

STUDENT/PARENT HANDBOOK

2017/2018



WINTER SCHOOL DISTRICT

**Winter School District
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**Winter School District
September 1, 2017**

WELCOME TO THE WINTER SCHOOL DISTRICT!

On behalf of all staff and administration, we would like to welcome you to the Winter School. We are proud of the fine history of academic and extracurricular accomplishments that your predecessors have established here at Winter, and we eagerly look forward to helping you achieve your goals.

This student handbook has been designed to acquaint you with the many services, organizations, and activities available at Winter. While minimum expectations are outlined, research tells us that students who utilize time constructively through maximum participation and whose commitment to learning allows them to take advantage of our dynamic programs, find school a meaningful and rich experience.

If you encounter difficulties during your school experience, seek out any of our trained professionals, and we will do our best to help you. As a staff, we are here to make your school years as successful and educationally challenging as possible.

We welcome the opportunity to help you and look forward to applauding your successes as you build assets through your educational career.

Adam Zopp
K-12 Principal

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FOREWORD

This student handbook has been developed to answer many of the commonly asked questions that you and your parents may have during the course of a school year. This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior student handbook.

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for your and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact Mr. Zopp Principal, who you will find listed in the Staff Directory section of the handbook. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

MISSION OF THE SCHOOL

The mission of the Winter School District is to empower a community of learners to reach their highest potential by providing a safe, healthy, interactive, learning environment, which emphasizes the importance of academic excellence, global awareness, social responsibility, cultural diversity, creativity, and curiosity with honor, pride, and respect.

EQUAL EDUCATION OPPORTUNITY/ANTI-HARASSMENT

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

Students who have been identified as having an impairment or disability, under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act, shall be provided with free appropriate public education (FAPE) in educational services or programs. Students may be considered as having impairment or disabled under this policy, even if they are not covered under the district's special education policies and procedures. Parents who have questions about FAPE should contact Mr. Zopp.

Any person that believes that s/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, with one of the District's Civil Rights Coordinators, or the District Administrator.

Mr. Lindau
715-266-3301
6585 W. Grove Street
klindau@winterwarriors.org

Informal Procedures

The complainant shall orally discuss the complaint with the District's Civil Rights Coordinator, who shall in turn investigate and answer the complaint. The complainant may also initiate the formal procedure as described below.

Step 1

A written statement of the complaint signed by the complainant shall be submitted to the District's Civil Rights Coordinator within five (5) business days of receipt of the answer to the informal complaint. The Coordinator shall further investigate the complaint and reply in writing to the complainant within five (5) business days.

Step 2

If the complainant wishes to appeal the decision of the District Administrator, s/he may submit a signed statement of appeal to the Board of Education within five (5) business days of his/her receipt of the District Administrator's response. The Board of Education shall meet with the parties within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each party within ten (10) business days of this meeting.

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

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

- A. Graffiti
- B. Name calling, jokes or rumors;
- C. Threatening or intimidating conduct directed at another because of the other's protected characteristic (e.g., sex, race, learning disability);
- D. Notes or cartoons;
- E. Slurs, negative stereotypes, and hostile acts which are based upon another's protected characteristic;
- F. Written, electronic media or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- G. A physical act of aggression or assault upon another because of, or in a manner reasonably related to, the individual's protected characteristic; or
- H. Other kinds of aggressive conduct such as theft or damage to property, which is motivated by a protected characteristic.

SEXUAL HARASSMENT

Sexual harassment deserves special mention. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- A. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education; or
- B. Submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education; or
- C. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile or offensive educational environment.

Sexual harassment may include, but is not limited to:

- A. Verbal harassment or abuse;
- B. Pressure for sexual activity;
- C. Sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of students by teachers, administrators or other school personnel to avoid physical harm to persons or property;
- D. Sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- E. Sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status; or

- F. Behavior or words directed at an individual because of gender.
- G. Examples are:
 - 1. Repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
 - 2. Rating a person's sexuality or attractiveness;
 - 3. Staring or leering at various parts of another person's body;
 - 4. Spreading rumors about a person's sexuality;
 - 5. Letters, notes, telephone calls or materials of a sexual nature; contact through electronic media, and
 - 6. Displaying pictures, calendars, cartoons or other materials with sexual content.

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

If you wish to report harassment, please contact the Complaint Coordinator listed above.

For additional details about the School's Anti-Harassment Policy, including the reporting, investigation, and resolution of harassment complaints, please refer to the Student Anti-Harassment Administrative Guideline in the Appendix to this handbook.

BULLYING

Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent. Bullying can be physical, verbal, electronically transmitted, psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these. Examples of bullying include:

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

All complaints about bullying that may violate this policy shall be promptly investigated. If the investigation finds that bullying has occurred, it will result in prompt and appropriate disciplinary action up to and including suspension or expulsion. Individuals may also be referred to law enforcement officials.

SCHOOL DAY

The School day begins at 8:10 and ends at 3:25.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the School are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and obey all School rules. Disciplinary procedures will comply with the requirements of state and federal law.

Parents have the right to know how their child is succeeding in School and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The staff expects students to arrive at School prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the Principal.

Adult students (age eighteen (18) or older) are expected to follow all School rules. If residing at home, adult students should include their parents in their educational program.

STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify a staff person immediately.

All students must have an emergency medical card completed, signed by a parent or guardian, and filed in the School office. A student may be excluded from School until this requirement has been fulfilled.

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the School office.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures. If medical attention is not needed, the student will be treated and returned to class.

A student who becomes injured or ill during the School day should request permission from the teacher to go to the office. The office will determine whether the student should remain in School or go home. No student will be released from School without proper parental permission.

HOMEBOUND INSTRUCTION

The District may arrange for individual instruction to students of legal school age who are not able to attend classes because of a serious physical or emotional disability.

Parents should contact the principal regarding procedures for such instruction.

SECTION I - GENERAL INFORMATION

CLOSED CAMPUS/OPEN CAMPUS

Once you arrive on school grounds by bus, by walking, or by car, (this includes early arrivals) you are not to leave the campus for any reason unless you have permission from the office. This includes early arrivals. Doors are locked at 8:30.

Students between the ages of 4-20 cannot leave school grounds without authorization. Students over the age of 18 that are living on their own should consult with the principal for specific arrangements.

ENROLLING IN THE SCHOOL

Students generally enroll in the district in which they live. However, the Board will release a resident student who is accepted as a student in another school district under that district's open enrollment program as permitted by law.

If open enrollment is an option or other arrangements need to be made to attend a school outside of the student's home district, it should be done through the home school.

Students that are new to The Winter School District are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

- A. A birth certificate or similar document;
- B. Custody papers from a court (if appropriate);
- C. Proof of residency; and
- D. Proof of immunizations.

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment complete.

Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. The high school secretary will assist in obtaining the transcript, if not presented at the time of enrollment.

Adult students (eighteen (18) years of age or older) may enroll themselves, but if residing with their parents, are encouraged to include them in the process. Adult students do carry the responsibilities of both the student and parent.

SCHEDULING AND ASSIGNMENT

(Elementary level)

The Principal will assign each student to the appropriate classroom and the program in which the student will be participating. Any questions or concerns about the assignment should be discussed with the Principal.

