

**Middle/High School
Student Handbook
2023-2024**



Foreword

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

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

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. If any of the policies or administrative guidelines referenced herein is revised after July 19, 2023 the language in the most current policy or administrative guideline prevails.

Vision Statement

We are all valued members of a learning community. In partnership with the parents and other citizens of North Crawford, the students, teachers and staff believe it is our mutual responsibility, as learners, to create and maintain a caring environment conducive to learning.

Opportunities, resources and time are available to each person at North Crawford to listen, learn from and communicate effectively with each other. We believe in a climate which is drug, alcohol, and violence free, where each participant is treated with respect and fairness.

North Crawford's essential vision centers upon the conviction that each of us, as learners, will demonstrate through our actions the abilities to:

- Work constructively and collaboratively with others
- Communicate effectively
- Take responsibility for our learning
- Evaluate and improve our performance
- Identify and solve problems
- Respect the inherent differences in a diverse community
- Think creatively, critically and independently
- Apply knowledge to real-life situations

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ACADEMIC RESPONSIBILITIES/ACADEMIC HONESTY

We expect students to behave and communicate with honesty and integrity. Students found cheating on work/tests, copying others work or plagiarizing will receive a zero for the work/test, etc. and may be subject to discipline. Parents will be notified of any student who willfully allows others to cheat or does the work/test for another student will also be subject to discipline.

ACCIDENTS

The North Crawford School District believes that school personnel have certain responsibilities in case of accidents, illness or concussions 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 filing of accident reports. Every accident in the school building, on the school grounds, at practice sessions, or at any event sponsored by the school must be reported immediately to the person in charge. An accident report form will be completed by the person in charge and returned to the school office. That form can be picked up from the office by the student or parent and submitted if medical treatment is necessary.

ADULT STUDENTS

All North Crawford Middle/High School students, regardless of age, shall comply with the school policies as outlined in this handbook and as established by the North Crawford School Board. The middle/high school administration will communicate as necessary with the parents of all students, even though a student may have reached the age of 18. Eighteen-year-old students are allowed to excuse themselves to and from school but must still abide by the attendance policy as outlined in this book.

ANNOUNCEMENTS

If a student wishes to have something announced, it must be approved by the advisor and submitted to the office for approval by the principal by 7:50 a.m. of that day.

ASSIGNMENTS

If an assignment is not completed or turned into a class when due, the students may be required to stay after school. If after one week the assignment is still missing students will need to stay after school until it is completed. This is the same as the "F" policy later in the handbook and is not optional and will count towards attendance. Any student working on an assignment at school outside of school hours must be under the supervision of a staff member.

ATTENDANCE

Regular attendance is a basic requirement for achievement in school. It is the legal responsibility of parents to see that their children attend school.

Teacher Responsibility: Teachers are required by law to take daily attendance and maintain a record of absences and inform the building administration daily of absences.

Students involved in co-curricular activities may have additional requirements. See co-curricular code handbook.

EXCUSED ABSENCES

Students are allowed 10 days for the entire school year of excused absences. A parent/guardian must notify the school of each absence. In the event the parent/guardian does not contact the school within 48 hours of the absence, the absence will be considered unexcused.

After 5 unexcused absences truancy will be filed with the county.

Medical appointments, accompanied with a note from the provider will not count towards a child's 10 days of excused absences. Students will be granted 15 minutes plus travel time to the medical appointment, the duration of the appointment, and 15 minutes plus travel time to return to school as medically excused. All other time will count towards the students yearly absence count.

TARDINESS

Students are expected to be in their classroom when the bell rings. When students are late to school, they must report to the office and sign in before attending classes. If a staff member detains a student, a pass from that person must be presented to the next period teacher. After the second cumulative tardy in a quarter, students will be assigned an after school detention for every subsequent tardy. Continued tardies will result in further disciplinary action including moving up the disciplinary ladder.

UNEXCUSED ABSENCES

1. Unexcused absence occurs when a pupil is absent with or without the consent of his/her parent(s)/guardian(s) for reasons not recognized by Wisconsin Statutes and/or School Board Policy.
2. Students who are 10 or more minutes late to class without an excused pass are charged with an unexcused absence for that period. Absence from a class without the teacher's permission or a valid pass will be unexcused and subject to disciplinary action.
3. Skipping will not be tolerated. Students guilty of skipping one or more classes will be subject to disciplinary and truancy action. See E-9 in the Disciplinary Code.
4. An unexcused absence is an absence from class or school that has not been excused as described above in the attendance section.
5. Students who are unexcused will not be allowed to make up work or a test, unless it is a grading period, major project or final exam.
6. Absence is considered unexcused unless appropriate notification procedures have been followed (telephone call and/or written excuse). Unexcused absence is considered truancy.
7. Examples of unexcused absences include, but are not limited to: oversleeping, haircuts or other appointments pertaining to grooming, missing the bus, leaving the building without approval, car problems, and repeated/excessive tardiness to class, dress shopping for dances.

8. Students unexcused absent for five school days in a semester are considered a “Habitual Truant” and subject to truancy action under Wisconsin Statute.
9. Repeated unexcused absences will result in disciplinary actions ranging from detentions to suspensions and truancy action.

Parents have 5 business days from the date of the phone call notifying them of the unexcused absence to provide a written excuse.

TRUANCY

As per Wisconsin Statute and the Crawford County Truancy Policy, a “Habitual Truant” means a pupil who is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a school semester.

CRAWFORD COUNTY TRUANCY PROVISIONS

A student who is verified as a habitual truant will be processed according to the Crawford County Truancy Policy. Parents, guardians and other adults may be fined from \$50.00 to \$600 for contributing to the truancy of a student.

Students found to have violated shall be subject to one or more of the following.

1. Suspension of driver's license - not less than thirty days and not more than ninety days.
2. Order to participate in counseling, community service or supervised work program.
3. Order to remain at home except for school or religious worship. Parent may not take their child out of the home.
4. Order to attend an educational program.

PARENTAL NOTIFICATION OF TRUANCY

A warning phone call or letter will be made to parents/guardians, stating that future occurrences could result in violations of the Crawford County Truancy Ordinance. (Truancy citations may be issued) A meeting will be held with the student and/or parents, counselor, truancy officer, or other pertinent individuals.

AUTOMATIC ELECTRONIC DEFIBRILLATOR (AED)

Automatic Electronic Defibrillator (AED) is located on the wall in the hall across from the main gym between the two offices. The AED is a medical device, which provides verbal instructions, and an instrument to deliver an electric shock to a person whose heart has stopped beating.

BULLYING

The North Crawford School District is committed to providing all students with a safe and comfortable learning environment in which all members of the school community are treated with dignity and respect. Bullying by students will not be tolerated in the North Crawford School District. Any students participating in bullying behavior will be disciplined according to established policies and procedures. See pages 30-32 for complete bullying policy.

CLOSED CAMPUS

North Crawford Middle/High School is a closed campus. Students are not allowed to leave the building for lunch or during the school day without prior office approval. Parents should not call daily to allow their child to leave during lunch. Work Study and Youth Option students are an exception, and may enter and leave only during the time period approved by the Program Coordinator. Students may not leave the building to go to the parking lot or their car during the school day, unless specifically authorized by the office. Unsupervised areas are closed unless a supervising teacher is present; this includes the gyms during passing periods. Students are permitted to go behind the school only during the lunch period and only when a supervisor is present. This area is open to students in the fall and spring seasons when weather conditions permit. It is closed during the winter season and inclement weather.

CO-CURRICULAR ACTIVITIES

Co-curricular activities are those voluntary activities outside the regular classroom that do not have an effect on grades or credit received. Most are subject to the Co-Curricular Code. Students may obtain a co-curricular handbook at the office or from the Athletic Director to become familiar with rules and expectations. A current list of all team/club members is to be kept in the office. Students interested in becoming involved in a co-curricular activity should contact the appropriate advisor/coach. (See appendix.)

There are 4 basic types of Co-Curricular Activities at North Crawford:

1. Athletic—includes sports and their related personnel such as managers, statisticians, videographers, spirit groups, etc. In addition to mandatory signature documents, athletes must have completed a physical or alternate year form before they can participate each year.
2. Department-related—Musical, Drama, Forensics, Spanish Club
3. Elected—Class Officers are elected at the beginning of each year.

The National Honor Society (NHS) is the highest academic group recognition for North

Crawford students, although a high grade point average is not the only criteria. Members in the NHS must maintain a grade point average of at least 3.2 and be judged to be high in character, leadership, and service by the faculty. Students are eligible to be considered for induction after the first semester of their sophomore year and through their senior year. Often an extra year or two is needed for individual students to develop, especially in areas of leadership and service. Members wear the NHS stole and will be recognized in the graduation ceremony.

The Student Government is composed of representatives from each grade 9-12. Any student interested is welcomed to join. It is the purpose of the NCHS Student Government to experience the democratic process, to give students more of a voice in school matters, to share

in the responsibilities to the community in which we live, and to promote better communication between all levels of the school.

4. Service/other—SCORE, Youth Leadership, etc.

CO-CURRICULAR FUNDS & ACTIVITIES

All transfer of funds must be approved by an administrator. Please see the Business Office for specific directions. Scheduling of activities must be cleared with the principal at least two weeks prior to the event. The date and time of the activity is to be given to the Principal for scheduling purposes.

COMMUNICABLE DISEASES

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. 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 Department of Health and Family Services in addition to notifying the student's parent.

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 and Human Services

Any student's removal from school will only be for the contagious period as specified in the school's administrative guidelines.

DIRECT CONTACT COMMUNICABLE DISEASES

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

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

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

CUSTODIAL/ NONCUSTODIAL PARENT RIGHTS AND GUIDELINES

The North Crawford School District will respect the rights of custodial and noncustodial parents equally except when a court order exists concerning special restrictions. If restricted access to students or student information is requested, it will be the responsibility of the custodial parent to provide the school principal with a copy of such a court order.

Both custodial and noncustodial parents have the right to:

1. View the student's school records
2. Receive school progress reports and all school mailings
3. Attend parent/teacher conferences
4. Visit the student briefly at school

It is the responsibility of the noncustodial parent to inform the school office in writing of his/her name, address and telephone number if he/she wishes to be consulted regarding his/her child or wishes to be placed on the school's mailing list.

Except as otherwise provided, only the custodial parent will be permitted to remove a student from school. If a noncustodial parent asks to remove a student from school, established procedures will be followed.

GUIDELINES FOR NONCUSTODIAL PARENT VISITS WITH A STUDENT AT SCHOOL/ REMOVAL OF A STUDENT FROM SCHOOL

A. Visits with a Student at School

If a noncustodial parent asks to visit with a student at school, the following steps will be taken:

1. School personnel will contact the custodial parent and inform him/her of the request and the conditions under which the visit will occur.
2. The student will be summoned to the office and remain in the office area for the duration of the visit. (The school may require the visit to be in the presence of a guidance counselor or principal.)
3. The guidance counselor or principal will return the student to class at the end of the visit.

B. Removal of a Student from School

If a noncustodial parent asks to remove a student from school, the following steps will be taken:

1. School personnel will contact the custodial parent and inform him/her of the request.
2. Only if the custodial parent agrees with the request will the school release the student. If the custodial parent cannot be reached or if the custodial parent objects, the student will not be released.

DANCES

Grades 9-12 dances are to be concluded by 10:00 p.m. Grades 6-8 dances are to be concluded by 9:00 p.m. The sponsoring group is responsible for cleaning up and returning all equipment to its proper places. Middle school students may not attend high school dances, and high school students may not attend middle school dances.

