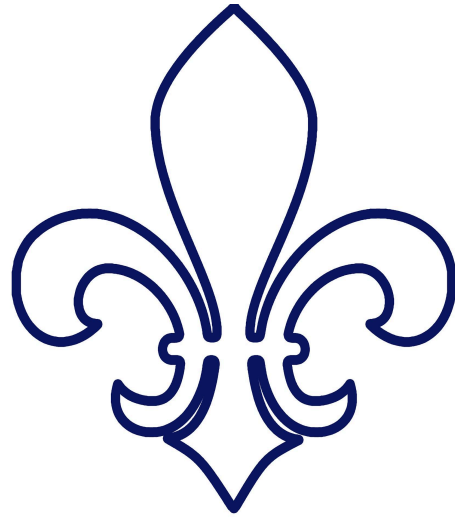


2024-2025
Student Handbook



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

Michael Wilson

Welcome St. Croix Falls Students and Parents:

Welcome back to students and parents who we had the privilege of serving last year and welcome aboard to students and parents who are new to the district! St. Croix Falls High School has a history rich in academic achievement, excellence in the arts and athletic accomplishments. This handbook is your guide to a successful year. Please read the information in the handbook carefully. If you have any questions regarding the handbook or SCF High School, call @ 715-483-9824.

Have a great 2024-25 school year!

School District of St. Croix Falls

Board of Education

President	Brent McCurdy
Vice President	Tashina Raygor
Treasurer	Matt Brice
Clerk	Steve Bont
Board Member	Roni Schuler

District Administrator
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High School Principal
Michael Wilson

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St. Croix Falls High School Schedule

8:00 am – 9:30 am	Block 1
9:40 am – 11:10 am	Block 2
11:20 am – 12:50 pm	Block 3
12:20 pm – 12:50 pm	Lunch A
12:50 pm – 1:20 pm	Lunch B
1:20 pm – 1:50 pm	Lunch C
2 pm – 3:30 pm	Block 4

Alma Mater

High above the St. Croix waters, striving towards the sky,
Stands our dear old Alma Mater; hail to St. Croix High.
St. Croix High to thee we're loyal, and we'll always be...

Proud we are of this dear high school; Hail, O Hail to thee, to thee; Hail to St. Croix High.

School Song

To St. Croix High we're loyal
For our honor it is due
And we'll ever stand defenders
Of our colors white and blue.

Let our spirits be unconquered
In the classroom and the gym.
Send a challenge to our rivals.
Let them know we're out to win.

INTRODUCTION

St. Croix Falls High School exists to prepare its students for entry into adulthood through formal educational settings, social interactions, and extracurricular 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.
- *Ensure 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 grades and work assignments with their child.
- *Maintain up-to-date home, cell, work, emergency telephone numbers and email addresses at the school.
- *Attend school events.
- *Use the school website, PowerSchool portal and Schoology 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 teaching and learning.
- *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 students in grades 11-12 will need 26 credits and grades 9-10 will need 28 credits to graduate.
- All students must sign up for at least seven credits per year.

Graduation Requirements – Policy 345.6

Students must earn no fewer than 28 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 state citizenship 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 requirement applies to students enrolled at River Valley School as well;

SCIENCE - 3 credits;

MATHEMATICS - 3 credits;

HEALTH - .5 credit;

HUMANITIES - 1 credit;

PHYSICAL EDUCATION - 1.5 credits taken during three separate school years. All students should take Physical Education I before taking other physical education courses. Students may also complete .5 of this requirement through the credit for varsity athletics option.

EARLY GRADUATION 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 22 credits by the end of their junior year and must apply by September 1st of their senior year.

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

CULTURAL 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. All exchange students from another country studying in St. Croix Falls during their secondary school years will be registered as juniors.

STUDENT ASSESSMENT AND DAILY WORK

Eighty percent of the student's grade is based on major assessments. Twenty percent is based on daily work/practice.

Homework: late work is accepted until the end of the unit for 50 percent credit. Late homework is not accepted after the unit assessment.

Major assessments—projects, papers, web pages, performances: are accepted or may be redone (student choice) up to 2 days late for 90 percent maximum credit and accepted or redone until ONE WEEK

PRIOR to the end of the quarter for 75 percent credit. Any assessment given within the last week of the quarter will not be accepted after the final day of the quarter.

GRADING SYSTEM /HONOR ROLL

The following grading system will be used:

A	93-100(4.000 credits for GPA)
A-	90-92 (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)

PASS-FAIL GRADES

Pass-fail grades are only given in courses where the instructor, guidance counselor and principal have approved the alternative grading available to the entire class prior to the commencement of the course.

ACADEMIC AWARDS

Freshmen who earn a 3.80 or better, sophomores who earn 3.70 or better, juniors who earn 3.60 or better or seniors who earn at least a 3.50 receive their first academic award, an academic letter. Students who achieve academic excellence repeatedly earn a higher level of distinction.

INCOMPLETES

Incompletes will only be granted by the principal for illness or extenuating circumstances. The instructor must approve before submitting the request to the principal. Incompletes will provide the students with two weeks to complete work. Online classes offered through a source outside of SCF high school are not eligible for incomplete status.

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, using computer-generated programs to complete coursework, 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.

Consequences for cheating or plagiarism are cumulative and based on all classes throughout a student's four-year academic career.

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 a student misrepresents someone else's work as his or her own.

It includes:

- **Using a published author's work without proper citation**
 - o 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
 - o paraphrasing;
 - o putting the text in the student's words without providing the author's name and a bibliography;
 - o summarizing, using keywords, phrases, or ideas from a text, and not providing the author's name and a bibliography;
 - o using statistical data or copying maps, charts or graphs from a book, magazine, newspaper, song, or internet without providing the author's name and a bibliography;
 - o using facts that are not generally known or accepted as common knowledge without providing the author's name and a bibliography;
 - o Using a photo, artwork or any visual representation that is not original to the student who is turning it in for credit.

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 will have discretion whether student will be on probationary status or removed from class

ACADEMICS ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

Academic eligibility will be determined by term grades. At the end of any grading period, when students' grades are complete, the following rules will go into effect.

GROUP A & B High School Standards Grades 9-12

1. A student must have grades in good standing to remain eligible for the current sport/activity. A coach has access and will check a student's grades at any time. If a coach finds that a student is not passing, they reserve the right to deem the student ineligible until the student is **passing all of their classes**.
2. If a student receives 1 failing grade, EITHER quarter grade or semester, the high school student is ineligible for 10% of the maximum number of season contests.

3. If a student receives 2 or more failing grades, the high school student is ineligible for participation in co-curricular contests, competitions, activities, or performances for a minimum of 15 consecutive school days if he/she has received one or more failing grades in his/her latest reporting period. Quarter grades will be used. The 15 days will begin upon AD receiving the grade report. After the minimum 15-day suspension, a student becomes eligible as soon as he/she is passing all of his/her classes. If grades have been raised to passing, eligibility will be restored by the Athletic Director as appropriate. Unless decided otherwise by the coach or advisor and parents, the student will continue to attend practice and/or meetings.
4. If a student is failing a class, he or she will not be allowed to miss that class to participate in a school-sponsored activity.

CREDIT RECOVERY SCHOOL

- At the teacher's discretion, students who **have failed a class by no more than 10%** may be eligible for credit recovery during Credit Recovery School. The teacher will give students who are eligible a Credit Recovery 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-.

EARLY COLLEGE CREDIT PROGRAM/START COLLEGE NOW

The Early College Credit/Start College Now programs permit any 11th or 12th grade student to attend a Wisconsin institution of higher education for the purpose of taking one or more courses (up to 18 credits). 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 school counselor's office, completed and returned to the high school counselor's office by March 1st for a first semester course and October 1st for a second semester course.

