

# PHS Student Handbook 2019-20

Welcome From Your Principal

Welcome to Portage High School. It is my desire that your expectations are fulfilled and your experience at PHS helps move you towards hopes and dreams you have for the future. If you have any questions, suggestions or concerns, don't hesitate to stop by the office to visit with me. I am here to help you on your journey through high school.

The beginning of this handbook should be read carefully. Ask questions if any expectations seem unclear. Use it as a reference during school where needed. I look forward to sharing new experiences at PHS with you this year. Our goal at PHS is to help you leave us as a graduate College and/or Career Ready. Have a great school year.

*Joshua Sween*  
Principal

## Daily Schedule

Period 1	7:50 - 8:45
Period 2	8:50 - 9:40
Period 3	9:45-10:35
Period 4	10:40-11:30
Period 5	11:30-12:00 LUNCH;      12:05-12:55 CLASS
Period 5	11:35-12:25 CLASS;      12:25-12:55 LUNCH
Period 6	1:00-1:50
Period 7	1:55-2:45
Advisory	2:50-3:15

## PORTAGE HIGH SCHOOL 2019-20 CALENDAR

*(Subject to change. Always check the website calendar.)*

Aug 15	PHS Registration 10-6pm School Pictures taken this day
Aug 28	Open House 4:00-6pm
Sept 3	First Day of School for <b>freshmen only</b>
Sept 4	First Day of School for <b>ALL students</b>
Sept 14/15	Marching Band Competition
Sept 21/22	Marching Band Competition
Sept 30-Oct 5	HOMECOMING WEEK
Oct 4	Homecoming parade 2:00pm
Oct 5	Homecoming Dance 8-11
Oct 11	FBLA Fall Leadership Lab (Rookie)
Oct 15	Immunization 30 day compliance deadline
Oct 19/20	State Marching Band competition
Oct 23	Career Morning at PHS
Oct 24-25	NO SCHOOL Fall Break
Nov 1	Cabaret Practice
Nov 2,3	Cabaret
Nov 4	Winter Sports Meeting 6pm
Nov 7	Parent Conferences 4-7pm

Nov 8 Veteran Program @ 2pm  
 Nov 8 End of first 9 weeks-athletic grade check  
 Nov 10-12 FBLA Wisconsin Fall Leadership Conference (Veteran)  
 Nov 11 District Staff Inservice Day - NO SCHOOL FOR STUDENTS  
 Nov 13 Student Council Blood Drive at PHS  
 Nov 22-24 PHS Play  
 Nov 27-29 NO SCHOOL - Thanksgiving Break  
 Nov 28 Marching band in Holiday Parade  
 Dec 5 Holiday Band Concert  
 Dec 12 Holiday Choir Concert  
 Dec 23-Jan 1 NO SCHOOL - Winter Break  
 Jan 2 School Resumes  
 Jan 4 Local scholarship applications available  
 Jan 22-24 Final exams  
 Jan 27 District Staff Inservice Day - NO SCHOOL FOR STUDENTS  
 Jan 28 9<sup>th</sup> Grade Parent Orientation & Course Fair  
 Feb 1 FBLA Regionals  
 Feb 17 Spanish National Honor Society Induction 6pm  
 Feb 22 Student Council/GSA Winter Formal 8-11pm  
 Feb 24 District Staff Inservice Day - NO SCHOOL FOR STUDENTS  
 Feb 24 German National Honor Society Induction 6pm  
 Feb 29 Solo Ensemble  
 Mar 2 Spring Sports Parent Meeting 6:00pm  
 Mar 3 ACT - Juniors only at school - Late start for 9-10-12th graders  
 Mar 5 Mid-Winter Band Concert  
 Mar 7 MARSH MADNESS 6-9pm  
 Mar 10 NHS Inductions 6:30pm  
 Mar 11 Student Council Blood Drive  
 Mar 12 \*New Targeted Parent Teacher Conferences - 9th and 10th invited  
 Mar 13 End of 3<sup>rd</sup> 9 weeks – athletic grade check  
 Mar 16-20 NO SCHOOL - Spring Break  
 Mar 24 Choir Concert 7pm (small choir)  
 Mar 25 Astronomy/AP Bio trip to Chicago  
 Mar 26 Choir Concert 7pm (large choir)  
 March 29-31 FBLA State in Madison  
 April 4 Jazz Cabaret  
 April 16-19 MUSICAL  
 April 10 NO SCHOOL  
 April 22 & 23 Aspire 9<sup>th</sup> and 10<sup>th</sup> grade window & 10th grade Forward Social Studies Exam - Late Start 11:30  
 April 23 Physics trip to Great America  
 April 25 State Solo Ensemble  
 April 26 Top Scholar Event in Oregon 2pm  
 May 2 Prom hosted by the Junior Class in P.H.S. gym 9-12

May 4-15	AP Exams in all AP subjects
May 4	Awards Night - 7:00 p.m. Presentation of scholarships
May 7	Spring Band Concert
May 14	Spring Choir Concert
May 24,28,29	Final Exams for Seniors
May 25	NO SCHOOL MEMORIAL DAY- Band in Memorial Day Parade
June 4	Graduation practice 9-11; Walk the Halls in elementary schools 11-1
June 5	GRADUATION 7:30pm
June 6	Canal Days Parade; PROJECT GRADUATION 9pm
June 9-11	Final Exams for 9-11*
June 11	LAST DAY OF SCHOOL FOR STUDENTS *

\*This last day includes all snow day make-ups. Should we have less snow days, we will be out of school earlier and will adjust finals schedule. This will be determined in the spring of 2020.

### Academic Integrity

Portage High School is committed to academic excellence. It is expected that all school work submitted for the purpose of meeting course or class requirements represents the original efforts of the individual student. Grades and academic achievement should reflect one's own efforts.

As part of our commitment to maintaining high academic standards, Portage High School teachers will educate our students about the consequences, both professional and academic, of cheating and plagiarism. Staff at PHS have the option to use the school's selected software program to verify the authenticity of a writing sample.

**Cheating on Assessments** will be defined as, but not limited to:

1. Copying from others (i.e., passing off someone else's work as your own personal work).
2. Having or using notes, formulas or other information without the approval of the teacher.
3. The unauthorized use of an electronic device to send, store or obtain information.
4. Completing an assessment for another student, or permitting someone else to complete the assessment for you.
5. Providing or receiving information about all or part of a test, quiz, or exam, including answers.
6. Gaining or providing unauthorized access to examination materials.

***Note:** Simply having possession of any prohibited or unauthorized information or device, whether it is used or not, during a test, quiz, or exam, is an act of academic dishonesty and will be treated as cheating.*

**Plagiarism:** is using the works, data or ideas of another, including electronic information, as one's own without acknowledging the source. Plagiarized work can be written, creative, or oral.

1. Plagiarism is defined as, but not limited to:
  1. Using the services of a commercial term paper company.
  2. Using the services of another student or adult.
  3. Copying part or all of another person's paper and submitting it as your own.
  4. Using the ideas from another person, written resource, or the internet and presenting them as your own. (This includes using another source and putting it in your own words without citing the source.)
  5. Turning in an assignment for credit that has already been awarded credit in another class (self-plagiarism)
2. Making up data for an experiment ("fudging data").
3. Citing nonexistent sources (articles, books, etc.) or sources that were not actually used to complete the assignment.

## **Other Types of Academic Dishonesty:**

1. Deceiving a teacher to get special consideration.
2. Failing to promptly stop work on an exam when the time allocated has elapsed.
3. Forging a signature.
4. Any other type of misrepresentation that is deemed by staff as academic dishonesty.
5. Sharing work with others.
6. Directly editing another student's work
7. Allowing another student to view finished or previously submitted and/or graded work without teacher approval

*Note: Attempted academic dishonesty, even if unsuccessful, will be treated as academic dishonesty.*

## **CONSEQUENCES:**

### **First Offense:**

*(NOTE: Depending on the seriousness of the incident, student may immediately move to the Second Offense consequences.)*

1. The teacher will explain the infraction and consequences to the student and his/her parent(s) or legal guardian(s).
2. A behavioral referral will be sent to administration and meeting will be held.
3. A reminder will be given to the student(s) regarding the policy and the consequences of subsequent infractions.
4. The teacher has the option to:
  - assign partial or no credit;
  - assign an alternate assignment;
  - or assign a combination of partial credit and an alternate assignment.

### **Second Offense (in any single class or combination of classes):**

1. The teacher will refer the incident to administration for documentation and disciplinary action.
2. The administrator will set up a conference to include the parents, student, administrator, teacher(s) and counselor to explain the infraction and the consequences.
3. Coaches/Advisors will be notified of a violation of the Co-Curricular Code of Conduct and those consequences would apply.
4. The student(s) will receive a "0" on the assignment and the term grade will reflect this score.
5. A reminder will be given to the student(s) of the policy and the consequences of subsequent infractions.
6. For a student who receives two documented incidents of Academic Dishonesty within the same school year, the following consequences will be considered by the school personnel:
  - Removal from Honors Study Hall
  - Loss of Open Campus privileges
  - Loss of school evening event(s) following the incident
  - Loss of privilege to have an electronic device (cell phone, ChromeBook, etc.) used in the incident
  - Loss of eligibility for Honor Roll
  - Loss of eligibility for or removal from National Honor Society
  - Loss of eligibility for consideration of acknowledgment or awards related to grades (including local scholarships distributed through the High School Scholarship Committee)
  - Removal of honor cords typically worn during the graduation ceremony

*(One year after the infraction, students may qualify for review and may earn back some of his/her privileges.)*

### **Consequences for Three or More Offenses**

Students who cheat or plagiarize more than twice in a single class will receive a failing grade in the course in addition to receiving disciplinary consequences.

### **Adding/Dropping Courses**

Once a student requests a course, a series of commitments on the part of the school is made. Courses offered will depend on enrollment requests. A minimum number of students must request a course before the course will be offered. When a course is dropped, the student may select another course in its place. Course selection, therefore, is extremely important and should be considered as much a commitment on the part of the student as the school.

**Schedule changes will only be made if one of the following criteria is met and must be completed within the first 5 days of the semester:**

- The student needs a course to meet career, graduation or college admission requirements.
- The student must repeat a course due to a failure.
- The student does not meet the prerequisite for a currently scheduled course.

No requests will be honored for change of lunch hours or teachers. In extenuating circumstances, teacher changes will be made but only with the principal's approval.

Students registering for year-long classes including AP classes, are expected to remain in those classes for the entire school year. Exceptions at the beginning of the second semester in January may be made if all the following conditions have been met:

- A student has turned in all homework assignments and taken all the tests.
- She/he has sought extra help during the semester before or after school.
- A parent/teacher conference has taken place to discuss this concern.
- In spite of these efforts, the student has a D or F at the end of the first semester.

*\*exceptions to these policies may be made at principal discretion.*

Students need to take responsibility for their own education. If a student is having problems in a particular class, the student should contact the teacher to discuss possible solutions. After working with the teacher for a period of time but not improving, parents/guardians should contact the teacher directly. If resolution is not being reached, the student or parent should contact the counselor for additional assistance.

### **Full Time Student Status**

All students are required to carry seven (7) instructional classes per day per semester and a minimum of 7 credits per year to be considered a full time student. All course options must be exhausted to fill open periods.

### **Online Courses**

Online courses are one option to make-up lost credit. Student must obtain prior approval from the principal or designee in order to enroll in an online course.

To be included in credits counted for graduation, online grades/transcripts must be received in the counseling office by May 25<sup>th</sup>. Seniors should plan to complete and mail all online lessons by May 15<sup>th</sup> in order to guarantee getting the test graded and the grade reported to PHS by May 25<sup>th</sup>.

### **Grade Improvement**

A student may retake a course to improve the grade in that course with administrative and counselor approval. The student will not receive dual credit, however; GPA will be calculated based on the completion of the second course. Transcripts will reflect all courses taken by the student.

### **Advisory**

Advisory is held at the end of the day. **All students will have a daily Advisory.** Advisory is a group of 9th-12th graders who stay with the same teacher all four years. During this 30-minute daily Advisory students will have weekly grade and attendance checks and work on a variety of study skills, digital citizenship activities and time to study. Those who qualify for Honors Study Hall, (students with a 3.5 GPA or higher the previous semester with good behavior and attendance habits), may have other options during this time. Those are spelled out on the Honors Study Hall document.

1. Students must bring sufficient study materials to productively occupy their time. Sleeping is not considered an appropriate activity in Advisory.
2. When students wish to use the labs or see a teacher they must have a prearranged pass from the teacher or the teacher in charge of the facility they need to use.

Students with three or more prime classes have the option for a study hall within their schedule and must carry a minimum of 6 credits. To qualify they need to be on track to graduate and have a GPA of 3.0. or better. **Seniors with both Prime Study Hall and Honors Advisory can only check out once per day.**

### **Alcohol, Tobacco and Drugs**

Alcohol, Tobacco, Electronic Vaporization devices and products and Drugs are prohibited on school grounds by all students, regardless of age.

Wisconsin statute 125.07(1) prohibits anyone under the age of 21 from procuring, seeking to procure, knowingly possessing, or consuming intoxicating liquor. School board policy follows this law, and also prohibits being under the influence of alcoholic beverages while involved in school activities.

