

Alma School District Student & Parent Handbook 2023-2024

**Promoting Lifelong Learning and Achievement By
Promoting Individual Growth, Potential,
Responsibility, and Achievement**

ALMA AREA SCHOOL



" Home of the Rivermen "

S1618 ST RD 35
Alma, WI 54610
Phone: 608-685-4417
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www.alma.k12.wi.us

STAFF LIST 2023-24

Rob Stewart – Superintendent, Gr 7-12 Principal (209)

Sherry Brevick – Elementary Principal (306)

Heather Kosik - Gr 7-12 Assistant Principal (211)

Alma Teaching Staff

Samantha Rolbiecki

Kaydence Ruff

Kandi Steinke

Lynn Brecka

Sydney Baab

Tim Ruff

Anna DeMore

Betty Glander

Julie Goeldner

Lana Rieck

Ali Murray

Amanda Burrow

Alison Butterfield

Kaitlin Dierauer

Kennedy Dinges

*Joan Draxler-Ruff

Cole Engstrand

Andrew Graff

*Amanda Rundquist

Chris Jumbeck

Bryan Kilian

Melissa Krzoska

Christi Gray-Hurlburt

Josh Reed

Heather Kosik

Be Four (322)

Kindergarten (324)

Grade 1, Reading Specialist (323)

Grade 2 (321)

Grade 3 (310)

Grade 4 (319)

Grade 5 (317)

Grade 6, Athletic Director (318)

Elementary Learning Center (320)

Elementary Counselor (312)

Interventionist (313)

Spanish/Library (227) (221 Library)

Jr./Sr. High Learning Center (224)

Family & Consumer Education (212) (215) Art K-12(302)

English, Math and Reading Grades 7-8 (225)

Instrumental Music (237)

History, American Studies, Civics, Area Studies (226)

Physical Education, Health Education (240)

Vocal Music K-12 (301)

Agriculture (218)

Math 9-12/Physics, Chemistry (219)

English 9, 10, 11, 12 (228)

Science 7-9, Biology, Human Biology (220)

Tech Ed, Work Experience (216 Tech classroom) (204 shop classroom) (205 shop)

MS/HS Counselor, Youth Options (214)

Sub Teachers

Sheila Huber

Dan Noll

Penny Danzinger

Suzanne Ebersold

Non-Teaching Coaches

Casey Brownell-FB

Chris Creighton-BBB

C-Team BBB - TBD

Dan Noll-Golf

Bart Gray-Asst Track

Speech Pathologist

Professional Speech

Therapist LLC

erin@pstcaringforyou.org

Teaching Assistants/Special Ed Aide

Leanne Heller

Melanie Inglett

Diane Mikelson

Meg Ruff (223)

Amy Asfahl (takes student to Durand)

**Allison Huber

Cooks

Mary Meixner (203) (202)

Patricia Luthy

Pat Brovold

Psychologist

+Kelly Demers

Secretaries

Kati Hanson (307)

DeeDee Johnson (206)

Director of Special Ed

**Rachel Pommerening (311)

Bus Drivers

Dale Dierauer

Karla Huber

Josh Reed

sub-Randy Herold

sub-Scott Noll

sub-Bryan Killan

sub-Dwight Ruff

Custodians

Tom Brakke (229)

Tom Bluem (236)

Tanner Linse (236)

Summer-

Summer-

Business Manager

Carol Wieczorek (208)

School Nurse

**Katie Walsh (308)

* Alma Employee Share with Pepin

** Pepin Employee

+ CESA 4 Employee

-Alma Employees

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This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education. The Policies are periodically updated in response to changes in the law and other circumstances. If you have questions or would like more information about a specific issue, contact your school principal.

ALMA SCHOOL DISTRICT 2023-2024 CALENDAR

JULY '23						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
			21	97	106	

1 – No School
 2 – School Resumes
 19 – End of 2nd Quarter & 1st Semester (47/90 days)
 22 – Staff Inservice (No School for students)

AUGUST '23						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
			4	4	9	

21-25 – Staff Inservice (No School for students)
 24 – Open House (4-7 PM)
 28 – School Starts

FEBRUARY '24						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		
			20	117	127	

16 – Quarter 3 Midterm (19 days)
 19 – Staff Inservice (No School for students)
 29 – P/T Conferences 3-8 PM (Students dismissed at 1 PM)

SEPTEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
			20	24	29	

4 – Labor Day
 29 – Quarter 1 Midterm (24 days)

MARCH '24						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31			19	136	147	

1 – P/T Conferences 8-11 AM (No school for students)
 22 – End of 3rd Quarter (42 days)
 • Students will be dismissed at 1 PM
 • Staff Inservice (1:00-3:45 PM)
 29 – Good Friday

OCTOBER '23						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
			21	45	50	

16 – Fall Vacation Day
 27 – End of 1st Quarter (43 days)
 • Students will be dismissed at 1 PM
 • Staff Inservice (1:00-3:45 PM)

APRIL '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
			21	157	168	

1 – Easter Monday
 2 – School Resumes
 26 – Quarter 4 Midterm (23 days)

NOVEMBER '23						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
			14	61	69	

2 – P/T Conferences 3-8 PM (Students dismissed at 1 PM)
 3 – P/T Conferences 8-11 AM (No school for students)
 20-21 – Staff Inservice (No School for students)
 22-24 – No School
 23 – Thanksgiving Day
 27 – School Resumes

MAY '24						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
			17	174	186	

15 – Seniors Last Day
 17 – Senior Commencement (7PM)
 23 – End of 4th Quarter & 2nd Semester (42/84 days – 174 Total)
 • Students Last Day
 24 – Staff Inservice
 27 – Memorial Day

DECEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31			15	76	84	

8 – Quarter 2 Midterm (24 days)
 22 – Winter Break begins
 22-29 – No School
 25 – Christmas Day

JUNE '24						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3-28 – Summer School 8 AM to Noon (Monday-Friday)

SCHOOL DISTRICT OF ALMA



S1618 State Road 35 • Alma, WI 54610-8301 • Phone: 608-685-4416 • Fax: 844-202-1023 • www.alma.k12.wi.us

Dear Students and Families;

I want to welcome you to the 2023-2024 school year. Although the summer is flying by quickly, I can promise you that we are ready and excited for the new school year to get underway. I always believe that each school year begins with a promise of greatness and this year will be no exception.

Our District mission is promoting lifelong learning and achievement by promoting individual growth, potential, responsibility, and achievement. We strive to establish a safe and healthy environment for all students. We develop individual student connections and positive relationships where every student has a voice and place. We have high expectations for all of our students, and through learner centered goals and critical thinking objectives, we ensure academic success and life-long learning. We instill positive character traits and citizenship skills that provide our students with the tools to be effective team players and members of society. We are excited and passionate about what we do every day and truly love working with all of our students.

I share this mission with all of you because I think that this one paragraph does an excellent job summarizing what we are about at Alma Area Schools. I want you to know that we are here for all of you and every one of our students. Through the combined efforts of the staff, students, parents/guardians, and community members, we can elevate each student to his or her highest potential. It is this combined effort that will facilitate the climate necessary to fulfill the promise of greatness that the 2023-2024 school year can bring.

The Alma School District is truly blessed to have an amazing team composed of supportive communities, dedicated parents and guardians, amazing students, and a caring and knowledgeable staff. I truly cannot put into words how excited I am to be part of this great team, and how much I look forward to working with all of you.

To conclude, communication is an essential component to the successes that we obtain. I can promise that you will see a variety of communication efforts on our end, ranging from district wide newsletters, handbooks, emails, and social media posts, as well as individualized communications from teachers and other district staff. One of our top goals every year is to make sure that we are providing all of our stakeholders with up to date information and sharing out the many great things that take place every day in your school district. Please remember that the Alma School District staff is here for all of you, so do not hesitate to reach out to any of us at any time. Thanks, and make it a great year!

Sincerely,

A handwritten signature in black ink that reads "Rob Stewart".

Rob Stewart District Administrator

ALMA ELEMENTARY SCHOOL

September 2023

Alma Elementary Students and Families:

Whether you are a returning or new family, the start of a new school year brings excitement for all of us. Welcome to the new school year! I am delighted to be serving you as the Alma Elementary School principal. Through collaboration and communication, this year I will seek to build on the successes of the past and partner with all of our District professionals, school board, PIE organization and support personnel to provide the best educational programs/support to guide each learner.

The Alma School District sets high expectations for students, actively partners with families, and seeks/retains teachers and staff who dedicate themselves to helping each child unlock his or her potential. All students come to school with their own unique talents and gifts. The teachers and staff at the Alma School District sincerely work to nurture these strengths so that students unlock their potential in not only academics, but also in their confidence and character. If you have any questions, ideas to share, or would like to volunteer in our schools, please don't hesitate to connect with your child's teacher or myself. Please review the handbook so that you understand the procedures for and responsibilities of Alma Elementary students.

Thank you in advance for your support and involvement in your child's education.

Mrs. Brevick

Sherry Brevick, Elementary Principal

brevicks@alma.k12.wi.us

608-685-4417/Ext. 306

Rob Stewart, District Administrator

stewartr@alma.k12.wi.us

608-685-4416/Ext. 209

Board of Education Approval: 08/15/2022

Student Handbook adopted August 2023

Alma Pride is a positive behavior throughout the Alma School to recognize all of the positive school, but often go unrecognized. almost 95% or more of the recognized are the negative ones.

Pride, all of our staf members students doing positive behaviors. doing positive things and then email or certificate letting them doing some form of positive student, picking up trash in the addition, these students will also placed in a weekly drawing. We



support program that we utilize District. The goal of this program is behaviors that happen all the time in In fact, many schools would say that behaviors that are typically Not so at Alma! Through Alma have the opportunity to recognize Staf are able to easily select students those students receive an automatic know that they were recognized behavior (Ex: helping another hallway, being polite, etc.). In earn a point or ticket that will be will then have prizes that will be

given away weekly throughout the school year.

The Alma School District has tremendous students. We hold our students to the highest of expectations and we individualize a learning plan that challenges each student. Our students are held accountable and when issues arise, we take ownership and learn from it. Finally, we instill in our students that doing the little things right, makes a big difference. That is 'Alma Pride!'

FOREWORD

This student handbook was developed to answer many of the commonly asked questions that students and parents may have during the course of a school year.

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. As parents/guardians we ask that you read through the entire school handbook with your child. It is important that both you and your child become familiar with its contents as the handbook information may answer many questions you may have about the operation of our school. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact Rob Stewart/Superintendent or Josh Reed/Assistant Principal.

This handbook summarizes many of the official policies of the Board of Education and the District. The current policies are available on the District's website or available in the District Office.

MISSION OF THE SCHOOL

The mission of the School District of Alma is to establish a safe and healthy environment for all students. We develop individual student connections and positive relationships where every student has a voice and place. We have high expectations for all of our students and through learner centered goals and critical thinking objectives we ensure academic success and life-long learning. We instill positive character traits and citizenship skills that provide our students with the tools to be effective team players and members of society. We are excited and passionate about what we do every day and truly love working with all of our students.

SCHOOL DAY

School Hours

General School Hours: Monday- Friday 8:00-3:30 School begins at 8:00 a.m.

DOORS WILL BE LOCKED FROM 8:10 a.m. - 3:25 p.m.

You must enter the School through the office doors while school is in session. The door will be opened by office staff who will ask some questions to verify your identity and reason for being at the school. A photo ID may be required.

The main doors are open at 7:15 a.m. Students should **NOT** be dropped off at school prior to 7:15 a.m.

Elementary students arriving early will be report to the gym for morning supervision from 7:15-7:45.

