

Wilson Middle School

Student Handbook 2020-21



Wilson Middle School
1201 North 11th Street
Manitowoc WI 54220
School Telephone: (920) 663-9580
School Fax: (920) 663-9581

Cory Erlandson Principal	Anna Beatty Associate Principal
Mike Zupke Counselor	Terri Augustine Counselor

School Song

Fight dear Wilson High for colors orange and black
Faithfulness and courage we will never lack
Eager hearts are burning
Knowledge ever learning
Onward now and never turning back U-rah-rah
Showing loyalty in every way
Through the rain or sunshine as we work or play
Onward not let's not delay
We're winning day by day.

School Colors
Orange & Black

School Nickname
Warhawks

This planner belongs to: _____

School Telephone Numbers

Main School Line	920-663-9580
Attendance (Day or Night)	920-663-9729
Cory Erlandson	920-663-9582
Anna Beatty	920-663-9585
Mike Zupek	920-663-9877
Terri Augustine	920-663-9852
Library	920-663-9931
School Resource Officer	920-663-9895

Welcome

This student handbook was developed to answer many of the commonly asked questions that you and your parent/guardian(s) may have during the course of a school year. This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. This handbook is effective immediately.

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

Equal Education Opportunity/Anti-Harassment

It is the policy of the Manitowoc Public School District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's race, color, creed, age, physical, mental or emotional disability, sexual orientation, marital or parental status, religion, gender, ancestry, national origin, or other protected characteristics as well as place of residence within District boundaries, or social or economic background.

Students who have been identified as having an impairment or disability under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act shall be provided with appropriate educational services. Parents who have questions should contact Ms. Joanne Metzen, Director of Pupil Services at Central Office, 686-4740 or an administrator at your school.

Any person who believes that they have been discriminated against may file a complaint. A formal complaint can be made in writing to a School Compliance Officer listed below:

Human Resource Department
Manitowoc Public School District
2902 Lindbergh Drive
Manitowoc WI 54220

The complaint will be investigated and a written acknowledgement given to the complainant within forty-five (45) days of receipt of a written complaint and a determination of the complaint within ninety (90) days, unless the parties agree to an extension, or unless the complaint is within the procedures of Chapter 115 of the Wisconsin Statutes governing exceptional educational needs. Education Department General Administrative Regulations, commonly called EDGAR complaints, shall be referred directly to the State Superintendent. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

The Manitowoc Public School District is committed to an education environment that is free of harassment of any form. The school will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the school district community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

Harassment means behavior toward a student or group of students based, in whole or in part, on their sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or any other characteristic protected under state, federal or local law, which substantially interferes with the student's school or academic performance or creates an intimidating, hostile or offensive school environment. Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-to-female. Examples of conduct that may constitute harassment include:

- a. graffiti containing offensive language;
- b. name calling, jokes or rumors;
- c. threatening or intimidating conduct directed at another because of the other's protected characteristic (e.g., sex, race, learning disability);
- d. note or cartoons;
- e. slurs, negative stereotypes, and hostile acts which are based upon another's protected characteristic;
- f. written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- g. a physical act of aggression or assault upon another because of, or in a manner reasonably related to, the individual's protected characteristic; or
- h. other kinds of aggressive conduct such as theft or damage to property, which is motivated by a protected characteristic.

It is also the policy of the Manitowoc Public School District and Wilson Junior High School that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the school, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student.

If you wish to report harassment, please contact a school administrator.

A copy of school's Anti-Harassment Policy, including the reporting, investigation and resolution procedures, is available in the principal's office.

Sexual Harassment

MPSD's policy and code of conduct have been established to maintain and ensure learning and working environment free of any form of sexual harassment or intimidation toward and between student, employees, parents, and volunteers.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, uninvited telephone calls, or letters, and other verbal, visual, or physical conduct of a sexual nature. Sexual Harassment also includes unwelcome sexual flirtations, advances or propositions, verbal abuse of a sexual nature, subtle pressure or request for sexual activities, unnecessary touching of an individual, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, a display of sexually suggestive objects, or pictures in the workplace, sexually explicit or offensive jokes, or physical assault.

No employee or student shall threaten or insinuate, explicitly or implicitly, that an employee's or student's refusal to submit to sexual advances will adversely affect that person's school performance, employment, work status, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment, career, or educational development. No employee shall promise, imply, grant any preferential treatment in connection with another employee, or student engaging in sexual conduct.

References: Title IX Educational Amendments, Title VII Civil Rights Act, Wisconsin State Statutes Sect. (118.13); (118.20); (111.36).

