

LACONIA HIGH SCHOOL

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2020-2021

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.

PLEASE REFER TO THE ROSENDALE-BRANDON SCHOOL DISTRICT POLICY BOOK FOR ANY POLICIES REFERENCED IN THIS HANDBOOK.

BULLYING/HARASSMENT

POLICY 411.1 STUDENT HARASSMENT, INTIMIDATION AND BULLYING

COMPLAINT PROCEDURES

District contacts for filing complaints include Jessica Sinor-Vane, Director of Pupil Services 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 taking a credit recovery course in summer school or 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

Notices will be sent to parents at the end of each quarter when report cards are ready for viewing online. 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, tenth, and 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

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/CHEATING/PLAGIARISM

POLICY 443.9 ACADEMIC HONESTY

ACCIDENTS

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.

ACTIVITY PERIOD

Twice a month activity period runs for nineteen minutes after the 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. 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.

BELL SCHEDULES

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

ACTIVITY PERIOD SCHEDULE

Period 1	8:00 – 8:43
Period 2	8:47 – 9:30
Snack Break/ <i>Activity Period</i>	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

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
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

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.

See also [POLICY 345.62 - COMMENCEMENT CEREMONIES](#)

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 373 LACONIA HIGH SCHOOL STUDENT DANCES](#)

DETENTIONS

Detentions will be assigned by the high school principal or designee and are served on Mondays from 3:35 p.m. to 5:30 p.m. and Tuesdays from 7:00 a.m. to 7:55 a.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 3:35 p.m. on Mondays and 7:00 a.m. on Tuesdays. 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

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 beverages 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.

MEDICATION

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.**

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 a proper display of the 'parking permit' or citations will be issued. **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. Upon entering the lot, students should legally 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.

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](#)

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 the 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

The District Dress Code applies to all schools in the Rosendale-Brandon School District, grades 4K - 12.

Allowable Dress & Grooming

- Students must wear clothing including both a shirt with pants/skirt/shorts, or the equivalent and shoes.
- Clothing must have fabric in the front and on the sides.
- Clothing must cover undergarments, excluding bra straps.
- Hats/head coverings are allowed only for special events as approved by administration.
- Clothing must be suitable for all scheduled classroom activities.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Non-Allowable Dress & Grooming

- Clothing may not depict, imply, advertise or advocate the use of products not legally available to minors.
- Clothing may not depict pornography, nudity or sexual acts.
- Fabric covering all private parts must not be see through.

- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
- Clothing, including gang identifiers, must not threaten the health or safety of any other student or staff.
- Student attire or grooming may not threaten the health or safety of any other person.

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.

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

See [POLICY 831.1 TOBACCO FREE SCHOOLS.](#)

SUBSTANCE AND ALCOHOL ABUSE

See [POLICY 443.1 THE PROGRAM OF ASSISTANCE FOR ALCOHOL AND OTHER DRUG ABUSE](#)

See also [POLICY 443.2 STUDENT ALCOHOL AND OTHER DRUG USE](#)

See also [POLICY 443.3 STUDENT ALCOHOL AND OTHER DRUG USE POLICY VIOLATIONS](#)

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.**

See also [POLICY 860 VISITORS TO THE SCHOOL](#)

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](#)

See also [ADDENDUM 431 TRUANCY](#)

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

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.

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**

[POLICY 443 STUDENT CONDUCT](#)

See also [POLICY 446.4 CODE OF STUDENT CONDUCT](#)

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 831.2 WEAPONS ON SCHOOL PREMISES](#)

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.

[POLICY 447 STUDENT DISCIPLINE](#)

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 up 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.	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: Suspension for one day 2nd Offense: Suspension for two days and parent conference 3rd Offense: Suspension for up to five days and parent conference. Police may be notified at any point.
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 truanancies 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. 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.
21. Consumption of food or drink (other than clear water) in the classroom or carpeted halls.	The student may be assigned to detention.
22. 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 - 21.	Detention, suspension and or recommendation for expulsion.

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 447.3 STUDENT DISCIPLINE, SUSPENSIONS AND EXPULSIONS

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.