(Secondary level)

Schedules are provided to each student at the beginning of the School year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the guidance counselor. It is important to note that some courses may be denied because of available space or the need to take prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

EARLY DISMISSAL

No student will be allowed to leave School prior to dismissal time without a written request signed by the parent or the parent coming to the School office to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a permission note signed by the custodial parent(s) or guardian.

TRANSFER OUT OF THE DISTRICT

If a student plans to transfer from the Winter School District, the parent must notify the Principal. Transfer will be authorized only after the student has completed the arrangements, returned all School materials, and paid any fees or fines that are due. Parents are encouraged to contact the high school secretary for specific details.

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from School without the written consent of his/her parents and completion of any required state form.

IMMUNIZATIONS

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, s/he may be excluded from school as permitted by law. This is for the safety of all students and staff. Any questions about immunizations or waivers should be directed to the medical receptionist.

Immunization Requirements

Unless given a waiver, students must be immunized for the following diseases in accordance with regulations provided by the State Health Department: Diphtheria, Tetanus, Pertussis, Polio, Measles, Rubella, Mumps, Hepatitis B, and Varicella, for all students' grades 4K-12.

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off School grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The School has made the Form available to every parent at the time of enrollment. A student's failure to return the completed form to the School may jeopardize the student's participation in School activities.

USE OF MEDICATIONS

In those circumstances where a student must take prescribed medication during the School day, the following guidelines are to be observed.

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during School hours.
- B. The Medication Request and Authorization Forms must be filed with the School Nurse before the student will be allowed to begin taking any medication during School hours.
- C. All medications must be registered with the Nurse's office.
- D. Medication that is brought to the office will be properly secured.
- E. Medication may be conveyed to School directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended.
- F. Medication MAY NOT be sent to School in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
- G. Any unused medication unclaimed by the parent will be destroyed by School personnel when a prescription is no longer to be administered or at the end of a School year.
- H. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

Nonprescribed (Over-the-Counter) Medications

Staff or volunteers will be allowed to administer prescribed medications to students, but will not be permitted to dispense nonprescribed, over-the-counter (OTC) medication to any student without written parental consent.

Elementary (Grades K to 5)

Parents may authorize the School to administer a nonprescribed medication using a form, which is available at the School office. A physician does not have to authorize such medication, but all of the other conditions described above under Prescribed Medications will also apply to nonprescribed medications. The student may be authorized on the request form by his/her parent to self-administer the medication in the presence of a School staff member. No other exceptions will be made to these requirements.

Secondary (Grades 6 to 12)

Parents may authorize the School to administer a nonprescribed medication using a form, which is available at the School office. A physician does not have to authorize such medication. The parent may also authorize on the form that their child may self-administer the medication.

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

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one previously authorized is in violation of the School's Code of Conduct and may be disciplined in accordance with the drug-use provision of the Code.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. A teacher, nurse, or principal may send home a student who is suspected of having a communicable disease and will notify the parent of such action and the reason(s) it was taken.

Examples of such diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the School's administrative guidelines.

DIRECT CONTACT COMMUNICABLE DISEASES

In the case of noncasual-contact, a communicable disease, the School still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The School will seek to keep students and staff persons in School unless there is definitive evidence to warrant exclusion.

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

As required by federal law, parents will be requested to have their child's blood checked for HIV and HBV, and other blood-borne pathogens when the child has bled at School and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

INDIVIDUALS WITH DISABILITIES AND LIMITED ENGLISH PROFICIENCY

The American's with Disabilities Act (ADA0 and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is generally required. More important, the School encourages parents to be active participants. To inquire about Special Education programs and services, a parent should contact Kurt Lindau, District Administrator or Adam Zopp, Principal at 266-3301.

Services are also available to students with Limited English Proficiency. To inquire about programs and services, a parent should contact Adam Zopp, Principal.

STUDENT RECORDS

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

Directory information can be given to any person or organization for non-commercial or non-business purposes when requested, unless the parents of the student object in writing to the disclosure as required under School policy and state and federal law.

Student records are generally considered confidential under state and federal law and may not be released to third parties unless the student's parents consent in writing. However, there are exceptions to confidentiality, and requests for records within these exceptions may be granted without a parent's written consent. If you have questions about the confidentiality of student records and/or the release of student records to third-parties, please contact The Principal or consult the Board's Student Records Policy and Administrative Guidelines.

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

If you are a non-custodial parent, you have the same rights to student records, progress reports, school mailings, school visits and parent-teacher conferences as a custodial parent unless a court order restricts such rights. In cases where a court order is in place, the custodial parent must provide a copy to the school principal. It is your responsibility as a non-custodial parent to give the school your address and contact information if you want to be consulted regarding your child and to be placed on school mailing lists. Only the custodial parent/legal guardian can remove a child from school or give permission for the child to be removed from school by another adult.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an un-emancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents;
or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with such survey, analysis, or evaluation. Please contact Adam Zopp, Principal, to inspect such materials.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the principal.

The District Administrator will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the District Administrator is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose; and
- B. The administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

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

Informal inquiries may be sent to the Family Policy Compliance Office via the following email address: ferpa@ed.gov and ppra@ed.gov

ARMED FORCES RECRUITING

The School must provide at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities to those students. “Armed forces” means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent of a student submits a signed, written request (form 8330 F13) to the Board that indicates that the student or the parent does not want the student’s directory information to be accessible to official recruiting representatives then the school officials of the school shall not allow that access to the student’s directory information. The Board shall ensure that students and parents are notified

of the provisions of the opportunity to deny release of Directory information. Public notice shall be given regarding right to refuse disclosure to any or all “directory information” including in the armed forces of the United States and the service academies of the armed forces of the United States.

STUDENT FEES, FINES, AND CHARGES

Students using School property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit.

Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others.

Failure to pay fines, fees, or charges may result in the withholding of yearbooks or annuals or denial to participate in graduation ceremonies.

STUDENT FUND-RAISING

Students participating in School-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with School guidelines. The following general rules will apply to all fund-raisers.

- Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds. Students under the age of nine (9) must be accompanied by a parent or person sixteen (16) years of age or older.
- Any fund-raisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for", will be monitored by a staff member in order to prevent a student from overextending himself/herself to the point of potential harm.
- No student may participate in a fund-raising activity conducted by a parent group, booster club, or community organization on School property without the approval of the principal.

STUDENT VALUABLES

Students are encouraged not to bring items of value to School. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

REVIEW OF INSTRUCTIONAL MATERIALS

Parents have the right to review any instructional materials related to the human growth and development curriculum and may also observe instruction in classes dealing with such subject matter. Any parent who wishes to review such materials or observe such instruction should contact the principal to make arrangements to review the materials.

MEAL SERVICE

The School participates in the National School Lunch Program and makes lunches available to students for a fee of \$2.50 for grades 4K-5 and \$2.75 for grades 6-12. Breakfast prices are \$1.90. Bagged lunches and entrees are also available. Students may also bring their own lunch to school to be eaten in the School's cafeteria. No student shall be allowed to leave School premises during the lunch period without specific written permission granted by the Principal.

Applications for the School's Free and Reduced-Priced Meal program are distributed to all students. Extra applications can be obtained from the Elementary and High School Offices.