Elementary students are dismissed at the following times:

Be-Four-Grade 3 at 3:23

Grades 4-6 at 3:25

If you are picking up students in the afternoon between **2:50-3:30 p.m.**, we ask that you follow the following procedure:

- ◆ Park in the designated areas in the main parking lot. Do not park in the bus zone which is painted yellow from 7:45-8:05 or from 3:00-3:30. You may wait inside the school by the elementary office. **Please do not go to your child's classroom to pick your child up unless directed by office staff to do this. Parents may also meet their child outside of school in the designated parking areas.**

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of Alma Area Schools are designed to allow each student to obtain a safe, orderly, and

appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and obey all school rules. Disciplinary procedures will comply with the requirements of State and Federal law.

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

Students must arrive at school on time, prepared to participate in their educational program. All students have the right to an education and the right to learn. Additionally, students have the right to be safe and supported in an environment that places education as a top priority.

STUDENT WELL-BEING

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

EMERGENCY MEDICAL AUTHORIZATION

The Board has established Policy 5341 that requires every student to have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities.

The school has made the Emergency Medical Authorization Form available to every parent at the time of enrollment. As always, it is extremely important to make sure that the emergency contact information on the Health and Emergency Form is current. Should any information change during the year, be sure to update the office accordingly. This form includes daytime phone numbers for parents and names of individuals who are authorized to pick up your child if students must be released early.

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

SAFETY AND SECURITY

The safety of our students requires the following precautions that are conducted in accordance with Board Policy 7440 - Facility Security and the School Safety Plan:

- All visitors must enter through the designated visitor entrance and report to the school office when they arrive at School.
- All visitors are given and required to wear a visitor pass while they are in the building.
- The staff may question people in the building whom they do not recognize and who are not wearing a visitor pass, and to question people who are "hanging around" the building after hours.
- Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent, or a person whose signature is on file in the school office or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a permission note signed by the custodial parent(s) or guardian. (Board Policies 5200 - Attendance and 5230 - Release of Students to Authorized Persons). Please report to the office if you must pick up your child during the school day. You will be asked to sign out your child and indicate your relationship to the child. You may be asked to show a picture I.D. The student will be called out of class by the office staff. A parent/guardian must provide a written note if someone else has permission to pick up your child. This regulation is for the safety of your child.

INDIVIDUALS WITH DISABILITIES AND LIMITED ENGLISH PROFICIENCY

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability (Board Policy 2260.01). This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is generally required. More importantly, the school encourages parents to be active participants. To inquire about Special Education programs and services, a parent should contact Rachel Pommerening-Special Education Director at 608-685-4417/311. (Board Policy 2460)

The District is committed to identifying, evaluating, and providing a free appropriate public education ("FAPE") to students within its jurisdiction who are disabled within the definition of Section 504, regardless of the nature or severity of their disabilities.

Services are also available to students with Limited English Proficiency Board Policy 2260.02). To inquire about programs and services, a parent should contact: Sherry Brevick - Principal at 608-685-4417/306.

EQUAL EDUCATION OPPORTUNITY/ANTI-HARASSMENT

It is the policy (Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity) of the District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired based on the traits of sex (including gender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as "Protected Characteristics") or other protected characteristics as well as place of residence within District boundaries, or social or economic background.

Students who have been identified as having an impairment or disability under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act shall be provided with appropriate educational services. Parents who have questions should contact Rachel Pommerening/Special Ed Director at 608-685-4417/ext. 311.

It is also the policy (Policy 5517 - Student Anti-Harassment) of the District to maintain an educational environment that is free from all forms of harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the Board can exercise control, including on school property, or at another location if such conduct occurs during an activity

sponsored by the Board.

The Board will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

The complaint procedure is described in Board Policies 2260 - Nondiscrimination and Access to Equal Educational Opportunity and 5517 - Student Anti-Harassment. The policies are available in the school office and on the District's web page.

Due to the sensitivity surrounding complaints of harassment, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. Once the complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) calendar days of the complaint being received).

If at any time during the investigation process the investigator determines that the complaint is properly defined as Bullying, under Policy 5517.01 - Bullying, and not harassment under Policy 5517 - Student Anti-Harassment, because the conduct at issue is not based on a student's Protected Characteristics, the investigator shall transfer the investigation to the appropriate building principal.

Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

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

Harassment means behavior toward a student or group of students based, in whole or in part on the traits of sex (including gender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as "Protected Characteristics") which substantially interferes with the student's school or academic performance or creates an intimidating, hostile or offensive school environment. Harassment also includes "hate speech" directed against a student-the use of language, behavior, or images/symbols that express prejudice against a particular group or groups on the basis of any protected characteristic(s). Examples of conduct that may constitute harassment include:

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

Any person who believes that the School District of Alma or any staff person has discriminated against them in violation of these policies may file a complaint. A formal complaint can be made in writing to a District Compliance Officer listed below:

Sherry Brevick
Elementary Principal
608-685-4417 Ext. 306
brevicks@alma.k12.wi.us

Heather Kosik
7-12 Assistant Principal
608-685-4416 Ext. 211
kosikh@alma.k12.wi.us

NONDISCRIMINATION ON THE BASIS OF SEX

The Board of the Alma School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment.

All students, parents, and their representatives are advised to review Board Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities for more information and detail regarding the District's commitment to nondiscrimination on the basis of sex.

The District's Title IX Coordinators are:

Sherry Brevick	Heather Kosik
Elementary Principal	7-12 Assistant Principal
608-685-4417 Ext. 306	608-685-4416 Ext. 211
brevicks@alma.k12.wi.us	kosikh@alma.k12.wi.us

SEXUAL HARASSMENT

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

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

Sexual harassment may include, but is not limited to:

- unwelcome verbal harassment or abuse;
- unwelcome pressure for sexual activity;
- unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of students by teachers, administrators or other school personnel to avoid physical harm to persons or property;
- unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats

concerning an individual's educational status;

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

Sexual harassment examples include, but are not limited to:

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

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

If you wish to report harassment, please contact one of the Compliance Officers listed above.

A copy of the Board's Policy 5517 - Student Anti-Harassment, including the reporting, investigation, and resolution procedures, is available in the school office and on the District web page.

BULLYING

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

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

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. If the investigation finds that aggressive behavior has occurred, it will result in prompt and appropriate discipline, co-curricular sanctions and/or disciplinary action up to and including suspension or expulsion. Individuals may also be referred to law enforcement officials. (Board Policy 5517.01 - Bullying)

SECTION 504/ADA COMPLIANT

Any person who believes that the Alma Jr./Sr. High School or any staff person has discriminated against them in violation of the Policy 2260.01 - Section 504/ADA Prohibition Against Discrimination Based on Disability may file a complaint. A formal complaint can be made in writing to a District Compliance Officer listed below:

Sherry Brevick
Elementary Principal
608-685-4417 Ext. 306
brevicks@alma.k12.wi.us

Heather Kosik
7-12 Assistant Principal
608-685-4416 Ext. 211
kosikh@alma.k12.wi.us

The complaint procedure is described in Board Policy 2260 which is available in the School office and on the District's web page.

STUDENT RECORDS

The origination and maintenance of appropriate student records are essential to the effective operation of the District and meeting the educational interests of students. The rights and responsibilities of students, parents and the District with respect to student records are governed by State and Federal law (Board Policy 8330 - Student Records). Many student records are kept by teachers, counselors, and administrative staff. There are two (2) basic kinds of student records - directory information and confidential records.

Directory information can be given to any person or organization when requested, unless the parents of the student object in writing to the disclosure as required under school policy and State and Federal law. Directory information is specified in Policy 8330 - Student Records and includes a student's name, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of graduation, and degrees and awards received. Directory information also includes a student ID number, user ID, or other unique personal identifier used by the student when accessing or communicating in a District's electronic systems, if, standing alone, it cannot be used to access student education records, (i.e. a pin number, password, or other factor is also needed).

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

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

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

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

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

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

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

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

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpc

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: FERPA@ED.Gov; and PPRA@ED.Gov.

SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

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

Students who are new to Alma Jr./Sr. High School are required to enroll with their parents or legal guardian unless the student is eighteen (18) years old. When enrolling, the parents will need to bring:

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

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

Students enrolling from another school will have their courses and grades evaluated by the building principal. The office staff will assist parents in obtaining the official records from the previous school.

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

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the Homeless Liaison with regard to enrollment procedures (Board Policy 5111.01 - Homeless Students). Students who meet the Federal definition of children and youth in foster care may enroll and will be under the direction of the Local Point of Contact with regard to enrollment procedures (Board Policy 5111.03 - Children and Youth in Foster Care).

OPEN ENROLLMENT

The School District ("District") will participate in the Wisconsin Public School Open Enrollment Program in accordance with applicable law and the relevant policies and rules of the District, all as amended from time-to-time.(Board Policies 5113 - Open Enrollment and 5113.01- Part-Time Open Enrollment)

PERSONAL IDENTIFIABLE INFORMATION RELEASE

The School District of Alma publishes a District Newsletter to the school website. In addition, school news and pictures are printed on the school's web pages. Each student must have on file a PIIR, Personally Identifiable Information Release, signed by the parent in order for images of the student to be used in the newsletter or on the web pages. Families new to the district need to complete this form when registering. Failure to return this personal identifiable information release form equates to granting permissions. To add or delete a child from this permission list, please contact the school office. The school may also live stream and record classroom lessons and activities where students may sometimes appear.

SCHEDULING AND ASSIGNMENT

The Principal and Counselor will assign each student to the appropriate classroom and the program in which the student

will be participating. Any questions or concerns about the assignment should be discussed with the Principal and Counselor.

IMMUNIZATIONS

Each student must have the immunizations required by the Wisconsin Department of Health Services or must have an authorized waiver prior to the student's first date of attendance. If a student does not have the necessary shots or waivers, she/he may be excluded from school as permitted by law. This is for the safety of all students and staff. When your child receives his/her immunizations, please inform the school so it can be added to his/her health records. Any questions about immunizations or waivers should be directed to the School Nurse. (Board Policy 5320 - Immunization)

STUDENT ACCIDENTS/ILLNESS/CONCUSSION & SUDDEN CARDIAC ARREST

The School District of Alma believes that school personnel have certain responsibilities in case of accidents, illness, concussion, or sudden cardiac arrest that occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, notification of administration personnel, notification of parents, and the filing of accident reports. (Board Policy 5340 - Student Accidents/Illness/Concussion & Sudden Cardiac Arrest)

If a student has a fever of 100 degrees or more, is taking fever-reducing medication, has an illness requiring antibiotic treatment, or has diarrhea, the student MUST stay home until 24 hours after symptoms resolve. A student must remain home if they have vomited in the previous 12 hours. Contact the District Nurse for further clarification.

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

A student who becomes injured or ill during the school day should request permission from the teacher to go to the office. The office staff will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission. (Board Policy 5340 Student Accidents/Illness/Concussion & Sudden Cardiac Arrest)

SUICIDE PREVENTION

The School District values the mental health of every student and has counseling and prevention resources available for any student considering self-harm. Students may seek help from any staff member. In addition, students are urged to approach any staff member of their choice if they know of another student who is talking about death by suicide. (Board Policy 5350 – Suicide Prevention, Intervention, and Postvention)

HOMEBOUND INSTRUCTION

The District may arrange for individual instruction to students of legal school age who are not able to attend classes because of a serious physical or emotional disability.

