

# **Suring Middle/High School Student/Activity Handbook**



**2017-2018**

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## INSTRUCTIONAL STAFF DIRECTORY

Grades 6-12  
2017-18

Bedroske, Mr. Lucas ..... HS/MS Math

Buettner, Mrs. Vicki ..... HS/MS Social Studies

Cahoon-Draus, Mrs. Laurie ..... Librarian

Carlson, Mrs. Micki ..... MS/HS Music

Dickson, Mrs. Becky ..... MS/HS Business

Dickson, Mrs. Robin ..... 6-7<sup>th</sup> Gr. Math/Science

Doherty, Mr. Andrew ..... HS Resource

Gerndt, Mrs. Heidi ..... HS/MS. Phy Ed

Grimes, Mr. Timothy ..... MS/HS Social Studies

Hoverson-Boehmer, Mrs. Kaci ..... MS/HS Band

Keeffe, Mr. James ..... HS Math

Lojpersberger, Mr. Joe ..... 8<sup>th</sup> Gr./HS Health and Phy Ed

Lojpersberger, Mrs. Laura ..... 6<sup>th</sup> Gr./HS English

McGinitty, Mrs. Kim ..... MS/HS Art

Pendl, Mrs. Michelle ..... ELM/MS/HS Resource

Smith, Mrs. Mary ..... Agriculture

Stocki, Mrs. Stacy ..... MS/HS English

Szwet, Mr. Mitchell ..... 8<sup>th</sup> Gr./HS Tech Ed

Trader, Mrs. Kristen ..... HS English/Triton Coordinator

Wagner, Mrs. Monica ..... MS/HS Science

Wagner, Mr. Shaun ..... HS Science/HS Math

Williams, Mrs. Amy ..... MS Resource

## **ADMINISTRATIVE, SUPPORT & DISTRICT STAFF**

### **ADMINISTRATION**

Mrs. Kelly Casper	District Administrator	PH: 920-842-2178 ext. 1042
Mrs. Pamela Berg	Principal	PH: 920-842-2181 ext. 1004
Mrs. Amy Kasten	Director of Special Education/PST/Director of Curriculum	PH: 920-842-2178 ext. 1181

### **OFFICE PERSONNEL**

Mrs. Melissa Hischke	Middle/High School Secretary	PH: 920-842-2182 ext. 1001
Mrs. Amy Regal	Elem/Middle School Secretary	PH: 920-842-2181 ext. 1002

### **GUIDANCE**

Mrs. Erin Jahnke	HS Counselor	PH: 920-842-2181 ext. 1005
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### **AIDES**

Mrs. Anna Ackley	Library Aide
Mrs. Teri Gardebrecht	Resource Room Aide
Mrs. Robin Wozniak	Resource Room Aide

### **HOT LUNCH STAFF**

Mrs. Cindy Schuenemann	Food Service Director
Mrs. Gloria Buchholz	Cook
Mrs. Amy Quandt	Cook
Mrs. Donna Winkler	Cook

### **CUSTODIAL STAFF**

Mr. Greg Jaeger	Director Buildings & Grounds
Mrs. Karen Christensen	Custodian
Mr. Mike Druckrey	Custodian
Mrs. Cindy Steffeck	Custodian

## **BOARD OF EDUCATION OFFICERS & MEMBERS**

<b>President</b>	Wayne Sleeter	<b>Member</b>	Cathy Lundgren
<b>Vice President</b>	Dennis Piepkorn	<b>Member</b>	Eugene School
<b>Treasurer</b>	Wendy Wozniak	<b>Member</b>	Mark Strehlow
<b>Clerk</b>	Cheryl Ustianowski		

**SURING PUBLIC SCHOOL DISTRICT  
CALENDAR - 2017-2018 SCHOOL YEAR**

<b>SURING PUBLIC SCHOOL DISTRICT CALENDAR - 2017-2018 SCHOOL YEAR</b>			
<b>JULY</b>		<b>FEB.</b>	
31	Athletic Parent Meeting – Cafe – 5:30pm	3	FBLA Region III Leadership Conference – Suring
<b>AUG.</b>		5	M&O Forensics – Coleman
17-20	Oconto County Youth Fair	7-(3/1)	Book Fair
24	New Teacher Orientation	12	POP Concert – JrH/HS Choir – 7:00pm
28-30	Teacher Work/Inservice	16	Teacher Work/Inservice – No School
30	Back to School Night – 4:00-6:00pm	19	Winter Break – No School
<b>SEPT.</b>		19-24	FFA Week
4	Labor Day – No School	21	Parent/Teacher Conferences – 3:45-7:00pm
5	Classes Begin	23	Early Release (1:15pm)/Parent/Teacher Conf. - 1:15-3:30pm
11-15	Homecoming Week	26	Sub District Forensics at Suring
20	Fall Picture Day	27-28	ACT Testing – Gr 11
27	ASVAB Test Date – Juniors – 8:00-Noon	28	Literacy Night
27	M & O Kickoff Banquet – 6:00pm	<b>MAR.</b>	
28-(10/12)	Book Fair	17	District Forensics – Marinette
29	Teacher Work/Inservice – No School	19-(5/4)	DLM Testing Window
<b>OCT.</b>		19-(5/4)	FORWARD Testing Window – Gr 3-8,10
4	Parent/Teacher Conferences – 3:45-7:00pm	19	M & O Academic Bowl – STAA – 5:00pm
6	Early Release (1:15pm)/Parent/Teacher Conf. - 1:15-3:30pm	26	M & O Honors Banquet
16	FBLA Fall Leadership Lab – Appleton	28	End of 3rd Quarter
17	Wisconsin Education Fair – Jrs/Srs – St. Norbert	28	Playgroup Registration
20	Teacher Work/Inservice – No School	29	Teacher Work/Inservice – No School
23	Annual Meeting – 5:30pm	30-(4/2)	Easter Vacation – No School
24-28	FFA National Convention	TBA	Lions Honors Banquet
25	Math Night – 4:00-6:00pm	<b>APR.</b>	
25	Financial Aid Night – 5:00pm	3	Classes Resume
26	Fall Picture Retakes	3	Spring Election Day
26	After School Program Open House	7	District – Solo & Ensemble – JrH & HS – Lena – 8-4:00pm
<b>NOV.</b>		9-(5/11)	ACT Aspire Testing Window – Gr 9,10
3	End of 1st Quarter	9	Conservation Hearing – Suring Cafeteria – 6:00pm
5	Craft Bazaar Sponsored by Junior High Student Council	9-10	FBLA State Conference – Appleton
6	Teacher Work/Inservice – No School	18	Forensics Open House – Library – 6:00pm
7	Fall Election Day	19	Reality Day – Lg Gym
10	Veterans Day Program – 1:00pm	20	Teacher Work/Inservice – No School
20-22	Fall Break – No School	20-21	State Forensics
23	Thanksgiving Day – No School	24	Junior High Large Group Festival – Gillett – 1:30-6:00pm
24	Vacation – No School	28	Prom – 8:00-12:00 midnight
27	Classes Resume	<b>MAY</b>	
<b>DEC.</b>		1	High School Large Group Festival – Gillett – 1:30-6:00pm
18	Christmas Concert - JrH & HS Band & Choir – 7:00pm	5	State – Solo & Ensemble – UWGB – 8:00-4:00pm
20	Elementary Christmas Concert – 2:00pm	6	FBLA Banquet – Cafeteria – 6:00pm
22	Last Day of Classes before Christmas Vacation	11	Mother’s Day Program – Lg Gym – 1:30pm
25	Christmas Day	15	Spring HS Band/Choir Concert – 7:00pm
25-(1/1)	Christmas Vacation – No School	16	High School Awards Program – 2:00pm
<b>JAN.</b>		17	Elementary Spring Concert – 2:00pm
1	New Year’s Day	22	Spring JrH Band/Choir Concert & JrH Awards Night –7:00pm
2	Classes Resume	23	Senior Final Exams
18	Semester Exams	24	Senior Final Exams – Senior Last Day
19	Semester Exams – End of 1st Semester	25	Senior Graduation Rehearsal
22	Teacher Work/Inservice – No School	26	Commencement – 1:00pm
23	Beginning of 2nd Semester	28	Memorial Day – No School
25	Local Spelling Bee – Library -1:00pm	30	Donuts for Dads – Cafeteria – 7:45am
29	JrH Forensics – Level I	<b>JUNE</b>	
		5	Final Exams
		6	Elementary Awards Program – 8:30am
		6	Final Exams – Last Day of Classes - End of 2nd Semester
		7	Teacher Work/Inservice
		11-14	FFA State Convention
		28-(7/1)	FBLA National Conference – Baltimore, MD

## DAILY SCHEDULE OF CLASS PERIODS



### ***Bell Schedule for Middle and High School***

First Bell --- 7:57  
Period 1 ---- 8:00-8:52  
Period 2 ---- 8:55-9:42  
Period 3 ---- 9:45-10:32  
Period 4 ---- 10:35-11:22  
Period 5 --- 11:25-12:12  
MS/HS Lunch -- 12:15-12:52  
Period 6 ----- 12:55-1:42  
Period 7 ----- 1:45-2:32  
Period 8 ----- 2:37-3:20

12:15 - HS eats  
12:15-12:30 - MS recess, eat at 12:30



### **SURING SCHOOL SONG**

Here comes the Purple and Gold,  
Ready tonight to put up a fight.  
Crash those cymbals beat those drums  
Cheer every Hero as they come.  
Ready to Do and Ready to Dare  
Ready Suring centers to bear  
Yell for Suring. Raid the air  
For here comes the fighting team.

### **Inclement Weather Days**

The first three days of inclement weather days missed shall not be made up. All other days missed shall be made up on March 29 and following the last day starting June 7, 2018 and running in sequence as determined necessary by the Board of Education.



## SCHOOL MAP

## ACADEMIC ACHIEVEMENT

Report cards are issued for students at the end of each nine week period. Report cards for the first and third quarters are given directly to the student. Report cards for the first and second semester are mailed to the parents.

The grading system used at Suring Middle/High School is outlined below. All grades awarded will be computed and recorded using the following system.

<b>Computation:</b>	A = 4.00	C = 2.00
	A- = 3.67	C- = 1.67
	B+ = 3.33	D+ = 1.33
	B = 3.00	D = 1.00
	B- = 2.67	D- = .67
	C+ = 2.33	F = .00

*Cumulative GPA is calculated at semester only. Semester grades are used for this calculation.*

### HONOR ROLL REQUIREMENTS

Highest Honor:	4.0 in all classes
High Honors:	3.99 - 3.50 in all classes
Honor Roll:	3.499 - 3.00 in all classes

#### **Note:**

- Students must be enrolled in six (6) academic classes per semester in order to qualify for honors.
- Students in Suring High School must take seven credits per school year. A school year consists of two (2) semesters. An academic credit is any subject which meets five (5) days per week.
- **Students have up to 2 weeks following a grading period to make up incomplete work.** This may be extended in unusual circumstances with permission of the instructor & approval of administration.

### ACADEMIC RECOGNITION High School – Lamp S

- 1 A student is eligible to receive the Lamp S Award if he/she:
  1. Has an average of 3.5 or better for three of the four quarters in one school year.
  2. Has a minimum cumulative grade point average of 3.2.
- b. First year recipients receive the Lamp S letter.
- c. Second and third year award recipients receive medals.
- d. If a senior receives a four year award, that student receives an engraved clock.
- e. Student Council sponsors these awards.

### SCHOLARSHIP ELIGIBILITY

In order to be eligible for the Wisconsin Academic Excellence Scholarship at Suring High School a student must have completed three (3) consecutive semesters prior to graduation.

## ACTIVITIES

All after school and/or weekend activities sponsored by a school organization, class, club, etc. must be cleared with the principal. The student committee in charge of the activity will give information that is necessary for the success of the activity. **An advisor must accompany all activities; otherwise, all students should be out of the building by 3:30 p.m.**

***At no time are students to remain after school to work, exercise, run, etc. unless a faculty member is present in a supervisor capacity.***

### CRITERIA FOR EXTRA CURRICULAR ACADEMIC ELIGIBILITY

Students participating in any school related activity, club, or organization will be required to meet the following standards for academic eligibility:

- A. A student must maintain a minimum of a 1.6 grade point average for each quarter marking

- period.
- B. Students will be ineligible if they receive one (1) or more failing grade for a quarter marking period.
  - C. A student who does not meet the standards required for academic eligibility will be ineligible for ten (10) school days. The ineligibility period will start when the report card is printed by the office. After the initial ten (10) school day period, a student's academic record will be reviewed after a second ten (10) day period. If the student is still not eligible, he/she remains ineligible for the remainder of that nine week period.
  - D. If the student considers the ruling to be unfair, he/she may appeal. See page 52 for the appeals process.
  - E. Physical Education and other non-core classes will be counted in the computation of the grade point average and will be used when counting the number of failing grades.
  - F. Students must meet all the eligibility standards as set forth by the W.I.A.A.
  - G. The academically ineligible participant must practice and attend event(s) with the team, but will not participate in the event(s).
  - H. Students enrolled in the special education program can maintain eligibility if there is a consensus from the IEP Team that the student is meeting the goals outlined in his/her Individual Education Plan (IEP).

Activities include: Basketball, Football, Golf, Track and Field, Wrestling, Volleyball, Baseball, Softball, Environmental Club, FBLA, FFA, Forensics, German Club, Hi-Q, NHS, Pep Band, S-Club, and Student Council.

## ANNOUNCEMENTS & BULLETIN BOARDS

### Announcements

Daily announcements of importance to students and faculty are listed on the Morning Sheet and will be read in 1st hour class each morning. The Morning Sheet will be posted each day on the office bulletin board. General announcements of an emergency nature will be made over the public address system. Those wishing their announcements to be included on the Morning Sheet are to have them written exactly as they are to be presented, dated, and e-mailed to the school office by 2:00 p.m. the previous day. Announcements by students must have faculty signature. Many announcements of general interest are placed in writing on the school office windows and students are to consult this area regularly. A Student Activity Directory is located by the office and notices of upcoming events of interest for the month are displayed.

## ATTENDANCE & HOMEWORK REQUESTS

All students, regardless of their age, are expected to attend school regularly and punctually to be on time for classes in order to benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. Participation in class is an important aspect of the learning process and a vital component of the grading system of every teacher, which can only take place when a student is in attendance.