FIRE AND TORNADO DRILLS

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers, who are responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures provided by the State.

School emergency drills in which the students are restricted to the interior of the school building and the building secured may occur during the school year.

EMERGENCY CLOSINGS AND DELAYS

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

WRLS – 92.3 Hayward	WJBL – 93.1 Ladysmith
WWIB – 103.7 Chippewa Falls	WNBI – 98.3 Park Falls
WHSM – 101.1 Hayward	WAXX – 104.5 Eau Claire
WJMC – 96.1 Rice Lake	WATQ – 106.7 Eau Claire
TV Channels 3 – 6 – 10 – 13	

Any early dismissal of school will be announced ahead of time in the *Sawyer County Gazette* or you will receive a call from “One Call Now.” **Parents, please have a plan for your children in the event that you are home when a school when a school closing occurs.**

PREPAREDNESS FOR TOXIC AND ABESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of the school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's Toxic Hazard Policy and asbestos management plan will be made available for inspection upon request.

VISITORS

Visitors, particularly parents, are welcome at the School. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the School to obtain a pass. Any visitor found in the building without a pass shall be reported to the Principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School, in order to prevent any inconvenience.

Students may not bring visitors to school for the purpose of hanging out with them or others during the school day. The Principal may consider authorizing a visit which would present a unique educational purpose.

USE OF THE LIBRARY

The library is available to students throughout the School day. Passes may be obtained from a student's teacher or from the librarian. Books on the shelves may be checked out for a period of 2 weeks and videos/DVDs for a period of 2 days. To check out any other materials, contact the librarian. To avoid late fees, all materials checked out of the library must be returned on time.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other School equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

LOST AND FOUND

The lost and found area is in the District Office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the School year.

STUDENT SALES

No student is permitted to sell any item or service in School without the approval of the Principal. Violation of this may lead to disciplinary action.

USE OF TELEPHONES/WIRELESS COMMUNICATION DEVICES

Students may possess wireless communication devices (WCDs) in school, on school property, during after school activities (e.g. extra-curricular activities) and at school-related functions, provided that during school hours the WCDs are powered completely off (i.e., not just placed into vibrate or silent mode) and concealed and secured in hall lockers (BUT NOT LOCKER ROOM LOCKERS) or vehicles.

A “wireless communication device” is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor.

Also, during after school activities when directed by the administrator or sponsor, WCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight.

The requirement that WCDs must be powered completely off will not apply in the following circumstances when the student obtains prior approval from the Principal:

The student is a member of a volunteer fire company/department, ambulance or rescue squad.

The student has a special health circumstance (e.g., an ill family member, or his/her own special health condition).

Students are prohibited from using WCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the Principal. Students who violate this provision and/or use a WCD to violate the privacy rights of another person shall have the WCD confiscated and held until the end of the school year.

“Sexting” is prohibited at any time on school property or at school functions, while under the supervision of school authorities, or transmitted to others at school. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. This also explicitly includes displaying images received to a third party. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.

The use of WCDs that contain built-in cameras (i.e. devices that take still or motion pictures, whether in a digital or other format) is prohibited in locker rooms, classrooms, and bathrooms.

Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior.

Students are also prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their WCDs to receive such information.

Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The Principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. Any WCD confiscated by the District staff will be marked in a removable manner with the student's name and held in a secure location in the building until it is retrieved by the student/parent/guardian. WCDs in District custody will not be searched or otherwise tampered with except in accordance with Policy 5771 – Search and Seizure.

A person who discovers a student in possession of or using a WCD in violation of this policy is required to report the violation to the Principal.

Students are personally and solely responsible for the care and security of their WCDs. The Board assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought into its property, or the unauthorized use of such devices.

Parents/guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Except in an emergency, students will not be called to the office during class time to receive a telephone call however; messages will be given to the student at lunch, during passing time or after school.

Cell phones/WCDs must be turned off and stored in lockers during regular school hours. See Code of Conduct. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school. If a student chooses to use their WCD during school hours it can be confiscated by the observing staff member. The phone will then be turned into the office and held for the appropriate amount of time. *If it is the student's first offense the phone will be held for a period of 24 hours, for a student's second offense it will be held for three days, and for a third offense it will be held for a period of five days. All WCDs will be returned at the end of the school day upon which their confiscation time has ended. A student's cell phone can be held indefinitely if there is a continuous disregard for this policy.*

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the Principal. A minimum of twenty-four (24) hours notice is required to ensure that the Principal has the opportunity to review the announcement or posting.

VIDEO SURVEILLANCE

The Board of Education has authorized the use of video surveillance and electronic monitoring equipment at various school sites throughout the school. Any person who takes action to block, move or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

CHRISTMAS CONCERTS

6-12 students who have siblings performing in the concert and are interested in attending the K-5 Christmas program must be picked up by their parents and escorted to the concert, sit with their parents during the concert, and be escorted back to the office for a pass back to class. Students may leave the building with their parents following the concert. Absence will be recorded.

SECTION II - ACADEMICS

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parent consent. Attendance rules and the Code of Conduct apply to all field trips.

Grade Point Average

To calculate a grade point average (G.P.A.), assign a weighted point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half credit course with an earned grade of C would be $.5 \times 2 = 1$. Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned for the G.P.A. This can be done by grading period, semester, year, or for a series of School years.

Grading Periods

Students shall receive 3-week and 6-week progress reports and a report card at the end of each 9 week period indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, notification will be provided to the parents. Parents, students and teachers share responsibility to initiate conversation about what actions can be taken to improve the student's performance.

PROMOTION, PLACEMENT, AND RETENTION

The Board of Education recognizes that the personal, social, physical, and educational growth of children will vary and they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

The District Administrator shall develop administrative guidelines for promotion, placement, and retention of students which:

- A. require that parents are informed in advance of the possibility of retention of a student at a grade level;
- B. assure that efforts are made to remediate the student's difficulties before s/he is retained;
- C. assign to the principal the final responsibility for determining the promotion, placement, or retention of each student.

Promotion from Grade 4 and Grade 8

The Board directs the District Administrator to prepare a list of specific criteria for promoting students from the 4th and 8th grades, based on the student's academic performance; and any other academic criteria recommended for Board consideration.

9th -12th grade

- A student's class affiliation will be determined at the beginning of the school year and that student will maintain that affiliation for the duration of the academic year. Administration reserves the right to assess individual circumstances and make changes if it is deemed appropriate.
- Students must pass all required course work to be considered for graduation.
- A student's credits will determine what grade classification they receive based on the following scale:

<u>Number of Credits</u>	<u>Grade Classification</u>
0-6.5	Freshmen
7.0-12.5	Sophomore
13-19	Junior
19.5 and above	Senior

- The student may continue to sign up for any courses to which s/he is eligible. However, the student must associate with their assigned class for all other aspects of school and school activities. These would include, but are not limited to homecoming, fundraising, class trips, class competitions, etc.
- There may be opportunities for students to make up credits they have missed through options like summer school or online courses. These opportunities will be contingent on their availability and will require administrative approval.

GRADUATION REQUIREMENTS

Regular Diploma

Normally, a student will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student will need to pass all proficiency tests, meet the School requirements for basic course work, and earn the total number of minimum credits.