Bullying

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where any employee is engaged in school business.

Bullying is deliberate or intentional behavior using word or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however this type of bullying behavior need not be based on any of the legally protected characteristics. It includes, but is not necessarily limited to such behavior as stalking, cyber bullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Any student that believes s/he has been or is the victim of bullying should immediately report the situation to the building principal or assistant principal, or the District Administrator. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principals should be filed with the District Administrator. Complaints against the District Administrator should be filed with the Board President.

Every student is encouraged to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal or assistant principal, or the District Administrator.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

All complaints about behavior that may violate this policy shall be investigated promptly by the building principal. The staff member who is investigating the report of bullying shall interview the victim(s) of the alleged bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report.

Parents and/or guardians of each student involved in the bullying report will be notified prior to the conclusion of the investigation. The District shall maintain the confidentiality of the report and any related student records to the extent required by law.

If the investigation finds that bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include student discipline, including, but not limited to reprimand, suspension, or possible expulsion. Further, the result of an investigation that finds that bullying has occurred may result in discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making a false report may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

“Bullying” is defined on page one. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. Cyberbullying – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.

The Board recognizes that cyberbullying can be particularly devastating to your people because:

1. cyberbullies more easily hide behind the anonymity that the Internet provides;
2. cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
3. cyberbullies do not have to own their own actions, as it is usually very difficult to identify cyberbullies because of screen names, so they do not fear being punished for their actions; and
4. the reflection time that once existed between the planning of a prank—or a serious stunt—and its commission has all but been erased when it comes to cyberbullying activity.

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student on a web site or on weblog;
2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the victim's cell phone bill;
3. using a camera phone to take and send embarrassing photographs of students.
4. Posting misleading or fake photographs of students on web sites.

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

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

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

“Harassment, intimidation, or bullying” means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:

- A. physically harming a student or damaging a student's property;
- B. knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or
- C. creating a hostile educational environment.

“Staff” includes all school employees and Board members.

“Third parties” include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For a definition of and instances that could possibly be construed as **hazing**, consult Policy 5516.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

To the extent appropriate in conducting a thorough investigation and/or as legally permitted, confidentiality will be maintained during the investigation process.

Notification

Notice of this policy will be **annually** distributed to all students enrolled in the School District, their parents and/or guardians and employees. The policy will also be distributed to organizations in the community having cooperative agreements with the schools. Additionally, the policy will be posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

The School District will also provide a copy of the policy to any person who requests it.

Records and Reports

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, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of bullying behavior. The District Administrator or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines on bullying will be age and content appropriate.

The complaint procedure established by the District Administrator as set forth in AG 5517.01 shall be followed.

Program and Activities

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

The district encourages informal resolution of complaints under this policy. If any person believes that the MPSD or any part of the school organization has failed to follow the law and rules of S.118.13. Wis. Stats., or in some way discriminates against pupils on the basis listed above, he/she may bring or send a complaint to the administration office at the following address:

2902 Lindberg Drive

PO Box 1657

Manitowoc WI 54221-1657

Absences

An absence **may** be excused with a phone call or note from your parent(s) or guardian(s) (hereafter referred to as “parent(s)”).

The morning of the day of your absence, your parent(s) should call the school office to report your absence and the reason for it. We prefer that calls be made before 8:00am.

Wilson: dial 663-9729

The school calling machine will call each student’s home in the evening if the office has not previously received information regarding your child’s absence.

If a phone call or a note from your parent(s) is not received within 24 hours of your absence (or by the next school day if the absence is followed by non-school days), the absence will not be excused.

After five unexcused absences in a semester, the administration may refer the truancy matter to the Department of Human Services or the School Resource Officer and ask the School Resource Officer to issue a truancy citation(s).

You will be considered truant whenever you are not in attendance in school, class, or any assigned activities without the permission of your parent, and/or designated school official. Truants will not be allowed to attend school dances, sporting events, or other activities.

If you are absent for more than a half day on the day of an extra-curricular activity, you may not attend or participate in the event that afternoon or evening. If you are suspended from school, you are not allowed to attend any extra-curricular activity or be on school property.

Alcohol/Drug Use

The use, possession, sale or intent to sell, transfer of drugs, or other substances for non-medical purposes is prohibited. The use or possession of drug paraphernalia (as defined in State Statutes 161.571-577) or alcohol is prohibited. Having illegal drugs, chemicals or alcohol in a person’s system in or on school property, in any district owned or contracted vehicle or at school-sponsored events is prohibited.

