

LACONIA HIGH SCHOOL

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2019-2020

STUDENT HANDBOOK

Mission:

The mission of the Rosendale-Brandon School District is to assure that all students acquire the skills, knowledge, and character necessary to become responsible, adaptive, and engaged citizens.

**For safety reasons, NO large book bags
or coats will be allowed in classrooms.**

Introduction

Laconia High School is home to students in grades nine through twelve. These four years are very important in a student's life in regards to preparing him/her for the future. It is a time when students make great strides from adolescence to young adults. We promise you that the faculty and staff at Laconia High School will do their very best to help every child reach his/her full potential and to be the best that he/she can be.

Students are the most important people in our business, and they are not an interruption of our work but the sole purpose of it. Students are deserving of the most courteous and attentive treatment we can give them. They are the future of this and every other institution in society.

The purpose of the Student Handbook is to help students and their families become familiar with the school and expectations by faculty and staff. It will answer many questions or concerns that students and parents may have during the school year. Please read the information carefully and discuss it at home. Parents, if you have any questions or concerns, please call school. Students, if you have questions, ask your parents, teachers, or principal.

LACONIA COLORS Green and Gold

LACONIA MASCOT Spartan

LACONIA SONG 'Hail Laconia'

**We will cheer, cheer for the green and gold,
And we will back the Spartans brave and bold,
So come and sing and cheer for victory,
For our team will win this game.**

Hail to Laconia

Hail to Laconia

Go, Spartans, go

Fight, Spartans, fight

Go, go, go, go, go.

**We will cheer, cheer for the green and gold,
And we will back the Spartans brave and bold,
So come and sing and cheer for victory
For our team will win this game.**

U-RAH-RAH MIGHTY SPARTANS

U-RAH-RAH MIGHTY SPARTANS

U-RAH-RAH MIGHTY SPARTANS

WHERE TO GO WHEN YOU HAVE A PROBLEM . . .

GO TO THE OFFICE IF:

- You have been threatened
- You are having trouble with your locker
- You've lost personal property
- You have an appointment with your doctor or dentist and need to check out of school
- You have damage done to your car while parked at Laconia High School
- You become ill
- You have a health problem

GO TO THE SCHOOL COUNSELOR IF:

- You want help in choosing courses
- You have a personal problem
- You want to know your grades from previous years

COUNSELING DEPARTMENT

Laconia's school counselor is available to meet with students. The overall purpose of the counseling program is to help students make a good adjustment to high school, assist with their school/personal problems, and to help students get the most out of their high school years while preparing them for a future beyond high school. Information about colleges, their requirements, programs, costs and how to apply for admission is handled through the Counseling Department. Students may also obtain information about opportunities in the military service in the counseling office. The financial aid process and information on many scholarships is a part of the counseling function.

NOTICE OF NONDISCRIMINATION POLICY

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1975; and all other Federal, State, school rules, laws, regulations, and policies, the Rosendale-Brandon School District, shall not discriminate because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, or emotional or learning disability.

CASES NOT COVERED BY SPECIFIC RULES

It is understood that the rules and expectations on the following pages are not all inclusive. The administration will take such action as is necessary and not forbidden by law or board policy to insure the discipline and orderly conduct of the school. Action may be taken with any offense which interferes with the orderly conduct of the school or which impairs the usefulness or well being of the school regardless of the existence or nonexistence of a rule covering the offense. All of the regulations that follow are set down in an attempt to maintain the rights of all. Even though a student reaches the age of 18, he or she is still required to follow the rules and regulations as outlined in this handbook.

POLICY 411.1
STUDENT HARASSMENT, INTIMIDATION AND BULLYING

The Rosendale-Brandon School District seeks to provide a learning environment free of any form of harassment, intimidation or bullying toward and between students. Therefore, the District will not tolerate harassment, intimidation or bullying in any form and will take all necessary and appropriate action to eliminate it, up to and including expulsion of the offenders.

“Student harassment” means inappropriate behavior toward students which is unwanted, unwelcome, and repeated and which substantially interferes with a student’s school performance or creates an intimidating, hostile or offensive school environment.

Bullying/Intimidation

Bullying is defined as the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but is not limited to action such as verbal taunts, spreading rumors, name-calling and put-downs, extortion of money or possessions, and exclusion from peer groups within the school. Such conduct based on sex, race, color, religion, gender, sexual orientation, age, national origin, ancestry, creed, disability, military or veteran status, political affiliation, pregnancy, marital or parental status, physical, mental, emotional or learning disability or hardship, or other basis prohibited under state and federal law may contribute to harassment and discrimination in the school environment. Students who engage in any act of bullying at school, at a school function, or in connection to any activity sponsored by the District, or while in route to or from school are subject to disciplinary action in accordance with Board policy, up to and including suspension or expulsion.

It is the responsibility of students, staff and others to help enforce this policy so that these prohibited activities do not occur in District schools. The principals are responsible for disciplining the offenders. The Board believes that when it comes to student discipline, each individual situation needs to be addressed according to the severity of the incident, along with the intellectual and emotional stage of each student as well as all of the relevant facts and circumstances.

Any student, who believes that he/she has been the subject of harassment, intimidation or bullying, or any parents/guardians who believe their child has been subjected to harassment, intimidation or bullying, shall report the matter in accordance with established procedures. There shall be no retaliation against students who file reports under this policy. All reports shall be investigated in a timely manner.

In order to ensure dissemination of this policy, this policy will be included in all student handbooks. Discussion of harassment, intimidation or bullying, shall be included at an age appropriate level through the District’s developmental guidance program. Rules, including the complaint procedure and associated form, will be given to any individual wishing to file a complaint.

REVISED AND APPROVED: October 27, 2014

COMPLAINT PROCEDURES

District contacts for filing complaints include Diane Raue, Laconia High School Principal and Bernie Skupas, Physical Education Teacher, Brandon School.

FORMAL COMPLAINT PROCEDURE

Step 1 A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the district administrator. The district administrator shall send written acknowledgement of receipt of the complaint within 45 day

Step 2 A written determination of the complaint shall be made by the board within 90 days of receipt of the complaint unless the parties agree to an extension of time; appeals under 20 USC s. 1415 and ch. 115, Wis. Stats., relating to the identification, evaluation, educational placement, or the provision of a free appropriate public education of a child with an exceptional educational need shall be resolved through the procedures authorized by ch. 115, sub ch. V, Wis. Stats, Complaints under 20 USC s. 1231 e-3 and 34 CFR ss. 76.780-76-782, commonly referred to as EDGAR complaints, that the state or a sub grantee is violating a federal statute or regulation that applies to a program shall be referred directly to the state superintendent.

Step 3 If a complainant wishes to appeal a negative determination by the board, he/she has the right to appeal the decision to the state superintendent within 30 days of the board's decision. In addition, the complainant may appeal directly to the state superintendent if the board has not provided written acknowledgement within 45 days of receipt of the complaint or made a determination within 90 days of receipt of the written complaint. Appeals should be addressed to: State Superintendent, Wisconsin Department of Public Instruction, 125 South Webster Street, P.O. Box 7841, Madison, WI 53707-7841.

Step 4 Discrimination complaints on some of the above bases may also be filed with the federal government at the Office for Civil Rights, U.S. Department of Education, 111 North Canal Street, Suite 1053, Chicago, IL 60606.

ACADEMICS

FAILURES

Failures in required subjects must be made up by repeating that same course the following year. Failures in elective courses may be made up by selecting an alternate course or by re-taking the course failed. Students should keep in mind that a failure carries '0' honor points, and that all failures must be averaged into the grade point average.

GRADE REPORTS

Laconia sends out grade reports to parents at the end of each quarter. Students and parents can view grades at any time through the Parent/Student Power School Portal on the Laconia website.

GRADUATION REQUIREMENTS

To be eligible for a Laconia High School diploma a student must earn a minimum of 24 credits during the four years of high school including 15 ½ required credits and 8 ½ elective credits.

A credit is earned for successful completion of a course meeting for one class period per school day for one school year or for a learning experience that is the equivalent of such a course. All non-Laconia course work or learning experiences taken for credit must have prior written approval from the principal in order for the student to receive credit.

English	1 credit in Freshmen English in ninth grade
	1 credit in Sophomore English in tenth grade
	1 credit in Junior English or AP English Language & Composition in eleventh grade
	1 credit in Senior English or AP English Literature & Composition in twelfth grade
Social Studies	1/2 credit in Contemporary Social Issues in ninth grade
	1/2 credit in Global Studies in ninth grade
	1 credit in World History or AP European History in tenth grade
	1 credit in U.S. History or AP U.S. History in eleventh grade
	1/2 credit in American Government or 1 credit in AP U.S. Government in twelfth grade
	1/2 credit in Consumer Economics in twelfth grade
Science	1 credit in Biology in ninth grade
	1 credit in tenth grade
	1 credit in eleventh grade
Math	1 credit in ninth grade
	1 credit in tenth grade
	1 credit in eleventh grade
Phy. Ed.	1/2 credit in ninth grade
	1/2 credit in tenth grade
	1/2 credit in eleventh grade

HOMEWORK POLICY

Philosophy: The assigning of homework is an encouraged practice at Laconia High School as long as it is beneficial to students. The intent is to reinforce concepts that have been introduced in the classroom through additional exercises and research. Through this, proficiency in needed skills may be developed and good work habits strengthened, thus helping students prepare for their futures. Therefore, homework is given to provide extended learning opportunities not afforded by limited class time.

Student Guidelines

1. Students should be encouraged to keep assignment notebooks as homework may be given in all classes.
2. Students must recognize the importance of scheduling adequate and effective study time. Homework completion of classroom level, standard quality is an essential part of the learning process.

3. Students must accept as their own responsibility obtaining homework assignments missed due to excused absences.
4. Students should recognize that the sooner missed homework is completed, the better the retention of the subject matter.

