

SOLON SPRINGS SCHOOL DISTRICT
8993 EAST BALDWIN AVENUE
SOLON SPRINGS, WI 54873

Shelley Blaylock	President
Rome Deming	Vice-President
Keith Nordskog	Treasurer
Ryan Smith	Clerk
Angel Botner	Member

ADMINISTRATION

Frank Helquist	District Administrator
Geraldine Muller	Principal
Russ Nelson	Guidance Counselor/Assessment Co-ordinator
Jessica Golburg	Director of Special Education/School Psychologist
Nathan Ahlberg	Athletic Director

INSTRUCTIONAL STAFF

Nikk Adams	High School English
Nathan Ahlberg	6 th Grade/PBIS/RTI/Athletic Director
Brain Amys	Physical Education/PBIS/Dean of Student
John Bass	World Language Coach
Marcus Besenon	Physical Education
Shannon Dickenson	2 nd Grade/Data Leadership Team/PBIS
William Elowson	Middle & High School Special Education
John Fendt	Technical Education/Drivers Education
Judy Fortuna	6 th , 7 th & 8 th Grade/RTI
Barb Hendrick	3 rd Grade/RTI Coordinator/Data Leadership Team
Jennifer Makela	Jr. High & High School Science/PBIS
Bruce Meyers	High School Social Studies/Jr. High Environmental Education
Gretchen Molina	Vocal Music
Laurene Peterson	High School Business/Math/Elem. Keyboarding
Laurie Price	Elementary Special Education
Dallas Rayburn	High School English/IMC
Dale Rajala	High School Social Studies/Equity Coordinator
Elizabeth Reedy	5 th Grade/Elementary Outdoor Education/RTI
Linda Rindo	Band Director/G&T Coordinator
Matt Ryder	High School Special Education
Becky Semborski	Elementary & High School Art/Test Coordinator/RTI

Donna Smith
Anna Warring
Lindsey Wiberg
Christine Willis
Beth Zamzow
Michelle Zeller
David Zosel
Joanne Zosel

4th Grade/RTI/PBIS
4 year old Kindergarten
Kindergarten/PBIS
1st Grade/Summer School Director
K-12 Title Reading/Reading Specialist
Speech and Language Pathologist
High School Art/Technology Coordinator
High School Math & Science/Data Leadership Team

OFFICE STAFF

LeeAnn Garay
Linda Parker
Lisa Sickler

Financial Manager
Administrative Secretary
Elementary Secretary/Special Education Secretary

MAINTENANCE

Mark Dahlberg
Debbie Leitha
Scott Olson
Sue Smith

FOOD SERVICE

Pat Garay
Lisa Hendon
Patti Wermter

PARAPROFESSIONALS

Michele Pettingill-Brown
Peggy Constance
Julie Fromm
Brenda Garay
Tami Klinzing
Audrey Schoch Stone
Jenna Smith
Sue Zeman

TRANSPORTATION

Marv Benedict
Shelly Brown
Mark Dahlberg
Dennis Kosobucki

CESA STAFF

Jessica Golburg
Nancy Paulson

FORWARD

Welcome to Solon Springs School. All the members of the staff and I are pleased to have you as a student and will do our best to help make your experience here as productive and successful as you wish to make it.

This student handbook was 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 you 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 your 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.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. If any of the policies and administrative guidelines referenced herein is revised after June 30, 2013 the language in the most current policy or administrative guideline prevails. The current policies are available on the District's website.

GOALS OF A SOLON SPRINGS GRADUATE

I. ACADEMICS

A graduate of Solon Springs School should:

- A. Develop a mastery of writing, reading and basic mathematics skills.
- B. Be a lifelong learner with a positive work ethic.
- C. Be an effective communicator.
- D. Be able to recognize, define and solve problems.
- E. Have an appreciation of the arts.

II. PERSONAL QUALIFICATIONS (QUALITIES)

A graduate of Solon Springs School should:

- A. Be a self-disciplined individual.
- B. Possess positive selfesteem.
- C. Possess tolerance.
- D. Be honest.
- E. Maintain a sense of responsibility.
- F. Have respect for self, others and the community.

EQUAL EDUCATION OPPORTUNITY/ANTI-HARASSMENT

It is the policy of the 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 based on the traits of sex (including transgender status, change of sex, or gender identity), race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or other characteristic protected by Federal or state civil rights laws (hereinafter referred to as "Protected Characteristics") or other protected characteristics as well as place of residence within the District boundaries, or social or economic background.