### Absences and Make-Up Work

Students are responsible for all course work missed during a period of absence and must make up the work to the full satisfaction of their teachers

#### A. Compulsory Attendance

The state legislature, via section 118.15 (1) of the Wisconsin Statutes, has determined that children, with rare exception, be required to regularly attend school between the ages of 5 & 18. Regular attendance by the student is the responsibility of both the parent/guardian and the student. A student must be scheduled in at least 7 classes per school day to be considered a full-time student.

B. EXCUSED ABSENCES A student will be considered excused for school attendance by the principal or school attendance officer for the following reasons:

1. If the student is considered temporarily not in proper physical or mental condition to attend school, but can be expected to return upon termination or abatement of the illness or condition. A doctor's excuse may be required if the student is absent 3 or more consecutive days

- or if the student has had 10 cumulative absences. Any medical excuse accompanied by a doctor's written approval is not counted in the 10 cumulative absences.
2. Family emergency as determined by principal or school attendance officer.
  3. Quarantine by public health officer.
  4. Religious holidays.
  5. Suspensions (in-school or out-of school) from school.
  6. Approved school activities during class time.
  7. Jury duty.
  8. Students who have reached the age of 16 years and meet criteria established in Wisconsin statutes may also be excused from school attendance to participate in programs leading to high school graduation or high school equivalency.
  9. Other reasons on a case-by-case basis.
- Parent permission alone, without supporting documentation, may not be accepted in determining if an absence is excused.

*Requests for the absent student's homework should be made to the office by 9 AM so that assignments and books can be gathered and ready for pick up from the office at 3 PM.*

#### Pre-Excused Personal Day Absence by Parent [s.118.15 (3) (c)]

Students must complete a pre-excused absence form 24 hours prior to the actual absence date. Pre-excused personal days can be taken for an entire day or portions of a day depending on the student's need. Some examples of when a student may want to use this option are: family vacations, youth group trips, college visits beyond those granted, jury duty, death in the immediate family, spectator of sporting events, picture taking, or leaving school the last 20 minutes of the day. A child may not be excused for more than 10 days in a school year under this statute.

The following steps must be followed:

- Step 1: Bring in a **written** parent permission slip to the secretary requesting the student be released for a pre-excused absence at least 24 hours prior to the request.
- Step 2: Student will be issued a special pre-excused form. Student will take the form to all necessary teachers to obtain the requested information and comments.
- Step 3: Student must return the completed form to the high school attendance office before absence. *If the form is not completed and returned to the office, the absence will be unexcused.*

The 24 hour advance notice requirement may be waived by the principal in certain situations such as a grave emergency. In such cases, the parent is still required to provide a **written** excuse before the absence and the student is required to complete any course work missed during the absence.

If a student leaves at noon or any other time during the day, he/she must have prior approval from his/her parent/guardian and the school office before leaving. Contact with a parent/guardian must be made in the office before leaving; otherwise, it will be an un-excused absence. Any time a student leaves school, the student must sign out in the Student Office.

If a student is absent from school, other than a pre-excused personal day absence, for any part of the day, the student will not be allowed to participate or attend an extra-curricular activity that day.

The office will send a letter notifying parent/guardian when student has used 5 or more pre-excused days.

#### Procedure on Absences for Middle/High School

If a student is absent, parents are asked to call the Middle/High school office at 842-2182 ext. 1001 to report the absence by 8:00 a.m. If not done, the student must, within 48 hours, bring a written statement from the parent or guardian giving the exact reason for and the date of the absence. If a student has had a medical/dental appointment, he/she should return to school with a note from the doctor/dentist. Unless an absence is pre-arranged through the high school office, students may have 1/2 day excused for a medical appointment. High school/Middle school students must report to the office immediately upon return to school after an absence.

### Permit to Leave

No student shall leave the school building during the school day (lunch period excluded) except by permission from the student office. If an absence is anticipated (i.e., medical appointment, etc.), students are to present a written parent request to the office. Students are to sign out before they leave and sign back in upon returning to school.

### C. UNEXCUSED ABSENCES

For all unexcused absences, students should report to the student office immediately upon return to school. Students may check with their 1<sup>st</sup> hour teachers if they are unsure whether their absence is excused or unexcused. Unless the student office has been notified, the absence will be marked "unexcused" and the student will have 24 hours to submit a written parental excuse. If the student has exceeded his/her 10-day limit, the written parental excuse must indicate one of the reasons defined in this policy as an acceptable excused absence to be considered an excused absence.

The following reasons are not considered justified excused absences:

1. Tardy to school or class.
2. Leaving school during the day without permission and without signing out in the student office.
3. Leaving class or study hall without properly checking out.
4. Not reporting to a specific destination as indicated on a pass.
5. Wandering in halls or taking excessive time to report to assigned areas.
6. Pre-arranged absence beyond the 10-day cumulative absence limit (except verified/documented medical absences).
7. Forging notes or passes or falsified phone calls.
8. Shopping trips, hair/beauty/tanning appointments, picture taking, etc.
9. Working, child care, or helping out at home.
10. Excuses including, but not limited to: missed alarm; oversleeping; running late or parent/guardian running late; leaving school for leisure activities; car not starting.
11. Other conditions that would warrant an unexcused absence as deemed by Administration.

Consequences for unexcused absences may include one or more of the following:

1. Phone call to parent/guardian.
  2. Parent/guardian conference.
  3. Locker relocation.
  4. Detention/in-school suspension equal to the time missed.
  5. Attendance/behavior contract.
  6. Principal or school attendance officer may restrict a student's participation in sporting or extra-curricular events/activities if the student does not follow the attendance policy. This restriction would take place within 2 school days of the unexcused absence. This will be used as a consequence for a student who abuses the policy at least three times.
  7. Legal notice of truancy.
  8. Exclusion from commencement exercises on graduation day for a senior who does not follow the attendance policy.
1. Parents/guardians shall be notified when a student has an unexcused absence. Notification must occur by the end of the second school day after receiving a report of the unexcused absence. Notices shall be made by personal contact, mail, or telephone call, of which a written record is kept. Notice by personal contact or telephone shall be attempted prior to notice by mail.
  2. The parent/guardian shall be directed to return the student to school no later than the next day school is in session or provide an excuse of absence.
  3. Consequences for trancies shall be determined by the principal and/or school attendance officer.

Seniors must have no unexcused absences during the second semester of their senior year or they will not be allowed to participate in the commencement exercises on graduation day. For the purposes of this policy, an absence occurrence is defined as a tardy (15 minutes or less), half day (4 class periods or less), or full day absence that occurs on a particular school day.

### TRUANCY

A student is considered truant if he or she is absent without an acceptable excuse for all or part of one or more days during which school is held, and the school has not been notified of the legal cause of such absence by the parent/guardian of the absent student. It also means intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law. Written notification of legal cause of absence must be submitted by the parent/guardian prior to the absence, the day of, or upon the return to school.

#### ***Village of Suring Truancy Ordinance***

Addition to Code of Ordinances Title 9, Truancy Offenses

The Village Board of the Village of Suring, Oconto County, Wisconsin, do ordain that Title 9 - Offenses and Nuisances, be added to as Section 9.6.7.

#### D. Tardiness

A student is considered tardy if he/she is not in their seat when the bell rings.

First Offense: The student office will assign a lunch detention. *The student will be instructed as to what will happen if there is a second offense.*

Second Offense: The student will meet with the principal and parents and be assigned an in-school suspension. Continued tardiness will not be tolerated.

Third Offense: The student will serve an out-of-school suspension.

#### E. Attendance Recognition

Perfect Attendance - Any student who misses a total of three or less class periods throughout the **entire school year** will qualify for a perfect attendance award at the end of the school year. The absences must be excused. If a student is marked absent by a teacher for a class period, the student will be considered as absent for the purpose of perfect attendance. Absences directly related to the Suring Middle/High School curriculum or extra-curricular activities will not count against a student's three class period allowance. This is to include teacher/counselor sponsored field trips, counselor testing, driver education testing, Technical Fair attendance, college or tech school visits, senior job interviews, etc. **Note:** All these activities need prior office approval and parent permission.

## **BACKPACKS/BOOK BAGS/PURSES**

Backpacks, book bags and/or purses are not allowed in the classroom. This rule is for the safety of our students and staff. Students bringing backpacks, book bags and/or purses should store them in their lockers during the school day.

## **BEHAVIORAL EXPECTATIONS AND DISCIPLINARY ACTION**

Please see the Suring Junior/High School's behavioral expectations matrix for student conduct on page 36.

Behavioral expectations apply when the student is:

- Present in or on property of the school district
- At any school-sponsored activity, regardless of its location
- Traveling to and from school, including bus transportation

Examples of conduct that violate behavioral expectations are listed and defined as a minimum or maximum disciplinary action. Criminal acts will require police intervention. Disciplinary action will be taken with similar types of misbehavior that violate any of the categories above, even though they are not specifically listed.

The Suring Board of Education and its administrators reserve the right to deviate from behavioral expectations and disciplinary action levels in cases where the offense or conduct is considered seriously disruptive to the school environment. (Wisconsin Statute 120.13)

### **Detention Program for High School**

As an ongoing part of our Assertive Discipline approach to student behavior, SHS has implemented a detention program for students who choose to violate school and classroom rules. A student needs only

to act in accordance with school rules and respect his/her fellow classmates and school authorities, as well as our building and grounds, to avoid the issuance of detention(s). A detention is designed to act as both a punishment and an opportunity for students to evaluate and modify their behavior pattern choices. All detentions are 30 minutes in length, will be served Mondays, Tuesdays, and Thursdays from 3:25 - 3:55 p.m., and have the following format:

1. Students will be given a minimum of 24 hours written notice as to the reason for and the date of their assigned detentions to allow for transportation arrangements.
2. Any unexcused absence from an assigned detention will be viewed as an act of insubordination. The principal will issue additional detention time to students who choose to be absent from a detention without an acceptable excuse.
3. Detentions will be served in the student office:
  - a. Students must be on time to their detention or they will be marked absent.
  - b. Students must have study and/or school-related materials during a detention.

### **Detention for Middle School**

When a student misbehaves in class, neither the student nor others in the class can learn. Middle School detention will be held during lunch period. Excessive detentions may result in an in-school suspension and/or after-school detentions.

### **In/Out of School Suspension**

State statutes permit the out of school suspension of students (S.120.13) for misconduct. As a general rule, students may be suspended if they defy the authority of Suring Middle/High Staff, disrupt the orderly operation of the school, or interfere with the right of other students to learn. Suspended students may not be on any school district property, unless suspended in school, nor attend any school function during the term of their suspension.

A suspended student shall be permitted to take any unit, quarterly, semester or grading period exams missed and these scores will be averaged into the final course grade.

### **Pre-expulsion/Expulsion**

According to Wisconsin Statutes (S.120.13), the Suring Board of Education, on referral from a school administrator and after an expulsion hearing, may expel any student who is found to be a detriment to the school environment because of one of the following reasons: repeated refusal or neglect to obey the rules; knowingly conveying or causing 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; engaging in conduct while at school or while under the supervision of school authority which endangers the property, health, or safety of others; engaging in conduct while not at school or while not under the supervision of school authority which endangers the property, health, or safety of others at school or under the supervision of a school authority; endangering the property, health, or safety of any employee or school board member of the school district.

Under pre-expulsion a student is given the opportunity of holding the potential expulsion provided an agreement is made with the student and parent(s) to take steps to correct the behavior. These steps would involve interventions (counseling, drug testing, evaluation, etc.) and circular modification designed to keep the student progressing educationally. If an agreement between student/parent(s) and the principal cannot be reached, or if an agreement is not kept, the board would convene for an expulsion hearing.

## **BUSING/TRANSPORTATION**

Pupils will board and depart from their assigned bus at selected designations unless written permission is granted to be dropped off at a stop different than the regular bus stop. To ride another bus, a note from the parent must be presented to the student office. The office will issue a bus pass at that point. Parents will assume the responsibility of the child when such a request is made and granted. For an extended period of time (for instance, babysitting, vacations, etc.) arrangements should be made through the **bus company 920-842-2937 ext. 10512**. Special permission is granted only in a case where it will not cause overloading of the bus.

### **GENERAL:**

1. Parents and pupils must realize that school bus transportation is a privilege, not a right.
2. Be informed that misbehavior of any kind will not be tolerated. Pupils who misbehave may be punished/suspended through the school and can be denied the privilege of riding on the bus.

#### PUPIL AND PARENT RESPONSIBILITIES:

1. Pupils will ride on assigned buses only.
2. A certificate or statement from a medical doctor will be forwarded to the Superintendent's Office to substantiate all physically handicapped cases. Temporary handicap will require an annual statement. Permanent handicap will require only an initial statement. Parents are responsible for obtaining the statement and forwarding it to the Superintendent's Office.

#### PREVIOUS TO LOADING:

1. Be at the designated school bus stop 5 minutes before your normal pick up time to keep the bus on schedule.
2. Stay off the road while waiting for the bus. Bus riders should conduct themselves in a safe manner while waiting.
3. Wait until the bus comes to a complete stop before attempting to board the bus. Line up single file.
4. Be courteous. Don't take advantage of younger children in order to get a seat.
5. If there is no sidewalk or path, it is recommended that you walk to the side of the road facing traffic to get to the bus stop. Wait on your side of the road and cross the road with the aid of the red warning lights.
6. Use the handrail and watch your step when boarding the bus.
7. Do not move toward the bus at the school-loading zone until the buses have been brought to a complete stop.
8. Any questions as to loading and waiting procedures at a particular stop should be presented to the bus company at 920-842-2937 ext. 10512.

#### WHILE ON THE BUS:

1. Keep hands and head inside the bus at all times.
2. Assist in keeping the bus safe and sanitary at all times.
3. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
4. Treat bus equipment as valuable furniture in your home. Damage to seats, etc. must be paid for by the offender.
5. Never tamper with the bus or any of its equipment.
6. Leave no books, lunches, or other articles on the bus.
7. Keep books, packages, coats, and all other objects out of the aisles.
8. Remain in the bus in case of road emergency, unless directed to do otherwise by the bus driver.
9. Do not throw anything out of the bus window.
10. Always remain in your seat while the bus is in motion.
11. Be courteous to fellow pupils, the bus driver, and to passers-by.
12. KEEP ABSOLUTELY QUIET when approaching a railroad-crossing stop.
13. Parents will be notified if there is continuous misconduct on the bus. Bus riders may be denied the privilege of riding.
14. The driver is responsible for controlling the bus riders. They must obey him/her promptly and respectfully.
15. Inform the driver, if possible, when a rider will be absent.

