



2010-2011 STUDENT HANDBOOK

Home of the Saints

St. Croix Falls High School

740 Maple Drive
St. Croix Falls
54024

Telephone: (715) 483-2507 ext. 1302

High School Principal

Pete Nusbaum

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP _____

PHONE _____

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Welcome St. Croix Falls Students and Parents:

For those of you who are joining our high school community for the first time, I would like to offer a warm welcome! This issue of the High School Handbook is for the 2010-2011 school year. We hope you find the handbook to be a useful source of information about the education, programs, and procedures here at SCF High School. Please feel free to contact us with any questions, concerns, or if you would like more specific information that may not be included in the handbook. Our entire staff is here to help you and your student make the most of his or her high school experience.

To our parents and guardians, we look forward to working with you this school year. We encourage all of you to be involved in your students' education and school life. I look forward to another great year and many great accomplishments throughout this school year. Please read the information in the handbook carefully. If you have any questions regarding the handbook or SCF High School, please give us a call @ 483-2507. Have a great 2010-2011 school year!

Mr. Nusbaum
High School Principal

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St. Croix Falls High School Schedule

Juniors and Seniors:

8:05-9:30.....1st Block
9:40-11:05.....2nd Block
11:10-11:35.....Lunch
11:40-1:10.....3rd Block
1:15-2:45.....4th Block
2:50-3:20.....Advisory

Freshmen and Sophomores:

8:05-9:30.....1st Block
9:40-11:05.....2nd Block
11:10-12:35.....3rd Block
12:35-1:10.....Lunch
1:15-2:45.....4th Block
2:50-3:20.....Advisory

2 Hour Late Start HS/MS

-1st Block...Drop
-2nd Block...10:05

Early Release-High School

-3rd Block...12:10-12:50
-4th Block...12:55-1:35

Early Release-Middle School

-4th Block...Drop
-5th Block...1:00-1:35

Welcome to SCF High School

Let's have a great year!!!!

INTRODUCTION

St. Croix Falls High School exists to prepare its students for entry into adulthood through formal educational settings, social interactions, and extra-curricular activities. A wide variety of learning opportunities exist for students to increase their knowledge base, thinking skills, and creativity. The faculty and staff of SCFHS urge each student to work to her/his greatest potential, sample a variety of academic, technical, and creative classes and activities, and maximize her/his potential in order to be ready for advanced learning or the world of work.

PARENTS SHOULD:

- *Keep in regular communication with the school concerning their child's conduct and progress.
- *Insure that their child is in daily attendance and promptly report and explain an absence or tardiness to the school.
- *Assist their child in being healthy, well groomed and clean.
- *Bring to the attention of school authorities any problem or condition which affects their child and/or other children of the school community.
- *Discuss report cards and work assignments with their child.
- *Maintain up-to-date home, work, and emergency telephone numbers at the school.

STUDENTS SHOULD:

- *Attend all classes daily and be on time.
- *Be prepared to come to class with appropriate working materials.
- *Refrain from profane and inflammatory statements.
- *Be respectful to all individuals and property.
- *Conduct themselves in a safe and reasonable manner.
- *Be well groomed and clean.
- *Be responsible for their own work.
- *Abide by the rules and regulations set forth by the school and individual classroom teachers.
- *Seek changes in an orderly and approved manner.

EDUCATORS SHOULD:

- *Encourage the use of good guidance procedures.
- *Maintain an atmosphere conducive to good behavior.
- *Plan a flexible curriculum to meet the needs of all students
- *Promote effective training or discipline based upon fair and impartial treatment of all students.
- *Develop a good working relationship among staff and students.
- *Seek to involve students in the development of policy
- *Encourage parents to keep in regular communication with the school.
- *Endeavor to involve the entire community in order to improve the quality of life within the school and community.

ACADEMIC INFORMATION AND POLICIES

CLASS LOAD AND REQUIREMENTS FOR GRADUATION

- To graduate from St. Croix Falls High School you will need 28 credits.
- All students must sign up for a minimum of 4 credits each term.

ENGLISH - 4 credits: English 9 and 10 are required of Freshman and Sophomores. The remaining two credits are open to choice within the English department. One credit of English is required each year.

SOCIAL STUDIES - 3 credits: Students are required to take World History and U.S. History, plus 1/2 credit of government and 1/2 credit elective in the social studies department.

SCIENCE - 3 credits: Students will be required to complete 3 credits of science, one of which must be General Biology.

MATHEMATICS - 3 credits: Students will be required to complete 3 credits of math.

PHYSICAL EDUCATION - 1 & 1/2 credits (required): All students must take Physical Education 9 and Physical Education 10, plus 1/2 additional credit of Physical Education in their Junior or Senior year.

COMPUTER EDUCATION - 1/2 credit: All students must complete at least one class of introduction to computers in grades 7-12. If the class is taken in 7th or 8th grade, the class will not count toward the graduation credit requirement.

HEALTH - 1/2 credit: All students must complete at least one health class in grades 7-12. If the class is taken in 7th or 8th grade, the class will not count toward the graduation credit requirement.

HUMANITIES - 1 credit: Students may select from Art, Music, or Foreign Language.

CAREER-LIFE SKILLS-.5 credit: Students will be required to complete .5 credits of Career-Life Skills as a Junior.

Students must take responsibility for planning their educational career at the high school. Your registration is for the entire school year. Program changes requested after final registration may be denied since classes are formed, schedules created, and staff hired and assigned on the basis of your registration. Courses must be selected and planned with care. No class will be run with fewer than 10 students in the class. If you are in a class with 14 students you will not be able to drop the class for any reason.

ATTENDANCE REQUIREMENT (Graduation Ceremony)– Students of senior status must attend at least 85% of the school year (151 of 178 days) in order to be eligible to participate in the graduation ceremony. Two half days equal a full day. Four periods equal a full day, and three tardies equal a full day. The principal may use discretion if a senior were to miss more than 27 days for extenuating circumstances. After this threshold has been crossed, a student's wish to participate in the graduation ceremony will require the principal's arranging a plan that will require time to be made up after school, off days, and/or Saturdays. Unexcused absences will not be considered for this provision.

ACADEMIC ELIGIBILITY (CO-CURRICULAR AND EXTRA-CURRICULAR)

If a student fails **one** class during a qualifying term, that student will be ineligible for the next 10% of the games/matches/contests/meets of that activity. (With carry over to the next term). If the student is not passing all classes after the

10% of the activity, they will be ineligible for 50% of the activity and reassessed after this period has been concluded.

If a student fails **two** classes, the student will be ineligible for 50% of the season. (With carry over to the next term). The student must be passing all classes after sitting out this period or they will be ineligible for the remainder of the season. **Three** or more failures result in ineligibility for the season. (With carry over to the next term) For the purpose of determining eligibility, an incomplete grade will be considered a failing grade until it is made up. The athletic director and principal will monitor academic performance. The period of ineligibility will begin 10 days after the final day of the qualifying term. During the ineligibility period, the participant must participate in all rehearsals/practices.

ACADEMIC HONESTY

Cheating is defined as taking the work, words, ideas, and/or efforts of another as one's own or providing one's work to be presented as another's. Cheating on any assignment will not be tolerated.

CHEATING/PLAGIARISM POLICY

* A person who allows someone to copy their work is equally as guilty of cheating and plagiarism as the person copying and will be assessed the same penalty.

Cheating on a homework assignment:

First Offense:

- Collection of unauthorized material
- Official warning to student
- Student will receive no credit for that assignment, and a parent contact will be made.

Second Offense:

- Collection of unauthorized material
- Official warning to student
- One-day after school detention
- Student will receive no credit for that assignment, and a parent contact will be made.

Subsequent Offenses:

- Collection of unauthorized material
- One-day in-school suspension
- Student will receive no credit for that assignment, and a parent contact will be made.

Cheating on examinations, tests, quizzes, or major projects:

First Offense:

- Collection of unauthorized material
- Official warning to student
- Student will receive no credit for that assignment, and a parent contact will be made.

Subsequent offenses:

- Collection of unauthorized material
- One to three day out of school or in-school suspension
- Student will receive no credit for that assignment, and a parent contact will be made.
- Administration discretion whether student will be on probationary status or removed from class.

Plagiarizing or reproducing the work of another:

* Academic dishonesty happens anytime you do not do your own work but use someone

else's and call it your own. It includes:

- **Using a published author's work,**
 - copying directly from a book, magazine, newspaper, song, or internet without using quotation marks and/or without

- o providing the author's name and a bibliography
- o paraphrasing, putting the text in your own words, and not providing the author's name and a bibliography
- o summarizing, using key words, phrases, or ideas from a text, and not providing the author's name and a bibliography
- o using statistical data or copying maps, charts or graphs from a book, magazine, newspaper, song, or internet without providing the author's name and a bibliography
- o using facts that are not generally known or accepted as common knowledge without providing the author's name and a bibliography

First Offense:

- Collection of unauthorized material
- Official warning to student
- Student will receive no credit for that assignment, and a parent contact will be made.

Subsequent offenses:

- Collection of unauthorized material
- One to three day out of school or in-school suspension
- Student will receive no credit for that assignment, and a parent contact will be made.
- Administration discretion whether student will be on probationary status or removed from class.

GRADING SYSTEM /HONOR ROLL

The following grading system will be used:

A	94-100	(4.000 credits for GPA)
A-	90-93	(3.666 credits for GPA)
B+	87-89	(3.333 credits for GPA)
B	83-86	(3.000 credits for GPA)
B-	80-82	(2.666 credits for GPA)
C+	77-79	(2.333 credits for GPA)
C	73-76	(2.000 credits for GPA)
C-	70-72	(1.666 credits for GPA)
D+	67-69	(1.333 credits for GPA)
D	63-66	(1.000 credits for GPA)
D-	60-62	(0.666 credits for GPA)
F	below 60	(0.000 credits for GPA)

AP Courses Grading Scale

A	(4.000 credits for GPA)
A-	(4.000 credits for GPA)
B+	(4.000 credits for GPA)
B	(4.000 credits for GPA)
B-	(3.666 credits for GPA)
C+	(3.333 credits for GPA)
C	(3.000 credits for GPA)
C-	(2.666 credits for GPA)
D+	(2.333 credits for GPA)
D	(2.000 credits for GPA)
D-	(1.666 credits for GPA)
F	(0.000 credits for GPA)

Honor Roll- Students who earn a 3.0 (B average) will be placed on the Honor Roll.