Wisconsin statute 48.983 prohibits anyone under the age of 18 from possessing cigarettes or tobacco products. School board policy follows this law. Wisconsin statute 120.12(20) also prohibits use of any tobacco products on school grounds or at school events, regardless of age.

Wisconsin statute 961.41(3G) prohibits use or possession of controlled substances. School board policy follows this law. Violators of these laws and policies will be disciplined by the school district according to the existing policies, and will also be referred to the police for further action where appropriate.

Wisconsin statute 118.29 requires school districts to obtain written consent from parent/legal guardian and prescriber in order to administer medication to a student. Limited exceptions to this statute exist for certain emergency medications. Students shall not share medication/drugs, or possess medications/drugs without proper documentation to the school office.

Should a student be found under the influence of drugs or alcohol during the school day and are enrolled in a class which presents the possibility of harm to self or others, the student will be placed in an alternative course the remainder of the semester. They will receive credit based on the ending date of the course. Tech Ed classes where students use power tools and other potentially dangerous equipment would be an example of a class this would apply. Other classes will be addressed on a case by case basis.

### **Articles Prohibited in School**

Problems arise each year because some students bring articles, which are hazards to the safety of others or interfere in some way with school procedure. Such items as alcoholic beverages, drugs, medication without proper documentation, drug paraphernalia, tobacco products of any type, juuling device, any vaping device (e-cigarette), tobacco-related products, matches, lighters, laser pens, shocker instrument, toy guns, water pistols, water balloons, pea shooters, pepper gas or mace, sling shots, knives, guns, any type of weapons or toys which look like weapons, ammunition, etc. are

prohibited. They will be confiscated, and are cause for disciplinary action. Students bringing a weapon to school or using or threatening to use a weapon will be recommended for expulsion. Firecrackers, smoke bombs, stink bombs, cap guns, starting fires, etc. are also prohibited and are cause for disciplinary action. Any articles related in any way to gang activities, symbols, or functions are prohibited.

### Assemblies

Assemblies are a part of the curriculum and are designed to be educational as well as entertaining experiences. Courtesy demands that the student body be considerate, respectful, and appreciative. In live entertainment, performers are very conscious of the audience. Use of electronic devices, talking, whispering, whistling, and stamping of feet are discourteous. Yelling is appropriate only at pep assemblies. Students who leave during an assembly will be considered truant. Assemblies are considered an educational extension of the classroom. No backpacks or cell phones should be brought to them.

### Attendance Policy

All students, parents and staff of the Portage Community School District must comply with Wisconsin's compulsory attendance law (s. 118.15). Regular school attendance is one of the most important elements of school success and is a critical part of the school record each student is establishing. Schools cannot properly educate students, and employers will not hire workers, who do not attend regularly.

**IT IS THE RESPONSIBILITY OF PARENTS/ GUARDIANS (AND 18-YEAR-OLD STUDENTS WHO HAVE SIGNED THE FORM TO CONTROL ACCESS TO THEIR RECORDS) TO DO ONE OF THE FOLLOWING:**

1. TELEPHONE THE HIGH SCHOOL OFFICE (742-8545) BEFORE 8:00 A.M. ON THE DAY OF AN ABSENCE TO REPORT THE STUDENT'S ABSENCE AND THE REASON FOR IT.
2. SEND A NOTE UPON THEIR RETURN TO SCHOOL, VERIFYING THE REASON FOR THE ABSENCE. Without the telephone call to the school by 8:00 a.m., the absence will be marked as unexcused or truant until the parent (or 18-year-old student) talks to the assistant principal or designee to clarify the absence. The parent or 18 year old student will have **three (3) days** to call or bring a note to excuse the absences or the student will be truant. **After 3 days they will not be excused unless an administrative exception is made.** Phone calls and notes do not automatically result in an excused absence! Each absence will be evaluated by school officials to determine if it will be excused or not. By School Board action, the following reasons for absence are the only ones which are accepted as excused :
  - A. Illness on the part of the student (doctor's excuse may be required).
  - B. Medical, eye, dental, and driver's exam appointments if properly prearranged.
  - C. Death or serious illness in the immediate family.
  - D. Family vacations, with an advanced absence form completed and approved by the high school office **in advance.**
  - E. Absence resulting from confidential problems or emergency situations, with request submitted, explained, and approved (in advance, when possible).
  - F. Approved campus visits (see Counseling section), school trips and co-curricular activities.
  - G. Varsity team members attending state tournament in the sport in which they participate, with prior approval.

**A student shall not be excused more than ten (10) days in a school year. After the 10 days of absence, the student may be required to provide documentation from a doctor or other health care professional, a probation officer or social worker, police officer or judge in order to be excused. Wisconsin State Statute 118.15**

**The following absences are examples of those which are not excused by parental excuses once a student is beyond the 10 days state law allows for: 1.) skipping, 2.) working, 3.) oversleeping, 4.) car trouble, 5.) babysitting, 6.) haircuts, 7.) missing classes for senior pictures and, 8.) advanced absence requests not properly submitted to the office in a timely manner.** Students not in school for the entire school day may not participate in co-curricular activities such as athletic contests, practices, concerts, and dances, unless the absence is pre-arranged with a principal.

Absences without legal excuse are not and cannot, under state law (s. 118.16) be considered justified and excusable and may be considered truancy. Truancy includes leaving school during the day without checking out through the high school office, and missing all or part of a day or an individual class period without legal excuse and proper advance arrangements. All students are required to attend every scheduled class, study hall, and other scheduled activities.

Truancy is an absence from a class, a study hall, or an assembly without a legitimate excuse. Habitual truancy is a violation of Wisconsin state law, and requires referral to court authorities. Consequences for habitual truancy may include a fine and a driver's license suspension. This consequence may be repeated several times during the school year if the problem with truancy continues.

Remember ... all students leaving the building during school hours must receive office permission to sign out to be excused. This includes ill students leaving during the day. The office will contact the parent or the individual designated on the emergency card before an ill student may leave school. All else is considered unexcused or truancy.

### Attendance Procedures

#### A. TARDINESS

1. When late to school in the morning a student will sign in at the attendance window before going to class if a parent/guardian has called a student in. When late to class other times during the day, students should report directly to class where they will be marked tardy. On the 4th tardy to the same class, the student will be issued a lunch detention. On the 6th tardy and each subsequent tardy, regardless of the class, the student will be issued a lunch detention. Excessive tardies will result in administrative intervention.

If the student is delayed by a teacher or the office, he or she should obtain a pass from the person detaining him/her. If a student is 15 minutes or more late to a class, he or she will be considered absent from that class unless the student has a note or phone call from a parent, and/or a doctor's note/official documentation, excusing that student.

#### B. ABSENCES

On the 2nd unexcused absence, regardless of the class, the student will receive a lunch detention. On the 3rd and subsequent unexcused absences, the student will receive a lunch detention and administrative intervention.

1. Students who have not been called in for an absence need to bring a note to the office upon their return or **within three (3) school days** of the absence.
2. Students may not leave the school building (except during their lunch period) without permission from the office.
3. Advanced absences: Any absences which are known in advance are to be turned in to the office at least 24 hours prior to the date and time of the absence. These will be approved or disapproved by the administration.

#### C. TRUANCY POLICY

1. Period Absences - Single or sporadic absences from a class, advisory, intervention period, homeroom, study hall, assembly, meeting, or any other required period during the day
  - a. On the 2nd unexcused absence, regardless of the class, the student will receive a lunch detention. On the 3rd and subsequent unexcused absences, the student will receive a lunch detention and administrative intervention.
2. Full- Day Absences - Student is absent for the majority of the school day
  - a. Parents will be notified either through the main office or INFINITE CAMPUS when a student is absent for the day
  - b. After 8 absences (excused or unexcused) a letter notifying parents that the amount of absences is approaching the 10-days
  - c. After 10 days, a meeting of parent/guardian, students, administration and other school staff, as needed, will be scheduled. This may be in-person, conference call, or through video conferencing.

- d. After 10 days, a the parent/guardian will be required to provide documentation from a doctor or other health care professional, a probation officer or social worker, police officer or judge in order to be excused.
- e. Continued unexcused absences may result in the student being referred for an individual truancy citation to the Portage Police Department. Truancy citations are issued to the student. Once a truancy citation is issued, a new citation will be issued every 10 days the student is absent. After 3 citations are given to a student from the Portage Police Department, the parents/ guardians may be issued a citation as well (“Contributing to the truancy of a minor”)

### **Notes:**

1. All detentions must be served within 24 hours from when it was assigned, unless otherwise cleared by Portage High School Administration.

### **Attire for School**

Students who dress properly and have a neat appearance contribute to positive school morale and good discipline. Dress/grooming styles that create a disruption of the learning process or which endanger the health and safety of students, especially in laboratories and/or shops, must be avoided. Students who violate this section will be asked to change their clothing or may be subject to disciplinary action. **Listed below are examples of items, which are deemed inappropriate for a school environment and are not allowed; however the list is not exhaustive. Appropriateness will be determined by Administration.**

- Clothing that does not provide adequate coverage. All students must be covered from mid-thigh to top of chest. (Ex. Excessively short shorts, crop tops, shirts with sleeves cut off to the waist with no shirt underneath)
- Tops or dresses that are strapless (except when worn to school dances). Spaghetti straps will be accepted **IF** there is adequate coverage with minimal cleavage showing.
- See through-Lace-mesh tops are only permissible if worn with an appropriate shirt underneath.
- Clothing with beer, alcohol, drugs or tobacco advertising, look alikes or logos or reference to their use, language in poor taste, obscenities, racial or gender slurs, sexual innuendo, sexually suggestive pictures on them or any graphics suggestive of violence.
- Any clothing that is ripped, torn, or cut more than two inches below the armpit, or is excessively soiled or dirty.
- Any apparel, jewelry, chains, styles, or accessories, which commonly depict gang membership. This includes any apparel with gang symbols written on them.
- Pants/shorts that are excessively sagging below waist line.
- Makeup or hair styles which are disruptive to the educational process
- Hats, bandanas, headbands, skull caps, caps and other headwear, sunglasses, bulky coats, may be worn on the way to or from school, but must be kept in your locker during the school day.
- Slippers and pajamas

### **Behavior and Discipline**

These are addressed in the discipline and attendance sections. Topics such as dismissal from class, suspension, expulsion, drugs, alcohol, and tobacco are included. Students are responsible for understanding and following these policies.

### **Bulletins and Announcements**

Notices of club meetings, athletic or social events, and general information for the day are posted daily. Pupils seeking special announcements must have them approved by their advisor and a principal. Announcements are run on the television in the commons during the day. Posters must be pre-approved by a principal and hung on designated boards.

## **Bully Policy**

The Portage Community School District shall strive to provide a safe, secure, and respectful learning environment for all students in school buildings, on school buses, and at school sponsored activities. Bullying has a harmful social, physical, psychological, and academic impact on the bullies, the victims, and the bystanders. The district will consistently and vigorously address bullying so that there is no disruption to the learning environment and learning process.

### **PROHIBITION**

Bullying behavior is prohibited in all schools, buildings, busses, property and educational environments including any vehicle owned, leased, or used by the school district. Educational environments include, but are not limited to, every activity under school supervision. Virtual, online environments are also included.

### **DEFINITION**

Bullying is deliberate or intentional behavior, using words or actions, intended to cause fear, intimidation, or harm. Bullying may be, but is not always, repeated behavior and typically involves an imbalance of power of some kind (e.g. physical, social, etc.) between the bully and their victim. The behavior may be motivated by an actual or perceived distinguishing characteristic such as, but not limited to: age, color, national origin, race, religion, gender, gender identity/expression, sexual orientation, physical attributes, physical or mental ability or disability, social or family status.

### **Bullying behavior can be:**

1. Physical (e.g. assault, hitting, kicking, theft)
2. Verbal (e.g. threatening or intimidating language, name calling, racist remarks)
3. Indirect (e.g. spreading cruel rumors, social exclusion and isolation, using technology in a hurtful manner – electronic aggression commonly referred to as cyber bullying). Cyber bullying includes, but is not limited to, the use of e-mail, instant messages, text messages, digital pictures or images, cell phones, social networking, or website postings to threaten, harass, or intimidate the victim.
4. Although bullying behavior can involve actions by adults as well as youth, this particular policy only addresses behavior by students or other youth on school property or at school.

### **PROCEDURES for REPORTING/RETALIATION**

It is the responsibility of all school staff members, students, and concerned individuals who observe or become aware of acts of bullying to report these acts confidentially to a school staff member or administrator designated by the Board of Education to be a recipient of such reports. All such reports, either verbal or in writing, are to be taken seriously and a clear account of the incident is to be documented. There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

### **PROCEDURES for INVESTIGATING REPORTS of BULLYING**

An investigation by the building principal or designee to determine the facts will take place in a timely manner to verify the validity of the report and the severity of the reported behavior. Parents and/or guardians of the students involved will be notified that a report has been made and the findings of the investigation. The district shall keep the complaint confidential to the extent permitted by law for both the accused and the accuser, until such time as the misconduct is confirmed and sanctions are imposed.