#### LOADING AND UNLOADING THE BUS:

1. Cross the road at least 10 feet in front (always in front) of the bus, but only after checking to be sure no traffic is approaching and after receiving a signal from the driver.
2. Be alert to the danger signal (the horn) from the driver.
3. Help look after the safety and comfort of small children.
4. Riders are not permitted to leave the bus at other than regular stops unless the school office has given proper authorization in advance.
5. After exiting the bus, remain 10 feet away from the bus until it has departed from the bus stop.

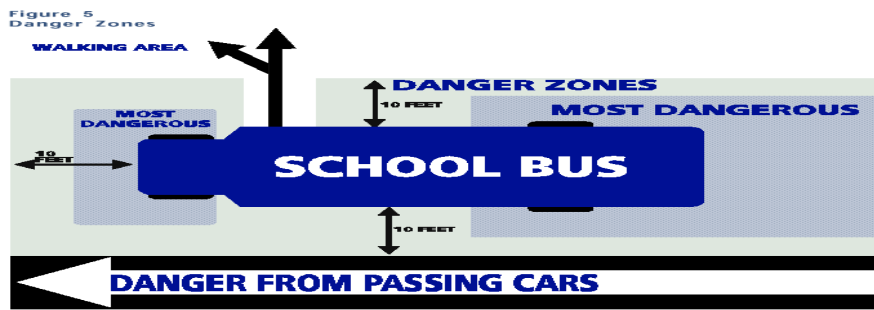
#### EXTRA CURRICULAR ACTIVITY TRIPS:

1. The above rules and regulations will apply to any trip under school sponsorship.
2. Pupils shall respect the wishes of chaperones appointed by the school officials to accompany the bus riders.
3. Only students assigned to the bus may ride the bus. No guests are allowed due to safety.
4. Students who take the bus to an event are expected to take the bus home unless alternate arrangements have been approved by the principal.



## OTHER RULES:

1. All students riding the school bus in the evening are required to wait until their bus has moved away from the immediate area, and no longer present a vision obstruction, before they may attempt to retrieve the family mail.



## STUDENT VEHICLE REGISTRATION:

- Students must register any vehicle that they may drive to school either daily or occasionally
- If a student is found in or around any vehicle during the school day, the student will have one week closed campus.
- Students are to use safe driving practices in the parking lot. If not, the police will be informed and the privilege of using the parking lot will be denied.
- High school students must park their vehicles within the lines of their parking space in the south lot. If the student is found disobeying this rule, the privilege of using the parking lot will be denied for a period of time.
- Any vehicle brought on district premises by a student may be searched when the principal or designee has reasonable suspicion to justify the search.



## CANCELLATION OF SCHOOL

School may be closed during periods of inclement weather. Early morning announcements of closing will be made over local radio and television stations. Tune your radio dial to WTCH (960 AM), WRVM (102.7 FM), WOCO (107.1 FM, 1260 AM), and WIXX (101 FM) for any weather closing information. We will also have this information on WLJK (channel 11), WBAY (channel 2) WGBA (channel 26), and WFRV (channel 5). If a storm occurs during the day, forcing an early dismissal, announcements will be made over these same stations. Please do not call school during these times, since the lines need to be kept open for emergency purposes. If a parent has a need to call the school during an early dismissal, someone will be available in the school office until the buses have finished their routes. On some mornings it may be necessary to delay sending the buses out. If this should happen, an announcement would be made over the above named radio and television stations. In addition to the above, Suring School District will use the Skylert software that notifies parents/guardians by phone or e-mail as needed.

## CHILD CARE

WI Statute 118.15(1)(a) requires school attendance of any school-age individuals until age 18 years, inclusive of school age parents. Students who are parents must use personal days to take their child(ren) to doctor appointments, pictures, etc. if unable to schedule before or after normal school hours.

## CHROMEBOOK USAGE AGREEMENT

As the School District of Suring moves forward in our one-to-one initiative of getting technological devices to each student, questions arise regarding the Chromebooks. Parents should be aware students will not be allowed to take Chromebooks home. We are implementing a service plan fee for use policy.

### Service Plan Fee for Use:

- \$10 insurance cost per student for Elementary and Middle School, grades 2-8
- \$25 insurance cost per student for High School, grade 9-12
  - Payment must be made by First Semester Teacher/Parent conferences
  - Family cap (based on free/reduced application) - \$50
  - Payment plan can be set up for families with more than two students
- Fee will be prorated

- Full fee if student/students start during First Semester
- Half is due if student/students start during Second Semester
- Assigned Chromebook will not be handed out to student and student will need to use computer lab if fee is not paid

It is the district's intention for students to keep the device at end of their senior year starting with the Class of 2020, for an additional \$25 fee payment (assuming all fees have been paid). Starting with Class of 2021, students will be allowed to keep their Chromebook upon graduation, provided all fees have been paid each year.

There have been costs associated with the Chromebooks due to either student misuse or carelessness. The district recognizes that sometimes accidents happen, such as a student dropping a Chromebook.

**Repairs:**

- First Repair - will be replaced free of charge *unless determined that damage was done maliciously or intentionally*
- Second Repair: At student / guardian's expense.
- Fee repair table:

LCD Screen	\$45.00
Keyboard	\$75.00
Motherboard	\$75.00 - \$150.00
Power Adapter	\$30.00 - \$45.00
Battery	\$30.00 - \$50.00

- Lost/stolen - student will be charged full replacement value (\$250) and fee must be paid before a replacement device will be given to the student.
- Additional repairs in the same school year will be completed at student's expense.

**COLLEGE-TECH SCHOOL VISITATIONS**

In order to assist students with planning for their post-high school education, students will be permitted to make 1 visit to colleges, universities, or technical schools during their junior and senior years. In order to receive an excused absence a student must follow the provisions of Wisconsin Act 239 and it must be through the office of the counselor. Post high school visits must count toward the terms of Wisconsin Act 239. If the proper procedures are not taken and paperwork not done or the day takes place beyond the 10 day allotted absence, it will be unexcused. Administrator discretion can override this.

**CONDUCT AND COURTESY**

Students enrolled at Suring Middle/High School are expected to constantly demonstrate high standards of courtesy and good manners. Students should strive to develop a sense of loyalty, reliability and promptness, and to practice honesty and fairness in all matters. A good attitude toward teachers, fellow students, and school guests will make school enjoyable for all.

GENERAL SCHOOL CONDUCT

The following rules apply to the regular school day as well as school parties, band and choir contests, athletic events, etc. either at home or away.

**1. Smoking/Chewing/Carrying Tobacco.** State Law prohibits the use and/or possession of tobacco and/or smoking products within the school building and on school grounds. This ban on the use of tobacco products also extends to all school-sponsored activities and functions conducted off of school grounds.

Students who violate the law will be referred to the police for legal consequences that may include fines and court appearances. Violations of school rules regarding the use and possession of tobacco products while on school property or attending school functions will result in disciplinary action such as detention, in school suspension, out of school suspension, expulsion, parent/guardian conference, revocation of privileges, and suspension/removal from co-curricular activities.

**2. Student Alcohol & Other Drug Abuse.** The Suring Board of Education recognizes the need to maintain a safe, healthy, drug-free educational environment for all students. It is recognized

that the use/misuse of alcohol and other drugs, and the problems associated with alcohol/drug use are treatable illnesses.

In order to maintain a drug-free educational environment students of the School District of Suring shall not knowingly use, possess, distribute, sell, or be under the influence of alcohol, controlled substances, and other mind-altering chemicals (as defined by Wisconsin Statutes and local laws) while on school premises, in a school vehicle, or while engaged in or attending school-sponsored activities either at home or away. The use of any alcohol/drug facsimile will be treated in the same manner as any other alcoholic beverage.

The use of a drug authorized in accordance with a medical prescription from a registered physician for use during school hours shall not be considered a violation of this policy.

The greatest responsibility for dealing with chemical abuse rests with the student and his/her parent/guardian, but the school has a legitimate concern when school performance is affected.

***Note: Visual aids or content related to drug, alcohol or tobacco use or products may not be used in school productions.***

**It is therefore, the policy of the School District of Suring to deal with such problems as follows:**

1. The school district recognizes that many student problems can be successfully treated, especially if they are identified in the early stages and an appropriate referral is made.
  2. The purpose of this policy is to assure students that if personal problems are the cause of unsatisfactory school performance, they will receive careful consideration and assistance in seeking help to resolve such problems.
  3. Students who have problems which they feel may affect school performance are encouraged to seek counseling and information on their own by contacting any employee of the district with whom they feel they could comfortably discuss the problem.
  4. It is the responsibility of the parent/guardian, student, and school to cooperate in the referral process and suggested treatment.
  5. An excused absence for illness will be granted for treatment or rehabilitation. Students who return from successful treatment will continue with an academic schedule. A conference involving the student, parent/guardian, and school staff will be held to determine a student's academic status.
  6. The student is subject to corrective efforts, with each case being reviewed on an individual basis.
  7. Any action taken on alcohol/drug-related problems should protect not only the student's best interest, but the best interests of fellow students.
  8. A principal or designated staff member will take disciplinary actions as necessary to provide a safe, healthy, drug-free educational environment. A student may be required to submit to a breath test, saliva alcohol test, or drug screening to determine the presence of alcohol or other drugs if a school employee or law enforcement officer has reasonable suspicion that the student is under the influence of alcohol or other drugs and in violation of this policy. Such tests shall be administered by a law enforcement officer or medical facilities at the expense of the parent/guardian and shall meet state law requirements. Additionally, other tests may be used to determine the presence of drugs in liquids, beverages, and other containers when there is reasonable suspicion that a student may be in possession of a drug or using a drug. Students who violate this policy shall be subject to disciplinary action in accordance with Board policies and established procedures, which may result in suspension or expulsion from school.
- 3. Littering.** Students are requested to place all waste paper in the proper receptacles provided. Don't litter the grounds and/or building with trash from your locker and wrappers from other edible items eaten within the building. No beverages are to be consumed in the gymnasium, on the stage, in carpeted areas, or in computer labs. Put food product waste in lined containers (community service hours will be assigned if found littering),
  - 4. Defacing school property.** The defacing of school property (marking on desks, walls, etc.) will not be tolerated. Shoes with soles and heels that leave black marks should not be worn.
  - 5. Sidewalks.** Use the sidewalks and refrain from cutting across the lawns.
  - 6. Telephones.** Students will not use the office phone for personal calls except in emergency and with staff permission. In the event the student receives a message or a call he/she will be called out of class only in the case of an emergency. Normally, phone calls for students will be handled during the lunch period and before and after school. A phone has been provided for student use across from the high school office for local calls.
  - 7. Playing cards prohibited.** Students are not authorized to use playing cards anywhere on school property or on any of the school busses. Violators will be subject to disciplinary action deemed necessary by the Administration.
  - 8. Possession of firearms/dangerous weapons. Reference Board Policy 7217**

**9. Possession/Use of Cell Phones.** Students may use their cell phones during their lunch period and also during the passing time between classes. **Banned Cell Phone Use**

**Time:** Students may not use their cell phones during any class period from the beginning bell of the period to the ending bell of the period. This also includes no cell phone use outside of the classroom during class time. For example: leaving for the restroom, locker, locker room, library, or any other location outside of the classroom while class time is conducted. Phones that are used, or are visible, during the banned cell phone use time will be confiscated by the classroom teacher/staff member and turned in to the main office with the following consequences: **1<sup>st</sup> offense:** Phone must be picked up by parent/guardian. **2<sup>nd</sup> offense:** Student will serve one full day of in-school suspension. **3<sup>rd</sup> offense:** Student will receive two full days of out-of-school suspension. All future incidents will result in a three day out-of-school suspension and phone privilege revoked for the school year.

Student use of personal technology during the school day and at school related or sponsored events should be appropriate at all times. Inappropriate activities include (but are not limited to) engaging in any type of cyber bullying, viewing or distributing pornography, engaging in criminal activity, making threats or depicting violence.

- 10. Forgery.** Any student involved in forgery will be held accountable and disciplined. Examples include and are not limited to: If the field trip form is forged the student will not be able to attend the field trip; if a visitor form is forged the student will not be able to have a visitor present during the school day or a school function; if a medical card is forged the student will not be able to participate in extra-curricular events or be given over-the-counter medication when needed.
- 11. Fights.** Students engaging in a fight during "school time" on or off the school grounds or at any school-sponsored extra-curricular activity will be referred to the police and may be subject to a suspension from school for up to 5 days.
- 12. Threats of violence.** Threats of violence, either written or verbal, toward students or staff will not be tolerated and will have serious consequences.
- 13. Students leaving school.** Students who wish to leave school during the day, including the lunch hour, need written permission and must sign out in the office. An appointment verification form is required upon student's return to school.
- 14. Student appearance and conduct.** Suring Middle/High School and the Suring Community are judged on the appearance and conduct of their students. Public opinion is important to each student, now and as well as in the future. Your appearance and conduct while you are in high school will have direct relationship with how successful you will be after you leave high school.
- 15. Public displays of affection.** Public display of affection (PDA) involving body contact is most inappropriate behavior for a school setting and will not be tolerated. Caring for others is a desirable human trait, but being overly affectionate in school is in extremely poor taste. Inappropriate displays of affection will not be tolerated. Students involved in public displays of affection will be disciplined in the following manner:  
1<sup>st</sup> offense: One detention  
2<sup>nd</sup> offense: One week of restricted time as determined by the principal and a call notifying both parties' parents.  
3<sup>rd</sup> offense: Students will receive a one (1) day in-school suspension and a meeting with the parents.
- 16. Use of Veterans Memorial Park.** The Suring Veterans Memorial Park is available to our student body. All students are urged to use good judgment when utilizing this area by placing paper, bottles, etc. in the receptacles provided. Please do not loiter on the lawns of the property owners immediately adjacent to this park.
- 17. Respect.** Inappropriate language and loudness in classrooms and/or hallways will not be tolerated. Making fun of someone or teasing to the point of hurting feelings will not be acceptable and will have consequences. This behavior is considered bullying.
- 18. Gum chewing.** Gum chewing will be up to each individual teacher
- 19. Wheeled equipment on school grounds.** The use of skateboards, shoes w/wheels, rollerblades, and bikes (used for tricks), are prohibited on school grounds.
- 20. Invasion of privacy.** No pictures are to be taken in restrooms or locker rooms.
- 21. Class disruption – student sent out of class.** Student will meet with Principal regarding action.