HOMEWORK POLICY

Homework is used to reinforce student learning through independent practice. If homework is not completed by the due date assigned, points may be deducted or a zero received at the discretion of the teacher.

HOMEROOM /STUDY HALLS

Study hall is a place for formal, quiet study.

Homeroom rules:

1. Each student will be assigned a seat and will be expected to remain in that seat until otherwise directed by the homeroom supervisor.
2. No passes will be honored before the tardy bell or before roll is completed.
3. Students are expected to have material to work on during the homeroom period. This may be homework, magazines, library books, etc. Students who need to study together may receive permission to do so. Homeroom is a working/study time homeroom.
4. A student who leaves the homeroom with a signed pass must report directly to the designated area. Students found in other areas or not arriving in the designated area promptly will be sent back to homeroom and will lose their pass privilege for not less than two weeks.

5. Students must remain in the designated area until the end of the homeroom period.
6. Students wishing to work with a teacher in another area must bring a pass from that teacher to the homeroom before the tardy bell and receive permission to leave.
7. Students creating behavior problems in classes or study halls may have their study hall privileges restricted on a temporary or permanent basis. The study hall teacher has the authority to restrict study hall privileges for just cause. Students who do not abide by the homeroom regulations will be assigned after school detention and/or suspension until a parent conference can be scheduled.

OPEN ENROLLMENT

Open enrollment is available to students and parents. If interested in this option, please contact the District Office or Department of Public Instruction prior to January 1st of the current school year.

REPORT OF STUDENT PROGRESS

Parents will be notified by the teacher either in writing or by phone if there is a significant drop in their student's performance. For example: a drop of two or more letter grades, a change in attitude, attendance, and/or productivity. Parents should contact their child's teacher if there is a concern or a question about their child's progress.

Progress reports will be periodically sent out with the student during each quarter/term.

STUDENT SCHEDULE CHANGES

Student schedule changes must be done prior to the start of the school year. If a student wishes to drop a class after the term has started, this change needs to be made in the first two days of the term. Students may drop a class at the end of the term if there is another class available to them. Students may be denied their request to drop a class if class enrollment numbers are below fourteen. All dropped classes require an Add/Drop form that needs to be signed by a parent, the teacher of the course dropped and the teacher of the course added.

YOUTH OPTIONS

The youth options program permits any 11th or 12th grade student to attend a Wisconsin institution of higher education for the purpose of taking one or more courses (up to 18 credits by 7th semester). The School District is required to pay for the course(s) if no comparable course is offered at SCF High School. All courses must be approved by the School Board.

Application forms may be obtained from the Guidance Office, completed and returned to the High School Guidance Office by March 1st for a first semester course and October 1st for a second semester course.

SCHOOL DISTRICT OF ST. CROIX FALLS HIGH SCHOOL LOCKER ROOM PRIVACY POLICY

The district shall observe measures intended to protect the privacy rights of individuals using school locker rooms. The following provisions outline the extent to which that protection can and will be provided:

1. Locker rooms are provided for the use of physical education students, athletes and other activity groups and individuals authorized by the building principal or by District policy. No one will be permitted to enter into the locker room or remain in the locker room to interview or seek information from an individual in the locker room at any time. Such interviews may take place outside of the locker room consistent with applicable District policies and/or school rules.
2. No cameras, video recorders or other devices that can be used to record or transfer images may be used in the locker room at any time.

3. No person may use a cell phone to capture, record or transfer a representation of a nude or partially nude person in the locker room or to take any other photo or video image of a person in a locker room.

Students and staff violating this policy shall be subject to school disciplinary action and possible legal referral, if applicable. Other persons violating the policy may be subject to penalties outlined in state law. The building principal or his/her designee shall be responsible for enforcing this policy.

ATTENDANCE POLICIES AND PROCEDURES

STUDENT ATTENDANCE POLICY

The Board of Education encourages a strong partnership between the home, school, and community. It recognizes a positive relationship between good school attendance and success in school and employment. If student learning and growth are to take place, parents/guardians, students and school personnel must recognize their responsibilities to assure regular attendance.

The Board, in recognition of the statutory requirements for school attendance and the overwhelming public need for an educated society, believes school attendance should take precedence over non-school activities. State law requires every child between six and 18 years of age to be in school attendance unless he/she:

- (1) Is excused temporarily for physical or mental reasons, or other reasons defined by the Board;
- (2) Has graduated;
- (3) Has been authorized to attend an alternative educational program; or
- (4) Has been excused by his /her parent/guardian prior to an absence in accordance with state law.

It is the responsibility of any person having under his/her control such a child to ensure regular attendance during the full period and hours that school is in session until the end of the quarter or semester of the school year in which the child becomes 18 years of age.

It is the responsibility of the parent/guardian to notify the school of student absences in accordance with established district procedures. When students are absent from school, parents/guardians assume full responsibility for their activities. It is the responsibility of the principal or designee to determine whether the absence is acceptable (excused) or not acceptable (truant)

Legal Ref. : Sections 118.15 Wisconsin Statutes
118.153
118.16
118.162
118.165

Cross Ref.: 431-Rule, Student Attendance Procedures
342.6, Alternative Programs
424, Public School Open Enrollment and Attendance Option. County
and St. Croix Falls Truancy Policy

STUDENT ATTENDANCE PROCEDURES

St. Croix Falls High School is a closed campus. Appointments should be made outside of the school day as much as possible. Students are to be in attendance and will not or may not be allowed to run errands during their lunch/study hall periods.

School Attendance Officer

The principal or designee shall serve as the school attendance officer for each school in the District. The school attendance officer shall deal with all matters relating to school attendance and truancy.

Student Attendance

a. The responsibility for regular school attendance is a responsibility that should be shared by parents, students and school.

b. Excused Absences- All excused absences require parent/guardian verification.

(1) Parent-Excused Absences

*Parents are authorized to excuse their child from school attendance for any reason, up to a maximum of 10 days in a school year.

*A family trip that can be taken only during the normal school term. The intent of this statement is to provide opportunity for students to accompany their parent/guardian on a vacation that cannot be scheduled when school is not in session. A parent/guardian shall be required to notify the principal or designee prior to leaving on vacation to notify the school in writing, a minimum of two days prior to the absence. A phone call or personal contact two days ahead from a parent or guardian prior to the absence will also be required to verify the absence for the purpose of reviewing the student's attendance record, overall performance record and to provide make-up work. Students are required to obtain an advanced make-up form from the office; only after a phone call or note have been received. All work must be made up prior to the absence unless other arrangements have been made with the instructor.

Detention may be assigned for not following school procedures. After 10 days of parent-excused absence, all absences become principal-excused absences.

(2) Principal-Excused Absences

*If a student is absent (for reasons listed below), parents/guardians must call the school office by 9 a.m. on the day of the absence at 483-2507, ext.232 or 328.

*If a call has not been received, the parent will be contacted by phone or letter.

*When a student returns after an absence, the parent/guardian must send a written, signed note or place a phone call the following day that explains the absence if contact had not been made on the day of the absence.

**The absence will be unexcused without parental contact and the student may become truant if no parental contact is made within 24 hours.

(excessive tardies may be unexcused).

*When a student is late in reporting to school in the morning, he/she is to report to the office before going to class. If the tardy is excused, he/she will be given a pass; if the tardy is unexcused, he/she may receive a detention or suspension.

* In some cases prior approval may be indicated.

The principal may excuse absences for the following reasons:

(a) Personal illness of the student (excessive absences for illness may require a signed physician's statement, excusing the student from attendance)

(b) Bonafide religious holiday with advance notice.

- (c) Death, serious illness in the immediate family, or personal family emergencies that may affect the physical and/or emotional health of the child.
- (d) Court appearance or other legal procedure that requires the attendance of the student.
- (e) Medical or dental appointments that cannot be arranged outside of school hours.
- (f) Other absences may be excused with prior approval from the building principal.
- (3) Truancy includes absences of any sort, which do not meet the criteria outlined in (1) and (2) above.

c. Unexcused Absences - These are absences from school for reasons other than those listed in (1) and (2) above. The building principal will deal directly with the student absent for reasons classified as unexcused and will use judgment and discretion in dealing with each individual case. The principal may use any or all of the following methods in dealing with students who have an unexcused absence or with their parents/guardians

1. Conference and counseling with student;
2. Make up of lost time (detention);
3. Make up of lost work with or without credit being extended for the work done (it is the student's responsibility to contact the teacher and arrange for make up work and exams);
4. Required parent conference;
5. Referral to the appropriate agency or to a court of law under state compulsory attendance/truancy laws.

d. Truancy - "Truancy" means any absence of part or all of one or more days from school during which the principal or teacher has not been notified of the legal cause of such absence by the parent/guardian of the absent student for the purpose of defeating the state's compulsory school attendance law. Truancy notices shall be sent to the student's parent/guardian in accordance with state law requirements.

e. Habitual Truancy - "Habitual truant" is defined as a student who is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a school semester. Notice of habitual truancy shall be sent to a student's parent/guardian in accordance with state law requirements. Polk County and the City of St. Croix Falls have enacted an ordinance prohibiting a student from being a habitual truant. The St. Croix Falls School District will make every effort to work with students and parents/guardians in promoting student attendance in school. However, habitual truants will be referred to the courts in accordance with state law and provisions of the District's truancy plan. The District's truancy plan shall be reviewed and, if appropriate, revised at least once every two years.

f. Tardy/Late Arrivals - Students arriving late to school must sign in at the school office and receive a pass from a school official or secretary. Tardy is before 8:30, after 8:30 it will be marked absent.