DANCE POLICY

1. For any dance that is hosted by North Crawford all guests who don't attend our school have to be signed up ahead of time and cleared by the Principal. No person over the age of 18 will be permitted to be a guest, without specific administrator approval. The hours of any dance will not extend past 10:00 pm without prior administrator approval.
2. Dances must be sponsored by a school organization. They must get approval from the office at least one week in advance. There must be at least one faculty chaperone and at least one parent chaperones present plus a police officer (high school).
3. Doors will close 45 minutes after they open. Anyone leaving during the dance cannot return.
4. All school rules concerning student behavior apply to school dances.

DIRECTORY INFORMATION

Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

The primary purpose of directory information is to allow the North Crawford School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- The school web page;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of the team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories names, addresses and telephone listings unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. (These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation's Armed Forces.) If you do not want North Crawford School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing. North Crawford School District has designated the following information as directory information: [Note: and LEA may, but does not have to, include all the information listed below.]

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- The most recent educational agency or institution
- Dates of attendance
- Grade level attended

DISCIPLINARY POLICIES AND PROCEDURES

The development of responsible behavior and self-discipline among students occurs at two levels: Classroom Discipline, as described in the Student Code of Conduct, and System Wide Discipline. System Wide Discipline includes going to and from school on school buses, while at school or at school sponsored events, both home and away and also include problems that occur which are beyond the scope of the classroom teacher's area of responsibility, or are serious in nature. The Principal will handle disciplinary problems of this nature and appropriate disciplinary actions will be based upon the guidelines outlined in the Discipline Code. Details of the Student Classroom Code of Conduct and the Disciplinary Code can be found in the Appendix.

DEFINITIONS

DETENTION: Lunch Time Detention – These are typically only used as a consequence for minor infractions. Cell phones will not be allowed.

After School Detentions will be served from 3:45 – 4:45 in the High School office. Cell phones will not be allowed. All Detentions must be served prior to competing in any co-curricular activities or school sponsored events. If necessary, transportation will be provided on the late bus, if present on that given day, which leaves around 5:30.

Students who skip detentions will also move up the disciplinary step ladder and will have their phone privileges revoked. Students with multiple detentions or missing a scheduled detention may be prohibited from attending or participating in any co-curricular or enrichment activities (i.e. field trips, athletic events) until the disciplining detentions are served.

SUSPENSION: The act of prohibiting a pupil from attending classes for a period of no more than five (5) school days. In-school suspensions are served under the supervision of the High School Office. Out-of-school suspensions are served away from the school building and grounds. Students are not permitted on school property for any reason. Students on suspension will not be allowed to participate or attend any school-sponsored activity during the time of suspension. Out-of-school suspensions may be extended to 15 days if an expulsion hearing is pending.

EXPULSION: An action taken by the School Board to prohibit an enrolled pupil from further attendance. Reasons for Expulsion: The pupil is guilty of REPEATED refusal or neglect to obey the rules, or the pupil knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives, or the pupil engaged in conduct while at school or while under the supervision of a school authority which endangered the property, health, or safety of others, or the pupil while not at school or while not under the supervision of a school authority engaged in conduct which endangered the property, health or safety of others, or the pupil while not at school or while not under the supervision of a school authority engaged in conduct which endangered the property, health or safety of others at school or under the supervision of a school authority, or the pupil endangered the property, health or safety of any employee or school board member of the school district in which the pupil is enrolled.

OFFICE REFERRALS

Students removed from class should report immediately to the Middle School/High School Office. Failure to report promptly will result in additional disciplinary measures.

- The student will not be sent back to the classroom during the duration of that class period and progression through the disciplinary steps will begin.
- Upon a third removal from the classroom a conference will be held to consider a long-term

removal from class.

- Failure to cooperate will result in additional disciplinary action.

DETENTION RULES

Detentions are served during lunch (minor infractions) or after school (major infractions) in coordination with school personnel's schedules. Students in sports will have to serve their detention during practice or game times. Students will be responsible for obtaining their own transportation after a detention is served, if the late bus is not available.

- All detentions assigned in the morning will be served at the next scheduled detention time.
- If a student is absent for detention due to an illness the detention is automatically rescheduled to the next detention date or the date the student returns to school.
- Unless otherwise notified, the student will be issued a pass from the office, go through the lunch line first, and report to the office for assigned detention.
- No talking or interaction with other students.
- Students are expected to bring enough schoolwork or reading material to remain busy.
- Arriving late or skipping detention will result in additional consequences.
- The student will be ineligible to practice or participate in any co-curricular activity on the date of an assigned detention until the detention is served.
- Individual teachers may also issue detentions at different times, such as noon-hour, before school, or after school. These detentions are served with the assigning teacher and are arranged so the teachers can give one-on-one attention to the student.

THE DISCIPLINARY STEP SYSTEM

When corrective actions taken by the classroom teacher have failed or the rule infraction is of a serious nature, the incident shall be referred to the Principal for investigation and action. The severity of the consequences applied depends on two factors: 1) the seriousness of the offense, and 2) the previous disciplinary record of the student. In an effort to take both factors into account, a progression of consequences (the Step System) will be applied. Written notification of the incident and the consequences will be sent to the parent and placed in the student disciplinary file. A student who is referred for violating a rule contained within this code will receive the consequences that correspond to the entry-level step for that offense. With each successive referral, the student may be advanced on the step system, depending upon the

seriousness of the infraction. The Principal may use judgment in application of discipline guidelines. The disciplinary consequences for each level are as follows:

THE DISCIPLINARY STEPS

Step 1 - Conference with Student. (Written Warning – Sent to parent, kept in office, and a copy for the teacher.)

Step 2 - Detention assignment. Conference with student. Parent/guardian contact.

Step 3 - Three (3) days of Detention assigned. Conference with student. Parent/guardian contact.

Step 4 - In-School suspension – meeting with Principal and Parent/Guardian.

Step 5 - Out of school suspension - Re-entry conference with written agreement required. (Principal, Counselor, District Administrator, School Resource Officer, Parent/Guardian, and other appropriate individuals.

Step 6 - Alternative educational options: After-hours, alternative school, off-site programming, GED, HSED

Step 7 - Out-of-school suspension for up to 15 days pending an expulsion hearing before the Board of Education.

PROVISIONS FOR THE USE OF THE DISCIPLINARY STEP SYSTEM

A disciplinary file will be initiated for each discipline referral. A record of each violation, as well as the level assigned, will be maintained. Students will be allowed to view their disciplinary record, by appointment or at any time a level is assigned.

After a student has been placed on a step, the next infraction may result in the student being advanced to the next step. A step may be "jumped" if the infraction calls for a higher action. For example, a student who is on Step 1 and commits a Step 4 violation may be advanced to Step 5.

Normally, a student will be advanced up the disciplinary system with each successive violation; however, the Principal may exercise discretion as to whether a student should be advanced for a violation that has a lower step placement consequence. A student may work their way down the discipline system by demonstrating appropriate/good/improved behavior. Discretion by the principal.

Students that are suspended or expelled for whatever reasons may become ineligible for any field trips outside of the building for the remainder of that school year. The final decision on student attendance on field trips will be determined by administration.

DRESS AND GROOMING

At North Crawford Middle/High School, we allow students to have the right to determine individual patterns of dress and grooming as they deem proper, provided that such dress and grooming do not interfere with the health and safety of themselves or others, and do not interfere with the educational process of the school. Reasonable expectations have been established concerning student dress and grooming that shall:

- encourage students to dress in good taste and present a general appearance that is commendable to a learning environment
- prohibit clothing or adornment that disrupts the educational process
- prohibit dress that constitutes a potential safety or health hazard

Examples of current fashion items that are not in good taste, or dress that disrupts the educational process may include, but are not limited to, the following:

- Pants that are not secured at the waist, falling off waist, underwear exposed.
- Clothing with holes, tears or inappropriate patches are not allowed if considered obscene.
- All shirts must have shoulder covering at least as wide as to cover all undergarments. See through tops exposing skin, tube tops, halter-tops and spaghetti straps that expose undergarments or any body parts that undergarments are designed to cover are not allowed.
- Short skirts, short shorts or any clothing that is too short is not allowed. Shorts and skirts should cover all undergarments and any body part that the undergarment was designed to cover. Any dress or skirt must meet the same requirements.
- Outer garments that are worn over tights or leggings are to follow the same length expectations as shorts or skirts.
- Blankets are not allowed during the school day. Students should bring appropriate clothing to stay warm throughout the school day.
- Students are not allowed to bring their bags, backpacks or coats/jackets into the classroom. They should be placed in their locker during the school day.
- Appropriate footwear should be worn at all times.
- Bare midriffs and bare sides. Shirts or blouses must be long enough so that skin is not exposed between the top and the pants or skirt.
- Garments and/or jewelry, which display or suggest sexual, vulgar, drug, alcohol or tobacco-related wording/graphics are not allowed.
- Hats, head scarves, bandanas, hoods or other head wear or headgear, is prohibited in the hallways or classrooms from the time students enter the building and until 3:45 p.m. Students will be asked once to take off the aforementioned garment. After the student has received one warning, from anyone, they will fall into the discipline steps below.

Consequences:

Dress code infractions will be corrected, referrals written and students will be returned to class. Students will be required to change into appropriate clothing. If a student refuses to change or take corrective action, the student will be detained in the office until the end of the day or until corrective action is taken.

1st Offense – Corrective action required, phone call to parent

2nd Offense – Corrective action required, phone call to parent; detention assigned

3rd Offense – Corrective action required; parent meeting scheduled; three (3)-days detention assigned

4th Offense – Advanced steps on the Disciplinary model will be followed.

ELECTRONIC PAGING/TWO WAY COMMUNICATION DEVICES

No student shall be permitted to use an electronic paging or two-way communication device (i.e. beeper, cell phones, smart phone, etc.) except as specifically authorized by the building principal. Earbuds or headphones are also not allowed in class without permission by the administrator. An electronic device may be used to make calls before or after school, or during non-assigned instructional time set by the school schedule. Taking pictures or video and audio recording other students or school staff is prohibited without the permission of a teacher or administrator and the subject. Students wishing to use portable electronic devices for educational purposes outside the classroom must have teacher or administrator approval. Electronic devices used without the appropriate approval will result in disciplinary action. Student removal of a memory chip or battery from a phone in the process of being confiscated is considered grounds to prohibit the student to retain or use their cell phone on school grounds. Students violating this policy shall be disciplined according to the disciplinary step process.

Middle school and high school students are not allowed to have their phones out in the middle school hallway ever. If they are caught with their phone out in the middle school hallway they will fall into the discipline steps above.

EMERGENCY INFORMATION

Emergency information needs to be kept current with the office and updated with any changes in address, phone number, etc. This information is entered in Skyward during the Online Registration process that parents/guardians are required to complete at the beginning of each school year. If a household does not have access to the internet, the parent/guardian may request a paper copy of the form and turn it in to the office.

EQUAL EDUCATIONAL OPPORTUNITIES

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

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

Complaints regarding the interpretation or application of this policy shall be referred to the building principal/unit leader and processed in accordance with established procedures.

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

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

FIELD TRIPS

Field trips are planned to enrich the school curriculum. Parents will be notified of all bus field trips in advance; permission slips will be required for every field trip. Students that are chronically absent and/or tardy will not be allowed to attend field trips. Also if a student is receiving an F in any class they will not be allowed to attend.

FIRE DRILLS/TORNADO DRILLS

Fire drills are conducted periodically, without warning, to insure the safe exit of personnel. All pupils are expected to proceed as follows when the fire alarm is sounded: 1) Wait to hear an administrator state, over the loud speaker, this is a planned drill. 2) Leave the room quickly and quietly in single file and exit the building in an orderly fashion Students are to move away from the building. 3) Students must leave through exits designated by the faculty and administration. A poster is hung in each classroom indicating the route to leave the building. 4) Students are not to go to their lockers for any reason.