#### PUPIL PERSONNEL

The Board of Education reserves the right to make such rules and regulations as are necessary to the proper conduct of the school, providing such regulations don't violate the state laws.

## ASSEMBLIES

During the year there will be opportunities to participate in assembly programs. Behavior at school assemblies will be courteous and responsible. Sections will be assigned for assemblies held in the gym. Attendance at the assemblies is required unless otherwise specified. Misbehavior at an assembly or skipping a required assembly will result in disciplinary action.

Pep assemblies are held periodically to bolster school spirit and recognize Suring students involved in co-curricular teams and activities. While students are encouraged to participate wholeheartedly in Pep Assemblies, such participation must remain within the bounds of good taste and respect for others. It is expected that all students will help make our Pep Assemblies a positive experience.

## **COUNSELING SERVICES**

The School District of Suring has a network of support for students who need assistance. This network includes the school counselor and district psychologist as well as The Brand New Day program.

The purpose of the guidance services is to help each student in his/her social, educational, vocational, and personal development. Conferences with students receive first consideration of the counselor's time and are scheduled whenever necessary.

The Guidance Counselor may assist the student

1. In recommending materials that the student may use to improve his/her study habits.
2. In planning his/her schedule and school program.
3. In making realistic curriculum selections and suitable plans for the future.
4. In offering aid in problems of adjustment – to listen to the student discuss his/her problems.

The Brand New Day program is a mental health service now offered within the Suring School building. Brand New Day is not an employee of the Suring District, but rather an outside service provider who offers mental health counseling here on site during the school day. Students struggling with emotional or behavioral challenges at home, in the community or at school can receive support through this service. All services are billed through insurance or operate on a sliding fee scale. Please see the Student Office for more information. All counseling sessions are private and confidential.

## **DIRECTORY INFORMATION**

Suring Middle/High School shall keep a directory of data for enrolled students. "Directory Data" will contain pupils' records including name, address, telephone listing, date of birth, participation in school sports or organizations, photographs, and awards received.

This "Directory Data" may be released to outside parties for recognition and other educational purposes. Your child's "Directory Data" may be placed on the school website, in local newspapers, or in school newsletters unless the parent or guardian of a minor child or a student 18 years of age or older notifies the school in writing that such "Directory Data" shall not be released. Unless written notice is given to the school district, "Directory Data" will also be released to military recruiters. Requests to withhold "Directory Data" shall be addressed to the High School Principal.

The Federal "No Child Left Behind Act of 2001" stipulates military recruiting officers can expect secondary schools to release information, defined as name, address, and telephone number of students in grades 11 and 12. In accordance with the federal law, information will only be used for the expressed purpose of providing information to high school students about military opportunities and will not be further disseminated.

## **DRESS**

Standards relative to dress at school and extracurricular activities are formulated to provide direction and guidance to the student body in grades 6-12. Students should be dressed in a manner that will not create either a safety or health hazard, or cause a disruptive influence on other students in and around the school. All clothing should be **modest** and kept clean at all times.

1. No student shall be permitted to wear any clothing that is normally identified with an antisocial organization (such as a gang) or clothing that contains pictures and/or writing references to obscene, racist, sexist or sexual connotations, drinking establishments, gambling, or to alcohol,

- smoking and/or drug products.
2. Clothing and accessories which could cause violence or disruptions are prohibited. Bandanas are not allowed in pockets, around arms, legs or necks or other areas of the body. Dangerous items like chains are not to be carried or worn at any time in school. Items will be taken from the student and a parent conference may be required before it is returned.
  3. See-through blouses and shirts are prohibited unless a T-shirt is worn under it, and/or other clothing adequately covers it. No underwear (bras) may show through in either case.
  4. Shirts and blouses must be modest in appearance, have a non-revealing neckline (this means no cleavage showing) and must be in compliance with the standard set forth above in point 1 of this section.
  5. The wearing of any type of clothing that exposes the midriff is unacceptable. One must have all skin covered and shirt must overlap the top of pants or skirt at all times.
  6. Tank tops that have less than a 2" shoulder strap, do not have tight fitting arm holes, and do not have a modest or non-revealing neckline and spaghetti strap shirts/dresses will not be allowed unless a T-shirt (one with sleeves) is worn under it and/or another shirt that meets dress code is worn over it.
  7. Shorts are acceptable school attire under the following conditions:
    - a. Shorts must cover 50% of the thigh (leg between top of thigh and knee) at all times.
    - b. Shorts must be of decent taste. Shorts similar in fashion to track shorts or running shorts are not acceptable.
    - c. Shorts may not be revealing when a person is seated. The wearing of leggings underneath short shorts is not acceptable.
    - d. Spandex cannot be worn during the school day, unless acceptable shorts are worn over them.
    - e. Shorts may not be cut-off jeans, sweatpants, etc. The exception is jeans that have been cut off and have a sewn hem. The jeans may not have fringe unless it is all even and cannot be unraveled.
    - f. Skirts should be of decent taste and must cover 50% of the thigh at all times. The wearing of leggings underneath short skirts is not acceptable.
  8. All bottoms must cover the body appropriately. PJ or PJ-like bottoms are prohibited.
  9. Hats/headgear/bandannas/crowns/gloves/mittens/sunglasses and jackets will not be worn by students in school between classes, in class, in the cafeteria, in the library, or in study halls. The only exception to this rule are days designated by the principal as hat or dress-up days.
  10. Hats/headgear/bandannas/crowns are not to be worn at extra-curricular events like graduation or band concerts. They may be worn to athletic events as long as they are removed for the pledge of allegiance or the national anthem, etc. Hats must also meet specifications as noted in rule number 1.
  11. Safety or special purpose equipment or clothing must be worn when required by the teacher in his or her classroom. Students must follow safety rules given by teachers regarding how clothing is to be worn.
  12. Safe footwear must be worn in the school building with some exceptions for special activities as designated by the principal. Examples of footwear prohibited are: slippers, shoes w/ wheels, rollerblades etc.
  13. No clothing should have holes at or above the knees. Skin showing at or above the knee because of holes is prohibited. The wearing of spandex underneath clothing with holes is not acceptable. If clothing has holes, the holes must be patched. Strings covering holes is not acceptable.
  14. No underwear should show above or below anyone's clothing. No part of the bra should ever be exposed. Some examples: Sports bras are not acceptable as the only attire under a pair of bib overalls. Boxer short waistbands should not be worn above the pant's waistline. Strings from thong bikini underwear should not be visible standing, bending or sitting.
  15. Responsible exceptions will be made to the dress code. If you have any questions, ask your building principal. (ie: prom and homecoming)

#### PUNISHMENTS FOR VIOLATION OF SCHOOL DRESS CODE:

Clear violations of these rules will result in the student being sent to the Principal's office. In cases of questionable dress, students may appeal to the principal, who, along with 2-3 other staff members, will make the final determination as to whether or not the clothing is acceptable for school.

- FIRST OFFENSE: Any student dressing inappropriately will be given a t-shirt and/or sent down to the principal by the teacher or other staff member to make the necessary adjustments in his/her dress. This is considered a warning. Parents may be requested to bring a substitute item

- of clothing to school for the student concerned.
- **SECOND OFFENSE:** The student will be given a t-shirt and/or sent down to the principal by the teacher or other staff to make the necessary adjustments in his/her dress. Two (2) detentions will be issued. If student does not change into proper attire, an in-school suspension will be issued.
- **THIRD OFFENSE:** An in-school suspension will be issued and the parents will be called for a conference on proper attire.

## DRILLS

### **Fire drills-**

Fire drills will be held once a month during the school year. Directions for passing are to be posted in each room. Pupils are asked to follow these rules:

1. WALK! Do not RUN.
2. Move out and away from the building. Your classroom teacher will give you instructions as to the procedures to follow.

### **Tornado drills-**

Tornado drills will be held each fall and spring. Directions for tornado drills are to be posted in each room. Upon arrival at their designated location, students should sit on the floor with their heads down.

## FAMILY ACCESS

*PARENT ACCESS TO STUDENT RECORDS via Website ([www.suring.k12.wi.us](http://www.suring.k12.wi.us))*

To view daily attendance, discipline, grades, food service accounts or family information, you can visit the Suring website and click on Skyward Family Access. To receive a Skyward family access ID and password, contact the student office. If you already have a Skyward ID and password, it will not change.

## FEES, FINES, AND CHARGES

Students are expected to pay all financial obligations in a timely manner. Failure to do so will result in student being placed on the debt list. Placement on the debt list could result in restricted classroom activities and/or denial of extra-curricular participation - both as a spectator and participant. Report cards are held until debt list is cleared.

The following is a list of fees, admission cost, and dues that a Suring School student may expect and be required to pay according to their participation in various activities. Failure to meet financial obligations will make the student ineligible to participate in or attend co-curricular activities.

**Accounting Work Book** - \$10.00 (students may keep workbooks)

**Art Fees** - \$7.50 per HS student per class

**Assemblies** - No charge

**Breakfast** - \$1.25 all students, \$1.65 adults

**Chromebook Insurance Fees** \$10.00 - \$50.00 – (see page 16 for details)

**Class Dues** - Amount set by class.

**Club Dues** - Dues are of varying amounts and the amount of the dues for a particular club is established by the members.

**Dances** - Determined by the sponsoring organization.

**Fan Bus Fees** - (out of town games) An appropriate charge per trip will be made payable in advance

**Game Tickets** - \$2.00 - Students, \$3.00 – Adults

### **Sports Events Season Tickets**

Family season passes are available in the district office at a cost of \$35.00 per family. The family ticket covers parents and high school and grade school age children. Each family member will receive a ticket that shall be presented at the ticket station prior to admission. Tickets are not transferable.

A single adult season ticket may be purchased for \$20.00. A single student season ticket may be purchased for \$10.00. Eagle senior citizen passes are available free of charge to citizens over the age of 62. This is a lifetime senior citizen pass. All family and individual season passes are for home games only and do not include tournament competition.

**Graduation** - Caps and gowns are purchased from a supply house.

**Graduation Announcements** - Cards, pictures-individual choice.

**Locks** – Students grades 6-12 have built-in locks on their hall lockers. Students must purchase a school-furnished lock for their Phy. Ed. locker. The price of an individual lock is \$5.00.

**Lunch** - Price established by Board of Education. PK-5-\$2.25, 6-12-\$2.55, Adult-\$3.50,

Extra Milk-\$0.35, Extra Entree-\$1.25, Salad Bar only-\$1.50

**Materials Fee** - \$10.00 per student (one time non-refundable)

**Phy. Ed. Clothes** – Students will have a change of clothes for grades 6-12.

**Science** - \$5.00 per student per class (High School only).

**Shop Fees** - \$7.50 per class (plus materials used for personal projects)

**Materials and Processing** shop class - \$10.00

**Student Planners** - Grades 6-12 – \$5.00 (Students grades 6-12 are required to have one.)

**Yearbook, Soaring High** - **Determined by cost.**

### **Change**

Students are not to stop in the office to ask for change for a vending machine.

## **FIELD TRIPS**

Field Trips are an educational experience; however, they do not exempt a student from being accountable for what was covered in the missed classes during the absence. Students should expect to make up work missed outside of the regular hours, arranging to use time before school, after school, or during their lunch or free period. Students are expected to adhere to all school expectations while on trips. Normal discipline policies and procedures will be followed on all school-related trips.

Fees: Some trips may require a fee from parent/guardian. In no way should the fee inhibit a child from participating. If the fee is a problem for any parent/guardian, please contact the teacher or the principal.

### POLICY OF REPRESENTING SURING MIDDLE/HIGH SCHOOL

The privilege of attending Suring Public Schools, or representing the Suring Public Schools in any activity, may be restricted or denied due to any of the following situations:

1. Any act or deed which brings discredit to the school.
2. Any act or deed that may have ill effects on the student body.
3. Any act or deed which is offensive to commonly accepted community standards or moral or civil behavior for young people.

The above policy is interpreted to include all such acts, deeds, or conduct committed within or outside the school program, and within or outside the local community.

## **FIRST AID**

While complete medical care cannot be provided, most of the common accidents that occur can be handled well. **If a student is sick during the day, that student must report to the student office to get permission to go home.** If a student misses 5 consecutive days of school, the student must either return to school or be evaluated by a physician. If absenteeism becomes excessive, medical excuses from the physician may be requested by the school for the student's absence to be excused.

### INJURIES

Any injury which may occur to a student at school, on the way to or from school or at a school sponsored activity should be reported to the student office at once. The teacher, advisor or coach will complete an accident report on the injury, if it is applicable.

## **GRADE PLACEMENT – Middle School**

In effort to assure that all students have every opportunity to reach at least minimum level of academic achievement in the basic disciplines of math, science, social studies, and language arts, the following guidelines will be applied:

1. Any 6<sup>th</sup> - 8<sup>th</sup> grade student failing an academic class as listed above will be required to repeat the class at the same level or successfully complete a summer school class in the related subject area.
2. Any 6<sup>th</sup> - 8<sup>th</sup> grade student failing three or more academic classes will be reviewed by an academic review committee to determine their grade status for the upcoming school year.
  - a. Any 6<sup>th</sup> - 8<sup>th</sup> grade student that fails a class they are repeating will be reviewed by an academic review committee to determine their academic status for the upcoming school year.
  - b. Students required repeating a class will not be advanced to the next academic level in that subject area during the corresponding semester.



- c. Students failing only one semester of a class will be required to repeat only the semester failed.

Remediation alternatives:

- 3. Students failing a semester class in grades 6<sup>th</sup> – 8<sup>th</sup> will:
  - a. Repeat the corresponding semester class at the same grade level; or
  - b. Successfully complete a class in a related subject area during the summer.
  - c. Have their status reviewed by an academic review committee in cases of prolonged illness or other extenuating circumstances.
  - d. Students failing both semesters of a course will need to repeat the entire class during the next school year.

Board Remediation Programs:

A remedial summer school program has been established for students. Students enrolled in summer classes will be responsible for purchasing their own materials.