*If a student is tardy to school or class more than three (3) times during a school semester (per class) for any reason, excused or unexcused, the student may be required to make up any additional time missed and possibly given an office detention. Three unexcused tardies will be considered one absence. Ten tardies will result in a warning for truancy. Fifteen tardies will be filed at municipal court for truancy.

g. Checking Out - If a student must leave the campus or building during the day for any reason, permission must be obtained from parents and the school office. The student must sign out through the office. A school official will provide a pass after parents have been

contacted. If parents cannot be contacted, the student may be required to stay in school.

If a parent permission form is on file, the student will be issued a pass for a school sanctioned activity.

h. Home work and independent practice make up an essential component of the learning process for students.

When students are absent, an opportunity to make up work shall be provided. For excused absences, makeup work receives credit; for unexcused absences, **makeup work** receives no credit.

Students who are absent one day . . .

*will take previously announced quizzes and tests and hand in previously assigned work the day they return to class.

*Assignments made and/or quizzes/tests given in their absence should be made up upon returning to school.

Students who are absent multiple days . . .

*are afforded one day of makeup for each day missed. The student is responsible for conferring with the teacher to arrange a make-up schedule.

*Again, makeup work previously assigned is due the day of the student's return.

In the case of pre-arranged absences . . .

*students will deliver to teachers all previously assigned work due during their absence the day they return.

If an absence is unexcused the student will not be allowed to make up work missed, except major grading period tests, exams, or projects.

i. Make Up Time - All school time missed, due to a student's unexcused absence, will be made up in accordance with school discipline procedures.

Students may be required to make up an unexcused absence time at the rate of one detention period for every 45 minutes of class missed.

j. Staying After School - If a student stays after school for any reason they must be under the supervision of a coach, teacher and/or staff member. All other students not supervised must leave the building by 3:45 p.m.

ADMISSION TO SCHOOL

Any student who physically resides in the district for a purpose other than school attendance may be considered a resident student and may be eligible for tuition free admission to the district schools. It shall be the responsibility of the parents or guardian of each student, or of a student of legal age entering the school district, to complete official registration forms prior to assignment by the principal to a grade or schedule of classes.

A student of non-resident parent(s) whose care, custody, and support has been assigned to a resident of the district may attend school without payment of tuition provided appropriate information has been filed with the principal. In such cases, the reason for school admittance must be unrelated to any educational or co-curricular benefits that may be attained by attending a district school rather than a school in the student's resident school district. Proof will be required that the student's residence in the district is for other than educational or co-curricular benefits.

LOITERING, HALL TRAFFIC, AND HALL CONDUCT

Students are not to be anywhere but in their assigned classrooms during class time unless they have official authorization to be elsewhere. Loitering inside the school building (halls, rest rooms, etc.) on the school grounds (including parking lot), or in the school neighborhood during the school day will result in a discipline referral, a police citation and/or suspension.

Handbook passports are required in order for students to be in the hall or rest rooms during class hours.

SCHOOL GROUNDS

Once a student has entered school property, they are to remain on school property unless they have permission to leave.

VISITORS

Parents are encouraged to visit the school at any time. All visitors must check in at the high school office upon entering the building. All visitations will be at the discretion of the principal. Non-school persons are prohibited from loitering on the campus.

VISITING CHILDREN

We ask that parents not send their child's friends or relatives to school to spend the day. The school policy is not to allow student visitors during the school day. If an individual has business at school they should report directly to the office.

SCF HS STUDENT RULES AND POLICIES

STUDENT DISCIPLINE PHILOSOPHY

Effective discipline - the use of intervention strategies that not only present consequences for misbehavior but also help promote alternative appropriate behaviors--is based upon a teaching philosophy and not punishment. Our approach; discipline as teaching, integrates the school's discipline philosophy with its overall mission: Education. To this end, the role of teachers and administrators in the school is to serve as facilitators who work with parents and students in a collaborative effort to resolve conflict situations fairly. In this way, it is our belief that school rules are maintained and a student can learn from an intervention about the inappropriateness of his or her behavior, as well as appropriate behaviors that could be employed should the situation occur again.

GENERAL EXPECTATIONS FOR SCHOOL BEHAVIOR

Our discipline system is dependent upon the development of a positive partnership between home and school. Our mission, to educate students, is based upon fundamental and basic principles:

1. That student allow teachers to teach
2. That student allow other students to learn
3. Positive self-esteem requires cooperation, hard work, dedication, and a respect for fellow students.

If students choose to break established school rules, there will be appropriate and sequential consequences.

ATTITUDE

Students are encouraged to be honest and trustworthy in all matters, maintain good school spirit and participate in school activities.

DEFINITIONS

Behavioral Contract: A written contract identifies the desired behavior and sets a future time to meet and discuss with the student the progress that he/she is making toward fulfilling the contract. Contracts may be developed for any

behavioral reason including in lieu of expulsion proceedings. Contracts may include, but are not limited to, counseling, assessments, UA testing, off-campus placement, and schedule changes.

Detention: Detentions are to be served by the pupil after school, outside of the school day. The length of a detention is determined by the rule that was violated. School staff may issue a detention.

Due Process: All suspected violations of the behavior policies of St. Croix Falls High School will be directed to the appropriate administrator or designee. The administrator or designee will meet with the student. The facts will be presented, and the person in charge will weigh the evidence, based upon his/her best judgment, before making a decision on the disposition of the student's case, considering both the best interests of the student and the best interest of the school. The student's parents will be informed of the action.

Expulsion: An action taken by the school board to prohibit an enrolled pupil from further attendance. The school board determines expulsions. Students may be suspended up to 15 days pending an expulsion hearing.

Police Contact/Interviews: Students have the right to communicate with the police in a fair and professional manner. Students have the right to fundamental fairness of treatment and protection of their constitutional rights in all police interviews, interrogations and questioning. Students have the responsibility to cooperate and be truthful. Students have the responsibility to conduct themselves in an orderly manner when talking with police. Students have the responsibility to follow established procedures. All interviews, interrogations or questioning of students will be with full regard of fundamental fairness and protection of legal rights. They shall be conducted as discreetly as possible. Parents shall be notified, **if possible**, and a school representative may be present unless the student requests otherwise.

Police Referral: It is the philosophy and belief of the administration at St. Croix Falls High School that the primary responsibility for dealing with student discipline violations rests with us. Thus, we will make every effort to handle such problems in-house, according to the policies and procedures established by the district and the school. However, when violations of state laws or municipal ordinances occur, or when students or parents/guardians refuse to work within the established policies of the district and school, or where security or person or property appears to be in jeopardy, we will involve the police. Acts that are illegal under the Criminal Code of Wisconsin are reported to the police. This referral does not replace the application of school disciplinary action for the same incident. Conversely, the police and the district attorney share information regarding student behavior.

Reasonable Suspicion: "Reasonable suspicion for a search" means grounds sufficient to cause an adult of normal intellect to believe that the search of a particular person, place or thing will lead to the discovery of evidence that the student:

1. Has violated or is violating a rule or behavioral norm contained in the Student Handbook.
2. Has violated or is violating a particular law.
3. Possesses an item or substance that presents an immediate danger of physical Harm or illness to students and staff or district property.

Social Probation: A student who violates rules, loiters, or is generally disruptive at school activities may be placed on social probation for the duration of time suggested by the administration. In most cases this means that the student will not attend any school activities.

Suspension: The act of prohibiting a pupil from attending classes for a period of no more than five (5) school days. The pupil serves the suspension time either in or out of school.

STUDENT TO STUDENT RELATIONSHIPS

Each student has the right to attend school and school activities without fear or threats against feelings, property, or physical well being. Each student is responsible to respect the feelings, property, and the physical well-being of other students, and will refrain from physical and verbal abuse directed at other students, as well as any damage or theft of property of a fellow student. The following are considered infractions of student-to-student relationships:

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. Profane and/or threatening language directed at a student. Action will range from detentions to suspension, disorderly conduct ticket or all of the above.

Fighting: Any act of hostile body contact while on school property, or going to or returning from school, including all school activities. A scuffle between students will result in both parties equally disciplined and jointly sharing in paying for damages to private and/or school property. Disciplinary action will range from required counseling suspension, police referral and possible recommendation for expulsion. Unless clearly established by unbiased witnesses, self-defense is not an excuse. Three incidents of fighting or physical attack during a student's four years will result in recommendation for expulsion to the school board.

HARASSMENT AND/OR BULLYING OF STUDENTS: Harassment and/or bullying of students will not be tolerated in the St. Croix Falls Public Schools, which includes any property or vehicles owned, leased or used by the schools. The School Board considers these actions to be detrimental to the health and safety of students, and disruptive to the educational environment.

The educational environment is defined as consistency of every activity under the supervision of each school. For purposes of this policy, harassment and/or bullying are defined as any conscious, willful, or deliberate act or attempted act, through the use of words or actions, which are intended to cause physical injury, emotional distress/suffering or property damage or which impact the learning environment.

Harassment and/or bullying could include acts motivated by, but not limited to, hostility toward the victim's real or perceived sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, sexual orientation, gender identity, social, socio-economic or family status, physical attributes, disability/handicap or any other basis protected by state or federal law. Examples of acts of harassment and/or bullying include physical intimidation, force or assault, humiliation, bigoted epithets, vandalism, extortion, oral or written threats, taunting, put downs, name calling, threatening looks or gestures, false accusations, social isolation, retaliating against another student for reporting harassment or bullying, or any other behavior that substantially interferes with a student's school performances or creates an intimidating, hostile or offensive school environment.