Canine Searches

It is the policy of Wilson Junior High School to maintain a drug –free and healthful school environment. In an effort to protect the health and welfare of its students, the Board of Education authorizes the use of trained canines on school property, to detect the presence of controlled substances in school buildings and on school properties. Canine searches will be scheduled at the discretion of the Superintendent or designee.

Canine searches will be used when:

- There is reasonable suspicion that controlled substances may be in a school district building, but at unknown locations.
- There is a belief that a random preventive search will be beneficial to ongoing drug-prevention efforts.

Canine searches will include, but are not limited to, the exploratory sniffing of the outside of lockers, vehicles parked on school property, and any other areas of school property deemed appropriate by the Superintendent or designee. Canines may be used without prior notification to students and/or school personnel. A positive reaction by a trained canine will provide reasonable suspicion for a search of the locker, vehicle or other property of a student.

Cell Phones/Electronic Communication Devices

While cell phones are valuable communication devices, they may pose a distraction in the school setting. Students may bring cell phones into the school building; however, they must be kept out of sight and turned off during the school day unless teachers specifically allow students to use the device as a tool for learning.

Emergency phone calls should be made in the office; therefore, cell phones are not needed during school hours unless permitted for use by a staff member. The same procedure will be followed for personal music devices, multimedia, or other electronic devices. If a student uses a cell phone or other personal electronic device when prohibited, the device may be confiscated by a staff member and may be turned in to the office. If a cell phone or personal electronic device is confiscated, it may be returned by the staff member who confiscated it or may be held in the office until a parent is notified and/or school consequences issued. If parents must contact their child during the school day, they should call the school office. The office staff will relay emergency messages from parents to students. Exceptions to this policy may be made on an individual basis by school staff or administration. Please contact an administrator to discuss circumstances that may require modifications prior to using a cell phone in school.

Wisconsin statute 175.22, Act 118 prohibits the use of any cell phone, camera or other recording device to capture record or transfer a representation of any person or part of a person.

Cell phones, cameras, or other recording devices are strictly prohibited in MPSD restrooms or locker rooms.

Students and their parents are reminded that students bring these devices to school at their own risk and that the MPSD is not responsible for lost/stolen cell phones or other electronic devices.

Canine Searches

It is the policy of Wilson Junior High School to maintain a drug –free and healthful school environment. In an effort to protect the health and welfare of its students, the Board of Education authorizes the use of trained canines on school property, to detect the presence of controlled substances in school buildings and on school properties. Canine searches will be scheduled at the discretion of the Superintendent or designee.

Canine searches will be used when:

- There is reasonable suspicion that controlled substances may be in a school district building, but at unknown locations.
- There is a belief that a random preventive search will be beneficial to ongoing drug-prevention efforts.

Canine searches will include, but are not limited to, the exploratory sniffing of the outside of lockers, vehicles parked on school property, and any other areas of school property deemed appropriate by the Superintendent or designee. Canines may be used without prior notification to students and/or school personnel. A positive reaction by a trained canine will provide reasonable suspicion for a search of the locker, vehicle or other property of a student.

Direct Contact Communicable Diseases

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

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

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

Dress and Appearance

Clothing must be appropriate for the school setting and not disruptive to the learning environment.

We believe that the responsibility for the personal appearance of students enrolled shall normally rest with the students themselves and their parents and/or guardians. However, student dress should not affect the health and/or safety of students, be vulgar, or disrupt the learning process within the school. The following guidelines will be adhered to:

- No student will be permitted to wear any clothing, jewelry, or other item which is normally identified with an anti-social organization (i.e. – gangs, hate groups, rebel flag, swastika), or clothing that contains pictures and/or writing referring to alcoholic beverages, tobacco products, sexual references, profanity, racial/ethnic slurs, and/or illegal drugs.
- Student(s) displaying tattoo(s) depicting anti-social, offensive, drug, alcohol, or tobacco related themes will be required to cover the tattoo(s) or be sent home to change clothing.
- Shoes must be worn at all times. For safety reasons, slippers are not recommended and will not be allowed in classrooms where there is a risk of injury such as PE and technology education.
- No profanity or any sexual or racially degrading message. Hats, bandanas, headscarves, hoods and sunglasses must be removed upon entering the building during school hours. Hats may not be present in the hallway or in the cafeteria at lunch. Jackets are to be kept in the lockers.
- Should an item be confiscated, a parent conference may be required before a said item is returned.
- Clothing should provide adequate coverage.
- School appropriate dress is expected for all school functions including dances.