INDEPENDENT STUDY COURSES

Independent study courses may be taken for credit or no credit after the student has received approval in writing from the instructor, the school counselor and the high school principal. This option will only be available to juniors and seniors seeking courses not offered at St. Croix Falls High School. Students may receive credit for courses that are accessed online through a fully accredited educational institution recognized by the District as an appropriate vendor of educational programming or courses that are attended in person at another site. If there is no staff available to proctor the student during the student's scheduled time for this course, the student may be required to leave campus to complete the course. Students may also work with an instructor at St. Croix Falls High School on an independent study course where the assigned instructor provides all instructional materials, including a syllabus and all daily work and assessments. Any independent study course offered through a particular instructor will be subject to instructor availability. The student must be in the instructor's room throughout the duration of the period assigned and may be removed from independent study if they are not in the assigned area.

TEACHER ASSISTANTS

Teacher assistants will be assigned according to the needs of the staff. If the teacher assistant is assigned to an instructor during a class, the teacher assistant may not participate in the class or disrupt the class. Teacher assistants must remain in the area assigned to the teacher unless they are completing a specific task for the instructor. Only seniors may serve as teacher assistants. This offering may be taken for a maximum of one block, one semester.

YOUTH APPRENTICESHIP/SCHOOL-TO-WORK

The Youth Apprenticeship and School-to-Work programs provide seniors with the opportunity to earn credit while seeking career exploration through community businesses. The Youth Apprenticeship Program is run in accordance with DPI regulations. Some students may gain credit for summer, weekend and after-school work through either of these programs. Interested students should sign up when class selection takes place during the spring of junior year and then attend all meetings with the Youth Apprenticeship/School-To-Work advisor to see if they qualify for participating in this program. All students who are assigned off-site during the school day must leave school grounds as there is no one available to supervise.

STUDENT SCHEDULE CHANGES

Student schedule changes should be done prior to the start of the school year. If a student wishes to drop a class after the semester has begun the change needs to be made in the first two days of the quarter. Students may drop a class at the end of the quarter 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.

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.

COUNSELING SERVICES

STUDENT SERVICES AND SOCIAL/EMOTIONAL LEARNING

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, Credit Recovery 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 school counselor. A licensed private, for-pay counselor is available by appointment for students needing more intense services. If parents or students have any questions about these counseling services, or if for some reason parents do not want their child to participate in these services, they should contact the high school counselor at 715-483-9824 ext. 1303. Social and emotional learning is the process through which children and adults acquire and effectively apply the knowledge, attitudes, and skills necessary to understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions. A mental health screening is provided for every freshman. Screening results are shared with parents. Students who need additional assistance receive information from the student services team. St. Croix Falls High School provides a complete array of college and career readiness counseling. The district provides individual students with a platform to discover options for their future and plan their high school courses accordingly. Academic and Career Planning is intended to equip students and their families with the tools necessary to make more informed choices about postsecondary education and training as it leads to careers. Students and parents who have questions concerning academic and career planning or social/emotional learning should contact the school counselor at extension 1303.

ATTENDANCE POLICIES AND PROCEDURES

from SCHOOL DISTRICT OF ST. CROIX FALLS STUDENT ATTENDANCE POLICY 431

Students between the ages of 5 and 18 are expected to attend school on each day school is in session, unless he/she is excused from school attendance for any of the following reasons or has graduated from high school:

1. **Prior Parent-Excused Absences.** A student excused by his/her parent or guardian prior to the absence is an excused absence for attendance purposes. A student may be excused by the parent or guardian under this provision for not more than 10 school days in the school year.
2. **Other Excused Absences of a Temporary Nature.** A) Illness, including reasonable treatment for such illness, where the student is temporarily not in proper physical or mental condition to attend school. A written statement from a health care provider may be required to be submitted as proof of the student's condition for student absences due to illness that are 3 days or more in length. Such health care provider's excuse shall state the period of time for which it is valid, and shall not exceed 30 days. B) Medical appointments (although the District strongly encourages parents and guardians to make every effort to schedule non-emergency medical examinations and appointments, e.g., for health maintenance/preventative care, at times that avoid or at least minimize the student's loss of instructional time). C) Religious holidays or instruction to the extent authorized by law; D) Family emergency; E) Severe weather conditions that, in the parent's or guardian's reasonable judgment, are a danger to the health and welfare or safety of the student; F) Funerals of a family member or friend; G) Suspension from school; H) Mandatory court appearances; I) Visiting a parent or guardian who is on active military duty and has been called to duty for or is on leave from deployment to a combat zone or combat support posting, or has returned from deployment to a combat zone or combat support posting within the past 30 days; J) Serving as an Election Official – Students may be excused to serve as an election official provided they have at least a 3.0 grade point average or the equivalent and have the permission of their parent(s) or guardian and the building principal; K) Sounding Taps – A student in grades 6 to 12 may be excused for the purpose of sounding "Taps" during a military honors funeral for a deceased veteran; L) Any other reasonable non-discretionary absence deemed appropriate by the school attendance officer.

Parents and guardians are required to notify the school of an absence prior to or on the day of the absence. Excused absences other than a suspension from school require written or verbal approval of the student's parent or guardian. All students with excused absences will be given the opportunity to make up class assignments missed during the absence, including tests and examinations. It is the student's responsibility to contact the teacher(s) to make arrangements for making up the work missed during an absence from school.

As indicated above, absence from school during a period of suspension will be considered an excused absence for purposes of this policy. Students serving a suspension will be permitted to make up class work and examinations missed during their suspension.

Students who are participating, with District approval, in extracurricular activities, athletics, and other District-sponsored programs or events during any portion of an instructional day are not considered absent from school, but teachers shall treat their absence from class as excused with the right to make up work to the same extent permitted in connection with excused absences from school.

Students who are involved in a principal-approved modified program of study, a board-approved alternative program or who have graduated prior to age 18 may be excused from statutory attendance requirements.

Students who are absent from school without an acceptable excuse as authorized above will be considered truant and shall be dealt with in accordance with state law and established District procedures. Students with unexcused absences (truant students) will be permitted to make up tests and examinations that were missed during the unexcused absence period provided that that test/examination can be completed independently and by a reasonable deadline that is established by the teacher. Such students will also be permitted to make up assignments missed during their truancy to the extent such assignments can be completed independently and were not integrated with an in-school or group-based activity that the

student missed while truant. Truant students may receive less than full credit for make-up assignments and make-up tests/exams. Teachers shall be expected to apply the same standard for making up missed classroom assignments to all truant students on a fair and consistent basis. With the approval of the building principal, a school may establish periods of supervised study, either during or outside of the regular school day, during which students who need to make-up work will be expected to complete the make-up work. The District shall not deny student credit in a course or subject solely because of a student's unexcused absences.

Adopted: November 10, 1998 Updated: January 14, 2003 Updated: September 25, 2018

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 an 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 responsible to get their missed work prior to their absence. 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 715-483-7726, or 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.
- (g) 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.

*** Any unexcused absence may result in a referral to the police department for truancy.**

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.

***Any absence beyond 10 days may be considered unexcused and as such is subject to referral for truancy to the municipal and /or county courts.**

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

When students are absent, an opportunity to make up work shall be provided. For excused absences, make up work receives credit; for unexcused absences, **make up 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 make up for each day missed. The student is responsible for conferring with the teacher to arrange a make-up schedule.

*Again, make up 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.

Any illness or disability that will cause a student to be gone should have their medical practitioner provide the school with written documentation of the ongoing condition every 30 days. This includes mental and physical conditions.

j. Entering the building early-the high school doors will open at 6:30 a.m. Students who arrive between 6 a.m. and 6:30 a.m. will stay between the outer doors and the interior doors to the high school.

k. 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.