All forms of harassment in cyberspace commonly referred to as cyber bullying are unacceptable and viewed as a violation of this policy. Cyber bullying includes but is not limited to the following misuses of technology: harassment, teasing, intimidating, threatening, or terrorizing another person or group of people by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs or any other messages via cyberspace. For purposes of this policy, "cyberspace" is defined as a global domain within the information environment consisting of the interdependent network of information technology infrastructures, including the Internet, telecommunications networks, computer systems, and embedded processors and controllers.

In situations in which cyber bullying originated off school property or from a non-school computer or telecommunication device, but is brought to the attention of school officials, and disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly impedes the day to day operations of a school. Such conduct includes, but is not limited to, harassment, bullying or making a threat off school grounds through cyberspace that is intended to endanger the health, safety or property of others at school, a District employee or a school board member.

Any student who believes he/she has been subject to, harassment and/or bullying may file a complaint in accordance with established complaint procedures or may complain directly to the building principal or designee. Filing a complaint or otherwise reporting harassment and/or bullying in good faith will not reflect upon the individual's status nor will it affect his/her grades or benefits provided by the District. The District shall respect the confidentiality of both the complainant and the accused consistent with the District's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective and/or disciplinary action when this conduct has occurred.

Any student or parent/guardian who becomes aware of or witnesses harassment and/or bullying has an obligation to report and will be supported by involved staff members in reporting the bullying/harassment to the proper authorities. Any District employee who becomes aware of or witnesses harassment and/or bullying has an obligation to intervene and report.

Students who engage in harassment and/or bullying in violation of this policy and/or retaliating against an individual for reporting harassment and/or bullying shall be subject to school disciplinary measures consistent with District policies and procedures up to and including suspension and/or expulsion.

**SCHOOL DISTRICT OF ST. CROIX FALLS
HARASSMENT AND/OR BULLYING OF STUDENTS
411.1 Rule**

Purpose:

To establish procedures for individual schools on how to address the problem of bullying through a variety of methods.

Guidelines:

Individual schools in the St. Croix Falls School District will address the problem of bullying through a variety of methods including:

1. Annually students and all staff to recognize and respond appropriately to bullying behavior.
2. Implementing effective bully prevention programs within the elementary, middle school and high school.
3. Providing students with a consistent system for reporting acts of bullying to safe contacts, school counselors or principals in the schools.

The following steps will be taken as appropriate when dealing with incidents of bullying:

1. A clear account of the incident will be recorded and given to the safe contact, school counselor, or principal. The incident will be recorded on the school harassment/bullying report form.
2. The principal will interview all of the concerned parties and will record the incident in the student information file system.
3. Parents of the concerned parties will be kept informed. This will be done with each reported incident for both parties.
4. Communicate with staff as appropriate regarding the incident.
5. Discipline measures will be used appropriately.

Students who have been bullied will be supported by:

1. Being offered an opportunity to discuss the incident with a safe contact, school counselor, or principal.
2. Offer on-going support with the goal of restoring confidence and a feeling of safety in the school environment.
3. Follow-up with the complainant by the investigating district staff member to ensure that the problem has been resolved.
4. Students need to be encouraged to continue to report if problems do not stop.

Students who have bullied will be supported by:

1. Being offered an opportunity to discuss the incident with safe contact, school counselor, or principal.
2. Identifying the bullying and the need to change.
3. Working to discover why the student became involved in the act of bullying.
4. Developing a plan with the safe contact, school counselor, or principal for a more socially acceptable behavior in a future situation.
5. Enlisting the assistance of the parents/guardians to assist in changing the behavior/attitude of the student.

The following disciplinary steps will be taken as appropriate:

1. Official verbal warnings to cease the offending behavior (up to 2)
2. Detentions/after-school.
3. In-school suspension time.
4. Out-of-school suspension time.
5. Expulsion for repeated offenses.

Adopted: 06/08/2010

**SCHOOL DISTRICT OF ST. CROIX FALLS
HARASSMENT AND/OR BULLYING OF STUDENTS
411.1 Exhibit A**

For use when reporting bullying incidents at school. It may be used by school and police officials when investigating this or other related incidents.

Report made by: _____ Date: _____

Exact Location/s of incident: _____

Date of incident: _____ Approximate time of incident: _____

Check those that apply:

- | | | |
|---|---|---|
| <input type="checkbox"/> Kicking | <input type="checkbox"/> Teasing | <input type="checkbox"/> Exclusion from game/activity |
| <input type="checkbox"/> Hitting | <input type="checkbox"/> Embarrassment | <input type="checkbox"/> Name calling |
| <input type="checkbox"/> Pushing | <input type="checkbox"/> Tripping | <input type="checkbox"/> Rude gestures |
| <input type="checkbox"/> Spitting | <input type="checkbox"/> Hate notes | <input type="checkbox"/> Spreading rumors |
| <input type="checkbox"/> Insulting | <input type="checkbox"/> Discrimination | <input type="checkbox"/> Cyber-bullying |
| <input type="checkbox"/> Hazing | <input type="checkbox"/> Put downs | <input type="checkbox"/> Intimidation |
| <input type="checkbox"/> Other(s) _____ | | |

Please describe in detail exactly what occurred, anyone who was involved, possible witnesses.

Details are important! _____

Continue on back if necessary:

I certify that all statements made above are true to the best of my knowledge. I understand that if I falsify this document, I can be held subject to consequences at school and by legal authorities (if applicable).

_____ Signature	_____ Date Submitted
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Approved: 06-08-2010

These forms are available in the High School Office

Bullying: What We Know

BULLYING: THE FACTS

Bullying is:

- Aggressive behavior that is intentional and involves an imbalance of power or strength.
- Bullying can take many forms: physical, verbal, nonverbal, or emotional (intimidation through gestures or social exclusion), and cyber (using the Internet, text messaging, or email to slander or embarrass.)
- Bullying is a form of victimization, not a conflict.

The Prevalence of Bullying:

- The incidence of behaviors such as bullying has increased, while school violence has declined in the past several years.
- Studies show that between 15-25% of U.S. students are bullied with some frequency while 15-20% report that they bully others with some frequency.
- In a survey of students in 14 elementary and middle schools in Massachusetts, more than 30% believed that adults did little or nothing to help in bullying incidents.

BULLYING: THE IMPACT

Children who bully are more likely that their peers to:

- Get into frequent fights
- Be injured in a fight
- Vandalize property
- Steal property
- Drink alcohol
- Smoke
- Be truant from school
- Drop out of school
- Carry a weapon

Research has also shown that:

- Children who bully are more likely to report they own guns for risky reasons, such as to gain respect or frighten others.
- Boys who were identified as bullies in middle school were four times as likely as their non-bullying peers to have more than one criminal conviction by age 24.

Effects of bullying:

- Children who are being bullied are more likely than their peers to be depressed, lonely, and anxious; have low self-esteem; feel unwell; have more migraine headaches; and think about suicide.
- Stresses of being bullied can interfere with children's engagement and learning in school, as well as cause fear of going to school.
- Bystanders to bullying are also impacted. The climate of fear and disrespect that bullying creates negatively impacts student learning.

WHAT WORKS IN BULLYING PREVENTION

- Programs that show the most promise are comprehensive in approach. They involve the entire school community, including families, and incorporate school-wide interventions, classroom activities, and individual interventions.
- Effective programs require strong administrative leadership with ongoing commitment and staff development on the part of the adults in the school system.
- Bullying prevention efforts should begin early - as children transition into kindergarten – and continue throughout a child's education, with no "end date."

The most promising school-based bullying prevention programs incorporate the following characteristics:

- A focus on creating a school-wide environment or climate that discourages bullying
- Student surveys to assess the nature and extent of bullying behavior and attitudes
- Training to prepare staff to recognize and respond to bullying
- Development of consistent rules against bullying
- Review and enhancement of the school's disciplinary code related to bullying behavior
- Classroom activities to discuss issues related to bullying
- Integration of bullying prevention themes across the curriculum
- Individual and/or group work with children who have been bullied
- Individual work with children who have bullied their peers
- Involvement of parents in bullying prevention and/or intervention activities
- Use of teacher or staff groups to increase staff knowledge and motivation related to bullying

¹**U.S. Department of Education.** (2002). National Center for Education Statistics, *The continuation of Education 2002*, NCES 2002-025, Washington, DC: U.S. Government Printing Office, 2002 and <http://nces.ed.gov/>.

²**Melton, G.B., Limber, S. Flerx, V. Cunningham, P., Osgood, D.W., Chambers, J., Henggler, S., & Nation, M.** (1998). *Violence among rural youth*. Final report to the Office of Juvenile Justice and Delinquency Prevention.

³**Mullin-Rindler, N.** (2003) *Findings from the Massachusetts Bullying Prevention Initiative*. Unpublished manuscripts.

⁴**Nansel, T.R., Overpeck, M.D., Haynie, D.L., Ruan, W.J., & Scheidt, P.C.** (2003) Relationships between bullying and violence among US youth. *Archives of Pediatric Adolescent Medicine*, 157, 348-353.

⁵**Nansel, T.R., Overpeck, M., Pilia, R.S., Ruan, J., Simons-Morton, B., & Scheidt, P.** (2001) Bullying Behaviors Among US Youth: Prevalence and Association With Psychosocial Adjustment. *Journal of the American Medical Association*, 285, 2094-2100.

⁶**Cunningham, P.B., Henngeler, S.W., Limber, S.P., Melton, G.B., and Nation, M.A.** (2000) Patterns and correlates of gun ownership among nonmetropolitan and rural middle school students. *Journal of Clinical Child Psychology*, 29, 432-442

⁷**Olweus, D.** (1993) *Bullying at school: what we know and what we can do*. NY: Blackwell.

⁸**Limber, S.P.,** (2002) *Bullying among children and youth*. Proceedings of the Educational Forum on Adolescent Health: Youth Bullying. Chicago: American Medical Association. Available online: <http://www.ama-assn.org/ama1/pub/upload/mm/39/youthbullying.pdf>.