Parents should contact the principal regarding procedures for such instruction. (Board Policy 2412 - Homebound Instruction)

EMERGENCY NURSING SERVICES

To provide for the protection of the students, the District shall make available emergency nursing services during the regular school day and during all school sponsored student activities. (Board Policy 5310.01 - Emergency Nursing Services)

USE OF PRESCRIBED MEDICATIONS

In those circumstances where a student must take prescribed medication during the School day, the following guidelines of Board Policy 5330 - Administration of Medication/Emergency Care are to be observed.

A. Parents should, with their physician's advice, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.

B. The Medication Request and Authorization Form must be filed with the elementary office before the student will be allowed to begin taking any medication during school hours. The forms are available in the High School office.

All medications to be administered during school hours must be registered with the elementary office. For each prescribed medication, the container shall have a pharmacist's label with the following information: student's name, practitioners name, date, pharmacy name and telephone, name of medication, dosage and frequency, and special handling or storage directions. These medications will be properly secured in the nurse's office. **Prescribed medications should be brought to the school office by the parent.**

Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.

Any unused medication unclaimed by the parent will be destroyed by School personnel when a prescription is no longer to be administered or at the end of a school year.

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

ASTHMA INHALERS AND EPINEPHRINE AUTO-INJECTORS

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. (Board Policy 5330 - Administration of Medication/Emergency Care)

Students, who suffer from severe allergic reactions may, possess and use an epinephrine auto-injector when the student is required to carry the epinephrine auto-injector to prevent the onset of an allergic reaction, and the appropriate written permission from the medical practitioner and completed Parent Consent form have been submitted to the school nurse.

Inhalers and epinephrine can be administered by school officials only in accordance with conditions confirmed by the Principal, consistent with the approved plan adopted by the District and updated annually, as necessary.

USE OF NONPRESCRIBED (DRUG PRODUCTS)

Possession, administration, and use of nonprescription drug products shall be in accordance with Board Policy 5330 - Administration of Medication/Emergency Care.

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

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

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

The parents request to administer a nonprescription drug product shall contain the following information: student's name, date, name of medication, dosage and frequency, and special handling and storage directions.

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

Parents may authorize the School to administer a non-prescribed drug product using a form which is available at the School office. A physician does not have to authorize such medication, but all of the other conditions described above under Use of Prescribed Medications will also apply to non-prescribed medications. The student may be authorized on the request form by his/her parent to self-administer the medication in the presence of a school staff member. No other exceptions will be made to these requirements.

HEAD LICE

Head lice can be a common problem in school settings. At Alma Jr. & Sr. High School, we do our best to take preventative measures to keep the number of cases to a minimum. There are many common sense strategies that can be taught and reinforced throughout the year that will help eliminate this problem. Some of them include keeping your hands out of other people's hair, not sharing combs or hats, etc. The elementary office has more information on this topic. If you would like to review this information, contact the School Nurse.

If you suspect that your child has head lice, seek medical advice. If your child has head lice or was treated for head lice, please contact the school nurse so that others who may possibly have it can be treated.

If a child in the District is found to have live lice, the child's parent will be contacted to pick him/her up. After appropriate treatment, and upon returning to school, the child will be examined by the school health staff. The District practices a policy of "no live lice" as a criteria for return to school. (Board Policy 8451 - Pediculosis)

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. In accordance with Board Policy 8450 - Control of Casual-Contact Communicable Diseases, a teacher, nurse, or Principal may send home a student who is suspected of having a communicable disease and will notify the parent of such action and the reason(s) it was taken. School officials may be required to notify local health officials if they suspect a student has a covered communicable disease. School officials will comply with notification requirements of the Wisconsin Department of Health Services in addition to notifying the student's parents.

Examples of such diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Wisconsin Department of Health Services.

PHYSICAL EDUCATION EXCUSE

If your child is unable to participate in Physical Education class, a note from a doctor must be presented to the office and Physical Education teacher in order to be excused from class.

STUDENT FINES AND CHARGES

All textbooks and workbooks are furnished by the district and remain the property of the district. The student is responsible for the school's materials and is expected to replace them in case of loss or damage. This is a good opportunity to instill responsibility and respect for property. Reasonable wear and tear is expected as a result of daily use. Unreasonable damage to textbooks will result in fines. Lost textbooks must be replaced immediately at the expense of the student.

When school property, equipment, or supplies are damaged, lost, or taken by a student, a fine will be assessed. Students using school property and equipment can be fined for excessive wear and abuse. The fine will be used to pay for the damage, not to make a profit. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.

The late return of borrowed books or materials from the school library will be subject to appropriate fines. Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others.

Any fines collected by members of the staff are to be turned in to the District Office within twenty-four (24)

hours after collection.

STUDENT VALUABLES

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

REVIEW OF INSTRUCTIONAL MATERIALS

Any parent who wishes to review instructional materials or observe classroom instruction should contact the Principal to make the appropriate arrangements. Parents have the right to review any instructional materials related to the human growth and development curriculum and may also observe instruction in classes dealing with such subject matter (Board Policy 2414 - Human Growth and Development). Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

MEAL SERVICE

The school participates in the National School Lunch Program and makes lunches available to students for a fee (Board Policy 8500 - Food Services). Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the Principal.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students (Board Policy 8531 - Free and Reduced Price Meals). Extra applications can be obtained in the School office. In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

How do I pay for the meals?

- You may send a check or cash to school with your child's name noted on the envelope to the office.
- You may fill out an application for Free/Reduced Meals to see if you qualify for assistance with the meals. If you qualify for Free/Reduced Meals you are still required to make a deposit into your account to cover the cost of extra milk.

Monitoring your Lunch Account: It is expected that you will have lunch money in your child(ren)'s account. The food service staff will send an email when your account balance is at \$10.00 or below. If the account is below zero for an extended time, food service staff will contact the family to arrange payment. Special arrangements can be made for all students in case of emergencies by contacting the Food Service Department. These cases will be handled on an individual basis. Food service pricing:

FIRE DRILLS-TORNADO DRILLS-LOCKDOWN DRILLS

The school has a comprehensive School Safety Plan (Board Policy 8420 - School Safety) that includes specifications for fire drills, tornado drills and lockdown drills.

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

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm system for tornadoes is different from the alarm system for fires.

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

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, there are various ways in which the school can notify parents/guardians, including text messaging, voice messaging, and email. Please contact the office if you need assistance with setting up notifications.

Parents and students are responsible for knowing about emergency closings and delays. (Board Policy 8220 - School Day)

VISITORS

The School District of Alma encourages parental involvement in the education of students. Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to register and obtain a pass. Any visitor found in the building without a pass shall be directed to the district office.

If a person wishes to confer with a member of the staff, she/he should call for an appointment prior to coming to the school, in order to prevent any loss of instructional time. Visitors' access to classrooms and instructional activities are subject to reasonable restrictions and limits. Please consult with the Principal regarding these restrictions. Students may not bring visitors to school without first obtaining written permission from the Principal. Parents who do not follow these guidelines or whose presence is disruptive to the educational environment may be asked to leave the building by the principal. Any decision to permanently restrict access of a parent may only be made by the District Administrator due to repeated failure to follow rules causing a disruption to the educational environment or for overt threats of harm or actual physical contact with any staff or student. (Board Policies 7440 - Facility Security and 9150 - School Visitors)

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use. (Board Policy 7510- Use of School District Facilities Protocols.)

LOST AND FOUND

The lost and found area is in the elementary lobby. Students who have lost items should check there and may retrieve their items. Parents are asked to check the lost and found bin on conference days. Unclaimed items will be given to charity at the close of each semester.

STUDENT SALES/FUNDRAISING

No student is permitted to sell any item or service in school without the approval of the building principal. Violation of this rule may lead to disciplinary action.

All fundraising projects must be submitted to school administration using the Alma School District Fundraising Request Form. Please complete the fundraising form and submit it for administrative review at least 2 weeks prior to the start of fundraising activities. (Board Policies 5830 - Student Fund-Raising and 6605 - Crowdfunding)

USE OF SCHOOL TELEPHONES, CELL PHONES & OTHER PERSONAL ELECTRONIC DEVICES

The school has a local free phone in both offices that can be used with permission. All calls must be for important information reasons and they must be brief. No calls to friends to have conversation will be allowed. Violators will lose phone privileges.

Personal electronic devices, such as cell phones, smartwatches, airpods, etc., may be used before school (prior to 8:00 AM) and after school (after 3:25 PM). They may also be used during lunch, open study hall, and passing time (7-12 only). Cell phones must be turned off and stored in a backpack or locker during class. Personal electronic devices will be confiscated if used at inappropriate times during the school day. To avoid confusion, if any personal device is used during class time, unless directed by the teacher, it will be taken away. Failure to comply with this request can lead to other

consequences. The following steps will be taken if a personal device is being used at an inappropriate time:

1. First offense: If a student is using a personal electronic device during class, without permission from the teacher, one verbal warning will be given.
2. Second offense: The teacher will confiscate the student's device and it will be returned at the end of the class period.
3. Third offense: The device will be confiscated and kept in the office and the student can pick up the device at the end of the school day.
4. Fourth offense: The device will be confiscated and kept in the office until the end of the school week and then can be picked up by the student.
5. Fifth offense: The device will be confiscated and kept in the office until the end of the school week and then can be picked up by a parent or guardian.

Students failing to give up their personal electronic devices (cell phones, airpods, smartwatches, etc.) when requested will receive additional consequences.

WEAPONS

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

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

The District Administrator is authorized to establish instructional programs on weapons and reporting and dealing with violations of this policy.

The District Administrator will refer any student who violates this policy to the student's parents and may also make a referral to law enforcement. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

- Weapons under the control of law enforcement personnel while on duty, or qualified former law enforcement officers, off duty law enforcement officers, or out-of-state law enforcement officers;
- Items pre-approved by the District Administrator as part of a class or individual presentation under adult supervision, including, but not limited to Hunters' Education courses, if used for the purpose and in the manner approved (working firearms and live ammunition will never be approved);
- Theatrical props used in appropriate settings;
- A knife lawfully used for food consumption or preparation, or a knife used for a lawful purpose within the scope of the student's class work.

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

No student is to confront the person possessing the weapon, but a staff member has the option of confronting the person if

the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person.

This policy will be published annually in all District student and staff handbooks. Publication is not a precondition to enforcement of this policy

ANIMALS IN SCHOOL

Prior approval from the principal must be obtained before animals are brought to school. Proper notification of the visit must take place to ensure the health of students and staff with allergies (Board Policy 8390 - Animals on District Property).

FAMILY ACCESS



These are instructions for utilizing Family Access through our school management system-Skyward. Open the link below to take you to the Family Access webpage:

<https://www.alma.k12.wi.us>

1. Enter your login
2. Enter your password
3. Select login (Family/Student Access)

Once you have successfully entered your login and password, you will be directed to your family's information page and it will look like this.

Here you are able to access your child's student information, grades, food service balance, report cards, and email notifications. Get to know this system. If you have any questions, contact DeeDee Johnson at johnsondd@alma.k12.wi.us.

VIDEO SURVEILLANCE

The Board of Education has authorized the use of video surveillance and electronic monitoring equipment at various school sites throughout the school. Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action. (Board Policy 7440.01 - Video Surveillance and Electronic Monitoring)

VOLUNTEERS

Volunteering at school is an experience and a privilege for both the school and the volunteer. It is designed to promote and maintain a supportive relationship for students, teachers, and school staff. Please contact the school if you are interested in being a volunteer. All volunteers must sign the Acknowledgment of Volunteer Responsibilities form. Volunteers may be asked to:

- Read to students and listen to students read
- Help students who have been absent with make-up or missed work; tutor
- Assist with learning center activities; help with arts and crafts

SECTION II - ACADEMICS

ACADEMIC STANDARDS

The School District of Alma is committed to ensuring academic excellence in every classroom so that all children perform at high levels and achieve proficiency. Curricular subject areas will be aligned with the appropriate state standards yet will allow for the individual needs and interests of students and teachers alike.