ATTENDANCE REQUIREMENT (Graduation Ceremony) Students of senior status may miss no more than 20 total school days to be eligible to participate in the graduation ceremony. Two half days equals a full day. Four periods equal a full day and three tardies equal a full day. Students may not miss more than four days in the fourth quarter (included in the twenty-day total) and may have no unexcused absences in the fourth quarter. Students who participate in a senior skip day will not be allowed to participate in the graduation ceremony. All seniors must attend graduation practice to participate in the graduation ceremony. The principal may use discretion if a senior were to miss more than 20 days for extenuating circumstances. After the threshold has been crossed, a student's wish to participate in the graduation ceremony will require the student meeting with the principal and creating a plan approved and signed by the principal that will require time to be made up after school, on off days and/or on Saturdays. Unexcused absences may not be made up.

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 2024-25 school year. The alternate open enrollment period begins on July 1st. *Open enrollment will be terminated for open enrolled students who are habitually truant as defined by the school district's attendance policy.*

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. Students have sufficient time between classes and during breaks to use the bathroom, check in with teachers, gather supplies from lockers and socialize.

BUILDING AND GROUNDS, VISITORS AND DROP-OFF

DOORS AND SECURITY

As a security measure, all exterior doors are to remain closed and locked throughout the school day. All doors to classrooms and hallways are to remain closed and locked during classes. No visitor is allowed to enter the building without receiving permission from either the high school or district office prior to entering the building. All visitors will be asked for their name, their purpose for the visit and then instructed where they should check in once inside the building. Students, staff and visitors should only enter and exit through fobbed doors throughout the building. All other doors should only be used in the case of an emergency.

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.

SCHOOL GROUNDS

Once a student has entered school property, they are to remain on school property unless they have permission to leave. Students may not drive on school grounds and may not be transported by another student during school hours, school events or during practices (building to building, building to field, etc.)

BUILDING HOURS

The high school is not supervised prior to 7:45 a.m. after 3:45 pm. Students who are not in extra-curricular activities and have not pre-arranged work time with a teacher should not be in the building.

GYMNASIUM USE

The gym is not open for unsupervised use before, during or after school.

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, school rules and school personnel. Any student who ignores the direction of school personnel will have their driving permit revoked for two weeks.
7. Students are prohibited from using the service route behind the school.
8. All rules that apply within the school building also apply to the parking lot, including the prohibition of any symbols or language considered disruptive to the school environment. This includes, but is not limited to, any symbols and language that are racist, sexist, gender-offensive or bigoted.
9. Students who engage in unsafe or disruptive 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.

10. Students are not allowed to drive on school grounds during the school day or practices after school. (between buildings, fields, the track, etc.) Students may drive to and from school and only when leaving the property with parental permission or when going to a jobsite for their Youth Apprenticeship or School-to-Work experience.

PARKING PERMITS

Students who plan on driving a vehicle to school should complete forms that are available in the high office to obtain a parking permit. Parking permits **MUST** be hung from the rear view mirrors during the day when the vehicle is in the parking lot. The first permit tag is free (one per student). Students and parents agree to the following:

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.
11. Any violation of parking lot regulations will result in revocation of a parking lot permit for a period ranging one week to one year, depending on the violation and prior violations. Vehicles without a permit may not park on school district grounds. The first permit is free of charge. After a revocation, the student will need to purchase a new parking permit. A new permit may be issued at the principal's discretion and at a cost of \$20.00 in the High School Office. Students whose parking permit has been revoked can ride the bus to school, find an alternative ride or park off-site.

HIGH SCHOOL/MIDDLE SCHOOL AREAS

High school students are not to enter the middle school unless they have a pass and /or have been sent/called to the area for a specific task. Middle School students are allowed to pass through the commons to enter or exit school, but may not loiter. High school students are not allowed past the lockers near the library. They are not to use the bathroom near the library—there are two other bathrooms that are supervised, available and closer in proximity to most of the high school.

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.

VISITORS

St. Croix Falls is a closed campus. Aside from parents or visits that are pre-arranged with the high school principal, visitors are not allowed on campus. All visitors on professional business (salesmen, college representatives, etc.) must pre-arrange visits. When they arrive, they should check in at the high school office upon entering the building. All visits will be at the discretion of the principal.

St. Croix Falls High School does not allow student visitors to classrooms, study halls, lunch or activities during the school day. Please do not send visitors with students, as they will be sent home.

DROP-OFF FOR STUDENTS

Parents may bring articles to be delivered to their students to the high school entrance. There will be a table available for deliveries. Parents should notify the high school office if something is left for a student. Secretaries will periodically collect these items and see that they are disbursed to the correct student.

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 will be assigned to each student and lockers **must be locked at all times** with school-approved locks obtained from the high school office. Use of School lockers is a privilege. 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 for school security. 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 or on top of the lockers will be discarded. Adhesives may not be used on school lockers—this includes inside the locker. Preference will be given to students who are involved in two or more sports or activities that require storage of equipment or uniforms. Locker assignments may be changed to fit the needs of students who need more storage space.

TELEPHONE USAGE

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

VIDEO RECORDING

Students are not allowed to video record other students or staff members for any reason without their permission. This includes all areas of the school environment including the bus. Please refer to Board Policy 443.5.

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.

THREATS

Any threats to school property will be referred to the police and possible cause for immediate suspension or 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.

BEHAVIOR EXPECTATIONS, CONSEQUENCES AND POLICE INVOLVEMENT

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 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.

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 students allow teachers to teach.
2. That students 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. Any detention assigned because of unacceptable behavior while the classroom is being taught by a substitute teacher will be doubled.

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, the police will be involved. Acts that are illegal under the Criminal Code of Wisconsin are reported to the police. All threats made to the school or people who work at or attend the school as required by state statute are to be reported to law enforcement. 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. **This includes, but is not limited to any and all language that is racist, sexist, gender-offensive, or bigoted.** Action may range from detentions to suspensions and disorderly conduct. **Repeat offenders may be recommended to the board for expulsion.**

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.

Threats: Any student who threatens another student, any employee or volunteer at the school or the school in any way. Disciplinary action will include reporting the incident to the police as well as detention, suspension and/or expulsion.

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.

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. For more information, see the policy index.

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 school counselor. In all cases the principal will be informed.

STUDENT - STAFF RELATIONSHIPS

Students and staff have a right to work, study, and teach in an atmosphere of mutual respect. Students also have the right to free and reasonable inquiry and expression while having the responsibility to respect the authority, feelings, physical well-being, and property of school staff members. The following are considered infractions of student-to-staff relationships:

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

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

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

Profanity/Threatening or Disparaging Language

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

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

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 comments 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.

STUDENT REMOVAL PROCEDURES

A. Student Behaviors Warranting Removal

Harassments, hazing, and/or acts of intimidation.

- Examples of such behavior include but are not limited to the following:
 - Malicious verbal attacks
 - Threats
 - Bullying
 - Sexual misconduct
 - Racist, sexist, bigoted or gender-offensive language

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
 - Racist, sexist, bigoted or gender-offensive language.

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's 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. 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 violating this rule and will range from counseling to detention and/or suspension. Parents will be notified.

Disruption: Disrupting school events, games, meetings, assemblies. Disruption includes inappropriate behavior, language, attire and representations on social media, as well as any other form of interfering with education at all levels. 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.