⁹**NEA Today.** (1999) *Easing the strain of students' stress*. Departments: Health. September 1000. NEA Washington, DC www.nea.org/neatoday/9909/health.html.

¹⁰**National Education Association.** (2003). *National bullying awareness campaign*. www.nea.org/schoolsafety/bullying.html.

¹¹**Banks, R.** (1997). *Bullying in schools* (ERIC Report No. EDO-PS-97-170.) University of Illinois Champaign, Ill.

¹²**Health Resources and Services Administration.** www.StopBullyingNow.hrsa.gov.

This fact sheet was created by the Wisconsin Clearinghouse or Prevention Resources

(608)262-9157 or (800)248-9244 <http://wch.uhs.wisc.edu>

Property Damage/Theft: Damage of another student's property, whether intentional or accidental. Disciplinary action will be required restitution through parental contact and/or detention, suspension, possible police referral and possible recommendation for expulsion.

Sexual Harassment: Sexual advances, requests for sexual favors, or verbal and/or physical conduct/contact of a sexual nature made either directly or indirectly which are unwelcome by the recipient will not be tolerated. Sexual harassment is defined by the receiver of the action, not by the intent of the perpetrator. Sexual harassment also can take place by the wearing and/or display of articles of clothing, and printed materials. Disciplinary action will range from required counseling, detentions, suspension, possible police referral and possible recommendation for expulsion.

Threatening or intimidation 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. Disciplinary action will range from detentions, suspension, possible police referral, and possible recommendation for expulsion.

STUDENT - STAFF RELATIONSHIPS

Students and staff have a right to work, study, and teach in an atmosphere of mutual respect. Students also have the right to free and reasonable inquiry and expression while having the responsibility to respect the authority, feelings, physical well being, and property of school staff members.

The following are considered infractions of student-to-staff relationships:

Disrespect: To insult, call derogatory names, use obscenity toward, dishonor, or in another manner abuse verbally or in writing any member of the school staff. Disciplinary actions will range from detentions to suspension, possible police referral and possible expulsion. Profanity directed at a staff member will result in suspension and/or possible further disciplinary actions.

Insubordination: The willful failure to respond or carry out a reasonable request by authorized school personnel. Disciplinary action will range from detention, suspension, possible police referral, and possible recommendation for expulsion. Direct insubordination (outright refusal to follow a staff member's direction) will result in an automatic one day suspension.

Physical Attack: The act of physically assaulting any member of the school staff on school property or at any activity under school sponsorship. Disciplinary action will result in automatic suspension, recommendation for expulsion to the school board, and police referral as a felony offense.

Profanity/Threatening or Disparaging Language

A. Use of words or actions, verbal, written, or symbolic not appropriate for the school setting or meant to harass or injure another person; i.e. threats of violence or defamation of a person's race, religion, gender, or ethnic or ethnic origin.

B. Profane and/or threatening language directed at a teacher, administrator, or school employee.

1st Offense: 3 days of Out-school-suspension

2nd Offense: 5 days of Out-school-suspension

Subsequent Offense: 10 days of Out-school-suspension and referral to superintendent for expulsion.

Property Damage/Theft: Damage of a member of the school staff's property, whether intentional or accidental. Disciplinary action will be required restitution through parental contact and/or detention and suspension, as well as possible police referral and/or possible recommendation for expulsion.

Sexual Harassment: Sexual advances, requests for sexual favors, or verbal and/or physical conduct/contact of a sexual nature made either directly or indirectly which are unwelcome by the recipient will not be tolerated. Sexual harassment is defined by the receiver of the action, not by the intent of the perpetrator. Sexual harassment also can take place by the wearing and/or display of articles of clothing, and printed materials. Disciplinary action will range from requiring counseling, detentions, suspension, police referral and possible recommendation for expulsion.

Threatening or Intimidating Acts: Verbally or by gesture threatening the well-being, health, or safety of any member of the school staff. Disciplinary action will result in suspension, possible police referral and possible recommendation for expulsion.

CODE OF STUDENT CONDUCT

The St. Croix Falls School District has adopted a "Code of Student Conduct" policy in accordance with state law. This policy outlines specific reasons for which students may be removed from class. Refer to Board Policy 443.1.

If a student is removed from class they must report directly to the high school office. The teacher shall communicate with the parent by phone within twenty-four (24) hours or one business day of the removal and explain the reasons and situations for continued removal from class.

If a student has been sent to the office more than two times in a semester the building principal or designee shall meet with the student and allow the student an opportunity to briefly explain the situation(s) that led to the removal. For the purpose of short-term removal it is not necessary to obtain witnesses or to otherwise verify the student's or teacher's accounts of the situation. The student will enter the office discipline system as explained in the student handbook, activity code, and Internet use policy. Indicated consequences, as outlined by the above-mentioned handbooks, shall be implemented. The building administrator, in consultation with the teacher and parent, shall determine if a parent-teacher meeting is necessary.

STUDENT REMOVAL PROCEDURES

A. Student Behaviors Warranting Removal

Behaviors considered dangerous, disruptive or unruly, or behavior that interferes with the ability of the teacher to teach effectively include any of the following:

- **Criminal acts and/or behaviors which endanger the health, safety or welfare of self and/or others.**
 - Examples of such behavior include but are not limited to the following:
 - Alcohol, drug and/or weapon violations
 - Violence towards others
 - Causing bodily harm
 - Conspiring with other students with the intent to commit a crime
 - Stalking a teacher/student
 - Theft
- **Harassments, hazing, and/or acts of intimidations.**
 - Examples of such behavior include but are not limited to the following:
 - Malicious verbal attacks
 - Threats
 - Bullying

- Sexual misconduct
- **Behavior that interferes with the ability of the teacher to teach effectively.**
 - Examples of such behavior include but are not limited to the following:
 - Repeated rules violations
 - Continued disruptive behavior
 - Acts intended to sabotage an activity
 - Continual tardiness
 - Persistent argumentation
 - Refusal to comply with a direct request
 - Disrespectfulness
- **Gross and/or inappropriate behavior.**
 - Examples of such behavior include but are not limited to the following:
 - Foul, inappropriate language
 - Crude habits
 - Obscene dress

B. Student Removal

1. Student Removal from Class
 - The teacher shall send the student to the building principal or designee and inform him/her of the reason for the student's removal from class.
 - When possible, the office shall be called and informed that the student is on the way to the office, or, if necessary, the student should be escorted.
 - A written explanation of the reasons for removal shall be sent with the student whenever possible.
2. Written Documentation and Due Process
 - The building administrator or designee shall inform the student of the reason(s) for the removal from class and shall afford the student due process. In all cases the student shall be given the opportunity to present his/her version of the situation.
 - A teacher may prepare a more detailed written explanation within twenty-four (24) hours of the student's removal. The teacher written explanation(s) shall serve as appropriate documentation of the incident and shall be kept on file.

Within twenty four (24) hours, or one business day of the removal, whichever is longer, the teacher shall submit to the building principal or designee a short, but concise written explanation of the basis for the removal. Such information may be submitted on a form provided by the building administrator, or designee. The parents of the student shall be sent written notice of the removal postmarked within two business days of the removal. Such written notice shall specify the class from which the student was removed, the duration of the removal, and the basis for removal.

BUS CONDUCT

Riding the school bus is a privilege for students, not a right. As a privilege, it should be protected by not breaking the bus riding rules. Misbehavior on a bus could lead to distraction of the driver and thus a possible accident, endangering the lives of many people. Therefore, rules posted on the buses must be strictly followed. Anyone breaking these rules will be disciplined as follows:

1st Offense: Warning to students involved and parent notified in writing. Principal - student meeting.

2nd Offense: Student will be placed on detention, parents notified in writing.

3rd Offense: Suspension of bus riding privileges. Parent notified conference with student, driver, parents, and bus supervisor.

4th Offense: Suspension of bus riding privileges. Parent notified. Parent/Student meeting with principal.

5th Offense: May result in suspension from school and/or bus riding privileges and/or notification to school board for possible expulsion of any and all bus riding privileges.

If a student is suspended from riding the bus, they will also be suspended from riding all busses except field trips and extra curricular events. The Principal may modify the progression of penalties if the offense is of a more severe nature.

INAPPROPRIATE BEHAVIOR

The following are considered inappropriate behavior for the high school age group:

Affectionate Physical Contact: Displays of affection between students on school grounds or at school functions is a demonstration of an intimate relationship taking place in public. To many, this is considered to be in poor taste and inappropriate to the school setting. Examples include but are not limited to kissing, embracing, holding one another, etc. Disciplinary action will be necessary for persistent disregard and will range from counseling to detention and/or suspension.

Cheating: (extends beyond the bounds of the classroom) Stealing a test, tampering with grade books, altering scores, unauthorized use of teacher materials, etc. Disciplinary actions would include detentions and possible suspension.

Disruption: Disrupting school events, games, meetings, assemblies. Disciplinary actions would include detention or suspension, possible police referral, possible recommendation for expulsion and/or possible exclusion from similar events for the remainder of the school year.

Misrepresentation/Forgery: Written or spoken misrepresentation of the truth in the form of forged passes parent notes and signatures, false phone calls, lies etc. Disciplinary actions would include detentions, possible suspension, possible police referral and/or recommendation for expulsion.

STUDENT DRESS

The manner, in which students dress and groom themselves, has an important relationship to their attitude concerning themselves and their school. St. Croix Falls High School expects its students to dress in attire that is proper to the setting of the school and in such a manner that will reflect good judgment and pride in themselves, their classmates, and their school. Manner of dress and hairstyles which present a clear and present danger to the students or to others' health and safety, cause an interference with work, or create classroom or school disorder will not be permitted.

Discretion of what is excessive or in bad taste will be left up to faculty and administration, as defined by the Wisconsin Statue #120.13 (1)

Bare feet while at school or school-sponsored activities is not permitted.