**GRADUATION REQUIREMENTS**

Total credits required to graduate: 25

**Class 2016 and beyond**

English -	4 Credits
Social Studies -	3 Credits (.5 in Economics or Personal finance)
Science -	3 Credits
Math -	3 Credits
P.E. -	1.5 Credits (.5 Sem)
Health -	.5 Credits
<b>Total</b>	<b>25 Credits (min.)</b>



The required courses include a minimum of 15 credits. Students may elect the remaining credits from the complete course listing. All students must take at least 7 classes each semester.

Any student who fails a required class will need to retake the course. If a student decides to take the course outside of the school year, he/she will be assigned to a correspondence class. Students taking a correspondence course will be required to pay course fees.

**STUDENT CLASSIFICATION**

In order to graduate from Suring High School, a student must accumulate twenty-five credits. Therefore, it is felt that a student's official standing should be based on number of credits earned toward graduation.

- 1. To be considered a sophomore in standing, a student must have passed enough classes to have accumulated 6 credits and be in his/her second year of high school.
- 2. To be considered a junior in standing, a student must have passed enough classes to have accumulated 12 credits and be in his/her third year of attendance in high school.
- 3. To be considered a senior in standing, a student must have passed enough classes to have accumulated 18 credits and be in his/her fourth year of attendance in high school.

A student will move to the next grade level upon obtaining the minimum number of credits; six, twelve, and seventeen and one half. Students who do not advance in credits as is normally expected are considered a member of the class appropriate for the number of credits they have earned.

Transfer students and other new students will be classified upon enrollment when the Guidance Counselor completes the student's schedule.

**HALL PASSES**

Students are not to be loitering in the hallways or going to their lockers during class time, including the lunch hours. Books and/or lunches are to be taken with students from lockers before the bell rings which signals the start of a class hour, at which time hallways are to be cleared. Passes are required in all hallways once classes have begun, except during designated lunch hours in the main corridor leading from the Cafeteria to the Student Office, and the library. A pass may be obtained from a staff member.

## **HARASSMENT POLICY**

The School District of Suring has established a policy designed to create a learning environment free of bullying, harassment, intimidation and menacing. Any student who believes he or she has been subjected to instances of harassment can report the matter to the Principal, Guidance Counselor, or any adult employee. Measures will be taken to provide a safe, positive, productive, and nurturing educational environment for all of our students.

Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal, electronically transmitted, psychological (e.g. emotional abuse), through attacks on the property of another, or a combination of any of these.

Harassment includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, national origin, marital status, disability, sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location.

Intimidation includes, but is not limited to, any threat or act intended to tamper, substantially damage, or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact, or inflict serious physical injury on the basis of race, color, religion, national origin, or sexual orientation.

Menacing includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

Copies of this policy are available from the District Office.

## **HONORS PASS PROGRAM**

The Purpose of Suring High School's Honor Pass program is to:

- provide an increased level of responsibility for junior and senior students in the use of their own free time at school.
- improve student behavior
- increase student respect for general school rules and regulations
- encourage academic performance

The Operational Guidelines of Suring High Schools Honor Pass program are:

1. The program is for junior students in their 2nd semester and senior students all year.
2. The program is based on the number of discipline issues, school citizenship, academic performance, attendance, cell phone violations, and plagiarism issues. Records will be reviewed from prior and current semesters.
3. Eligibility requirements for junior and senior students are:  
BEHAVIOR:
  - No discipline issues, to include, but not limited to: detentions, suspensions, dress code violations, cell phone violations, plagiarism issues, and misuse of computers.
  - No more than 10 days of excused absence and no unexcused absences (WI Statute 118.15)

ACADEMIC PERFORMANCE:

- A cumulative GPA of at least 3.5.

CITIZENSHIP:

- Good citizenship regarding school rules the previous semester

APPROVAL:

- Principal approval is needed each semester.

- Written parent approval is needed each semester.
4. Junior students on Honors Pass may go anywhere in the building or, weather permitting, outside on the school property or the Veterans Memorial park during flex time in their schedule in the 2nd semester.
  5. Senior students have the same privileges as juniors plus they may leave the school grounds after notifying the office, arrive at school late if they have first hour flex time, or leave early if they have a last hour resource.
  6. Honors Pass eligibility is based on the previous semester. However, any student removed from Honors Pass for behavior reasons loses eligibility for up to two semesters.

**GENERAL REGULATIONS** for the School District of Suring Honor Pass Program are:

1. Honor Pass students will not be assigned to a resource room. They are free to go to the library, cafeteria, computer rooms, reading resource room, or a designated outside area (weather permitting).
2. They may also audit classes in session with the teacher's permission or use an unoccupied classroom with the teacher's permission. Seniors may leave school for one flex period a day. They may use their cars if they follow all school regulations, including having no one in their car with them.
3. Honors Pass students must decide which class period they will use their Honors Pass. Students can use the pass only during their pre-determined class period.
4. Honors Pass students must use each area in an appropriate manner, which includes cleaning up after oneself.
5. Honor Pass Students are **not** to be in the hallways while classes are in session, unless in direct movement to a destination.
6. Honors Pass students are expected to abide by all school regulations. Behaviors which automatically cancel Honors Pass privileges include, but are not limited to:
  1. Loitering in the hallways during classes or in the school parking lot.
  2. Any use of tobacco, alcohol, or other drugs during school.
  3. Any unexcused absence or unexcused tardy from class or school.
  4. Any act of vandalism at school.
  5. Any student who receives more than 4 detentions or more than 2 detention incidents loses Honor Pass privileges for the rest of that semester and the next semester.
  6. Any act which causes suspension, removal from school property, or conduct unbecoming, causes that student to lose Honors Pass privileges for the rest of that semester and the next semester.
7. Honors Pass students are expected to be successful students. Academic performance that automatically cancels Honors Pass privileges include:
  - a. Any nine-week failing grade causes a student to lose Honors Pass Privileges for the rest of that semester.
  - b. Any semester failing grade disqualifies a student from Honors Pass privileges for the next semester.
8. Honors Pass students need faculty approval. A teacher may suggest denying Honors Pass privileges to a student with a written recommendation for such action, citing the misbehavior or violation of school rules committed by the student. Such a report will be acted on by a faculty/student Honors Pass Review Committee. Such a committee will be made up of 3 teachers (plus one alternate) voted on by the junior and senior classes. One report deemed valid by the Honors Pass Review Committee shall be sufficient grounds to deny a student an Honors Pass for that semester.

## LIBRARY PROCEDURES

### LIBRARY USE

1. Students may use the library during unscheduled time, before the beginning of the school day, during lunch break, or with a pass from a teacher.
2. The library is a place for reading and study, not visiting. Anyone causing a disturbance will lose library privileges for (2) weeks.
3. Be proud of your library. Help keep it looking neat and clean. When the bell rings:
  - a. place the chairs against the tables,
  - b. put wastepaper in the baskets,
  - c. put magazines and newspapers in their proper places,



- d. return books to circulation desk.
4. No soda or food is allowed in the library.

#### LIBRARY MATERIALS

1. To locate materials, either check the computer catalog or seek the aid of the librarian/aide.
2. Students must properly check out all library materials before they take them from the library. Repeated failure to comply will result in loss of library privileges.
3. Only the librarian or library aide is allowed to stamp/scan books for students.

#### LIBRARY-BORROWING MATERIALS

1. Books may be checked out for two weeks.
2. Old magazines can be checked out for two weeks.
3. Students assume responsibility for all materials they check out. If materials are damaged or lost, the student will pay replacement price.

#### LIBRARY FINES

1. Overdue material must be returned and fines must be paid within two weeks after the due date, or all library privileges will be revoked until these obligations are fulfilled.
2. When an item is lost or damaged beyond use, the replacement value will be charged. If an item is slightly damaged but still can be put into circulation, a fine will be charged.

### **LOCKERS AND LOCKS**

Each middle/high school student will be assigned a locker for personal use and the student will be responsible for all materials and books in that locker. The school cannot assume responsibility for the loss of property from student lockers. School lockers have built-in combination locks. Students are cautioned against telling their combinations to others or they cannot expect their property to be safe. Locks for Physical Education must be **purchased** from the office for a \$5.00 fee. This \$5.00 fee is non-refundable. **KEEP YOUR LOCKER LOCKED AT ALL TIMES.** Students are responsible for keeping their assigned locker clean at all times. Students who modify the locking mechanism will be punished with detentions. Students are responsible for their built-in locks. If a locker's built-in lock is broken, the student assigned to the locker will be charged for its replacement cost. School lockers are the property of the School District of Suring and may be searched by the principal, their designee, or public officials, as determined necessary or appropriate without the consent and notification of the pupil and without obtaining a search warrant.

A student found to be in another student's locker will be treated as trespassing and authorities will be contacted.

### **LUNCH/BREAKFAST**

- When the dismissal bell rings for lunch/breakfast, WALK, DO NOT RUN, to the cafeteria. Form a single line extending toward the wall with the vending machine. Students are not allowed in the halls during the lunch hour.
- Students can obtain hot lunch/breakfast by entering their four-digit lunch account pin number into a designated keypad in the cafeteria.
- All lunch/breakfast account payments will be accepted in the student office.
- Students are to take only the portion of food which they intend to eat; food is not to be given to students who have not purchased a lunch.
- Students are to eat breakfast and lunch in the cafeteria. NO one should leave the cafeteria with food.



**THE THROWING OF FOOD IN THE CAFETERIA WILL NOT BE TOLERATED. OFFENDERS CAUGHT WILL BE DENIED USE OF THE LUNCH ROOM FOR A PERIOD OF AT LEAST ONE MONTH.**

Open campus for eligible students in grades 10-12 is by foot only during the lunch period. Accessing cars during lunch is prohibited without permission. The gym will be available during lunch for students displaying good behavior.

## MAJORITY AGE STUDENTS

Students may exercise certain rights on their own behalf when they reach the age of majority - eighteen years old. Parents/guardians must have a conference with the principal and sign a form in the school office to transfer their rights and responsibilities, as indicated below, to their eighteen-year-old student.

### **Self-Excuse for Illness or Other Acceptable Absence**

An 18 year old can assume this responsibility if his/her parents/guardians sign an agreement. The agreement will stipulate responsibilities assumed, and will indicate removal of this right, if it is abused. A list of students given this option at age 18 will be maintained in the school office.

### **Place of Residence and Changing of School Attendance Area**

A person of majority age may elect to attend school in a district other than the residence of his/her parents/guardians. The establishment of his/her residence shall be subject to rules, regulations, and law established by the state and local school district. A form filled out at the time of voter registration would suffice to prove residence.

### **The 18 Year Old and School Rules**

Students who reach the age of majority **are subject to all school rules.**

## MEDICATION AT SCHOOL

Students who need to take prescription medication during school hours must have written parent & medical provider permission. Medication is to be in the original container. The prescribing physician's instruction must be clearly indicated on the container and labeled from the pharmacy that filled the prescription. These items will be kept in the student office or other designated location.

Occasionally a student will request medication during school hours. No medication is given without parental consent. Limited supplies of over-the-counter medications are kept at school. These medications are given to a student if the emergency card gives permission.

A student may possess rescue medication if it is used for medical reasons and written approval from the physician and parent are on file in the student office.

## MONEY AT SCHOOL

Students should not bring money to school except when requested for lunch, field trips, book orders, etc. Money should never be left in desks or any unsecured area.

## MONEY AND ACCOUNTS

The treasurer of each student organization in school will have a record book for recording income and expenditures. Throughout the year, the treasurer should come in and balance his/her treasurer book with the district office's records, regardless of how active the group is.

All organization funds are kept in the activity account and all organization debts are paid from this account. Therefore, it is necessary that all funds be turned into the district office.

Whenever it is necessary to make expenditure, the treasurer or advisor must fill out a check request. Have your advisor sign it and turn it into the district office along with the invoice of goods received or the bill for services rendered. Any person who makes a purchase for any organization without following the above procedure will have to accept responsibility for payment.

Treasurer's books may be picked up from the district office at the beginning of the year. Treasurers will receive instructions on proper methods of keeping books up-to-date at this time.

## NON-DISCRIMINATION POLICY AND EQUAL EDUCATION

It is the policy of the School District of Suring that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, or other program or activity because of the person's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by s.118.13, Wis. Stats. This policy also prohibits discrimination as defined by Title IX of the Education amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973. This district encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address

allegations of violation of the policy in the School District of Suring. Any questions concerning this policy should be directed to: Mrs. Kelly Casper, Superintendent, School District of Suring, WI 54112, or phone 920-842-2181.

## OPTIONS PROGRAMS

### **Student Course Options Introduction**

2013 Wisconsin Act 20, the 2013-15 biennial budget act, eliminated Part-time Open Enrollment and, in its place, established a new program for student entitled Course Options. Course Options still provides a means for Wisconsin students to take courses offered by other Wisconsin school districts, but now also includes the opportunity for students to enroll in courses offered by charter schools, various institutions of higher education, and approved nonprofit organizations at no cost to the student.

Specifically, the new Course Options law allows a pupil enrolled in a public school district to take up to two courses at any time from an educational institution. Wisconsin Educational institutions are defined under the Course Options statute as:

A public school in a nonresident school district;  
the University of Wisconsin System;  
a technical college;  
nonprofit institutions of higher education;  
a tribal college;  
a charter school;  
a nonprofit organization that has been approved by the Department of Public Instruction (DPI).

You can find the Course Options webpage here: <http://couseoptions.dpi.wi.gov/>.

Two resources of particular note are the "Frequently Asked Questions" document [http://couseoptions.dpi.wi.gov/files/cte/pdf/Course\\_Options\\_FAQ\\_May\\_9\\_2014.pdf](http://couseoptions.dpi.wi.gov/files/cte/pdf/Course_Options_FAQ_May_9_2014.pdf)

And the document that compares this new initiative and the Youth Options initiative:

[http://couseoptions.dpi.wi.gov/files/cte/pdf/Comparision\\_between\\_Course\\_Options\\_and\\_Youth\\_Options\\_May\\_9\\_2014.pdf](http://couseoptions.dpi.wi.gov/files/cte/pdf/Comparision_between_Course_Options_and_Youth_Options_May_9_2014.pdf)

### **Youth Options Program**

State Statute 118.55 allows eligible high school juniors and seniors to attend Wisconsin colleges (institutions of higher education, or "IHE") and technical colleges while in high school. This statute also requires school districts to notify 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grade students of this opportunity yearly, by October 1. This document serves as said notification and also informs students and parents about salient parts of the statute as they relate to a student's participation in the Youth Options Program. For more detailed information about the statute, a student and/or parent may request a copy of PI 40 from the school district's superintendent's office.