INCOMPLETES

All incompletes must be made up within two weeks of the termination of the quarter or semester. If not made up in the specified time, an incomplete automatically becomes a failure. The principal and the teacher involved must agree to any variation of this policy.

SCHEDULE CHANGES

POLICY 343.21

HIGH SCHOOL COURSE CHANGE POLICY STUDENT WITHDRAWAL FROM CLASSES

It is the belief of the Rosendale-Brandon School District that students and parents should give serious consideration when selecting courses. The master schedule is constructed and faculty is assigned classes based on the number of original student course requests during registration. The arbitrary dropping of classes by students may have an adverse effect on class size and may result in a reduction, in some cases, where it becomes impractical economically to operate the class. It is the responsibility of the school to encourage careful and advanced planning for the future, and it is an important task of all schools is to teach students to complete any task which they begin, regardless of the difficulties which may develop.

This policy is created to give high school students and their parent(s) an opportunity to make timely, efficient, and intelligent decisions regarding course selections.

1. Students are provided with available course information including graduation requirements, post-secondary entrance requirements, and course descriptions in order to make an informed decision.
2. Parents give their approval to all courses in which students enroll.
3. Changes to course selections must be completed within 30 days of the original registration.
4. Changes at the beginning of the school year and semester will be limited to errors only, for example, student failed a prerequisite, student failed a required course, student did not complete summer school or insufficient credits.
5. Non-error changes can be made at the beginning of the semester for core classes, for example if a student needs to add an additional credit of math or science. Elective courses may not be changed unless they are affected by a core course change.
6. No changes will be made after the first week of school. Students who are given permission to drop a course after this time period may receive a grade of "F" for each quarter and semester.
7. Individual circumstances will be reviewed on a case-by-case basis with appeals to the principal.

REVISED and APPROVED: 11/21/11

STUDY HALLS

It is the policy of the Rosendale-Brandon School District that high school students shall have at least one and no more than one and one-half study halls per day. Any requests for exceptions to this policy should be directed to the building principal. The principal will make a determination to approve or deny the request.

WITHDRAWAL FROM SCHOOL

A student considering withdrawing from school must discuss this with the school counselor. If he/she decides to withdraw, he/she must make final arrangements with the principal. All fines, fees, and obligations must be taken care of before the withdrawal from school is completed.

GENERAL

ACADEMIC HONESTY--replaces "CHEATING AND PLAGIARISM"

POLICY 443.9

ACADEMIC HONESTY

All school work submitted for the purpose of meeting course requirements must represent the efforts of the individual student. To help maintain an atmosphere of mutual trust and confidence among students and faculty to ensure that each student is judged solely according to his or her own merits, the School District of Rosendale-Brandon has established the following honor code: No School District of Rosendale-Brandon student will unfairly advance his or her own academic performance nor will the student in any way intentionally limit or impede the academic performance or intellectual pursuits of other students of the School District of Rosendale-Brandon community. Any form of academic dishonesty is prohibited.

Academic dishonesty includes, but is not limited to:

- Cheating on a test (giving or receiving unauthorized assistance)
- Forgery
- Copying or stealing another person's work
- Deliberately allowing another person to copy one's own work
- Doing another person's class work
- Plagiarism (using the ideas of another as one's own without acknowledgement of the source)
- Intentionally accessing another's material for the purpose of using it as one's own
- Downloading information from other sources and representing it as one's own
- Unauthorized copying of software
- Unauthorized use of hard copy or software to develop one's own software
- Creating and distributing copies of one's own work so that credit may be claimed by others

Faculty and building administrators will have the responsibility for monitoring the above actions.

It is the responsibility of all certified staff to monitor students' work to avoid any academic dishonesty. The parents shall be contacted by the certified staff member as soon as practicable to report any alleged academic dishonesty on the part of students. Teachers are granted authority, with the direction and advice of their principals to apply a range of academic consequences for violations of this policy. Repeated violations of this policy may result in disciplinary action up to and including removal from class with a grade of F and/or other disciplinary consequences.

All teachers, including teachers teaching the elementary grades, will educate students as to what constitutes academic dishonesty and what is acceptable and unacceptable behavior in our schools. The Academic Honesty policy shall be referenced in such education. A copy of the Academic Honesty policy shall be included in student handbooks.

APPROVED: 4/28/08

ACCIDENTS/DISPENSATION OF MEDICATION

Any accident at school, which causes physical injury, must be reported to the teacher in charge and to the office immediately. Student purchased insurance will be available on an individual basis on request. An accident occurring on a school bus must be reported to the school office and the bus driver. Students are covered in direct travel to and from school, providing the time is within one hour before school is in session and within one hour after school activities cease. All students and their parents will be asked to complete and submit to the office a Registration and Emergency Form at the beginning of each school year. This form will assist the school in deciding what action to take in the event of an emergency or accident. It will also ask for any specific student medical problems of which the school should be aware. In order to facilitate appropriate medical attention and insurance claim processes, we ask that all accidents and/or injuries be reported immediately to a teacher and/or high school office. Students should never let any incident of this nature go unreported to school officials.

When it becomes necessary for a student to take medication prescribed by a physician, the student must have a Medication Authorization and Instruction Form on file. This form is available in the high school office.

Federal and State laws prohibit schools from dispensing any medication, including aspirin or pain relieving products, without written consent of the parent, written dosage, and dispensing instructions signed by the physician. Medication must be given to the school by the parent in its original container having the pharmaceutical label with the student's name, drug, dosage, time to be given, and physician's name. **All medicine must be stored in the office. Students are not to keep medicine, prescription or over the counter, in their locker or on their person.**

ACTIVITY PERIOD

Twice a month activity period runs for nineteen minutes after second period on the last day of the school week. Morning classes are shortened when activity period is scheduled. Clubs and extracurricular groups and classes may conduct meetings during this time. Check the announcements for information concerning activity period.

ADULT EDUCATION

Emancipated adult students will be required to enter into a contract with the school. The contract will include but not be limited to attendance and behavior.

ALARM SYSTEMS

Fire Alarms - When the fire alarm sounds, students must leave the building in an orderly manner. Students should keep close to the corridor wall as they leave the building. All students must move to an area at least fifty yards from the building. The bell will sound when students and staff are to re-enter the building. Each classroom has posted directions near the classroom door for fire drill procedures.

Fire Equipment - Tampering with any fire-fighting or detection equipment is a serious offense as is the unjustified setting off alarms. Violators not only face suspension and/or expulsion from school, but also a referral will be made to the legal authorities too, as this is a violation of State Law Chapter 941 Wisconsin State Statutes.

Severe Weather Drills - Alerts and directions for severe weather drills will be announced over the P.A. system. When the school receives a tornado warning, students will be instructed to move from their classrooms into the designated safety areas. Students will not be permitted to leave school during a severe weather condition unless a parent comes to school; signs a release form, and accompanies the student from school. An 'all clear' announcement will be made over the P.A. system when the danger has passed.

ANNOUNCEMENTS

Announcements will be posted daily on our website by 9:30am. Student groups desiring to have an announcement in the daily announcements must have their items approved and submitted by the advisor in charge of that group. Announcements must be submitted to the main office before 2:00 p.m. the day before the announcement is to be posted.

CLOSED CAMPUS

Laconia High School has a closed campus. This means students are not allowed to leave the building between 8:00am and 3:30pm without permission. This includes during lunch; however, students may eat lunch in the grass area directly in front of school. Students are not permitted to eat food in the carpeted halls or automobiles.

CLOSING OF SCHOOL DUE TO INCLEMENT WEATHER

In the event of a school closing or delay, our Instant Messenger telephone service will call parents. It will also be posted on our website, www.rbsd.12.wi.us as well as on Facebook and/or Twitter for those that follow us.

CO-CURRICULAR ACTIVITIES

A variety of co-curricular activities are available to students. These include, but are not limited to, Academic Bowl, Art Club, Drama Club, FFA, Forensics, Math Team, Solo and Ensemble, SMART Team, Spanish Club, and Student Council

COMMENCEMENT

Only those students who have successfully completed the graduation requirements, paid all fees or fines, and served all detention time by graduation day will be permitted to participate in the ceremony or receive a diploma. **SENIORS: IMPORTANT** - The school will attempt to update all seniors and their parents of the current academic status of seniors regarding fulfillment of the graduation requirements. Students must realize that they share in this responsibility, and they must make an effort to regularly check their status during their senior year.

DANCE GUIDELINES

Organizations requesting a dance must arrange a date for the dance with the principal at least two weeks before the dance date. The sponsoring organization must abide by the following Policy:

POLICY 373

LACONIA HIGH SCHOOL STUDENT DANCES

All authorized school functions require supervision by school personnel, and the following rules and regulations have been developed for the protection and the control of the students:

1. Dances shall end at 11:30 p.m. unless a special time is approved by the principal or assistant to the principal.
2. Doors will be locked one hour after start time. Students will not be allowed to enter the building after this time.
3. Breathalyzers may be used.
4. Only current Laconia High School students are allowed to attend Laconia dances. All other guests need a "Guest Pass."
5. Students currently enrolled at Laconia may request a "Guest Pass."
6. Issuance of guest passes is subject to approval of the principal or assistant to principal.
7. All guest passes must be obtained by 3:30 p.m. Monday prior to the dance.
8. LHS students must supply the name, age and school that their guest is from, before receiving a guest pass.
9. All guests must have a guest pass to enter the dance and be able to produce identification upon request of dance officials.
10. No dance can be held on a day that precedes a school day.
11. Each evening dance must be chaperoned by two sets of parents of the organizations in addition to a minimum of two faculty members (one of each sex).
12. A police officer must be present at all Laconia dances.
13. Smoking and the use or possession of drugs or alcohol will not be allowed on school grounds or in the building.
14. Students will not be allowed to return to the dance after they have left unless an emergency should occur. Arrangements may be arranged with the chaperone.
15. The sponsoring organization must make arrangements for the music and establish the admission fee.
16. Students are responsible for setting up the dance area and for cleaning up after the dance.
17. Clean up must be done prior to school being in session.
18. Dress will be determined by the sponsoring group subject to approval by the principal or

assistant to the principal.

