

**2016-2017**  
***Student Handbook***



***Home of the Saints***

***St. Croix Falls High School***

*740 Maple Drive  
St. Croix Falls  
54024*

*Telephone: 715-483-9824 ext. 1302  
High School Principal  
Peggy Ryan*

## **Welcome St. Croix Falls Students and Parents:**

*For those of you who are joining our high school community for the first time, we would like to offer a warm welcome! This issue of the High School Handbook is for the 2016 - 2017 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 every 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 you to be involved in your students' education and school life. We 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 @ 715-483-9824.*

Have a great 2016-2017 school year!

### **School District of St. Croix Falls**

#### *Board of Education*

President	<b>Roni Schuler</b>
Vice President	<b>Brent McCurdy</b>
Treasurer	<b>Patricia Mitchell</b>
Clerk	<b>Steve Bont</b>
Board Member	<b>Matt Brice</b>

District Administrator

**Mark Burandt**

High School Principal

**Peggy Ryan**

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### **St. Croix Falls High School Schedule**

8:00 am – 8:55 am	period 1
8:59 am – 9:54 am	period 2
9:58 am – 10:53 am	period 3
10:57 am – 11:52 am	period 4
lunch A 11:55 am – 12:25 pm	
12:00 pm – 12:56 pm	period 5a
12:26 pm – 1:22 pm	period 5b
lunch B 12:56 pm – 1:26 pm	
1:26 pm – 2:22 pm	period 6
2:26 pm – 3:22 pm	period 7

#### **2 hour Late Start**

School starts 10:00 am

## **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 grade reports and work assignments with their child.
- \*Maintain up-to-date home, cell, work, emergency telephone numbers and email addresses at the school.
- \*Attend parent – teacher conferences, open house, high school advisory council meetings and school events.
- \*Use the school website, PowerSchool portal and Facebook page as a resource to help assure your child's success

### **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 26 credits.
- All students must sign up for a minimum of 7 credits.

Graduation Requirements – Policy 345.6

Students must earn no fewer than 26 credits in the following areas to graduate from St. Croix Falls High School or 23 credits if enrolled at River Valley School.

**ENGLISH - 4 credits;**

**SOCIAL STUDIES - 3 credits**, including .5 in government. Students must also pass the district civics test. Special education students with IEPs must take the test, but are not required to pass the test. Students with limited English proficiency may take the test in the language of their choice. This test requirements applies to students enrolled at River Valley School as well;

**SCIENCE - 3 credits**

**MATHEMATICS - 3 credits**

**PHYSICAL EDUCATION - 1 & 1/2 credits** taken during three separate school years. All students must take Physical Education I before taking other Physical Education courses.

**COMPUTER EDUCATION - 1/2 credit;**

**HEALTH - 1/2 credit;**

**HUMANITIES - 1 credit;**

**CAREER-LIFE SKILLS - .5 credit**

Students are required to take 7 credits each semester.

Students requesting early graduation must have been in attendance in high school for 7 semesters. To apply for early graduation, students need to have earned 18 credits by the end of their junior year and must apply by May 1<sup>st</sup> of their junior year.

Students with disabilities are required to meet the objectives of their individual education plans as approved by the state superintendent of schools.

**JUNIOR SEMINAR-4 credits:** All juniors must complete the Junior Seminar, an interdisciplinary course taught by multiple instructors during their Junior year. The course includes one credit of psychology (a social studies credit), one credit of English, one credit of technology, one-half credit of applied statistics and one-half credit of career-life skills.

Students must take responsibility for planning their educational career at the high school. 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 registration. Courses must be selected and planned with care. No class will be run with fewer than 10 students in the class. Anyone registered for a course that has 14 or fewer students will not be allowed to drop the course.

**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. Eight 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.

Fee payments: Seniors must pay all fees prior to graduation to be eligible to participate in the graduation ceremony.

Foreign Exchange: All St. Croix Falls students participating in a foreign exchange program must provide the guidance office with an official transcript from their foreign exchange school prior to graduation. The transcript must include courses taken, grades received, hours of participation and dates of attendance. Foreign exchange students must meet the same graduation requirements as all St. Croix Falls Students. Failure to provide a complete transcript may result in not participating in the graduation ceremony, not graduating from St. Croix Falls High School and not receiving a final transcript.

### **ACADEMIC ELIGIBILITY (CO-CURRICULAR AND EXTRA-CURRICULAR)**

If a student fails **one** class during a semester, 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). **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 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.