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 p.m. or before school from 6:55 to 7:55 a.m. Monday through Friday.** 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-curricular activities, or work are not considered reasons to be excused from serving detentions.**

Consequences for missed detention:

- Penalties for skipping the 1st detention will result in assigning two detentions.
- Penalties for skipping the 2nd 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. If a student is disruptive during in-school suspension (ISS), parents will again be notified and the student will be sent home. 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 notification in a timely manner of the suspension and the reason thereof.
4. If the student is assigned ISS-he or she will be assigned a date for that suspension. Out-of-school suspension will take effect immediately. 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 and the police will be notified.

5. A conference with the parent or guardian may be required.

6. Students will be allowed to make up major exams, and projects.

7. Students in ISS will be given class work to complete. They will be assigned a seat in the office to quietly do their work. ISS students need to remain seated (head up) and may not disturb office staff or prevent them from doing their work.

8. *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 a minimum of one calendar year.

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. Students must sit where they are directed to sit by the driver. Anyone breaking these rules will be disciplined as follows:

1st Offense: Warning to students involved and parents 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. Parents notified conference with student, driver, parents, and bus supervisor.

4th Offense: Suspension of bus riding privileges. Parents are 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 the 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 buses 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 Statute #120.13 (1)

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

Clothing or articles which convey references to gang membership, racist, profane, sexual suggestiveness, extreme violence, weapons or ammunition, drugs or alcohol 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. Students who refuse to change their clothing will be suspended for insubordination. Repeat offenders will be subject to discipline including being sent home to change with time missed as

unexcused detentions, required counseling, and possible suspension. Senior photos published in the yearbook must comply with these requirements and may not include weapons, ammunition, drugs or alcohol.

Shirts and tops: Tops must be long enough to be tucked in. NO halters, backless, strapless, tube top, low cut blouses (a line from armpit to armpit is a good guide) or see-through clothing. Undergarments must be covered. Armholes must not drop more than two inches from the armpit. Straps on sleeveless tops should be one-half inch or more.

Shorts, Skirts and Pants: Skirts and shorts length will be approximately thumb tip in length—excessively short shorts and skirts are not allowed. Holes in jeans, shorts and skirts must be below this mark as well. Students who have shorts or skirts deemed inappropriate 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 hip bones. **No chains** or other articles will be worn on the outside of pants, or any other area of the person. Undergarments must be covered.

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.

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.

Threats: Threats to the school, students, staff or volunteers, explicit or implied, will result in referral to the police and potential school consequences ranging from suspension to expulsion. This includes threats made at on and off school property, 24 hours per day via any method of communication.

Weapons: Any item, including look-alike 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. Ammunition and explosives and items that are look-alike are included in this prohibition. This includes chains, jewelry or other personal possessions that could inflict harm to another individual. 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

Evacuation Drills

Evacuation drills will be announced in advance to students and parents. Students will proceed with staff to the assigned evacuation. Staff will take attendance. Students and staff will proceed back to the school and return to class at the end of the drill.

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. **This information will also be posted on the school district website and FaceBook page.** 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 INFORMATION

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, look-alike drugs, 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 with potential for 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, vape pipes and vaping-related products on school premises or at functions under the sponsorship of the school whether in 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, Vaping: Use of tobacco products, e-cigarettes or e-cigarette related products or vaping on school grounds or at functions under the sponsorship of the school is not allowed and will

result in suspension. Possession of articles associated with tobacco use or vaping will result in suspension. Disciplinary actions include confiscation of products, suspension, possible referral to police and expulsion. By statute, the school grounds are drug and tobacco free, including within 1000 feet of school property.

MEDICATION

Students who require medications or treatments while attending school must be identified to the proper school administrator by their parents or guardians. Medications and treatments may require evaluation by the school nurse and possible consultation and approval by the child's healthcare provider before they can be self-administered by the student. Some medications such as controlled substances may not be self-administered by students according to the district's AODA policy 443.4. Students self-administering medications or treatments are permitted if a student has a self-medication/self-treatment request form on file in the student's school and the school nurse's office. For more information on self-administration of medication, please see the memo on medications and treatments at the end of the handbook.

Medication forms - prescriptive, over the counter and permission to self-administer medication are only good for a school year. A student needs new forms completed each school year. The school nurse can fax the forms to healthcare providers to renew prescriptive medications or for a high school student to self-administer a prescriptive medication. A doctor needs to approve the self-medication order for any prescription medications that are not controlled substances.

SCHOOL LIAISON, POLICE AND 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 personal 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 terminate the parking privilege.

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

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 TicToc, 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, during the school day, 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 or silenced and stowed in lockers or placed in classroom phone caddy unless the teacher has explicitly instructed students otherwise. There should be no student cell phones in the classroom other than those in the caddy. Students violating this rule will be subject to the school's ECD policy's disciplinary action.

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. All ECDs must be closed during class unless the instructor has explicitly stated otherwise. All communication through the school's technology platform is archived and considered public record. They are subject to school rules and consequences, as well as referral to law enforcement.

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

- Refusal to turn off, properly stow 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 who refuse to turn off or relinquish a device may face consequences up to OSS.
- Playing games/watching movies during class time without specific instruction to do so from the instructor.
- 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:
 - o If instruction or educational activities are significantly interrupted,
 - o Students and educational personnel are denied access to or cannot focus on classroom or out-of-classroom activities, or
 - o 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 policy, 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 any 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:
 - o Instruction or educational activities are interrupted,
 - o Students and educational personnel are denied access to or cannot focus on classroom or out-of-classroom activities, or
 - o 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:
 - o 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;
 - o 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

- o There is reasonable fear of damage to school property or the property of students and school personnel.

ACTIVITIES, EVENTS AND ORGANIZATIONS

ASSOCIATIONS/ORGANIZATIONS

Numerous positive organizations/sports/opportunities are available to all St. Croix Falls High School students. Students are encouraged to be involved in at least one school organization. The advisors for these are listed below. Associations/organization activities that threaten the safety or well being of persons or property on school premises, buses, or behavior that disrupts the school environment are harmful to the education process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute indicates or implies membership or affiliation with such a group is contrary to the school environment and educational objectives and creates an atmosphere where unlawful acts or violations of school regulations may occur.

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

CLASS/EVENT ADVISORS FOR 2023-24

<i>Senior Advisors:</i>	<i>Mr. Gudmunsen and Mrs. Lecuyer</i>
<i>Junior Advisors:</i>	<i>Mrs. Zdroik and Ms. Jacobson</i>
<i>Prom Lead:</i>	<i>Mrs. Zdroik</i>
<i>Homecoming Lead:</i>	<i>Mrs. Marks</i>
<i>Service Learning Day:</i>	<i>Mr. Beversdorf</i>
<i>Sophomore Advisors:</i>	<i>Ms. Svardahl and Mr. Sirinek</i>
<i>Freshman Advisors:</i>	<i>Mr. Hanson and Mr. Belisle</i>

ACTIVITIES AND ADVISORS

National Honor Society-Mrs. Lehne. NHS is a nationally affiliated group that requires application and acceptance. Students may begin applying for NHS during their sophomore year.

Student Council-Mrs. Imhoff. Student Council is a state and nationally affiliated group that organizes student activities throughout the year, participates in community service and offers leadership opportunities at the regional and state level. This group participates in regional and state conventions and competitions.

FFA- Mr. Waltz. FFA is a state and nationally affiliated organization that participates in agriculture, outdoor and leadership activities, including the Polk County Fair, elementary education events and participation in regional, state and national competitions and conventions.

SCF Clowns-Mrs. Imhoff. Clowns is an educational group that works with elementary children, teaching them lessons in kindness, inclusion, personal choice and other appropriate topics for young students based on the SAINTS CARES program.

Forensics- Forensics is a speaking and acting organization that participates in regional and state competitions.

Drama-Mr. Gudmunsen/ Ms. Lessard. Students who participate in the theater program create the annual dramatic production in the auditorium. Activities include acting, sound and lights, set building, costuming and makeup. Students audition for acting parts several weeks prior to the show.