Any student suspected of activating a false fire alarm will be referred to the Sheriff's office.

Tornado warnings will be issued from the office via the PA system. When a warning is issued, students are to report to the area designated by their teacher and follow directions. Should you not have time to report to the assigned area in the case of a real tornado, report to the nearest teacher.

GRADES

Grading Scale

100.00- 93.00%	A
92.99 - 90.00%	A-
89.99 – 87.00%	B+

86.99 - 83.00%	B
82.99 - 80.00%	B-
79.99 - 77.00%	C+
76.99 - 73.00%	C
72.99 - 70.00%	C-
69.99 - 67.00%	D+
66.99 - 63.00%	D
62.99 - 60.00%	D-
59.99 - 00.00%	f

FAILING GRADES

Students in danger of not passing their grade level or of not graduating will be notified by letter from the Guidance Department.

INCOMPLETE GRADES

An incomplete grade is given when the teacher's requirements for a specific course have not been met. Incomplete grades must be made up within ten school days from the last day of the grading period. If not, the grade will remain at the current position. Special arrangements should be made through the office for extended illness.

PROGRESS REPORTS

Progress reports are sent home 25 days into each grading period. Progress reports generally indicate whether a student is working up to his/her ability and/or if the student is failing a class at that time.

MONDAY GRADE CHECKS FOR ALL STUDENTS

We want ALL students to demonstrate that they are meeting expectations in their academic classes. Students who are failing at the time of grade checks (beginning of each week) will need to advocate and work with the teacher to get the grade(s) up to passing. Grade checks will take place on Monday morning. Any student receiving a grade lower than a D- will be put on notice. The student will have until the following Monday to get their grade above a D-. In the event a student is still not passing, the student will be assigned to an after school study hall 3:30 - 5:30, the nights of our after school programming, with transportation being provided by the school at 5:30 as part of our Beyond the Bell program until the grade is passing. This is not optional and will be counted in a student's daily attendance as an additional period of the day. Failure to attend is no different than not attending regular classes. Students in co-curriculars will also be suspended from their activity until the following Monday's grade-check. In essence, a one-week suspension. Each week the suspension will remain until the grade is brought up to a D-.

REPORT CARDS

Report cards will be issued approximately one week after the end of each school-grading period and need not be returned to school. Quarter grades will NOT be mailed to parents, only semester

report cards. Quarter grades can be viewed through skyward. Credits for classes are awarded at semester only.

GRADUATION

GRADUATION HONORS

Recognition in the graduation program for **seventh semester** accumulative grade point average will be:

- Top Honors (Summa Cum Laude) – 3.900 to 4.00;
- High Honors (Magna Cum Laude) 3.8 to 3.899,
- Honors (Cum Laude) 3.5 to 3.799.
- To be eligible for Honor Roll a student must be above 3.0 G.P.A.

The “Top Ten” students with the highest accumulative grade point averages after **seven semesters**, who do DO NOT graduate early, will wear gold honor cords and be recognized in the spring graduation. National Honor Society members will wear the NHS stole.

GRADUATION REQUIREMENTS

In order to graduate from North Crawford High School, a student must have successfully completed all required courses and accumulated at least 25 credits completed in grades 9-12. For additional information see the “Course Offering Handbook” or contact the guidance counselor. Students must also volunteer for a total of 8 hours during their high school years.

In addition to the credit requirement, graduation decisions will be based on one of the three criteria listed below [ss. 118.33(1) (f) 1].

A. Student’s Academic Performance

AND

By achieving a grade point average of 1.499 or above; or

By successfully completing a work-based learning program; **or**

By successfully completing the Goals and Objectives on the Individual Education Plan (IEP);

OR

B. Teacher Recommendations

Securing a consensus recommendation from the graduation committee. The graduation committee will consist of the guidance counselor, and five teachers from courses required for

graduation (i.e. social studies, math, science, English and fine arts or physical education) and whom the student has taken courses and can attest to the student's knowledge and skill based upon grades assigned by those teachers. (Demonstrated attainment of established academic standards will be based upon receipt of a passing grade in a course.)

Students who fail to obtain the necessary credits during the year may obtain 2 credits for 72 hours of successful work in the summer school program for promotion purposes.

The district administrator shall be responsible for the general supervision and management of the graduation policy. The high school principal shall determine whether a student has satisfied the criteria in this policy. Written confirmation will be sent to the parents/guardians regarding the final decision at the end of the school year. (Ref.: 344.5)

Students must have enrolled in a class or have participated in a board-approved activity for each class period of each day or enrolled in an alternative educational program [ss. 118.33(1) (b)].

A student may request early graduation if he/she has completed all required courses and has accumulated at least the required 25 credits. Early graduation students that do not complete **seven semesters** (of full time "high school" enrollment/seat time) will not be considered for any graduation recognition or awards. (Ref.: 344.51) See your counselor regarding additional graduation criteria.

MIDDLE SCHOOL PROMOTION

North Crawford Middle School staff strive to promote academic excellence and achievement with all of our students. Staff members go above and beyond to ensure that students do not fail. Grade level promotion is determined by teacher recommendations based on academic achievement and growth. The final decision on promotion rests with the building Principal.

SCHOLARSHIPS

Financial aids and scholarships are available to graduating seniors for education beyond high school. Several scholarships are sponsored by members of the community and the high school. The guidance department has specific information on each scholarship.

WISCONSIN ACADEMIC EXCELLENCE SCHOLARSHIP

It is the policy of the North Crawford School District that the following criteria are to be used by the faculty for selecting the North Crawford Wisconsin Academic Excellence Scholar per Wisconsin Statutes. It is intended that these criteria will be followed in the order presented.

1. The students must have attended North Crawford High School for at least one high school year (any two complete semesters) prior to the senior year.
2. The student with the highest cumulative grade point average, rounded to two places, shall be named the scholar.

3. If a tie exists between two or more students after the second criteria, the high school faculty shall use the following criteria to break the tie to name the North Crawford Scholar and shall prioritize the remaining students as alternates.

4. The student with the highest score on the American College Test (ACT) by the end of the seventh semester shall be named the scholar. If any of the students involved have taken the exam more than once, the highest composite score received, prior to the end of the seventh semester, will be used.

5. If a tie continues to exist, the student with the greatest number of credits earned through seven semesters shall be named the scholar. Included in these criteria will be any post secondary enrollment options credits as long as they are a part of the student's official transcript.

4. If a tie continues to exist, the student with the highest composite score from the Sophomore Wisconsin State Assessment test (WSAS) shall be named the scholar.

5. If a tie still exists, it shall be broken by a chance drawing of names by the Board of Education with the first name drawn being named the scholar and the remaining names drawn to prioritize the alternates. (Ref.: 460)

VALEDICTORIAN / SALUTATORIAN SELECTION

The student who receives the highest cumulative grade point average (based on 7 semesters of grading) of their class will be chosen as valedictorian. The student with the second highest grade point average (based on 7 semesters of grading) will be chosen as salutatorian. In the case where two or more students tie their cumulative grade point average (in our grading system, to the third decimal point), they will share the honors of valedictorian or salutatorian. (A semester is defined as a 90-day school term for the purpose of this policy.) (Ref.: 460)

GUIDANCE AND COUNSELING

The purpose of the guidance services is to help each student in their social, educational, vocational, and personal development. The counselor is in the guidance office daily from 7:45 a.m. to 3:45 p.m. Personal conferences with students receive first consideration of the counselor's time and are scheduled whenever necessary. The counselor may assist the student: in recommending materials that the student may use to improve their study habits; in planning their schedule and school program; in making realistic curriculum selections and suitable plans for the future; in offering aid in problems of adjustment - to listen to the student discuss their problems.

To see a counselor, students should present a pre-signed pass to the assigned teacher before seeing the counselor. Students are not to use class time to see a counselor unless it is an emergency or the counselor has approved the meeting with the teacher involved.

HEALTH

Parents should annually notify the school of any specific health needs of their child.

Students who become ill should report to the high school office for a pass to the nurse. Ill students that leave the school without securing a pass from the high school office will be considered unexcused absent and subject to disciplinary actions.

NURSING SERVICES

The school nurse will be available on a limited basis. However, a staff member will be available at all times during the day for minor medical needs (band aids, ice pack, etc.) Students are to come to the office for assistance with medical needs.

MEDICATION

Whenever possible, medications should be administered to students at home rather than at school. Before any prescription medication may be administered to a student, school personnel must receive written parental consent and written instructions from the child's physician, dentist or podiatrist. A Medical Administration Form is available in the office or from the school nurse. The prescription medicine must be in the original medicine bottle, labeled with the child's name, the name of the drug, the dosage, the time to administer and the physician's name. Written instructions and parental consent must also be obtained before administering any non-prescription medications to students. Written instructions, parental consent, and Physician orders must be obtained before administering any prescription medications to students.

INHALERS

Assembly Bill 783 allows all students with asthma and other respiratory illnesses to carry their inhalers with them at school. While in school, at a school sponsored activity or under the supervision of a school authority, an asthmatic pupil may possess and use a metered dose inhaler or dry powder inhaler if all the following are true; the pupil has the written approval of the pupil's doctor and if the pupil is a minor, the written approval of the pupil's parent or guardian and the pupil has provided the school principal or nurse with a copy of the approval.

IMMUNIZATION

The school district follows Wisconsin state statute 252.04, which requires all students through grade 12 who do not submit waivers to present evidence that they have received the first dose of each vaccine required for their grade within 30 school days of admission. Students whose parent/guardian signs a religious or personal waiver are compliant with the law. Students whose physician signs a health waiver are compliant with the law. Waivers are available in the health offices. The state immunization requirements are:

STUDENT IMMUNIZATION LAW AGE/GRADE REQUIREMENTS 2019-2020 SCHOOL YEAR

The following are the minimum required immunizations for each age/grade level. It is not a recommended immunization schedule for infants and preschoolers. For that schedule, contact your doctor or local health department.

Age/Grade	Number of Doses					
Pre K (2 yrs through 4 yrs)	4 DTP/DTaP/DT ²	3 Polio	3 Hep B	1 MMR ⁶	1 Var ⁶	
Grades K through 5	4 DTP/DTaP/DT/Td ^{1,2}	4 Polio ⁴	3 Hep B	2 MMR ⁶	2 Var ⁶	
Grades 6 through 12	4 DTP/DTaP/DT/Td ²	1 Tdap ³	4 Polio ⁴	3 Hep B	2 MMR ⁶	2 Var ⁶

1. DTP/DTaP/DT vaccine for children entering Kindergarten: Your child must have received one dose after the 4th birthday (either the 3rd, 4th, or 5th dose) to be compliant. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
2. DTP/DTaP/DT/Td vaccine for students entering Pre K and grades 1 through 12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
3. Tdap means adolescent tetanus, diphtheria and acellular pertussis vaccine. If your child received a dose of a tetanus-containing vaccine, such as Td, within 5 years of entering the grade in which Tdap is required, your child is compliant and a dose of Tdap vaccine is not required.
4. Polio vaccine for students entering grades Kindergarten through 12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
5. The first dose of MMR vaccine must have been received on or after the first birthday (Note: a dose 4 days or less before the 1st birthday is also acceptable).
6. Varicella (chickenpox) vaccine. A history of chickenpox disease is also acceptable.

INTERNET RULES

Persons using the North Crawford School facilities to access the Internet or other services must abide by the rules established by the North Crawford School Board and have a signed Internet agreement on file in the office. The use of the Internet and other electronic information resources **is a privilege, not a right**, and may be canceled at anytime. Additionally, persons violating these rules are subject to appropriate school discipline and report to the police.