Specific course requirements are:

English	4 credits
Health	1/2 credit
Phy. Ed.	1-1/2 credit
Mathematics	3 credits
Science	3 credits
Science or Math	1 credit
Social Science	3 credits
Comp. Applications	1 credit
Personal Financial Literacy	1/2 credit
Vocational/Technical	1 credit
Electives	7-1/2 credits
Total	26 credits

Depending upon the disability profile, students in special education shall receive a diploma if certified they have properly completed the requirements of their IEP, or received the recommendation of the IEP team, as related to completion of credit requirements through regular, special or alternative education. They may participate in all graduation activities.

A student may be denied participation in graduation activities for disciplinary reasons and for nonpayment of fees.

Early Graduation

The Board of Education acknowledges that some students are pursuing goals which include graduation from high school at an earlier date than their designated class.

Application for early graduation will be submitted to the high school principal in accordance with school regulations. The principal may honor this request if all conditions for graduation are met and the student fulfills the graduation requirements.

The student may participate in the graduation ceremonies with his/her designated class.

DUAL ENROLLMENT

The Board of Education recognizes the value to students and to the District of students participating in programs offered by University of Wisconsin system institutions, Technical Colleges, tribally controlled colleges and private, non-profit higher education institutions in Wisconsin.

The Board will allow high school juniors and seniors who satisfy the eligibility requirements under the Youth Options Program statute and the administrative rules of the Department of Public Instruction to enroll in an approved course at an institution of higher education while attending the District. Students will be eligible to receive college and high school credit for completing course(s) at institutions of higher education provided they complete the course(s) and receive a passing grade. Students who drop or fail must pay the course fee.

DISTRICT-WIDE GRADING SCALE FOR GRADES FOUR THROUGH TWELVE

A numerical percentage for each letter grade shall be used District-wide in grades four through twelve. Exceptions to this rule may be allowed in special cases, as approved by the principal. If an elementary student's grade is based on work indicating proficiency at a lower grade level, it must be clearly marked on the report card. Letter grades shall be based on the following:

A	= 93-100%
A-	= 90-92%
B+	= 87-89%
B	= 83-86%
B-	= 80-82%
C+	= 77-79%
C	= 73-76%
C-	= 70-72%
D+	= 67-69%
D	= 63-66%
D-	= 59-63%
F	= 0-59%

Nothing in the District's student progress reporting policy or these procedures is intended to conflict with approved programming for a student with an Individual Education Plan (IEP), a Section 504 plan, or a Limited Language Plan (LLP).

HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the standardized tests and graduation.

Homework will not generally be used for disciplinary reasons but only to enhance the student's learning.

RECOGNITION OF STUDENT ACHIEVEMENT

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition including, but not limited to, academics, athletics, performing arts, citizenship, and

volunteerism. Recognition for such activities is initiated by the staff and coordinated by the Principal.

Honor Roll

A honor roll = 3.5 cumulative GPA or above

B honor roll = 3.0 cumulative GPA or above

Athletic Awards

Requirements for athletic awards are developed by each head coach with the approval of the Athletic Director. These requirements will be reviewed with interested students by the appropriate coach.

STATE ACADEMIC SCHOLARSHIP PROGRAMS

The State of Wisconsin has taken legislative action to provide scholarships to a top academic scholar as well as a senior who has the highest demonstrated level of proficiency in the technical education subjects. The Academic Excellence Scholarship (AES) and the Wisconsin Technical Excellence Scholarship (TES) are selected annually.

By February 25th of each school year, the School Board will designate the appropriate number of senior(s) from the high school with the highest grade point average in all subjects as scholars eligible to receive the Academic Excellence Scholarship.

The following standards must be met to qualify for the Academic Excellence Scholarships (AES). The student and alternates must:

- A. Be a resident of the United States who is either a U.S. citizen or an alien lawfully admitted for permanent residence;
- B. Be a Wisconsin resident as defined in 36.27 Wis. Stats.;
- C. Have achieved senior status and have been in attendance for five (5) consecutive semesters during their sophomore, junior, and first semester of his/her senior year;
- D. Must be selected based on the Grade Point Average (GPA) on the student's official transcript as of the last day of the semester which ended just prior to February 25th.

The Grade Point Average (GPA) computation will be in accord with School Board Policy 5430 – Class Rank. In selecting the scholarship recipient(s) for the Academic Excellence Scholarship, weighted grades for seven (7) semesters will be used to compute grade point averages. Advanced Placement (AP) courses are weighted on a 5.0 scale at Winter High School.

The designation of scholar will be awarded to the qualifying student with the highest grade point average. The scholar's GPA shall be computed to as many places past the decimal point as necessary to determine a distinction between the scholars.

In the event of a tie involving the GPA's:

- A. the first tie breaker will be the ACT composite score – the scholar with the highest ACT composite score will be selected;

- B. the second tie breaker will be the highest sub-score on the ACT test – the principal will select in order (1) English, (2) mathematics, (3) reading or (4) science to determine the highest sub-score. The next tie breaker will be the second, third and fourth highest sub-scores in that order.

Except for the limitation on the number of designated scholars, the faculty of the high school shall select the applicable number of seniors for designation as scholars and shall certify, in order of priority, and remaining senior with the same grade point average, any remaining seniors with the next highest grade point average, but not less than 3.800 or the equivalent, as alternates for the scholars.

The Wisconsin Technical Excellence Scholarship (TES) recipient will be selected annually by February 25th. The school board or its designee will notify the Higher Education Aids Board (HEAB) of the recipient. Eligible candidates compete for the scholarship by submitting a TES nomination form to the school board designee by February 1st. To be eligible, a senior must have applied to a technical college within the Wisconsin Technical College system. Selection of eligible candidates will be determined using a point system.

Points toward earning the scholarship are earned as follows:

- One (1) point for each credit earned in high school in a Career and Technical Education (CTE) course; one (1) additional point per credit for each “A” earned in a CTE course. CTE courses are all those taught by a business, agriculture, technical education, family and consumer education teacher, as well as courses taught by a math or science teacher that are directly linked to technical college programs.
- One (1) point for completion of an industry-recognized certification or training program.
- If students emerge with tied scores, CTE grades will become the tie-breaker.

To be eligible for the AES or TES scholarship, the student must have attended the School District of Winter for a minimum of four (4) full semesters, one (1) of which must be the last semester.

For both the AES or TES scholarship, if high school enrollment is under eighty (80) students, the Higher Education Aids Board (HEAB) shall review student nominations and designate ten (10) students from all of the under-eighty (80) schools statewide. Of these, ten (10) students with the highest GPAs are to be designated recipients of the scholarships. HEAB will apply current AES policies to TES for ranking and tie-breaking.

STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

Students are encouraged to use the School's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of the School's policies and administrative guidelines, may result in cancellation of the privilege, disciplinary action consistent with the School's rules, and civil or criminal liability. Smooth operation of the School's Network relies upon users adhering to the School's policies and administrative guidelines. Prior to accessing the Internet at school, students must sign the Student Network and Internet Acceptable use and Safety Agreement.

The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School district and no user shall have any expectation of privacy regarding such materials.

Use of the Network to engage in "cyber bullying" is prohibited. "Cyber bullying" involves the use of information and communication technologies such as email, cell phone and pager text messages, instant messaging (IM) defamatory personal websites or any social media site, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others."