SALT- Mrs. Rose. Student Athlete Leadership Team

Art Club-Mrs. Imhoff. Art Club is a group that offers students a creative outlet where they can participate in art competitions at the regional, state, and national levels, do community service, and create artwork outside of the academic day through open studio hours.

Trap Shooting-Mr. Steeber. Students in trap shooting participate in practices and competitions in clay pigeon shooting. This group is affiliated with Wisconsin State High School's Clay Target League.

Students Offering Support- Ms. Jacobson/ Mrs. Lecuyer Students Offering Support is a group of trained students who support and help their peers. Students talk with SOS members about academic, personal, and social challenges, as well as stress and anxiety in an effort to help students go through high school happier, healthier, and supported.

SKILLSUSA- Mr. Chelberg SKILLSUSA members participate in regional and state competitions in a wide range of technical and employability skills. Students have opportunities in leadership at the local and state level. This group is affiliated with both the state and national organization. SKILLS USA also participates in activities throughout the year, including the bus races.

Tabletop Game Club-Mr. Larcom This group provides students with the opportunity to meet regularly to learn about and play a variety of tabletop games.

ATHLETIC COACHES

<i>Girls' golf</i>	<i>Ms. Jacobson</i>
<i>Football</i>	<i>Mr. Belisle</i>
<i>Volleyball</i>	<i>Ms. Hoff</i>
<i>Cross Country</i>	<i>Ms. Klein</i>
<i>Soccer</i>	<i>Mr. Zipperer (Unity)</i>
<i>Girls' Basketball</i>	<i>Ms. Maternowsky</i>
<i>Boys' Basketball</i>	<i>Mr. Hall</i>
<i>Girls' / Boys' Wrestling</i>	<i>Mr. Raygor</i>
<i>Boys' Hockey</i>	<i>Mr. Gilkerson (Somerset)</i>
<i>Girls' Hockey</i>	<i>(Somerset)</i>
<i>Boys' Golf</i>	<i>Mr. Warner</i>
<i>Girls' Track</i>	<i>Mrs. Belisle</i>
<i>Boys' Track</i>	<i>Mr. Ties</i>
<i>Baseball</i>	
<i>Softball</i>	<i>Mr. Hanson</i>

Associations/organization activities that threaten the safety or well being of persons or property on school premises, buses, or behavior that disrupts the school environment are harmful to the education process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute indicates or implies membership or affiliation with such a group is contrary to the school environment and educational objectives and creates an atmosphere where unlawful acts or violations of school regulations may occur.

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

DANCES AND OTHER SOCIAL EVENTS

All guests must complete a dance request form available in the high school office at least one week 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 will not be allowed to reenter the school event after they have once left the building. **Guests must be in high school or an SCF Alum graduating in the prior year to be admitted as a participant to the dance. Each SCF student who is eligible to attend a dance may bring one guest. All guests are subject to approval by the high school principal.**

SCHOOL DISTRICT OF ST. CROIX FALLS STUDENT SOCIAL EVENTS POLICY 372

School organizations, athletic teams, and classes may use school facilities to hold social events for their membership. Organizations, classes, or teams may request a specific room, but may be assigned to a different location based upon availability, school safety and security and the reasonability of the request. The building principal will work with the district's facility scheduling coordinator to fill these requests. All parties, dances, meals, and other social events sponsored by the school must have approval one week prior to the event from the building principal. Proper chaperoning shall be provided under the directions of the building principal. Rules and regulations relating to school social events shall be established by the Administration.

SCHOOL DISTRICT OF ST. CROIX FALLS STUDENT SOCIAL EVENT REGULATIONS 372 RULE

There will be a maximum of three open dances (Prom, February Frenzy, and Homecoming). The hours will be from 8:00 p.m. to 11:00 p.m.

- All dances are closed to everyone except St. Croix Falls students. If students want to bring a date from another school or a St. Croix Falls graduate from a prior year, they must complete the dance guest permission form and submit it to the high school office Prior to the announced deadline for guest request from submission. The High School principal will approve or deny all requests and notify the student making the request. Decisions concerning dance guests shall lie solely with the high school principal.
- Dances must be sponsored by a school organization. There must be two faculty chaperones present. Only school district employees will act as chaperones. The principal will approve all chaperones. The police will be contacted.
- All school rules concerning student behavior apply to school dances.
- Dances are student-led events. Only students and staff from St. Croix Falls High School will participate in planning, decorating, hosting and school-sponsored clean up for all school-sponsored dance-related events.
- Other stipulations may be imposed upon dance attendees, including wellness practices and limiting guests to St. Croix Falls High School students only. This limitation may be made in consultation with the school district nurse and administration.

HOMECOMING

The homecoming advisor and student council advisor will work together with the homecoming committee and student council to build the week's schedule as well as plan and manage all events. Rules for events/contests will be established prior to the week. The homecoming plan must be approved by the high school principal.

The homecoming court is considered a school activity. All court members must be in compliance with the activity code to be eligible.

PROM

The prom advisor will convene a prom planning committee. The committee will plan and manage the event and clean-up. The prom plan will be brought before the school board for approval.

The prom court is considered a school activity. All court members must be in compliance with the activity code to be eligible.

MISCELLANEOUS INFORMATION

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. Students may not have blankets in classrooms or during the school day. 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. **Beverages:** Water, as well as non-carbonated or sparkling water containing no calories are the **ONLY** beverages allowed in classrooms. Students are encouraged to bring a transparent liquid container to drink water.

ANIMALS, PETS

Animals may be brought into the classroom for educational purposes. They must be vaccinated as required by local government 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.

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 months 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 publication of such notice in the official newspaper of the school district.

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.

LUNCH

Students will be dismissed from class to the cafeteria area. They will be dismissed by table to line up, and must abide by the social distance markings on the floor. A supervising teacher will be in charge of allowing students to join the line one table at a time. Students will be allowed to go outside, go to the library, stay at their table or go to other designated areas in the school. Some students will be eating after 1 p.m. Please bring a snack to eat during passing time or during class breaks.

FOOD SERVICE ACCOUNT COLLECTION

Families are requested to make an initial deposit of at least the cost for one week of lunch per student. Thereafter, depositing any amount needed to keep a positive balance in their account. Our automated calling system will call homes with an account balance of \$5.00 or less, reminding them to send money to deposit. These calls will be made Monday through Thursday evenings. The family balances will also be checked by the school offices. No ala carte purchases are allowed with any negative balance and those students with account balances of -\$20.00 will not be allowed to make any purchases at all. Students with account balances of -\$20.00 will be given a sandwich and a carton of milk for lunch. If the account remains negative after two or more days, the student will be given a serving of fruit, a serving of vegetables and a carton of milk. Negative balances thereafter will be determined at the discretion of the District. Lunch accounts are now available in PowerSchool. Prices: lunch \$3.10, breakfast \$2.00, and milk is \$.50.

PASSING TIME

Students are allowed 10 minutes between classes. This time is to be used to go to the bathroom, wash hands, eat a snack and gather items for the next class.

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 from the principal before the signs are put up.

SKATE BOARDS and IN LINE SKATES

The use of skateboards and rollerblades on school property is prohibited.

SNOWMOBILES

The use of snowmobiles on county trails only is permitted.

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.

POLICY INDEX

HARASSMENT AND/OR BULLYING OF STUDENTS 411.1 Rule

Purpose:

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

Guidelines:

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

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

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 a 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.