Academic standards specify what students should know and be able to do in the classroom. These standards serve as goals for teaching and learning. Setting high standards enables students, parents, educators, and citizens to know what students should have learned at a given point in time. Clear statements about what students must know and be able to do are essential to ensure that our schools offer opportunities to acquire the knowledge and skills necessary for success.

The School District of Alma has adopted the Common Core State Standards (CCSS) for Language Arts, Disciplinary Literacy, and Math. In Science, the Next Generation Science Standards (NGSS) are followed. The district implements the Wisconsin Model Academic Standards in Social Studies, Geography, and History.

Further information about these academic standards can be found at:

- Common Core State Standards Initiative <http://www.corestandards.org>
- Next Generation Science Standards <http://www.nextgenscience.org>
- The Department of Public Instruction, WI Academic Standards <http://dpi.wi.gov/standards>

Public education is a state responsibility. The State Superintendent and Legislature must ensure that all children have equal access to high quality education programs. This requires clear statements of what all children in the state should know and be able to do and the evidence that students are meeting these expectations.

CURRICULUM

The Alma Public School curriculum includes reading/literature, mathematics, writing, art, music, physical education/health, science, social studies, foreign language, STEM, and technology. To make sure sequential progress occurs in each subject area, a scope and sequence chart outlines concept and skill development in each grade level. Staff and consultants are constantly reviewing curriculum areas when necessary to maintain quality and effectiveness. Parents wishing additional information are encouraged to call the school office or contact their child's classroom teacher for an appointment.

COURSE LOAD AND REQUIREMENTS

In order to graduate from Alma High School, a student must have successfully completed a minimum of (23.5) twenty-three and a half credits. In order to graduate from Alma High School, a student must also have successfully completed the following credits in grades 9 – 12 with a passing grade of D- or higher:

ENGLISH – 4 credits are required

Satisfactory completion of either English 12 or CVTC Composition I & II is required for seniors.

SOCIAL STUDIES – 3 credits are required

The requirements for Social Studies include:

- (a) Satisfactorily complete Early American History and American Development and Expansion - (1/2 credit for each; 1 credit total)
- (b) Satisfactorily complete Senior Social Studies-Government and Senior Social Studies-Economics - (1/2 credit for each; 1 credit total)
- (c) At least one other credit in a social studies class

MATHEMATICS – Beginning with the Class of 2017, **3 credits are required**

SCIENCE - Beginning with the Class of 2017, **3 credits are required**

The requirements for Science include:

- (a) 9th Grade Science – (1 credit)
- (b) 10th Grade Biology – (1 credit)
- (c) At least one other credit in Science – (1 credit)

PHYSICAL EDUCATION -**1-1/2 credits are required**

The requirements for Physical Education include:

- (a) 9th Grade Physical Education – (1/2 credit)
- (b) 10th Grade Physical Education – (1/2 credit)
- (c) 11th Grade Physical Education – (1/2 credit)
- (12th Grade Physical Education may be taken as an elective for ½ credit)

HEALTH EDUCATION – ½ **credit is required**

All students will be required to successfully complete ½ credit in Health Education.

ELECTIVES – **8.5 credits are required**

Foreign Language - it is strongly encouraged that students wishing to pursue a 4-year college beyond graduation complete two credits of a single foreign language.

A MINIMUM OF FIVE CLASSES IN ADDITION TO PHYSICAL EDUCATION IS REQUIRED OF ALL STUDENTS IN GRADE 9. STUDENTS IN GRADES 10 THROUGH 12 MUST ENROLL IN A MINIMUM OF CLASSES EQUIVALENT TO 6 CREDITS FOR EACH YEAR.

HONOR STUDENTS FOR GRADUATING SENIORS

There will be a minimum of the top 15% of the graduating class designated as Graduating Honor Students as determined at the end of the 3rd quarter of the Senior year based on 15 quarters of academic achievement.

- A designation of Highest Honors for those students with a cumulative G.P.A. of 3.83 +.
- A designation of High Honors for those students with a cumulative G.P.A. of 3.67 - 3.82.
- A designation of Honors for those students with a cumulative G.P.A. of 3.33 - 3.66

In the event that the above designated students do not meet the minimum of 15% of the graduating class, a designation of Honor Student for those students included to meet the 15% minimum.

ADDITIONAL EDUCATION OPPORTUNITIES

The Alma School District recognizes the value of a diverse and comprehensive education. The district is always seeking additional educational opportunities for our students. We work with institutions of higher education to provide Early College Credit, Start College Now, and Postsecondary Enrollment Options. These programs allow students to enroll and take college courses with college instructors either on site or online. These programs are diverse and are intended to meet students' needs in a variety of ways. Alma School District provides these opportunities to all junior and senior students who satisfy district policies (Board Policy 2271 Early College Credit Program - 2271.1 - Start College Now Program) and meet the following district specific guidelines.

- Obtain Junior status- Will have successfully completed half of the required credits for graduation at the time of enrollment
- Good Academic Standing - Earned and Maintain a minimum GPA of 3.0 or higher and/or Administrative approval
- Student meets all Application Deadlines
- District/School Board approval of individual student applications

TRANSCRIPTED CREDIT OPPORTUNITIES

Alma High School also offers a variety of courses that are transcribed through Chippewa Valley Technical College. Transcribed courses are taught by Alma teachers with a curriculum that aligns with CVTC Courses. These dual enrollment courses give students the opportunity to earn both high school and college credits. Students are able to register for these courses during our high school registration process.

INDEPENDENT ONLINE COURSE OPPORTUNITIES

The Alma District is excited to be able to offer students the opportunity to take online high school and college level courses on campus. Students enrolling in these courses must have the self-discipline and maturity to be able to personalize their learning and monitor their learning to ensure that they are achieving at a high level. As a student enrolling in one or more of our online classes, you must follow all district policies, as well as any additional guidelines outlined in the contract or course syllabi.

REGISTRATION FOR CLASSES

When registering for classes, thought needs to be given to the scope and sequences for courses necessary for graduation. Registration will typically take place in March and April. Eleventh grade students will receive highest registration priority, followed by the 10th grade students and then 9th graders. Parents, students, home room advisors and the counselor will work together in program planning, registration and scheduling.

STUDENT SCHEDULE CHANGE PROCEDURE

Course Selection and Schedule Changes:

Students are expected to carefully select classes with care and consideration for their future plans. Accurate initial course selection is an important aspect of student planning, staffing, equipment purchase and building the master schedule. Students that select a class are expected to honor that original decision unless there has been a significant change in their future plans that alter the selection criteria.

Early Drops/Adds: Prior to, or the first five days of a semester:

Students may request a schedule change prior to the beginning of a semester if the student:

- A. can explain a change in the primary selection criteria

- graduation requirements
- college entrance requirements
- appropriate placement in a class

- B. experiences an event that impacts the appropriateness of the class

- C. the master schedule dictates the need for a change

Other Considerations for Schedule Changes:

A level of flexibility for student initiated schedule changes will exist if students are:

- Unknowingly scheduled into a class
- Counseled into a class despite reservations

Schedule Changes: After the beginning of the Semester Drop/Add:

Unless extenuating circumstances deem otherwise, students are prohibited from dropping a class after the beginning of the semester due to the unfair burden it places on both the student that is entering another class and the teacher that must accommodate roster changes. If the late schedule change is agreed upon by parent, principal, teacher and counselor, the following conditions apply:

Transcript-The class will remain on the student's transcript which is an official educational document that represents an accurate record of a student's academic history.

Grade-If the student was failing the class at the time of the drop, the "F" will remain on the transcript. If the student was passing, or if there has been no significant grading in the class, the grade will be a "NC" (No credit).

Eligibility-The normal eligibility rule will apply. If the student was passing at the time of the drop, the NC will not affect eligibility. If the student was failing, again, the normal eligibility rule applies, which means the student will lose one contest or event of participation and/or go on academic probation.

Appeals-The “F” and ineligibility may be appealed to the Academic Committee. A reversal would be based on these factors:

- A record of sincere effort in the dropped class
- Evidence, by the teacher, of misplacement in the dropped class
- A successful record and passing grade in the transfer course

INCOMPLETE GRADES

A grade of "incomplete" may be given to students who have not completed the requirements of a given course due to extenuating circumstances, such as prolonged illness, hospitalization, family emergency or other occurrences which require prolonged absence. Under these circumstances the student will be given a prescribed period of time in which he or she must complete the requirements of a given course. If the student fails to meet the requirements of the course within the extra allotted time, the grade of incomplete will turn into the grade of “F”.

The grade of "incomplete" may also be given to any student that for whatever reason "refuses" to fulfill the requirements of a course at which this grade of incomplete is aimed. The purpose of this grade is to enable the classroom teacher to control students who simply refuse to cooperate because course credits may not be necessary to graduate. It is hoped and anticipated that the grade of incomplete for refusal to cooperate will never be needed. However, should an incomplete be necessary for "refusal" to meet requirements, this grade will not turn into a grade of "F" within the prescribed period of time, but will continue as a grade of an incomplete. Under the circumstances, no student will be allowed to graduate from this school that has a grade of incomplete prevailing in any course enrolled in at this school.

If an incomplete, which is assigned for a first semester course, is not eliminated within (15) fifteen school days following the receipt, by the students, of report cards for the first semester, the student will be required to attend summer school to complete the necessary course requirements or take the course over again for that semester.

If an incomplete, which is assigned for a second semester course, is not eliminated within (15) fifteen school days following the resumption of school for the following year, the student will be required to take the class over again for that semester.

The student will not be allowed to graduate until the above requirements are fulfilled. If, for extenuating circumstances beyond the control of the student, the student fails to eliminate the incomplete within the prescribed time period, at the discretion of the Teacher and the Principal, the time period may be extended.

PROGRESS REPORTS

Progress reports are sent home with students in grades 4-12 each quarter at mid-term of the quarter. Mid-term reports are provided to help parents monitor student progress. Parents are encouraged to consult with the teacher if there are any questions or concerns.

REPORT CARDS

Report cards will be issued after the end of each school quarter. Students and parents/guardians are able to monitor progress throughout the quarter using Skyward Family Access. Please contact the Elementary or JH/HS Office if you need assistance accessing grades.

CLASS GRADES

The Alma School District utilizes a traditional grading system with mid-term, quarter and semester grades earned. Standards based grading, project based grading or other alternative grading methods may be used by individual teachers to determine student’s grades. Teachers will translate their grading systems into percentages when determining class grades.

GRADE POINT AVERAGE (GPA) are computed as follows:

A = 4.0	A- = 3.67	B+ = 3.33	B = 3.0	B- = 2.67	C+ = 2.33	C = 2.0	C- = 1.67
D+ = 1.33	D = 1.0	D- = 0.67	F = 0.00				

Grade point average is computed by following this procedure; multiply the number of grades by their value, sum and divide by the number of grades. For example: suppose a student received an A, 2 B's, and 3 C's one semester;

- $(1 \times 4.000) + (2 \times 3.000) + (3 \times 2.000) = 16.000$
- $4.000 + 6.000 + 6.000 = 16.000$
- Grade point average = $16.0 / 6 = 2.666\ldots$

The GPA includes a calculation of grades from youth options courses and other schools on the official transcript.