### **SANCTIONS and SUPPORTS**

If it is determined that a student participated in bullying behavior in violation of the policy, the principal or assistant principal or dean of students may take disciplinary action including suspension, and/or referral to law enforcement officials for possible legal action as appropriate. District employees are expected to report incidents that may fall under the provisions of this policy to administrative staff for investigation.

### **DISCLOSURE and PUBLIC REPORTING**

The policy will be annually distributed to all students enrolled in the school district, their parents and/or guardians, and employees. It will also be distributed to organizations in the community that use property belonging to the district for activities that involve students. The school district will also provide a copy of the policy to any person who requests it. Records will be maintained on the number and types of reports made and sanctions imposed for incidents found to be in

violation of the bullying policy. An annual summary report shall be prepared and presented to the School Board that includes

trends in bullying behavior and recommendations on how to further reduce bullying behavior.

Bullying and Harassment Reporting form is available online under STUDENT heading.

### **Campus Visits**

Students may be excused from classes to visit colleges during their last semester of junior year and both semesters of their senior year under the following conditions:

1. Not more than two days in a row may be used for this purpose (special arrangements may be made for out-of-state-schools).
2. Visits must be a part of the decision-making process.
3. Students must complete a “Pre-excused absence form” prior to visit.
4. After the visit, students must provide a letter of verification of visit from the college.
5. Students must adhere to all advance makeup regulations.

**NOTE:** Students are encouraged to utilize this privilege early in the school year. Failure to follow the above regulations will be cause for the absence to be classified as unexcused or truant.

### **Cell Phone Use**

PHS is 1:1 with Chromebooks. Except in a rare occasion, cell phones are not needed as a tool in the classroom and present a distraction to students. **Cell phones or other personal electronic devices are NOT allowed in the classroom.**

Students understand that they do not have to bring their phone to school but if they do, they agree to the following policies related to cell phone use at Portage High School.

Students may use cell phones before school, during passing time, lunch time, in the ICenter if the student has Prime Study Hall , during Honors Study Hall in the commons, and after school.

#### **When use of cell phones is permitted, students may not use their cell phones:**

- In the restrooms or locker rooms
- and/or social media apps to initiate or perpetuate any types of bullying or harassment.
- To obtain any audio or video of other students without their express permission.
- To show, view, or record any actions that would elicit a school disruption

Students using their phones inappropriately will 1) be required to delete the photo, video or audio recording and 2) have their phones confiscated and picked up by the parent. Refusal to turn over a phone will result in disciplinary action.

Consequences: 1st Offense: Students phone is sent to the office for parent pick up at end of the day.

2nd Offense: Parent or Guardian must pick phone up from office at the end of the day AND student must place phone in office for the next five (5) school days.

3rd Offense and thereafter: Parent must pick phone up from office at the end of the day and student must place phone in office for the next twenty (20) school days.

### **Ceremonies**

Graduation Ceremony Participation

Participation in the graduation ceremony and class picnic shall be reserved for those senior students who have:

1. Met all the graduation requirements outlined by Board Policy
2. Attended school at least 90% of the school days/class periods in the second semester of their senior year. The principal may waive this for good and sufficient reason (extended illness with medical excuse, family emergency, etc...)
3. Participated in practice for graduation and abides by the rules for participation in the ceremony established by the principal (free from the influence/use of drugs and alcohol, proper dress, etc...)

**Junior Prom**

Participation in Prom is reserved for a Junior student and guest. The guest must be a current high school student or must have graduated from high school within the last two years. Non-PHS students must be pre-approved with a guest form. In order to attend prom, you must be in good standing behaviorally and with attendance.

**Credits (Math)**

1. Credits in Middle School for Algebra and Geometry are considered elective credits for the high school transcript. They do not count towards the three (3) credits required for the math graduation requirement.
2. Students are expected to take a math course their first two (2) years and may choose their 3<sup>rd</sup> credit of math their junior or senior year.
3. Other information on credits can be found in the Course Handbook.

**CHROMEBOOKS  
PHS NO DEVICE PROCEDURES**

\*updated 1/17/19

	<u>Classroom</u>	<u>Device</u>
1st Time	No classroom penalty	Loaner from iCenter. (2 loaners per semester)
2nd Time	<b>Teacher</b> will give student a warning	Use 2nd loaner from iCenter, share with another student, use classroom desktop, or use loaner from classroom/department.
3rd Time	<b>Teacher</b> will assign a classroom detention. (before or after school or during lunch if they have same lunch as teacher)  <b>Teacher</b> will make parent notification indicating student is coming habitually unprepared for class. (call or email)	Share with another student, use classroom desktop, or use loaner from classroom/department.
4th Time	<b>Teacher</b> will issue a lunch detention in ALC and notify supervisor of the student who must serve it.  <b>Teacher</b> will notify iCenter of the 4th time violation.  <b>iCenter</b> will contact student for visual check of Chromebook and complete behavior referral if Chromebook is not brought in.	Share with another student, use classroom desktop, or use loaner from classroom/department.
5th Time	<b>Teacher</b> will complete a <a href="#">Behavior Referral</a> . Administration will issue consequence and make parent contact.	Share with another student, use classroom desktop, or use loaner from classroom/department.

### Civil Rights

The Portage Community School District does not discriminate against any person on the basis of race, creed, sex, national origin, handicap, age, or political affiliation. For information or complaints regarding discrimination contact:

Current Administrator

Director of Pupil Services  
305 East Slifer Street  
Portage, WI 53901

Title IX Coordinator  
"Gender Equity"  
&  
504 Coordinator

Mr. Matt Paulsen  
6-12 Director of Teaching and Learning  
305 E. Slifer Street  
Portage, WI 53901

### Co-curricular Activities

Co-curricular activities enrich the curriculum of the school by making available a variety of activities in which students may participate. Students have the opportunity to join various sports, clubs, and groups during the year. Students may request new clubs and activities if at least 15 students are interested, a faculty sponsor is available, and space and facilities can be provided. A form for "New Clubs" is available in the office and must be turned in by June 1 prior to the start of the next school year to be in the schedule.

The co-curricular code applies to all co-curricular activities (clubs, sports, etc.): students are expected to follow it in all such activities, and the advisors will enforce the code during all such activities. Students must have a signed co-curricular form on file in order to participate in any co-curricular activity.

**If a student wishes to attend a dance or event, he/she must be in attendance the full day of the event or have an administrator approved absence.**

### Communication Electronic Devices

The Portage Community School District recognizes the value electronic communication devices (ECD) add to the educational experience of all students in grades 9-12. The use of Electronic Communication Devices (ECD) includes, but is not limited to laptops, netbooks, Chromebooks, mp3 players, tablet devices, and cell phones. These devices may not:

1. Disrupt the education process in the school district
2. Endanger the health or safety of any student or anyone else
3. Invade the rights of others at school
4. Involve illegal or prohibited conduct of any kind

Due to student confidentiality, listening devices, "walkie-talkie" type devices, and/or making audio recordings on school premises is prohibited without permission of the school principal.

Students may possess electronic communication devices while on school premises, which includes any place owned, rented, or under the control of the Portage Community School District. Possession or use of any ECD by a student is a privilege, which may be forfeited by anyone who fails to abide by district policy. Use of ECD for taking photos or recording video is prohibited unless approved in advance by the building administration. Use of ECD is prohibited in locker rooms, dressing rooms, bathrooms, or other locations where individuals can reasonably expect privacy. Violators may be subject to discipline and/or expulsion.

Students should not expect privacy if they choose to bring and use their personal cell phone at school. School administration reserves the right, with reasonable suspicion of violation of school rules, to search students' personal cell phones.

Use of ECD in the classroom, in areas being used to conduct instruction or on school trips are at the discretion of the teacher, coach, sponsor, chaperone, or any school staff member acting in an official or unofficial supervisory capacity. Use of such devices by students is to be determined by the instructor.

With these devices, students will have access to the district's wireless filtered internet. This access is for educational purposes only. The user experience will vary depending on the device used. Students using devices with cell-network capabilities will be expected to abide by the same guidelines as district-owned devices.

Sharing a password, using another's password, using another's device, printing without permission, or inappropriate technology use are all technology violations. Theft, hacking, vandalism, or using technology to harass others are a severe infraction and will be dealt with accordingly.

Technical support will not be provided for personal devices. The student must take full responsibility for setting up and maintaining the device. Students are responsible for ensuring their ECD have virus protection and are free of any viruses or other files that may affect the district network.

Students who bring in electronic wireless devices do so at their own risk. The Portage Community School District shall not be responsible for the safety, security, loss, or damage of personal electronic devices that students choose to bring to school. The Portage Community School District does not provide personal property insurance for any personally owned wireless communication devices.

All ECD and their users must follow the policies in the district's Internet Safety and Acceptable Use Policy. Any and all activity may be monitored when the devices are used on school property. Violations of this policy will result in the loss of network access, confiscation of the device, disciplinary action, and/or other consequences as deemed appropriate by district administration.

### **Detention**

Students may be assigned detention by the office or by any member of the faculty for undesirable patterns of attendance, tardiness, or conduct, as well as other disciplinary problems. Students assigned to detention are to report to the room designated on the detention notice at the time given and for the number of days assigned. Each student must bring study materials and cooperate with the detention supervisor. Any student who breaks the regulations of the detention period may be suspended or be assigned additional consequences.

### **Directory Information**

Information such as student's name, address, telephone listing, birth date and place, major field of study, participation in sports and activities, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and the name of the school most recently attended by the student shall be considered public information and may be released to appropriate persons and media unless parents or adult students refuse the release, in writing of their own initiation. Parents have 14 days from the first day of school to indicate their refusal in writing.

### **Dismissal from Class**

If sent from a room by a teacher, report immediately to ALC or the office as directed by the teacher. Student will meet with administration and is encouraged to resolve issue with that teacher. Continued problems may result in parent conferences, or suspensions.

### **Drills**

Student and staff safety is critical. Being prepared for an event requires that we periodically have safety drills: Fire and Tornado drills, Hold and Lockdown drills, and Reunification drills. These do not occur on a regular basis as to disrupt the educational process but are important. They are part of the Portage Community Schools Safety Plan and under the direction of the District Safety Committee who works closely with law enforcement and the fire department. A fire evacuation plan is posted in each room. Students should be familiar with the plan in each of their classrooms. When the fire alarm sounds, students will immediately and quietly leave the building in single file. The first students to reach an outside door are to hold it open until the building is empty. Students are to be at least 100 feet away from the building until the signal to reenter is given by a principal or authorized representative.

Fire drills at regular intervals are required by law and are an important safety precaution (s.118.07). Students will be suspended and/or referred to appropriate authorities for a class A misdemeanor for interfering with the school's fire fighting equipment (s.941.12) or intentionally setting off a false alarm (s.941.13). Students will be referred to the police for interfering or causing a disruption during any emergency evacuation procedure.

### **Eighteen Year-Old Students**

Eighteen-year-old students who have signed the form to act as an independent adult in matters such as school records are still subject to all the rules and policies of the district and the high school. Failure to follow these rules and policies will result in disciplinary actions as specified in the handbook and as deemed appropriate for the offense by the administration.

### **Food Service Program**

The Portage Community School District participates in the National School Lunch Program. Meals are served every school day and may be available free or at a reduced rate to eligible students. Contact the food service office at John Muir for information and criteria on free and reduced lunches.

In the event that a student requires special meals based on religious, medical or other requirements, the parents may contact the Food Service Coordinator who is located at John Muir Elementary.

Students will need to use their personalized pin to eat in all food service lines. Students will not be allowed to charge their lunch. Money will be collected from 7:30 a.m. to 7:55 a.m. No student will be allowed to share funds in an account with, or transfer lunch money to, a non-family student. Students purchasing ala carte items and on free or reduced lunch will need to have money in their accounts before making purchases. Graduating seniors will not be given a refund on unused money.

Please take time to clean up after yourself.

The commons rules are simple and few:

1. Keep chairs, tables, and floor clean.
2. Deposit all lunch litter in wastebaskets.
3. Return all trays, glasses and utensils to the dish washing area.
4. Do not cause disturbances; follow all school rules.

### **Gender and Sexuality**

**Gender Neutral Bathroom:** Students are welcome to request a key to the gender neutral bathroom (located in the athletic hallway). They are permitted to use it as a locker room as well for PE class and extracurricular sports.

**Sports Teams:** By Wisconsin Law, students are allowed to join the team of their gender (ex. Trans female allowed on girl's volleyball team) regardless of hormones/ medical aspects of transition. They should be treated with the same respect as any of their cisgender teammates.

**Name Change:** If a transgender/nonbinary student changes their birth name, staff will note the change for attendance and refer to them by their chosen name. Students may request an email name change in the iCenter, a new student ID, and a name change in Infinite Campus will be noted as "nickname" until a legal change is made.. Official school records cannot be changed unless the legal name change has been approved through the court.

**Pronoun Policy:** Teachers/staff should use a student's correct pronouns and avoid purposeful misgendering/harassment based on their identity. All students have the right to be addressed by their correct pronouns.

**Equity Statement:** All students have the right to feel safe enough in Portage High School to learn and feel welcome to participate in clubs/extracurriculars without fear of discrimination.

**Harassment Form:** All students have access to report other students harassing them on the all-access bullying form located under the student heading of the school website. The bullying form is anonymous, and encourages us to make the school a safer, kinder, and more accepting space to everyone.