Clothing or articles that convey references to drugs, alcohol, or tobacco products: Such articles are contrary to the school district Alcohol and Other Drug Abuse (AODA) policy and will not be permitted. Students who have such clothing or articles will be asked to change or remove them the first time worn. Repeat offenders will be subject to discipline including being sent home to change with time missed as unexcused, detentions and possible suspension.

Clothing or articles which convey references to profanity, sexual suggestiveness, extreme violence, or which are demeaning to members of a gender: Such articles are also contrary to a learning atmosphere. Students who have such clothing or articles will be asked to change or remove them the first time worn. Repeat

offenders will be subject to discipline including being sent home to change with time missed as unexcused detentions, required counseling, and possible suspension.

Hats, Head Coverings, Coats and Outerwear: No hats, head coverings, coats or outerwear will be worn inside school facilities by either males or females during normal hours of operation. Disciplinary action will include confiscation of the hats/headgear and/or detentions for repeat offenders. Dress warmly if you chill easily.

Exposed midriffs: Tops must be long enough to be tucked in. NO halters, backless, strapless, tube top, or spaghetti strap shirts; low cut blouses; no cleavage or see-through clothing. Appropriate tops would **only** allow the neck, head, and arms below the shoulder to be shown

Pajamas-Slippers: No pajama pants or slippers will be worn inside school facilities by either males or females during normal hours of operation. Students who have such clothing or articles will be asked to change them the first time worn. Repeat offenders will be subject to discipline including being sent home to change with time missed as unexcused, required counseling, and possible suspension.

Shorts, Skirts and Pants: Shorts and skirt length will be determined by being no shorter than the wearer's finger tips when the hands are held normally at the side. Students who have shorts or skirts deemed too short by this method will be asked to change them the first time worn. Repeat offenders will be subject to discipline including being sent home to change with time missed as unexcused, and detentions. Pants must be worn at the waistline, if a student has excessively baggy pants they will be asked to change. No visible underwear of any kind. The top of the pants/shorts/skirts must be at waist level, and if the pants/short/skirts are too large for the waist, they must be held in place by a belt or device intended to hold up pants. . No chains or other articles will be worn on the outside of pants, or any other area of the person

Repeat offenders will be subject to discipline including being sent home to change with time missed as unexcused, and detentions. Pants must be worn at the waistline, if a student has excessively baggy pants they will be asked to change. No chains or other articles will be worn on the outside of pants, or any other area of the person.

Backpacks: Students will not be allowed to take backpacks or briefcases to their classrooms or the library. There is enough time between classes for students to get the necessary material for their next class. Students will be allowed to bring backpacks to school, however they must leave them in their lockers.

18 YEARS OLD

What does it mean when you turn 18 at SCF? Realistically, it does not change your status on school rules and procedures. Only those who have a signed statement from their parents/guardians stating they are married or living on their own, can write their own excuse

SCHOOL PROPERTY

Each student is entitled to a well-equipped, well-maintained, attractive school environment. Each student is responsible to respect and help maintain the appearance of the building and its equipment and facilities.

The following are considered infractions of the use of school property:

Desks and Other Storage Areas

A desk or any other storage area in the school provided for student use, as well as the contents contained therein, may be searched when the principal or designee has reasonable suspicion for a search.

Lockers

A school locker and Gym locker (when needed) will be assigned to each student. Use of School lockers is a privilege. Please take care of your locker! Students may only use school- approved locks attained from the Middle School or High School. Locks may be purchased from the high school office at a cost of \$5.00.

Telephone Usage. Phone calls are to be made from the office for school related business only!! Absolutely no calls are to be made from the classroom. A pay phone is located in the foyer outside the office for student use. This phone should only be used before school, during lunch, or after school.

Students will be allowed to use the office phone only in cases of emergency (permission must be obtained from the high school office first). The school reserves the right to prohibit student use of the phone when this use interferes with their academic success.

Theft: The taking into possession of school owned property without permission will result in disciplinary action of suspension, police referral and/or recommendation for expulsion.

Vandalism: Damage by defacing which requires cleaning or repair will result in disciplinary action requiring restitution through parental contact and ranging from detention time spent cleaning and repair to suspension and possible police referral. Damage by destruction that renders property not usable will result in disciplinary action requiring restitution through parental contact and ranging from detention to suspension, possible police referral and possible recommendation for expulsion.

PROTECTION OF PUBLIC SAFETY

Each student and staff member has the right to be safe and secure from real or perceived physical harm while at school. Students have a responsibility to conduct themselves in such a manner as not to pose a threat to the health and safety of others.

The following are considered infractions of protection of public safety:

Arson: The intentional burning or attempt to burn any part of the building or either private or public property. Disciplinary action will result in automatic suspension, recommendation for expulsion to the school board, and referral to the police.

Bomb Threats: The act of initiating a threat communicated to school officials of a bomb or explosive device in the school building or at a school activity. Disciplinary action will result in automatic suspension, recommendation for expulsion to the school board, and referral to police.

Detonation of Explosive Devices: The possession and/or use of explosive devices without permission on school property or at school activities. Disciplinary action will range from suspension to recommendation for expulsion to the school board, and possible police referral.

False Alarms: The act of initiating a fire alarm or initiating a report warning of a fire or other catastrophe without just cause. Disciplinary action will range from suspension to recommendation for expulsion to the school board and possible police referral.

Fire Drills

Fire drill instructions are posted in each classroom.

1. At the sound of the alarm, go quickly to the nearest exit and proceed to the assigned area.
2. When the "all clear" signal is given, return to your class in an orderly manner.

Severe Weather Announcements

During inclement weather, or in the event school would need to be closed for some other reason the following stations will be notified and carry the announcements: KSTP TV, Channel 5, WCCO, 8:30 am, WIXK Radio, 1590 am, 107.1 fm, WXCE Radio 1260 am. Please refrain from calling the bus supervisor, school principal, or superintendent, as they need open telephone lines to determine road conditions within the school district

Severe Weather Drills

Tornado drill instructions are posted in each classroom

1. When a drill is announced, go quickly and quietly to your assigned shelter area.
2. Remain in the shelter area until dismissed by your teacher.

Steps to Follow if An Injury is Sustained

1. Consult a doctor within 20 days from the date of injury.
2. Notify school officials immediately of an accident. Stop in the office to fill out an accident form.
3. Bring the form home for your parents/guardians to complete.

Weapons: Any item, including look-a-like weapons, which can be perceived as inflicting serious bodily injury to another person, including but not limited to, knives, sharp instruments, martial arts weapons, items which propel projectiles with force such as slingshots, blowguns, and firearms. Possession of a gun on school property or at a school activity will result in an automatic one-year expulsion from school. Threatening another with a weapon while on school property or at a school activity will result in automatic suspension, recommendation for expulsion to the school board, and police referral. Use of a weapon against anyone will result in automatic suspension, recommendation for expulsion to the school board, and police referral as a felony offense.

AODA POLICY

The school environment needs to be free from the non-medical use of alcohol, illegal drugs or other controlled substances. These substances interfere with the learning environment and performance of students. With this in mind:

1. No student shall possess, sell, arrange for the sale of, use, distribute, or be under the influence of alcoholic beverages, of any kind in any school building, on school premises, in a district-owned or leased vehicle or at any school sponsored activities.
2. No student shall possess drug paraphernalia, nor possess, sell, arrange for sale of, use, distribute or be under the influence of illegal drugs, inhalants or controlled substances (Chapter 961) in any school building, on school premises, in a district owned or leased vehicle or at any school sponsored activities. This policy does not apply to the use of prescription medication by the person for whom they are prescribed.

Failure to abide by this policy shall result in notification of parents and in disciplinary action in accordance with established procedures.

Alcohol Violation: Students who violate any of the alcohol prohibitions outlined in board policy will be referred to law enforcement officials, suspended and/or placed on a behavioral contract or for repeat violations will be recommended for expulsion from school. The parent/guardian of the student will be contacted and the student will be referred to law enforcement officials. Any alcohol beverages found shall be confiscated.

Drug Violation: Students who violate any of the drug prohibitions outlined in board policy will be subject to the following discipline procedures:

1. Referral to law enforcement officials for prosecution under specific local, state and federal laws.
2. Suspension from school pending school expulsion proceedings. Possible behavioral contract issued in lieu of expulsion.
3. Board of Education expulsion proceedings.

All illegal drugs, controlled substances and drug paraphernalia found shall be confiscated.

Tobacco Possession: Possession of tobacco products on school premises or at functions under the sponsorship of the school whether on person, in locker, or in a vehicle is considered a violation. Disciplinary actions include confiscation of products, suspension, and possible referral to police if a minor. Repeat offenses may result in recommendation for expulsion or issued a behavioral contract.

Tobacco Use: Use of tobacco products on school grounds or at functions under the sponsorship of the school.

Disciplinary actions include confiscation of products, suspension, and possible referral to police. Repeat offenders will be recommended for expulsion. By statute, the school grounds are drug and tobacco free, including within 1000 feet of school property.

Medication

All prescribed medication must be kept in the office in a container appropriately labeled by the pharmacy or physician with the name of the student, medication dosage, and time to be administered. Written permission must be provided by the parent or guardian requesting the school complies with the physician's order regarding the administration of the medicine.

SEARCH INFORMATION

Involvement of Law Enforcement Officials

Rather than conduct a search, a school administrator or his or her designee has the right to contact a law enforcement official to take appropriate action. The Wisconsin Supreme Court, in a unanimous decision issued on Friday, June 20, 1997, ruled that police could search a student on school grounds at the request of school officials. The decision allows officers acting at the request of or in conjunction with school authorities to initiate a search based on a "reasonable suspicion" standard and not the more rigorous "probable cause" standard.

Narcotic dogs will periodically be brought into the school to assure that illegal substances are not in school lockers. Any unauthorized items found in the locker will be removed.