3 or more F's.....Students who successfully complete Saturday School will become eligible to remain in sports and activities.

### **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 extends beyond the bounds of the classroom and includes stealing a test, tampering with grade books, altering scores, unauthorized use of teacher materials, using electronic devices to share test materials, etc. Disciplinary actions would include detentions and possible suspension.

### **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 providing the author's name and a bibliography paraphrasing, putting the text in your own words, and not providing the author's name and a bibliography;
  - summarizing, using key words, phrases, or ideas from a text, and not providing the author's name and a bibliography
  - 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;
  - 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

**Eighty percent of the students grade is based on major assessments. Twenty percent is based on daily work/practice.**

**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.

**LATE WORK**

Late homework is accepted until the end of the unit for fifty percent maximum credit. Late homework is not accepted after the unit assessment. Major assessments, including projects, papers, webpages and presentations will be accepted for up to two days for ninety percent maximum credit and until one week prior to the end of the quarter for seventy-five percent maximum credit.

**REPORT OF STUDENT PROGRESS**

Parents will have complete access to students grades through PowerSchool.

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

The St. Croix Falls School District provides a wide range of support to students to help them do their best in school, including Freshman Focus, Saturday School and math tutoring. Some students experience personal issues in their lives that adversely affect how they perform academically in school. These students may choose to seek assistance from the guidance counselor. A licensed private, for-pay counselor is available by appointment for students needing more intense services. Financial assistance is available for students without medical insurance coverage. If you have any questions about these counseling services, or if for some reason you do not want your child to participate in these services, you should contact the high school counselor at 715-483-9824 ext. 1303.



## 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 semester has started, this change needs to be made in the first two days of the semester. Students may drop a class at the end of the semester 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. Students who withdraw from a class after the drop/add deadline will need approval from the principal and will receive an F in that course.

## SATURDAY SCHOOL/CREDIT RECOVERY

- At the teacher's discretion, students who **have failed a class by no more than 10%** may be eligible for credit recovery during Saturday School. The teacher will give students who are eligible a Saturday School application.
- For credit recovery, students **must** obtain approval from the teacher of the failed class.
- The classroom teacher will develop the list of work to be completed by each student.
- This list will be given to the supervising teacher.
- For the purpose of credit recovery, satisfactory completion of the required work will earn a final grade of D-.

**Successful completion of credit recovery reinstates athletic eligibility.**

## YOUTH OPTIONS

The youth options program permits any 11<sup>th</sup> or 12<sup>th</sup> grade student to attend a Wisconsin institution of higher education for the purpose of taking one or more courses (up to 18 credits by 7<sup>th</sup> 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 1<sup>st</sup> 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, cell phones or other devices that can be used to record or transfer images may be used in the locker room at any time.***

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 431

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 health reasons, or other reasons defined by the Board.

2. Has graduated.
3. Has been authorized to attend an alternative educational program.
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, 118.153, 118.16, 118.162, 118.165 Wisconsin Statutes

Cross Ref.: 431-Rule Student Attendance Procedures; 342.6 Alternative Programs; 345.41, Five-Year-Old Kindergarten Promotion; 346.1 Fourth Grade Promotion Policy; 346.1- Exhibit; 346.2 Eighth Grade Promotion Policy; 346.2- Exhibit; 346.3 High School Graduation Policy; 346.3- Exhibit, County Wide Truancy Policy; 424 Public School Open Enrollment and Attendance Option;

Adopted: November 10, 1998

Updated: January 14, 2003

## 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 or study hall.

### 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 9:00 a.m. on the day of the absence at 715-483-2507, ext.1301.

\*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. Homework 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.

**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. Open enrollment dates run the first part of February through the end of April for the 2017-2018 school year.

**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.

**Student Planners are required** in order for students to be in the hall or rest rooms during class hours. They can be purchased in the school store.

**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**

St. Croix Falls High School does not allow visitors to classrooms, study halls or activities during the school day. Please do not send visitors with students, as they will be sent home. Prior permission from the principal is required for any visitor during lunch and must involve extenuating circumstances.

**SCF HS STUDENT RULES AND POLICIES**

## 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 including all non-teaching staff, may issue a detention through the high school principal.

**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, and police have legal jurisdiction to interview students at the school. 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 if the student requests it.

**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 wellbeing. 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 individuals 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.

**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**

Approved: 06-08-2010

These forms are available in the High School Office

**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 wellbeing, 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.