**Outing:** Students reserve the right to contain their gender and sexual identities within school grounds. Parental contact is not necessary to validate their identity; parents will not be consulted to "confirm" gender or sexuality out of respect to and for the safety of the student, as an unsupportive home environment could endanger the student. Outing by other students will be addressed by administration.

### **Grading Policy**

Teachers will post grades within one week of collection of assignment. The following grading system and guide will be used to give a measure of the quality of work of a student.

<b>Letter Grade</b>	<b>%</b>	<b>General explanation</b>
A+	98-100	EXCELLENT. Is making outstanding progress; displays unusual interest, originality and initiative; excellent quality.
A	95-97	
A-	93-94	
B+	90-92	ABOVE AVERAGE. Very good progress; displays above average effort; does very good work; good study habits.
B	87-89	
B-	85-86	
C+	82-84	AVERAGE. Is making good progress; makes a response on definitely assigned work; is developing satisfactory study habits.
C	79-81	
C-	77-78	
D+	75-76	BELOW AVERAGE. Needs to improve; more effort needed; should improve study habits & daily work; should do required work more thoroughly.
D	72-74	
D-	70-71	
F	0-69	FAILURE. Is making unsatisfactory progress; displays little effort to achieve; lacks interest, work is too poor to justify passing.

**PASS/FAIL** is used as a form of grading independent study, youth apprenticeship, and with some IEP's or special circumstances.

**INCOMPLETE.** Indicates assigned work has not been completed. Refer to the attendance policy-for details on makeup work.

### **Grading Scale Including Weighted Grades**

Portage High School employs a weighted grading system which is derived from a basic 4 point scale. All courses in the curriculum are categorized into one of three groups:

**REGULAR:** These classes are aimed at the majority of students; the grade point value is slightly higher than that of the same letter grade for BASIC courses.

**PRIME:** These classes are designed to challenge the more capable students; they are generally upper level courses, taken by college-bound students. Grade point values are higher than the same letter grades for BASIC or REGULAR courses.

### **Hallway Behavior**

Since the hallways are quite crowded at times, students are expected to maintain proper behavior to ensure a safe environment. Running, pushing, yelling, hitting, swearing, etc. are unacceptable.

### **Hall Passes**

Students are not permitted in the halls during class periods unless they are with a teacher, have a valid green pass or a teacher bathroom pass. Only one student's name may be on a pass.

### **Harassment Complaint Procedure**

Students who believe they are victims of harassment by another student, employee, or volunteer may contact a teacher, counselor, principal, or gender equity coordinator. To ensure consistency in handling complaints, any contacts received by teachers or counselors will be referred to the assistant principals or principal who will act as a mediator. The District will respect the confidentiality of the complaint and the individuals against whom the complaint is made, consistent with the District's legal obligations and the necessity to investigate allegations of harassment and to take disciplinary action when appropriate. The steps that will be followed are outlined in school board policy. PHS will follow the City of Portage Ordinance No. 13-007, Section 46-34 in regards to harassing or obscene telephone calls and electronic communication device use.

### **Homework**

Homework is an integral part of each student's education, and each student is expected to spend some time beyond class on study related to that class. How much time each student must spend depends on how well organized he/she is, how well he/she uses study halls, and how well he/she manages time. The purpose of homework is to provide students the opportunity to practice and reinforce what was learned in class and may or may not be counted toward the final grade.

The staff and administration acknowledge that teacher flexibility within the classroom is needed to meet the needs of our students. Each teacher will develop a homework policy and share the policy in writing with their students during the first week of each new class. Late homework/assignments are assignments not turned in by a specified due date or work not completed within the guidelines specified in the Late Work section of the handbook.

### Honor Rolls

To identify our outstanding students, and to give them a well-deserved pat on the back, we have designated the following honor rolls, which are generally published after each semester in the local newspapers:

Principal's List	4.000 GPA and above
High Honor Roll	3.500 to 3.999 GPA
Honor Roll	3.000 to 3.499 GPA

### Immunization Requirements (Wisconsin State Stat 252.04)

Per the Wisconsin Student Immunization Law, state statute 252.04 and administrative code DHS 144.

Age/Grade	Number of Doses			
<b>Grade 9 through 12</b>	4 DTP/DTaP/DT/Td	1 Tdap	4 Polio	3 Hep B

2 MMR 2 Varicella\* Varicella vaccine is chickenpox vaccine. A history of chickenpox disease or laboratory evidence of immunity to varicella is also acceptable.

Immunization waivers may be completed for health reasons (signed by physician) or for religious or personal reasons (signed by parent/legal guardian) and must list the specific immunizations waived. Immunization information is due to the school nurse no later than the 30<sup>th</sup> school day.

**Students not compliant with immunizations may be excluded from school.**

### i Center

The iCenter is a collaborative learning space. Opportunities are provided for critical thinking, independent inquiries, to participate and collaborate with others, and to seek information for personal learning with access to quality print collections, technologies, and tools.

Online resources, databases, audio and digital books and other digital media are available in addition to traditional books, magazines, and newspapers. In addition to our flexible learning space, our virtual resources are available 24/7.

The iCenter is open from 7:30 a.m. until 4:00 p.m. Monday through Friday. Our staff is available throughout the day to assist with your learning needs.

#### **iLearners are:**

On task

Considerate

Respectful

Inquire and Innovate @ the iCenter!

### Late Work Policy

Students are expected to turn in assignments on the **DUE DATE** (the date upon which the assignment is expected to be submitted to the teacher in complete, final format.) Teachers will accept late work until the assignment has been graded and returned (this becomes the DEADLINE DATE – the final date upon which an assignment, in final, complete format, will be accepted by the teacher). Once the assignment has been graded and returned, it will no longer be accepted.

Teachers will provide a one step grade reduction (example C to C-) to late work. Additionally, Late Work will not be accepted the last week of the formal grading period unless circumstances warrant it with administrative approval.

## Law Enforcement Guidelines

### Interviewing Students:

1. Law Enforcement will check in with an administrator at the building.
2. Students be interviewed during Advisory or passing time if possible or when it is most convenient for the student/teacher.
3. The student will be advised that they do not have to talk to law enforcement and can leave at any time.
4. Students can request that a parent , an administrator or their designee be present during the interview.
5. When students are interviewed, they will be placed closest to the door and have the option to have the door open or closed.
6. Parents will be notified when interviewed by someone other than the police liaison officer. When possible, the parent contact will be made prior to the interview.
7. Any statements given to law enforcement personnel may be used against the person giving the statement.

## Locker Searches by School Personnel

School lockers are the property of the School District and are provided for the convenience of students. Each student is assigned to a specific locker. These lockers do not have built-in locks and will need to be secured by a padlock to insure security of student's property. The school sells padlocks for this purpose, and *only padlocks purchased through the school for this purpose may be used on the lockers. All other padlocks will be cut off without further warning or compensation.*

Students are not to share lockers or let others know their lock combinations. Never leave it unlocked! If anything is stolen from your locker, report it immediately to the assistant principal or school liaison officer. If a student is not using their assigned locker, it will be locked with an office lock.

*The school retains the right to conduct both announced and unannounced locker inspections.* Among the reasons are shared lockers, suspicion of concealing alcohol, drugs, material of a disruptive nature, stolen property, weapons, or other items which pose a danger to health and/or safety. Therefore, students should not put anything in their lockers or carry anything in their possession that they would not want the school or police to know about. Discovery of prohibited or illegal materials may result in disciplinary action and/or referral to appropriate authorities.

If your locker is damaged in any way during the school year, report this damage immediately to the office. If the damage is not reported, you will be held accountable for it.

## Lost and Found

Students who find articles should take them to the office. The items may be claimed by the owner on a table outside the attendance window. Unclaimed items in lost and found will be donated at the end of each semester.

## Make-up Work

**For Planned Absences:** Students are responsible for any assignments or comments put in writing on the Advanced Request for Planned Absence form. Students are still responsible for completing these assignments and meeting the originally planned due date.

**For assignments given well in advance:** Students will adhere to the original due dates regardless of reason for absences.

**For Unplanned Absences:** It is the responsibility of the student to get all make-up work from the teacher following an absence. If an absence causes the student to miss a due-date, students are expected to contact the teacher before the next class period, in-person or through email, to discuss how the missed work or assessment is to be made up.

1. The teacher and the student should work out a reasonable deadline for make-up assignments and assessments. One class period is recommended for a one-day absence. Extended absences may require more flexibility from teachers, students, and parents.
2. In order to receive credit for make-up assignments, projects, laboratory exercises, and formative assessments (quizzes), they must be completed before a unit exam or final project.
3. Teachers may use an alternate version of a formative or summative assessment.
4. Zeros entered as grades for missed work and assessments are NOT permanent and irrevocable unless the make-up deadlines have passed and the missing work hasn't been made up.
5. Missing assignments and assessments will be entered as "missing" on Infinite Campus (IC). IC will calculate missing assignments and assessments as zeroes until the missing work is completed in accordance with the Make-up Work and Late Work Policies.

### Medication

Any medication to be taken by a student while at school requires a signed Medication Request/Consent Form on file in the school office. **We cannot give any medication without a Medication Request/Consent Form being properly filled out first.** It is the parent/guardian's responsibility to obtain any signatures. A new form is required for each medication, each school year.

Students at the Portage High School may possess and self-administer non controlled substances, prescription or over-the-counter for preventing or alleviating symptoms. These medications will be in the original labeled packaged. **The student must have the written approval of the student's practitioner\* and the written approval of the student's parent or guardian** (see attached Medication Request/Consent form). A copy of this approval will be present in the student's school and maintained in the health record.

#### For prescription medication

A written, signed statement from the parent/guardian and a written, signed instruction from a practitioner\* must be on file at the school authorizing school personnel to administer any medication (see form). The statement must include:

\*Student name, date of birth \*Medication name, dose, route, frequency/time/conditions, duration/length of order \*Reason for medication \*Precautions, possible untoward reactions, and/or interventions \*Name of practitioner \* Parent/guardian signature, practitioner\* signature, date

#### For non-prescription medication or over-the-counter medication

Non-prescription medication (over-the-counter) which is FDA approved can be administered. A written, signed statement from the parent/guardian must be on file at school authorizing school personnel to administer (Medication Request/Consent form). A practitioner's\* signature will be required for a dosage that does not match the package's labeled weight- or age-appropriate dose. The statement must include:

\* Student name, date of birth \* Medication name, dose, route, frequency/time/conditions, duration  
\* Reason for medication \* Precautions, possible untoward reactions, and/or interventions  
\* Name of practitioner \* Parent/guardian signature, date

Please check the expiration date on any medication you send to school to be sure the medication will not expire before the end of the school year.

The Medication Request/Consent Form is available in the school office or on the Nursing Services web page.

Students are not to share over-the-counter medication or prescription medication with any other student. Students will be subject to disciplinary action if s/he shares or gives medication or drugs to other students.

Board Policy relating to the Wisconsin Administration of Drugs to Pupils Law, Chapter 118.29 will be followed to maintain compliance with the law.

### **Passes for Leaving School**

Students are not permitted to leave school at any time during the school day, except during lunch, without a pass from the attendance office. If you must leave because of illness or any other emergency at any time, including lunch period, you must first report to the attendance office where arrangements can be made. Failure to follow this procedure will result in an unexcused absence or truancy. Students may only leave with a parent/guardian unless otherwise instructed.

### **PBIS - Warrior Way**

Portage High School follows the Positive Behavior Intervention System named “Warrior Way”. Students are expected to:

**Be Responsible**

**Be Respectful**

**Be Safe**

**Be Prepared**

**Be On Time**

Students are awarded Warrior Way tickets by staff at school for various actions exhibiting the Warrior Way. Periodically there are awards handed out to students by pulling these tickets randomly.

### **Report Cards and Grade Reports**

Report cards are available for viewing on Infinite Campus at the end of each semester. Individual student grade reports and grade updates will be posted by classroom teachers weekly via Infinite Campus. Please check grades regularly.

Teachers will inform parents before assigning a failing term grade. Occasionally students will slip badly at the very end of the semester and there will not be ample time to bring up their grade. Parents may contact the school (742-8545) at any time to arrange a conference with teachers or counselors.

### **School Closing or Delayed Starts**

Portage Community Schools will notify parents/guardians of school closing and delays via Infinite Campus to the phone and/or email on record. This information may also be broadcast on local media and social media.

### **School Counseling**

School Counseling services are available for every student in the school. These include assistance with educational planning; interpretation of test scores; occupational and/or career information; study help; help with home, school and/or social concerns; or any questions the student would like to discuss with the counselor. Students wishing to meet with their counselor should contact their counselor or the School Counseling Secretary to arrange for an appointment unless it is a true emergency.

### **School Resource Officer**

The Portage Police Department in conjunction with PCS provides a school resource officer for the Portage Schools. He/she works with all schools in the Portage district. She/he can help you with any problems you might have with thefts, physical threats or harassment, legal problems, or if you have information to share. In any of these cases, it may also be

appropriate to talk with either your counselor or a principal. Students may leave a message for the resource officer any time by leaving it with a school secretary or asking for an appointment to talk to him/her.