Students who have been identified as having an impairment or disability under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act shall be provided with appropriate education services. Parents who have questions should contact Jessica Golburg – 715-378-2263 ex. 209.

Any person who believes that the Solon Springs School or any staff person has discriminated against them in violation of this policy may file a complaint. A formal complaint can be made in writing to a School Compliance Officer listed below:

Dale Rajala
Equity Coordinator
715-378-2263
8993 E. Baldwin Avenue
drajala@solonk12.net

Geraldine Muller
Principal
715-378-2263
8993 E. Baldwin Avenue
gmuller@solonk12.net

The complaint procedure is described in Board Policies 2260 and 5517. The policies are available in the school office.

Due to the sensitivity surrounding complaints of harassment, time lines are flexible for initiating the complaint process; however,

individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. Once the complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) calendar days of the complaint being received). If at any time during the investigation process the investigator determines that the complaint is properly define as Bullying, under Policy 5517.01 - Bullying and not Harassment under this Policy, because the conduct at issue is not based on a student's Protected Characteristics, the investigator shall transfer the investigation to the appropriate building principal.

Solon Springs 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 traits of sex (including transgender status, change of sex, or gender identity), race, color, 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 state civil rights laws (hereinafter referred to as "Protected Characteristics" which substantially interferes with the student's school or academic performance or creates an intimidating, hostile or offensive school environment. Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-to-female. Examples of conduct that may constitute harassment include:

- A. Graffiti containing offensive language;
- B. Name calling, jokes, or rumors;
- C. Threatening or intimidating conduct directed at another because of the other's protected characteristics (e.g., sex, race, learning disability);
- D. Notes or cartoons;
- E. Slurs, negative stereotypes, and hostile acts which are based upon another's protected characteristics;
- F. Written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- G. A physical act of aggression or assault upon another because of, or in a manner reasonably related to, the individual's protected characteristics; 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. unwelcome verbal harassment or abuse;
- B. unwelcome pressure for sexual activity;
- C. unwelcome, 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. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- E. unwelcome 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. unwelcome behavior or words directed at an individual because of their sex or sexual orientation.

Sexual harassment examples include, but are not limited to:

- A. Repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
- B. Rating a person's sexuality or attractiveness;
- C. Staring or leering at various parts of another person's body;
- D. Spreading rumors about a person's sexuality;
- E. Letters, notes, telephone calls or materials of a sexual nature; and
- F. Displaying pictures, calendars, cartoons, or other materials with sexual content;
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

It is 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. An inappropriate boundary invasion by a District employee or other adult member of the School District Community into a student's personal space and personal life is sexual harassment.

If you wish to report harassment, please contact one of the Complaint Coordinators listed above.

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

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. “Cyberbullying” – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.

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

Use of the Network to engage in “cyberbullying” is prohibited. “Cyberbullying” involves the use of information and communication technologies such as e-mail, cell phone, 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.”

Cyberbullying 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 the web site or on weblog;
2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
3. using a camera phone to take and send embarrassing photographs/recordings of students or school staff members or post these images on video sharing sites such as You Tube, Facebook, Instagram, ect.

4. posting misleading or fake photographs of students or school staff members on web sites.

To the extent permitted by the First Amendment, instances of cyberbullying 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 EDUCATION TECHNOLOGY 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 Education Technology Acceptable Use and Safety Agreement each year.

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, there should be no expectation of privacy regarding such materials.

INDIVIDUALS WITH DISABILITIES AND LIMITED ENGLISH PROFICIENCY

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of 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 Jessica Golburg 715.378.2263 ex. 209 jessicag@cesa12.org

The district is committed to identifying, evaluating, and providing a free appropriate public education ("FAPE") to students within its jurisdiction who are disabled within the definition of Section 504, regardless of the nature or severity of their disabilities.

Services are also available to students with Limited English Proficiency. To inquire about programs and services, a parent should contact at Geraldine Muller, Principal at 715.378.2263.

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 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.

Annually the Board will notify male students age eighteen (18) or older that they are required to register for the selective service.