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 with-in 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, e-cigarette 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.

**1st offense - 1 day removal**

**2nd offense - 1 week removal**

**3rd offense - removal for the remainder of the term.**

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.

## **INAPPROPRIATE BEHAVIOR**

In addition to prohibited behaviors outlined previously, the following are considered inappropriate behavior for school:

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. Parents will be notified.

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.

## **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 and transportation supervisor.**

**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 extracurricular events. The Principal may modify the progression of penalties if the offense is of a more severe nature.

## **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, tobacco or vapor 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 gang membership, profanity, sexual suggestiveness, extreme violence, or which are demeaning to members of a gender, or gender identification. 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.

Shirts and tops: 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. Straps or sleeveless tops must be at least once inch wide. Armholes on sleeveless tops must not be tight to the skin or show too much skin. 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 no more than 6 inches from the knee. 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, skirts and shorts must be worn above the hip bones. Baggy clothing must be held up by a belt to keep the article above the hipbones. 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 and personal belongings: Students will not be allowed to take backpacks 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. Backpacks and all personal items must be free of gang signing, profanity, references to drugs or alcohol or gender/race/ religious/ gender preference bias are prohibited, will be confiscated and may result in additional consequences up to and including expulsion.

## **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 \$6.00. Non-school locks will be cut off if they are not removed by request unless otherwise authorized by the principal. Lockers must be locked at all times. The school is not responsible for items within the locker. The school will not investigate theft from an unlocked locker. Any items left on the floor will be discarded. School officials will not review security camera footage in cases where property was stolen from an unlocked locker or if property was left unattended.

Telephone Usage Phone calls are to be made from the office for school related business or from persona cell phones.

Students will be allowed to use the office phone after obtaining permission 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.

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.

## **Other Safety Information**

### **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.

## **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, e-cigarettes and e-cigarette related 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/e-Cigarette Use: Use of tobacco products, e-cigarettes or e-cigarette related 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. Students found in possession of prescription or non-prescription medication of any kind will receive consequences up to and including expulsion.

### **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 on **Wednesdays from 3:30 until 4:30**. 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.**

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

Penalties for skipping the 1<sup>st</sup> detention will result in assigning a second detention.

Penalties for skipping the 2<sup>nd</sup> detention (non-consecutive) will result in 1/2 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 may be required.
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 wellbeing 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 9<sup>th</sup> grade to twenty. All guests must complete a dance request form available in the high school office at least 24 hours prior to the event. School personnel reserve the right to deny entrance to any guest. Introduction and the approval of one's guest to the chaperone 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 and school personnel providing direction 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.
7. Students are prohibited from using the service route behind the school.
8. Students who engage in unsafe behaviors in the parking lot will be referred to the police and will not be allowed to drive on school property for a period determined by the school principal.

#### **PARKING PERMITS**

If you plan on driving a vehicle to school, forms are available in the high office to get a parking permit. Parking permits **MUST** be hung from your rear view mirrors during the day when your vehicle is in the parking lot but they **MUST** be removed when leaving the parking lot. The first permit tag is free (one per student).

1. Using a vehicle on school property is a privilege granted by the St. Croix Falls School District. 2. The driver and owner of the vehicle accept full responsibility for the vehicle while on school grounds or at school functions off school grounds. This includes providing insurance and accepting full liability for any passengers transported in the vehicle. 3. The St. Croix Falls School District does not accept responsibility for damage to vehicles, nor thefts from vehicles, nor thefts of vehicles while on school grounds or at school functions. 4. School officials will be allowed to search the vehicle in order to determine if the vehicle contains weapons, illegal drugs/alcohol, stolen property or other illegal items. A search by school officials shall not require a search warrant and may be based solely on a reasonable suspicion, or, on a random basis. Consent to search is given freely and voluntarily and with the understanding that school officials will contact the police and use any illegal or prohibited items found during a search to appropriately discipline involved students. 5. Vehicles may be parked in authorized areas. 6. Vehicles parked in unauthorized areas or lacking a visible parking sticker, are liable for fines, impoundment, towing and cancellation of the parking permit as deemed appropriate by school administration. The owner is responsible for paying any fines and impound charges. In the case of lost permits, contact the school office. 7. Vehicles must be operated in a safe manner. This includes but is not limited to municipal and state motor vehicle laws, namely: no speeding, no reckless driving, and no driving without a license. Each vehicle must have current registration and insurance. Operating a vehicle in an unsafe manner will result in cancellation of the permit and/or suspension. 8. Students may not sit in parked vehicles during the school day. 9. Students may not sell or transfer a permit to another person. The permit posted in the front window of the vehicle must match the vehicle described on this form. 10. All information must be completed prior to issuing the parking permit. **The first permit is free of charge. If a student is found in compliance of the rules, the permit will be taken. A new permit may be issued at the principal's discretion and at a cost of \$20.00 in the High School Office.**

#### **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. Middle School students are allowed to pass through the commons to enter or exit school, but may not loiter.