19. Organizations requesting a dance must arrange a dance date with the principal at least two weeks before the dance date.

20. No one younger than grade nine or over the age of 21 may attend Laconia High School dances.

REVISED and APPROVED: 11/21/11

DETENTIONS

Detentions will be assigned by the high school principal or designee and are served on Tuesdays from 7:00 a.m. to 7:55 a.m. and on Wednesdays when someone is able to supervise from 3:35 until 5:30 p.m. In-school suspension or out-of-school suspension may result if a student does not take care of his/her detention time within a month of receiving that detention. **If a student chooses not to show up for assigned detention, the detention time will double for that “missed” detention that must be made up.**

Rules of Detention

1. Detentions begin at 7:00 a.m. on Tuesdays and 3:35 p.m. on Wednesdays. Additional detention time may be given if you arrive after that time.
2. Students should bring study or reading materials to detention.
3. No sleeping or talking.
4. No food or beverages other than water will be allowed in the detention room.
5. Failure to serve detention will result in added disciplinary action.
6. Disruptive behavior in detention will result in disciplinary action by the principal.
7. If a student does not comply with stated rules, he/she will be removed and no credit will be given for the assigned detention.

ELECTRONIC DEVICES

To create and maintain an appropriate learning environment, electronic devices not issued or approved by the district are not permitted for use during the school day. They must be turned off and secured in a locker during the school day. Laser lights are not allowed.

It is the policy of the Rosendale-Brandon School District, that if a student would like to possess a cell phone while on school premises, that student must complete the necessary permission form located in the office. The electronic device may be confiscated for the remainder of the school year if no permit is on file.

Use or possession of such a device is allowed if the school board or its designee determines that the device is used or possessed for medical, school, educational, vocational, or other legitimate

use.

POLICY 443.5

ELECTRONIC COMMUNICATION DEVICES

The Board of Education of the Rosendale-Brandon School District believes that the possession and/or use of electronic communication and laser pointer devices by students in school is potentially disruptive to the educational setting and/or dangerous to others within the school. The Board also believes that electronic communication devices may serve a legitimate purpose in school.

The Rosendale-Brandon School District regulates use or possession of electronic paging devices or two-way communication devices. Permission of a parent/guardian and school administrator is required before use or possession is allowed. Examples of regulated devices include cellular telephones, personal computers, hand-held electronic planners (e.g. Palm Pilot), pagers, two-way radios, and laser pointers.

This rule is in effect while the student is on school premises and/or attending school activities that are held either on or off school premises. School premises include any place which is owned, rented, or under the control of the Rosendale-Brandon School District.

Permission may be granted for the use or possession of an electronic communication device if the principal/designee determines that the device is necessary for a medical, educational, vocational, or other legitimate purpose.

Permission for possession of a regulated device is allowed after an Electronic Communication Device Permit is signed by a parent/guardian, approved by the principal/designee, and on file in the principal's office. The permit will only be valid for the school year in which it was filed. Permitted use may be regulated or restricted due to related District concerns. Examples of District concerns include safety, potential for disruption to educational processes, and security issues related to connecting a personal computer to the District network.

Permission to possess a regulated device is dependent on observing the following rules:

1. The student accepts full responsibility for the security of the device.
2. The Rosendale-Brandon School District does not accept responsibility for lost or stolen devices. Investigation by school officials of loss, theft, or damage will be minimal.
3. The student cannot carry the device during regular school day hours unless the student has written permission from the principal.
4. Student agrees to carry a copy of their permit and present it upon request to any school staff member.
5. The student agrees to use the device only for the purpose that is stated on their written permit.
6. The student agrees that the electronic device will remain turned off except when the student is using the device for the purpose expressly approved via the written permit. This means that the device will not ring, beep, vibrate, buzz or exhibit other displays that indicate that the device

is activated.

7. Use or possession of cell phones with photographic capabilities is not permitted in locker rooms, bathrooms, or other locations where privacy is an issue. Improper use of these devices can result in disciplinary action up to and including expulsion.

Disciplinary procedures regulating possession and/or use of electronic communication devices without permission will be determined by building administration and may include temporary or permanent confiscation of the device. The building administration may involve law enforcement if the device is used for an illegal purpose or for a purpose that causes harm to others.

Students, parents, and faculty will receive annual notice of this rule.

Whenever this policy is revised by the Board of Education, the district administrator/designee shall submit a copy of the revised policy to the State Superintendent of Public Instruction.

REVISED AND APPROVED: 4-19-04

HEALTH ROOM

A student may make use of the health room for purposes of poor health for one class period. If the student is ill longer than a class period, the student should make arrangements through the office to go home ill.

INSTRUCTIONAL MEDIA CENTER (IMC)

The Instructional Media Center (IMC) is designed for students who wish to use its facilities to research materials, complete class work assignments, and to use other library materials of personal interest. Students may get a pass from a teacher only if they have work to do for that particular class, or need to use library resources. Students are expected to be quiet while in the IMC and to follow library rules. Charges will be assessed for damaged or lost materials.

IMC COMPUTER LAB

The Acceptable Use Agreement must be signed and turned in before using the computers. **Computers are to be used for educational purposes only. No games are allowed and no downloading files to the computer.** Students must save work to their Google Drive, not to the computer. All students must have a pass and work to do or they will be asked to return to study hall or to class.

LOCKERS

All students will be assigned a locker. Students are expected to use their assigned locker, take good care of it, and keep it locked when unattended.. The school will not assume responsibility for lost or stolen articles from lockers. Locker combinations are given out at the beginning of the school year for security purposes. Students are responsible for and may be subject to disciplinary action due to the contents found in their locker. Lockers are to be kept neat and clean. Magnets should be used to display items on the inside of the locker. Tape should not be used on any part of the lockers. No ads for alcoholic beverage or pictures of questionable taste will be permitted. The school administrator or teachers have the right to remove such pictures/ads from a locker. Nothing may be placed upon the outside of the locker unless the principal has first approved of it. Students are required to keep their belongings in the locker assigned to them.

Phy-Ed students will also be issued a locker and lock to be used to secure items during phy-ed class.

School officials have the right to inspect lockers. Additionally, school officials may conduct routine inspections of lockers to assure that lockers are clean, orderly, and free of illegal substances. Students are not allowed to put a lock on the locker. Student lockers are the property of the school. The school and its staff retain the right to inspect lockers, announced or unannounced, and to ask for law enforcement assistance in searching lockers if administration or school board requests such assistance.

LOST AND FOUND

The lost and found is in the main office. Students in search of valuables that have not been turned in can advertise in the 'Student Announcements' with principal approval.

NATIONAL HONOR SOCIETY OF LACONIA HIGH SCHOOL Requirements for Membership in the National Honor Society

Membership in the National Honor Society is both an honor and a responsibility. National Honor Society is more than just an honor roll; selection to NHS is a privilege, not a right. Students do not apply for membership in the National Honor Society; instead, they provide information to be used by the local selection committee to support their candidacy for membership. This is not an election, nor is membership automatically granted simply because a student has achieved a specific level of academic performance. NHS emphasizes the four areas of leadership, scholarship, service, and character as qualifications for selection.

Membership in the NHS is a permanent condition unless a student's performance falls below the standards by which he or she was selected.

The national constitution requires that each chapter contact a chapter service project each year. Every member is expected to contribute to this project. Additionally, individual members also have the responsibility to choose an individual service project in another area of involvement in line with their particular talents and interests.

Qualifications

- Membership may be open to qualified sophomores, juniors, and seniors.
- A cumulative GPA of 3.5 is used for determining scholastic eligibility.
- Candidates must have attended the school the equivalent of one semester.
- Candidates will have demonstrated the qualities of leadership, scholarship, service, and character through their school and community involvement.

Inductions

Inductions will take place in the spring of each school year

NON-CUSTODIAL PARENTS

Laconia High School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order, we will provide the non-custodial parent **who requests** it access to the academic records and to other school-related information regarding the child. If there is a court order specifying that no information be given, it is the responsibility

of the custodial parent to provide the school with an official record of the court order.

PARKING AND USE OF AUTOMOBILES

Any student driving a car, motorcycle, or vehicle to school must obtain a registration form from the office, fill it out, and return it to a secretary. Students will receive a 'parking permit' cling-on sticker that is to be displayed in the back driver's side window. Students must have a 'Laconia Parking Permit' issued by the school to park on school grounds during the regular school hours. Students must have proper display of the 'parking permit' or citations will be issues. **STICKERS MUST BE PURCHASED BY THE THIRD MONDAY IN SEPTEMBER.** Student vehicles should be parked in the **PARKING SPACES THAT ARE NOT NUMBERED.** Since district policy requires that all students remain at school throughout the school day, cars may not be driven during the day. This rule applies to the noon period as well as the regular school day. Exceptions occur whenever students properly excused leave during the day. Students should not drive in and out of the parking lot before school. If you drive in, park and leave the car and parking lot area immediately. Students are not allowed to eat their lunches in cars during the noon hour or to sit in the parked cars during that period or any other time during the school day. For safety purposes, students should lock their cars. Any student observed speeding, squealing tires, or committing any other traffic violation in a school zone will be reported to the proper authorities and also may lose the right to drive their car to school for a period no longer than one full semester. Students may only exit school at the Grant Street exit until the buses have left; students may then exit via Hwy 23.

The state law requires all drivers to observe a **15-mph speed limit** on school grounds at all times. Failure to follow the above rules may result in students not being able to take a car on to school grounds. The Rosendale-Brandon School District will not be responsible for damage done to cars or thefts that occur on the Laconia High School parking lot. Even though a fee is required for student parking permits, the student assumes the responsibility for damage or theft that may occur to his/her car.