Student Internet and Device Rules and Guidelines

At North Crawford School District, students use computers, school networks, a monitored google account and have access to educationally-based online tools to extend instruction beyond the classroom. Students' access to these tools will be through filtered internet. It will be the student's responsibility to follow the District's Acceptable Use Policy. A copy can be viewed in the District office.

A signed North Crawford Acceptable Use Policy must be on file before a student may use computers and the internet. Training on acceptable use and internet online safety will be

provided. It will be the teacher's responsibility to ensure compliance with the Terms of Service for each individual approved online tool. Violating the provisions will terminate use and future access will be denied.

Rules and Guidelines for using personal or school devices, school networks, school google accounts and any online tools include:

General Use

- Students are responsible for damages of a device
- All device/internet use must be in support of educational or research purposes and consistent with the policies and objectives of the district. This includes but is not limited to social networking sites.
- All classroom device use cannot be made without the permission of the staff member in charge.
- Any use of the network to facilitate illegal activity is prohibited.
- Use of the Internet to access obscene or pornographic materials is prohibited.
- Any use for commercial or for-profit purposes is prohibited, including product advertisement.
- Disruption of the Internet/online service, supporting equipment, or information available is prohibited, including but not limited to tampering with hardware or software, vandalizing data, introducing or using computer viruses, attempting to gain access to restricted information or networks, or violating copyright law.
- The use of the Internet or other services to harass other users or to transmit materials likely to be offensive or objectionable to recipients is prohibited (see Bullying Policy).
- Students are to protect themselves and others by not issuing any addresses or telephone numbers over the Internet, remembering that online communications are not private.
- Any violations are to be saved and reported to the supervising staff member.

Etiquette

- Be polite.
- Use appropriate language. No swearing, obscenity or vulgarity.
- No device use in locker rooms or bathrooms to assure the privacy of others.
- Taking photos/videos outside locker rooms or bathrooms is permitted with permission of the subject and the supervising staff member.
- Electronic mail is not to be considered private.
- Do not intentionally disrupt the network or other users.
- Abide by generally accepted rules of citizenship and network etiquette.
- Downloading programs and participating in chat rooms are restricted and will be allowed only through direct authorization of an instructor and for classroom work.

Security

- Do not give anyone else your password or allow another person to use your account. Do not ask for anyone's password.
- Do not reveal a personal address or phone number on the Internet.

- Do not use other's accounts. Attempts will result in cancellation of privileges.
- If you identify a security problem, notify a system administrator immediately.

Acceptable Use Policy (AUP)

Persons violating the above rules will be subject to appropriate school discipline. Students will be denied future Internet/online service access, and will be reported to the police or proper authority if in violation of the law. Any user who has had their network privileges revoked may go through training for reinstatement of privileges.

These signatures indicate that the parties who sign have read the Rules and Guidelines carefully and understand them.

1. Student Agreement

I understand and will abide by all policies for internet and device use. I understand that my access to these tools is not private and that my account may be monitored. I further understand that any violation of the policies is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked, school disciplinary and/or appropriate legal action may be taken.

Name (Please Print): _____ Grade: _____

Signature: _____ Date: _____

2. Parent/Guardian Permission

I understand that this access is designed for educational purposes and that the North Crawford School District will supervise the use of the internet. However, I also recognize that the school district DOES NOT have control of information on the Internet, which may include material that is objectionable to some people. I accept responsibility for my child's use and give permission to grant access for my child. Finally, I understand that my child's access to these tools is not private and that my child's account is monitored.

Parent or guardian name (please print): _____

Signature: _____ Date: _____

Daytime phone number: _____

LIBRARY

The school library is open to all students during library scheduled hours. Fines for a lost item is the replacement cost. Books may be checked out for two weeks at a time. Other items may be on an as needed basis.

LUNCH

High School lunches cost \$2.90 per meal. Middle School lunches cost \$2.60 per meal. Breakfast is free for all students. The meals are to be paid for in advance to the office. Additional milk may be purchased for 45¢ per carton or juice 45¢ per container. Applications are available in the offices for Free and Reduced meals and online through the Skyward family access portal.

NONDISCRIMINATION STATEMENT

The North Crawford School is committed to providing equal education opportunities for all students and stopping discrimination that may occur in all aspects of the school day, including bus rides to and from school and cocurricular activities. (See Equal Education Opportunities)

Student Rights - The right of a student to be admitted to school and to participate fully in curricular, cocurricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's sex, race, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability or handicap.

Student Responsibility - Students have the responsibility to develop attitudes of tolerance toward individual differences in other students, and to respect the rights, opinions, differences, and status of others. Further, students have the responsibility to uphold the principles of nondiscrimination in accordance with the law.

Harassment - The North Crawford School is committed to providing equal educational opportunities for all students and maintaining a learning and working environment for students and employees free from any form of harassment or intimidation. This includes all aspects of the school day, including bus rides to and from school and cocurricular activities.

STUDENT SEXUAL HARASSMENT

It is the Board of Education's desire to maintain and insure a learning environment free of any form of sexual harassment or intimidation.

The North Crawford School District shall not tolerate sexual harassment in any form and will take all necessary and appropriate action to eliminate it, up to and including discipline of offenders and referral to law enforcement agencies.

Sexual harassment includes, but is not limited to, the following:

1. Unwelcome or unwanted sexual advances. This means patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact that is considered unacceptable by another or other individual(s).

2. Requests or demands for sexual favors. This includes subtle or blatant expectations, pressures, or requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequence concerning one's employment or educational status.
3. Verbal abuse or joking that is sexually oriented and considered unacceptable by another individual. This includes commenting about an individual's body or appearance where such comments go beyond mere courtesy; telling "dirty jokes" that are clearly unwanted and considered offensive by others; or any other tasteless, sexually oriented comments, innuendoes, gestures or actions that offend others.
4. Engaging in any type of sexually oriented conduct that would interfere with another's work or educational performance. This includes extending unwanted sexual attentions to someone such that personal productivity or time available to work at assigned tasks is reduced.
5. Creating a work or learning environment that is intimidating, hostile, or offensive because of unwelcome or unwanted sexually oriented conversation, suggestions, requests, demands, physical contacts, or attentions. Also, the existence or display of sexually suggestive or graphic materials including, but not limited to, photographs, magazines and posters.
6. Unwelcome verbal or physical conduct directed at another individual because of that individual's gender, other than the conduct described above, that has the purpose or effect of creating an intimidating, hostile, or offensive work or learning environment or has the purpose or effect of substantially interfering with that individual's work or school performance.

Any student who believes he/she has been subjected to sexual harassment by another student or an employee should report the incident to the building principal. It is the intent of the District to create an atmosphere where complaints and alleged complaints will be treated fairly and quickly. If a student is not comfortable with making a complaint to the principal, the complaint may be made to any other administrator or the school psychologist. The employee will report the complaint to the appropriate person. All complaints will be recorded on the North Crawford School District Sexual Harassment of Students Complaint Form (Board Policy 443.5-Exhibit). All complaints shall be investigated and acted upon in a timely manner. Students may appeal decisions regarding the complaint using the appeal procedure described in Policy #411-Rule. Appeals beyond the District may be made in accordance with state and federal laws.

The identities of the parties involved shall be kept confidential to the extent possible.

No District employee, school board member, or student shall attempt to restrain, interfere with, coerce, discriminate or take reprisal action against the complainant or their witnesses during or after the presentation, processing, and resolution of a complaint.

DISCRIMINATION COMPLAINT PROCEDURES

Any complaint regarding the interpretation or application of the district's student nondiscrimination policy shall be processed in accordance with the following complaint procedures:

1. Any student, parent, or resident of the district complaining of discrimination against a student as described in Policy #411 in school programs or activities shall report the complaint in writing to the principal.
2. If the complaint is against a building principal, the complaint shall be reported in writing directly to the District Administrator who shall assign the investigation to a different building principal or other person of his or her choosing for initial investigation and other action as provided in paragraph 4.
3. If the complaint is against the District Administrator, the complaint shall be reported in writing directly to the Board which shall assign the investigation to a person of its choosing who shall report his or her findings to the Board, which shall decide the merits of the case, determine the action, if any to be taken, and report in writing to the complainant.
4. The principal, upon receiving such a written complaint, shall immediately undertake an investigation of the suspected infraction. The principal will review, with other appropriate persons, the facts comprising the alleged discrimination. Within 15 days after receiving the complaint, the principal shall decide the merits of the case, determine the action to be taken, if any, and report in writing the findings and the resolution of the case to the complainant.
5. If the complainant is not satisfied with the building principal's decision, he/she may appeal with the decision in writing to the district administrator. Within 15 days, the district administrator will review the case and make a written decision regarding the case. Copies of the written decision shall be mailed or delivered to the complainant and the building principal.
6. If the complainant is dissatisfied with the decision of the district administrator, he/she may appeal the decision in writing to the Board. The Board shall hear the appeal at its next regular meeting, or a special meeting may be called for the purpose of hearing the appeal. The Board shall make its decision in writing within 15 days after the hearing. Copies of the written decision shall be mailed or delivered to the complainant, the principal and the district administrator.
7. If the complainant is dissatisfied with the Board's decision, he/she may within 30 days appeal the decision in writing to the State Superintendent of Public Instruction.
8. Discrimination complaints relating to the identification, evaluation, education placement or the provision of free appropriate public education of a child with exceptional

educational needs shall be processed in accordance with procedures established by the district's special education director/coordinator.

9. Discrimination complaints relating to programs specifically governed by federal law or regulation shall be referred directly to the State Superintendent of Public Instruction.
10. Discrimination complaints based on federal discrimination laws may be referred directly to the Office of Civil Rights or appealed to such agency.

OFFICE HOURS

The office hours are 7:15 a.m. – 3:45 p.m. Students are to pay for lunches and check in and out if they arrive late or leave early for any reason.

PASSES

Students are to secure a signed pass filled out completely from the classroom teacher prior to leaving an assigned area for another destination. Passes are to be shown to the teacher upon return to class or study hall. Passes may not be issued to any unsupervised area. Students going to an area other than the library must have a pre-signed pass from the teacher they wish to see. Passes must be obtained in advance so that the student is not tardy to class.

Permanent passes will not be issued unless they have been approved by the office. Passes should be made out by the study hall teacher. Passes, if possible, should be made out before school.

Students who frequently or repeatedly leave class, misuse a pass, or disrupt other classes while on a pass may have their privileges suspended or severely curtailed. Students who have legitimate conditions requiring frequent bathroom use should provide the school nurse with a physician's note alerting the school of the pupil's specific health needs.

PASSES FOR LEAVING SCHOOL

Students are not permitted to leave the school grounds at any time during the school day without a permit from the school office. If a student must leave the building because of illness or any other emergency they must obtain office approval and sign out in the high school office before leaving. Failure to follow the proper procedure will be considered an unexcused absence.

PRIVACY POLICY

Locker Room Privacy

The District shall observe measures intended to protect the privacy rights of individuals where one would reasonably expect privacy, i.e. using school locker rooms and bathrooms. The following provisions outline the extent to which that protection can and will be provided:

1. Locker rooms are provided for the use of physical education students, athletes and other activity groups and individuals authorized by the building principal or by District policy. No one will be permitted to enter into the locker room or remain in the locker room to interview or seek information from an individual in the locker

room at any time. Such interviews may take place outside of the locker room consistent with applicable District policies and/or school rules.

2. No cameras, video recorders or other devices that can be used to record or transfer images may be used in the locker room or bathroom at any time.
3. No person may use a cell phone to capture, record or transfer a representation of a nude or partially nude person in the locker room/bathroom or to take any other photo or video image of a person in the locker room/bathroom.

Students and staff violating this policy shall be subject to school disciplinary action and possible legal referral, if applicable. Other persons violating the policy may be subject to penalties outlined in state law. The building principal or his/her designee shall be responsible for enforcing this policy.