GRADING SCALE

A = 94-100% A- = 93% B+ = 92% B = 85-92% B- = 85% C+ = 84% C = 78-83% C- = 77% D+ = 76% D = 71-75% D- = 70% F = 69% / below

HONOR ROLL

At the end of each semester a scholastic Honor Roll will be published for students in grades 7 - 12 with the following:

- A designation of High Honors for those students with a semester G.P.A. of 3.666 or better on a 4.0 grading scale.
- A designation of Honors for those students with a semester G.P.A. of 3.333 - 3.665.
- A designation of Honorable Mention for those students with a semester G.P.A. of 3.0 - 3.332.

At the end of the 1st Quarter and the 3rd Quarter a scholastic Honor Roll will be published for students in grades 7 - 12 based on the respective Quarter's GPA with the designations of High Honors, Honors, and Honorable Mention.

NATIONAL HONOR SOCIETY

Alma High School is a charter member of the National Honor Society and each year inducts members into its chapter. To be named a member is one of the highest honors a student may obtain as a high school student. Membership is determined by invitation and selection is determined by a faculty committee on the basis of scholastic achievement, service to school and community, citizenship and character.

ACADEMIC AND CAREER PLANNING

Academic and career planning services, including individualized support and access to software tools and staff assistance, is provided to students in grades 6 to 12. The mission of academic and career planning is to provide a comprehensive plan, which will be developed and maintained by a student that includes the student's academic, career, personal, and social goals and the means by which the student will achieve those goals both before and after high school graduation. (Board Policy 2411 - School Counseling and Academic and Career Planning)

The School District of Alma recognizes that school counseling is an integral part of the educational program of the district. School counseling should be developmentally appropriate and assist students in achieving their optimum growth, enable students to draw the greatest benefit from the offerings of the instructional program of the school, help integrate all the student's experience so that she/he can better relate school activity to life outside the school, and help students learn to make their own decisions and solve problems independently. (Board Policy 2411 - School Counseling and Academic Career Planning)

GUIDANCE AND COUNSELING

The Alma School System recognizes that every individual student and adult may have a need at some time to discuss personal concerns with someone. The function of our guidance and counseling department is to serve student needs in the areas of educational and vocational planning and in areas of personal concern.

The guidance/counselor's primary responsibility is to assist high school students with course selection and ensure that all graduation requirements are met. Additionally, the guidance/counselor counsels students and parents on vocational and educational opportunities beyond high school.

The school counselor is primarily a listener for student concerns related to school or personal problems. The counselor is generally responsible for ensuring that educational requirements are met at the junior/senior high level and that appropriate future course selection is made.

To see the counselor, students should make an appointment and students are not to use class time to see the counselor unless it is an emergency.

STANDARDIZED TESTING

Forward Exam

Students in 3rd - 10th grades take the online Forward Exam each spring. These tests provide data on each student's progress in reading, math, social studies and science. The tests also provide information to the School District on how well students are achieving the WI state standards. Students take tests in math and reading; 4th grade students are also tested in social studies and science.

STAR Testing

Each fall, midyear, and spring, students in Kindergarten through 9th grade take the STAR Progress monitoring assessments. Areas tested include reading and math. These measurements will show individual growth of the student over time in the tested areas.

Results of both the **Forward Exam and the STAR Test** help the educators of Alma make academic decisions on students and draw conclusions about the strengths and weaknesses of the elementary curriculum.

PROMOTION, PLACEMENT, AND RETENTION

The School District of Alma recognizes that the personal, social, physical and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth. (Board Policy 5410 - Promotion, Placement & Retention)

Promotion to the next grade (or level) is based on the following criteria: current level of achievement, potential for success at the next level, and emotional, physical, and/or social maturity.

Retention- Elementary age students need a school program that is continuous and one that assists each child to develop academically, socially, and emotionally. Students will usually be able to make these advancements by progressing annually from grade to grade. However, exceptions may be made when an alternative placement is in the best educational interest of the student. These exceptions will be made only after the retention team (which may include the classroom teacher, principal, psychologist, special education staff and the parents) gathers and studies data and jointly reaches the decision that the student is over placed. The Superintendent, administration, and teaching staff, will receive the names and grade levels of students identified for retention.

COLLEGE VISITS

Seniors are allowed to attend up to two college visits and juniors are allowed up to three. A college visit is defined as an arranged visit at a college for the purpose of meeting college officials to discuss programs. It is NOT intended to be an unguided tour. Pre-approval from the High School Office must be obtained in order for a college visit to be excused. A completed form must also be turned in to the High School Office upon return.

CHILDREN AT-RISK

The Board of Education shall establish programs to serve children in the District who are identified as "children at-risk" in compliance with State statutes.

The District shall identify all children at-risk enrolled in the District and assure that a plan is developed for each such

student that describes how the District will meet each student's needs. All programs and services developed for "children at-risk" shall be designed to improve and expand educational opportunities for these children on an individualized basis, through a variety of means (e.g., additional instruction, differentiation, intervention), and provide alternative courses or program modifications which satisfactorily meet the District's requirements.

Principals are responsible for identifying and addressing barriers to learning through a variety of strategies. The plan will communicate the structure, strategies, and program offerings for students at-risk which will vary by individual. Strategies for support, interventions, programs, and alternative educational options are made available to all students and at all levels as needed. (Board Policy 5461 - Children At-Risk of Not Graduating from High School)

The District uses a Response to Instruction (RTI) Model that is designed as a continuum for Literacy, Mathematics, and Behavior. RTI is defined as a systemic process for achieving high levels of academic and behavioral success for all students through:

- multi-level, high quality instructional approaches for general, at-risk, advanced learners, and special education student needs;
- a balanced assessment system;
- collaborative practices.

The District will make reasonable efforts to help each student acquire the necessary skills, concepts, and content of course or subject area s/he is enrolled through systemic practices of RTI. Student capabilities will be identified for RTI using multiple criteria in accordance with District guidelines. These guidelines are aligned with the Wisconsin Department of Public Instruction's recommendations.

The District will maintain a RTI Continuum and supporting documents which outline specific implementation procedures and guidelines that will be reviewed annually. Parent involvement will be actively solicited to improve student success.

STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

Students are encouraged to use the school's technology resources for educational purposes (Board Policy 7540.03 Student Technology Acceptable Use & Safety). Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Unauthorized or inappropriate use, including any violation of the District's policies and administrative guidelines, may result in cancellation of the privilege, disciplinary action consistent with the School's rules, and civil or criminal liability. Smooth operation of the School's network relies upon users adhering to the District's policies and administrative guidelines.

Violation of the Student Technology Acceptable Use & Safety policy (Board Policy 7540.03) may result in disciplinary consequences up to and including expulsion from the District, civil liability and/or referral to law enforcement.

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

CYBERBULLYING

Use of District technology resources to engage in "cyberbullying" is prohibited. "Cyberbullying" involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group, which is intended to harm others."

Cyberbullying includes, but is not limited to the following:

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

To the extent permitted by the First Amendment, instances of cyberbullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct. (Board Policy 7440.03)

Students shall not access social media for personal use from the District's network.

SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

The Board of Education believes that the goals and objectives of this District are best achieved by a diversity of learning experiences, including those that are not conducted in a regular classroom but are directly related to the curriculum.

The purpose of curricular-related activities shall be to enable students to explore a wider range of individual interests than may be available in the District's courses of study but are still directly related to accomplishing the educational outcomes for students as adopted by the Board in Policy 2430. The Board encourages all students, including those students in elementary and middle school grades, to participate in such opportunities. In implementing this policy, the District Administrator shall take steps to make such opportunities accessible to all students.

For purposes of this policy, curricular-related activities are defined as those activities in which:

- the subject matter is actually taught or will be taught in a regularly offered course;
- the subject matter concerns the District's composite courses of study;
- participation is required for a particular course;
- participation results in academic credit.

No curricular-related activity shall be considered to be under the sponsorship of this Board unless it meets one or more of the criteria stated above and has been approved by the District Administrator.

Such activities, along with extra-curricular activities (not directly related to courses of study), may be conducted on or off school premises by clubs, associations, and organizations of students sponsored by the Board and directed by a staff advisor.

No non district-sponsored organization may use the name of the School District or any other name which would associate an activity with the District, without express approval of the Board.

Students shall be fully informed of the curricular-related activities available to them and of the eligibility standards established for participation in these activities. District-sponsored activities shall be available to all students who elect to participate and who meet eligibility standards.

Whenever a student becomes a member of a District-established student group or national organization such as the National Honor Society, in order to remain a member, s/he must continue to meet all of the eligibility criteria and abide by the principles and practices established by the group or the organization.

SCHOOL SPONSORED PUBLICATIONS AND PRODUCTIONS

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

(Board Policy 5722 - School Sponsored Publications and Productions)

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

For purposes of this policy, "school-sponsored student media" shall include both student publications and productions. "Student publications" shall include any written materials, (including, but not limited to, banners, flyers, posters, pamphlets, notices, newspapers, playbills, yearbooks, literary journals, books, and

t-shirts and other school-sponsored clothing), as well as material in electronic or on-line form (including, but not limited to, websites, web logs ("blogs"), video or audio clips, and newsletters or announcements transmitted by email, wireless broadcast or other similar distribution/dissemination). "Student productions" shall include vocal and theatrical performances, impromptu dramatic presentations, or any electronic media (including, but not limited to, radio and television programs, podcasts, and other video or audio productions that are recorded for re-broadcast or broadcast in real time using any available broadcast technology). Further, the term "publication" shall include distribution and dissemination of a student publication; and the term "performance" shall include presentation and broadcast of a student production.

The following speech is unprotected and prohibited in all school-sponsored student publications and productions: speech that is defamatory, libelous, obscene or harmful to juveniles; speech that is reasonably likely to cause substantial disruption of or material interference with school activities or the educational process; speech that infringes upon the privacy or rights of others; speech that violates copyright law; speech that promotes activities, products or services that are unlawful (illegal) as to minors as defined by State or Federal law; and speech that otherwise violates school policy and/or State or Federal law. The Board authorized the administration to engage in prior review and restraint of school-sponsored publications and productions to prevent the publication or performance of unprotected speech.

All school-sponsored student publications and productions are nonpublic forums. While students may address matters of interest or concern to their readers/viewers, as nonpublic forums, the style and content of the student publications and productions can be regulated for legitimate pedagogical, school-related reasons. School officials shall routinely and systematically review and, if necessary, restrict the style and/or content of all school-sponsored student publications and productions prior to publication/performance in a reasonable manner that is neutral as to the viewpoint of the speaker. Legitimate pedagogical concerns are not confined to academic issues, but include the teaching by example of the shared values of a civilized social order, which consists of not only independence of thought and frankness of expression but also discipline, courtesy/civility, and respect for authority. School officials may further prohibit speech that is grammatically incorrect, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.

The District Administrator shall designate one or more professional staff members to serve as advisors for the purpose of establishing guidelines for appropriate subject matter for publication and with responsibility for compliance with established guidelines. The staff member shall review proposed content and promptly notify the student writers whether their proposed article will or will not be published.

Students shall not be disciplined and/or retaliated against for exercising and/or asserting their free speech rights as defined in this policy. Nothing in this policy, however, restricts the Board's ability to impose post-publication/performance discipline related to a student engaging in the impermissible publication/performance of unprotected speech.

General Prohibitions

Regardless of their status as non-public or limited-purpose public forums, the Board prohibits publications, productions and advertisements that promote, favor, or oppose any candidate for election or the adoption of any bond issue, proposal, or question submitted at any election; fail to identify the student or organization responsible for the publication/performance.

SECTION IV - STUDENT CONDUCT

STATEMENT OF POLICY

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

To ensure adherence to these expectations and principles, the Board of Education has adopted this Code of Classroom Conduct, which applies to all students. (Board Policy 5500 - Student Code of Classroom Conduct) Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty should be maintained in the schools of this District.