### **General Eligibility Requirements:**

- The student has completed 10<sup>th</sup> grade (i.e., has completed a sufficient number of credits to have attained "junior" status)
- The student is not a "child at risk," as defined in s.118.153 (1) (a.), Stats
- The student is in good academic standing

### **Specific Eligibility Requirements:**

"Good Standing:" The law allows the school district/board of education to define what constitutes "good standing." The School District of Suring's board of education has determined good standing to mean:

- a.) A cumulative grade point average of at least 3.25;
- b.) No "F" grades within one year of the intended enrollment period;
- c.) No more than 6 days of excused/unexcused absence per semester;
- d.) The student does not have excessive discipline problems and does not have more than four detentions during the previous two quarters.

Students can obtain a copy of the Board Approved Youth Options Program Policy from the District Office for further details.

## PHYSICAL EDUCATION

The Suring Board of Education, in compliance with Wisconsin law, requires every student to complete a minimum of one-half credit of physical education each year for three years in high school. Students normally take one-half credit of physical education in grades 9, 10 and 11. Any student who cannot participate in scheduled Physical Education classes due to medical reasons must provide a physical education medical excuse to the teacher and guidance counselor. The written excuse must contain:

1. The student's name
2. The medical reason for the excuse
3. The types of physical activity the student is excused from
4. The starting and ending dates of the excuse
5. The doctor's signature

If a student misses a significant portion of the physical education course due to a medical excuse, the student will have to re-enroll in a Physical Education course at the earliest subsequent opportunity.

## PLAGIARISM

According to Webster's New World Dictionary, plagiarism is defined as "taking the ideas, writings, etc. from another and passing them off as one's own." Plagiarism is academically dishonest and a type of stealing. The School District of Suring maintains a zero tolerance toward plagiarism. Students found to be taking, using, or copying another's work and submitting it as one's own, intentionally falsifying information, or taking another's ideas with the intention of passing ideas in class as one's own will be held accountable for this offense.

Academic honesty is of utmost importance. Therefore, any student found to have plagiarized by an individual instructor and/or High School Principal; will have the following action taken toward them:

1. The **first** offense will result in the equivalent grade of "F" being given for the particular test, project, paper, course, etc. on which the cheating has occurred.
2. The **second** offense (two total offenses, not necessarily in one course) will result in the student being assigned a failing semester grade for the course in which the second offense occurred.
3. Any student involved in **three** total offenses (not necessarily in one course) will be immediately given a one-day in-school suspension, assigned a failing semester grade for the course and the parents will be scheduled to meet with the principal.

**Note:** Offenses are cumulative and will carry over from one school year to the next.

The student has the right to appeal this disciplinary action within 10 days of the occurrence by filing a written request to the Board of Appeals and Principal. (All copyright laws will be observed.)

## SCHEDULE CHANGES

Students are expected to choose their classes carefully and in a reasonable manner. The master schedule grid is based on teacher availability. Therefore, except for emergencies and special extenuating circumstances, schedules will not be changed. Some such special circumstances could include:

- making up a required course
- adding a course without making a drop
- student needs a specific class to meet college entrance requirements
- administrative recommendation

If it becomes absolutely necessary to change a schedule, it will be done only upon the signed approval of the parent, teacher, and Guidance Counselor or Principal.

Written parental and counselor approval is needed to drop a class after 15 days of a semester. In such a case the student will receive a W/F (withdrawal failing), which will be recorded on the student's transcript and included in the student's grade point average.

Dropping of a class will usually not be approved if it means the student will fall below the required class load.

## SEMESTER EXAMS

Semester examinations **WILL** be given at the end of each semester. Failure to take a semester examination will result in a failing grade for the examination.



Personal days **will not be allowed** during semester test time.

In order to facilitate this learning process, we need your assistance in ensuring each child is attending school every day. To promote good attendance, we are implementing a new attendance incentive policy for Suring Middle and High School students (grades 7-12 only). This incentive policy recognizes that dependability is an essential life skill that will assist students in becoming successful members of society. If a student meets the following criteria, he or she can exempt from no more than three semester exams at the end of each semester:

- Three or fewer total absences in a class
- No unexcused absences
- No suspension days
- No more than two tardies per semester
- Passing grades in both marking periods

School-related absences (such as field trips or sporting events), time missed due to military obligations and documented college visits will not count as absences. However, any other time missed as a result of illness, appointments, funerals, etc., will count as absences.

Middle and High School students attend eight periods each day including a resource period at the end of each day. Each student may exempt a maximum of three final exams at the end of each semester. Students have the responsibility to check attendance, determine eligibility, complete the final exam exemption sheet, obtain teacher and parent signatures, and then turn the completed form into the office prior to the due date. Students cannot exempt an exam from a class for two consecutive semesters. For example, English is a yearlong class; students can only exempt from English for one semester.

## SOCIAL REGULATIONS - HIGH SCHOOL

School social events are an important part of a student's training. Here you receive proper directions, which will enable you to develop correct social behavior.

1. All social events (except those held after games) start at 8:00 p.m. and are over at 12:00 a.m. All students must be out of the building by 12:30 a.m. The clean-up crews are to finish their job before leaving or the next day.
2. **NO STUDENT IS TO LEAVE THE BUILDING DURING THE COURSE OF THE EVENT WITHOUT PERMISSION FROM THE ADVISOR IN CHARGE OF THE EVENT.** Students leaving will not be re-admitted.
3. **THERE WILL BE NO ADMITTANCE TO EVENT AFTER 9:00 p.m.** unless permission to arrive at a later time has been obtained on or before school dismissal on the day of the event.
4. There must be two teacher chaperones at each school event: the class advisor and one other. Be sure that your chaperones have been invited and that they have accepted.
5. Students may invite guests to their event, but must first secure a "visitor pass" signed by the student and by the principal. All guests must be 19 years or under. The student assumes all responsibility for his/her guest's behavior. Every student is allowed to bring one guest, but he/she must secure permission five days before the event.
6. Smoking and the possession or use of chewing tobacco, alcoholic beverages, or drugs is strictly forbidden at all times. Any violation will result in a suspension from school. The use of any alcoholic facsimile will be treated in the same manner as any other alcoholic beverage.

### Criteria for homecoming and prom court:

1. The student must have attended SHS for a minimum of 1 semester.
2. The student may not be on any one level of the discipline system when nomination and voting occurs.
3. The student may not have a failing grade during a grading period at the time of voting.
4. The student must have a minimum cumulative GPA of 1.6 or above.
5. The student may not have any type of activity code violations at the time of nomination and voting.
6. If the student declines before voting, they may be placed on the future voting lists.



7. The student may not be on the debt list at the time of voting.

The entire student body will vote for homecoming and prom representatives. The student representatives will be one male and one female from each class. The queen and king will be determined by a majority vote.

### **SOLICITATION BY STUDENTS**

The distribution of sales literature, taking orders, or the selling of item(s) anywhere on school premises for personal gain is strictly prohibited.

All sales programs by any class or club activity must have the advance approval of the building principal. Receipts from these sales programs must be deposited to the account of the activity concerned.

### **SPECTATOR BEHAVIOR**

Since athletics must operate within the framework of sound educational principles, it follows that:

- Athletic teams come under the jurisdiction of and are required to abide by the rules of the Wisconsin Interscholastic Athletic Association and the Suring School District Board of Education policies so that all athletes may compete under identical standards.
- Those who take advantage of the privilege of athletics, either as a participant or spectator, are expected to conduct themselves in a manner that does not detract from the educational principles which direct the basic organization.
- Athletes and officials are human beings — they are not perfect and never will be. Everyone involved in a contest may make a mistake. Competitors, coaches, officials, and spectators enter into competition knowing that errors are a normal part of an activity and are likely to happen.
- Even though winning is certainly an admirable goal, it is hollow if it comes at the expense of morals, ethics, and just plain common sense.

#### **SPECTATORS ARE EXPECTED TO:**

- Stand during the National Anthem and remove all headwear.
- Cheer for their team rather than against their opponents.
- Maintain self-control at all times while conducting themselves as responsible citizens.
- Show **RESPECT** for opponents in every way possible.
- Always be positive in support of their teams.
- Recognize and acknowledge good performances made by both teams.
- **RESPECT** officials and accept their decisions.
- BE humble and not boastful in victory and gracious and not bitter in defeat.
- Leave the site of an activity – including the parking lot – as soon as possible after the activity is completed.

#### **SPECTATORS WILL NOT BE ALLOWED TO:**

1. Use negative chants which focus on or exploit mistakes such as “You, You, You!” and “Airball!”
2. Participate in chants or behaviors which use obscene or insulting language or gestures or which mention or imply topics which would tend to ridicule, taunt, harass, intimidate, humiliate, degrade, or embarrass others in attendance, incite or abuse opponents, or bring disrespect upon game officials.
3. Sit in the opposing team’s seating/cheering sections.
4. Stand next to the playing surface or stand/sit in bleacher aisles or doorways.

### **STANDARDIZED TESTING**

Throughout a student’s Pk-12 academic career, the state of Wisconsin requires schools to administer various academic tests designed to support teaching and learning and ensure students are college and career ready. More information on your child’s yearly standardized testing requirements will be sent home prior to each test session.

## STUDENT PLANNERS

At the beginning of the school year, each student will receive a student planner. This planner is intended to be used as a tool to help the student organize his/her daily responsibilities, including homework assignments. In addition, the student planner is used as a "hall pass".

If a student loses his/her student planner, he/she will be required to purchase a replacement planner from the office for \$5.00.

## TEACHER MAILBOXES

If a student must place a communication in a teacher's mailbox, they must do so through a secretary in the principal's office.

## TECHNOLOGY USE/CODE OF CONDUCT

The District supports the use of technology by staff and students to enhance the curriculum and support instruction. Regarding appropriate use of technology, the District understands that staff members are the decision makers in the classroom. To see a full version of the Suring School District's Acceptable Use Policy, either refer to [www.suring.k12.wi.us](http://www.suring.k12.wi.us) under the District Information link or stop in the Student Office for a printed copy.

Use violations will result in loss of access and privileges, disciplinary actions, and may also be referred to appropriate law enforcement agencies. Failure to comply with these guidelines will result in the following:

- First offense – 10 days loss of access
- Second offense – 40 days loss of access
- Third offense – permanent loss of access

Suring School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Suring School District will not be responsible for any damages suffered. Use of any information obtained via the Internet is at your own risk.

The Suring School District has a public WiFi network available to anyone using the District's facilities. Students and their families assume responsibility for their device.

Students will be supplied with a resource called Google Apps for Education. This resource is housed on the Internet and can be accessed from any Internet-connected computer with a web browser. No special software is required.

## TELEPHONE MESSAGE PROCEDURES

The Student Office will deliver all emergency calls and messages to the students. We request that students not be asked to come to the phone during class time. Phone messages relating to changed plans must be kept to a minimum or emergency status. Emergency messages will be delivered as received. Students will be called to the office during the lunch hour and after school to collect non-emergency phone messages left for them.

## TEXTBOOK SERVICE

The school district furnishes free textbooks to all pupils attending Suring High School. It is expected that students will take reasonably good care of them. A fine will be assessed at the end or during the school year for any undue damage to textbooks or materials used by the students. Students are expected to bring to the attention of the teacher any worn areas and/or damage to the books at the time they are issued to the student.

## TRAFFIC WITHIN SCHOOL

### RULES

1. WALK! Do not run in the building.
2. Keep to the right in the halls.
3. Refrain from whistling and boisterous conduct.
4. All students should be in their rooms and in their seats when the bell rings for the beginning of the class period. Do not linger in the halls and be late for class.

## **TRITON/COURSES OFFERED OUTSIDE THE NORMAL CURRICULUM**

In order for a student to be eligible for Triton classes, they must be “in good standing” at the high school, not have any disciplinary actions on their record for the current school year, have fewer than 10 absences from school for the current year, and have a CUM GPA of 3.25 or above. These courses are considered college level courses and are intended primarily for the advanced learner. If a student drops or fails a Triton and/or online class, the expense will be picked up by the student.

## **VISITORS TO SCHOOL**

To ensure the safety of our students and staff, all visitors to the middle/high school shall report to the office upon entry to the building. Visitors must sign in, identify who they are visiting, and obtain a visitor’s pass before leaving the office.

Students wishing to bring a visiting student with them to school must follow this procedure: The host student must obtain permission from his/her teachers and principal, complete a School Visitation Form, plus obtain a visitor’s pass from the office **two school days before** bringing his/her visitor to school. All visitors shall report to the Middle/High School Office upon entry to the building.

The following are a few guidelines to help regulate student visitors:

1. Visitors will not be permitted the first week of each semester.
2. Visitors will not be permitted two days before semester tests.
3. Visitors will not be permitted during semester test time.
4. Visitors will not be permitted the last day of the school year.
5. Visitors will not be permitted to ride district buses.
6. Visitors will not be permitted on days their own school is in session.
7. Visitors will not be permitted for more than one day.
8. Visitors must be within one grade level of host student.

## **WEAPONS**

No student, employee, and/or visitor shall possess, store, make or use a weapon in any setting that is under control and supervision of the district for the purpose of school activities approved and authorized by the district.

The term “weapon” means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. See policy # 443.6 for more information.

## **WORK PERMIT**

The District Secretary issues work permits. The following information is necessary when obtaining a work permit: certified birth certificate or Baptismal certificate or WI driver’s license, letter from employer, letter from minor’s parents, minor’s social security card, and a permit fee of \$10.00.

## **MISCELLANEOUS**

This Handbook is not meant to cover every rule of misconduct. Cheating, swearing, stealing, vandalism to any school property, and other school rules all continue to apply. If a student is not sure about a rule or acceptable behavior, just ask a teacher or the principal.

## PBIS at Suring Middle/High

This year, the entire Suring Public School District will be involved with a behavior system called Positive Behavior Intervention Supports (PBIS).