Use of Electronic Communication Devices

The District shall observe measures intended to protect the privacy rights of individuals where one would reasonably expect privacy. The following provisions outline the extent to which that protection can and will be provided:

1. Students are prohibited from sharing or posting personal information or images of any student or staff member without permission from that student or staff member.

Inappropriate use of cell phones and other electronic/digital devices is subject to school disciplinary action. The use of cell phones with photographic capabilities in locker rooms, bathrooms or other locations where privacy is a reasonable expectation is prohibited. This includes the copying or photographing of any items that are confidential (i.e. testing materials) and prohibits cell phones with photographic capabilities to be used without the district's permission. No cameras, video recorders or other devices that can be used to record or transfer images may be used in the locker room or bathroom at any time.

Students shall only be videotaped and or photographed in accordance with district procedures. Parent/guardian permission is not required under circumstances such as the following:

1. When a student has voluntarily chosen or been allowed by his/her parent guardian to participate in or be a spectator at, a school related activity that is open to the public such as an athletic event;
2. When the student has chosen to be an officially designated school leader or role model such as athlete, member of homecoming court, student government, etc. for which there is the potential for informal contact with news media.
3. When outside news media videotape or photograph students in areas that cannot be effectively shielded from the public such as playgrounds, parking lots, athletic fields or
4. Directory Information The primary purpose of directory information is to allow the North Crawford School District to include this type of information from your child's education records in certain school publications. Examples include:
 - a. A playbill, showing your student's role in a drama production;
 - b. The annual yearbook;
 - c. The school web page;

- d. Honor roll or other recognition lists;
- e. Graduation programs; and
- f. Sports activity sheets, such as for wrestling, showing weight and height of the team members.

See: Directory Information: Family Educational Rights and Privacy Act Notice for Directory Information.

SURVEILLANCE CAMERAS

The North Crawford school board authorized the use of video surveillance cameras for use in the following areas where the public, students, and staff have no reasonable expectation of privacy: These include but are not limited to entrances, hallways, commons, gymnasiums, parking lots, athletic fields and the exterior of buildings and buses. Under no circumstances, however, will video cameras be used in any area where the public students or staff has a reasonable expectation of privacy including restrooms, locker rooms, etc.

SCHEDULE CHANGES

Schedule changes may be initiated by a student on the first day of the semester. No schedule changes will be permitted beyond these timelines unless initiated by a parent. A conference will be held with the parent, teacher, counselor and student to determine if a withdrawal from class is appropriate. If all participants agree to a withdrawal, the counselor will initiate a schedule change. A grade of “WP” (Withdrawal Passing) will be assigned for students passing a class at the time of withdrawal, no credit will be awarded, unless the class was repeated and assigned for credit make-up. A grade of “WF” (Withdrawal Failing) will be assigned for students failing a class at the time of withdrawal, no credit will be awarded and the transcript will reflect a failing grade for the course. No credit will be awarded for classes completed at less than semester length.

SCHOOL PROPERTY

Students are responsible for the care of the textbooks and other school property that are assigned to them. If school property is lost or damaged, the student will be assessed the replacement cost or a fine. It is recommended that book covers or grocery bags be cut to fit and used to cover all textbooks.

LOCKERS

The School District provides a locker for the convenience of students, to be used solely and exclusively for the storage of garments, footwear, and school-related materials. The locker assigned to a student is the property of the School District. At no time does the School District relinquish its exclusive control of such lockers. Students are personally responsible for the lockers that are assigned to them. Unauthorized or illegal items found in a locker are presumed to be the property and/or responsibility of the person assigned to the locker. A locker may be searched as determined necessary or appropriate without notice, without student consent, and without a search warrant. The district administrator, a building principal, police officer or a school employee designated by the district administrator or building principal may conduct the search. Periodic general inspections of lockers and clean-ups may be conducted by school authorities for any reason at any time, without student consent and without a search warrant.

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

Do not store money or valuables in lockers. They are not theft proof. The School District does not assume responsibility for the loss, damage, or destruction of any property stored in the student lockers. A \$10.00 yearly fee is required of each student. No personal locks are allowed on lockers. Only school locks may be used.

SCHOOL AND CLASSROOM RULES

1. Respect the right of others to learn.
2. Respect the right of the teacher to teach.
3. Respect the property of others.
4. Be pleasant to others in the room.

Each teacher will establish their own set of classroom rules and expectations. This will include the use of food and beverage and their dismissal procedures.

SCHOOL SPIRIT

School spirit may be divided into three categories:

1. Courtesy - Toward teachers, fellow students, and the officials of school activities.
2. Pride - In everything our school endeavors to accomplish and has accomplished.
3. Sportsmanship - The ability to win and lose gracefully. School spirit means loyalty to all functions of the school. A loyal student supports their school and does their utmost to keep their scholastic and activity standards at the highest possible level.

SCHOOL SONG

Cheer, Cheer For North Crawford High!
Our Team Spirit Never Will Die.
We've Got A Team That's Great, Great, Great!
We've Got A Team That Really Rates.
Fight On You Trojans For Victory!
We're Gonna Beat 'em, You Wait And See!
Come On Team, We'll Show Them All,
That Our Team Will Never Fall!

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.

The objectives of school publications/productions in general are to:

- A. communicate to those who are administration, the alumni, and other members of the school community;
- B. provide vehicles for the expression of student thought and action and to act as catalysts for helping students realize goals and objectives;
- C. create a wholesome school spirit and to support the best traditions of the school;
- D. promote and encourage school-sponsored activities;
- E. provide training in useful and purposeful writing, speaking, artwork, photography, design, and layout;
- F. create a desire for the best in all forms of production, both in and out of school;

In implementing Board Policy 5722, the following guidelines will be applicable:

- A. Excellence in writing and/or speaking will be sought and the ethics of responsible journalism and/or literary merit will determine what will be produced. Presentation of facts or ideas is to be based on careful research.
- B. Students shall have the right to express their views and attitudes on all issues with the proviso that the tenor of the statements shall not encourage disruption of normal educational processes.
- C. Language, pictures, music, or symbols that are obscene, libelous, or offensive to good taste are prohibited.
- D. School publications/productions shall not endorse any candidate for public office or take a political stand on any issue.
- E. Advertisements shall reflect the spirit of these guidelines. Advertisements shall not be accepted that encourage or advocate violence or disregard of the law; promote the sale of any substance the use of which is prohibited by law, such as drugs and alcohol, or of any paraphernalia associated with sex or drugs; or any item that would be offensive to a significant minority or the majority of the community, or items not in keeping with school purposes.

SEARCHES

The presence of weapons, drugs, and other potentially dangerous materials on school premises affects the safety of the students and disrupts the learning process. In an effort to eliminate the presence of illegal drugs, weapons, or other potentially dangerous items periodic searches of lockers or other areas of school property may be conducted.

The use of canine units to detect illegal drugs on school premises.

The School District reserves the right to use canines trained for drug detection accompanied by law officials for purposes of the exploratory sniffing of the outside of lockers, vehicles parked on school property, and any other areas of school property deemed appropriate. This activity will be carried out on a random or periodic basis and/or when reasonable suspicion exists. The following specific procedures apply regarding the use of canine units:

1. Canines may be used without prior notification to students and/or school personnel.
2. Canines may be called by the school principal/designee with notification of the district administrator.

3. Students will be restricted to classrooms and kept out of hallways while canines are in use.
4. In the event of a canine “hit”, the locker or other area will be searched further.

SIGNS

All signs, surveys or messages that are distributed in the school, posted on the walls or locker must be approved by the principal. All racist, sexist or sexually explicit signs, messages or pictures as well as those that promote alcohol, other drugs or drug paraphernalia are prohibited.

First offense for a violation - warning and asked to take down sign. Refusal may result in disciplinary actions.

SPECIAL EDUCATION PROCESS

The School District of North Crawford solicits and receives referrals on all students and children with suspected impairments or disabilities from all persons who have a reasonable cause to believe that such a need or condition exists. Prior to making a referral, the person (teacher) who submits a referral must inform the parent of their intent to make the referral. The referral must be in writing and the form can be obtained from the school psychologist. It must include the reasons for the referral, the documentation of informing the parents, and measurable pre-referral interventions that were attempted in the general education environment to meet the child’s needs.

When a child is suspected of being a child with a disability (CWD), the Special Education Designee shall appoint an evaluation IEP team and consent for the evaluation will be acquired before the assessment begins. A determination of a disability cannot be based on a lack of instruction in reading or math, Limited English Proficiency, environmental, cultural or economic disadvantage. If the IEP team determines that the child has a disability, an Individualized Educational Program (IEP) is developed. *Individuals with Disabilities Act* (IDEA) mandates the School District of North Crawford provide children with disabilities a free appropriate public education in the least restrictive environment that is educationally appropriate.

The composition of the IEP team shall include: 1.) The parent(s), 2.) At least one special education teacher, 3.) At least one regular education teacher, 4.) A representative of the Local Education Agency, 5.) An individual who can interpret the instructional implications of the evaluation results, 6.) Other individuals who have knowledge or special expertise regarding the child, and 7.) The child with the disability, whenever appropriate.

As appropriate with modifications, children with disabilities shall participate in state and district wide assessments. They shall continue to be required to be taught in the general education environment with supplementary aids and services, to the extent appropriate as determined by the IEP team. A child with disabilities shall be re-evaluated at least every three years, if the parent or teacher requests it, or if the IEP team requests it. For a re-evaluation, if the IEP team determines that no additional data is needed to establish whether the child continues to have a disability, the IEP evaluation team shall not be required to conduct an assessment. An IEP must be reviewed at least annually.

The North Crawford School District has a full continuum of special education services. The following programs are an integral part of our education system at the elementary, junior, and senior high levels:

- A. Early Childhood (ECH) (3 to 5 years of age)
- B. Cognitively Disabled (CD)
- C. Emotional Behavioral Disturbance (EBD)
- D. Specific Learning Disabled (SLD)
- E. Speech and Language (S/L)

Related services, which can be provided, include:

- A. Occupational Therapy
- B. Physical Therapy
- C. Transportation
- D. Counseling
- E. Psychological Services
- F. School Health Services
- G. Orientation and Mobility
- H. Specially Designed Phy Ed
- I. Audiology
- J. Educational Interpreting
- K. Rehabilitation Counseling Services
- L. Speech and Language

Students may be eligible to qualify in the following special education disability areas.

- Autism
- Emotional Behavioral Disability
- Hearing Impairment
- Specific Learning Disability
- Cognitive Disability
- Orthopedic Impairment
- Other Health Impaired
- Significant Developmental Delay
- Speech and Language Impairments
- Traumatic Brain Injury
- Visual Impairment

Further elaboration in each area may be received by contacting the school psychologist at 624-5201.

STUDENT ADVISORY

All students will be assigned a WIN teacher for the school year. All students will meet in WIN for the final 30 minutes of each day. Activities in WIN may include team/character building activities, student class/club meetings, and other teacher/school-directed activities. Advisory is a structured study time that students will use to complete homework and make-up work, make-up tests/quizzes, complete science labs, projects, etc. and complete at minimum 5 modules per week from Dreambox in ELA and 5 modules in math. Students will remain in their scheduled WIN room unless a teacher writes a pass prior to WIN time for the student. The Principal may consider Honors advisory with clear criteria after the 1st quarter.

STUDENT ARRIVAL/DEPARTURE

Arrival: Due to liability concerns, no student is to arrive before 7:45 a.m. unless supervised by a faculty advisor or chaperone.

Departure: No student may remain in the building after 3:45 p.m. unless they are required to do so by a faculty advisor or chaperone for a scheduled activity and are supervised by a member of the faculty. Students may not stay at school to wait for evening activities to begin unless under the direct supervision of a staff member.