Student conduct on or adjacent to school premises, on school vehicles, and at school-related events and activities shall be governed by the rules and provisions of the Student Code of Classroom Conduct. In addition, student conduct on internet-based social media outlets, when such conduct forms a sufficient connection to school or staff, is governed by the Code of Conduct. This Code of Classroom Conduct shall include the following items:

Specification of what constitutes dangerous, disruptive, or unruly behavior that interferes with the ability of the teacher to teach effectively, which therefore permits the teacher to remove the student from class; other student conduct that may be used by a teacher as a basis to remove a student from class; and procedures for notifying the parent of a student's removal and procedures for placement of a student that has been removed from class.

GROUND FOR REMOVAL OF A STUDENT FROM CLASS

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

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

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

- A. would result in suspension or expulsion under the Board's policies and procedures;
- B. violates the behavioral rules and expectations of the school;

C. is dangerous, disruptive or unruly. Such behavior includes, but is not limited to, the following:

- possession or use of a weapon or look-alike or other item that might cause bodily harm to persons in the classroom;
- being under the influence of alcohol or controlled substances or otherwise violating the District alcohol and drug policy;
- behavior that interferes with a person's work or school performance or creates an intimidating, hostile, harassing, or offensive classroom environment;
- arguing, taunting, baiting, inciting or encouraging an argument or disruption or group posturing to provoke altercations or confrontations;
- disruption or intimidation caused by gang or group symbols or gestures, or gang or group posturing to provoke altercations or confrontations;
- pushing, striking, or other inappropriate physical contact with a student or staff member;
- interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means;
- dressing or grooming in a manner that presents a danger to health or safety, causes interference with work, or creates classroom disorder;
- restricting another person's freedom to properly utilize classroom facilities or equipment;
- repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions;
- throwing objects in the classroom;
- repeated disruptions or violations of classroom rules, or excessive or disruptive talking;
- behavior that causes the teacher or other students fear of physical or psychological harm;
- willful damage to or theft of school property or the property of others; or
- repeated use of profanity.

D. interferes with the ability of the teacher to teach effectively. Such conduct includes, but is not limited to, the following:

- repeated reporting to class without bringing necessary materials to participate in class activities; or
- possession of personal property by school rules or otherwise disruptive to the teaching and learning of others.

E. shows disrespect or defiance of the teacher, exhibited in words, gestures or other behavior; or

F. is inconsistent with class decorum and the ability of others to learn. Such behavior includes, but is not limited to, sleeping in class, blatant inattention, or other overt or passive refusal or inability to engage in class activities.

PROCEDURE FOR STUDENT REMOVAL FROM CLASS

When a student is removed from class, the teacher shall send or escort the student to the Principal and inform the Principal of the reason for the student's removal from class. The teacher shall provide the Principal with an explanation of the reasons for the removal of the student from class.

The Principal will generally give the student an opportunity to briefly explain the situation. Thereafter, the Principal will follow-up with any individuals impacted by the situation and encourage a restorative

conference aimed to restore and repair relationships, and reintegrate the student into the educational environment. The Principal will also determine the appropriate consequences and educational placement for the student.

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

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

STUDENT PLACEMENT

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

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

STUDENTS WITH DISABILITIES

A student with a disability under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, and Section 115.758, Wis. Stat. may be removed from class and placed in an alternative educational setting only to the extent authorized under the laws (Board Policy 2260.01 - Section 504/ADA Prohibition Against Discrimination Based on Disability).

OTHER FORMS OF DISCIPLINE

It is important to remember that the school's rules apply at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

In addition to the district wide discipline policy, individual faculty members have designed a discipline plan for the students they teach in their classrooms. Students are expected to follow classroom rules and expectations.

Ultimately, it is the Principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

DISCIPLINARY ACTIONS

It is the general policy of the School District to utilize **progressive discipline** to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the School District. At a minimum, violation of School District rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. The School District shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct in a single instance

and/or repeated violations, as determined by the School District. Considerations that will be used to determine the consequence include intent, response, cooperation, history and other extenuating circumstances.

Disciplinary action may include, but is not limited to, one or more of the following:

- Student conference with teacher, principal, counselor or other School District personnel, and verbal or written warning;
- Parent contact;
- Parent conference;
- Removal from class;
- In-school suspension;
- Detention or restriction of privileges;
- Loss of school/extra-curricular privileges;
- In-school monitoring or revised class schedule;
- Out-of-school suspension
- Referral to support services;
- Referral to community resources or outside agency services;
- Financial and/or other appropriate restitution;
- Referral to police, other law enforcement agencies, or other appropriate authorities;
- Other disciplinary action as deemed appropriate by the School District.

DETENTIONS

Detention may be required of a student for one or more breaches of the conduct code. Student failure to serve detention on the assigned date(s) will result in either an increased term of detention, or suspension. Students may be assigned from one to five days of detention, depending on the severity of the offense.

Detentions will be served from 7:30-8:00 am or 3:30-4:00 pm.

Teacher Assigned Detentions

A teacher may assign a pupil after-school detention to correct a student's unacceptable behavior. Teacher assigned detentions are to be administered by the teacher who assigned them. When detention is assigned, students will be granted one day's notice in which to make transportation arrangements. Parents are to be informed prior to a student serving detention. Teachers will document that notice was given to parents and notify the building principal of the detention.

Administration Assigned Detentions

Administrative assigned detentions are one tool used to correct student behavior. These detentions are administered by the administrator or assigned staff. The length and times of these detentions can vary based on the circumstances surrounding them being issued. Parents are to be informed prior to a student detention and principals will document notice to parents that detention has been scheduled.

SUSPENSION AND EXPULSION

A. Suspension

1. Duration and Grounds for Suspension:

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

- Noncompliance with school or School Board rules;
- Knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;

- Conduct by the student while at school or while under the supervision of a school authority that endangers the property, health or safety of others;
- Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of others at school or under the supervision of a school authority;
- Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of any employee or School Board member of the School District in which the student is enrolled.
- Under bullet points 3, 4, and 5 above, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

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

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

2. Suspension Procedure

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

The Principal, within his or her discretion, may also inform the student’s parents or guardian of the reason for the proposed suspension prior to suspending the student.

3. Notice of Suspension

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

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

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

5. Opportunity to Complete School Work

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

6. Reference to the Suspension in the Student’s Record

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

The suspended student or the student’s parent or guardian may, within five (5) school days following the commencement of the suspension, have a conference with an Administrator, who shall be someone other

than a Principal, administrator or teacher in the suspended student's school, to discuss removing reference to the suspension from the student's records.

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

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

The Administrator shall make his or her finding within fifteen (15) days of the conference.

7. Co-Curricular or Extra-Curricular Participation

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

B. Expulsion

1. Grounds for Expulsion

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

- Repeatedly refused or neglected to obey the rules established by the School District;
- 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;
- Engaged in conduct while at school or while under the supervision of a school authority that endangered the property, health or safety of others;
- Engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health or safety of others at school or under the supervision of a school authority or endangered the property, health or safety of any employee or School Board member of the School District in which the student is enrolled; or
- Was at least sixteen (16) years old and had repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion.

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

2. Expulsion for Bringing a Firearm to School

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

3. Expulsion Hearing

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

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

4. Expulsion Order

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

5. Student Records

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

Discipline of Disabled Students

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

LEVELS OF VIOLATIONS AND CONSEQUENCES

***** Severe violations, indicated by three asterisks**, are actions that are illegal, or jeopardize student safety, or significantly impair a student(s) ability to learn or a staff member's ability to do their job. The accumulation of any level of violations may become severe based on patterns of problems, intent or the attitude of the violator. Base consequences for severe violations will result in five days out of school suspension and possible recommendation for expulsion. Alternate appropriate consequences may be assigned based on circumstances at the discretion of administration. Repeated intentional violation will result in a ten-day suspension and a review of educational alternatives.

****Major violations, indicated by two asterisks**, are actions that are slightly less severe but may cause significant harm and impair the educational process. These violations will be treated as severe if the circumstances dictate, such as repeat violations or an uncooperative attitude by the violator. Consequences will be either in-school suspension, out of school suspension or other alternate appropriate consequence.

***Moderate violations, indicated by one asterisk**, are less significant in their impact on the school setting if they are corrected. If these violations are errors in judgment, they can be considered part of the educational experience of secondary school. Consequences may be minimal (provided the student takes ownership for the violation and accepts the consequences), such as parent contact, detention, loss of privileges or restitution. However, moderate violations can escalate to a major or very severe violation and consequences, if the student's reaction causes further violations or the student demonstrates disregard for his/her behavior.

SUMMARY OF VIOLATIONS AND BASE CONSEQUENCES	
First Violation	Second Violation
Severe *** OSS and/or expulsion Major ** ISS or OSS Moderate * Conference, Detention and/or LOP	Multiple Days OSS and/or expulsion Multiple Days of ISS or OSS Detention or ISS and/or LOP
<ul style="list-style-type: none"> ❖ Consequences may be <u>reduced</u> if appropriate forms of restitution and/or correcting educational components are agreed upon and supported by the collaborative efforts of parent(s)/guardian(s) ❖ Consequences may be <u>increased</u> if violations are compounded or repeated, the violator demonstrates no willingness to alter the behavior or own his or her actions ❖ Depending on the violation, it may also result in a WIAA violation as well ❖ Violations may be subject to law enforcement referral <p style="text-align: center;"> Out-of-school suspension = OSS In-school suspension = ISS Loss of privileges = LOP </p>	

GRADUATING SENIORS

Graduating seniors who receive a violation that results in disciplinary action, which extends beyond the graduation ceremony, will be prohibited from participating in the graduation exercises.

CODE OF BEHAVIOR VIOLATIONS

The following are examples of unacceptable behavior subject to disciplinary action by the school district. This list is not all inclusive. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students or employees.

SAFETY VIOLATIONS

- Possessing, using or distributing a **weapon**/**** or any object, device or instrument having the appearance of a weapon. A “weapon” means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; all knives; explosives; fireworks; mace and other propellants; ammunition; poisons; arrows; and objects that have been modified to serve as a weapon. This definition includes weapons which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon. Also, the **use of any object as a weapon**/**** (i.e. belts, combs, pencils, files, scissors, etc.), attempting to inflict bodily harm and/or **intimidate****.

- **False fire alarms**/**, bomb threats**/**, and arson**/**** are all criminal offenses and will result in a police contact along with school consequences including suspension and recommendation for expulsion.

- **Fighting**/**** where blows are struck or attempted, or other aggressive acts (kicking, scratching, etc.) where

malice or injury is intended; or **confrontational, threatening behavior**/**** that may instigate a fight; or **promoting or instigating**** confrontations or other actions that lead or attempt to lead others into a fight. A police contact, along with school consequences, may result.

- **Potentially dangerous activity**/**** that could or does inflict bodily harm upon another person, even though accidental or in the context of playing or having fun. This includes the inappropriate use of laser pointers or releasing chemicals in the school for the purpose of causing a disturbance; i.e. stink-bombs.

- **Illegal drugs**/** or alcohol**/**** using, possessing, distributing, or being under the influence of or other intoxicating substances or look-alike substances; using, possessing, or distributing **tobacco**/**** or tobacco paraphernalia; using, possessing, or distributing items or articles that are illegal or **harmful**/**** to persons or property including, but not limited to, drug paraphernalia that is manufactured or homemade (For more information see drug policy). A police contact, along with school and WIAA consequences, will result.

- **Using** or possessing* an ignition device**, including a butane or disposable lighter or matches, except where the device is used in a manner authorized by the school.