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. Directory information generally includes those student records which identify a student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, date of graduation, photographs, name of school most recently previously attended and degrees and awards received. Directory information also includes a student ID number, user ID, or other unique personal identifier used by the student when accessing or communicating in a district's electronic systems, if, standing alone, it cannot be used to access student education records, (i.e. a pin number, password, or other factor is also needed).

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, consult the Board's Policy 8330 – Student Records and associated Administrative Guidelines.

Parents and students are reminded of: 1) their rights to inspect, review and obtain copies of students records; 2) their rights to request the amendment of the student's school records if they believe the records are inaccurate or misleading; 3) their rights to consent to the disclosure 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.

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 any such survey, analysis, or evaluation. Please contact Linda Parker 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 building 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 Family Educational Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment (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
Washington, D.C. 20202-4605
www.ed.gov/offices/OM/fpco

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

FERPA@ED.Gov
PPRA@ED.Gov

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.

Depending on the type of testing, specific information and/or parent consent may need to be obtained. The assessment program 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.

GENERAL CONDUCT

We rely on positive role models, appropriate class and extracurricular activities and parental/family support to promote good behavior. When those methods fail, we are forced to take actions such as detention, suspension and in extreme cases, expulsion along with actions to promote good behavior.

These are general areas where we expect good student conduct. It is important for each student to:

1. Spend class time seriously. Contribute when possible. Allow others to contribute and work. Be on time. Listen and learn.
2. Politely follow instructions and requests of our teachers and staff.
3. Respect each student. Talk to them as another human being. Keep his/her hands off others. Public display of affection will not be tolerated. Public display of affection, any physical touching aside from holding hands, is disrespectful not

only to the girlfriend or boyfriend but to others who observe this conduct. Such disrespect for others will result in the appropriate sanction.

4. Use quiet areas including the IMC in the way we intend them to be used, quietly.
5. Observe etiquette in the student dining room. This includes eating while seated, talking in a normal voice, and not throwing food.

You are also responsible for other rules set by teachers in their classroom.

These rules apply at all times both inside and outside the building.

ANNOUNCEMENTS

Daily announcements are read over PA announcement the beginning of 3rd hour. It is important that students listen to the bulletin for important school happenings and updates. The daily bulletin is available on the district webpage and a copy is also available in the office.

PHILOSOPHY ON ATHLETIC COACHING

The purpose of this philosophy is to provide goals and direction to adults working with student athletes in the Solon Springs School District.

Athletic programs are voluntary, educational opportunities in this district.

GOALS:

1. Good sportsmanship and rules of fair play
2. Teamwork
3. Esprit
4. Self Esteem and emotional growth
5. Goal setting team and individual
6. Leadership skills
7. Knowledge of rules and game strategy
8. Physical skills

Winning is not for the glorification of the coach, team, student, or parent it is one of the outcomes of competition. This is not to say that winning is not important. Winning is, and must be, a goal of competition. This school district encourages the coach to use all players in trying to win.

ATHLETICS & OTHER CO CURRICULAR ACTIVITIES

These policies are the responsibility of those respective departments and will be administered and enforced by them. Copies of these policies will be in the student extracurricular handbook.

RULES FOR SCHOOL SPONSORED ACTIVITIES

(other than athletics)

- A. TIMES: 7:00 p.m. until 11:00 p.m. for senior high.
7:00 p.m. until 10:00 p.m. for junior high.

B. In general, junior high students may not attend a 9-12 event. No senior high students may attend a 7 & 8th grade event. An event may be designated for grades 7-12, if the sponsoring organization obtains the approval of the advisor and then submits a written request to the administration for final review and approval.

- C. Coats and jackets must be removed and checked before entering an extracurricular or cocurricular activity. No street shoes will be allowed on the gym floor.
- D. Once students have entered the building, they are to stay in. Any student that leaves early must check out with the chaperone. If a student leaves the building without checking out, the chaperones will call home and notify the parent. Anyone leaving the activity will not be readmitted and must leave the grounds. Students waiting for a ride will wait inside front entry to the building.
- E. No loitering in corridors or on school grounds will be tolerated. Students attending the event must stay in the cafeteria or the gym where the event has been scheduled.
- F. The activity will end precisely on time. Students who are listed on the student council activity sheet for cleanup will stay and clean up; they must not leave and then return.
- G. All regular school rules apply; no use or possession of tobacco; no drinking or possession of alcoholic beverages; no use or possession of any controlled substance or drug paraphernalia. Violations require school suspensions and/or court action and any student violating these rules will be banned from attending any extracurricular activity for the remainder of the school year.
- H. All students absent or suspended from school on the day of a activity or serving an after school detention the day of an activity may not attend. Likewise, students who have failed to serve a detention may not attend. A list of these students will be available for chaperones.
- I. Each activity will require one staff person, two parents from the organization.
- J. The chaperones in attendance will be in complete charge of the activity. Their word is law. Advisors will take charge of money.
- K. A book of student emergency numbers will be available in the office, where there is a telephone. Sheriff, and/or parents must be notified of any problem.
- L. No strobe lights will be allowed and at least one bank of lights must be used to comply with safety and fire rules.
- M. Any damages incurred during the course of the activity must be paid for by the sponsoring class or club, unless legal action is taken and restitution is ordered by the court.