Snowmobiles are not allowed to be ridden on school grounds. Those wishing to ride a snowmobile to school, should park them off the trail between the park and the east edge of the parking lot.

PASSES

Teachers have been asked to keep student movement to a minimum during class periods. However, there are times when it is necessary for students to move from one area of the building to another. Students must have a pass with signed permission when in the halls and should move promptly to the location to which they are traveling. Students who wish to work with a teacher during a study hall must receive a pass from that teacher in advance and present it to the study hall supervisor. Students who abuse the pass system will lose their pass privileges.

POLICE AND CANINE SERVICES

At the request of the administration the police and police canine units will be used to search areas of the school property including student lockers and automobiles parked on the school lot.

PUBLICATIONS, QUESTIONNAIRES, AND SOLICITATION

Students who have materials and surveys, which they wish to distribute to the student body or in the school district, must have prior authorization of the high school principal. Failure to fulfill this advance approval requirement will result in appropriate disciplinary action. Students may not solicit funds or pledges or sell items without prior written approval from the principal.

SCHOOL INSURANCE

All accidents must be reported to the office immediately. Private student insurance is available to all students. At the beginning of each year students are given information concerning school insurance. This year the school is making available accident insurance through Student Assurance Services Inc., of Stillwater, Minnesota. This plan will provide benefits for medical expenses incurred because of an accident. Students must turn the form and check in to Athletic Director if they wish to take school insurance.

SEARCH AND SEIZURE

In the interest of the welfare of the students and the school community, it may be necessary to search a student or student's property. A school official or his/her designee may conduct the search if they have a reasonable suspicion that the student obtained or has in his/her possession items in violation of school regulations, local ordinance, or state law.

Student lockers are the property of the school. The school and its staff retain the right to inspect lockers, announced or unannounced

SEASON TICKETS

Students may purchase season athletic tickets in the office. Adult season tickets may also be purchased in the office. Season passes are good for all home conference sports events, excluding any WIAA Tournaments or any tournaments hosted by Laconia.

STUDENT COUNCIL

Student Council represents the total student body. The council serves as a medium between the faculty and the student body to promote school activities, to safeguard student rights, to develop student responsibility, initiative, and leadership, and to promote the general welfare of the school.

STUDENT DRESS

A student's appearance has much to do with the way he/she feels about himself/herself. Appearance also affects the way in which students respond to each other, to staff, to their own success and has a great deal to do with the learning atmosphere of the school.

Laconia High School has established the following dress code for students:

- Pants and jeans must fit at the waist and should not be dragging on the ground (sagging not allowed). Belts are required if pants do not fit on the waist.
- Underwear or boxers should not be visible. This includes bra straps.
- No short shorts, skirts, or dresses
- Shirts and blouses must conceal the midriff and cleavage at all times.
- Clothing or other materials may not display gang, sexual, alcohol, tobacco or other drug innuendoes or advertising.
- No tube tops or halter-tops allowed.
- Trench coats are prohibited.
- No type of head covering, hat, bandana, hood, etc. is to be worn in the building during school hours.
- Heavy chain necklaces, spike necklaces, or other inappropriate types of jewelry are prohibited.
- Jackets and sunglasses cannot be worn during the normal school days.
- Footwear must be worn at all times except for approved activities.
- Anything else deemed inappropriate by school administration.

PLEASE WEAR APPAREL THAT IS APPROPRIATE FOR A SCHOOL SETTING.

STUDY HALLS

Students are to abide by the rules that are listed below:

1. Bring study or reading materials.
2. Students may not talk unless the teacher gives permission.
3. No one can leave the study hall without direct permission of the teacher.
4. Students who have passes from authorized personnel may sign out to their respective designated area. The students must present the pass, have a time put on the pass by the supervisor, sign out properly, and proceed to their listed destination.
5. The study hall supervisor will write bathroom passes for emergencies only.

TELEPHONE USE

The office phones are extremely busy and all schools are networked in one phone system. To enable us to keep our lines open for important incoming calls, an office phone is available to the students before school, during snack break, during the student's lunch break and after school only. It is to be used for transportation issues, health issues, appointments, or forgotten items only.

Please note: Students are not allowed to use their cell phones during the school day unless they receive prior approval from administration.

THEFT

All thefts should be reported to the office as soon as possible. The student will be asked to fill out a 'Theft Report'.

TOBACCO PRODUCTS

POLICY 831.1

TOBACCO FREE SCHOOLS

The School Board is dedicated to providing a healthy, comfortable and productive environment for students, staff, spectators and visitors. It is the intention of the District to maintain tobacco-free schools.

- The Board believes that education has a central role in establishing patterns of behavior related to good health and supports classroom-based instruction on tobacco use prevention, including training for teachers whose instructional duties include tobacco use prevention content.

- Students are prohibited from possessing or using tobacco and nicotine products (including electronic cigarettes, nicotine vaporizers/pipes, etc.) at all times in all school buildings, on all school premises, while attending or participating in a District-sponsored function, and at any other time that a student is under the supervision of school district authority.

- All persons other than students are prohibited from using tobacco, electronic cigarettes or other nicotine products not used as part of a smoking cessation program (as defined in state law) at all times in all school buildings, on all school premises, and while attending any District-sponsored function not on District property where the District controls attendance/access to the event or activity. In addition:

- District employees are further prohibited from using such prohibited products in

connection with a District-sponsored function when students are present and the employee is acting in the scope of their employment.

– Authorized agents of the District (e.g., authorized volunteers or chaperones) are further prohibited from using such prohibited products in connection with a District-sponsored activity when students are present and the person is performing their role as an authorized agent of the District.

- Tobacco and nicotine product advertising and promotional products are prohibited on school premises, in school publications, and at all school-sponsored functions. In addition, no student shall be permitted to wear any clothing that depicts, promotes or advertises tobacco or nicotine products (including electronic cigarettes) while on school premises and at school-sponsored functions.

School employees, students and members of the public shall be notified of this policy through such means as student and staff handbooks, school newsletters and posted notices at all school entrances and other prominent locations on school premises.

Violation of the tobacco or nicotine product prohibitions outlined in this policy by students and staff will result in school disciplinary actions. In addition, information about tobacco cessation and related services will be provided to students and staff who violate the policy.

Members of the public who violate the tobacco or nicotine product use prohibitions outlined in this policy will be asked to discontinue such use or leave the premises. Law enforcement officials may be contacted as necessary and appropriate.

Legal References:

Wisconsin Statutes

Section 101.123 [smoking prohibited in enclosed places]

Section 120.12(20) [school board duty to prohibit tobacco use on school premises]

Section 134.66(1)(f) [definition of nicotine product]

Section 139.75(12) [definition of tobacco products]

Federal Laws

Pro-Children Act of 2001 [smoking prohibited in indoor facilities providing education services to children]

REVISED AND APPROVED: August 20, 2018

SUBSTANCE AND ALCOHOL ABUSE

The Rosendale-Brandon School District recognizes that the use of alcohol and other drugs, and the problems associated with it, are becoming increasingly commonplace in our society. The school district recognizes that in many instances a person's misuse or abuse of alcohol and other drugs can lead to the illnesses of alcoholism and other chemical dependencies. However, if the use is identified early and treated, treatment is usually more successful.

Our District also recognizes that the misuse or abuse of alcohol and other drugs often precedes more severe dependencies. At some point an individual's use of alcohol and other drugs may be deemed destructive to himself/herself or others, causing problems in their daily lives. Where the

capacity to make responsible decisions regarding alcohol and other drug use has been reduced or compromised, prompt and appropriate attention can help the vast majority of individuals involved. Our District regards alcohol and their drug abuse, addiction or dependency as it does any other behavioral/medical problem. Our primary purpose is to be helpful, not judgmental in dealing with these problems.

We believe that along with parents and other segments of the community, the school has a role to play in helping students to make responsible decisions about the use of alcohol and drugs. Therefore, the Rosendale-Brandon School District wishes to cooperate with all segments of the community in making the means of assistance available to those individuals who do develop alcohol and other drug related disabilities.

POLICY 443.1

THE PROGRAM OF ASSISTANCE FOR ALCOHOL AND OTHER DRUG ABUSE

I. The Rosendale-Brandon School District recognizes that students often need education and assistance because a person significant to them is affected with chemical dependency or because they require support in their own decisions not to use or abuse alcohol and/or other drugs. Since chemical dependency is frequently preceded by the abuse of alcohol and other drugs, the school system wishes to provide education and assistance to any student displaying the signs of such harmful involvement. The Rosendale-Brandon School District recognizes that chemical use may evolve into chemical dependency, which can be successfully treated if identified early, if appropriate referral to community agencies is made, and if adequate support is afforded those who are in the process of recovery.

II. Thus, the Rosendale-Brandon School District will provide education for the students about the use/abuse of chemicals and the value of wellness. It is the district's goal that students at both elementary and secondary levels be provided a developmentally based curriculum emphasizing wellness, self-esteem, decision-making, peer pressure refusal skills, types, dangers, and effects of mood altering chemicals. In addition, the district wishes to provide opportunities for all employees to continue educating themselves regarding chemical dependency. Efforts will be made to provide to all new staff, as a part of their orientation program, an awareness of alcohol and drug abuse and chemical dependency issues and various related school district policies and procedures.

III. The District AODA coordinator/designee will have available a program of assistance. Students, along with their families, are encouraged to contact the AODA coordinator/designee for resources available.

A. No records of a student's participation in the program will become a part of the permanent record. The fact of a student's participation in the program, including conversations he/she may have with staff members will be held strictly confidential, as required by federal confidentiality regulations and Wisconsin Statute (e.g., 118.25, 118.126).

B. The awareness and support of parents for a student affected by alcohol and other drug abuse and chemical dependency is extremely important. However, where either students or parents do not wish to cooperate in making needed assistance available, the students status in school may have to be re-evaluated, taking into account the best interests of the student, the nature of the problem, and the health, safety, welfare, educational opportunity, and rights of other students and staff.