Cyber bullying includes, but is not limited to the following:

1. Posting slurs or rumors or other disparaging remarks about a student or school staff member on a website or weblog;
2. Sending email or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
3. Using a camera phone to take and send embarrassing photographs/recordings of students or school staff members or post these images on video sharing sites such as YouTube;
4. Posting misleading or fake photographs of students or school staff members on websites.

To the extent permitted by the First Amendment, instances of cyber bullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct.

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with State standards and District policy.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance staff.

If necessary, intelligence tests, speech and language evaluations, individual administered achievement tests, and other special testing services are available to students needing these services.

Depending on the type of testing, specific information, and/or parent consent may need to be obtained. The Winter School District will not violate the rights of consent and privacy of a student participating in any form of evaluation.

College entrance testing information can be obtained from the Guidance office.

SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

The Winter School District provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain School subject matter.

The School has many student groups that are approved by the Board of Education. Authorized groups include:

JNHS, NHS, Skills USA, ice fishing club, pep band, drama club, and Quiz Bowl.

Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES

Nonschool-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours and open to the public. The application for permission can be obtained from the principal. The application must verify that the activity is being initiated by students, attendance is voluntary, that no School staff person is actively involved in the event, that the event will not interfere with School activities, and that nonschool persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any secret society as proscribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

No nondistrict-sponsored organization may use the name of the School or School mascot.

ATHLETICS

The Winter School District provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. The following is a list of activities currently being offered. For further information contact Sheila Nerby, Athletic Director.

Football, basketball, baseball, softball, volleyball, golf and track.

STUDENT EMPLOYMENT

The School does not encourage students to take jobs outside of School that could interfere with their success in School. If a student believes that s/he must maintain a job in addition to going to School, s/he must first make contact with his/her counselor to discuss any legal requirements and obtain any needed documents.

To obtain a work permit you must be 14 or 15 years old, and must present the following:

1. A permit request form completed by prospective employer and parent or guardian.
2. A copy of your birth certificate or driver's license and social security card.

All these should be given to the High School Secretary to receive a work permit. A small fee will be charged.

*Students with over five unexcused absences will have their work permit recalled.

*Only one hour of school per day may be missed for work.

*Work Release program - see Work-Site Learning Agreement Form 2423F1 on page 49.

SECTION IV - STUDENT CONDUCT

ATTENDANCE

The School requires all students enrolled to attend school regularly in accordance with the laws of the State. The School's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

Compulsory Student Attendance

All children between five (5) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter or semester of the school year in which the child becomes eighteen (18) years of age, unless they fall under an exception outlined in this Administrative Guideline.

Attendance is also defined as participation in the various forms of distance learning including videoconference, satellite, internet or other electronic information and telecommunications technologies.

Written Excuse for Absence

Students must report to the office following an absence with a note from parent/guardian before attending classes. Pre-excused absences require the student to obtain a form from the office, and then signed by every affected teacher, and returned to the office. Any absent days without this form will be counted as unexcused.

Excused Absences

A student shall be excused from school for the following reasons:

Physical or Mental Condition.

The student is temporarily not in proper physical or mental condition to attend a school program. If the absence exceeds 10 days, the inability of the student to attend school due to a physical or mental condition must be certified in writing by a licensed physician, dentist, chiropractor, optometrist or psychologist or Christian Science practitioner living and residing in Wisconsin, who is listed in the Christian Science Journal. The time period for which the certification is valid may not exceed thirty [30] days.

Obtaining Religious Instruction

The student wishes to obtain religious instruction outside the school during the required school period. The time period or periods of absence shall be determined by the Principal.

Such absences must be at least 60 minutes but not more than 180 minutes per week. Requests for absence under this paragraph shall be denied if the student fails to attend religious instruction after requesting to be absent from his or her regular school. The supervisor of such religious instruction shall report monthly, to the principal of the school regularly attended, the names of the students who attended such weekly religious instruction. See Policy 5223 (Religious Instruction) for further details.

Permission of Parent or Guardian

The student has been excused by his or her parent or guardian before the absence for any or no reason. A student may not be excused for more than ten (10) days under this paragraph and must complete any course work missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:

Professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside the school day
To attend the funeral of a relative
Legal proceedings that require the student's presence
College visits
Job fairs
Vacations

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student's teacher(s) to make the necessary arrangements.

Religious Holiday

The student wishes to observe a religious holiday consistent with the student's creed or belief.

Suspension or Expulsion

The student has been suspended or expelled.

Program or Curriculum Modification [high school only]

The School has excused the student from regular school attendance to participate in a program or curriculum modification leading to high school.

High School Equivalency – Secured Facilities [high school only].

The School has excused a student from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secure detention facility, or a juvenile portion of a county jail, and the student and his or her parent or guardian agree that the student will continue to participate in such a program.

Child at Risk [high school only].

The student is a “child at risk” as defined under State law and is participating in a program at a technical college on either a part-time or full-time basis leading to high school graduation, as provided under State law.

A student may be excused from school, as determined by the School Attendance Officer, or his or her designee, for the following reasons:

Quarantine

Quarantine of the student’s home by a public health officer

Illness of an immediate family member

The illness of an immediate family member

Emergency

An emergency that requires the student to be absent because of familial responsibilities or other appropriate reasons.

Other

Truancy

A student will be considered truant if he or she is absent part or all of one or more days from school during which the School Attendance Officer, principal, or a teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student. A student will also be considered truant if he or she has been absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance statute – Sec. 118.15, Wis. Stat.

When a student is truant, the School Attendance Officer shall ensure that all applicable provisions of the District’s Truancy Plan are carried out.

Unexcused Absences

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The principal, or an individual designated by the principal, will determine on a case-by-case basis the appropriate methods to deal with unexcused absences. The following methods may be considered:

Counseling the student;
Requiring the student to make-up course work and/or examinations,
as permitted under this Guideline;
Conferring with the student's parents;
Suspending the student from school; and
Referring the student to an appropriate agency for assistance
Other

Administrative action to address unexcused absences shall be in accord with due process, as defined in Policy 5611, the Student Code of Conduct, and other applicable Board Policies.

Habitual Truancy

A student is considered a habitual truant if he or she is absent from school without an acceptable excuse **for part or all** of five (5) or more days on which school is held during a school semester.

When a student initially becomes a habitual truant, the School Attendance Officer shall ensure that all applicable provisions of the Districts' Truancy Plan are carried out.

Parent/Guardian Responsibilities

It is the responsibility of the student's parent or guardian to ensure that their child attends school regularly. Parents are expected to provide a written excuse for all absences as required under this Guideline.

Student Responsibilities

Students are required to attend all classes and other school activities on the daily schedule, unless they have been excused from school as set forth in this Guideline.

Students Leaving School During School Day

All students must sign out before leaving the school in the student's main office.

As a general rule, no staff member shall permit or cause any student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the principal and with the knowledge and approval of the student's parents.

No student will be released to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the Principal or designee.

Make-Up Course Work and Examinations

Excused Absences

A student, whose absence from school was excused, except for an expelled student, shall be permitted to make-up course work and any quarterly, semester or grading period examinations missed during the absence when they return to school. It is the student's responsibility to contact his or her teachers to determine what course work and examinations must be made up. Teachers shall have the discretion to assign substitute course work and examinations. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence, unless extended by the principal based upon extenuating circumstances.