SCHOOL DANCES

A. Planning:

1. The student council and the principal must approve all dances two (2) weeks in advance.
2. Request for dances must include: Time, date of dance, pre-audit, names of cleanup committee, and names of five chaperones (two parents from the class or organization sponsoring the dance, two parents from the community and one staff member.)
3. The cleanup must be done immediately following the dance.
4. A post-audit of exact amounts spent will be required one week after the date of the dance.
5. Closing times may not exceed 11:00 p.m.

B. Exceptions:

1. The administration reserves the right to make any exceptions to the preceding rules if good cause can be shown that it is in the best interest of the student body.

C. The administration will hold an inspection of clean-up after each dance.

D. Dances are for the students of Solon Springs High School or junior high school ONLY. The only outsiders allowed are those who have preregistered in the office. This list will be given to the chaperones. Pre-registration must occur at least 72 hours before the event. Guests must be appropriate grade level for the event and be registered in a public, private, or homeschool educational

setting. The administration has the right to deny the attendance of a guest for any reason.

SCHOOL CLOSING ANNOUNCEMENTS

When school is to be closed for the day or early dismissal due to inclement weather, the announcement will be made over the following radio stations: KDAL (610 AM; 95.7 FM), KDWZ (102.5 FM), KTCO (98.9 FM), WDSM (710 AM), KDLH (B105 FM), KOOL (101.7 FM), as well as KDLHChannel 3 TV, KBJRChannel 6 TV and WDIOChannel 10 TV, SKYLERT.

RELEASE OF STUDENTS OR AUTHORIZED PERSONS

If only one parent is permitted to make educational decisions or to approve absences of the student by Court order, the responsible parent shall provide the school with a copy of the Court order. Absent such notice, the school will presume that the student may be released into the care of either parent. No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her. No student shall be released to anyone who is not authorized by a parent with authority to do so.

STUDENT ATTENDANCE

Regular attendance is a responsibility that should be shared by parents, the student, and the school. In order to receive credit for course work, students must meet state and local attendance requirements. It is the student's responsibility to be in class regularly, and failure to do so may result in a lower grade or loss of credit. A continuous effort will be made by teachers, counselors, and the administration to keep parents informed of absences. A daily effort will be made by the attendance office to contact parents/guardians regarding absences.

According to the Compulsory Attendance Law students must attend school until the end of the semester in which they reach the age of 18. Failure to attend school without an acceptable excuse for the following: part or all of 5 or more days during a semester, is considered habitual truant. The following Truancy Prevention Policy steps, will be taken to insure attendance at school using law enforcement and judicial actions when required.

ABSENCES AND EXCUSES

- A. Teachers will report absences every hour. Any teacher having a student report for class tardy after having been marked absent shall have that student notify the office of the tardiness immediately. Necessary investigation will be made to determine the legitimacy of absences.
- B. All students must report to the office after an absence. A pass will be issued by office staff to re-enter class. **All absences other than illness or emergency must be prearranged by phone or written note.** Failure to prearrange absence will result in the absence being recorded as unexcused.
- C. Parents and guardians have the right to excuse their student(s) for up to ten (10) days (partial or full) during the school year for any reason. These absences must be pre-approved (except for immediate illness, a call to the school is sufficient notice). Pre Approval requires a note at least 24 hours before the planned absence, longer for family trips (including hunting) where students are required to make up required work before the family trip.
- D. Parents may request in advance to have some portions of educational family trips be exempt from the (10) day rule. A parent who wishes to take a student on a trip that could be of educational value should submit a written statement of what activities the student will produce to demonstrate educational achievement. This request must be in writing on a form available from the principal. The request is sent to the principal for consideration. The principal's decision is appealable to the school attendance committee (The attendance committee shall consist of the principal, guidance counselor, and a grade level teacher.)
- E. Absences beyond 10 days for reasons within the 10 day rule are considered unexcused. The principal will review cases exceeding 5 unexcused days in a semester. A student may attend an after school tutoring session prior to or after the absence to