Students will be asked to change their clothes if they are inappropriate or may be sent home.

Students are not allowed to carry their backpacks or purses to classes during the day. Backpacks and purses should remain in their lockers. This will help to ensure student safety.

Early Dismissal

No student will be allowed to leave school prior to dismissal time without prior permission from the parent or guardian. No student will be released to a person other than a custodial parent/guardian(s) without permission from the parent/guardian(s).

If you have an appointment during the school day, your parent/guardian should notify the school office. You must sign out in the office before leaving the building and sign back in upon your return.

Emergency Closings and Delays

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the following radio and television stations:

www.mpsd.k12.wi.us

Channel 2 – WBAY TV

Channel 5 – WFRV TV

Channel 11 – Fox News

Channel 26 – NBC TV

WOMT WQTC Radio

1240 AM 102.3 FM

WCUB WLTU Radio

980 AM 92.1 FM

WLKN Lake 98 WIXX Radio

98.1 FM 101.1 FM WGBW Radio 1590 AM

Parent/guardian(s) and students are responsible for knowing about emergency closing and delays.

Injury and Illness

All injuries must be reported to a teacher or to the office staff. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures.

A student who becomes injured or ill during the school day should request permission from the teacher to go to the main office. The nursing or office staff will determine whether the student should remain in school or go home. No student will be released from school without proper parent/guardian permission.

Internet Use Policy

In order to be permitted to have access to the internet, students and their parents/guardians must sign and return to the main office MPSD Student Acceptable Use Agreement.

Lockers

You will be assigned a locker at the beginning of school. You are responsible for maintaining it in a neat, orderly fashion. Trading or sharing lockers will not be permitted. Do not give your locker combination to anyone.

If you wish to put shelves in your locker, please use only free standing shelves; those which press against the locker's sides damage the locker and prevent the lockers next to yours from working properly. Use only tape or fun tack to attach pictures to the inside of the locker. Do not use glue or contact paper. Do not write on your locker. The school is not responsible for lost or stolen items. You may bring personal items into school at your own risk. Do not put anything in your locker which is in violation of school rules or the law. Your locker is the property of the Manitowoc Public School District. Court rulings support giving school officials the right to inspect your locker at any time with or without your consent.

Medication Guidelines – Prescribed and non-prescribed

1. MPSD school personnel will administer medication to students only when it is under a doctor's order and when the proper form has been completed and signed by the parent or legal guardian, physician, and school principal.

The *Consent to Administer Medication to be given at School* form is available at each school health office. This form includes the following sections:

- a written instruction from the prescribing physician for the administration of the medication.
 - a written statement indicating the physician's willingness to communicate with the school employee administering the medication.
 - a written statement from the parent authorizing school personnel to administer the medication and contact the physician if necessary.
 - a written statement from the principal authorizing a school employee to administer the medication.
2. Medication must be provided to the school in the original pharmaceutical container imprinted with the following information:
- child's full name
 - name of drug and dosage
 - time to be given
 - physician's name
3. Medication will be administered to the child at the designated time(s) by the school.
4. The physician must provide written instructions about the length of time the child shall receive the medication. Written instructions must be received from the physician if the drug is to be discontinued or if there is a change in dosage/time of administration from the original instruction.
5. The school will keep an accurate and confidential record for each pupil receiving medication.
6. Diagnosis and treatment of illness and the prescribing of drugs are never school responsibilities and should not be undertaken by any school personnel.
7. New prescriptions must be received annually for pupils on yearly medication.

Certified or licensed staff will not be permitted to dispense non-prescribed, over-the-counter (OTC), medication to any student without written parental consent. Parents may authorize the school to administer a non-prescribed medication using a form which is available at the health office. A physician does not have to authorize such medication.

If a student is found using or possessing a non-prescribed medication without parent/guardian(s) authorization, she/he will be brought to the school office and parent/guardian(s) will be contacted for authorization. The medication will be confiscated until written authorization is received.

Scheduling and Assignment

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the guidance department or principal's office. It is important to note that some courses and change requests may be denied because of limited space or the need to complete prerequisites courses or insufficient reasons for the request. Students are expected to follow their schedules. Any variation must be approved prior to the schedule change.

Smoking

State law forbids smoking or the possession of smoking materials for people under the age of 18. Students are not permitted to smoke or possess smoking materials IN or AROUND school. Violation of the smoking policy will result in disciplinary action and city ordinance citations.