### **Student Searches**

In the interest of the welfare of the students and the school community, it may be necessary to search a student or the student's property. Anything issued by the school is considered school property and is subject to search without informing or permission from the student. The search may be conducted if the school official or his/her designee has a reasonable suspicion that the student has obtained, or has in his/her possession, items in violation of school regulation, local ordinance or state law.

No school official may conduct such search unless he/she suspects, from reliable information or personal observation, that a student is in violation of school rules, local ordinance or state law.

In such cases, the following procedure will be used:

- a. The student will be informed of the reason for conducting the search.
- b. Permission of the student to conduct the search will be requested.
- 1) Conducting the search with the student's consent:

The school official or his/her designee who is conducting this search has the right to request a student to empty pockets, purses, backpacks, or other articles used to carry personal effects; to remove hats, shoes, and/or roll socks down. The school official or his/her designee can also request a student to remove outer garments, such as sweatshirts, sweaters, jackets or vests if worn over blouses, shirts or t-shirts. No school official or school employee has the right to request the removal of any other clothing or to conduct a strip search.

If a student cooperates, the school official or his/her designee **may** notify the student's parent or guardian of the reason for the search. A student will be encouraged to tell their parent/guardian of the search and reason for it.

- 2) Procedure if a student refuses to cooperate:

If a student refuses to cooperate, the school official or his/her designee has the authority to proceed, subject to limitations below.

9-12 Grade Students:

The school official or his/her designee may involve a parent/guardian or to turn the matter over to law enforcement officials. The student may be detained until the law enforcement official arrives. If the matter is turned over to the law enforcement officials, the school official or designee will notify the parent/guardian as soon as possible of the search and the reason for the search by law enforcement officials.

### **Student Grade Status**

The grade to which a student belongs is determined by the number of years he/she has been in high school. Any student who has been promoted to PHS from 8th grade is classified as a freshman. Sophomore status is awarded to students who attending high school for at least one year. Junior status requires attending high school for at least two years. Senior status requires attending high school for at least three years.

A student's grade status is evaluated and changed only after the completion of each semester, and remains in effect for the entire next semester. Since certain privileges and priorities are dependent upon a student's grade status, it is important that students make a sincere effort to pass their classes, earn as many credits as possible, and advance in grade status as quickly as possible. Students may verify their grade status by meeting with their counselor and reviewing their records.

### **Student Health Exclusion Guidelines**

Your child should stay home from school in the following situations:

Fever: greater than 100.4 degrees F; may return after 24 hours fever free without the aid of fever reducing medications.

Vomiting: may return after 24 hours from last episode.

Diarrhea: may return after 24 hours from last episode.

Rash: open and draining or if a fever is also present; may return after 24 hours fever free or on treatment for 24 hours.

Chickenpox: may return when all pox are dry and scabbed over; about 5 to 7 days after the start of the rash.

Live head lice parent contact will be made to inform of situation and to pick up child to begin treatment. Treatment is required before returning to school. Upon return to school, child will stop in the main office for a head lice check. If live head lice are found, child will be sent home for treatment. Once live head lice are gone, the child may return to school. Treatment shall be completed at home. (revised November 2015.)

Contagious diseases: strep throat, impetigo, pink eye (bacterial), scabies, ringworm or other diseases not listed; may return after 24 hours on prescribed treatment.

*Public Health Orders may override local Health Guidelines in some instances. The school nurse will advise you should a situation arise.*

### **Student Identification Cards**

All students will be issued a student identification card prior to the start of school. **Students must always be in possession of their school ID when in school.** The I.D. card allows students to check out library materials as well as be admitted to sporting events. Students who purchase an annual athletic pass will have it noted on their student ID that must be presented in order to be admitted to all home athletic events (excluding WIAA tournaments). I.D. card's are not to be shared or defaced. Students must have and present a valid student I.D. to be permitted at any Portage High School Dance or similar school sponsored activity. **Their IDs may also have additional stickers for Open Campus, and Senior Status privileges.**

### **Student Insurance, Accidents and Injury**

Under normal circumstances our students are covered beyond their family insurance by a school approved insurance plan (school provided insurance may cover what the family's insurance does not cover). All school-related accidents and injuries must be reported to the person in charge who will file the report with the office for insurance claims.

### **Student Safety**

**Lockers**: To ensure the safety of all students at PHS, lockers must have school-issued locks on them at all times.

**Backpacks/Clothing**: Students must keep all backpacks, coats/jackets, purses, and man-bags in their lockers during the school day (**ONLY clear backpacks are permissible in the classroom. A small pouch may be carried for personal hygiene items.**) **School Entry**: As part of our effort to maintain a safe environment, all students and visitors must enter school only via the locked front doors leading to the commons area.

**Buses**: Video cameras will be used on buses to record student conduct for the primary purpose of reducing disciplinary problems and vandalism.

**Any disruption of school activities will be dealt with firmly in accordance with the student handbook, board policy, and ordinances and statutes.**

### **Student Vehicles**

Parking a vehicle in a school parking lot is a privilege and can be revoked due to disciplinary infractions. Students who choose to bring a motor vehicle to school must obey the rules. Failure to do so may result in traffic or parking tickets, towing of vehicle, revocation of parking permit, loss of privilege of parking in the parking lot or driving a vehicle to

school, detention, and/or other consequences. **Vehicles parked on school property are subject to search including drug-dog searches.**

1. The student driver and his/her parent must register the vehicle in the office each school year.
2. Vehicles must properly display a current parking permit.
3. Students must park in the designated student parking lot
4. All vehicles must be properly parked in the school parking lot, facing only forward in the parking stall.
5. It is prohibited to park in a **NO PARKING** area, in the one-way drive in front of the school, in the lot designated for staff, in “VP” (Visitor Parking) parking, Ultimate Warrior Parking or in any restricted areas on the school property.
6. Driving from the school grounds during school hours is allowed only with special designation or permission from the office. Vehicles are to be parked when students arrive, and are not to be used until the end of the day.
7. Students may not loiter in parking lot at any time during the day, and may not be in their cars during lunch.
8. Speeding or careless driving on the school grounds and on streets bordering the school is prohibited and is grounds for disciplinary action.
9. **Parking lots are subject to unannounced searches. By choosing to park a vehicle on school grounds, permission is given to search a vehicle by school personnel or police/police drug dogs.**

### Telephone

The office telephone is for school business and may be used by students only in cases of emergency with the permission of the secretary or principal. Students are called from class to answer the telephone only in an emergency.

### Transfer or Withdrawal

Students who move from Portage or withdraw from our school must obtain the appropriate form from the office, and have it completed by all teachers and the iCenter. A student may not be officially withdrawn and have records released until all school books, computers and other property are returned, fines paid, and obligations cleared up. Students must follow Board policy and Wisconsin Statute to withdraw, and may re-enroll only at the start of a new semester.

### Textbooks

All basic textbooks are loaned by the school to students for their use during the school year and must be kept covered. Be sure your name and grade are written in ink in the space provided in the book, in case they are misplaced. A fine may be charged based on the principal's or teacher's judgment for damaged, abused, misused or lost books. Workbooks and other supplies are purchased by the student.

### Visitors

Visitors may be allowed only in extremely rare circumstances and must always be approved at least 24 hours in advance by one of the building administrators. PARENTS ARE ALWAYS WELCOME AT PHS - just contact one of the building principals to arrange a visit.

### Zero Policy MOVED TO MAKE UP WORK #5

Missing assignments and assessments will be entered as “missing” on Infinite Campus (IC). IC will calculate missing assignments and assessments as zeroes until the missing work is completed in accordance with the Make-up Work and Late Work Policies.

### CODE OF CLASSROOM CONDUCT

## **Philosophy**

The Portage Community School District is committed to maintaining an excellent academic atmosphere and an orderly, safe environment. Teachers are expected to create a positive learning climate for students in their classrooms and maintain proper order. Students are expected to behave in the classroom in a manner that allows teachers to effectively carry out their lesson plans and students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the Board, administration, and their classroom teachers. Parents should be aware of, and responsible for, their children's activities, performance and behavior in school, and are asked to cooperate and consult with the school to prevent or address problems.

Student behavior that is dangerous, disruptive or unruly, or that interferes with the teacher's ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to removal from class and placement as outlined below. In addition, the student may be subject to disciplinary action in accordance with established Board policies and school rules as stated in the rules which follow this Code in the Student Handbook.

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

For purposes of this code, a "teacher" is any certified instructor, counselor, nurse, or administrator in the employ of the District. A "teacher of a 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, aide, or group leader. Where there is more than one teacher in a class any of the teachers may remove a student from that class for behavior which violates the Classroom Code of Conduct.

### **1. Reasons for Student Removal from Class:**

While we prefer that students remain in class, a teacher or teacher of a class may remove a student from class for:

A. Dangerous, disruptive or unruly behavior, or behavior that interferes with the ability of the teacher to teach effectively. Examples of such behavior may include, but not necessarily be limited to, the following:

- possession or use of a weapon or other item(s) that might cause bodily harm to persons in the classroom
- being under the influence of alcohol or other controlled substances or controlled substance analogs, or otherwise in violation of district student alcohol and other drug policies
- behavior that interferes with a person's work or school performance or creates an intimidating, hostile, or offensive classroom environment
- fighting, taunting, baiting, inciting and/or encouraging a fight or disruption
- disruption and intimidation caused by gang or group symbols or gestures, gang or group posturing to provoke altercations or confrontations
- pushing or striking a student or staff member
- obstruction of classroom activities or other intentional action taken to attempt to prevent the teacher from exercising his/her assigned duties
- interfering with the orderly operation of the classroom by using, threatening to use, or inciting others to use violence, force, coercion, threats, intimidation, fear or disruptive means
- dressing or grooming in a manner that presents a danger to health or safety of others, causes interference with work, or creates classroom disorder
- restricting another person's proper utilization of classroom facilities or equipment
- repeated classroom interruption, confronting staff argumentatively, making loud noises, or refusing to follow directions
- throwing objects in the classroom

- repeated disruption or violation of classroom rules
- excessive or disruptive talking
- behavior that causes the teacher or other students fear of physical or psychological harm, such as physical confrontations or verbal/physical threats

B. Behavior which violates the behavioral rules and expectations stated in the Student Handbook. Examples of such behavior may include, but not necessarily be limited to, the following:

- willful damage to school or other persons' property
- defiance of authority (willful refusal to follow directions given by the teacher or teacher of a class)
- repeatedly reporting to class without bringing necessary materials to participate in class activities.
- possession of personal property prohibited by school rules and otherwise disruptive to the teaching and learning of others
- use of profanity

In addition, there may be grounds for removal for behavior which, although not necessarily in violation of the provisions listed in A and B above, is inconsistent with basic classroom decorum. Such behavior may, in the determination of the teacher or teacher of a class, warrant the removal because of its interference with the ability 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. Removal Process:**

When a student is removed from class, the teacher or teacher of a class shall send the student to the building principal or designee and inform him/her of the reason for the student's removal from class. A written explanation of the reasons shall be given to the principal or designee before the end of the day of the student's removal from class.

The principal shall inform the student of the reason(s) for the removal from class and shall allow the student the opportunity to present his/her version of the situation. The principal shall then determine the appropriate educational placement for the student who has been removed from a class by a teacher or teacher of a class.

## **3. Placement Procedures:**

This Code of Conduct distinguishes between two essentially separate kinds of removal from class: short term or temporary removal, and long term removal. Short term removal is likely to be disciplinary in nature, and addresses circumstances where the student's presence is disruptive to the class on a particular day. Long term removal is essentially a forced transfer of the student out of the particular class in excess of five (5) class periods. The building principal or designee shall decide whether a student who has been removed from a class by a teacher or teacher of a class for violating the Classroom Code of Conduct is to be placed in either a short term or long term placement.

When making placement decisions, the building principal or designee shall consider the following factors: the interests of the other students in the class and the teacher or teacher of a class, the reasons the student was removed from the class, the type of placement options available to students in the district, the estimated length and time of placement, the student's individual needs, whether the student has been removed from a teacher's class before, and the relationship of the placement to any disciplinary action. The principal or designee may consult with other appropriate school personnel as s/he deems necessary when making or evaluating placement decisions. A student's parent/guardian shall also be consulted regarding student placement decisions when determined by the principal or designee to be in the best interest of the student involved or required by law.

All placement decisions shall be made consistent with established Board of Education policies and in accordance with state and federal laws and regulations.

### **A. Short term placement procedures**

In the majority of cases, a student shall remain in the short term removal area for at least the duration of the class or activity from which s/he was removed. The building principal or designee shall inform the student of the reason(s) for removal from class, and shall allow the student to present his/her version of the situation. The building principal or designee shall then, after weighing the interests of the removed student, the other students in the class, and the teacher,

determine if readmission to the class is the best or only alternative. In the event it is not deemed appropriate to return the student to regular classes, the building principal or designee shall either retain the student in short term removal or, where necessary, appropriate, and practicable, take steps to have the student sent home.