**ST. CROIX FALLS HIGH SCHOOL
DANCE GUEST AGREEMENT AND GUIDELINES**

phone: 715-483-9824 fax: 715-483-5055

Please check which dance you will be attending:

_____ Homecoming _____ Prom _____ other: _____

Provisions

All guests who do not attend SCF High School must complete a dance guest form and must be pre-approved by the principal. Guests must either be high school students from another high school, students in grades 9 or 10 at St. Croix Falls High School or an alum of, St. Croix Falls High School who graduated the previous spring. A list of pre-approved guests will be given to the chaperones prior to the dance. No other guests will be admitted.

1. Present St. Croix Falls student to be responsible for their guest.
2. Guest and host agree to abide by all school rules and proper conduct. Any behavior deemed inappropriate by a chaperone will result in the guest and host student being removed from the event.
3. Any indication of chemical use or possession by student or guest will result in immediate removal and police intervention.
4. No illegal substance allowed.
5. Once at the dance, guest or host are not allowed to leave and return. Once guests exit the dance, they must leave the property.

Please PRINT the following information:

Guest information:

Full Name: _____
Date of Birth: _____
Age: _____
Grade: _____
Address: _____

Phone #: _____
School Attending _____
Driver's License#: _____

Parent/Guardian Contract Information

Name: _____
Phone: _____

SCF High School host student:

Full Name: _____
Age: _____
Grade: _____
Driver's License#: _____

Parent/Guardian Contract Information

Name: _____
Phone #: _____

***I verify that _____ grade _____ is in good standing at our high school and would be permitted to attend extra-curricular events in our district.

_____ Check if the guest student has discipline referrals from high school.

Guest Principal's signature: _____

Phone #: _____

Any additional comments: _____

*** All information and signatures need to be filled out and this sheet turned in to the high school office for prior authorization **at least eight days prior to the dance.** If not turned in and approved there will be no admittance of your guest.

*** Dance officials have the right to accept or refuse entry to anyone attending the dance.

I/We agree to the above provisions and that the information provided is correct:

SCF student signature

Guest signature

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

<https://www.scf.k12.wi.us/district/boardpolicy.cfm>

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: _____

Name(s) of those being bullied/harassed: _____

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!**

***Can be for multiple reasons.** (e.g., race, color, national origin, ancestry, sex, sexual orientation, religion, creed, pregnancy, marital or parental status, or any physical, mental, emotional or learning disability)

Does this issue seem to be over now or is it likely to continue? (Circle one) Yes No Not Sure

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: June 8, 2010
Updated: May 22, 2018

Concussion and Head Injury Information

Wis. Stat. § 118.293 Concussion and Head Injury

What Is a Concussion? A concussion is a type of head (brain) injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head. Concussions can also occur from a blow to the body that causes the head and brain to move rapidly back and forth. Even what seems to be a mild bump to the head can be serious. Concussions can have a more serious effect on a young, developing brain and need to be addressed correctly. Consequences of severe brain injury (including concussion) include problems with thinking, memory, learning, coordination, balance, speech, hearing, vision, and emotional changes.

What are the signs and symptoms of a concussion? You cannot see a concussion. Signs and symptoms of concussion can show up right after an injury or may not appear or be noticed until hours or days after the injury. It is important to watch for changes in how you as an athlete or your child or teen is acting or feeling, if symptoms are getting worse, or if you/they just “don’t feel right.” Most concussions occur without loss of consciousness.

If the child or teen reports one or more of the symptoms of concussion listed below, or if you notice the signs or symptoms yourself, seek medical attention right away. Children and teens are among those at greatest risk for concussion.

These are some SIGNS of concussion (what others can see in an injured athlete):

- Dazed or stunned appearance
- Unsure of score, game, opponent
- Clumsy
- Answers more slowly than usual
- Shows behavior or personality changes
- Loss of consciousness (even briefly)
- Repeats questions
- Forgets class schedule or assignments

These are some of the more common SYMPTOMS of concussion (what an injured athlete feels):

- Headache
- Nausea or vomiting
- Dizzy or unsteady
- Sensitive to light or noise or blurry vision
- Difficulty thinking clearly, concentrating, or remembering
- Irritable, sad, or feeling more emotional than usual
- Sleeps *more* or *less* than usual

Children and teens with a suspected concussion should NEVER return to sports or recreation activities on the same day the injury occurred.

They should delay returning to their activities until a healthcare provider experienced in evaluating for concussion says it is OK to return to play. This means, until permitted, not returning to:

- Physical Education (PE) class
- Sports practices or games
- Physical activity at recess

If you or your child or teen has signs or symptoms of a concussion

Seek medical attention right away. A healthcare provider experienced in evaluating for concussion can determine how serious the concussion is and when it is safe to return to normal activities, including physical activity and school (concentration and learning activities).

After a concussion, the brain needs time to heal. Activities may need to be limited while recovering. This includes exercise and activities that involve a lot of concentration.

Information adapted from the [Centers for Disease Control and Prevention's \(CDC\) Heads Up Safe Brain. Stronger Future.](#)
For more information view the [CDC's Heads Up to Youth Sports webpages for athletes, parents, and coaches.](#)

Sudden Cardiac Arrest Information

Wis. Stat. § 118.2935 Sudden cardiac arrest; youth athletic activities

Sudden cardiac arrest (SCA), while rare, is the leading cause of death in young athletes while training or participating in sport competition. Even athletes who appear healthy and have a normal preparticipation screening may have underlying heart abnormalities that can be life-threatening. A family history of SCA at younger than age 50 or cardiomyopathy (heart muscle problem) places an athlete at greater risk. **Athletes should inform the healthcare provider performing their physical examination about their family's heart history.**

What is Sudden Cardiac Arrest? Cardiac arrest is a condition in which the heart suddenly and unexpectedly stops beating. If this happens, blood stops flowing to the brain, lungs, and other vital organs.

Cardiac arrest usually causes death if it is not treated with cardiopulmonary resuscitation (CPR) and an automated external defibrillator (AED) within minutes.

Cardiac arrest is not the same as a heart attack. A heart attack occurs if blood flow to part of the heart muscle is blocked. During a heart attack, the heart usually does not suddenly stop beating. In cardiac arrest the heart stops beating.

What warning signs during exercise should athletes/coaches/parents watch out for?

- Fainting/blackouts (especially during exercise)
- Dizziness
- Unusual fatigue/weakness
- Chest pain/tightness with exertion
- Shortness of breath
- Nausea/vomiting
- Palpitations (heart is beating unusually fast or skipping beats)

Stop activity/exercise immediately if you have any of the warning signs of Sudden Cardiac Arrest.

Speak up and tell a coach and parent/guardian if you notice problems when exercising.

If an athlete has any warning signs of SCA while exercising, they should **seek medical attention and evaluation from a healthcare provider before returning to a game or practice.**

The risk associated with continuing to participate in a youth activity after experiencing warning signs is that the athlete may experience SCA, which usually causes death if not treated with CPR and an AED within minutes.

What are ways to screen for Sudden Cardiac Arrest (SCA)?

