch account if student does not go out for any clubs)
Annual Parking Tag	\$60 (Required for students parking on school property)

SCHOOL WORK PERMITS

Work permits are required for the lawful employment of minors under the age of 18. Work permits may be obtained in the high school office. Students seeking a work permit should submit the following:

1. Letter promising employment, signed by the employer, stating the job duties, hours of work, and time of day the minor will be working, plus employer's address and phone number.
2. Proof of age: birth record, driver's license or baptismal record
3. Written consent of parent/guardian with current home address
4. **Original** social security card
5. \$10.00 fee

ATHLETIC/COMPETITIVE STUDENT CODE

Students who participate in athletics and other competitive activities are governed by the athletic/competitive student code. After signing the code, the student is governed by the extra attendance and behavioral rules and consequences of the code. Every new/incoming KHS student must attend a mandatory athletic/competitive student code meeting with their parent or guardian before they are allowed to participate. Full details are in the athletic/competitive student codebook.

SCHEDULE CHANGES

1. Students register for next year's classes in winter and are expected to attend the courses they select. At times, schedule changes are necessary due to errors, failed courses, an unbalanced schedule and/or insufficient credits. All other schedule changes will only be made for extenuating circumstances and to accommodate the unavailability of courses.
2. Students must have written permission from their parents in order to make any schedule changes.
3. Students have *2 days* to drop a course and/or to add a new course from the beginning of each semester. There will be no "adds" after the designated 2-day block. In addition, students have only *one week* to drop a course and take a study hall without any grade penalty. Students who drop after the first week of the semester will receive an "F" in those classes.
4. No requests will be honored for change of lunch hours or teachers. In special circumstances teacher changes will be made, but only with the principal's approval.

SCHOOL LMC

The Kewaskum High School Library is provided as a resource for students and staff. Students are invited to use the library at every available opportunity. Students are prohibited to use any electronic devices, including headphones, cell phones and I Pods.

Hours: Monday - Friday 7:00 AM – 4:00 PM

Library Procedures:

All students coming to the library must have a current KHS picture I.D. and study materials. Students are to place their cards on the checkout desk when entering the library.

- The library is maintained as a resource center with a maximum of four students per table. Whispering is acceptable, however, continued talking at levels loud enough to be heard by library staff will result in that group of students "taking a break" from the library.
- All edible items (food & drink) are prohibited in the library. No warnings will be given. Water is the only exception to this rule.

- Library materials may be checked out for three weeks. Students with overdue materials are not allowed to check out additional items. Replacement costs are charged for lost materials.
- All students are to check in with library staff as soon as they enter the library.

Library Computer Rules:

1. Place your name on the computer sign-on sheet and be seated at the computer you have selected.
2. NO E-Mail. An exception will be made for students to do class projects if they have permission from a staff member and for foreign exchange students.
3. No internet games or chat rooms.
4. Only internet sites appropriate for our school and our community may be accessed.
5. Only one student per computer.
6. Only class related materials may be printed. Library staff will check all printouts.
7. Food and beverages are not allowed in the computer area.
8. Log-off your computer when you are done; **do not restart, reset, or shut down.**

Library Discipline Procedure:

Occasionally a student may choose to behave in a manner calculated to disrupt the educational decorum of the library. These students will be given written notice and asked to "take a break" from the library.

HOMEWORK EXPECTATIONS

Student's Responsibilities:

1. Homework is the responsibility of the student.
2. Homework assignments should be written in the student's time-tracker.
3. Students should ensure that required materials are taken home. Completed homework should be returned to school when due.
4. Students should allocate a time and place for homework, free from distraction.
5. Students should complete their homework on time.
6. When a student misses a class, it is his/her responsibility to find out what, if anything was assigned and then complete the work assigned.

Parent's Responsibilities:

1. Parents should demonstrate an interest in their student's homework and monitor their work habits.
2. Parents should ensure that students have a time and place for homework, free from distractions.
3. Parents are encouraged to attend information evenings/parent conferences to become aware of the homework and testing schedules in their student's courses.
4. Parents should contact their student's teacher to discuss their concerns and ways to help their student.

Teacher's Responsibilities:

1. When assigning homework, teachers must:
 - Be clear with directions, expectations, and due dates;
 - Make sure students have pre-requisite skills;
 - Vary and individualize the types of assignments.
2. Teachers should grade homework and/or provide appropriate feedback.
3. Teachers should review homework in class and discuss problems or questions that students may have.
4. Teachers will contact parents in a timely fashion if students are not fulfilling their homework responsibilities.

GRADUATION REQUIREMENTS

It is the responsibility of each student to make sure they will have enough credits to graduate on time. A total of 28 credits are required for graduation from Kewaskum High School, including the following required credits:

4 credits of English	3 credits of science
3 credits of mathematics (including Geometry)	1.5 credits of physical education
1 credit of health	11 elective credits
3 credits of social studies	2 credits of Life Skills

SEMESTER EXAMS

A comprehensive semester examination will be given in designated classes. The semester examinations should account for not less than ten percent and not more than twenty percent of the semester grade. Exams will be given in the regular classrooms. Students must remain in the classroom for the entire exam block and are not to be in the hall during exam blocks.

We cannot prevent a student from taking semester exams because he/she owes the school money.

DANCE COURTS

By serving on a dance court, a student is honored and represents the school as a whole. The following policy is designed to encourage students to maintain good behavior so that they can be so honored.