Let's explain how this works...The PBIS system has four components:

- A.** A Behavior Matrix – clear behavior expectations identified for each school area and setting. This goes beyond “rules” and really describes what expected behavior “looks like”.
- B. SOAR** rewards system – an acknowledgment/reinforcement system used to celebrate students’ success in meeting the expectations.
- C.** Office Discipline Referrals – a form used to document and communicate with parents when students choose not to follow the expected behaviors.

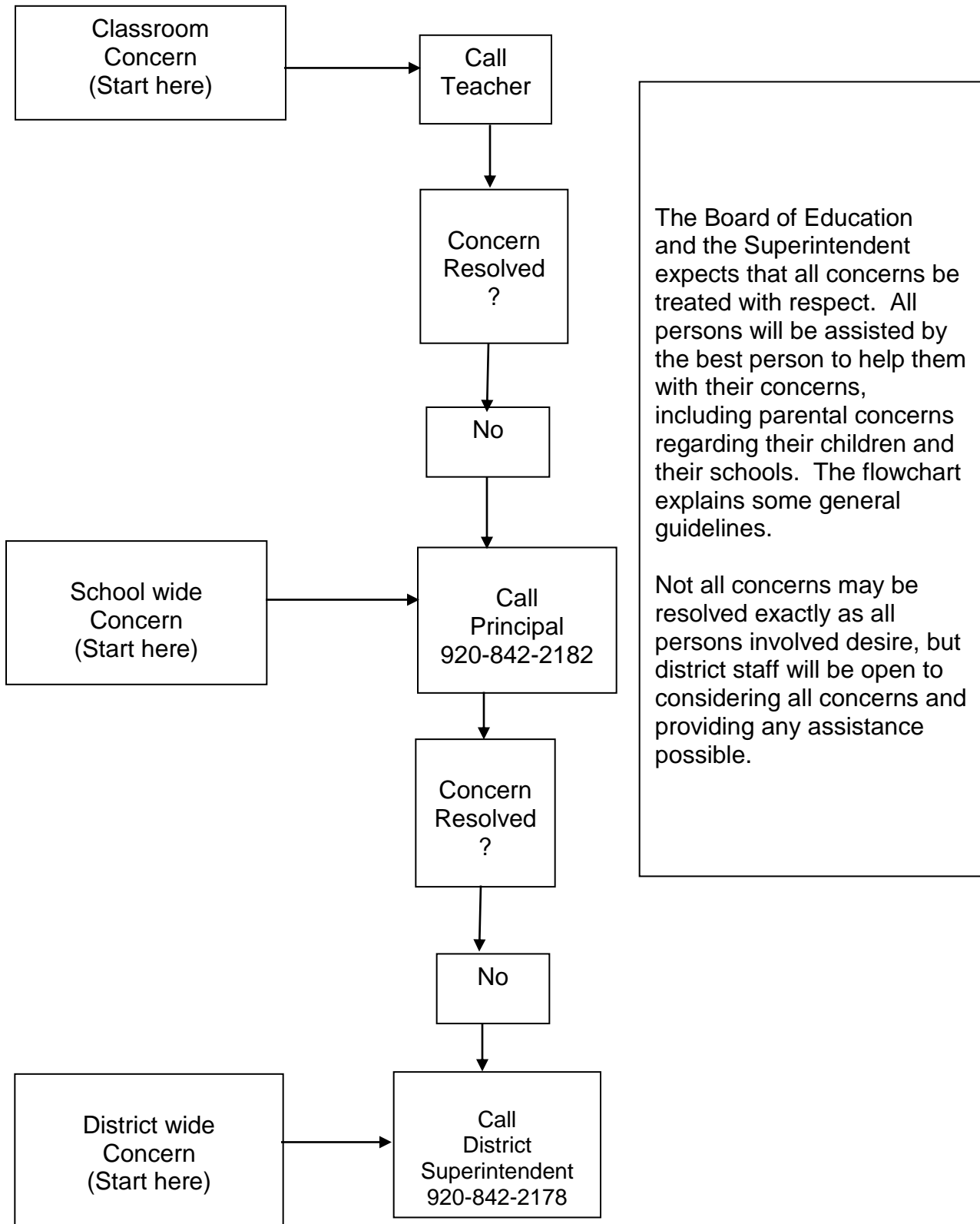
Here’s a little more information of what each of these components mean:

<p style="text-align: center;"><b><u>Behavior Matrix</u></b></p> <p>The behavior matrix is built on the core traits of <b>SOAR: <i>Be Safe, Be Outstanding, Be Accountable, Be Respectful</i></b></p> <p>In the Behavior Matrix, you will find what each of these expectations actually looks like in various places in the school and on school grounds. In a positive manner, the matrix tells children what to do and how to behave in order to abide by these expectations. Posters of the expectations are displayed in each of the areas around the school. It is our goal to make the understanding of the expectations as clear and easy for children as possible.</p>	<p style="text-align: center;"><b><u>Classroom Initiatives</u></b></p> <p>One of the most important parts of the PBIS system is that the behavioral expectations are directly taught to students. This way, students know exactly what is expected of them and how they are to behave. On the first day of school, students are taught what <b>SOAR</b> means in each identified setting on the behavior matrix.</p>
<p style="text-align: center;"><b><u>SOAR Rewards</u></b></p> <p>Another component of the PBIS system is the use of consistent positive reinforcement to celebrate students’ success with meeting the behavior expectations. All staff members who observe children following the behavior expectations can issue a <b>SOAR</b> reward. Students can earn <b>SOAR</b> rewards in all areas of the school and from all staff members. The rewards system varies by semester to focus on target behaviors such as Respect, Responsibility, etc. Throughout the year, we will be having school-wide acknowledgements to celebrate positive behaviors.</p>	<p style="text-align: center;"><b><u>Office Referral Forms</u></b></p> <p>Even with teaching children the expectations, offering pre-correction or reminders for the expected behaviors, and enforcing our positive reinforcement system, unfortunately, some students will still misbehave. For those instances the Office Referral Form will be used as a communication tool with students and parents. In addition, the information collected from the form will also help staff keep track of behavioral data in order to be proactive in addressing problem behaviors.</p>

Throughout the year, we will be sending home more information about PBIS. One of the best features of PBIS is that it acknowledges that children need to be *taught* to behave just as they are taught to read or do math. We believe that PBIS will help create a more positive environment for successful learning to occur.

	<b>Classroom</b>	<b>Hallway</b>	<b>Cafeteria</b>	<b>Bathroom</b>	<b>Playground</b>	<b>Bus</b>
<b>Be Safe</b>	*Tell an adult if you see bullying	*Walk in a straight line *Keep your hand and feet to yourself *Tell an adult if you see bullying	*Walk *Use utensils for eating *Tell an adult if you see bullying	*Walk *Use stall doors appropriately *Tell an adult if you see bullying	*Use equipment appropriately *Stay in control of your behavior and actions *Tell an adult if you see bullying	*Enter and exit the bus using bus safety *Sit and face front *Tell an adult if you see bullying
<b>Be Outstanding</b>	*Stand up for others	*Zero Noise *Walk in a straight line *Stand up for others	*Make wise food choices *Stand up for others	*Wait your turn *Wash your hands before you leave the bathroom *Stand up for others	*Play by the rules *Share *Stand up for others	*After exiting the bus go immediately to your destination *Stand up for others
<b>Be Accountable</b>	*Do not bully others	*Zero Noise *Walk in a straight line *Do not bully others	*Take what you can eat and eat what you take *Do not bully others	*Wait your turn *Do not bully others	*Play by the rules *Dress appropriately *Do not bully others	*Ride assigned bus unless you have a bus note *Do not bully others
<b>Be Respectful</b>	*Include others who are feeling left out	*Zero Noise *Walk in a straight line *Keep your hands and feet to yourself	*Use appropriate manners *Talk in a noise level of 1 *Include others who are feeling left out	*Use toilet, sinks, and towels appropriately *Zero noise *Keep to yourself	*Follow directions the first time given *Use respectful words in a respectful tone *Include others who are feeling left out	*Talk in a noise level of 1 *Listen to the bus driver *Include others who are feeling left out

## HOW TO GET HELP WITH A CONCERN



The Board of Education and the Superintendent expects that all concerns be treated with respect. All persons will be assisted by the best person to help them with their concerns, including parental concerns regarding their children and their schools. The flowchart explains some general guidelines.

Not all concerns may be resolved exactly as all persons involved desire, but district staff will be open to considering all concerns and providing any assistance possible.

# School District of Suring

## Student Activities Handbook

### 2017 - 2018

The School District of Suring Student Activities Handbook contains the guidelines and rules adopted by the Board of Education for student participation in the activities programs. Please take time to thoroughly read the handbook with your son or daughter.

***The Student and Activities Handbook Agreements are located at the end of this document. After reviewing the contents of the handbooks, sign the agreement and return it to the school office.***

Thank you for your cooperation.



Events are kept up-to-date on rSchool on the Suring School District Website (click on District Calendar/rSchool).

*The School District of Suring does not discriminate against pupils on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, or handicap.*

ADOPTED: 5/13/2015

## I. EXTRA CURRICULAR PARTICIPANTS

- A. A participant is any student engaged in any activity sponsored by the School District of Suring.
- B. A student becomes a participant when the student first participates in any extra curricular activities, and remains a participant until the individual withdraws, is removed, or graduates from high school. The athletic code is intended to be enforced 12 months a year.
- C. A season begins with the first meeting or practice, or the handing out of equipment and ends when all equipment is handed in and all awards have been presented.
- D. As per school policy, coaches and advisors set criteria for activity awards. Coaches and advisors will post award criteria for each activity at the start of a season.
- E. Participants who serve a code violation during a season will receive their letter, if earned, but are not eligible to receive any post-season awards from the school or from the M&O Conference for that specific season.

**Note: The above points have been established following Board Policy and/or M&O Conference Constitution and By-Laws. Copies of these additional policies/by-laws are available upon request to the principal.**

## II. ELIGIBILITY

- A. Academic:  
Students participating in any school-related sport, activity, club or organization will be required to meet the following standards for academic eligibility:
  - 1. A student must maintain a minimum of a 1.6 grade point average for each quarter marking period.
  - 2. Students will be ineligible if they receive one (1) failing grade for a quarter marking period. Extracurricular advisors and coaches will be responsible for checking eligibility lists for their students and notifying the student.
  - 3. A student who does not meet the standards required for academic eligibility will be ineligible for 15 days. The student involved in more than one activity misses all the activities in the 15-day period. The ineligibility period will start when the report card is printed. After the initial 15-day period, a student's academic record will be reviewed after 15 school days. If student is still ineligible, he/she will have another 15-day period. If the student does not qualify for eligibility, the student remains ineligible until the next grading quarter. Fall sports will use the grades from the fourth quarter of the previous year for determining eligibility. To become eligible after a period of ineligibility, the student must show acceptable passing work in the first 15 school day period of the first quarter of the year. Ineligible fall athletes are ineligible for the first game or activity falling in the first 15 days of school. Ineligible non-athletes will miss the activities occurring in the first 15 days of the school year. If no activities occur in that period of time, then they will miss the first occurring activity.
  - 4. The academically ineligible participant must practice and attend event(s) with the team, but will not participate in the event.
  - 5. Students enrolled in the special education program can maintain eligibility if there is a consensus from the IEP Team that the student is meeting the goals outlined in his/her Individual Education Plan (IEP).



B. Physical:

Students participating in athletics must have a physical examination a minimum of every other year. A green colored WIAA Examination Permit Card will be used the year that an athlete is required to have a physical. April 1 is the earliest date a student can get a physical for it to count for the following school year. In the years when a physical is not required, an alternative year card is to be completed. The purpose of the alternative year card is for parents to attest to the fact that the athlete in question has not been hospitalized or has not had a serious injury or illness since the previous year's physical examination card was filed. If there has been a serious injury or illness, or if hospitalization has been required, an athlete will be required to have a physical examination even though the athlete had one the previous year. **Athletes are not allowed to practice or compete until the Examination Permit Card (physical form or alternate year card) is on file.**

C. Agreement to Uphold Code:

In order for a student to participate in any activity, the Activity Code must be signed by the student and a parent or guardian and must be on file with the principal/athletic director.

If any questions arise regarding eligibility for WIAA sports which are not covered by the Activity Code, the school district will contact the WIAA for a written ruling.

D. Attendance at School, Practices/Games/Contests or Performances:

1. **A student cannot practice or participate in an activity if absent from school the entire day\* -- including out-of-school suspensions.**

(Exceptions: verifiable medical appointments with a doctor's note, family emergencies, funerals, court appearances, and other instances that have administrative approval.)

2. **A student who has used a pre-excused personal day is eligible to practice and participate on that scheduled day.**

3. **A student must practice, but not participate in an activity, when the student is serving In-school suspension.**

4. If a school day follows an activity/contest/performance, the student **will be required to be in attendance for the entire day.** (Exceptions: verifiable medical appointments - note from the doctor, family emergencies, funerals, court appearances, and other instances that have administrative approval.)

If excessive absenteeism, tardiness, or illness takes place on the day after an activity/contest/performance, the principal will make an evaluation of the student's participation.

### III. GENERAL RULES FOR PARTICIPATION IN ACTIVITIES

A. All participants are expected to attend every practice session scheduled, and to report to each session on time. Whenever the student finds it impossible to be on hand at the prescribed time, it is his/her duty to so advise his/her coach or advisor.

B. All participants are expected to follow the dress code set by their coach/advisor for practice and competition.

C. All equipment issued to the students has been inventoried. It will be solely the responsibility of the student to maintain all equipment issued to him/her in orderly fashion, to promptly report to his/her coach/advisor the loss of equipment, and to check in his/her equipment at the close of the season. The student will be financially responsible for lost

equipment.

D. It is the responsibility of all participants to maintain their facilities in an orderly fashion.

E. All student participants are required to ride school provided transportation to and from events/competitions (either bus or van). An exception to this rule is if a parent/guardian chooses to take his or her own student home after an event and signs the student out with the coach. A parent/guardian can also fill out a form for another adult to provide transportation following an event, as long as the paperwork is turned in to the athletic director or principal at least 24 hours prior to the event. (Note: Students participating in a co-op sport with Gillett may be allowed to self-transport to practices provided the parent/guardian gives permission to the athletic director/office. Students with another student driver need parental permission on file with the office.)