Unexcused Absences

Credit in a course or subject shall not be denied solely because of a student's unexcused absence from school.

A student with an unexcused absence shall be permitted to make-up course work and quarterly, semester or grading period examinations missed during the absence if the student is at risk of receiving no credit in a course or subject if the work is not made up.

Subject to the immediately preceding two paragraphs, credit may, but is not required to be given for the completion of make-up work. Further, credit for make-up work may be given only after the student has satisfied consequences imposed for unexcused absences. The extent to which make-up credit is given shall be determined on a case-by-case basis by the principal and the respective teachers.

If make-up work is allowed, it is the student's responsibility to contact his or her teachers to determine what course work and examinations must be made-up. Teachers shall have the discretion to assign substitute course work and examinations. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence, unless extended by the principal based upon extenuating circumstances.

Senior Attendance Policy

Students of senior status must attend school at least 160 days of the 180 or 89% of scheduled days in order to be eligible to participate in the graduation ceremony. We will monitor the student's attendance by looking at the number of periods they are considered absent. Eight missed periods will be considered one full day. After the maximum allowed absences have been reached, a student's wish to participate in the graduation ceremony will

require the principal's arranging of a plan that will require time to be made up after school, on off days, and/or Saturday. Unexcused absences will not be considered for this provision and will not be allowed to be made up. The decision for graduation participation will be made by an administrative team consisting of the principal and district administrator. The administrative team will also have the ability to assess any extenuating circumstances on an individual basis. The School Board can be petitioned to make the final decision by April of the graduation year.

Tardiness

Students tardy to class must possess a pass from the staff member excusing the lateness, or check in with the office. The following tardy plan will address unexcused tardiness.

Tardy Plan

A tardy will result in the following consequences:

- 1st tardy – possible classroom consequence
- 2nd tardy – possible classroom consequence
- 3rd tardy – possible classroom consequence
- 4th tardy – student sent to office

Teacher and student must meet before student returns to that class (within one school day).

Teacher will complete Infinite Campus referral to facilitate communication with parent.

- 5th tardy – student sent to office.

Principal, student, and parent must meet.

- 6th tardy and all subsequent tardies

May result in one day out-of-school suspension.

***Once a student has had a parent meeting for one class, any additional tardiness in any class will result in a minimum of a one day out-of-school suspension. This policy will restart each semester.

Student Attendance at School Events

The School encourages students to attend as many School events held after School as possible, without interfering with their School work and home activities. Enthusiastic spectators help to build School spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as nonparticipants are properly safe-guarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

The School will continue to provide adequate supervision for all students who are participants in a School activity.

A major component of the educational program at [the School] is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

CODE OF CONDUCT

Expected Behaviors

Each student shall be expected to:

Abide by national, State, and local laws as well as the rules of the school

respect the civil rights of others;

Act courteously to adults and fellow students;

Be prompt to school and attentive in class;

Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;

Complete assigned tasks on time and as directed;

Help maintain a school environment that is safe, friendly, and productive;

Act at all times in a manner that reflects pride in self, family, and in the school.

Dress and Grooming

While fashions change, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

The following styles or manners of dress are prohibited:

Clothing with suggestive language or images; halter tops or short-shorts; hats; accent items deemed not appropriate in school (example: collars or bracelets with pointed studs); clothing that depicts drugs, tobacco products, smoking or alcohol related items; gang and gang-like clothing and items, including the wearing of sweatshirt hoods; and coats worn to school must be in student lockers during the school day. No undergarments should be showing on school grounds including boxer shorts, bra straps, thong straps, etc.

Students who are representing Winter School at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

Care of Property

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to School. The School may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Code of Conduct.

STUDENT CONDUCT

The Board of Education has adopted the following Student Code of Conduct. The Code includes the types of behavior that will subject a student to disciplinary action. It is important to remember that the School's rules apply at School, on School property, at School-sponsored events, and on School transportation.

It is the School staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the words "safe" and "orderly". Discipline is within the sound discretion of the School's staff and administration. Disciplinary action will be decided on a case by case basis and imposed only after review of the facts and/or special circumstances of the situation.

Commons and Lunch Rules

1. All students K-12 will eat their meals in the school commons area.
2. One 1/2 pint of milk is included with the school lunch. Extra milk may be purchased.
3. Throwing of food or disposing of food on the floor will not be allowed.
4. Students must bus their own tables, and are not to leave napkins, trays, and silverware on the tables.
5. Students will not destroy or damage commons area property such as trays, silverware, etc. Any student caught intentionally destroying property will be billed accordingly.
6. Students will follow all directions given by teachers, aides and other staff.
7. High School/middle school students are allowed in the middle school gym, commons. Students may use middle school bathrooms. Traffic to any other area must be with permission.

Guidelines for Athletic Events

1. All District sponsored games are free of charge. Regional and Sectional games follow WIAA charges for students and adults.
2. Athletes or performers are the only students allowed in locker room/music room hall along its entire length.
Spectators are allowed in commons during middle school gym events and

- high school entrance area during high school gym events. Students may be in those designated areas only between games or at half time.
3. Beverages and snacks will be sold before games, between games, and at half time of the basketball games only. No pop in gym.
 4. Foot stomping cheers are prohibited by both Winter fans and visiting fans.
 5. Please refrain from booing during Athletic events as it is considered unsportsmanlike conduct and reflects a POOR image of your school
 6. After a student has been admitted to an event and leaves the building, he/she will not be allowed to re-enter the event.
 7. Spectators are not to walk in front of the player's bench during the game.
 8. By State Law, no smoking is allowed in school or on any school grounds by any student or adult.
 9. A student absent from school by unexcused, suspension or expulsion cannot attend a game or after school event unless principal allows.

Student Discipline Policy

The Winter School District recognizes that the process of becoming responsible citizens has setbacks. Therefore, some unacceptable behavior patterns must be unlearned, and new, socially acceptable and productive behavior patterns must be learned. Because of this, Winter School District established policies and procedures that will enable the school to attempt to create an environment in which all students have responsibilities as well as appropriate freedoms.

The school reserves the right to maintain a safe and orderly learning environment. The school may assign in-school suspension or out-of-school suspension. If a student is suspended from school, a parental/guardian conference may be requested by the building principal before the student will be re-admitted.

If a student's choices warrant extreme consequences, or if a student's consistent behavior pattern represents a real threat to the health and/or safety of others, an expulsion hearing may be requested. The rules and consequences included in this policy are under the supervision of any and all school staff, or involved in any and all school events. All legal matters and law violations in the Winter School District will be reported to the Sheriff's Department.

Students must understand and strive to fulfill their own personal and educational goals. The student must be self-disciplined and respect the rights and property of other students and staff members.

With these ideas in mind, the school brings together students from many backgrounds and establishes a general set of rules expected of all students.

This student discipline policy will create an educational atmosphere that is based on the goals and objective of the Winter School District.

The following policy will be used. The Administration reserves the right to modify any infraction interpretation and consequence.