Locker

Student lockers are school property and remain, at all times, under the control of the school; however, students are expected to assume full responsibility for the security of the lockers and the items inside. Periodic general inspections of lockers may be conducted by an official, employee or agent of the school district for any reason at any time without notice, without student consent, and without a search warrant.

Personal

A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials, with an adult witness present, when feasible.

Student

In order to maintain order and discipline in the schools and to protect the safety and welfare of students and school district personnel, school authorities may search a student or student lockers under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search.

As used, the term "unauthorized" means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission or process of the school, or any item described as unauthorized in school rules available beforehand to the student.

Vehicle

Any vehicle brought on district premises by a student may be searched when the principal or designee has reasonable suspicion to justify the search.

One of the conditions for granting permission to bring a student operated vehicle onto school premises is written consent of the driver, the owner of the vehicle and the parents of the student to allow a search of that vehicle. Refusal by any of the parties to provide or allow access to a vehicle at the time of a search request shall be cause for law enforcement officials to become involved immediately and terminating the parking privilege.

Law enforcement officials shall conduct searches of vehicles of staff members or visitors.

DETENTION AND SUSPENSION INFORMATION

Detention

- **Teacher Detention:** Teachers may assign detentions at their discretion and according to their classroom management plan. Teachers will call the parent/guardian to discuss the problem. Teacher detentions may be served at the teacher's preference either before school, during lunch, or after school. Teacher detentions may vary in length of time served and the tasks assigned to be performed. Students should make every effort to avoid receiving teacher detentions and serve them if assigned. Failure to serve a teacher detention will result in two office detentions being assigned. Students must be given a 24-hour notice to serve. Teacher detentions will not be noted in the student's disciplinary file unless the teacher indicates otherwise in writing.
- **Office Detention:** Office detentions are assigned by the principal for violations of the code of conduct and of the attendance policy. They may also be assigned for failing to serve a teacher detention, but only by the building principal when notified by a teacher. Office detentions are served after school from 3:25 until 4:00 on Tuesdays, Wednesdays, and Thursdays. Students will be given a 24-hour notice to serve unless the student requests to serve it the same day. Office detentions will be noted in the student's disciplinary file and will be reported to the parents/guardians. Failure to serve an office detention may result in either additional detentions or suspension from school. Students will report to the detention room with reading or study materials and will remain actively engaged in reading or studying for the entire period. No noise will be permitted. No jackets or coats (outer garments) will be allowed in the detention room, nor will the consumption of food or drink be allowed. Possession of electronic entertainment devices is prohibited. Students who are removed from detention because of violating rules may be disciplined by serving additional detentions or suspension. Participation in sports, co-curriculars, or work are not considered reasons to be excused from serving detentions. If you are involved in after school activities, avoid behaviors or actions that would result in receiving a detention.

Detentions will be served with classroom teachers every Wednesday from 3:25 – 4:30. Extra-curricular activities and/or work is NOT an excuse for not serving

detention. Students have to realize that there are consequences for their actions. Detentions received on Wednesday, Thursday, or Friday's will be served on Wednesday of the following week. Detentions received Monday or Tuesday will be served on the Wednesday of the week it was received.

What are the consequences for not making up detention on time?

Penalties for skipping the 1st detention will result in having to serve a longer detention on the next early release day. (1:40 – 4:30 pm)

Penalties for skipping the 2nd detention (non-consecutive) will result in 1 full day of in-school suspension.

Suspension

Suspension from normal school activities may occur for repeated or serious violations of the code of conduct and of the attendance policy. Suspensions may be either in-school or out-of-school at the discretion of the principal and may be one to five days in length, again at the discretion of the principal. The following procedure will be followed:

1. The student shall be fully informed as to the reason for suspension.
2. The student shall be given the opportunity to present his/her version of the incident prior to the proposed suspension
3. The parent or guardian of the suspended student shall be given prompt notice of the suspension and the reason thereof. No student will be released from school for suspension unless a parent or guardian or a person designated by that parent or guardian is notified by telephone. If unable to notify, the Principal shall hold the student at the high school until the end of the day. If a student decides to leave without notification being given, the class time missed will be counted as an unexcused absence.
4. A conference with the parent or guardian must be held before the student will be readmitted to school.
5. Students will be allowed to make up major exams, and projects.
6. When a student is suspended, they cannot return to school grounds or be present at any school functions until they are reinstated.

POSSESSION OR USE OF WEAPONS

No one shall possess or use a dangerous weapon or look-alike weapon in school buildings, on school grounds, in school vehicles, or at school-sponsored activities. A dangerous weapon or look-alike weapon is defined in state statutes and may include any object which, by the manner in which it is used or intended to be used, is capable of inflicting bodily harm, or could pretend to be capable of inflicting bodily harm, or endangers the health and safety of students or staff. Ammunition and explosives are included within the weapons category.

Any student violating this policy shall be subject to the penalties outlined in the state law. Students who bring a firearm to school will be expelled for one calendar year.

ANIMALS, PETS

Animals may be brought into the classroom for educational purposes. They must be vaccinated as required by local governmental ordinances, appropriately housed, and properly handled. Poisonous and dangerous animals will not be permitted. Persons bringing animals into the school must receive prior permission from the classroom teacher. Animals are not to be transported on school buses. Parents should be involved in the transport of animals to and from school once the classroom teacher grants permission.

ASSOCIATIONS/ORGANIZATIONS

Associations/organization activities that threaten the safety or well being of persons or property on school premises, buses, or behavior that disrupts the school environment are harmful to the education process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of

grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute indicates or implies membership or affiliation with such a group is contrary to the school environment and educational objectives and creates an atmosphere where unlawful acts or violations of school regulations may occur.

Associations/organizations which involve initiations, hazing, intimidations and/or related activities of such group affiliations or any such activities in general which could potentially cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

DANCES AND OTHER SOCIAL EVENTS

Dances are for the students of St. Croix Falls High School and one guest age's 9th grade to twenty. Introduction and the approval of one's guest to the chaperon or advisor is required. The host will be responsible for the guest's behavior. Students may not be allowed to reenter the school event after they have once left the building.

DRIVING TO SCHOOL-PARKING LOT

Driving a vehicle to school and parking on school property is a privilege.

1. State law prohibits speed in the excess of 15 mph in a school zone.
2. All drivers must obey signs in all parking areas.
3. Student parking is in the south parking lot in front of school.
4. No driver will at any time pass a school bus that has stopped to load or unload passengers and has flashing red lights displayed.
5. Loitering in the parking lot will not be permitted.
6. All drivers must observe city ordinances and school rules.

ELECTRONIC COMMUNICATION DEVICES

The Saint Croix Falls School District prohibits a pupil from using an electronic pager, cell phone or 2-way communication device during school hours or in school vehicles. Permission to carry or use such a device can be granted by the building principal or adviser. The device must be used or possessed for a medical, school, educational, vocational or other legitimate use. The device must be left in the school office, locked in the student's locker or the student's vehicle.

If a student is caught using their cell phone during school hours, it will be dealt with as follows:

- | | |
|-------------------------|--|
| 1 st offense | Phone is taken away and returned after the student completes an office detention. |
| 2 nd offense | Phone is taken away and a parent will be called to come and pick it up the Friday of the following week. |
| 3 rd offense | The device is permanently confiscated by school administrators for the school year and the student may be subject to disciplinary action and possible police referral. |

ELECTRONIC DEVICES (POSSESSION OF)

Students should not bring any electronic equipment (radio, walk-man, cassette players, laser pointer and etc.) to school. If students bring such equipment for school use, items should be locked in their locker. Items may not be used on school property, except for school use.

If a student is caught using an electronic device during school hours, it will be dealt with as follows:

- | | |
|-------------------------|--|
| 1 st offense | Device is taken away and returned at the end of the day. |
| 2 nd offense | Device is taken away and returned the Friday of the following week. |
| 3 rd offense | Device will be taken away and held in the principal's office for the remainder of the school year. |

HACKY SACS

Hacky-sacs cannot be used in the building. They may be allowed during lunchtime in the gymnasium.

HIGH SCHOOL/MIDDLE SCHOOL

High school students are not to enter the middle school unless they have a pass and /or a specific reason to be there.

MEDIA CENTER

The library is maintained for the use of the students, faculty and community. Suggestions for new books are welcome. The following regulations are necessary:

1. The library is to be used for reference work and reading.
2. All library materials you check out must be in your name. All books (except reference books) may be checked out for two weeks.
3. Misbehavior in the library will result in the following consequences:
 - a. First offense - warning, student sent back to study hall
 - b. Second offense - two-week suspension from the library
 - c. Third offense - permanent suspension from independent use for the remainder of that semester
 - d. Vandalism is cause for immediate suspension and/or possible expulsion.

Students receiving deficiencies at the middle of the term will not be allowed to use the library until all deficiencies are made up. Students who have failing grades or incompletes at the end of the term will not be able to use the library for recreational reading until a new deficiency list is issued. Students who need to use the library for class assignments may do so with a special pass from a teacher.

POSTERS AND OTHER ANNOUNCEMENTS

Only school recognized organizations may put posters or other signs advertising or promoting their activity on the lockers or walls at school. These organizations must have prior approval before the signs are put up.

SKATE BOARDS and IN LINE SKATES

The use of skateboards and roller blades on school property is prohibited.

SNOWMOBILES

The use of go-carts and snowmobiles on school property is prohibited.

SNOW THROWING

Students are not allowed to throw snow at each other, at the building or at automobiles. Disciplinary action will be taken against students who are observed throwing snow or pushing others into snow piles.

STUDENT INFORMATION AND POLICIES

CUSTODIAL/NON-CUSTODIAL PARENT RIGHTS

The St. Croix Falls School District will respect the rights of custodial and non-custodial parents equally, except when a court order exists concerning special restrictions. It is the responsibility of the custodial parent to provide the school principal with a copy of the court order. It is the responsibility of the non-custodial parent to inform the school office of his/her wishes to be placed on the school's mailing list. The parent without physical custody must also provide the school with the same information if a joint custody agreement exists.