STUDENT ASSESSMENT

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

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

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

STUDENT ASSISTANCE POLICY

Please see the Guidance Counselor for details about individualized programs.

STUDENT FEES

- Locker Fee - \$10.00 per year for grades 6-12;
- Field Trip Fee - \$5.00 per year covers all field trips;
- Athletic Participation Fee - \$20.00 per sport for grades 9-12 (Not to exceed \$40.00 per year per student or \$100 per family) and \$10.00 per sport for grades 7-8 (Not to exceed \$20.00 per year per student or \$100 per family)
(The fees for Locker, Athletic Participation, and Field Trip do not apply for those students who qualify for the economic hardship program.)
- Late Book Library Fee - \$.5 per day not to exceed \$3.00 per item.

ATHLETIC REIMBURSEMENTS

- An athlete is considered ineligible for competition until their athletic fee is paid.
- Athletic Fall Waiver Deadline: Parents & students who have already paid their athletic fee and have requested and been approved for a hardship waiver prior to October 28th will be reimbursed their athletic fee.

- Athletic Winter/Spring Season Waiver Deadline: Parents & students who have already paid their athletic fee and have requested and been approved for a hardship waiver prior to the first scheduled game, will be reimbursed their athletic fee.
- New students enrolling will be allowed two weeks to submit any request for a full waiver of fees.
- Athletes who attend a practice and quit will not be reimbursed their Athletic Fee.

OTHER REIMBURSEMENTS

- Field Trip and Locker fees will not be reimbursed after October 28th.
- Students withdrawing from school on or before October 28th will be entitled to a full refund of fees if requested in writing.
- New students enrolling will be allowed two weeks to submit any request for a full waiver of fees.

STUDENT OWNED ELECTRONIC DEVICE USE

The District is committed to providing students with a safe, secure, and positive learning and working environment. The use of portable electronic devices on school property can compromise or interfere with this goal; therefore, the use and possession of such devices must be regulated. Given the prevalence and exponential growth of the types of portable electronic devices available, the District, building administration, and teacher maintains the right to control the time, place, and manner in which electronic devices are used. Such possession or use of electronic devices must meet the Acceptable

Use Policy and may not, in any way:

- Disrupt the education processes of the school district;
- Endanger the health or safety of the student or anyone else;
- Invade or infringe upon the rights of others at school;
- Involve illegal or prohibited conduct of any kind.

Students will lose the right to have their electronic device during the school day if any of the following things happen:

- If a student serves a detention or in-school suspension they may not have their phone during this time.
- Any steps are taking on the disciplinary ladder.
- Discretion of the administrator

Parents/guardians are advised that the best way to contact their child during the school day is by calling the school office.

The possession, use, or sharing of electronic devices in locker rooms, rest rooms, or any other area that could constitute an invasion of any person's reasonable expectation of privacy is strictly prohibited. Any device used for such purposes shall be confiscated and searched by school personnel. Students are required to relinquish electronic devices to school personnel when directed. Refusal to comply with such directives will be considered insubordination and the student will be subject to disciplinary action.

STUDENT RECORDS

In 1974, the Congress passed the Family Educational Rights and Privacy Act. This law gives "an eligible student", or their parent or guardian, certain rights regarding their education records. An eligible student is one who has reached the age of 18 or is attending any school after graduation from high school.

The law requires that schools receiving Federal funds must:

1. Allow the parent or eligible student to review and inspect the student's records. This rule does not apply to records made and kept by one person, such as a psychologist, which is not shared with anyone but a substitute for that person.
2. Give the parent or eligible student the chance to challenge the records in a hearing to make sure that they are not misleading or inaccurate.
3. Obtain written permission from the parent or eligible student before revealing the records to other persons.
4. Notify parents or eligible students of their rights under this law.

There are some exceptions to Rule 3 above. School personnel may show or turn over records without permission to:

- a. Other officials of the same school.
- b. Officials of other schools in which the student seeks or intends to enroll.
- c. Certain Federal, State, and local authorities performing functions authorized by law.
- d. Individuals or organizations in connection with a student's application for or receiving financial aid.
- e. Court or law enforcement officials, if the school is given a subpoena or court order.

STUDENT RIGHTS OF EXPRESSION

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

- A. Material 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.
 - Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

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

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

TRANSPORTATION

• BUSES

Bus transportation is available for all students. The school establishes bus routes yearly. Students wishing to ride other than an assigned bus must have a written request from a parent or guardian and then obtain a pass from the office. Behavior on buses is to be the same as that in the classroom. Bus drivers will report any violations to the principal. Violators may lose their right to ride the bus, thereby requiring their parents to transport them during the period of suspension. (See Appendix for regulations.)

The school provides transportation for all participants to and from all away school-related activities. Only parents, with the consent of the chaperone, may take students from the event. All other arrangements must be made verbally, and in advance, with the principal or athletic director and the coach/advisor.

• STUDENT VEHICLES.

The authorization to drive and park a vehicle on school property is a privilege. This privilege may be withdrawn at any time and such a decision is solely the prerogative of school administration. Students may park vehicles on school premises as a privilege. Student parking is limited to the west parking lot; the north and south parking lots are not for student use. Any vehicle parked on school premises may be subject to search. Students are not permitted to return to their cars during the school day unless they have a pass from the office. Speeding or reckless driving on school property will result in a referral to law enforcement and school disciplinary actions up to and including a loss of driving privileges to school. Snowmobiles are not to be driven on school grounds. Refer to F-4 and F-5 for consequences.

SCHOOL BUS AND RIDER REGULATIONS

1. Students should be on time at the designated school bus stop so as to keep the bus on schedule. Students should walk facing traffic if they are walking where there are no sidewalks.
2. Students should stay off the traffic lanes at all times while waiting for the bus.
3. The bus is an extension of the classroom. The same acceptable behavior is expected of all riders.
4. Students should wait until the bus comes to a complete stop before attempting to approach or enter the school bus.
5. Students should board the bus in an orderly fashion. There should be no shoving, pushing or horseplay.

6. When boarding or unloading the bus, students should always walk around the front of the bus and never behind it. When it is necessary to cross the road, students should wait until the driver signals them to cross the road.
7. The bus driver may assign seats to all riders. Any damage to a seat will be charged to the riders assigned that seat.
8. All riders shall remain seated when the bus is in motion.
9. Students should keep their head, hands and arms inside the bus at all times. Students should never throw anything out of the bus window.
10. Scuffling, bad language and damage to other rider's property will not be allowed.
11. Aisles should be kept clean at all times. Students should not litter the bus with food or other debris.
12. No pets are allowed on the bus at any time.
13. The driver will not discharge riders at other places than the regular bus stop unless the rider has the written consent of his/her parent(s)/guardian and approval of the building principal.
14. Buses will run whenever and wherever weather permits. In the event of inclement weather, announcements will be made on the local radio station as to whether or not buses will operate.
15. Only regular riders are allowed to ride the bus. No other students will be permitted on the bus unless: (a) They have a signed note from parents/guardians, (b) the note is signed by the building principal, and (c) there is adequate room on the bus.
16. These rules are designed for the safe operation of transportation for all students. Failure to abide by these rules by any individual will result in the following action:

The bus driver will report serious or continued misconduct and rule violations in person to the appropriate building principal. Parents/guardians will be notified and the bus rider may be denied riding privileges:

- a. First offense - Conference with student, bus driver and principal
- b. Second offense - Conference with student, bus driver, parent(s)/guardian and principal
- c. Third offense - Bus riding suspension from one day to permanent suspension

Depending on the nature of the offense, steps (a) and (b) may be omitted and the principal may suspend the student immediately.

Co-curricular Activities, Field Trips, Etc.

1. All bus rider rules apply to each student who rides a school bus at any time or for any reason.
2. A student who rides a school bus to an activity or event must return on that bus, unless authorized to do otherwise according to school rules.

VISITORS

All visitors must enter through the main doors of the school and report immediately to the school office.

All adult visitors must register in the office upon arrival to school. Student visitors are prohibited unless authorized by the district administrator.

WEAPONS POSSESSION

No one shall possess or use a dangerous weapon or lookalike weapon in school buildings, on school grounds, in school vehicles, or at school-sponsored activities except as otherwise specifically provided. A dangerous weapon or look-alike weapon is defined in state law and includes a gun, knife, razor, martial arts equipment, metal knuckles, or any other object which, by the manner in which it is used or intended to be used, is capable of inflicting bodily harm.

The school staff should attempt to confiscate the weapon as soon as possible. Law enforcement officers and the district administrator or designee shall be contacted as soon as possible. The building principal will report any confiscation of weapons to the police.

The following are three exceptions to this policy:

1. Weapons under the control of law enforcement personnel are permitted;
2. Weapons that are registered and handled in a legal manner for the purpose of education may be authorized by the principal; and
3. Weapons properly registered and handled during the community use of school may be permitted. Example: Hunter Safety Classes if approved by the principal.

Persons violating this policy shall be dealt with in accordance with the established procedures. According to the Gun-Free Schools Act amendment to the Elementary and Secondary Education Act of 1965, a pupil shall be expelled from school for a period of not less than one year if that pupil is determined to have brought a weapon to school. (Ref.: 832)

WEATHER ANNOUNCEMENTS

In case of poor weather conditions and school is closed, a delayed start, or an early dismissal occurs, an announcement will be made on the following *radio and television* stations:

WVRQ--102.3 FM--1360 AM----VIROQUA
WPRE--94.3 FM--980 AM---PRAIRIE DU CHIEN
WRCO--100.9 FM--1450 AM---RICHLAND CENTER
WIZM/Z-93.3 FM---LA CROSSE--As time & phone lines permit
WKBT—CHANNEL 8—LA CROSSE
WXOW—CHANNEL 19—LA CROSSE

North Crawford School District website at www.northcrawford.com
Automated telephone message, text alert, and/or email from the Skylert system

On the day of a late start, the bus drivers will begin their route 10 minutes earlier to account for slower travel.

Please do not call the school to determine if school is closed, delayed or closing early. We need to keep the phone lines open in case of emergencies.

Breakfast will not be served on the morning of an unplanned late start.

YOUTH OPTIONS PROGRAM

The Youth Options program allows all public high school juniors and seniors who meet certain requirements to take postsecondary courses at a UW institution, a Wisconsin technical college or one of the state's participating private, nonprofit institutions of higher education. The program (which replaces the Postsecondary Enrollment Options) opens the door to greater learning opportunities for students who are considering a technical career, students wishing to begin college early, or students who want to prepare to enter the workforce immediately after high school graduation. The student does not have to pay for a postsecondary course if the school board determines the course may receive high school credit, the course is not comparable to a course offered in the school district, and the application has been submitted within the prescribed time line. (Under some circumstances a technical college course can be comparable.)

ELIGIBILITY: Student/Parent Responsibilities.

Since all public high schools will participate in the Youth Options program, all juniors and seniors in Wisconsin public schools who meet the program requirements are eligible. To qualify for the program, a student must:

- Have completed the 10th grade, be in good academic standing and have no record of disciplinary problems to attend a technical college.
- Apply to the college in the school semester prior to the one in which the student plans to attend the postsecondary course.
- Notify the school board (complete form PI-8700A) of the student's intention of enrolling in a college no later than March 1 for a course to be taken in the fall semester; October 1 for a course to be taken in the spring semester.
- Notify the school board if the student is admitted to the college.

A parent or guardian is responsible for satisfactory student attendance and the student's compliance with the compulsory school attendance law under s. 118.15(1) (a), Stats.