B. Long term placement procedures

The student warrants long-term removal from class when his/her actions have been severe and serious and/or when there have been repeated violations of the Classroom Code of Conduct. The building principal or designee shall place a student who has been removed from a class by a teacher or teacher of a class in an alternative educational setting which may include, but is not limited to, the following:

- (1) An alternative education program approved by the Board of Education. State law defines this as an instructional program approved by the school board that utilizes successful alternative or adaptive school structures and teaching techniques and that is incorporated into existing, traditional classrooms or regularly scheduled curricular programs or that is offered in place of regularly scheduled curricular programs.
- (2) Another class in the school.
- (3) Another appropriate place in the school.
- (4) Another instructional setting.
- (5) The class from which the student was removed if, after weighing the interests of the removed student, the other students in the class, and the teacher, the principal or designee determines that readmission to the class is the best or only alternative.

Long term removal is an administrative decision not subject to a formal right of appeal. However, the parents of the student, and/or the student, shall have the right to meet with the building principal. When possible, such meeting shall take place within three (3) school days of the request for a meeting. At the meeting the building principal shall inform the parents and/or student as fully as possible regarding the basis for the removal, the alternatives considered, and the basis for the decision. Nothing in this Code shall prevent the building principal from implementing his/her decision prior to any meeting, over the objection of the parent(s) or student.

**4. Parent/Guardian Notification Procedures:**

- a. The teacher who initiated the removal of a student from class will, in accordance with their school's rules, attempt to ensure that parents/guardians are notified of the incident which caused the student to be removed from his/her class.
- b. The building principal or designee shall notify the parent/guardian of a minor student, in writing, when a teacher or teacher of a class has removed the student from a class. This notification shall include the reasons for the student's removal from class and the placement decision involving the student. The notice shall be given as soon as practicable after the student's removal from a class and placement determination.
- c. If the removal from class and change in educational placement involves a student with a disability, parent/guardian notification shall be made consistent with state and federal laws and regulations.
- d. If the student removed from a class is also subject to disciplinary action for that particular classroom conduct (i.e., suspension or expulsion), the student's parent/guardian shall also be notified of the disciplinary action in accordance with legal and policy requirements.

*The District shall not discriminate in enforcing the Classroom Code of Conduct on the basis of sex, race, religion, national origin, ancestry, color, creed, pregnancy, marital or parental status, sexual orientation, mental, emotional, or learning disability or handicap. Discrimination complaints shall be processed in accordance with established procedures.*

**PORTAGE HIGH SCHOOL LEARNING BELIEFS & VALUES**

**I. Philosophy**

Education is a shared responsibility involving parents, students, school, and the community. Our primary goal must be to create a safe school environment where all teachers can teach and every student can learn. Teachers want all students to learn, but their efforts can be thwarted by disruptive behavior. Therefore, a responsibility exists to take corrective action, when necessary, in the best interests of all students in the school.

Students must develop and display self-discipline, responsibility and respect for others. Students with these qualities usually progress well in school. The school is also concerned with the development of attitudes, habits, and behavior, as well as providing a proper climate for learning. Students are expected to make a sincere effort to further their education while in school, taking advantage of the programs offered to them and meeting the responsibilities expected of them. Parents and the school should cooperate to help each student succeed.

#### TO BEST MEET THIS SHARED RESPONSIBILITY, PARENTS SHOULD

- Communicate regularly with school about their child's conduct & progress, and discuss report cards, school work, and assignments with their child.
- Support their child in schoolwork and activities, and the school in its efforts to educate the child.
- Insure their child is in attendance every day, promptly reporting and explaining any absence or tardiness to the school.
- Provide their child with the materials needed to complete schoolwork.
- Bring to the attention of the school authorities any problem or condition that affects their child or any other child in the school, and assist their child in being healthy, well groomed, clean, and well-rested.
- Maintain current home, work, and emergency telephone numbers at the school.

#### STUDENTS SHOULD

- Attend all classes and be on time.
- Come to class with appropriate materials, books, and assignments.
- Refrain from profane language or inflammatory statements.
- Be respectful to all individuals and property.
- Conduct themselves in a safe and reasonable manner.
- Be clean, well-groomed, wide awake, and attentive.
- Be responsible for their own work and progress.
- Abide by the regulations of the school and individual classroom teachers.
- Seek changes in an orderly and approved manner.

#### EDUCATORS SHOULD

- Maintain an atmosphere conducive to learning and good behavior by promoting discipline based on fair, impartial treatment of all students.
- Plan a flexible curriculum to meet the needs of all students.
- Develop a good working relationship among staff and students.
- Encourage the student use of school counselor and other support services.
- Encourage parents to maintain regular communication with the school.
- Endeavor to involve the entire community to improve the quality of life within the school and community.

## **II. Purpose**

To insure an atmosphere conducive to learning, students' rights must be balanced with their responsibilities for good citizenship. To preserve a proper balance, the school board has adopted this code. The intent is to create and maintain an educational atmosphere conducive to learning and teaching, responsible and considerate behavior, and the safety of all persons in the school.

The various sections of this handbook are intended to comply with local, state, and federal laws. If any section of this document is found to be contrary to law or constitutional rights, it shall be revised; all other sections will remain in force.

### **III. Policies and Procedures**

The development of responsible behavior and self-discipline among students occurs at two levels within a school. Since students spend most of each day in the classroom, teachers are primarily responsible for gaining their respect and cooperation, as well as for maintaining an effective learning environment. Each teacher must therefore try to apply consistently a fair, impartial, and carefully thought out approach to discipline.

However, at times disciplinary problems occur which are beyond the normal scope of a classroom teacher's primary responsibilities. These may include infractions which are serious or repeated, or incidents which happen between classes, during lunch, or before and after school. These may be referred to a principal. Through administration of a school-wide discipline program, the administration sets the tone for appropriate behavior throughout the school and campus. This discipline program, as described in this booklet, is the code of classroom and school-wide discipline adopted by the Board of Education of the School District of Portage. It operates from a carefully developed set of rules and consequences that insure fair treatment, consistency, and due process for all students.

#### **Definitions**

**Alternative Learning Center (ALC):** Supervised timeout area used by teachers when removing students from class. Being assigned to ALC by a teacher is not considered a suspension.

**Suspension:** Prohibiting a pupil from attending any/all school functions (generally for a period of no more than five school days).

**In-School Suspension:** A suspension which the pupil serves in the school building in a specified area, usually ALC.

**Out-of-School Suspension:** A suspension the student serves out of the building, away from the school building and grounds.

**Expulsion:** An action taken by the school board to prohibit the pupil from further attendance for a specified period of time -- often the rest of the year or more.

#### **Classroom Discipline**

1. A good learning atmosphere in the classroom is the joint responsibility of the teacher and students, and is promoted through use of clearly defined rules and regulations. Because of varying personalities and classroom environments, these rules may differ somewhat from teacher to teacher.
2. The teacher is generally responsible to resolve infractions of classroom rules. When normal corrective actions prove ineffective, the teacher may temporarily reassign a student from the classroom to ALC.
3. The purpose of assigning a student to ALC is
  - a. to allow the teacher to reestablish the learning atmosphere which the student has disrupted, and
  - b. to provide a setting for the student to examine the actions which led to removal and make a commitment to correct his/her behavior.
  - c. to provide a place to continue classwork.

#### **ALC Procedures/Expectations**

1. Students sent to ALC must report directly there within four (4) minutes.
2. Failure to report to ALC will result in a detention and may result in a Step 3 suspension.

3. While in ALC the student is to work on materials conducive to the educational process which will include assignments from classes and other independent work approved by the ALC supervisor.
4. The teacher is to contact the parent concerning the student's behavior when they send a student to ALC.
5. The student will report to the teacher prior to the next class (or with Administration and the teacher during Advisory) following the referral. This is an effort to effectively correct the undesirable behavior. If a student fails to report to the teacher, the office will be notified and further consequences could be issued.
6. Disruptive behavior while in ALC or failure to cooperate with the ALC supervisor may result in an alternate placement or OSS.

### **The Step System**

When incidents occur outside of the classroom, when corrective actions taken by the classroom teacher have failed, or when the rule infraction is of a serious nature, the incident shall be referred to a principal for investigation and action. The severity of the consequences applied by the principal depends upon two factors: 1) the seriousness of the offense, and 2) the previous disciplinary record of the student.

In an effort to take both factors into account, a progression of consequences (the step system) has been adopted. A student who is referred for violating a rule within this code will receive at least the consequence that corresponds to the entry level step for that offense. In general, with each successive referral the student advances at least one step depending upon the seriousness of the infraction. The normal recommended minimum consequences for each step are as follows:

Step 1: Assistant Principal or Dean of Students conference.

Step 2: Assistant Principal or Dean of Students conference, referral to the student's counselor, parent notification, and possible detention.

Step 3: One (1) day in-school suspension or (1) out of school and referral to the student's counselor (if necessary).

Step 4: Two (2) day in-school or out of school suspension (alternative: one of the student's parents may attend class with the student for one of the days). Parent conference (by telephone or in person).

Step 5: Three (3) day in or out of school suspension, at the discretion of the administration. Reentry conference with parent and student is required.

Step 6: Four (4) day suspension in or out of school, at the discretion of the administration. Reentry conference with parent and student and written contract required with both parent and student.

Step 7: Five (5) day out-of-school suspension and Discipline Review Committee hearing.

Step 8: Fifteen (15) day out-of-school suspension pending an expulsion hearing before the Board of Education.

### **Provisions of the Step System**

1. A disciplinary file will be kept for each student referred to administration. A record of each violation, as well as the step assigned, will be maintained.
2. Parents will be notified in writing of violations from Step 2 - 8.
3. After a student has been placed on a step, the next infraction will result in the student being advanced at least to the next step. Steps may be "jumped" if the infraction calls for a higher entry level step. For example, a student who is on Step 1 and commits a Step 3 violation will be advanced to Step 3. Normally, a student will be advanced up the step system with each successive violation; however, the principal may exercise discretion as to whether a student on Step 4 should be advanced.
4. A student may work down the step system by demonstrating good behavior. Each period of 20 school days without a referral results in a reduction of one step. Over the summer the step is reduced by 50% (e.g., 6 to 3, 5 to 2,..) unless a student has gone to pre-expulsion.

## Suspension Procedures

1. Students assigned to in-school suspension must obtain assignments from their teachers and complete the work by the time they return to class. In case of lab situations, makeup work is due at the discretion of the teacher. If work is not completed on time, the teacher may require the student to come in after school and complete the work. All other rules pertaining to conduct in ALC are applicable.
2. No OSS suspension from school shall be imposed without an administrative conference with the pupil, except where it appears that the pupil will create an immediate and substantial danger to himself/herself or to persons or property.
3. Notice of the grounds for suspension shall be given to the pupil at the suspension conference. His/her parent or guardian shall also be notified of the suspension and the grounds for it.
4. In the event a student is suspended without an administrative conference, written notice shall be mailed to the pupil and his/her parent/guardian within 48 hours of the suspension. Whenever possible, however, the parents or guardians shall first be notified by telephone or personal contact at the time of suspension.
5. Any of the time assigned to ALC that is missed for appointments (doctor, court, etc.) may be made up the next day.

### **Index of Disciplinary Infractions and Consequences**

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### **A. School Attendance**

**Right:** All students under age 21 living within the boundaries of the Portage School District are entitled to a free public education through the twelfth grade.

**Responsibility:** Students are to attend school on a regular basis. (Wis. Stat. 118.15)

**Policy:** Students will attend all classes, assemblies, required meetings, etc. unless properly excused by a parent/guardian and principal as explained in Board Policy. Students are required to report to school and classes on time and to remain on the school campus during regular school hours unless excused by an out pass (except at lunch).

	<b>Infraction</b>	<b>Step</b>	<b>Special Provisions</b>
<b>A-1</b>	Tardiness: Reporting late for school, class, or other required activities without an acceptable excuse.	2	Teachers will attempt to correct the problem. Additional infractions will result in detention time.
<b>A-2</b>	Unexcused Absence: Absences which do not comply with Board policy or procedures, but are not truancy.	2	Students may be assigned to make-up time (detention).
<b>A-3</b>	Truancy: Being absent from classes for part or all of a school day in violation of School Board policy.	2	Students will be assigned make-up time. In addition, habitual offenders will be referred to legal authorities under s.s. 118.15

## **B. Student-to-Student Responsibilities**

**Right:** Each student has the right to attend school and school activities without fear of threats against his/her feelings, property, or physical well-being.

**Responsibility:** Each student is responsible to respect the feelings, property, and physical well-being of other students.

**Policy:** Students will refrain from physical and verbal abuse directed at other students, as well as any damage to or theft of the property of a fellow student.

<b>Infraction</b>	<b>Step</b>	<b>Special Provisions</b>
<b>B-1</b> Disrespect: To insult, call derogatory names, use obscenity toward, dishonor or in other manner abuse verbally or in writing any member of the student body.	2-3	
<b>B-2</b> Threatening, intimidating, harassing acts: The act of threatening, verbally or by gesture, the well-being, health, or safety of any student on school property or en route to or from school.	2-5	Referral also made to gender equity coordinator or Referral to police when appropriate
<b>B-3</b> Property Damage: Of another student's property.	2-3	Restitution required through student contract. Referral to police.
<b>B-4</b> Theft: From another student.	2-3	Restitution required through student contract. Referral to police.
<b>B-5</b> Shakedown: The act of extorting objects of value from a person, under pressure of either implied or expressed threats.	3	Referral to police when appropriate.
<b>B-6</b> Physical Altercations: Any act of hostile bodily contact on school property, going to or from school, or at any activity under school sponsorship.		
<b>B-6a</b> Scuffle	2-3	Both parties involved will be disciplined and will share in damages, unless self-defense can be shown on the part of one of the students.
<b>B-6b</b> Fight	3-5	Referral to police when appropriate. Both parties involved will be disciplined and share in damages, unless self-defense can be shown on the part of one of the students.
<b>B-6c</b> Physical Attack: the act of physically assaulting or attempting to injure any student on school property or going to or from school.	5-6	Referral to police when appropriate.