complete course

work and assignments missed on other school related projects. A student may also attend two noon hour supervised work periods. A student, who successfully completes all assignments, attends one after school tutoring session or two noon hour supervised work periods, will have the absence listed as excused rather than unexcused. Attendance at the after school or noon hour sessions must be completed within 5 school days of returning from the absence.

F. Some absences are not included in the 10 day rule but are also excused. A listing is provided below. Some absences are always viewed as unexcused, and a listing is included.

G. List of Absences

Absences Included in 10-day Rule:

Miscellaneous Appointments

Family Trips (work to made up in advance)

Illness that does not require Doctors care

Parental Permission

Hunting Season (work to be made up in advance)

Unexcused Absences:

No Note or Call

Skip Detention

Skipped

Truant

Used up ten days

Unverified

Unexcused Tardy

Overslept/Missed Ride

Excused Absences not Included in 10-Day Rule

Court Appointment*

Counseling

College Visit

Dentist*

Doctor*

Drivers Test

Drivers Education

Family Emergency

Fire Department/Emergency Call

Job Shadow

Medical*

Military*

Power Outage

Physical Therapy

Religious Reasons

Working in Special Ed Room

Student /Staff Safety

Testing

School Related Trip

Winter Carnival

Withdrew

Weather

WITC

* Note from the service provider is required

Youth Leadership/ Youth Options

H. Parents may write a note for up to 10 days for excuses that fall under the 10 Day Rule. After 10 days this category is closed, absences beyond the 10 day limit become unexcused. Unless student successfully attends an after school tutoring session or two noon hour supervised work periods. Parents should also write notes for the excused absences that are not included in the 10-Day Rule list. (See above list) **Exceptions:** All starred excused absences listed above require a note from an outside professional. Students with 5 or more unexcused absences in a semester may be referred for truancy. Students who are absent with parental consent, but whose absence does not fall under the excuses listed above will be considered unexcused. Parents or guardians have the right to petition the attendance committee to recognize excused absences not covered in this policy. All such requests must be made in writing and submitted to the principal in advance on a form that will be provided by the high school office. Requests will only be granted if it can be established by the committee that exceptional or worthwhile circumstances exist. The attendance committee shall consist of the district administrator, guidance counselor, director of pupil services/special education and the lead elementary teacher. Three of these five members will meet on any request.

I. Students are encouraged to present notes to the office on absences that can be anticipated in advance, and to contact their teachers regarding makeup work in advance whenever possible.

J. Students must check in at the office prior to leaving school and upon returning from an absence using the office sign in sheet.

K. If the absence had an adverse effect upon the academic success of the student, the student and parents must accept full responsibility for the grade.

HUNTING POLICY

Upon proof of intent to hunt (student has to show hunting license made out in his/her name) and verified (by phone call) parental note requesting student to miss school days, the student will be excused from school for up to three (3) days. Students should collect assignments to be missed from teachers before leaving. It is the student's responsibility to turn in all work on a timely basis. Students excused from school for deer hunting may be eligible for extracurricular activities. Students will abide by all practice times and meeting times set by an advisor or coach during the absence from school or be subject to consequences set by advisor or coach.

MAKE UP WORK

All students will be given the opportunity to make up work missed in accordance with the following guidelines:

1. It is the student's responsibility to contact the teachers to make arrangements for making up work missed during an absence from school.
2. Students will be granted the number of days absent plus one (1) for make up time. This provision applies to all work assigned during the absence.
3. Examinations missed during an excused absence will be permitted to be taken at any time within the make up period upon agreement with the teacher.

4. Incompletes must be made up within 2 weeks from the last day of the quarter or the missing work will revert to an F and a grade will be assigned.
1. It is the teacher's right to deny daily work that was due or assigned during an unexcused absence.
2. Pre approved trips are allowed no more than 5 days after returning to turn in work.