- **CHILDREN WITH EXCEPTIONAL EDUCATIONAL NEEDS (EEN)** The board may refuse to permit a student with EEN to attend a technical college if the cost would impose an undue financial burden on the school district.
- **FORMS NEEDED** A program plan and report form (PI-8700A) used to notify the school board of a student's participation in the program may be obtained from the guidance counselor or the DPI. Application forms for admission to a college may be obtained from the guidance counselor or the college.
- **TRANSPORTATION** Parents or students are responsible for transportation between the school and the college. Transportation assistance is available from the DPI for low-income parents.
- **FOR ADDITIONAL INFORMATION** Contact the high school counselor or local college admissions representative. See Appendix for specific Youth Options guidelines relating to:

Students that drop or fail a Youth Options course, course sequence requirements and guidelines for awarding credits.

Any eleventh or twelfth grade student in the North Crawford School District may participate in the Youth Options program in accordance with state law requirements. Admission of students to postsecondary institutions or technical college shall be contingent on meeting the institution's entrance requirements and availability of space.

The high school principal shall determine whether the course(s) is/are comparable to a course offered at the District, whether it satisfies graduation requirements and what, if any, high school credits are to be awarded to the student.

Courses taken as part of the Youth Options Program shall be paid for as follows:

1. If the course is taken for high school credit and the course is not 80% or more comparable to one offered in the District, the Board shall pay the costs associated with the course.
2. If the course is taken for high school credit and the course is 80% or more comparable to one offered in the District, the student shall pay the costs associated with the course.
0. If the course is taken only for postsecondary credit, the student shall pay the costs associated with the course.
0. The maximum number of credits for which the school board shall pay is 18 postsecondary credits, total, in their junior and senior years. Students will be allowed to take additional credits beyond the 18, but no reimbursement will be provided and these costs will be the responsibility of the student and parent.

Students participating in the Youth Options Program shall be responsible for their own transportation costs. If they are unable to pay such costs and are receiving high school credit, they may apply to the State Superintendent of Public Instruction for reimbursement of transportation costs.

If a student is not satisfied with the District's decision regarding comparability of courses, satisfaction of high school graduation requirements or the number of high school credits to be awarded, he/she may appeal such decision to the State Superintendent.

STUDENTS THAT DROP A YOUTH OPTIONS COURSE

No Youth Options course will be approved by the District for any student that drops a Youth Options course, for reasons other than medical problems or extreme extenuating circumstances, following the point of commitment by the school district for any tuition costs for the dropped class.

STUDENTS THAT FAIL A YOUTH OPTIONS COURSE

If a pupil receives a failing grade or fails to complete (drops) a course for which the school district has made payment, the student, if he or she is an adult or the student's parent or guardian is responsible for reimbursement to the high school district for all costs related to this course or courses. Pupils who fail to provide reimbursement for a dropped or failed course are not eligible for the youth options program.

The school district recognizes that not all high school students are prepared for the academic rigors of college level courses through Youth Options. Students that fail a Youth Option course, for reasons other than medical problems or extreme extenuating circumstances, have demonstrated they are not sufficiently prepared to successfully complete courses at this level. Before a student will be allowed to enroll in another Youth Options course, the student will be expected to return to the high school and complete a full load of academic courses for two full semesters. Approval for any further Youth Options course will be based upon a) their academic performance following their return, b) recommendations of the guidance counselor, and c) the rigor of the Youth Options course being requested.

GUIDELINES FOR STUDENTS PURSUING YOUTH OPTION COURSES AND/OR DISTANCE LEARNING OPTIONS

The North Crawford High School has identified the following course sequences as those that a student will have satisfactorily completed in his/her education plan before pursuing Youth Option courses within each department listed below.

Mathematics Completed Algebra I, Algebra II, Geometry, Math Topics and/or PreCalculus or Calculus.

Foreign Language Completed all options that are offered at North Crawford High School

English Completed English 9, English 10, English 11, AP English and one senior elective.

Science Completed Introduction to Physical Science (Science 9), Biology I, Physics, and Chemistry I & II.

Social Studies Completed American History, World History and Government at grades 9, 10 and 11, and completed any twelfth grade in the subject area.

Art Completed Art I, Art II, and Advanced Art.

Music Completed three years of high school band or chorus.

Vocational Education Completed all options available within the district's vocational educational programs in the course of study.

Students must meet entrance requirements into the post-secondary institution in order to participate in the Youth Options Program.

GUIDELINES FOR AWARDING HIGH SCHOOL CREDIT FOR YOUTH OPTIONS PROGRAM COURSES

The high school principal will award credit for courses taken through the Youth Options Program if they meet any of the district's graduation requirements and any of the following conditions apply:

1. Credit will be awarded for those courses taken which are extensions of the courses offered at North Crawford High School.
 - a. No credit will be given for courses taken which are comparable to those offered at the high school.
 - b. No credit will be given for courses taken which repeat the course content for which a student has already received a passing grade and high school credit.
 - c. No credit will be given for courses taken which repeat the Youth Option course content for that a student has already taken and failed.
2. Credit will be awarded for those courses taken by gifted and talented students which:
 - a. Provide the student with an opportunity to move to another level of course of study, or
 - b. Provide the student with an opportunity to develop his/her gifts or talents.
3. In order to receive high school credit for a course taken under the Youth Options Program, a student must successfully complete the course and receive a passing grade.
4. As a general guideline, one quarter (1/4) high school credit shall be awarded for each college credit hour earned.

BULLYING POLICY

HARASSMENT/BULLYING/HAZING

The School District of North Crawford shall strive to maintain and ensure a learning and working environment free of any form of harassment, bullying, hazing or intimidation toward or between students and employees.

HARASSMENT

Refers to physical or verbal conduct which interferes with a person's work or school performance, or which creates an intimidating, hostile or offensive school or work environment. Examples of conduct prohibited under this policy include, but are not limited to, the following:

- Physical or mental abuse.
- Verbal comments or other expressions which insult, degrade or stereotype any person or - group because of sex, race, religion, national origin, color, disability, sexual orientation or other protected status.

- Unwelcome sexual advances. This includes but is not limited to acts such as patting, pinching, brushing up against, hugging, cornering, kissing, or any similar physical contact that is considered unacceptable by another individual.
- Requests or demands for sexual favors. This includes subtle or blatant expectations, pressures or requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequence concerning one's employment or academic status.
- Verbal abuse or joking that is sexually oriented and considered unacceptable by another individual.
- Other unwelcome verbal or physical conduct of a sexual nature. "Sexual Harassment" includes conduct directed by a person at another person of the same or opposite sex.

The District shall not tolerate any form of harassment and shall take necessary steps to prevent such harassment from occurring. Any employee or student who engages in harassment shall be disciplined in accordance with established procedures and/or provisions of the current employee agreement.

BULLYING

Bullying is defined as the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, **electronically transmitted (Cyber-Bullying – see below)**, or emotional abuse, or through attacks on the property of another. It may include, but is not limited to, action such as verbal taunts, spreading rumors, name-calling and put-downs, extortion of money or possessions, and exclusion from peer groups within the school. Such conduct based on race, ethnicity, disability, gender, or sexual orientation may contribute to harassment and discrimination in the school environment.

Students who engage in any act of bullying at school, at a school function, or in connection to any activity sponsored by the District, or while en-route to or from school are subject to disciplinary action in accordance with Board policy, up to and including suspension or expulsion.

CYBER BULLYING

The District's computer network and the Internet, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment. All forms of harassment over the Internet, commonly referred to as cyber bullying, are unacceptable and viewed as a violation of this policy and the District's acceptable computer use policy and procedures.

Malicious use of the District's computer system to develop programs or to institute practices that harass other users or gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited. Users are responsible for the appropriateness of the material they transmit over the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.

Cyber bullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting

inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.

Students and community members who believe they have been the victims of such misuses of technology, as described in this policy, should not erase the offending material from the system. A copy of the material should be printed and brought to the attention of the building principal or Director of Technology.

The administration shall fully investigate all reports of cyber bullying.

In situations in which the cyber bullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operations of a school. In addition, such conduct must also be in violation of a publicized school policy AND WILL BE REFERRED TO LAW ENFORCEMENT. Such conduct includes, but is not limited to, harassment, or making a threat off school grounds that is intended to endanger the health, safety or property of others at school, a District employee or school board member.

Disciplinary action may include, but is not limited to, the loss of computer privileges, detention, suspension, or expulsion for verified perpetrators of cyber bullying. In addition, when any kind of threat is communicated or when a hate crime is committed, this shall be reported to local law officials.

Students and employees shall be informed annually of this prohibition via the parent/student handbook, employee handbook, or other such publications. This policy shall not be interpreted to prohibit a reasonable and civil exchange of opinions or debate, which is protected by state or federal law.

HAZING

Hazing is defined as any intentional, knowing or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort, or that results in property damage or theft, and is directed against a student for the purpose of being initiated into, affiliating with, holding office in (collectively called initiation activities), or maintaining membership in any organization, club or athletic team, sponsored or supported by the District and whose membership is totally or predominately other students from the District. Hazing is prohibited and applies to any and all student-sponsored and adult-sponsored activities that have not been approved by the District. An example of an approved school-sponsored initiation activity is the ceremony for the induction of students into the National Honor Society.

Students engaging in any hazing or hazing type behavior that is in any way connected to any activity sponsored or supported by the District will be subject to disciplinary actions in accordance with Board policy, up to and including suspension or expulsion. Students and employees shall be informed annually of this prohibition via the parent/student handbook, employee handbook, or other such publications.

Any person who believes he/she has been harassed or has knowledge that a policy violation has occurred may file a complaint with the high school principal, elementary principal, or high school guidance counselor, in accordance with established complaint procedures. All harassment complaints shall be seriously and properly investigated, and appropriate actions shall be taken to prevent or correct harassing behavior.

Students and others are prohibited from retaliating against those who report incidents of harassment, bullying or hazing or who assist in an investigation. Students and others who retaliate shall be subject to discipline. Employees who participate in, allow or knowingly fail to enforce this policy will be subject to disciplinary action. Furthermore, as may be required by law, law enforcement officials shall be notified of harassment, bullying or hazing incidents.

For complete Harassment and Bullying Policy, refer to NEOLA policy 5517 and 5517.01 at www.northcrawford.com, Board of Education – School Board Policies.