#### **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 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.

#### **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.

### **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.

### **ELECTRONIC COMMUNICATION DEVICES**

Electronic communication devices (ECDs) include computers, pagers, cell phones, smartphones, portable game units, graphing calculators, and similar electronic equipment. Many of these devices enable users to communicate directly or through internet social networking sites such as Facebook, Snapchat, Instagram and Twitter.

The following rules govern student use of ECDs at school and school activities. School activities include going to and from school, being on campus, attending lunch, and attending school-sponsored/related activities on or off campus. The school does not take responsibility for loss of personal property, including cell phones, I-Pods, or other electronic devices.

**Cell phones are prohibited by law from locker rooms and restrooms.** Photography with any device is prohibited throughout the school without explicit written consent from the classroom teacher and any individuals who may be photographed.

#### **Cell Phones in Classrooms**

Cell phones must be turned off and stowed in classrooms unless the teacher has explicitly instructed students otherwise.

#### **Use of School ECDs**

Student use of computers and similar ECDs owned by the school is subject to the conditions set forth in the Acceptable Use Policy that all students and parents must sign indicating that they have read it and agree to comply with its terms.

**Students who misuse ECDs in any of the following ways may face discipline including phone confiscation and additional consequences:**

- Refusal to Turn Off or turn over an ECD. Students in possession of an ECD must turn it off or relinquish it when directed by a teacher, administrator, coach, counselor, or other school personnel. Students refuse to turn off or relinquish a device may face consequences up to OSS.
- Cheating. Students may not use ECDs in or out of the classroom to get or give answers to tests, to copy information available on the internet and submit it as the student's own work, or to engage in any form of cheating. Students will be subject to the district policy on cheating.
- Cyberbullying. *Bullying* means threatening another person by words (name-calling, dissing, shunning) or by physical force (pushing, shoving, restraining).

*Cyberbullying* refers to bullying that is done electronically through ECDs and that causes physical or emotional harm to the victim, or disrupts school activities. This form of bullying may either be sent directly to the victim or indirectly through messages sent to others. This includes, but is not limited to, blogging and posting on social networking sites. Students who engage in these behaviors may face consequences up to and including expulsion and referral to law enforcement in accordance with the district's bullying and harassment policy.

- Harassment. Spoken, written, or graphic attacks against someone made in person or through the use of ECDs that materially disrupt classwork, cause substantial disorder, or create a hostile educational environment for school personnel or students is known as harassment. Harassment because of a person's race, color, religion, ancestry, national origin, gender, sexual orientation, medical condition, or disability is illegal and absolutely prohibited. Students who engage in these behaviors may

face consequences up to and including expulsion and referral to law enforcement in accordance with the district's bullying and harassment policy.

- Disruption of School Activities. Disruption of school activities occurs:
  - If instruction or educational activities are significantly interrupted,
  - Students and educational personnel are denied access to or cannot focus on classroom or out-of-classroom activities, or
  - Continuous disciplinary measures are necessary to maintain order and protect persons and property from harm.Students who engage in these behaviors may face consequences up to and including expulsion.
- Sexting. Sexting means taking, sending, forwarding or asking to receive messages, photos, or videos of persons who are partially or completely undressed or are pretending to or actually performing a sexual act. Students who engage in this behavior may face consequences up to and including expulsion and may be referred to law enforcement under the district's harassment policy.
- Threats. Students may not use ECDs to communicate a serious intent to harm or assault students or school personnel. Students who threaten others may face consequences up to and including expulsion and may be referred to law enforcement.

**Consequences:** Based on current acceptable use, the following consequences will apply:

When a student violates the school or classroom cell phone policy, staff should confiscate the phone and turn it into the office. The parent will be called, and may pick up the phone or the student may pick the phone up at the end of the day. The student may either leave the phone at home, or check it in with the office at the beginning of each day for two weeks. If the student is caught using the phone during the two week period, he or she will serve ISS for ½ day.