F. It is the responsibility of the participants involved to keep the busses/vans clean and orderly and to maintain discipline while in travel. The bus/van driver is in charge. There is to be no refuse left on the buses.

G. In cases of tournament travel involving over-night stay, students are subject to bed checks at a time prescribed by the coach or advisor in charge. The student is financially responsible for any damage to the room to which he/she has been assigned and to the equipment within that room. The student will pay for all phone calls he/she initiates. Visitors to the rooms must first obtain permission from the coach or advisor in charge. Those who receive visitors will be held responsible for assuring this permission was obtained. In the event the school district provides a stipend for meals while at the competition, students who exceed the amount of money allotted by the school for meals, will be required to pay the additional amount themselves.

H. In case of any injury, the participant, when possible, will notify the advisor or coach prior to going to a doctor or sports trainer. A student must have a doctor's or sports trainer's statement to be cleared to return to competition.

I. Policy Regarding Changing Sport

A participant that chooses to change a sport within a season must contact the coach and return all equipment prior to participating in another sport. An athlete who changes sports within these guidelines cannot switch back to the original sport during the same sports season.

A participant removed from one sport for disciplinary reasons may not transfer to another sport in that same season.

Participants who switch sports are still under the mandatory minimum practice requirements. (7)

Students may not change sports if they have competed in a contest or if half the season is completed.

**IV. CRITERIA FOR HOLDING AN OFFICE IN ANY ACTIVITY**

- The student must have attended SHS for a minimum of 1 semester.
- The student may not have a failing grade during a grading period at the time of voting.
- The student must have a minimum cumulative GPA of 1.6 or above.
- The student may not have any type of activity code violations at the time of nomination and voting.
- If the student declines before voting, they may be placed on future voting lists.

- The student may not be on the debt list at the time of voting.

#### IV. ACTIVITY CODE VIOLATIONS AND PENALTIES

##### A. Alcohol, Tobacco and Drugs Violation

Students involved in school-sponsored activities will not possess, use, sell, transfer, be under the influence of, or transmit in any form, tobacco products, alcoholic beverages, drug paraphernalia, chemical substances that are inhalants, stimulants, depressants, hallucinogens, narcotics, volatile substances, other illegal drugs, cannabis derivatives or look-a-likes of any kind—including clothing and accessories. This includes performance enhancing drugs and/or substances. The use of medication as prescribed is exempted.

**It is the requirement of this Code that a student involved in an activity will immediately leave, disassociate themselves, and not knowingly linger in the presence of others illegally possessing alcohol/tobacco, using alcohol/tobacco, possessing or using controlled substances or knowingly remain in environments where illegal possession or use is taking place. “Holding” an alcoholic drink, tobacco product, or illegal drugs shall also be considered a violation of this Code.**

“Immediately” is defined as the moment it is evident alcohol or other drugs are present. A participant should excuse him/herself and/or just leave if he/she has a ride or can walk, or make a telephone call for a ride and then leave.

At the beginning of the school year, all advisors will list any/all “events” their club or class might have during the year. When a violation occurs, the student will be suspended from a percentage of those events or activities. This will include all activities that particular student is involved in during the suspension.

##### First Violation

The breaking of regulations relating to the buying, selling, possession or use of tobacco or alcohol or the use, possession, or buying or selling of controlled substances carries with it a suspension of 25% of the cumulative total of all co-curricular activities/events. If the violation cannot be satisfied during that season it will carry over into the next season in which that student participates. If the violation occurs in the last ¼ of the season, the participant will forfeit all awards associated with the activity. The student must complete that season in good standing to satisfy the penalty.

If the violation occurs out of season, the penalty will be applied to the next activity in which that student participates. Student must have participated in sport(s) prior to violation.

\*\*During a period of in-school suspension, the student must practice. However, suiting up and/or participating in any game, scrimmage, competition, etc. is prohibited.

\*\*During an out-of-school suspension, the student cannot practice or participate in an activity.

During the suspension period, the student must meet with the School District of Suring’s High School guidance counselor to talk about the code violation. If this is not successfully completed, the student will not be allowed to continue any type of activity.

##### Second Violation

A second offense in this category carries with it a suspension of 67% of the cumulative total of all co-curricular activities/events. If the violation cannot be satisfied during that season it will carry over into the next season in which that student participates. If the violation occurs in the last ½ of the season, the participant will forfeit all awards associated with the activity. The student must complete that season in good standing to satisfy the penalty.

If the violation occurs out of season, the penalty will be applied to the next activity in which that student participates.

**\*\*During a period of in-school suspension, the student must practice. However, suiting up and/or participating in any game, scrimmage, competition, etc. is prohibited.**

**\*\*During an out-of-school suspension, the student cannot practice or participate in an activity.**

The student must attend and complete an approved counseling program. (The cost of the counseling program is the responsibility of the parents and student.) If this is not successfully completed, the student will not be allowed to continue any type of activity.

**Third Violation**

The third offense in this category will result in the **removal** from the School District of Suring’s Activity Program for one full calendar year and the student must go before the activity board to evaluate potential reinstatement.

**Fourth Violation**

The fourth offense in this category will result in the **permanent removal** from the School District of Suring’s Activity Program.

When a code violation occurs and the student is involved in a sport and co-curricular activity(ies), the student must serve the suspension in all activities. *For example, a student had a code violation for the first time in October and at the time they were involved in Student Council and Football. The student would be suspended from Student Council and Football for 25% of the activities season.*

**When a code violation occurs and the student is involved in only a co-curricular activity(ies) at that time, the student must serve the suspension for that activity(ies) and the suspension will carry over into the subsequent sport in order meet WIAA regulations.** *For example, a student had a code violation for the first time in October and at the time they were involved in Student Council. The student did not participate in a fall sport, but planned on joining the basketball team in winter. The student would be suspended from Student Council for 25% of the school year and the student would sit the bench for 25% of the basketball season.*

A student-athlete who violates any part of the school or WIAA code of conduct resulting in suspension of WIAA-sponsored tournament competition must be immediately declared ineligible for the remainder of tournament series in that sport. During the WIAA tournament, an ineligible athlete may not suit up.

Suspension penalties are cumulative throughout the student’s high school career. For example, if a student violates the code and receives the suspension for a first offense as a freshman, and then as a senior violates the code again, this is now the second offense and the corresponding suspension will be enforced.

Listed below is the number of contests students would sit out if they violated the activity code. There will be a 25% penalty for the first violation, 67% for the second violation, one full calendar year suspension and activity board evaluation for third violation and **permanent removal** from the School District of Suring’s Activity Program for the fourth and subsequent violations.

Number of Contests	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Percentage																				
25%	1	1	1	1	1	1	2	2	2	3	3	3	3	4	4	4	4	5	5	5
67%	1	2	2	3	4	4	5	6	6	7	8	8	9	10	10	11	12	12	13	14

## B. Conduct Unbecoming to a Student Violation

Unacceptable conduct would include, but is not limited to:

- Being convicted of a misdemeanor, excluding traffic violations.
- Being investigated or convicted of a felony.
- Continually breaking school rules and regulations.
- Suspended out of school for any reason.
- Permanent removal or removal for 3 or more days from a class for disciplinary reasons.
- Vandalism to private or public property.
- Student use of personal technology during the school day and at school related or sponsored events should be appropriate at all times. Inappropriate activities include (but are not limited to) engaging in any type of cyber bullying, viewing or distributing pornography, engaging in criminal activity, making threats or depicting violence.
- The failure to comply with reasonable direction and/or instructions of advisors, coaches, officials, or other persons responsible for the conduct of an activities competition.
- The display of abusive or disrespectful conduct or use of abusive, disrespectful, or profane language directed toward any participant, official, advisor, coach, or spectator at any activities competition.
- The display of abusive or disrespectful conduct or use of abusive, disrespectful, or profane language directed toward any student or staff member.
- The willful infliction of any injury upon any participant, official, coach, advisor or spectator at any activities competition.
- Presence at beer parties or other gatherings where drugs or alcohol are being consumed. It is the student's responsibility to leave the party immediately when drugs or alcohol are present or being used. "**Immediately**" is defined as the moment at which it is known that alcohol or drugs are present. A student should **immediately** leave the premises when it is known that alcohol or drugs are present. If the student does not have a ride or cannot walk to another location, the student should make a telephone call to obtain a ride and then leave as soon as possible.

It should be noted that there are situations where it is acceptable for a student to attend a gathering where alcohol is present. Even if a parent is present, consumption of alcohol is a violation of the activities code.

Penalties for violating the activities code related to conducts unbecoming of a student are as follows:

### First Violation

The minimum penalty for a first offense is suspension from one game/meet/event. The principal/athletic director may assign a further penalty if warranted. If the violation occurs out of season, the penalty will be applied to the next season in which the student is participating in an activity. The student must complete the season in good standing.

### Subsequent Violations

Further violations of the conduct unbecoming of a student code will result in a minimum of

suspension from three games/meets/events. The principal/athletic director may assign further penalties if warranted. The principal will base the length of suspension on the seriousness and repetitive nature of the offense. If the violation occurs out of season, the suspension will be carried over to the next season in which the student is participating in an activity. Repeated offenses in this category, could lead to the students removal from all School District of Suring Activities.

### **C. Reporting of a Violation**

Any person who has knowledge of a possible infraction may present code violations to the advisor/coach, guidance counselor, or athletic director/principal. Such report must be made in writing and the person must be willing to testify before the person(s) accused and the board of education, if necessary. No anonymous reports will be considered.

### **D. Student Self Disclosure**

If a student admits to a coach or advisor that he/she violated the activities code, prior to the violation being brought to the attention of school staff members by another party, the disciplinary action issued to the student will be equal to half the normal sanctions for that offense with the following provisions:

1. The student shall be suspended for a minimum of one (1) event, contest, game, or match.
2. Such an admission shall take place before or including the first question of involvement. When arrested, or cited by the police, such self-disclosure must be made by 3:00 p.m. of the first day following violation. If the act occurred during the summer months, it must be self-disclosed in writing to the athletic director or principal within two (2) weeks of the date of the act or until the student is first questioned. There will be no self-disclosure possibilities following an arrest or citation after these timelines.
3. Such an admission, after being made, will be formally stated in **writing** and given to the athletic director before the athlete can resume competition.
4. If a student, after self-disclosure, is able to fulfill his/her penalty and return to competition, he/she will be eligible for any school awards providing all other criteria has been met.
5. This self-disclosure policy may be used by first time offenders and does not apply if the student is caught in an act of violation by a coach, advisor or other school personnel.

### **E. Investigation Process**

All allegations of possible student violations of the activities code will be investigated. The student's current coach or advisor, with the assistance of the principal/athletic director, will conduct the investigation. The coach, advisor, and principal/athletic director may use whatever investigative techniques they deem necessary to obtain the facts, so long as they are fair, reasonable, follow due process, and are in compliance with the state and federal laws. The student will be presented with the allegations and given an opportunity to provide a response. If the accused student admits to the violation or if the facts obtained through the investigation cause the principal to conclude that the violation did occur, the student will be given the appropriate penalties. The student and the student's parents will be provided with all of the facts that lead to the decision.

## **VI. Appeal Process**

### First Level:

If the student disagrees with the ruling and/or the assigned penalties imposed by the principal/athletic

director for an activities code violation, the student may appeal the decision to the Athletic Council (Principal, Athletic Director, and all Head Coaches). The appeal shall be submitted in writing to the athletic director within five days from the first day of ineligibility. The request should include the specific nature of the violation and the related facts. If the appeal is to request a modification of the penalties imposed by the principal/athletic director, the reasons why the modification is requested should be stated (new information must be provided). Upon receipt of the written request the athletic director will call and preside over a meeting to include the Athletic Council, the student and the student's parent(s) to discuss the appeal. The Athletic Council's decision will then be provided to the student and parent in writing. In an effort to expedite the appeals process, the athletic director will address this issue within ten working days.

Second Level:

If the student disagrees with the Athletic Council's decision, the student may appeal the activities code violation penalty within 10 working days to the Board of Education in care of the school Superintendent. The appeal shall be submitted in writing and show new evidence. In an effort to expedite the appeals process, a special closed session meeting of the Board will be scheduled on the earliest possible date at which at least four of the Board members (a quorum) are able to be present. The student and the student's parent(s) or guardian may invite other individuals who are testifying on the student's behalf or representing the student at the meeting, if desired. The Board will provide the student with their decision after they deliberate.

Note that during the appeal process, the student is ineligible until the appeal process is finished.

**Suring Middle/High School**  
**Student and Activities Handbook**  
**Agreement Form for 2017-2018 School Year**

The partnership between home and school is essential to your child's success at Suring Middle/High School. These handbooks are intended to be a guide for your family. The policies and procedures are necessary as a means for the teachers/coaches/advisors to educate our students in a positive environment conducive to learning and to provide structure while accommodating for the diverse needs of the children.

We, the following, hereby acknowledge having received a copy of the Suring Middle/High School Student and Activities Handbook. I/we realize that I/we will be responsible for knowing and following procedures and regulations outlined in the handbook. This handbook was handed out in homeroom to be taken home for myself and my parents to read and understand the procedures and regulations of the school. **By signing I signify that I understand the Chromebook agreement, appropriate use of both school and personal technology while at school and participating in school sponsored events, and the school code of conduct.**

Student's Name: \_\_\_\_\_ Student's Signature \_\_\_\_\_

Grade: \_\_\_\_\_ Resource Teacher: \_\_\_\_\_  
(Print Name)

Parent/Guardian's Name: \_\_\_\_\_  
(Print First & Last Name)

Parent/Guardian's Signature: \_\_\_\_\_

**WALKING FIELD TRIP PERMISSION**

As legal parent/guardian, I give my consent for \_\_\_\_\_  
(Student's Name)  
to participate in a walking field trip while attending Suring Middle/High School.

Parent/Guardian's Name: \_\_\_\_\_ Date \_\_\_\_\_  
(Sign First & Last Name)

**DATA DIRECTORY**

As legal parent/guardian, I give my consent for \_\_\_\_\_  
(Student's Name)  
to be photographed or videotaped while participating at Suring Middle/High School. This may include use for class projects, news media, website, district publications, etc.

Parent/Guardian's Name: \_\_\_\_\_ Date \_\_\_\_\_  
(Sign First & Last Name)

***Please turn page over - signature required there also.***  
***Please return this page to school by September 12!***