PARENT'S RESPONSIBILITY

- A. When a student is absent, his/her parents or guardian must call the school by 9:00 a.m. of the day of the absence and provide the reason for the absence, or provide a written note within 24 hours unless the school was notified in writing by the parent in advance of the absence. In either case, the student must report to the office upon returning.
- B. Verification of the student's absence must include the day(s) of absence and the reason for the absence.
- C. Students leaving early due to injury or illness must be signed out in the office by parent/guardian or a person listed on the emergency sheet. All students must have a current emergency slip in the office.

STUDENT RESPONSIBILITY

It is the responsibility of the student to sign out of the office before leaving and sign in at the office upon return. Admit slips must be obtained from the school office before school on the day returning to classes for any absence. Students are responsible for arranging all make up work in accordance with the section below. If absences have an adverse effect upon the academic success of the student, the student and parents must accept full responsibility for the performance.

SCHOOL RESPONSIBILITY

Identification of Truant Children and Returning Them to School

The building principal at each of the district's schools is designated to deal with matters relating to school attendance and truancy. The "School Attendance Officer and/or Building Principal" of each school shall determine daily which pupils enrolled in the school are absent from school and whether that absence is excused.

Excused absences have been previously defined.

Habitual Truant Defined. For purposes of this ordinance a "habitual truant" means a pupil who is absent from school without an acceptable excuse under Wis. Stats. 118.15 for the following:

1. Part or all of 5 or more days on which school is held during a school semester.

Notifying Parents or Guardians of Habitually Truant Students

Parents should expect letters from the principal before habitual truancy is established.

The principal shall notify the parent or guardian of a child who has been habitually truant. Habitual truancy notice must be done by registered or certified mail when the child initially becomes habitually truant. Included in the letter are the following items:

1. Statement of parent's responsibility to ensure child's attendance.
2. Statement that parents or child may request program or curriculum modifications for child and child's potential eligibility for child at risk program.
3. Request that parents meet with appropriate school personnel (including name of school person and date, time, and place for meeting and name, address and phone number of person to contact to change date, time or place of meeting).
4. Statement of penalties that may be imposed on parent if child fails to attend school regularly.

Responses by School Personnel

- A. Meet with the child's parent/guardian to discuss the child's truancy or have attempted to meet with the child's parent/guardian and been refused.
- B. Provide an opportunity for educational counseling to the child to determine whether a change in the child's curriculum would resolve the child's truancy and have considered curriculum modifications under s. 118.15(1)(d).
- C. Evaluate the child to determine whether learning problems may be a cause of the child's truancy and, if so, have taken steps to overcome the learning problem.
- D. Conduct an evaluation to determine whether social problems may be a cause of the child's truancy, and, if so, have taken appropriate action or made appropriate referrals.

Cases to be Referred to the District Attorney

This law allows counties, cities, villages, and towns to create ordinances prohibiting children from being habitual truants. (Ref s. 188.163(2)). The juvenile court has exclusive jurisdiction over children violating such an ordinance only after the school provides evidence that activities under s. 118.316(5) have been completed. (Ref. s. 48.125(2), 118.163, 118.16(5)).

TARDINESS

- A. The bell tone will determine tardiness.
- B. Students arriving late to their first class are late to school and are required to report to the attendance window for a tardy slip. Excessive tardiness will result in disciplinary action. Students arriving beyond 10 minutes late to first hour will be considered absent.
- C. If a teacher is responsible for the tardiness, he/she should provide the student with a note, indicating the tardiness as excused.
- D. Attendance is checked at the beginning of each class period and when he/she has not been excused by the high school office, the absence is classified as truancy.
- E. Truancy will result in disciplinary action.
- F. Teachers will keep track of tardy dates.
- G. Within three minutes unexcused late to class is considered tardy. Beyond three minutes is considered absent.

BUILDING HOURS

The school day begins at 8:21 a.m. and ends at 3:30 p.m. The building is open to students in the morning at 8:05 a.m. Any student or group of students arriving prior to 8:05 a.m. or remaining in the building after 3:30 p.m. must be supervised by a staff member. The school building will be locked at 6:00 p.m. on school day evenings when no activities are scheduled.

BUS TRANSPORTATION TO SCHOOL

As a student who is furnished transportation to and from the school by bus, you enjoy a privilege many pupils do not have.

The state of Wisconsin has certain rules concerning buses.