## **C. Student/Staff Relationships**

**Right:** Students and staff have a right to work, study, and teach in an atmosphere of mutual respect. They also have the right to free and responsible inquiry and expression while being mindful of the responsibilities listed below.

**Responsibility:** Students are responsible to respect authority, feelings, physical well-being, and property of members of the school staff.

**Policy:** Students shall refrain from disobedience, disrespect, threats, or attacks directed at members of the school staff, as well as damage to or thefts of property belonging to school staff members.

<b>Infraction</b>	<b>Step</b>	<b>Special Provisions</b>
<b>C-1</b> Insubordination/Defiance/Non-Compliance: The willful failure to respond or carry out a reasonable request by authorized school personnel.	2-3	
<b>C-2</b> Disrespect for the property of a member of the school staff:	2-4	Restitution required through student contract. Referral to police when appropriate. Restitution required through student contract.
<b>C-2a</b> Property Damage <b>C-2b</b> Theft	2-4	
<b>C-3</b> Disrespect: To insult, call derogatory names, use obscenity toward, dishonor or in other manner abuse verbally, physically, or in writing any member of the school staff.	3-5	
<b>C-4</b> Threatening/Intimidating Acts: Verbally or by gesture threatening the well-being, health, or safety of any member of the school staff.	3-6	Referral to police when appropriate.
<b>C-5</b> Misbehavior in ALC.	5	
<b>C-6</b> Physical Attack: Physically assaulting any member of the school staff on school property or at any activity under school sponsorship.	7-8	Referral to police.

## **D. School Property**

**Right:** Each student is entitled to learn in a well-equipped, well-maintained, attractive school environment.

**Responsibility:** Each student is responsible to respect and help maintain the appearance of the building and the equipment therein.

**Policy:** Vandalism, theft, and abuse of school property, buildings, and grounds are prohibited.

<b>Infraction</b>	<b>Step</b>	<b>Special Provisions</b>
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<b>D-1</b>	Vandalism: Willful damage of property.		Restitution required.
<b>D-1a</b>	Abuse of printed or A-V materials.	2-3	Restitution required.
<b>D-1b</b>	Defacing: Damage requiring cleaning or repair.	2-4	Referral to police. Restitution required (via student contract).
<b>D-1c</b>		5	
	Destruction: To render unusable.		
<b>D-1d</b>			Restitution required.
	Damage to electronic devices	1-3	
<b>D-2</b>	Theft:		
<b>D-2a</b>	Major theft: Considerable enough to be reported to police.	5	Restitution required through student contract. Referral to police.
<b>D-2b</b>		3	
	Minor theft: Not serious enough to report to police.		Restitution required through parental contract
<b>D-3</b>	Littering	1-2	Assignment to work detail.

### **E. Protection of the Public Safety**

**Right:** Each student has a right to be safe and secure from physical harm while attending school.

**Responsibility:** Students are responsible to conduct themselves in such a manner as not to pose a threat to the health and safety of others.

**Policy:** The infractions listed below, as well as other acts that threaten the health and safety of students and/or staff, are strictly forbidden.

	<b>Infraction</b>	<b>Step</b>	<b>Special Provisions</b>
<b>E-1</b>	Detonation of fireworks or other similar devices	4	Referral to police.
<b>E-2</b>	False Alarms:		
<b>E-2a</b>	The act of initiating a fire alarm or initiating a report warning of a fire or other catastrophe without just cause. Or failure to report an accidental activation of an alarm.	6	Referral to police.
<b>E-2b</b>	Discharging or tampering with fire extinguishers or safety equipment.	3-5	Referral to police.
<b>E-2c</b>	Threats to the health and safety of those in school of those in school or on school grounds.	8	Referral to police.
<b>E-3</b>	Arson: The intentional burning of --or attempting to burn -- any part of any building or any property of the school or its staff or students.	7-8	Referral to police.

<b>E-4</b>	Improper Use of Motor Vehicles		
<b>E-4a</b>	Parking in unauthorized areas or improper parking.	1	Referral to police. Repeated violations will result in the offender not being allowed to bring the vehicle or drive to school.
<b>E-4b</b>	Unauthorized driving during the school day or during lunch.	2	Repeated violations of automobile policies will result in the offender not being allowed to bring vehicle or drive to school and possible loss of parking permit.
<b>E-4c</b>	Reckless Driving.	2-4	Report to police when appropriate. Violations may result in the offender not being allowed to drive to school.
<b>E-5</b>	<b>Weapons and explosive devices:</b>		
<b>E-5a</b>	Possession of a weapon, ammunition or an explosive device	3-8	Referral to police.
<b>E-5b</b>	Threats involving a weapon or explosive device.	3-8	Referral to police.
<b>E-5c</b>	Use of a weapon or an explosive device.	8	Referral to police.
<b>E-6</b>	Use or possession of mace, pepper gas, etc.	2-6	Referral to police if illegal.
<b>E-7</b>	Possession of an item that could do harm to self or others.	2-6	Referral to police

## **F. Alcohol, Tobacco and Drugs**

**Right:** Each student has the right to associate with students who are free from the influence of alcohol, tobacco, and drugs, and not be subjected to those wishing to buy, sell or use such substances.

**Responsibility:** Each student is responsible to keep his/her mind and body in a sound, healthy condition.

**Policy:** The possession, use, or sale of non-prescription drugs, alcoholic beverages, or tobacco is prohibited on school grounds, during or before school, and at school-sponsored activities.

<b>Infraction</b>	<b>Step</b>	<b>Special Provisions</b>
<b>F-1</b>		
<b>F-1a</b>		
<b>F-1a</b>	Possession of drug related paraphernalia	3-5 Referral to Pupil Services and police.
<b>F-1b</b>	Under the influence of alcohol or drugs	3-5 Referral to Pupil Services and police.
<b>F-1c</b>	Possession of alcohol and/or drugs	5 Referral to Pupil Services and police.
<b>F-1d</b>	Observed use of drugs or alcohol	5 Confiscate materials. Referral to Pupil Services and police.
<b>F-1e</b>	Selling or transmitting alcohol or drugs	7-8 Referral to Pupil Services and police.
<b>F-1f</b>	Possession of alcohol or drug look-alike products (including products sold in both alcoholic and non-alcoholic form, such non-alcoholic beer.	3-5 Referral to Pupil Services and police. Referral to Pupil Services and police. Confiscate products

<b>F-2</b>	Tobacco/E-Cigarettes		
<b>F-2a</b>	Possession of tobacco products (on person, in vehicle or locker)	3	Confiscate products (no return). Under 18 referral to police.
<b>F-2b</b>	Use of any tobacco products on school premises or at functions under school sponsorship.	3	Referral to police.
<b>F-3</b>	Possession of drug look-alike tobacco/synthetic products	2-5	Confiscate products.

## **G. Other Disciplinary Infractions**

	<b>Infraction</b>	<b>Step</b>	<b>Special Provisions</b>
<b>G-1</b>	Being an accessory to violating a school rule	1-4	Step assignment at principal's discretion depending upon level of involvement.
<b>G-2 a</b>	<b>Inappropriate use of</b> Electronic entertainment devices or other prohibited articles (except for educational purposes authorized by a teacher).	1-3	Confiscated - usually returned at end of day.
<b>G-2 b</b>	<b>Inappropriate use of</b> Cell phones and communication devices not covered under the cell phone use section of this handbook	1-3	1 <sup>st</sup> offence phone confiscated and returned at the end of the day. 2 <sup>nd</sup> offence phone confiscated and returned to parent at the end of the day.
<b>G-2 c</b>	Use of image capturing devices in unauthorized areas (locker rooms, restrooms and areas of privacy).	3-5	Referral to police.
<b>G-2 D</b>	Refusal to turn over a cell phone or other device.		Phone taken for period, day or required to turn cell phone into office during school day for a period of time; referral to police.
<b>G-2</b>	Use of image or audio capturing device to elicit a school disruption	2-4	Video or audio is removed from device

<b>G-3</b>	Being in an unauthorized area	1-2	
<b>G-4</b>	Abusive, derogatory or offensive language used in the presence of others. This includes but is not limited to racial, sexual, ethnic and religious slurs.	1-3	
<b>G-5</b>	Inappropriate items or articles of clothing.	1-3	Confiscate, change, or be assigned to ALC.
<b>G-6</b>	Gambling	1-3	Materials confiscated and not returned.
<b>G-7</b>	Disruption of school events, games, meetings, and assemblies.	2-3	Removal from event and possible exclusion from similar programs.
<b>G-8</b>	Misrepresentation: Written or spoken misrepresentation of the truth (i.e., forged passes or parent signatures, false phone calls, lies, etc.).	2-3	
<b>G-9</b>	Misuse of food in the cafeteria, pop or food in other areas of the building.	2-3	Work detail as assigned by principal; confiscate pop/food.
<b>G-10</b>	Necking, embracing, or other inappropriate lustful, passionate behavior. Excessive display of affection.	2-3	
<b>G-11</b>	Repeated or serious classroom disruption.	3	
<b>G-12</b>	Failure to serve detention.	2-3	
<b>G-13</b>	Academic Dishonesty and Plagiarism:		Refer to Academic Integrity Policy
<b>G-14</b>	Computer abuse and/or "hacking."		
<b>G-14 a</b>	Improper technology use- not consistent with educational purposes)	2-6	

G-15	Improper and/or disruptive behavior not	2-4	
G-16	covered elsewhere in this code. Habitual lack of bringing expected materials to class.	1-3	
G-17	Chronically unprepared for class	1-2	
G-18	Leaving/wondering/not attending class without authorization	2-5	Refer to police when appropriate

### **Internet Restriction Form**

If any parent/guardian objects to or refuses to permit the District to provide Internet access, they should annually submit an Internet Restriction form to the building principal. An account that allows access to the school networked computers and installed software, but restricts access to the Internet, will be provided. The form can be picked up in the school office.

### **CO-CURRICULAR CODE OF CONDUCT (GRADES 9-12)**

The Portage Community School District believes that co-curricular activities (that is, activities for students which are sponsored by the district but not part of the formal curriculum and not graded) are cooperative endeavors, which involve parents as well as the student, coaches, advisors, and administration. This section is to help you better understand the school district's expectations in co-curricular activities so we may all work together to make this experience more enjoyable and rewarding. Participation in all such activities is a privilege earned, in part, by accepting and following the regulations contained in this co-curricular code of conduct of the Portage High School.

Students in the Portage High School may participate in interscholastic athletics only when a current Wisconsin Interscholastic Athletic Association (W.I.A.A.) physical examination form/parent consent form and a signed co-curricular code form are on file with the school district, and the participation fee has been paid for each sport.

If you have any questions, call the Athletic Director for the Portage Community Schools, at 742-8545 when school is in session.

### **STATEMENT**

Participation in co-curricular activities (activities for students which are sponsored by the district but not part of the formal curriculum and not graded) is a privilege, not a right. It is dependent upon meeting the expectations and following the rules listed in this code of conduct. The Code of Conduct will be signed one time per year. It is a cooperative endeavor, which involves parents as well as the student, coaches, advisors, and administration. The co-curricular code of conduct supports the Portage School District's mission statement and philosophy of education.

### **Attendance/ Presence Violation**

The privilege of involvement in co-curriculars elevates our student athletes and club participants to a higher standard. A student who finds themselves in attendance at an event or party where the participant is in the presence of (1) an underage person(s) possessing or using alcohol, or (2) a person(s) possessing or using an illegal drug, is expected to make a rational "exiting decision". Being in the presence of a person using tobacco is not a violation herein. The administration will determine to what extent the student has violated this policy and handle each circumstance appropriately.

The following pages contain the minimum requirements for every Portage High School student to be eligible for participation in district-sponsored co-curricular activities.

## **ARTICLE I: CO-CURRICULAR EXPECTATIONS**

All students participating in a co-curricular activity are expected on a 12-month basis to:

1. Fulfill the responsibility and obligations that go with co-curricular participation by adhering to school rules, Board policy, local ordinances, and state/laws regulations.
2. Agree that studies come first, and strive for success in academics as well as in co-curricular activities. While recognizing the importance of co-curricular activities in the overall school program, academics come first; therefore, to participate in these activities, students must be in good academic standing.
3. Attend school and classes as required by law and policy. A student may participate in a co-curricular activity only if in attendance the entire day of the event. The principal or athletic director may approve exceptions to this rule providing other arrangements are made in advance or there are extenuating circumstances. Students are expected to attend school for the entire day following the event.
4. Recognize that students represent their school and community; both are judged by the students' actions. Therefore, demonstrate good citizenship in community and school, adhere to high standards of appearance, conduct and performance, and sacrifice personal desires for the good of the school. Students who receive an in-school suspension or out-of-school suspension will be ineligible for the next athletic contest in the sport in which they participate.
5. Complete the season of the activity in good standing in order to qualify for or receive any awards/honors in the activity that season.