Student Records

The origination and maintenance of appropriate student records are essential to the effective operation of the District and meeting the education interests of students. The rights and responsibilities of students, parent/guardian(s) and the District with respect to student records are governed by State and Federal law. Many student records are kept by teachers, counselors and administrative staff. There are two (2) basic kinds of student records – directory data and confidential records.

Directory data can be given to any person or organization for non-commercial or non-business purposes when requested, unless the parent/guardian(s) of the student object in writing to the disclosure as required under school policy and State and Federal law. Directory data includes those student records which identify the following:

- Student name
- School
- Grade level
- Age
- Participation in school-sponsored activities and sports
- Height and weight (if a member of an athletic team)
- Photograph
- Diplomas and awards received
- Name of previous school(s)

Student records are generally considered confidential under State and Federal law and may not be released to third parties unless the student's parent/guardian(s) consent in writing. However, there are exceptions to confidentiality, and request for records within these exceptions may be granted without a parent/guardian(s) written consent. If you have questions about the confidentiality of student records and/or the release of student records to third-parties, please contact your school principal or consult the Board's Student Records Policy and Administrative Guidelines.

Parent/guardian(s) and students are reminded of: 1) their rights to inspect, review and obtain copies of students records; 2) their rights to request the amendment of the student's school records if they believe the records are inaccurate or misleading; 3) their rights to consent to the disclosure to the student's school records, except to the extent State and Federal law authorizes disclosure without consent; 4) the categories of student record information which have been designated as directory data and their right to deny the release of such information; and 5) their right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

The Family Policy Compliance Office in the U.S. Department of Education administers both Family Educational Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment (PPRA). Parent/guardian(s) and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and PPRA@ED

Visitors

Visitors, particularly parents and guardian(s), are welcome at school. In order to properly monitor the safety of students and staff, each visitor must report in the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, she/he should call for an appointment prior to coming to the school, in order to prevent any loss of instructional time. This would also pertain to returning student alumni. School administration reserves the right to restrict access to classrooms if such access adversely impacts the educational environment of the school. Students **may not** bring visitors to school without first obtaining written permission from the principal. There must be a compelling reason to have a visitor in the school.

Extra-Curricular Activities

Attendance – You must attend school for at least one-half day on the day of a scheduled activity of any kind to participate in the activity (music, athletics, drama, dance, etc.).

Eligibility – We encourage students to involve themselves in as many out-of-classroom activities as their time, interests, and talents permit. It is important to understand that participation in clubs and extra-curricular activities is a privilege, not a right.

To be eligible to participate in extra-curricular activities, you must maintain an acceptable standard of conduct and academic work. The effort and conduct of a student is under continuous review by the faculty, the administration, and the coaches. Grade checks will be made during each season of activity. Grades lower than a “C” may be cause to notify your parents and may result in a decision by the school to withhold participation privileges. School authorities maintain the right to determine all participation requirements and privileges.

Honesty Clause – When a student, included in extra-curricular activity, is questioned regarding any rule violation, that individual will answer truthfully any questions asked by the administration, advisor and/or supervisor and a failure to answer truthfully, blatant denial of the truth, may prevent further participation.

Athletic Guidelines

You must be a bona fide student in good standing to represent our school in interscholastic contests. You must not have transferred from one school to another for athletic purposes as a result of undue influence or persuasion by any person or group. You may not participate in any given sport more than once at each grade. You must file a completed WIAA physical examination card in the main office before you can practice with the team.

If you are failing one or more classes, you may not participate in athletics. If you are a member of a team and receive a failing grade on your report card, you have three weeks to remove the failing grade. During that time, you may practice with the team, but you may not participate in any competition.

If you are injured during a practice or game that requires a physician’s care, you will not be allowed to return to participating without clearance from a certified physician. Participation in athletics means more than competition between two individuals or two teams representing different schools. It teaches fair play and sportsmanship, understanding, and appreciation of team work, and the fact that quitting means failure while hard work means success. The administration and/or coaches may remove you from participation at any time based upon your conduct and attitude. The conduct of an athlete is closely observed in many areas of life. It is important that this behavior be above reproach in all of the following areas.

In the area of athletic competition, a real athlete doesn’t use profanity or illegal tactics. As an athlete, you learn the fact that losing is part of the game, and that you should be gracious in defeat and modes in victory. It is always courteous to congratulate an opponent on a well-played game after the contest.

A good athlete is a good student. You must plan your time so that you can give sufficient energy to studies to maintain acceptable grades. You should give respectful attention to classroom activities and show respect for students and faculty members at all times.