Students must turn over the ECDs in their possession at school or school-sponsored/related activities to school personnel upon request. Failure to do so will be grounds for disciplinary action. School security, law enforcement, or both may be contacted at the discretion of school personnel.

School administrators and school security may conduct searches of student ECDs when there is reasonable cause to believe that the search will reveal evidence of a violation of one or more of the rules set forth above. The search will be limited to the context within which the alleged misuse occurred.

#### **Use of Student ECDs Away from School**

Normally, students have the same rights as any other person outside of school to exercise free speech through the use of their own ECDs. However, if the interests of the school are affected, then such use will subject students to disciplinary action.

Students who use ECDs outside of school to cyberbully, harass, or threaten other students or school personnel will be subject to school discipline. Sexting that originates outside of school may also be subject to discipline if the messages, photos, or videos reach school grounds.

Students will face disciplinary action for off-campus use of ECDs in their possession if they *reasonably knew or should have known* that the off-campus ECD communication would appear on campus and if the effects cause *significant disruption of school activities* or *significant interference with the rights of others* at school or school-sponsored/related activities.

- Significant disruption is evident if:
  - Instruction or educational activities are interrupted,
  - Students and educational personnel are denied access to or cannot focus on classroom or out-of-classroom activities, or
  - Continuous disciplinary measures are necessary to maintain order and protect persons and property from harm. •Significant interference with the rights of others is evident if:
  - The ability of students to participate and learn in a safe schooling environment is limited by psychological harm, physical harm, or threat of physical harm;
  - The ability of school personnel to carry out their responsibilities is limited through intimidation sufficient to cause psychological harm, physical harm, or threats of physical harm; or
  - There is reasonable fear of damage to school property or the property of students and school personnel.

## STUDENT INFORMATION AND FEES 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.

Access to student records and information to anyone other than parents is prohibited by federal privacy laws without a court document granting such access.

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. Lunch accounts are now available in PowerSchool. Prices: lunch \$2.65, breakfast \$1.80, and milk is \$ .45.

### STUDENT FEES

**All students must pay a \$20.00 district fee. Course fees** may be charged depending on the materials used within 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 driver's 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 Exhibit A**

#### **Purpose:**

The St. Croix Falls School District is providing access to the computer and network resources for staff and students to promote educational excellence in schools by providing resource sharing, innovation, and communication.

The St. Croix Falls School District will provide some or all of the following services for staff and students:

- A. Access to the World Wide Web
- B. Electronic mail (e-mail) for communication
- C. Storage space on school district servers
- D. Personal account for network services
- E. Access to various software packages

#### **Responsibility:**

Some of the information found on the Internet may be considered inappropriate or immoral by some people. The St. Croix Falls School District will attempt to keep students from accessing such information through the use of filtering products and direct supervision. However, it must be understood that the student is responsible for his/her own actions. It should further be understood that the St. Croix Falls School District has no control over the information content found on the Internet.

The smooth operation of the Internet depends upon the proper conduct of the users. These guidelines are provided so that students are aware of their responsibilities. Violations of the following guidelines will result in disciplinary actions as determined by the school and district administration.

#### **School Internet/Local Network – Terms and Conditions of Use**

The following policies were written to correspond with the state law governing computerized communication systems (1995 Wisconsin Act 353, effective June 7, 1996).

##### **A. Acceptable Use**

1. The computer network system has been established by the St. Croix Falls School District for limited education use, which includes classroom activities, career development, web page creation, and teacher-directed self discovery endeavors.
2. The use of your account must be in support of education and research and consistent with the educational objectives of the St. Croix Falls School District.
3. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to, copyrighted, harassing, threatening or obscene material.
4. Pirating - the illegal copying or selling of software - is prohibited.

##### **B. Privileges**

1. The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.
2. School staff will determine consequences for inappropriate use.
3. School staff members may request the system operator to suspend specific student accounts until the inappropriate use is reviewed.

##### **C. Network Etiquette (Netiquette) – E-mail privileges or accounts may be given to students for educational use. You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:**

1. Be polite. Do not write messages that will harass, offend or insult other people.

2. Use appropriate language. Do not use profanity, sexual connotations, or other inappropriate language. Illegal activities are strictly prohibited.
3. For your personal protection, do not give out your address or phone number.
4. Note that e-mail is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the network in such a way that you would disrupt the use of the network by other users. Lengthy file attachments should be approved by supervising personnel before transmission.
6. E-mail via the St. Croix Falls School District Network is not for sending unwanted email/chain e-mail messages.