IV. The Youth Issues Advisory Council

The Rosendale-Brandon School District recognizes that a concerted effort by school and community is necessary in order to effectively address the AODA issues as it affects our youth. Therefore, the district has established Youth Issues Advisory Council to make recommendations and suggestions that provide articulation for a shared, unified school-community approach to AODA. The Youth Issues Advisory Council is made up of a school administrator, school board member, staff members, parents, and district nurse. This Advisory Council will also address Human Growth and Development issues and suicide issues.

V. Publicity

The AODA Policy and Program of Assistance description of the Board of Education of the Rosendale-Brandon Schools shall be printed in student handbooks or other regular communications sent to the students and their parents.

REVISED & APPROVED: 6/27/05

POLICY 443.2

STUDENT ALCOHOL AND OTHER DRUG USE

No student of the Rosendale-Brandon School District shall knowingly possess, use, distribute or be under the influence of alcohol, controlled substances or any other mood altering chemicals while on school property or during school-sponsored activities. The possession, use or distribution of drug paraphernalia, look-alike drugs, non-alcoholic beer/beverages, tobacco products, and/or electronic cigarettes, cigars, tank systems, or any substance misrepresented as alcohol or a mood-altering drug is also prohibited on school property or during school-sponsored activities.

A student may be required to submit to a breath test to determine the presence of alcohol if a school official or law enforcement officer has reasonable suspicion that the student is under the influence of alcohol. Violation of this policy or refusal to submit to a required breath test for the presence of alcohol will result in disciplinary action.

Any student who violates this policy shall be subject to disciplinary action as stated in Rosendale-Brandon School District Policy 443.3, "Student Alcohol and Other Drug Use Policy Violations". Students expelled for drug related incidents may be required to submit to intermittent drug testing as a condition of early reinstatement if the Board of Education orders such testing. The testing would occur through the term of the expulsion order.

Non-expelled students who violate this policy may also be subject to drug testing if the parents, student and district agree in writing. This agreement will include a specific protocol including the timeline for when testing will be discontinued.

Use of prescription or over-the-counter medication in compliance with Board Policy 453.4, "Administration of Medicine to Students", shall not be considered a violation of this policy. Distribution or sale of any prescribed drug on school property or during school-sponsored activities is prohibited.

Smoking and the use of other tobacco products by students are also prohibited on all school property and school sponsored activities.

This policy shall be published annually and distributed to all students of the District.

POLICY 443.3

STUDENT ALCOHOL AND OTHER DRUG USE POLICY VIOLATIONS

Includes Seller, Dealer, Pusher, Distributor and/or Possessor of Alcohol/Drugs

Because of the potential dangers to the student presented by his/her acute intoxication with alcohol or other drugs, students exhibiting evidence of acute intoxication, incapacitation, or a drug overdose in school or at school-sponsored events will be transported under the direction of law enforcement immediately to the local hospital or facility designated to provide detoxification service, followed by notification of parents. Following immediate care, the remainder of this policy will be implemented.

Any student who violates the Student Alcohol and Other Drug Use Policy 443.2 is subject to discipline as follows:

1. FIRST VIOLATION:

Any student who violates the Student Alcohol and Other Drug Use Policy 443.2 for the first time during his or her tenure in the Rosendale-Brandon Schools is subject to the following disciplinary action:

- 1).Suspension from school for up to five (5) school days and/or Board consideration for expulsion, (unless extended pending an expulsion hearing in accordance with state and federal law). Participation in curricular or extra-curricular exercises beyond the school day will be suspended during the suspension period.
- 2) Referral to law enforcement authorities.
- 3) Mandatory pre-expulsion conference with student, parents, building principal.
- 4) The student and his or her parents must participate in and successfully complete counseling by a certified alcohol and/or drug counselor, at parental/student expense, mutually agreed upon with the building principal prior to the start of counseling.
- 5) Written evidence that the student has commenced appropriate counseling must be presented to the building principal within one (1) month of the first day of suspension. Failure to participate in and successfully complete appropriate counseling as described in item number 4 above may result in the commencement of expulsion proceedings.

The building principal retains the authority to pursue the disciplinary measures outlined under the second violation and/or third violation for a first offense if he or she believes the severity of the offense or the circumstances warrant more serious disciplinary action.

2. SECOND VIOLATION:

Any student who violates the Student Alcohol and Other Drug Abuse Policy for the second time

during his or her tenure in the Rosendale-Brandon Schools is subject to the following disciplinary action:

- 1) Suspension from school for up to five (5) school days, and/or Board consideration for expulsion, (unless extended pending an expulsion hearing in accordance with state and federal law). Participation in curricular or extra-curricular exercises beyond the school day will be suspended during the suspension period.
- 2) Referral to law enforcement authorities.
- 3) Mandatory pre-expulsion conference with student, parents, building principal.
- 4) The building principal will decide whether expulsion proceedings will be held in abeyance pending the student's participation in and successful completion of an Alcohol and Other Drug Abuse treatment program as set forth in Option A below or whether the student will be directly referred for expulsion as set forth in Option B below:

Option A – The student must: 1.) Seek and complete an assessment by a certified alcohol or drug abuse treatment center, at parental/student expense, 2.) Demonstrate compliance with the treatment program recommended by the treatment center, 3.) Successfully complete the treatment program and 4.) Agree to enter into a last chance behavioral agreement between the student, and the school administration. Failure of the student to abide by any of the terms set forth above shall result in the initiation of expulsion proceedings pursuant to option B below.

Option B – The student may be recommended by the building principal to the school board for permanent expulsion from the Rosendale-Brandon School District pursuant to Section 120.13 (1)(c) of the Wisconsin Statutes.

3. THIRD VIOLATION:

Any student found to be in violation of the Student Alcohol and Other Drug Use Policy 443.2 for the third time during his or her tenure in the Rosendale-Brandon Schools may be recommended to the school Board for permanent expulsion from the Rosendale-Brandon School District.

4. APPLICATION FOR EARLY READMISSION:

Any student who has been expelled in accordance with this policy may make a written request to the building principal for early re-entry into the Rosendale-Brandon school system. The re-entry process must be initiated administratively by making a request to the building principal who will then involve the District Administrator and School Board. The decision of whether to allow early re-entry is within the sole and exclusive discretion of the School Board. In making this decision, the School Board may consider, as a positive factor, evidence that demonstrates that the student has successfully completed treatment or counseling, at parental/student expense, and has developed an attitude, which indicates that the individual will not again violate the District's Alcohol and Other Drug Abuse Policy. Failure to abide by the aforementioned conditions will result in the immediate expulsion of the student for the time remaining on his or her previously ordered term of expulsion with no privilege of applying for early re-entry.

5. STUDENTS SUBJECT TO DISCIPLINE UNDER THIS POLICY:

A student who owns or operates a vehicle for attendance at school or school-related activities must accept responsibility both for the student's own behavior and for the behavior of others in the vehicle. This responsibility subjects the student to full discipline as set forth herein both for his or

her own violation of the District's Alcohol or Other Drug Abuse Policy and for any violation of the policy committed by others in the vehicle.

The disciplinary actions set forth in this document are guidelines and suggestions only. The Administration and/or the School Board retains full authority to increase, decrease, or in any other way modify any noted penalty as deemed appropriate under the specific circumstances.

REVISED AND APPROVED: July 21, 2008

VISITORS

Visitors, including past students are welcome only if prior arrangement has been made with the staff member being visited. Please remember that classes are in session. We wish to keep disruption to a minimum. For the safety of all, visitors are asked to report to the office immediately upon entering the building and to pick up a badge that will let everyone know she/he has signed in. Persons without this badge may be taken back to the office. Laconia High School does not allow students to bring guests from other schools to class. **A visitor is anyone who is not a regular faculty or staff member or student. This includes volunteers. School aged students are not allowed to visit Laconia students during the school day.**

BELL SCHEDULE

Period 1	8:00 – 8:48
Period 2	8:52 – 9:40
Snack Break	
Period 3	9:52 – 10:40
Period 4	10:44 – 11:32
Period 5A	11:36 – 12:24
A Lunch	11:32 – 12:02
Period 5B	12:06 – 12:54
B Lunch	12:24 – 12:54
Period 6	12:58 – 1:46
Period 7	1:50 – 2:38
Period 8	2:42 – 3:30

EARLY RELEASE SCHEDULE

Period 1	8:00 – 8:33
Period 2	8:37 – 9:10
Snack Break	
Period 3	9:22 – 9:55
Period 4	9:59 – 10:32
Period 6	10:36 – 11:09
Period 7	11:13 – 11:46
Period 5A	11:50 – 12:23
A Lunch	11:46 – 12:16
Period 5B	12:20 – 12:53
B Lunch	12:23 – 12:53

ACTIVITY PERIOD SCHEDULE

Period 1	8:00 – 8:43
Period 2	8:47 – 9:30
Snack Break/Activity Period	9:34 – 9:55
Period 3	9:59 – 10:42
Period 4	10:46 – 11:32
Period 5A	11:36 – 12:24
A Lunch	11:32 – 12:02
Period 5B	12:06 – 12:54
B Lunch	12:24 – 12:54
Period 6	12:58 – 1:46
Period 7	1:50 – 2:38
Period 8	2:42 – 3:30

Period 8 12:57 – 1:30

TWO HOUR DELAY SCHEDULE

Period 1	10:00 – 10:45
Period 2	10:39 – 11:14
Period 3	11:18 – 11:53
Period 4	11:57 – 12:24
Period 5A	12:28 – 12:58
A Lunch	12:24 – 12:58
Period 5B	1:02 – 1:32
B Lunch	12:58 – 1:32

Period 6 1:36 – 2:11
Period 7 2:15 – 2:50

Period 8 2:54 – 3:30

ATTENDANCE

STUDENT ATTENDANCE

The Rosendale-Brandon School District Board of Education believes that regular school attendance is the best way to acquire the instructional continuity necessary for academic achievement. Days missed can never be made up completely since the value of class participation is lost.