WIAA Pre-Participation Physical Evaluation – the Medical History form includes important heart related questions and is required every other year. Additional screening using an electrocardiogram and/or an echocardiogram may be done if there are concerns in the history or physical examination but is not required (by WIAA). Parents/guardians/athletes should discuss the need for specific cardiac testing with the medical provider performing the review of family history and physical evaluation or after experiencing warning signs of sudden cardiac arrest while exercising. The cost of the pre-participation physical and any follow up examinations or recommended testing including an electrocardiogram is the responsibility of the athlete and their parents/guardians. **Not all cases or causes of SCA in young athletes are detected in the history, examination, or with testing.**

What is an electrocardiogram, its risks, and benefits? An electrocardiogram (ECG) is one of the simplest and fastest tests used to evaluate the heart. Electrodes (small, plastic patches that stick to the skin) are placed at specific spots on the chest, arms, and legs. The electrodes are connected to an ECG machine by wires. The electrical activity of the heart is then measured, interpreted, and printed out. No electricity is sent into the body. Risks associated with having an ECG are minimal and rare. The benefits include that it is an easy procedure to do, can be performed in many health care offices and it may detect heart conditions in children with no symptoms. **ECGs are good at detecting certain heart conditions that may increase risk for SCA but may not detect all such conditions.** If not performed correctly the information is not valid and may lead to more (unnecessary) testing and further examinations. ECGs should be interpreted by experts in reading ECGs in children (i.e., pediatric cardiologists). For more information, [view the Johns Hopkins Medicine - Electrocardiogram website.](#)

How may a student athlete and parent/guardian request the administration of an electrocardiogram and a comprehensive physical examination? Athletes participating in WIAA sports are required to have a physical examination and review of family history every other year. Other youth sports have similar requirements. Although the cost of these medical examinations is the responsibility of the athlete's family, many school districts can assist students to find low cost or no cost ways to obtain these examinations. Athletes should contact their school athletic director if they need assistance in getting an examination. If an athlete has risk factors, family history of heart disease, or has had warning signs associated with sudden cardiac arrest while exercising, they should tell the medical provider performing the history and physical examination and discuss the possible need for an electrocardiogram.

The St. Croix Falls School District prohibits all forms of unlawful discrimination against students, employees, and other persons in all aspects of the District's programs, activities, and operations.

SCHOOL DISTRICT OF ST. CROIX FALLS

NON DISCRIMINATION IN DISTRICT PROGRAM, ACTIVITIES AND

OPERATIONS

POLICY 113

The St. Croix Falls School District prohibits all forms of unlawful discrimination against students, employees, and other persons in all aspects of the District's programs, activities, and operations. The term "unlawful discrimination" encompasses any unlawful policy, practice, conduct, or other unlawful denial of rights, benefits, or privileges that is based on any legally-protected status or classification (e.g., race, national origin, sex, disability, religion, etc.).

Various state and federal laws establish the actions that do (and do not) constitute unlawful discrimination with respect to each protected status or classification. Where applicable, unlawful harassment that is based on a legally-protected status is one form of unlawful discrimination. The District requires and will enforce nondiscrimination in a manner that is consistent with applicable constitutional provisions and with the rights and obligations that are established under all applicable state and federal civil rights laws, including but not limited to the current provisions of the following federal laws, which jointly serve to identify and protect the rights of students, employees, and other persons:

Title IX of the Education Amendments of 1972 (sex discrimination);

Section 504 of the Rehabilitation Act (disability discrimination);

The Americans with Disabilities Act (including both the employment-related provisions of the ADA as well as Title II of the ADA, which broadly prohibits discrimination on the basis of disability in state and local government services);

Titles IV and VI of the Civil Rights Act of 1964 (addressing discrimination based on race, color, national origin, sex, or religion);

The Age Discrimination Act of 1975 (age discrimination); The nondiscrimination provisions of the Elementary and Secondary Education Act; The civil rights provisions associated with the District's participation in federal nutrition programs

There are a significant number of additional state and federal nondiscrimination laws that are not listed above that further establish the rights of students and/or employees. In recognition of such laws, the District maintains additional nondiscrimination policies and rules that specifically and uniquely cover students (see, for example, [Policy 411 and Policy 411.1] within the District's policy manual) and all aspects of employment and personnel administration within the District (see, for example, Policy 511 and Policy 512).

Special Statement Regarding Sex Discrimination under Title IX As mandated by the federal Title IX statutes and the regulations set forth in Chapter 106 of Title 34 of the Code of Federal Regulations ("the federal Title IX regulations"), the District does not unlawfully discriminate on the basis of sex in any education program or activity that the District operates. Title IX's requirement not to discriminate in any education program or activity extends to District students, certain admissions processes, and District employment. Inquiries regarding how Title IX and the federal Title IX regulations apply to the District may be referred to the District's Title IX Coordinator (as designated below), to the Assistant Secretary for Civil Rights at the U.S. Department of Education, or to both. Designation and Authorization of Nondiscrimination Coordinator(s)

Any questions concerning the District's nondiscrimination and equal opportunities policies, the application of any nondiscrimination law to the District, or the District's discrimination-related reporting and complaint procedures should be directed to the Director of Curriculum/Instruction/Technology who is also designated as the District's Title IX Coordinator. The contact information for this position is as follows:

Director of Curriculum, Instruction, and Technology

740 Maple Drive

St. Croix Falls, WI 54024

715 483-9823

kraybr@scfschools.com

In his/her capacity as a Title IX Coordinator, the above-identified individual is authorized to coordinate the District's efforts to comply with the District's responsibilities under Title IX and the federal Title IX regulations. Any Person May Submit a Complaint or Report of Discrimination to the District The District is committed to the appropriate resolution of complaints and reports that allege (1) unlawful discrimination or a violation of a District nondiscrimination policy, including any form of prohibited harassment that is based on a legally-protected status; or (2) any type of retaliation that is prohibited by a

nondiscrimination law or a District nondiscrimination policy. Accordingly, except as otherwise required by law, any person (including a witness or other person who has not been harmed/victimized by the alleged conduct or challenged policy) may report a concern or allegation of prohibited discrimination or prohibited retaliation to the Director of Curriculum, Instruction, and Technology/Title IX Coordinator, using the contact information provided above and any of the following methods:

1. By U.S. mail, by electronic mail, or by telephone, at any time; or
2. By any other means that results in the Director of Curriculum, Instruction, and Technology/Title IX Coordinator actually receiving the person's verbal or written report, including by submitting the report to the Director of Curriculum, Instruction, and Technology/Title IX Coordinator in person (e.g., at an arranged meeting or when the coordinator is otherwise reasonably available during normal working hours). As an exception to the above reporting procedure, if the report or complaint identifies the Director of Curriculum, Instruction, and Technology/Title IX Coordinator as a person responsible for the alleged prohibited conduct, or if the Director of Curriculum, Instruction, and Technology/Title IX Coordinator is affected by a conflict of interest or otherwise unavailable, then the person making the report may submit it to the High School Principal either in person, by mail, by telephone, or by electronic mail. The contact information for the High School Principal is as follows:

St. Croix Falls High School Principal
740 Maple Drive
St. Croix Falls, WI 54024
715 483-9823
wilsomi@scfsschools.com

Individuals submitting a report or complaint of prohibited discrimination under this policy are strongly encouraged to contact the District to confirm that their report was received as intended. Except as provided below regarding formal complaints of Title IX sexual harassment or as otherwise required by any law, a report or complaint received under this policy will be processed according to the discrimination complaint procedures that the District has established under its student nondiscrimination policies or under its equal employment opportunities policies, as applicable to the facts and circumstances. For reports or complaints of alleged discrimination that are neither student matters nor employment matters, the District will normally process the matter under the complaint procedures that apply to students. Filing a Formal Complaint of Title IX Sexual Harassment An individual who is alleged to be the victim of conduct that could constitute sexual harassment under the federal Title IX regulations (i.e., a Title IX "complainant"), or a parent or guardian who has a legal right to act on behalf of such an individual, may file a "formal complaint" of "sexual harassment," as those terms are defined in 34 C.F.R. §106.30. No Title IX complainant is obligated to file a formal complaint, but a qualifying formal complaint is necessary for the District to start an investigation of Title IX sexual harassment allegations using the District's formal Title IX grievance process. Even in the absence of a formal complaint that initiates the formal grievance process, the District still has legal obligations to respond to allegations of Title IX sexual harassment whenever the District has sufficient notice of the allegations (i.e., from any source).