Both custodial and non-custodial parents have the right to: a) view the child's school records; b) receive school grade reports and all school mailings; c) attend

parent/teacher conferences; d) visit the child briefly at school unless restrictions have been imposed by the court.

District procedures provide that only the custodial parent has the right to remove the child from school. If parents show legal proof of joint custody, then either parent has the right to remove the child from school.

FOOD SERVICE ACCOUNT COLLECTION

Family accounts will be reviewed weekly to determine account status. All accounts owing \$10.00 or more will be mailed a letter that shows the amount owed and a notice that their account will automatically be deactivated and no additional meal/milk charges will be allowed if their account reaches a negative \$20.00. It is the responsibility of the parent/guardian to contact the Food Service office prior to the deactivation of their account with an account payment or alternative plan.

SEXUAL HARASSMENT

The Saint Croix Falls School District does not tolerate sexual harassment in any form and will take all necessary and appropriate action to eliminate it, up to and including discipline of offenders. It is the policy of the school district to maintain and ensure a learning environment free of any form of sexual harassment or intimidation toward and between students. Students or staff who believe they are the victims of sexual harassment must report their concerns to the principal or a guidance counselor. Students may report the concern to any teacher. To assure consistency in handling complaints, the teacher will report the complaint to the principal or a guidance counselor. In all cases the principal will be informed.

STUDENT FEE

All students must pay a \$20.00 student fee. The fee covers a variety of items such as locker upkeep, the use of school supplies, printing, copying, agenda/planner, etc.

Course fees may be charged depending on the materials used with in certain courses. Generally, course fees will not exceed \$20.00 per course that requires fees.

STUDENT RECORD PRIVACY ACT

Pursuant to the Family Education Rights and Privacy Act and State Statute 118.125 (1) (d) and (2) (J), the School District of St. Croix Falls has identified selected information relating to students called directory information. This information is to be considered public information and may be released by the school district, items considered to be directory information are as follows:

1. Name of Student
2. Address
3. Telephone listing
4. Date and place of birth
5. Participation in officially recognized activities (including sports)
6. Weight, height, and grade level of athletics team members
7. Date of attendance
8. Previous educational agency attended
9. Diploma and/or award received
10. Photographs or videotapes for school-approved publications or other school approved use.

While the school district must obtain and use certain information about each student in order to plan the best program possible, this need must be balanced with the right of each student and parent to privacy. Therefore, access to school information is limited and controlled.

An annual notice to parents and eligible students regarding student records and data privacy shall be made in the official newspaper of the school district during the month of August and September each year.

A parent of the student may notify the school that any or all of the information considered as Directory Information may not be released for that particular student. Parents and eligible students shall notify the school district of requested restrictions to Directory information, in writing, within thirty (30) days of the publications of such notice in the official newspaper of the school district.

WORK PERMITS

Students can obtain a work permit by bringing the following items to the high school office.

1. Birth certificate or drivers license
2. Social security card
3. Written parental permission
4. Signed letter from the employer stating the position for which the permit is issued.
5. \$10.00 fee.

INTERNET and TECHNOLOGY ACCEPTABLE USE POLICY/GUIDELINES

SCHOOL DISTRICT OF ST. CROIX FALLS ACCEPTABLE TECHNOLOGY USE POLICY

363.2

The purpose of the Acceptable Technology Use Policy is to make sure the use of the network and technology promotes the mission and goals of the St. Croix Falls School District. The Network and Technology program and equipment at St. Croix Falls School District is for the specific and limited purpose of enhancing the delivery of educational material consistent with the educational mission of the school.

Each user will be held responsible for their own actions and network/electronic identity (NEI) while using the technology tools provided by the District. The use of these tools is a privilege, not a right. These privileges can and will be revoked if the privileges are abused. Upon abuse of these privileges, the School District reserves the right to pursue school disciplinary and or legal action to the fullest extent.

In order to utilize the technology tools made available in this District, each user (staff, student and community members alike) must have a current signed contract on file in their respective office.

Technology Defined

The application of knowledge, tools, and skills to solve practical problems and extend human capabilities. Technology is best described as process, but is more commonly known by its products and their effect on society. (Reference: Wisconsin Model Academic Standards: Information & Technology Literacy Glossary of Terms)

This District considers the following items to be included in, but is not limited to, this definition of technology:

- Desktop & Portable Computer Systems
- File Servers, Web Servers, & Print Servers
- Projection Devices
- Network LAN/WAN/Wireless Connectivity & Resources
- Software Applications & Multimedia Items

The continued availability of the technology in the School District relies upon the proper conduct of the end users. Guidelines are provided here so that staff, students and their parents/guardians, as well as community members are aware of the responsibilities that accompany the privilege of using this technology.

Adopted: 08-26-1996 Updated: 12/16/2003 Updated: 03-09-2004

**SCHOOL DISTRICT OF ST. CROIX FALLS
ACCEPTABLE TECHNOLOGY USE POLICY
363.2 EXHIBIT**

Please review these guidelines and sign in the appropriate places at the end of the agreement. A parent/guardian signature will also be required for any users under 18 years of age. Upon receipt of these signatures, you will be granted access to the technology tools provided by the District. Staff should review this agreement on a yearly basis and sign off on the appropriate form.

Acceptable Uses

- Educational Purposes
 1. **Instruction in the use of network and technology will be consistent with established curricula and technology goals in the District technology plan.**
 2. Student use must be consistent with established guidelines outlined in the Student Handbook.
 3. Staff use must be consistent with established guidelines as listed in the policy manual, handbook, and or employment contract.
- User Network/Electronic Identity Accounts
 - All Users
 - 1) Users must maintain strict confidentiality of their password(s).
 - 2) Users are prohibited from using another user's account/files for any reason.
 - 3) Users must follow any additional management policies in effect by the administration outside of this policy.
 - 4) Users must not breach or attempt to undermine network or desktop security.
 - 5) Users are accountable and responsible for keeping their data. The District is not responsible for any data that is lost.
 - 6) Users Internet access will be filtered, in accordance with State and Federal Statutes.
 - 7) The District is not responsible for Internet content, its authenticity, and or its accuracy.
 - 8) All content to be published/uploaded on the District website must be approved by authorized staff.
 - 9) All material created for use on the District website is subject to review, monitoring, usage, and deletion by authorized staff in accordance with State and Federal Statutes, and District policy.
 - 10) District Administration reserves the right to inspect and review files and/or communications over the network to maintain the integrity of its use and to ensure users have not violated these policies.
 - 11) All users are required to sign the Acceptable Use Policy (ATUP) agreement.
 - Student Users
 - 1) Student accounts, rights and privileges are restricted.
 - 2) Students must comply with copyright laws.
 - 3) Student work that is copyrighted and used by the District on the network will be subject to review, monitoring, usage, or deletion, in accordance with State and Federal Statutes. Modification of work is allowed with the permission of the creator in accordance with State and Federal Statutes, and District policy.
 - 4) Parent(s) and or guardian(s) written permission is required for Internet access, including email access.

- 5) Staff and Administration will monitor students during their use of District technology equipment, including viewing material on computer screens and report any violations of this policy and District rules to the Administration.

Unacceptable and or Improper Use

Unacceptable usage of School District resources and accounts include, but are not limited to, the following:

- Physical damage and/or modification or theft of equipment.
- Distribution of network activity, resources, and bandwidth.
- Access to, storage of, and or distribution of illegal, sexually explicit or otherwise objectionable material.
- Downloading and or distribution of screen savers, viruses, or otherwise unapproved and or unlicensed software.
- Using excess amounts of consumable resources.
- Engagement in illegal acts or violating any local, state, or federal statute or law, including harassment and discriminatory conduct.
- Disruption of or denial of educational access to others.
- Accessing another user's account or information.
- Failure to report observed ATUP violations.

Consequences

Consequences for improper use, accidental misuse, and/or intentional misuse of District property can and will be punished as deemed suitable by the District. If the Acceptable Technology Use Policy is not followed, it may be grounds for revocation of privileges, restitution, detention, suspension, expulsion, termination of employment, or criminal sanctions under Wisconsin Statutes 947.0125. Statute 947.0125 covers threatening, intimidating, abusive, or harassing messages sent to another person through electronic mail or other computerized systems.

The School District retains the rights to discontinue the use of any property not required for school purposes or that interferes with such purposes.

The School District reserves the right to recover the cost of any and or all losses that result from misuse.

If access or use of District network and technology is denied, users may appeal the decision by putting it in writing to the appropriate District Administration within 5 days.

Student User Agreement

I have read and understand the St. Croix Falls School District Acceptable Technology Use Agreement. I agree to follow the rules contained in the policy. I understand that if I violate the rules, my access privileges may be revoked and I may face other disciplinary measures as stated in the consequences of the policy.

Student Name: _____ Grade: _____

Student Signature: _____ Date: _____

Parent or Guardian (Must sign permission OR check refusal box)

As the parent or legal guardian of the student signing above, I have read the District Acceptable Technology Use Policy (ATUP). I hereby grant permission for him/her to have access to technology resources and privileges provided by the district. I understand that this access is for educational purposes only. I recognized that it is impossible for the district to eliminate or otherwise disallow access to all controversial materials on the internet/network. I will not hold the district responsible for materials acquired on the internet/network. I understand that individuals and families may be held responsible for consequences of violations of the ATUP.

I **DO** grant permission for my student to have access to the technology available.

I **DO NOT** grant permission for my student to have access to the technology available.

Alternative resources and assignments will be given if technology access is restricted or denied.

Adopted: March 23,2004

We have read the St. Croix Falls High School Activity Code, Internet and Technology Use Policy and the Student Handbook. We understand and agree to abide by all school rules and regulations contain therein.

Parent or Guardian's Name (please print): _____

Parent or Guardian's Signature: _____

Date: _____

Handbook - last date modified: 6/23/2010