POLICY 431

SCHOOL ATTENDANCE AND TRUANCY

COMPULSORY SCHOOL ATTENDANCE SECTION 118.15, WIS. STATUTES

118.15 (1)(A) Any person having under control a child who is between the ages of 6 and 18 years shall cause the child to attend school regularly during the full period and hours that the public school in which the child should be enrolled is in session until the end of the school term, quarter, or semester of the school year in which the child becomes 18 years of age. The child must be in a class, a study hall, or a Board of Education approved activity every period of every school day, except that a parent or guardian may cause their child to be excused if they provide an excuse in writing before the absence. A child so excused is required to complete the course work missed during the absence.

EXCEPTIONS (subparagraphs a-d):

(a): the child has graduated from high school

(b): attendance at a vocational, technical or adult education school, providing the school board has approved and entered into a contract with the vocational school, and providing the child is 16 or older.

(c): a child 16 years or older may enter into a program or curriculum modifications which lead to the child's high school graduation, or to a high school equivalency diploma under 115.29(4).

(d): enrollment in an alternative public school, or program located in the school district in which the child resides..., or a school to work program.

ABSENCES THAT WILL BE EXCUSED WITH APPROVAL FROM PRINCIPAL / ATTENDANCE DIRECTOR

1. **ILLNESS:** Three days or less, under most conditions, child will be readmitted with a written statement from a parent or guardian. If the absence is for more than three days, a written statement from a physician or other licensed professional may be required.

2. **PROFESSIONAL APPOINTMENTS:** Appointments with doctors, dentists, chiropractors, optometrists, or psychologist WHICH HAVE BEEN PREARRANGED AND APPROVED BY

THE ATTENDANCE OFFICER OR PRINCIPAL.

3. **FAMILY EMERGENCIES:** An illness in the immediate family which requires the absence of the student for family responsibilities; farm work on the family farm during planting or harvest.

4. **FUNERALS:** A death in the immediate family or funerals for close relatives, or a close family or personal friend.

5. **RELIGIOUS HOLIDAYS:** Religious holidays/activities will be excused as requested by the parent or guardian in writing.

6. **FAMILY TRIPS:** A child may be excused if traveling with one or both parents, and the **ABSENCE HAS BEEN PREARRANGED**. School days missed should be limited to five or less. **DEER HUNTING** is considered a family trip if accompanied by one or both parents.

7. THE FOLLOWING ABSENCES ARE EXCUSED IF PREARRANGED:

- a. Drivers license tests – one-half day allowed
- b. College visits
- c. Court appearances – as specified on court order, and parent’s note
- d. Military service exams – one day allowed
- e. Approved school activities

ABSENCES THAT WILL BE CONSIDERED UNEXCUSED

An unexcused absence is an absence that has not been classified as “excused” by the principal/attendance director. Missing the school bus, shopping, oversleeping, hair appointments, errands, etc., are examples of the types of absences that will be classified as “unexcused.” Detention time may be assigned for unexcused absences as per District Truancy Policy 431 addendum.

SUSPENSIONS

IN-SCHOOL-SUSPENSIONS

Students are excused, and may make up all work and tests missed, and credit will be given.

OUT-OF-SCHOOL SUSPENSION

Students are excused and upon student request shall be given all work and tests missed. Students may not come on campus to receive their work but may make arrangements with the principal to receive their work. Make-up work is the responsibility of the student.

TRUANCY

Truancy means any absence of part or all of one or more days during which the school attendance officer or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student, and also means intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law.

HABITUAL TRUANT

Means a student who is absent from school without an acceptable excuse for part of or all of five or more days on which school is held during a school semester. The Rosendale-Brandon School District may terminate/deny enrollment of a nonresident student the succeeding semester or school year if the student becomes habitually truant.

ATTENDANCE RESPONSIBILITIES

1. All absences other than illness must be preceded by a written excuse signed by one parent or guardian before the absence occurs. Students should turn the note in to the office and get a “Pre-Excuse” form which should be turned back in to the office after the students’ teachers have signed it. This procedure is to assist the students to have their assignments and will help them to meet expectations of their teachers BEFORE they are absent.

In situations where the absence could not have been anticipated beforehand, a phone call by a parent or guardian to the student’s school will suffice. When a pre-excused absence is not properly obtained, the absence will become an unexcused absence.

2. When a student will not be attending school because of illness, a parent should call the student’s school office between 7:30 and 8:30 a.m. and inform office personnel of the absence. Routine attendance calls to parents (unless the parents called the school) are made daily to parents whose students are absent. Contact with parents by phone establishes the student’s whereabouts and helps insure the safety of our students.

3. Notes must be turned in to the office prior to start of school day.

When a student fails to bring in a note concerning an absence, in situations requiring a note, the absence is not only considered unexcused, but the student will not be allowed any pre-excused absences until the previously mentioned note is brought to school and/or detention time may be assigned.

STUDENTS: (1) Students are required to attend all of their scheduled classes, study halls and lunch periods, unless they have obtained parental permission and a pass approved by the student attendance officer, or designee, to be absent. (2) A student who has been absent, or is anticipating being absent shall provide a written explanation of the absence signed by her/his parent(s) or guardian. (3) Students must always check out and in at the school building office when they leave and return to school. A student must check in immediately upon her/his return to school. (5) Students will have the number of days absent plus one in which to complete make-up work and exams.

POLICY 431

STUDENT ATTENDANCE AND TRUANCY

Addendum Truancy

“Truant” means a pupil who is absent from school without an acceptable excuse for part or all of any day on which school is held during a school semester. Violations of this policy include the following:

* A student that is developing a pattern of arriving to school late.

* A student that decides to leave school before the end of the normal school day.

* If the school attendance secretary speaks with a parent or guardian and they do not excuse their son/daughter from being absent.

This system is intended to deter students from becoming truant on a habitual basis. When the student is faced with a monetary consequence, this will hopefully take care of the matter. Also, if

a student receives two or more citations within a year's time, their driver's license may be taken from them, and if the student does not have a current driver's license, this could prolong them from getting one. Finally, if a parent/guardian knowingly encourages or contributes to the truancy of a minor child, they are also in violation of the ordinance and may be cited by local authorities.

Consequence for Violations

First Offense	Verbal Warning by Principal/Attendance Director and Letter Sent to Parents/Guardian and Detention(s).
Second Offense	Verbal Warning by Principal/Attendance Director and Letter Sent to Parents/Guardian and Detention(s).
Third Offense	Citation will be issued The student's attendance record will be attached to the citation so that information can be reviewed by the Judge along with the "Three Strike Criteria and Offenses". Detention(s) will also be assigned.
Habitual Truant	The Rosendale-Brandon School District may terminate/deny enrollment of a nonresident student the succeeding semester or school year if the student becomes habitually truant.

Bond Amounts for Citations

First Offense	Fine is determined by Fond du Lac County
Second Offense within one year	Fine is determined by Fond du Lac County

REVISED AND APPROVED: November 18, 2014

*When a student is more than five minutes late for a class, a disciplinary referral will be issued. If a student is extremely late (12 minutes or more) for class without a valid excuse, **Truancy Policy 431** will be applied.*

LEAVING SCHOOL

If a student finds it necessary to leave before school is dismissed, the principal or attendance director must excuse him or her. Under no circumstances is a student to leave the school without permission. This includes going into the parking lot. If a student needs to call home because of illness, the student must use the office phone.

TARDINESS

Being on time is an important element of life and school and will be expected of you from all present and future teachers and employers. Everything possible will be done to encourage punctuality. **Late to School** - Report immediately to the office if you are more than 5 minutes late to school. A tardy slip will be issued and marked either excused or unexcused. **Classroom Tardies** - Roll call is taken at the beginning of each class period. You are to be in your assigned seat when the bell sounds for the beginning of classes. In case of tardiness, go directly to the class to which you are late. The teacher is the sole judge of your situation. If you have an emergency between classes, see the principal or your teacher and explain the matter to them. Excessive tardies will

result in detention and/or in-school suspension or out-of- school suspension.

STUDENT CONDUCT

SCHOOL DISCIPLINE PLAN

Students who engage in willful, persistent, and disruptive behavior that interferes with the educational process or engage in hostile personal behavior will be subject to school discipline. A record will be kept of incidents in which a student's classroom or school behavior results in a behavioral referral.

A school cannot function effectively unless students, teachers, and administrators all work toward the same goals. Disruption of learning by disobedience, violence, or acts contrary to school rules, laws, or statute will not be condoned. The individual has a responsibility to behave in a manner that will not interfere with the rights of others.

The school administration is directed by the District Board of Education to maintain a school environment free from distraction and disruption. At the same time, the school administration is delegated the power to make rules to govern student behavior from the Board of Education which receives its authority from State Statutes. The administration specifically reserves the right, on an individual basis, to deviate from the disciplinary action set forth below, when in their sole discretion, it is necessary for the proper and efficient operation of the school. The rules shown below are the foundation for effective disciplinary action.

SUSPENSIONS/EXPULSIONS

(as defined by Wisconsin State Statutes)

If ordinary disciplinary measures are not successful, it may be necessary to take further action through suspension. Suspension from school is a temporary exclusion of a student from class attendance and participation in school functions for misconduct or violation of district rules and regulations. The expulsion is the complete removal of a student from school resulting in the person no longer being a student at Laconia High School. Suspensions may either be in or out of school at the discretion of the administration. Suspensions are considered as excused absences with regular make-up privileges. Students under out-of-school suspension or expulsion from the schools of the Rosendale-Brandon School District are deemed to be unauthorized persons not having permission to be in school buildings or on school grounds.