All student-athletes are expected on a 12-month basis to

6. Meet all W.I.A.A./National Federation of State High School Associations requirements.
7. Realize that nothing worthwhile is accomplished without hard work, dedication, and the desire to succeed. Therefore, athletes are encouraged to train out of season as well as during their time of participation in a given sport.
8. Respect and encourage excellence of performance and conduct among opponents as well as teammates.
9. Recognize that true athletes do their best regardless of criticism, won-lost record, or quality of opponents.

*Failure to comply with expectations #1-6 may be considered a violation of the code, with consequences as deemed appropriate by the Athletic Director and/or Principal according to the seriousness of the violation.*

## **ARTICLE II: CLASS I RULE VIOLATIONS**

The following list contains examples of specific items, which are Class I rule violations (handled as outlined in article III):

1. Truancy (as defined in the student handbook).
2. Failure to attend all practices and events/contests unless excused by the coach/advisor/instructor.
3. Disrespect toward coaches/advisors/instructor, managers, cheerleaders, officials, opponents, or fans.
4. Abuse of, loss of, or tardy and improper return of equipment.
5. Failure to follow rules as written, distributed, and posted by the coach/advisor/instructor.

## **ARTICLE III: PENALTY FOR CLASS I RULE VIOLATIONS**

The athletic department will review grades every nine weeks during the school year. If a student athlete is failing one class with less than a 60% or failing more than one class, the next 15 scheduled student contact days and nights, he/she may not participate in contests or events.

On the 15th scheduled student contact day of the current term, the student must be passing 6 of 7 subjects or will be ineligible for an additional 10 school days and nights. If the student is failing two or more classes after the additional 10-day period, he/she will be ineligible for the rest of the sports season and/or the remainder of the term for all clubs and activities.

The ineligibility period for a student who fails two classes in the last term of the school year will be the lesser of (1) 21 consecutive calendar days beginning with the date of earliest allowed competition in a sport or (2) one-third of the maximum number of games/meets allowed in a sport (rounded up if one-third results in a fraction).

In unusual cases, a student may be removed from a class, given an F, and assigned to a study hall. In such cases, the student becomes immediately ineligible for the rest of that term.

If a student is truant, he/she will be withheld from one contest or event for each truancy. Multiple truantries in the same school year may be referred for consideration as a Class II rule violation. Other attendance issues will be dealt with by the coach/advisor of that sport/activity or the Athletic Director, under the direction of the Athletic Director or Assistant Principal.

All other cases of Class I rule violations will be handled by the coach/advisor of the sport/activity or the Athletic Director, under the direction of the Athletic Director or Assistant Principal; the penalty shall not exceed that assessed for a Class II rule violation. A student who repeatedly commits Class I rules violations may be referred for consideration as a Class II rule violator.

If a student is ineligible to participate due to a violation, he/she may not leave school early to travel with the organization.

If a student believes that his/her eligibility to participate has been inappropriately suspended by a coach/advisor for a Class I rule violation, he/she has three (3) school days to submit a written appeal of the suspension to the Athletic Director or Assistant Principal, who shall meet with the student and the coach/advisor to review the suspension within five (5) school days of receipt of the written appeal. The Athletic Director or Assistant Principal shall notify the student and the coach/advisor of the meeting at least two (2) school days in advance. The decision of the Athletic Director shall be placed in writing within three (3) school days of the meeting, with one copy given to the student, one copy given to the coach/advisor, and one copy placed on file. Unless overturned by the Athletic Director or Assistant Principal, all suspensions shall be implemented immediately and served to completion. Athletes must complete the season in good standing in that sport in order to complete the suspension. Coaches do have the discretion to check grades at any time during the season and make decisions in regards to eligibility.

#### **ARTICLE IV: CLASS II RULE VIOLATIONS**

The following constitute Class II rule violations and are to be handled as outlined in Article V.

1. Use or possession of alcohol or tobacco products, or other drug offenses such as the selling, distribution, use or possession of illegal drugs or controlled substances.
2. Disruption of the educative process or the decorum of the school, or encouraging others to do so. This includes, but is not necessarily limited to, damage to school property (Portage Community School District or any other school district), damage to property of employees of the Portage Community School District, threats to personal safety, assaults, conduct that interferes with school activities, flagrant misbehavior in school, disrespectful or defiant attitude toward school personnel, or poor sportsmanship.
3. Felonies: Students charged with a felony will be suspended from practice and competition/events until either the charges are dropped or the case is decided. If found guilty, the student will be suspended from participation in all co-curricular activities for one calendar year from the date he/she was originally charged.

#### **ARTICLE V: PROCEDURES AND PENALTY FOR CLASS II RULE VIOLATIONS**

When the Athletic Director or Principal (or his/her designee) receives information that a Class II violation by a student co-curricular participant has occurred, he/she shall conduct a prompt investigation, including a meeting with the student to discuss the complaint. If he/she determines that a violation did occur, the penalties listed below shall be assessed.

No student will be found guilty based solely on information received from an anonymous source. However, information can be received from many sources, including the police.

If a student participates in both athletic and non-athletic organizations/events, a penalty will occur in both areas. The Athletic Director or Principal shall handle all co-curricular suspensions. Athletes must complete the season in good standing in that sport in order to complete the suspension.

If the suspension occurs during WIAA tournament competitions, the student is disqualified for the remainder of the total tournament series in that sport.

##### **A. PENALTY FOR NON-ATHLETIC VIOLATIONS:** (Every student enters the 9th grade with a clean slate.)

1<sup>st</sup> offense – the student will be ineligible to participate in any activity, event, meeting, etc. from all clubs and activities for the next 15 consecutively scheduled student contact days and nights. 2<sup>nd</sup> offense – the student will be ineligible to participate in any activity, meeting, etc. from all clubs and activities for the next 45 consecutively scheduled student contact days and nights.

##### **B. ATHLETIC VIOLATIONS, ATODA (Alcohol, Tobacco and Other Drug Abuse):** (Every student enters the 9th grade with a clean slate.)

1. 1<sup>st</sup> offense - If the violation involves the possession or consumption of alcohol and the student enrolls in an alcohol education program approved by the Athletic Director or Principal (e.g. Juvenile Underage Drinking Offenders “JUDO” class) within ten school days and maintains perfect attendance in the program, he/she will receive a **25%** contest suspension. If the student does not enroll in

an alcohol education program within ten school days, or does not maintain perfect attendance in the program, the contest suspension will be 50% of the season. If the violation involves the possession or use of tobacco, illegal drugs or controlled substances the student must make an appointment for screening/assessment within ten school days, complete the assessment and all recommendations from the assessment to qualify for the 25% event contest suspension. A student who distributes or sells drugs will be ineligible for a full sport season, as defined below in #2.

2. 2nd offense - The student will be suspended for a full sport season (100%). The contest suspension will be calculated as follows: a) In-season violations will result in the student missing the remainder of the season. The percentage of the regular season that remains will be calculated. If the student participates in a sport in a subsequent season, he/she will be ineligible for the percentage of the season needed to serve the remainder of the 100%. B) Out-of-season violations: If the student participated in a sport the previous year, he/she can serve the suspension by being ineligible for the next season in that sport. He/she will not be allowed to try out, practice, etc. during that time. If a student wishes to serve the suspension in a sport that he/she did not participate in the previous year, he/she must make the team, follow all rules and regulations, and complete the year in good standing to serve the suspension.
3. 3rd offense - a suspension from interscholastic athletics for one calendar year from the date the suspension begins.
4. 4th offense - a suspension from interscholastic athletics for the remainder of the student's high school career.

**C. ATHLETIC VIOLATIONS, NON-ATODA (Every student enters the 9th grade with a clean slate.)**

1. First violation: suspension of eligibility in a number of contests equal to 50% of the regular season contest of the sport during which the violation occurred (to compute the length of the suspension, W.I.A.A. tournament contests are not considered, but they will be included as necessary to complete serving the suspension). The suspension shall be implemented immediately and run consecutively until concluded. During the suspension, the athlete shall be required to practice with the team unless this is deemed to be inappropriate by the Athletic Director and/or coach.
2. Second violation: suspension of eligibility for the number of regular season contests in the sport during which the violation occurred (to compute the length of the suspension, W.I.A.A. tournament contests are not considered, but they will be included as necessary to complete the suspension). The suspension shall be implemented immediately and run consecutively until concluded.
3. Third violation: suspension from interscholastic athletics for one calendar year from the date the suspension begins.
4. Fourth violation: suspension from interscholastic athletics for the remainder of the student's high school career.

The decision of the Athletic Director or Principal (or his/her designee) to suspend a student shall be implemented immediately, and shall remain in force until completed or until overturned by the Appeal Board through the appeal procedure or the School Board through the review procedure. The decision shall be confirmed in writing and shall specify the nature of the rule violation and the punishment imposed. One copy shall be mailed to the parents, one copy given to the student by the Athletic Director or Principal (or his/her designee), and one copy placed on file.

**ARTICLE VI: CO-CURRICULAR APPEAL BOARD PROCEDURE**

1. The purpose of the Appeal Board is to consider appeals from students suspended for Class II rule violations. The Appeal Board shall determine (a) if a Class II rule violation by the student did indeed occur, (b) if the student had been adequately notified of the rules and regulations, and (c) if the punishment is consistent with provisions of the Code.
2. The Appeal Board consists of the following five (5) members:
  - a. The Principal of the school involved, who serves as chairperson.
  - b. The Assistant Principal or Athletic Director of the school involved, who serves as chairperson if the principal is absent.
  - c. Two coaches/advisors who are faculty members in the school district, but not coaches/advisors of the student involved in the appeal.
  - d. A citizen at large, appointed by the Superintendent for a one-year term.
3. A minimum of three members must be present to establish a quorum.
4. If an appeal hearing is desired by the student, a request must be submitted in writing to the principal within five (5) school days after the student receives written notice that he/she is suspended by the Athletic Director or Principal. The Board shall convene within fifteen (15) days of receipt of the request. The student and his/her parents or guardians shall be notified, in writing, at least eight (8) days prior to the appeal hearing, unless an earlier time for the hearing is agreed upon in writing by the parents and the Chairperson of the Board. This is a closed meeting, open only to the board, student, parents, witnesses, and counsel. The student may testify and present evidence on his/her behalf. The decision of the Appeal Board shall be placed in writing within five (5) days, with a

copy mailed to the parents, a copy given to the student by the Athletic Director/ Advisor, and a copy placed on file. The appeal hearing will be preserved by voice or video tape recording.

### **ARTICLE VII: SCHOOL BOARD REVIEW PROCEDURE**

1. A suspension of eligibility in which an appeal has been denied by the Co-curricular Appeal Board may be appealed to the School Board by the student. Such appeals must be placed in writing and delivered to the Superintendent within ten (10) days of the receipt of the Co-curricular Appeal Board's decision. Any suspension of eligibility will continue to be implemented and enforced until its completion or revision by the School Board as a result of its review.
2. After a written appeal has been received, a date for a review by the School Board will be established within thirty (30) days of receipt of the written appeal. The student and his/her parents shall be notified in writing, at least eight (8) days prior to the review, unless an earlier time for the review is agreed upon in writing by the parents and the President of the School Board. Present at the review will be the Superintendent and a quorum of the School Board.
3. The School Board shall only review the materials and testimony presented at the Co-curricular Appeal Board hearing; it shall neither hear testimony nor consider new material.
4. The School Board shall be solely responsible for deciding the appeal, based upon:
  - a. Was the process prescribed in this Code followed, and;
  - b. Did the action of the Co-curricular Appeal Board conform to the Code?
5. The decision of the School Board will be given in writing within five (5) days. One copy shall be mailed to the student, one copy to his/her parents, and one copy placed on file.

#### **NOTES**

1. The student may have legal representation of any stage of the proceedings set forth in this Co-curricular Code of Conduct and retains all rights granted by law.
2. Whenever a student chooses to undergo AOD screening/assessment, the student and the parent/guardian must sign a release to allow sharing of information between the school and the agency performing the assessment and/or counseling.
3. Any student who voluntarily turns him/herself in for a first violation of this Code -- AOD or non-AOD -- shall have the event suspension reduced to 50% of the amount specified in the code (minimum penalty: one event). The student must report the violation to the Athletic Director, Assistant Principal, or Principal within 5 days of the violation. This option is not available if a student received a police citation for a violation, or if the Athletic Director has begun an investigation into the violation by interviewing one or more students.
4. If the violation occurs out of season, the suspension will be served during the season of the next sport in which the athlete participates. A suspension not completed during the season in which the violation occurred will be completed in the athlete's next sport however, the athlete must complete the season in good standing in that sport in order to complete the suspension.
5. In determining the length of suspensions for Class II violations, all decimals and fractions greater than, or equal to, .5 are rounded up.
6. A student may not join an athletic team after the date of the first scheduled contest unless extenuating circumstances are approved by the Principal or Athletic Director.