All of the following apply to a formal complaint of Title IX sexual harassment:

1. At the time of filing a formal complaint, the complainant must be participating in or attempting to participate in the education program or activity of the District (including through employment).
2. The formal complaint must be in the form of a document or an electronic submission (e.g., an electronic mail message or a file attached to an email) that:
 - a. Alleges sexual harassment against a respondent (if the identity of the respondent is not known, it is not necessary to identify the respondent by name);
 - b. Requests that the District investigate the allegation(s) of sexual harassment; and
 - c. Contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.
3. The formal complaint must normally be filed with the District's Title IX Coordinator by submitting the document or electronic submission either in person, by U.S. mail, or by electronic mail, using the District-designated contact information listed above in this policy. However, if the formal complaint identifies the Title IX Coordinator as a respondent (i.e., a person reported as a perpetrator of the alleged sexual harassment), or if the Title IX Coordinator is affected by a conflict of interest or is otherwise unavailable, then the complainant may file the document or electronic submission directly with the High School Principal either in person, by mail, or by electronic mail using the contact information provided above.

When a formal complaint is not filed in person, complainants are strongly encouraged to contact the District to confirm that their complaint was actually received as intended. If a complainant files a formal complaint of Title IX sexual harassment, or if a Title IX Coordinator signs such a formal complaint on behalf of the District, then:

1. The formal complaint must be resolved according to the federal regulations and District processes that specifically apply to such formal complaints;

2. Unless otherwise directed by the School Board or this policy, the District Administrator or his/her administrative-level designee is expected to designate and assign qualified individuals to perform the roles that are defined for District agents within the District's grievance process for formal complaints of Title IX sexual harassment. In addition:
- The District Administrator may assign one or more of the roles to a qualified individual who is not an employee of the District, including an outside attorney or other contracted service provider, with notice to the Board.
 - The Title IX Coordinator and the District Administrator shall ensure that the individual(s) assigned to perform such roles have completed any training required by the federal Title IX regulations.
 - If the District determines that a person assigned to such a role is unavailable, disqualified by a conflict of interest or bias, or otherwise unable to perform the responsibilities of the role, the administration shall assign another qualified individual to perform the role.
 - The Board or a person designated by the Board shall assign such roles with respect to any formal complaint in which the District Administrator is alleged to be the perpetrator of conduct that could constitute Title IX sexual harassment. The Title IX Coordinator and the District Administrator shall inform the Board of any such need to assign the roles.

Deadline for Filing an Initial Report or Complaint

There is no absolute deadline for the initial filing of a report or complaint of discrimination under this policy. The District always has an interest in being made aware of potential concerns with prohibited discrimination, harassment, or retaliation. However, any person who has a complaint or concern involving such a matter is encouraged to notify the District or pursue a complaint as soon as reasonably possible after the occurrence of the relevant events. A material gap in pursuing a complaint or concern can affect the extent to which it is practical to investigate the matter, and a delay may also limit the range of remedies and resolutions that are reasonably available.

The following apply to any report or complaint of discrimination that has been filed under this policy, except for formal complaints of Title IX sexual harassment (which are instead subject to the dismissal and appeal provisions of the grievance process that the District has adopted for such complaints):

- At least one of the following administrators, acting in consultation as needed with District legal counsel, must authorize the dismissal or other alternative disposition of a report or complaint due to a lack of timeliness: District Administrator.
- Any actual party in interest to the allegations raised by the report or complaint (i.e., any alleged victim or any person alleged to be responsible for the discrimination) may appeal a decision authorized under the previous paragraph to the District Administrator. Or, if the District Administrator authorized the initial decision, the party may request reconsideration.

Confidentiality of Reports and Complaints

Although absolute confidentiality cannot be assured, the District will maintain the confidentiality of discrimination reports and complaints to the extent required by any applicable law, and the District will otherwise make efforts to maintain confidentiality where non-disclosure does not interfere with the District's ability to appropriately process and respond to the report or complaint. Nonetheless, investigating a matter often involves disclosing (directly or indirectly) the identity of persons involved in the particular events/issues. Individuals who have specific concerns about confidentiality should arrange to discuss those concerns with the District as early as possible in the process.

Retaliation Prohibited

No official, employee, or agent of the District or any other person may intimidate, threaten, coerce, or unlawfully discriminate against any individual (1) for the purpose of interfering with any right or privilege secured by any nondiscrimination statute or related regulation, or (2) because the individual has made a report or complaint, or testified, assisted, participated, or exercised a legal right to refuse to participate in any manner in an investigation or proceeding conducted under this policy or any other District nondiscrimination policy.

Prohibition on Bad Faith Conduct/Abuse of Process

To the extent permitted by law, the District prohibits and reserves authority to appropriately address and impose consequences for bad-faith conduct by individuals who make a report or complaint, testify, assist, or participate in any manner in an investigation or proceeding conducted under this policy or any other District nondiscrimination policy. For example, the District may impose lawful consequences for making a materially false statement in bad faith in the course of any proceeding that is conducted under this policy or any other District nondiscrimination policy. Examples of abuse of process include, but are not limited to, the pursuit of allegations that the complaining party knows to be wholly frivolous or the use of dilatory tactics that have the purpose or reasonably foreseeable result of unreasonably interfering with a prompt and equitable resolution of alleged discrimination or retaliation.

Consequences for Violations

Any person who is determined to be responsible for any form of unlawful discrimination, any act of prohibited retaliation, or other violation of this policy is subject to appropriate disciplinary action and/or other appropriate consequences that are within the District's lawful authority. In addition, any employee or authorized agent of the District who, considering the duties, responsibilities, and expectations established for their position/role, fails to reasonably respond to complaints or reports of alleged discrimination or retaliation, or who otherwise fails to reasonably act on their knowledge of a possible violation of a nondiscrimination law or a District nondiscrimination policy, is also subject to possible disciplinary action. Nondiscrimination

Notices; Dissemination of Policy and Complaint/Reporting Procedures. The District Administrator and the District's designated nondiscrimination coordinators share joint responsibility for ensuring that the District prepares and issues, on a timely basis, all legally-required general notices of (1) the rights of students, employees, and other persons under the state and federal nondiscrimination laws; (2) the District's nondiscrimination policies; and (3) applicable reporting and complaint procedures. Beyond meeting legal requirements and any local policy requirements, the administration is encouraged to further disseminate such information using such methods as the administration deems appropriate.

Maintenance of Complaint Records; Report Preparation The District Administrator and the District's designated nondiscrimination coordinators share joint responsibility for ensuring that the District maintains adequate records of reports and complaints of discrimination and retaliation, including records of the District's response and disposition. Such records shall meet applicable legal requirements for documentation and records retention. The District Administrator and the applicable coordinators shall also direct and oversee the timely preparation of all annual or other reports and evaluations regarding nondiscrimination initiatives/compliance that the District is required to provide to the Department of Public Instruction or to any other oversight entity.

Legal References:

Wisconsin Statutes

Subch. III of Ch. 106

Subch. II of Ch. 111 Sections 111.31 to 111.395)

Section 118.13

Section 118.134

Section 118.195

Section 118.20

Wisconsin Administrative Code

PI 9

PI 41

Federal Laws

20 U.S.C. §1681 et seq.

20 U.S.C. §1400 et seq.

20 U.S.C. §6312(e)(3)(D)

42 U.S.C. §2000e et seq.

42 U.S.C. §2000d et seq.

42 U.S.C. §12111 et seq.

42 U.S.C. §12131 et seq.

29 U.S.C. §794 et seq.

29 U.S.C. §621 et seq.

8 U.S.C. §1324b(a)

Cross References:

Policy 411

Policy 411.1

Policy 511

Policy 512

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