POLICY 443

STUDENT CONDUCT

Students in the Rosendale-Brandon School District shall be expected to act in such fashion that their behavior will reflect favorably on the individual student and on the school, show consideration for fellow students, and create a harmonious school atmosphere. To accomplish this, each student must recognize individual responsibilities and obligations, and discharge them in accordance with school regulations.

Students are expected to abide by the Code of Conduct and behavior as outlined in the student handbook, and/or as stated in the rules and regulations established by building principals for each school.

All employees shall share responsibility for supervising the behavior of students and for seeing that they meet the standards of conduct established by the building principal. In enforcing rules for

student conduct, staff members shall place particular emphasis upon educating students in the ability to control themselves.

The Rosendale-Brandon School District shall not discriminate in standards and rules of behavior, including student harassment, on the basis of sex, race, color, religion, gender, sexual orientation, age, national origin, ancestry, creed, disability, military or veteran status, political affiliation, pregnancy, marital or parental status, physical, mental, emotional or learning disability or hardship, or other basis prohibited under state and federal law. Discrimination complaints shall be processed in accordance with established procedures.

**LEGAL REF.: Sections 118.13 Wisconsin Statutes
120.13(1)**

PI 9.03(1) of the Wisconsin Administrative Code

CROSS REF.: 411 Rule, Student Discrimination Complaint Procedures

REVISED & APPROVED: October 27, 2014

CODE OF STUDENT CONDUCT

In the Rosendale-Brandon Schools we depend on students to be responsible for their behavior. Everyone makes mistakes; everyone makes poor choices about their behavior from time to time. Accepting responsibility for our actions is part of the process of growing up.

At Laconia High School, we also depend on our students' sense of citizenship, pride in themselves, and pride for the school to govern their behavior rather than creating a long list of regulations for students to follow.

The following is the Board of Education policy called the 'Code of Student Conduct'.

POLICY 446.4

CODE OF STUDENT CONDUCT

STATEMENT OF PRINCIPLE

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

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

But equally important, the District owes its students, as a group, the opportunity to attend school as free as reasonably possible from unnecessary and unwarranted distraction and disruption, particularly by those relatively few students who, for whatever reason, are unwilling, unready or unable to avail themselves of the opportunity for an education. Such behavior, while not

necessarily so serious or pervasive to warrant suspension or expulsion, can be nearly as destructive to the educational environment. Such behavior warrants, at a minimum, that the student be removed temporarily from the class or activity (“short-term removal” or “temporary removal”). Such removal serves the multiple purposes of eliminating, (or minimizing) the disruption, of reinforcing the District’s strong commitment to an appropriate educational environment, and of allowing a “cooling off” period, for disciplinary or other reasons, short of suspension or expulsion.

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

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

1. WHAT ARE THE GROUNDS FOR DISCIPLINARY REMOVAL FROM CLASS? A student may be removed from class for conduct or behavior which (a) violates the District’s policies regarding suspension or expulsion; (b) violates the behavioral rules and expectations set forth in the Student Handbook; (c) is disruptive, dangerous or unruly; (d) which otherwise interferes with the ability of the teacher to teach effectively; or (e) which is incompatible with effective teaching and learning in the class.

Removal is a serious measure, and should not be imposed in an arbitrary, casual or inconsistent manner. Behavioral expectations are always more constructive, and more likely to be followed, where their terms are communicated as clearly as possible to students and staff. However, it is neither possible nor necessary to specify every type of improper or inappropriate behavior, or every inappropriate circumstance, that would justify removal under this Code. A teacher’s primary responsibility is to maintain an appropriate educational environment for the class as a whole. Therefore, notwithstanding the provisions of this Code, in every circumstance the teacher should exercise his or her best judgment in deciding whether it is appropriate to remove a student temporarily from class.

In ordinary circumstances and in practical terms, a teacher’s decision to remove a student temporarily from class will stand. However, there may be circumstances when the building administrator may, exercising his or her discretion, overrule the teacher’s decision to remove the student, and return the student to class.

a) Behavior that violates the District’s policies on suspension and expulsion

The District Policies regarding suspension and expulsion are set forth in 446 and 446.3 Rosendale-Brandon Policies. It should be noted that decisions regarding suspension are made by building administrators, and recommendations for expulsion are made by the District Administration. Thus, a teacher’s decision to remove a student from class for behavior that violates the District’s policies regarding suspension and expulsion may, but does not necessarily mean that the student will also be suspended or expelled.

b) Behavior that violates the behavioral rules and expectations in the Student Handbook The Student Handbook contains behavioral expectations for the individual schools in the District. These rules and expectations are generally explained and discussed with the students near the beginning of each school year. Such discussions should include an explanation of this Code, and the District's policy regarding removal. c) Behavior which is disruptive, dangerous or unruly

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

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

d) Behavior which interferes with the ability of the teacher to teach effectively

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

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

e) Behavior which is inconsistent with class decorum and the ability of others to learn.

In addition, there may be grounds for removal for behavior which, though not necessarily violative of the provisions of (a) through (d) [above], is inconsistent with basic classroom decorum. Such behavior may, in the determination of the teacher, warrant removal because of its

interference with the ability of others to learn effectively. Such behavior may include, without limitation, sleeping in class, blatant inattention, or other overt or passive refusal or inability to engage in class activities.

2. WHAT ARE OTHER, NON-DISCIPLINARY REASONS FOR REMOVAL OF A STUDENT FROM CLASS? In some cases, a teacher may believe that a student should be removed from the class for the good of the student and in the best interests of the class as a whole. Such reasons may, but need not, be disciplinary in nature, and include, for purposes of illustration and without limitation, irreconcilable personality differences or issue between the student and other students, or in rare circumstances, between the student and the teacher.

3. WHO MAY REMOVE A STUDENT FROM CLASS? Any student may be temporarily removed from class under this Code by a teacher of that class. For the purpose of this Code, “student” means any student enrolled in the District, exchange student, or student visitor to the District’s schools.

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

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

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

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

4. WHAT PROCEDURES MUST BE FOLLOWED IN TEMPORARILY REMOVING A STUDENT FROM CLASS? Except where the behavior is extreme, a teacher should generally warn a student that continued misbehavior may lead to temporary removal from class. When the teacher determines that removal is appropriate, the teacher should take one of the following courses of action:

a) instruct the student to the main office for the period of removal. In such case, the teacher should send a note with the student.

b) obtain coverage for the class and escort the student to the main office.

c) seek assistance from the main office or other available staff. When assistance arrives, the teacher or the other adult should accompany the student to the main office.

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

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

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

5. WHERE SHALL STUDENTS BE SENT PENDING, AND DURING SHORT TERM REMOVAL FROM CLASS? Each building administrator shall designate a room or other suitable place where students shall remain during any period of removal from the classroom (the "short-term removal area").

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

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

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

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

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

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

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

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

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

8. WHAT DISCRETION OR FLEXIBILITY IS APPROPRIATE FOR INDIVIDUAL TEACHERS, ADMINISTRATORS, AND SCHOOLS? It is expected that administrators and

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

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

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

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

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

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

10. HOW WILL THIS CODE BE COMMUNICATED TO PARENTS AND STUDENTS? This code will be included in each school's Student Handbook annually.

REVISED and APPROVED: 11/21/16

Listed below are some general responsibilities for all students:

- Follow the school rules
- Respect school property and equipment
- Respect personal property and the rights of others
- Always do your best
- Be clean and neat
- Attend School regularly
- In other words: **Be kind; Be safe; Be responsible**

Offense	Disciplinary Action
1. Use or possession of alcohol, malt beverage or other drugs, appearing to be under the influence of alcohol or other drugs, possessing the paraphernalia associated with drug use, look-alike drugs or look-alike drug paraphernalia, or selling alcohol or other drugs at school or at school-sponsored or related activity.	Action taken can range from suspension to a recommendation for expulsion. Notification will be made to the appropriate drug agency and/or police for a written citation if circumstances warrant. Student will be suspended for three to five days and a recommendation for expulsion may be made for any student found to be exchanging, distributing, selling, giving away, or in possession of mood altering drugs (not) prescribed by a physician (or drug-related paraphernalia with the intention of exchanging, selling, or giving away or look-alikes).
2. Unprovoked Attack	Suspension for up to three days. Possible recommendation for expulsion, notification to police.
3. Intimidation and/or Threats	Detention and/or suspension and/or recommendation for expulsion and referral to authorities.
4. Possession of Weapons (as described by State Statute) on School Grounds. According to State Statute, weapons include but are not limited to BB guns and look-alikes.	Suspension and/or recommendation for expulsion.
5. False Fire Alarm	Suspension for three days. Proper authorities will be informed.
6. Setting a Fire	Suspension for one to three days and/or recommendation for expulsion. Proper authorities will be informed.
7. Assault and/or Battery	Suspension for one to three days. Notification to police and/or recommendation for expulsion.
8. Vandalism	Suspension for one to three days and/or recommendation for expulsion. Proper authorities may be informed. Payment of damage is required.
9. Theft	Possible suspension for one to three days and/or recommendation for expulsion. Restitution is required. Proper authorities will be informed.
10. Disrespect/Insubordination. Every student is expected to comply with reasonable direction or request of staff members.	Detention assigned or possible suspension for one to three days and/or recommendation for expulsion. Every student is expected to comply with reasonable direction or request of staff members.
11. Use or Possession of tobacco and nicotine products (including electronic cigarettes, nicotine vaporizers/pipes, etc.)	1st Offense: Notify parents – Detention assigned. 2nd Offense: One-day suspension. 3rd Offense: Three-day suspension.
12. Use of Obscene or Abusive Language, Profanity, Pervasive Vulgarity, and/or Disorderly Conduct.	Suspension for one to three days and/or recommendation for expulsion and/or notification to police.
13. Improper Display of Affection	1st Offense: Confer with students involved. 2nd Offense: Parental contact. 3rd Offense: One-day suspension.
14. Truancy	The student may be assigned to detention. Failure to serve