APPENDIX

NORTH CRAWFORD BOARD OF EDUCATION

Mr. Terry O'Donnell	President
Mr. Jim Dworschack	Vice President
Mr. Jerry Coleman	Treasurer
Mrs. Judy Powell	Clerk
Mr. Cody Brockway	Member
Mrs. Charissa Anne Richter	Member
Mr. Ed Heisz-Member	Member

Administration

Mr. Brandon Munson	Superintendent
Mrs. Angie Boland	District Bookkeeper
Mrs. Amanda Killeen	Elementary Principal
Dr. Robert Sailer	Middle/High School Principal
Mrs. Cara Wood	Special Education Director

Student Services

Mrs. Liz Bransky	Information Technology Specialist
Mrs. Stephanie Colsh	Middle/High School School Counselor
Mr. Max Moderski	Elementary School Counselor

Clerical Staff

Mrs. Tina Volden	Administrative Assistant
Mrs. Lori Foley	Middle/High School Secretary
Mrs. Jessica Pugh	Elementary Secretary

Maintenance

Mr. Harry Heisz	Director of Building & Grounds
Mr. Danny Eitsert	Maintenance
Mr. Richard Robinson	Maintenance
Mr. Jeff Welsh	Maintenance

Food Service

Mrs. Jen Kapinus	Director of Food Service
Mrs. Janet Pittsley	Head Cook
Mrs. Paulette Riley	Kitchen Assistant
Mrs. Lisa Stoehr	Kitchen Assistant

Transportation

Mr. Kevin Burke	Director of Transportation
Mr. Mark Bergemann	Route Driver
Mr. Kirby Heister	Route Driver
Mr. Dwayne Klein	Route Driver

Mr. Gary Schmitt Route Driver
Mr. Stan Turben Route Driver

Education Assistants

Mrs. Patty Kvigne Education Assistant
Ms. Erin Sanders Education Assistant
Ms. Jody Swiggum Education Assistant

Teaching Staff

Mr. Andrew Watters HS Special Education
Mr. Christopher Finnel HS Special Education
Mrs. Tracy Morovits-Feye MS Special Education
Mr. Brandon Bankes HS English
Mr. Gregory Rauls HS English
Mr. Todd Kemper MS English
Mrs. Jessica Wick Spanish
Mr. Paul Cota Vocal Music
Mr. Derrik Junker Instrumental Musics
Mr. Tyler Olson Physical Education
Mr. Joseph Ferrito HS Social Studies
Ms. Jessica Gander MS/HS Social Studies
Mr. Jeff Murphy MS Science/Athletic Director
Mr. Luke Zitzner HS Science
Mr. Scott Hubatch Business Education

Mr. Mark Henschel HS Mathematics
Mrs. Eileen Robel HS Mathematics
Mrs. Marcie Connelly MS Mathematics
Mr. Aaron Keenlance Industrial Technology
Ms. Brenda Bell-Johnson PK-12 Art
Mrs. Heidi Stovey Family and Consumer Science
MacKenzie Knutson Agriculture
Mrs. Kristen Klein Math Interventionist
Mrs. Jaclyn Pettit Math Educational Assistant
Ms. Karen Podbieski Reading Interventionist
Mrs. Kimberly Heister Reading Educational Assistant

CLASS ADVISOR(S)

9th Grade
10th Grade
11th Grade
12th Grade

NORTH CRAWFORD HIGH SCHOOL ORGANIZATIONS

AODA Coordinator Stephanie Colsch
Drama Joseph Ferrito

Forensics	Brandon Bankes
National Honor Society	
Pep Band	Derrick Junker
Robotics	
Spanish Club	Jessica Wick
Student Government	Brandon Bankes & Jessica Wick
Yearbook	Gregory Rauls

STUDENT CLASSROOM CODE OF CONDUCT PURSUANT TO SECTION 118.64, WI STATUTES

Statement of Principle

The District recognizes its responsibility to create, foster, and maintain an orderly and safe class environment, conducive to teaching and to the learning processes. Every member of the school community is expected to cooperate in this central mission. Students are expected to come to school, and to every class, ready and willing to learn. Parents should be aware of their children's activities, performance and behavior in school, and are asked to cooperate and consult with the school to prevent or address problems.

The District has a duty to make its schools as free as possible of the dangers of violence, weapons, drugs, and other behavior harmful to the educational environment. But equally important, the District owes its students, as a group, the opportunity to attend school as free as reasonably possible from unnecessary and unwarranted distraction and disruption, particularly by those relatively few students who, for whatever reason, are unwilling, unready or unable to avail themselves of the opportunity for an education. Such behavior warrants, at a minimum, that the student be removed temporarily from the class or activity ("short term removal" or "temporary removal"). Such removal serves the multiple purposes of eliminating (or minimizing) the disruption, of reinforcing the District's strong commitment to an appropriate educational environment, and of allowing a "cooling off" period, for disciplinary or other reasons, short of suspension or expulsion. In other circumstances, the student's conduct, or the best interests of the student and the other members of the class, may warrant longer-term removal from the class ("long term removal"). Long term removal may, but need not always, be for disciplinary purposes.

Beginning August 1, 1999, a teacher employed by the District may temporarily remove a pupil from the teacher's class if the pupil violates the terms of this Code of Student Conduct (the "Code"). In addition, long term removal of a student will be possible if the building administrator upholds a teacher's recommendation that a student be removed from the class for a longer period of time. Removal from class under this Code does not prohibit the District from pursuing or implementing other disciplinary measures, including but not limited to detentions, suspension or expulsion, for the conduct for which the student was removed.

Grounds For Disciplinary Class Removal

A student may be removed from class for conduct or behavior which

- (a) violates the District's policies regarding suspension or expulsion;
- (b) violates the behavioral rules and expectations set forth in the Student Handbook;

- (c) is disruptive, dangerous or unruly;
- (d) which otherwise interferes with the ability of the teacher to teach effectively; or
- (e) which is incompatible with effective teaching and learning in the class.

For the purposes of this code the following behavior, by way of example and without limitation, may be determined to be disruptive, dangerous or unruly so as to warrant removal from class:

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

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

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

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

Other, Non-Disciplinary Reasons For Removal Of A Student From Class

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

Removal Of A Student From Class

A teacher may temporarily remove any student from class under this Code. When the teacher determines that removal is appropriate, the teacher should instruct the student to immediately and directly go, or be taken, to the office. When the student arrives, the Principal should give the student an opportunity to briefly explain the situation. If the Principal or designee is not available immediately upon the student's arrival, the student should be taken to the main office, and the Principal or designee should speak to the student as soon as practicable thereafter. For the duration of the removal, the student shall stay in the short-term removal area. In general, students should be required to do work of an academic nature while in the short-term removal area. Such work should ordinarily be related to the work in the class from which the student was removed, or may be related to the student's misconduct (e.g. writing an apology or account of the situation). In no event should students' time in the removal area be recreation or other free time. As soon as practicable, the teacher and/or Principal shall inform the student's parents that the student was removed from class. Such notice may be by telephone and/or parents of the student shall be sent written notice of the removal.

Length Of A Short Term Removal

In most cases, a student shall remain in the short term removal area for at least the duration of the class or activity from which she or he was removed. Prior to allowing the student to resume his/her normal schedule, the Principal or designee shall speak to the student to determine whether the student is or appears to be ready and able to return to class without a recurrence of the behavior for which the student was removed. In the event it is not deemed appropriate to return the student to regular classes, the Principal or designee may retain the student in short term removal.

Procedures For Long-Term Removal

Where a teacher believes that the best interests of the student and/or the class require long-term removal, the teacher will notify the building administrator in writing. Upon receipt of such a statement, the building administrator may, in his/her discretion, consult with the teacher and/or other District staff. Following consideration of the teacher's statement and any other information, the building administrator shall, in his/her discretion, take one of the following steps:

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

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

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

This Code, and the procedures regarding removal, is intended primarily as tools to assist teachers to maintain an appropriate educational environment in their classes. Therefore, different teachers may have somewhat different views and practices regarding removal of students from their classes, either long-term or short-term.

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

DISCIPLINARY CODE: INFRACTIONS AND CONSEQUENCES

Students are subject to the following rules and consequences. When more than one student is involved in an infraction of a rule, each will receive a consequence based upon their disciplinary history.

- A. Student to Student Relationships: Students will refrain from physical and verbal abuse directed at other students.

Infraction

- A-1 Disrespect of fellow students: To insult, call derogatory names, dishonor, make gestures verbally or in writing.
- A-2 Threatening, intimidating, or harassing another student:
- A-3 Excessive roughness: Pushing another, potentially injurious and unwelcome physical contact.

- A-4 Physical Attack: The act or threat of physically assaulting or, in some manner, attempting to injure another student. Special Provision: Referral to police when appropriate.
- A-5 Fighting: The act of involving hostile bodily contact. Special Provision: Both parties will share in any damages, unless self-defense can be shown. Referral to police when appropriate.
- A-6 Property Damage or Theft of Other Students: Special Provisions: Restitution. Referral to police when appropriate.

- B. Student-to-Staff Relationships: Students shall refrain from disobedience, disrespect, threats, or attacks directed to members of the school staff, as well as damage to or thefts of property belonging to staff members.

Infraction

- B-1 Insubordination: The willful failure to respond or carry out a reasonable request by authorized school staff.
- B-2 Threatening or Intimidating Acts: Verbally or by gesture threatening the wellbeing, health or safety of any member of the school staff. Special Provision: Notification of police when appropriate.

- B-3 Physical Attack: The act or threat of physically assaulting any member of the school staff. Special Provision: Notification of police.
 - B-4 Disrespect: To insult, call derogatory names, dishonor, make gestures, or in other manner abuse verbally or in writing any member of the school staff.
 - B-5 Disrespect for the Property of a Member of the School Staff:
 - B-5a Theft. Special Provision: Restitution.
 - B-5b Damage. Special Provision: Restitution. Referral to police when appropriate.
- C. School Property: Students shall not commit acts of vandalism, theft, or abuse of school property.
- Infraction*
- C-1 Vandalism: The act of willful destruction of public property. Special Provision: Restitution. Referral to police when appropriate.
 - C-2 Theft:
 - C-2a — Theft not serious enough to be reported to police. Special Provisions: Restitution.
 - C-2b — Theft that is reportable to police. Special Provision: Restitution. Referral to police.
 - C-3 Littering: Special Provision: Work detail.
 - C-4 Improper use of School Property:
 - C-5 Misuse of food or beverages in the cafeteria or in other areas of the building. Special Provision: Work detail in the cafeteria.
- D. Alcohol, Tobacco, and Drugs: Students shall not be in the possession of, use or sell any nonprescribed drugs, alcoholic beverages, or tobacco products. Look alike alcohol, tobacco, and drugs are also prohibited
- Infraction*
- D-1 Possession or Use of Alcohol/ Drugs: Special Provision: Police involvement when appropriate. Referral to SAP (Student Assistance Program).
 - D-2 Possession or Use of Tobacco Product: Tobacco Referral to Police.
 - D-3 Selling or Transmitting Alcohol or Drugs:
 - Special Provision: Referral to police for prosecution. Referral to SAP.
 - D-4 Possession, use, or selling of look alike alcohol, tobacco or drugs. Provision: Police involvement when appropriate. Referral to SAP.
- E. Other Disciplinary Infraction:
- Infraction*
- E-1 Repeated or Serious Classroom Disruption:
 - E-2 Disruption of Meeting or Assemblies: Special Provision: Possible exclusion of future meetings and/or assemblies.
 - E-3 Cheating: Stealing a test, tampering with grade book, copying work, etc.
 - E-4 Forgery:
 - E-5 Being an Accessory to a School Rule Violation:
 - E-6 Abusive or offensive language used in the presence of staff members and/or students, including written notes and published material, as well as verbal.
 - Pornography –
 - Special Provision: Referral to police when appropriate.

- E-7 Necking, embracing, or similar improper and/or disruptive behavior:
- E-8 Inappropriate Dress and Attire: Clothing that is a distraction in school or detrimental to the health, safety, or reputation of the student or school. Shoes must be worn at all times except when a teacher requests that they be removed. Special Provision: May be asked to change clothing.
- E-9 Skipping class/classes: Leaving school grounds without checking out as per attendance policy Special Provision: Truancy Citation

F. Protection of the Public Safety and or Health:

Infraction

- F-1 Detonation or possession of Firecrackers, other Explosive Devices or Flammable Material: Special Provisions: Referral to police. Confiscation of item.
- F-2 False Alarms: Special Provision: Referral to police.
- F-3 Bomb Threats: Special Provision: Referral to police.
- F-4 Improper Use of Motor Vehicles:
 - F-4a — Reckless driving. Special Provision: Report to police.
- F-4b — Unauthorized driving during the school day.
- F-5 Creating a Hazard: Any behavior, which could endanger the health and safety of students or staff. This includes running in the hall. Special Provision: Report to police.
- F-6 Possession and/or usage of laser pointers: Violations against students or staff shall be considered under the category of physical attack. (Ref.:443.3) Special Provision: Report to police.
- F-7 Possession and/or usage of any weapon or device intended to injure: This extends from firearms to shooting paper clips at students. (Ref.: 832) Special Provision: Report to police.

North Crawford K-12 School Floor Plan