1. While on the bus, the students are under the authority of and directly responsible to the bus driver for orderly conduct.
2. Cases of disorderly conduct or of refusal to abide by the authority of the bus driver and/or chaperone will result in disciplinary action. Loss of bus privilege will be the result.
Video cameras have been installed on the busses to assist in controlling behavior by students riding the bus.

Missing the bus in the morning does not constitute an acceptable excuse for missing school.
Previous to loading (on the road and at school)

BUS SAFETY RULES

1. Bus drivers reserve the right to assign bus seats as needed.
2. Students in grades 7-12 will sit in their assigned area as directed by the bus driver:
 - A. If overcrowding occurs, it may be necessary to assign a temporary seat for that run.
3. When windows are open, there shall not be any part of the body out the window. If this happens, the window must be closed.
4. **NO FOOD OR DRINK** shall be consumed on the bus.
5. Stay in your seat at all times.
6. Stay seated until the bus stops at your designated bus stop.
7. Stay quiet at all railroad crossings.
8. NO toys, hats, gloves, and book bags are to be on the floor of the bus.
 - A. The first time this happens, they will be given back to you at your designated bus stop.
 - B. The second time this happens, they will be turned in to the principal.
9. Sit the proper way in the seat at all times.
10. **BE ON TIME!!!!**
11. No throwing of objects in the bus at any time.
12. No standing when the bus is moving.
13. No pushing when in the seat and when getting off or on the bus.
14. No fighting on the bus.
15. No yelling or shouting at any time.
16. No playing of band instruments on the bus.
17. No spraying of perfume, body sprays, deodorant, etc. as others may be allergic.

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.

PROCEDURES FOR NONASSIGNED BUS RIDERS

1. All students are assigned to a specific bus route.
2. Students who are to ride a different bus on pre-scheduled days (for example, day care providers) may meet the obligation of notification by one note from a parent or guardian. For example, if a student is to take a bus route home on Tuesday and Thursday and a different bus route to the daycare center on Monday, Wednesday, and Friday, this can be accomplished by one note and the student will be considered assigned to those busses on those days.
3. Students riding a different route than that assigned must provide a written note from a parent or guardian to the office in the morning. For grades 7-12, this will be the attendance officer. Students will be allowed on the requested route if space permits. (Note: there may be a problem if a large group of students are requesting the same route for something such as a birthday party)
4. Students will not be dropped off at houses that are not on the regular bus route.
5. One school bus will stop near enough to each of the daycare centers to allow pick up and drop off on both the morning and afternoon routes.
6. In emergency situations, students will be allowed to ride a bus different than their assigned bus with a phone call to the office (elementary or high school) from a parent or guardian (no more than twice a per year).
7. Extended riding of a nonassigned bus can be arranged with one note from a parent or guardian. An example of this is if the student will be staying with another family on a different bus route for two weeks. Again in this situation, the bus route will not be modified to encompass houses not on the route.

BUS CHAPERONING

- A. The chaperone and bus driver are in complete charge of the trip. The chaperone should consult the driver concerning expectancies while on the bus.
- B. The chaperone's word is law; students are representatives of Solon Springs High School and are expected to obey instructions of chaperones without question.

- C. All regular on campus school rules apply to bus trips: No use of tobacco or any controlled substance, and no use of alcohol. Any students violating these rules will be reported for disciplinary action, and/or the remainder of the trip may be suspended.
- D. Attendance should be checked carefully before departure and return.
- E. Absolute quiet is necessary at railroad crossings. Any actions deemed distracting to the bus driver shall cease upon request.
- F. The chaperone should be seated in a central position on the bus.
- G. Any student riding a fan bus to an activity will return on that bus unless prior approval is granted by administration.
- H. Profanity and obnoxious conduct will not be tolerated.
- I. Any student may be excluded from a trip because of previous behavior on trips.

CAFETERIA

The cafeteria, besides being a lunch room, is also a place where good human relations can be developed. Here each student is expected to practice the general rules of good manners which one should find in the home. Food and beverages are to be consumed in the cafeteria, unless special arrangements have been made by a staff member with administration.

The family food account is expected to be paid in advance. When a family food account is in deficit in the amount of \$25.00, a written notice to be sent to the parent/guardian notifying them that all meals must be prepaid in order to have their student receive the hot lunch each day. PreK through 6 students will receive a sandwich and milk. The prepaying of meals requirement will stay in place until the account is paid in full. The school district reserves the right to take further actions to collect unpaid balances when necessary.