Students will not be allowed to be on a dance court as either an elected member or an escort under the following circumstances:

- If the student has a Group One Violation, he/she will not be allowed to be on any major dance court (Homecoming, Sadie Snow Ball, Prom) until six months after the suspension/penalty has been served.
- For non-athletic/competitive team students to be a part of any major dance court (Homecoming, Sadie Snow Ball, Prom) they must not have committed an offense that would be classified as a Group One Code Violation during the current school year.
- The student and/or his parents may appeal a decision to the Superintendent of Schools.

SPORTSMANSHIP

The teams and visitors from our community and from other schools are our guests. We have invited them into our school. We may win or lose a game, but we should never lose our self-respect and the respect for the rights of others. Good sportsmanship means:

1. We will **always** show courtesy to our guests.
2. We will **always** respect the officials of all contests.
3. We will **never** cheer against anyone, but only for our own team, as ridicule and personal challenges are out of line.
4. We will **always** compete to the best of our ability, and be humble in victory and gracious in defeat.

Let us resolve to do our best and to compete with class whether we win or lose.

RESPECT POLICY

Respect is the cornerstone of all our interactions and behaviors. We acknowledge the dignity and worth of one another and strive never to diminish another by our conduct or our attitudes.

VIOLATIONS OF RESPECT POLICY

Some examples include but are not limited to; any physical, spoken, or written act of abuse, violence, harassment, intimidation, extortion, the use of vulgarity, cursing, making remarks of a personally destructive nature toward or about any other person, and any restriction or prevention of free movement of an individual. This prohibition applies whether the act is deliberate, intentional or unintentional, is directed toward an individual or group regarding race, color, creed, national origin, sex, sexual orientation, physical or mental disability, or political or religious ideology. (All Federal and Wisconsin State laws and regulations apply.)

WHAT STUDENTS SHOULD DO TO PUT A STOP TO DISRESPECT

Step One: When you witness behavior that is in violation of the Respect Policy, tell the person to stop. Apathy, silence or laughter encourages the abuse and further disrespects the victims. Inform an adult in school and your parents.

Step Two: If the behavior doesn't stop, contact an assistant principal or the principal as soon as possible to initiate a complaint. Be certain that the facts are documented thoroughly by the adult listening to you.

Step Three: If the behavior continues keep a journal of further incidents, including description on, time, date, place, and witnesses. Keep your parents and administrators informed.

CLASSROOM CONDUCT POLICY

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 processes. 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 schools 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, of reinforcing the District's strong commitment to an appropriate educational environment, and of allowing a "cooling off" block, 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.

Beginning August 1, 1999, 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 block 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.

PROCEDURES FOR CLASSROOM CONDUCT POLICY

1. WHAT ARE THE GROUNDS FOR DISCIPLINARY REMOVAL FROM CLASS?

A student may be removed from class for conduct or behavior that (a) violates the District's Policies regarding suspension or expulsion; (b) violates the behavioral rules and expectations set forth in the Student Handbook; (c) is disruptive, dangerous or unruly; (d) 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/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/her discretion, overrule the teacher's decision to remove the student, and return the student to class.

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

The District Policies regarding suspension and expulsion are set forth in policies 447.3 and 447.31. It should be noted that building administrators make decisions regarding suspensions, 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.

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

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

- (c) Behavior that is disruptive, dangerous, or unruly.

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

● Inappropriate physical contact intended or likely to hurt, distract, or annoy others, such as hitting, biting, pushing, shoving, poking, pinching, or grabbing.

- Inappropriate verbal conduct 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 extreme inappropriate verbal conduct likely to disrupt the educational environment, particularly when others are talking (e.g. lecture by teacher, response by other student, presentation by visitor) or during quiet (study) time.
- Inciting other students to act inappropriately or to disobey the teacher or school or class rules, including without limitation inciting others to walk out.
- Destroying the property of the school or another student.
- Loud, obnoxious, or outrageous behavior.
- (d) Behavior that 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 noncompliance 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 that 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
- (e) Behavior, which is inconsistent with class decorum and the ability of others to learn

In addition, there may be grounds for removal for behavior, which, though not necessarily in violation 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 limitation, sleeping in class, blatant inattention, or other overt or passive refusal or inability to engage in class activities.

2. 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.

3. WHO MAY REMOVE A STUDENT FROM CLASS?

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

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

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

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

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

4. WHAT PROCEDURES TO FOLLOW IN TEMPORARILY REMOVING A STUDENT FROM CLASS?

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

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

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

Within twenty-four (24) hours or one business day of the removal, whichever 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 administrator shall inform the student’s parents that the student was removed from class. Such notice may be made 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.

5. WHERE SHALL STUDENTS BE SENT PENDING, AND DURING SHORT-TERM REMOVAL FROM CLASS?

Prior to the initiation of the 2005-06 school year, 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 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 free time.

6. 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/she was removed. 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, and practicable, shall take steps to have the student sent home.

7. 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 a step could have profound consequences for the affected student and his/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 principal 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 interests of the student and/or the class require long-term removal, the teacher should so 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 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:

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

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

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

8. 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 the way in which its provisions should be interpreted and applied. However, this Code and the procedures regarding removal are intended primarily as tools to assist teachers to maintain an appropriate educational environment in their classes. Therefore, different teachers may have somewhat different views and practices regarding removal of students from their classes, either long- or short-term.

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

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

9. TO WHAT EXTENT IS REMOVAL OF 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 of the IEP process. This ten (10) day limit applies to out of school suspensions as well as days of removal.

10. HOW WILL THIS CODE BE COMMUNICATED TO PARENTS AND STUDENTS?

High school students are given this Code yearly and the code is discussed with all students. Copies of the code are available in the high school office for parents upon request.