Level One

1. In the hall without a pass.
2. In the building before or after school without supervision.
3. Inappropriate behavior, such as running, petting, pushing, excessive noise, etc.
4. Wearing of hats, unacceptable shirts or other inappropriate clothing.
5. Possession of food or drink without permission.
6. Rudeness, excessive talking, inappropriate language.
7. Possession of an electronic device during school hours.

The following procedures will be used:

The staff member will verbally warn the students of the rule or rules broken. The teacher and students can work out a penalty in the classroom, if needed. The teacher will document the procedures.

If a problem continues, a referral will be written by the staff member and sent to the principal. The student will receive detention or 1 day in-school suspension. A fourth level one infraction will be considered a level two infraction.

Level Two

1. Skipping school or class, or leaving without permission.
2. Limited destruction of school property or property of others (must also pay for).
3. Disobeying and being disrespectful to school employee, including but not limited to swearing at, using body gestures or acting in a defiant manner.
4. Driving or riding in vehicles during the school day without permission from the principal's office.
5. Leaving school grounds without permission of the principal's office.
6. Use or possession of toy weapons
7. Disruptive behavior in the classroom or on the property.
8. Repeated failure and/or neglect to follow rules.

The following procedures will be used:

One day in-school suspension and parent contact; two days out-of-school suspension; three days out-of-school suspension, parent meeting and guidance referral; meet with parents in front of Board; disciplinary hearing with Board of Education; Expulsion hearing with Board of Education respectively.

For every 9 weeks (45 school days) that elapse without students receiving a disciplinary referral, the student will "earn back" 1 step on the disciplinary referral procedures.

Level Three (Any level three offense can result in expulsion.)

1. Possession or use of any type of tobacco product, alcohol, illegal substances, drugs, or items related to such.
2. Students in violation of possession/use of dangerous weapons will be dealt with according to Board Policy.
3. Possession of any type of pornographic materials or engagement in explicit sexual activity.
4. Assault on another person.
5. Theft, altering school property or deliberate destruction of school property or the property of others (must also pay for).

6. Other actions which may endanger the property, health, or safety of others.

The following procedure will be used:

Referral will be written and sent to principal's office; the student will receive an automatic 3 to 5 day out-of-school suspension; the Sheriff's Department and/or Human Services may be notified; parent conference will be required before student returns to school; student may be referred to the Winter School District Board of Education for review and possible expulsion from the Winter School District.

**Students in the special education program will undergo a manifestation determination hearing at the 6th level two referral. If this hearing concludes that the student's behavior is not caused by their disability, policy guidelines will continue as stated above. If this hearing concludes that the student's behavior IS caused by their disability, an off-campus site will be considered at this time.

Students/Personnel-Possession/Use of Dangerous Weapon

As per School Board Policy 5772, no one shall possess dangerous weapons on school premises, except as otherwise specifically provided. According to state law, any person who knowingly possesses or goes armed with a dangerous weapon on school premises is guilty of a misdemeanor or a felony, depending upon the seriousness of the offense.

The Board defines a dangerous weapon by the manner in which is it used or intended to be used or by its appearance as a dangerous weapon, is capable of inflicting bodily harm and/or being used to threaten, frighten, or intimidate.

A dangerous weapon(s) is taken from a student will be reported to the student's parents/guardians. Disciplinary measures taken will be the responsibility of the principal. The principal may also report the confiscation of weapons to the Sheriff's Department.

Any student violating this policy will be subject to disciplinary action including possible suspension and/or recommendation for expulsion.

The following are two exceptions to this policy:

1. Weapons under the control of law enforcement personnel are permitted;
2. Weapons that are registered and handled in a legal manner for the purpose of education may be authorized by the principal may be used.

OTHER FORMS OF DISCIPLINE

It is important to remember that the School's rules apply at School, on School property, at School-sponsored events, and on School transportation. A student may be suspended from School transportation for infractions of School bus rules.

It is the Principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the consequence match the severity of the incident.

Informal Discipline

Informal discipline takes place within the School. It includes: change of seating or location; lunch-time detention; in-School restriction; other

SUSPENSION AND EXPULSION

Suspension

1. **Duration and Grounds for Suspension**

The principal or a person designated by the principal may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days or ten (10) consecutive school days if the student is eligible for special education services under Chapter 115, Wis. Stats., if the suspension is reasonably justified and based upon any of the following misconduct:

- a. Noncompliance with school rules;
- b. Knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- c. Conduct by the student while at school or while under the supervision of a school authority that endangers the property, health or safety of others;
- d. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of others at school or under the supervision of a school authority; or
- e. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of any employee or School Board member of the school district in which the student is enrolled.
- f. Under paragraphs c, d, and e above, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

The principal shall suspend a student if the student possessed a firearm while at school or while under the supervision of a school authority.

The suspension period applies to "school days." Thus, a suspension period does not include weekend days or vacation days.

2. **Suspension Procedure**

Prior to being suspended, on the day of the alleged infraction or as soon thereafter as is practicable, the student will be advised orally or in writing of the reason for the proposed suspension and given an opportunity to explain his or her conduct.

The principal, within his or her discretion, may also inform the student's parents or guardian of the reason for the proposed suspension prior to suspending the student.

3. **Notice of Suspension**

The parent or guardian of a suspended minor student shall be given prompt written notice of the suspension and the reason for the suspension by mail and by sending a copy of the notice home with the student. Oral notice may also be given to the student's parent or guardian; however, it will be confirmed in writing.

4. **Sending a Student Home on the day of the Suspension**

Generally, the student should remain in school on the day of the suspension until school is dismissed for the day. Except as provided below, if the situation requires that the student be removed from the premises before school is dismissed, the principal shall attempt to contact the student's parent or guardian to request that s/he pick up the student.

If the parent/guardian is unable to pick up the student, the student should remain under the school's supervision until school is dismissed.

The principal may forego notifying the student's parent/guardian and keeping the student under school supervision until school is dismissed if mass violations of school rules have occurred, where it is not possible to keep the student on school property because doing so will impede the restoration of order, or for the protection of individuals on school property. Under these circumstances, the principal shall notify the district administrator of his or her actions.

5. **Opportunity to Complete School Work**

A suspended student shall not be denied the opportunity to take any quarterly, semester or grading period examinations or to complete course work missed during the suspension period. Such work shall be completed pursuant to the procedures established by the School Board.

6. **Reference to the Suspension in the Student's Record**

The student's suspension from school shall be entered in the student's record as required by the rules adopted by the School Board concerning the content of student records.

The suspended student or the student's parent or guardian may, within five (5) school days following the commencement of the suspension, have a conference with the school district administrator or his or her designee, who shall be someone other than a principal, administrator or teacher in the suspended student's school, to discuss removing reference to the suspension from the student's records.

Reference to the suspension in the student's school record shall be removed if the school district administrator or his or her designee finds that:

The student was suspended unfairly or unjustly;

The suspension was inappropriate, given the nature of the alleged offense;
or

The student suffered undue consequences or penalties as a result of the suspension.

The administrator, or the administrator's designee, shall make his or her finding within fifteen (15) days of the conference.

1. Grounds for Expulsion

The School Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and it finds that the student:

Repeatedly refused or neglected to obey the rules established by the School District;

Knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;

Engaged in conduct while at school or while under the supervision of a school authority that endangered the property, health or safety of others;

Engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health or safety of others at school or under the supervision of a school authority or endangered the property, health or safety of any employee or School Board member of the School District in which the student is enrolled; or

Was at least 16 years old and had repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion.