VIOLATIONS AGAINST OTHERS

- **Profanity**/** or obscene language**, which includes any casual conversations or comments that are overheard by others*; or loud or directed comments with disregard for others**/**; to severe violations that would include profanity or abusive language directed at others** or staff**/**. In addition to school consequences, this may result in police contact.

- **Verbal assaults**/****, or verbally abusive behavior, including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating or that degrades other people. In addition to school consequences, this may result in police contact.

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

- **Harassment**/**** inappropriate, abusive, offensive, **threatening, or demeaning actions** based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin or sexual orientation. **Repeated or objectively offensive harassment**/**** will be considered a severe violation.

Sexual Harassment: Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, visual or physical conduct of a sexual nature made by someone in the educational setting (in the school building, on the school grounds, on buses or at any school related activities, wherever they may be conducted. If a formal complaint is warranted, please refer to the (Equal education opportunity/Anti-Harassment) sections of this handbook.

- **Hazing**/**** committing an act against a student, or coercing a student into committing an act, that creates a risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or group, or for other reasons.

- **Insubordination or defiance of authority**/**** which includes failure to comply with a reasonable request; demeaning, impertinent or disrespectful language, actions, names, labels, gestures or other forms of communication toward teachers or other school district personnel. This includes the attempt to recruit, motivate or organize others to act in a disrespectful manner, as listed above**. This also includes the failure to identify oneself or the failure to go to the office and similar requests.

- **Retaliation**/**** includes physical altercations, threats, or recruiting others to harass, bully, assault or find other means of getting revenge or continuing a conflict after an incident. Retaliation after a re-entry meeting, mediation or other school interventions will be treated as a severe violation.

VIOLATIONS AGAINST PROPERTY

- **Vandalism***/**/***/ including damage to or destruction of school property or the property of others. Restitution will be expected and possible police referral will be made.
- **Theft***/** possession of stolen property and extortion.
- **Trespassing***/** loitering, unauthorized usage, entry or; breaking and entering*/** and entering lockers*/** that belong to others.
- **Posting***/** of materials without permission or unauthorized distribution.
- **Use of nuisance devices***/** or objects that interfere with the educational process or cause disruption. These devices will be confiscated.

OTHER VIOLATIONS

- **Public Prohibited Displays of Affection***/** are not acceptable on school property or any and all school related events.
- **Falsification***/**/***/ of any records, documents, notes or signatures; tampering*/** with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access*/** or other electronic means; staging*/** or false reporting of dangerous or hazardous situations that do not exist.
- **Scholastic dishonesty** which includes, but is not limited to, cheating*/** on a school assignment or test, plagiarism, or collusion. This includes failure to cite. These violations would result in loss of credit on that assignment or possible requirement to make up work for partial credit. For more information on academic honesty, please see Board Policy 5505--Academic Honesty.
- **Students that use school computers**, including Chromebooks, internet, e-mail and other technology including all personal devices*/** shall comply with all aspects of the district technology policy.
- **Pornographic materials***/**; the possession or distribution of obscene materials or attempt to access sites that contain these materials. (see sexual harassment policy and computer use policy)
- **Gambling***, including, but not limited to, playing a game of chance for stakes.

SEARCH AND SEIZURE

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

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

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

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to

access information in spite of a password. A student's refusal to permit such access may be grounds for disciplinary action.

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

The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe the student has consumed or is under the influence of an alcoholic beverage while on school premises or while participating in a school-sponsored activity. If the student refuses to take the test, the Principal will inform the student that refusal to participate implies admission of guilt leading to disciplinary action consistent with this handbook.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. (Board Policy 5771 - Search and Seizure)

ATTENDANCE

The District requires all students to attend school regularly in accordance with the laws of Wisconsin and Board Policy 5200 - Attendance. The school's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the guidance of a competent teacher are vital to this purpose.

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age, unless they fall under an exception under State law, this policy, or administrative guideline issued under this policy. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

Parent Notification of Absence Required

The Administration shall require, from the parent of each student, who has been absent for any reason either a written or oral notification stating the reason for the absence and the time period covered by the absence. The Board reserves the right to verify such statements and to investigate the cause of each single absence.

Guidelines for reporting absences:

1. Call the Office at 608-685-4416 if your child(ren) is absent. Voicemail is available 24 hours a day. The best time to call the school is from 7:45-8:30 a.m.

- B4-Grade 6 must call or email Kati Hanson at hansonkt@alma.k12.wi.us
- Grade 7-12 must call or email DeeDee Johnson at johnsond@alma.k12.wi.us

2. If a student must be excused for a portion of the regular school day for an acceptable reason he/she is to bring a written note from the parent or guardian and give this note to the district office. If a call or note is not received within 2 days of the absence it will be entered as an unexcused absence. Students should sign in and out at the district office before leaving and upon their return to school.

3. Whenever possible please schedule a dentist, doctor and other appointments after school. Please try to schedule family travel to coincide with scheduled breaks on the school calendar.

PreApproved Absences:

There are certain events that can be excused with pre approval. A few popular examples include hunting, college visits, and other vacations. In order for pre approval to occur, the student needs to get this form from the office and have each teacher complete the class periods below. Final approval then needs to come from obtaining an administrator's signature at the bottom of this form. In emergency situations an administrator can grant pre approval without this form being completed ahead of time.

The 5/10 Day Rule

As per Wisconsin Statute 118.16, parents are allowed to excuse their child five (5) times during each semester with a maximum of ten (10) days per year. All Unexcused absences will fall under this rule. Excused absences in excess of what is allowable may be determined as unexcused. Students with unexcused absences in excess of the 5/10-day rule will be referred for truancy.

Excessive absences over 10 days may result in a requirement for medical documentation regarding your child's absence.

Excused Absences

As required under State law, a student shall be excused from school for the following reasons:

A. Permission of Parent: The student has been excused by his/her parent before the absence for any or no reason, and as long as that reason meets the parameters of the administrative guidelines outlined in this parent-student handbook. A student may not be excused for more than five (5) days per semester/ten (10) days per school year under this paragraph and must complete any course work missed during the absence.

B. Physical or Mental Condition: The student is temporarily not in proper physical or mental condition to attend a school program.

C. Obtaining Religious Instruction: To enable the student to obtain religious instruction outside the school during the required school period (see Policy 5223 - Absences for Religious Instruction).

D. Program or Curriculum Modification: The Board has excused the student from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.

E. High School Equivalency – Secured Facilities: The Board has excused a student from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secure detention facility, or a juvenile portion of a county jail, and the student and his/her parent agrees that the student will continue to participate in such a program.

F. Child at Risk: The student is a "child at risk" as defined under State law and is participating in a program at a technical college on either a part-time or full-time basis leading to high school graduation, as provided under State law.

G. Pre-Approved Vacations: Alma recognizes that pre-arranged family trips and events are of importance. Absences for these types of events will be considered excused, provided that at least one school day prior notification is received by the Jr. /Sr. high administration and the student has fully completed the district's pre-approved absence form. The student must also be in good standing. Pre Approval must be granted for these absences to be considered excused.

H. Suspension or Expulsion: The student has been suspended or expelled.

There is a positive correlation between consistent school attendance and academic success. Families are encouraged to plan trips around the approved school calendar. The district discourages trips during the first two weeks of school, the last two weeks of school, and during any state assessment testing windows.

Unexcused Absences:

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter.

Administrative Guidelines for Unexcused Absences:

Unexcused absences include the following: 1) work (except administrative pre approved and fewer than two consecutive days, At Risk, EEN or COOP); 2) babysitting; 3) shopping; 4) haircuts/beauty appointments; 5) personal business; 6) senior pictures; and other absences for reasons not defined under Excused Absences. Students with unexcused absences will be permitted to make up work and are subject to detention or in-school suspension. If there is any question on the part of parents or guardians whether the cause of the absence is legal or excusable, it would be appropriate to contact the school **PRIOR TO** the absence, for approval.

A student whose absence is unexcused for a day or any part of a day is responsible to turn in all assigned work due on the day of that unexcused absence at the next scheduled class session upon return to school. Any work not turned in at that time is subject to the teacher's class rules for late work. Tests and exams missed due to an unexcused absence will be taken upon return to school as arranged by the teacher. These make-up tests and exams for an unexcused absence may, at the teacher's discretion, be held after school.

Late Arrival/Tardy and Early Dismissal:

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the District.

The Board recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day. Please note that the official school day begins at **8:00 a.m.** at the Alma Jr & Sr. High School. Any arrival after the official school start time shall be considered tardy. If a student is late for school in the morning, he/she must report directly to the office for a pass. Those students who are tardy must have a note explaining the reason for the tardiness and/or a verbal explanation from the parent/guardian in person or by a phone call the morning of the tardiness. The office will decide whether the tardy is excused or unexcused. After the first hour, if a student is late for class, he/she is to report directly to the class and the teacher will determine if the tardy is excused or unexcused. Three unexcused tardies is equivalent to one unexcused absence and will follow the same consequences as an unexcused absence. Please note that an unexcused tardy is defined as:

- A student who is not in their seat by the time the bell rings is considered tardy.
- A student not being prepared for class (books, pencils, etc.)

When a student is late for class due to meeting with a staff member, he/she is to get a pass from the teacher or staff member who has detained him/her. If a student is having problems with their locker, or they go to the lavatory, they must first get permission from their teacher to be late. Otherwise, such tardies will be unexcused.

Students Leaving School during the School Day:

No staff member shall permit or cause any student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the Principal and with the knowledge and approval of the student's parents.

No student who has a medical disability which may be incapacitating may be released without a person to

accompany him/her. No student shall be released to anyone who is not authorized such custody by the parents.

No student will be released to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the Principal.

Absences and Participation in extracurricular events:

To be Eligible for attendance and/or participation in an activity (practice or event), a student must be in school all day.

The only exceptions to this are:

- Medical appointments
- College visits
- Driver's Test
- Family emergencies approved by the principal
- PreApproved absences less than a half day in duration and approved by the principal
- Extenuating circumstances approved by the principal

These exceptions should be communicated to administration prior to the student's absence when possible. A student-athlete or co-curricular participant who is suspended or expelled from school shall be barred from participation in all competitions and appearances during that period of time.

Unexcused Attendance/Yellow Card Explanation (Grades 7-12):

When a student receives an unexcused absence (U = unexcused) or unexcused tardy (T = tardy) ("T" is in increments of 3) this is considered unexcused time away from class. A Yellow Card will be written up for each student every time they have an unexcused absence. Yellow Cards will be given directly to the student.

It is the student's responsibility to make up time missed from class. They will have the option to make up this time before school, after school or during lunch. The student will need to prearrange this time with the Junior-Senior High Principal.

- Each class they miss is equal to 50 minutes
- Additionally, three unexcused tardies also equates to one unexcused hour/50 minutes

Once time has been served, the student must have the supervising staff member complete the yellow card as such. A record will be kept for each student that has made up their time with a special notation to take the place of the "U" or "T". Again, students have two weeks to make up their time from the day they receive their yellow slip indicating how many hours they have to make up. Failure to make up time will result in a further loss of privileges.

Habitual Truancy:

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

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

Parent/Guardian Responsibilities

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

Student Responsibilities

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

LUNCHROOM PROCEDURES

Students are expected to act in a dignified manner, showing respect for others, during the lunch period. Lunchtime is an opportunity to eat, socialize and relax with classmates. Students will lose this freedom if they fail to act in a way that shows respect for the rights of others.