	detention will result in suspension. Repeated truancies will result in court referral.
15. Tardiness	1st Offense-3rd Offense (Per Quarter): Warnings by teacher. 4th Offense: Student will be assigned detention. Continued tardiness shall be referred to the attendance director for possible suspension or other necessary corrective measures.
16. Classroom Problems	Will be handled by the teacher. However, if the teacher deems it necessary to refer the student to the office, the problem will be resolved on an individual basis.
17. Gang Activity and/or Problems Associated with Gangs	Three-day suspension and/or recommendation for expulsion.
18. Gross Disobedience, repeated refusal or neglect to obey the rules, continuing disobedience, continuing chronic violation of school rules, which in the opinion of the school has either interfered with rights and safety of the faculty and/or other students or has disrupted students' educational process.	Suspension and or recommendation for expulsion.
19. Set Locker Combinations	The student may be assigned to detention.
20. Dress Code Violation	First Offense: Opportunity to change, turn shirt inside out, etc. Repeated Violations: Out of school suspension. Continued non-compliance will result in referral for expulsion.
21. Possession or use of an electronic communication device (cell phone, I-pod, etc.) during school hours without permission.)	1st Offense: Detention assigned, electronic device confiscated for remainder of the day. 2nd Offense: Detention assigned, electronic device confiscated and returned only to parent/guardian. 3rd Offense: Detention assigned, electronic device confiscated and returned at the end of the school year.
22. Consumption of food or drink (other than clear water) in the classroom or carpeted halls or possession of open containers of food or drink in the classroom or carpeted halls.	Detention assigned
23. Conduct in the corridors, study halls, on campus, and at school-sponsored activities (home or away) is subject to the rules and regulations as stated in Numbers 1 - 22.	Detention, suspension and or recommendation for expulsion.

DUE PROCESS

Prior to out-of-school suspension, the student must be advised of the reason for the proposed suspension and given an opportunity to explain or refute the charge (due process).

APPEAL PROCESS

If the suspension is ordered and if the student suspended is a minor, the parent or guardian shall be given prompt notice of the suspension and the reason. The suspended student or his/her parent or guardian may, within five school days following the commencement of the suspension, have a conference with the superintendent or a person designated by him. If, as a result of the conference,

it is found that the suspension was unfair, unjust, or inappropriate, or that the student suffered undue consequences or penalties as a result of the suspension, reference to the suspension must be expunged from the student's school record and the student given the opportunity to make up any missed work. The finding shall be made within 15 days of the conference. The assignment of in-school suspension will be at the discretion of the administration pending the availability of supervisors.

ASSAULT/BATTERY

(as defined by Wisconsin State Statutes Chapter 940)

The use or threat of physical abuse will not be tolerated at Laconia High School. Students who threaten or harm other students, staff, or visitors face disciplinary action to include suspension, expulsion, and/or referral to authorities.

STUDENT REFERRED TO THE OFFICE

A student who has been excluded from a classroom must report directly to the office and must remain there until permission to leave is granted by the principal or assistant to the principal.

PRE-SCHOOL AND POST-SCHOOL RULES

Due to laws concerning liability of school districts, students are not to enter the building before 7:30 a.m. or remain in the building after 3:45 p.m. Students who have an appointment with a teacher, wish to study after school, or are involved in a school sponsored activity are welcome to be in the school building beyond these times while under the direct supervision of a school employee.

PUBLIC CONDUCT ON SCHOOL PROPERTY

Because of the Rosendale-Brandon School Board's concern for student safety and damage to District property, the following policies will be strictly enforced. Persons violating these policies will be referred to law enforcement officials for prosecution.

POLICY 831

PUBLIC CONDUCT ON SCHOOL PROPERTY

No person on school property shall:

- Injure or threaten to injure the person of another.
- Damage the property of another or of the District.
- Conduct him/herself in such manner as to impede, delay, or otherwise interfere with the orderly conduct of the educational program of the District or any other activity taking place on school property which has been authorized by the Board of Education, district administrator, building principal or other authorized District employee.
- Enter upon any portion of school premises at any time for purposes other than those which are lawful and/or authorized by the Board.
- Violate other rules and regulations adopted by the Board or administration designed to maintain public order on school property.

Individuals who violate this policy are subject to police referral or other legal action. In addition, students who violate this policy will be subject to suspension or expulsion pursuant to the provisions of state law or other appropriate penalties as may be determined. Suspension and expulsion proceedings for students shall be governed by current State statutes.

APPROVED: 10/23/95

POLICY 831.2

WEAPONS ON SCHOOL PREMISES

No person shall possess or use a weapon or look-alike weapon in school buildings on school premises, in a District-owned vehicle or at any school-sponsored function or event.

A weapon is defined as a firearm (loaded or unloaded), knife, razor, martial arts device, explosive device, metal knuckle or any other object, which is used or intended to be used to inflict bodily harm. According to current State Statutes a look-alike weapon is defined as a toy gun, water gun, nonworking replica of a weapon, cap gun, popper, war souvenir or any other object which could reasonably be mistaken for an actual weapon regardless of whether it is manufactured for that purpose.

The following are two exceptions to this policy:

1. Weapons under the control of law enforcement personnel; and
2. Weapons that are registered and handled in a legal manner for the purpose of education as authorized by the principal.

Weapons or look-alike weapons confiscated from a student shall be reported to parents/guardians and to law enforcement authorities, and disciplinary measures shall include a written record of the immediate suspension and referral at the principal's discretion to the Board of Education for possible expulsion from school.

Employees violating this policy shall be disciplined in accordance with employee policies and bargaining agreements and shall be referred to law enforcement officials for prosecution.

Any other person violating this policy shall be referred to law enforcement officials for prosecution.

This policy shall be published annually in all District student and staff handbooks.

CROSS REF.: Policy 446.3, Expulsion and Suspension of Students Current Employee Agreements

APPROVED: 10/23/95

DANGEROUS ITEMS

(as defined in Wisconsin State Statutes)

For obvious reasons firearms, military devices, explosives, smoke or fire producing items, knives, or other weapons should never be brought to school or on the bus. If a student wishes to use such an item for a class project or demonstration, he/she must obtain authorization from the principal in advance. Violation of the above policy will result in severe disciplinary action, and possible expulsion. Violators will also be referred to the proper legal authorities.

POLICY 860

VISITORS TO THE SCHOOL

The School Board believes that there are many potential benefits that can result from increased interaction with families and the public and, therefore, encourages parents and other community members to visit the District's schools. At the same time, the Board has a legitimate interest in avoiding disruption to the educational process, protecting the safety and welfare of the students

and staff, and protecting the District's facilities and equipment from misuse or vandalism. A balance must be achieved between the potential benefits and risks associated with the presence of visitors in school buildings. Achieving the desired balance will lead to increased parent involvement, a better understanding of how the school district operates and the challenges facing the school district, and an increased sense of collaboration and cooperation between the community and the schools.

Building principals shall have the authority to determine which visits are to be permitted as well as the discretion to set any appropriate conditions on the nature and extent of such visits. In exercising their discretion, the principals shall consider the purpose of the visit, the impact of the visitor's presence, and the relationship of any visitor to the students.

Since the building principal is responsible for helping ensure the safety of all persons in the school and for maintaining a school environment conducive to learning, all visitors must report to the school office for a visitor's pass before going anywhere in the building or on school property during the school day. The school day is defined as 7:30 a.m. through 4:00 p.m. The building principal may designate exceptions to the requirement to visitors report and register in the school office in connection with dropping off / picking up their child, a school performance, assembly, or similar event that is open to members of the community and that occurs during the school day. The superintendent or designee may also authorize other exceptions.

For purposes of this policy, any person other than a district student or a district employee who is present on school premises is regarded as a visitor. Visitors may include parents / guardians of students, school board members, school volunteers, invited speakers, vendors, representatives of the news media, students not enrolled in or attending courses in the Rosendale-Brandon School District, interested citizens, etc.

It is prohibited, except as herein provided, for any person, between the hours of 10 p.m. and 6 a.m., to enter into and remain on any public school grounds within the school district without obtaining a written permit/facilities use agreement from the school principal or district administrator/designee. Such permit/agreement shall authorized the holder thereof to conduct school authorized business on the school grounds for a given period of time on the date as designated within the permit. School board members, school employees, and personal performing work for the school shall be exempt from this permit requirement.

State law specifically prohibits registered sex offenders from being on public school premises unless they have notified the District Administrator or designee of the date, time and place of their visit to school premises, or they fall under one of the exceptions to providing such school administrator notification outlined in state law. "School premises" include any school building, grounds, recreation area or athletic field or any other property owned, used or operated for school administration. It is the responsibility of the registered sex offender to provide the required school administrator notification. After receiving the required prior notification, the District Administrator or designee shall determine whether the registered sex offender will be allowed to be present on school premises for the proposed purpose or event and determine any conditions that may be placed on such permission for the safety of other persons present in the school environment.

School personnel shall seek to assure that parents and other visitors are welcomed in an appropriate and courteous manner and that sincere efforts are made to provide them with such information and assistance as may be needed to foster a cooperative relationship between home, school and the community.

All visitors to the schools shall comply at all times with District policies and school rules. The building principal may exclude any visitor from school premises if he/she fails to comply with District policies and school rules, is disruptive to the educational process, threatens the health and safety of students, staff and others at school, or damages school property. Law enforcement authorities may be called if necessary.

Legal References:

Wisconsin Statutes

Section 118.07(4) [school safety plans]

Section 120.12(1) [school board duty; care, control and management of school district property]

Section 120.13(35) [school board power; authority to set rules governing individuals' presence in school buildings]

Section 120.44(2) [school board powers and duties; unified school districts – include this reference only if classified as a unified school district]

Section 121.02(1)(i) [school district standard; provide safe and healthful facilities]

Section 301.475 [sex offender's presence on school premises; school administrator notification required]

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