Under this section, conduct that endangers a person or property includes threatening the health or safety of a person or threatening to damage property.

2. Expulsion for Bringing a Firearm to School

The School Board shall expel a student from school for not less than one (1) year whenever it finds that the student, while at school or while under the supervision of a school authority, possessed a firearm, unless the Board finds that the punishment should be reduced based upon the circumstances of the incident.

3. Expulsion Hearing

Prior to expelling a student, the School Board shall provide the student with a hearing. Prior written notice of the expulsion hearing must be sent

separately both to the student, his or her parent(s) or guardian(s) if the student is a minor; otherwise just to the student. The notice will comply with the requirements of state law.

The expulsion hearing shall be closed. The student and, if the student is a minor, the student's parent or guardian may be represented at the hearing by counsel.

4. **Expulsion Order**

The Board shall reduce its decision to writing in the form of a written order. If expulsion is ordered, the order must state the length of time that the student is to be expelled. The order should also state specific findings of fact and conclusions of law in support of the decision.

5. **Student Records**

The student's expulsion from school shall be entered in the student's record as required by the rules adopted by the School Board concerning the content of student records.

Discipline of Disabled Students

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Improvement Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or School rules. A search may also be conducted to protect the safety of others or as otherwise permitted by law.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the School and may be searched at any time if there is reasonable suspicion that a student has violated the law or School rules. Locks are to prevent theft, not to prevent searches.

No strip searches will be conducted by any employee of the District, but may be conducted by law enforcement officials, if deemed necessary.

Anything that is found in the course of a search that may be evidence of a violation of School rules or the law may be taken and held or turned over to the police. The School reserves the right not to return items which have been confiscated.

STUDENT RIGHTS OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following School guidelines:

- A. A material cannot be displayed if it:
 - 1. is obscene to minors, libelous, indecent, or vulgar,
 - 2. advertises any product or service not permitted to minors by law,
 - 3. intends to be insulting or harassing,
 - 4. intends to incite fighting or presents a likelihood of disrupting school or a school event.

- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after School in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet School guidelines may present them to the Principal twenty-four (24) hours prior to display.

STUDENT SUGGESTIONS AND COMPLAINTS

The School is here for the benefit of the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the School, s/he should feel free to offer them. Written suggestions may be presented directly to the Principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the Principal or to the student government.

A student may not petition to have a change in grades.

SECTION V - TRANSPORTATION

Bus Transportation to School

The School provides bus transportation for all students who live 1 or more miles from the School. (Refer to Wisconsin Statutes 121.54).

Students will ride only assigned School buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal or designee.

A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the building Principal or designee stating the reason for the request and the duration of the change and the Principal approves.

Bus

The bus driver will review general expectations and driver/bus rules during the first week of school.

Contact the driver or bus garage (266-3205) if your child is having a problem or you have bus route questions.

Unacceptable behavior shall result in disciplinary action by school authorities following board policy.

Bus drivers may contact parents about a student's behavior and ask for their cooperation in correcting the situation before writing up a conduct report on a child.

General Expectations

- Follow all district rules before pickup, on bus, and after drop off.
- **Parents of young children should wave to the bus driver during drop off so the driver knows an adult is present.**
- Board and leave the bus at the designated bus stop and ride on the bus to which you are assigned.
- Students who wish to ride home with another student must have written permission from a parent or guardian to be given to the bus driver.
- Notify the driver directly or through friends at times when you do not plan to ride the bus.
- Students must sit in assigned seats.
- Be punctual and orderly at bus stops, on the bus, and departing from the bus.
- Hold personal belongings or place them on or under seats in order that the aisle of the bus is clear at all times. Check to see that all belongings are taken along as you leave the bus.
- If an emergency should occur, remain seated until given instructions by the bus driver.
- Be quiet at railroad crossings.
- MP3 or CD players are allowed provided a headset is used.

- There is to be no eating or drinking on the bus on the regular route. No gum is allowed.
- Move away from the side of the bus immediately.
- If you must cross the street or road, one of the following rules apply:
 - a. If the bus is displaying flashing red lights, walk to a point at 10 feet ahead of the bus and WAIT!! The bus driver will signal you to cross when it is safe to do so.
 - b. If the bus is not using flashing red lights, walk to the nearest pedestrian crosswalk and cross the street when it is safe to do so.

Bus Conduct

Students who are riding to and from School on transportation provided by the School are required to follow some basic safety rules. This applies to School-owned buses as well as any contracted transportation that may be provided.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students: See the District Code of Conduct.

Previous to loading (on the road and at School) each student shall:

- be on time at the designated loading zone;
- stay off the road at all times while walking to and waiting for the bus;
- line up single file off the roadway to enter;
- wait until the bus is completely stopped before moving forward to enter;
- refrain from crossing a highway until the bus driver signals it is safe;
- go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

Please be sure to notify the school and the bus garage if there is any variation or change in routine as soon as possible. Calls coming in as school is dismissing are difficult to communicate.

Video Cameras on School Buses

The Board of Education has authorized the installation of video cameras on School buses for purposes of monitoring student behavior.

If a student is reported to have misbehaved on a bus and his/her actions were recorded on video, the video will be submitted to the Principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with state and federal law.

Penalties for Infractions

A student who engages in misconduct on a bus shall be subject to discipline and may be deprived of the privilege of riding on the bus.

Self-Transportation to School

Driving to school is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.

THE FOLLOWING RULES SHALL APPLY:

driver's license;

insurance certificate;

registration;

When the school provides transportation, students shall not drive to school sponsored activities; unless written permission is granted by their parents and approved by the Coach; no other students are allowed to be driven to sponsored activity by the approved student driver.

Students may not leave school grounds after they arrive on school property at anytime during the day prior to 3:25.

**Winter School District
Annual Asbestos Notification
July, 2017**

In compliance with the United States Environmental Protection Agency (EPA) and the Asbestos Hazard Emergency Response Act (AHERA), this is notice that the Winter School District has an Asbestos Management Plan at the school district office. The plan is available for inspection by the public, parents, and district employees. The district performs six month periodic surveillance of asbestos in June and December and full re-inspections every three years. For more information please contact the District Office.

**Wisconsin Act 96
Indoor Environmental Quality Management Plan
Winter School District
Annual Notice**

The Winter School District would like to inform staff, students, parents, and the public of the district's indoor environmental quality (IEQ) management plan. The plan was initially developed in 2014 and is reviewed as necessary. The plan was developed as deemed appropriate for the district. Questions and concerns should be directed to the IEQ Coordinator. Copies of the plan are available at the District Office for a fee. The District Office is located at 6585 West Grove Street, Winter, WI 54896.

Disclaimer Notice

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

I have read the Winter School District Handbook. I understand the Handbook contains Wisconsin Statutes and Board Policies. I understand that a student will not be allowed to participate in any co-curricular activity until this page is signed by the appropriate individuals and on file in the High School Office. I therefore agree to do my part to implement these policies and thereby aid in the educational process at Winter Schools.

I have read and understand the rules and regulations as stated in this code.

Student Signature

Date

Parent Signature

Date