NOON HOUR PROCEDURES - All students are required to be in the Cafeteria during their respective lunch periods. Those students who are purchasing school lunch must stand in line for lunch, like everyone else. Those students not eating lunch will wait in the lunchroom seated at tables. Those students who participate in the school lunch program may not share their food with those students who do not participate in the school lunch program. There will be no pop allowed in the cafeteria during breakfast or lunch. Students will be excused from the lunchroom prior to the scheduled return of students for their next class. Students may not go down the hallway beyond the restrooms until the lunch period is complete. **FOOD IS NOT TO BE TAKEN FROM THE CAFETERIA.**

RECESS

The most important factor in making recess time comfortable and safe for your child is to be sure that they are dressed correctly for the weather. Be sure that your children come dressed for the conditions they will be exposed to during recess. Occasionally, weather conditions will not permit our students to go outside for recess. When this happens, students will have indoor recess. This decision will be made by the office staff.

General Guidelines to Determine Indoor Recess

- ❖ Colder than 0 degrees and/or -10 degree wind chill or over 99 degrees
- ❖ Rain, lightening, or any other dangerous weather conditions
- ❖ Physical conditions of playground

Playground Expectations

Students are expected to conduct themselves in a manner that does not hinder their safety and the safety of others. Fairness, honesty, courtesy and cooperation are all essential ingredients while on the playground. Students are expected to listen and follow the directions of the playground supervisor at all times. Students must use equipment properly and play in assigned areas only.

Students are to refrain from the following while on the playground:

- ❖ Leaving the school playground without the consent of the playground supervisor.
- ❖ Fighting, hitting, tripping, shoving, etc.
- ❖ Kicking playground balls onto the school.
- ❖ Using hard balls of any kind.
- ❖ Playing games that require the tackling, tripping or pushing of others.
- ❖ Throwing snowballs, rocks or other harmful objects.
- ❖ Pushing or shoving others as students enter the building.
- ❖ Cursing, teasing or fighting.

Slides

- ❖ Walk up the ladder steps. Do not run or push on the steps.
- ❖ Use the slide from top to bottom. Do not climb up the slide.
- ❖ Slide down the slide **feet first**.
- ❖ Go all the way down. Do not stop part way down or try to get off part way down.
- ❖ Keep hands and feet inside the slide area.

- ❖ Rocks, snow, and toys do not belong on the slide.

Swings

- ❖ Sit on the swing. Hold on with both hands. One person per swing.
- ❖ Direction of movement is forward and back.
- ❖ Wait your turn on the grass or blacktop.
- ❖ Set your own pattern for taking turns (count 50, 100, 150).
- ❖ Remain on the swing until it stops. No jumping off.

Bars/Climbers

- ❖ Hands and feet must be on the bars/climbers at all times.
- ❖ No hanging on to another child's body on any of the equipment.
- ❖ Leave two bar space between children.
- ❖ Do not sit on top of bars/climbers when children are swinging underneath.

Winter Rules

- ❖ Wear boots if you want to play off of the blacktop.
- ❖ Wear snow pants if you plan to roll, sit, or play in the snow.
- ❖ Snow is to remain on the ground.
- ❖ Wipe snow off your pants and boots before entering the school.
- ❖ Do not slide on the ice.

Grade 7 - 12 students will be dismissed from the lunchroom and may participate in a supervised recess time. Students must comply with supervisors at all times and remain in the areas of supervision. It is the discretion of supervisors as to where students will be allowed to gather. No students will be permitted to be in vehicles in the parking lot or on the street. No student is to leave the school grounds for any reason without permission.

GUEST PERMISSION FORM FOR EVENTS

The Alma School District requires that our guest permission form be completed prior to any event where an Alma student is planning on bringing a non-Alma student as a guest. The form requests that an appropriate grade level administrator complete information on the non-Alma student wishing to attend as an Alma guest. The Alma School District also requires any guests that have already graduated from high school to be under the age of 21. The guest may be asked to provide verification when arriving at the event. Finally, any Alma student that brings a guest that is not enrolled in another school district will be responsible for the behavior of their guest and may receive consequences for any inappropriate behavior by a guest.

LOCKERS

A student's school locker has a unique status. The school owns the locker and the school retains the right to inspect or search the lockers. The school expects that students will take care of their lockers and keep them locked at all times. The school is not responsible for lost or stolen items and encourages students not to bring valuables to school. Any materials/pictures/posters/etc. posted on lockers need to have prior administrator approval. Students need to use their assigned locker no locker changes unless cleared with the principal.

STUDENT RIGHTS OF EXPRESSION

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

Students attire and personal grooming which creates a danger to health or safety or creates a disruption to the

educational process is prohibited this may include:

- Hats, hoods, or any headwear (except when approved for special occasions)
- Coats or jackets in class (except when special circumstances provide exception)
- Blankets, pillows or other non-clothing items (except when approved for special occasions)
- Any clothing that is ill fitting, has openings in inappropriate places, or overexposes undergarments or skin
- Clothing which bears a message, including double meaning messages, that is vulgar, obscene, offensive, and/or communicates a message that is racist, sexist, or otherwise derogatory to a minority group, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals
- Apparel displaying or promoting products or activities that are illegal for use by minors
- Footwear that is hazardous, disruptive, or could potentially damage school property.

Other materials cannot be displayed if it:

- is obscene to minors, libelous, indecent, or vulgar;
- advertises any product or service not permitted to minors by law;
- intends to be insulting or harassing;
- intends to incite fighting or presents a likelihood of disrupting school or a school event; or
- presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

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

SECTION V - TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL-Board Policy 8600 - Transportation

School District Transportation: The district buses will transport students from home to school and school to home. This may include morning daycare pickups and afternoon daycare drop offs. This may include accommodations for students with two homes. Consideration may be given for a daily alternate drop-off on the students' assigned bus if it does not take the bus off its designated route path.

BUS CONDUCT

Students must realize that school bus transportation is a "privilege" and not a "right". As safe transportation of all riders is the goal of the bus transportation system, students may be excluded from riding privileges if they behave in a manner contrary to the well-being of others who expect a safe riding experience.

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

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

The following behaviors are expected of all students:

Previous to loading (on the road and at school) each student shall:

- be on time at the designated loading zone five (5) minutes prior to scheduled stop);
- stay off the road at all times while walking to and waiting for the bus;
- line up single file off the roadway to enter;
- wait until the bus is completely stopped before moving forward to enter;
- refrain from crossing a highway until the bus driver signals it is safe;
- go immediately to a seat and remain seated.
- exhibit "Alma Pride" behavior when waiting for the bus

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

During the trip each student shall:

- remain seated while the bus is in motion;
- keep head, hands, arms, and legs inside the bus at all times;
- not litter in the bus or throw anything from the bus;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other bus riders;
- not tamper with the bus or any of its equipment.
- use an appropriate voice volume.
- use appropriate language and refrain from using profane or indecent language.
- obey the bus driver promptly.
- be responsible for his/her own actions.
- conform to the same standards of conduct that are expected of them at school, respecting the driver at all times.
- not bring weapons or dangerous objects on the school bus.
- not be permitted to use tobacco, drugs, and alcohol on the bus or at the designated bus stop.

Leaving the bus each student shall:

- remain seated until the bus has stopped;
- cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;
- be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular bus stop at home or at school unless she/he has proper authorization/bus pass from school officials.

Parent Responsibilities

Parents must realize that school bus transportation is a “privilege”, not a “right”. As the safe transportation of all riders is the goal of the bus transportation system, parents are asked to reinforce proper behavior and safe riding practices as outlined by the school and by the bus drivers.

- Parents need to work with the school in assuring that their students will conform to proper standards of conduct while riding on the bus. This includes reviewing the transportation and safety rules with their children as well as the importance of respect for the seats and interior of the bus in the area they are riding.
- Parents will be notified if their child is not conforming with the student responsibilities outlined by the principal and/or bus driver.
- Parents may request that their child be allowed to ride to another stop for a special occasion. Because of load limits on the buses, group requests for birthday parties, etc. need to be made to the elementary office prior to the event. These requests may be denied due to load limits.
- Parents assume the responsibility for the child’s welfare from the point that their child exits the bus.
- District buses will transport students from home to school and school to home. This may include morning daycare pickups and afternoon daycare drop offs. This may include accommodations for students with two homes. Consideration may be given for a daily alternate drop-off if it does not take the bus off its designated bus route path.
- Parents must notify the district office if there are to be any changes for bus drop-off points. A phone call to the office by a parent is necessary or a parent note must be sent with the child. This holds true if the child is to go home with another student or parent. If there is no communication with the office concerning a bus pass, the child will be sent on the usual bus to go home.
- Parents should communicate with the administration regarding any problems or situations arising from bus transportation.
- For the safety of the children, we are reminding parents that there is to be NO parking in the bus loading zones. After school, students will be signaled to meet you in the parent pick-up zone. If you are parked elsewhere, you will need to meet your child at the elementary entrance.

Bus Riding Consequences for Misconduct

Consequences for school bus/bus stop misconduct will be implemented as necessary by administration. Decisions regarding a student’s ability to ride the bus in connection with co-curricular and extra-curricular events (for example, field trips or competitions) will be in the sole discretion of the School District. Parents or guardians will be notified of any suspension of bus privileges.

The bottom line is that we want all of our students to be in a safe environment both on the bus and at school. Bus misconduct can affect all of the students, causing possible severe safety problems. We ask for your understanding and cooperation of this policy as it is for the good of all of our students.

Cameras on School Bus

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

If a student is reported to have misbehaved on a bus and his/her actions were recorded on a videotape, the tape will be submitted to the Principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with State and Federal law. (Board Policy 8600 - Transportation)

Self-transportation to School

Driving to school and parking on school premises is a privilege, not a right. In exchange for the privilege to park on school premises, the student agrees to abide by all school rules and agrees that his/her vehicle may be inspected whenever a school official has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Student parking privileges may be revoked at any time if deemed necessary by school officials. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property; parking in restricted or staff areas. Students that jeopardize safety or use their vehicle for any violations will lose parking privileges. Students that park in non-designated student **areas may receive a parking citation as well.**

The following rules shall apply.

- Vehicles are to be operated on designated roadways and parking lots only. Drivers are prohibited from driving or parking on any natural areas of District property without the consent of the principal.
- Student drivers must adhere to all traffic rules and regulations and are subject to law enforcement referral if a violation occurs.
- Parking lot speed limit is fifteen mph.
- When the school provides transportation, students shall not drive to school-sponsored activities. unless written permission is granted by their parents and approved by the Principal.
- No other students are allowed to be driven to or from a school-sponsored activity by a student driver without approval by the Principal.
- Travel Release guidelines and forms must be adhered to.
- Students are not allowed to return to your vehicle until you leave school. If for some reason you have to go to your vehicle (e.g. to take a shop project out) you must have a pass from the office.

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Alma Jr./Sr. High School Handbook

Signature page

Please sign this form and return it to the Jr. / Sr. High office by Friday, September 8th.

The school has emailed an electronic copy of the Jr. / Sr. High Handbook to every student and to every parent in the Alma School District. In addition, you can access the handbook and other important information any time through our school website www.alma.k12.wi.us. If you would like to receive a hard copy of our Handbook please contact the Jr. / Sr. High Office and we will provide a copy for you.

Student:

I have received an electronic copy of the Alma Jr./Sr. High School Handbook and will read it so that I understand and can follow the information included in it. I also understand that these are rules of the school district, which I will be expected to follow, whether I read the Handbook, or not.

(Printed Student Name)

(Student Signature)

(Date)

Parent / Guardian:

I have reviewed the Alma Jr./Sr. High School Handbook. I understand that these are the rules of the school district which my son or daughter will be expected to follow, whether I read the Handbook, or not.

(Printed Parent/Guardian Name)

(Parent/Guardian Signature)

(Date)

Please contact the Elementary or High School Office if you would like a hard copy of the handbook.