**D. Security – Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the network, you must notify a system operator or your instructor. Do not demonstrate the problem to other users.**

1. Do not use another individual's account or password.
2. Attempts to log on to the network as a system administrator will result in cancellation of user privileges.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

**E. Vandalism – Vandalism will result in cancellation of privileges.**

1. Vandalism is defined as any malicious attempt to modify, damage, or destroy data, software, operating systems or equipment.
2. This includes, but is not limited to, the loading or creation of computer viruses.
3. Data and software should only be saved to designated areas for students use.363.2 Acceptable Technology Use Policy- Exhibit A—Page 3

**F. The St. Croix Falls School District (SCFSD) makes no warranties of any kind, whether expressed or implied, for the service it is providing.**

1. The SCFSD will not be responsible for any damages you suffer. This includes loss of data, resulting from delays, non-deliveries, mis-deliveries, or service disruptions caused by its own negligence or your errors or omissions.
2. The SCFSD is not responsible for any costs, liabilities or damages caused by the way you use the system.
3. Use of any information obtained via the Internet is at your own risk.
4. The SCFSD recognizes that the information obtained through the Internet may be inaccurate and of poor quality. The SCFSD specifically denies any responsibility for the accuracy or quality of information obtained through the Internet.

## **High School/Middle School Internet/Local Network Agreement**

## St. Croix Falls School District

Read the accompanying policy document and complete the following agreement. This must be signed by the student and parent or guardian in order to access the Internet in the St. Croix Falls School District

I \_\_\_\_\_ (print student name) will use electronic communication with honesty, integrity, and respect for the rights of others.

I agree to abide by the Acceptable Use Policy as summarized below:

- A. All use of computers, local area networks and the Internet must be in support of education and research and consistent with the purposes of the St. Croix Falls School District.
- B. Use of the school network and Internet is a privilege. Inappropriate use may result in loss of the privilege.
- C. Students will use proper network etiquette (netiquette) and appropriate language while using electronic communication.
- D. Local network and Internet accounts are to be used only by the owner of the account for the authorized purpose. Passwords are not to be shared.
- E. No use of computers, local networks and the Internet shall disrupt use by others. Hardware, software, files or operating systems shall not be destroyed, modified or abused.
- F. The St. Croix Falls School District cannot take responsibility for data lost or costs incurred due to equipment/software failure or inappropriate activity by the student.

A district computer account will not be granted until this completed form is returned.

I have read, understand and will abide by the Acceptable Use Policy. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

I have read and understand the Acceptable Use Policy for Internet/Local Network Access hereby give permission to issue an account for my child. Please check all areas in which you are giving permission.

General computer use    Internet access    E-mail Account (as needed)

Signature of Parent/Guardian: \_\_\_\_\_

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

**PHOTO USAGE/ IDENTIFICATION PERMISSION SLIP  
363.5 EXHIBIT 1**

**PHOTO RELEASE**

The St. Croix Falls School District publishes student photos, images, videos and work to its public internet website, local newspapers, and school newsletters and other school communications to share student achievements and accomplishments and to promote the image of the district. We ask your permission to include your child, when applicable, in this type of communication.

I give the St. Croix Falls School District permission to publish my child's photo, image, and/or work to the district's web page, local newspapers and school newsletters and other communications and to use my child's full name:

- I DO grant permission to publish my child's name and/or photos.
- I DO NOT grant permission to publish my child's name and/or photos.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: July 23<sup>rd</sup>, 2014

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**IN-DISTRICT TRIP PERMISSION**

Throughout the year, the high school students take "short in-district" field trips that may extend off the school grounds. By signing below you would grant permission for your student to participate in these short trips. Prior to the trip, the classroom teacher will inform parents of the destination and purpose of the trip. Thank you for your cooperation.

My child has permission to attend field trips within the school district using either school transportation or walking during the 2015-2016 school year.

- I DO grant permission for my child go on in-district field trips.
- I DO NOT grant permission for my child to go on in-district field trips.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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- I have read and understand this handbook.
- Vehicle use information and notice of search and parent permission to drive vehicle to school

Signature of Student \_\_\_\_\_ date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ date \_\_\_\_\_

***These forms must be signed and turned into the High School Office  
by: 9/9/16***