Ordering of delivery food during school hours is not permitted. This is in violation of the school lunch program.

PLEASE APPLY FOR FREE AND REDUCED MEALS FOR YOUR CHILDREN, THIS WILL HELP THE DISTRICTS ELIGIBILITY FOR STATE AND FEDERAL GRANTS.

CLOSED CAMPUS

Students may not leave the campus without a passport. Students leaving during lunch hour without permission will be considered unexcused. Such absences will be dealt with under the appropriate discipline category. Free areas outside of the building where students may gather during lunch hours are:

1. The north side of the high school campus in designated area
2. All other areas are off limits unless accompanied by a staff member.

DRESS AND APPEARANCE

The clothes that a person wears tend to express his/her personality and attitude. From an educational standpoint, we believe that a person will achieve more in his/her life if he/she keeps neat and clean and tries to look his/her best. We cannot allow any student to dress in a manner that is unsafe, unhealthy, disruptive to education, or offensive to members of our staff or student body. Students and parents should be aware of clothing that may be considered disruptive. Parents may be required to come and get students improperly dressed.

Therefore,

1. Shoes must be worn at all times.
2. Clothes must be clean.
3. Hats, bandanas, other headgear, jackets, chains and sunglasses are not to be worn in the building. Any of these items must be removed upon entering the building and left in the locker. These items may be worn outdoors.

Any request for the removal (and proper storage) of these items that is not complied with will be dealt with as disrespect.

4. Clothing and school supplies which depict vulgarity or explicit sexual conduct or are deemed offensive as determined by administration will not be allowed.
5. Clothing and school supplies advertising an alcoholic beverage or any controlled substance is considered inappropriate and will not be allowed.
6. Inappropriately short shorts are not allowed (suggested length of mid thigh or longer).
7. Pants which hang down below the belt-line are inappropriate. Undergarments may not be showing.
8. Shirts which expose bare shoulders, cleavage, navel or abdomen are inappropriate. This specifically includes tank tops with straps less than 2", belly shirts, and muscle shirts, including overly large armholes. Undergarments may not be showing.
9. Clothing considered nightwear, i.e. pajamas, including but not limited to slippers, lounge wear, nightshirts, and pajama pants will not be allowed.
10. Students will adhere to the rules for Dress and Appearance when representing the school as part of a school sponsored activity. These activities include, but are not limited to concerts, competitions, banquets, trips, and fundraisers whether held on or off school grounds.
11. Acceptable attire for physical education participation for grades 7-12: Tennis shoes, a t-shirt or sweatshirt, shorts or sweatpants (includes wind-pants and warm-up style pants) must be worn by students during physical education classes. Exceptions to this dress may be made for activities such as snowshoeing where weather may be a factor. Shoes must follow same guidelines as above. .

FIRE DRILLS

Signal Fire drills are signaled by the operation of the fire buzzer which sounds until the building is entirely cleared.

Behavior No talking is permitted in fire drill lines while leaving the building. In the event of a real fire, talking might prevent you from hearing instructions. This can endanger lives. Students are to walk, not run.

Correct Procedure Students must leave the classroom and building as quickly and orderly as possible. Doors and windows must be closed. Proceed in a double line from the classroom to the exit that your room has been instructed to use. Do not stop to get a jacket, sweater or other items from locker.

ReEntry The all clear signal will permit teachers to signal students to return to their assignments.

FOOD AND DRINK IN CLASSROOM

Students will not be allowed to have food and/or drink in any classroom during the regular school day. An optimum learning environment takes place when eating or drinking are not allowed in the classroom. Students may consume water in the classroom with the approval of the teacher.

Classroom activities or curriculums which require the presence of food or drink in the classroom must receive approval of the building principal before the activity or curriculum offering.

INJURY AND ILLNESS

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

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

GRADING POLICY

Incompletes: Junior high school and high school

A student must complete his/her assigned work by the end of the grading period, unless the incomplete work falls within the grace period for an excused absence. Incompletes will receive a grade of an F unless the missing work is turned in before the end of the two week period and/or the course instructor turns in a grade. Seniors must complete required course work for the last quarter by the last designated school day for seniors, unless the incomplete work falls within the grace period for an excused absence. Seniors needing to remove incompletes for courses required for graduation will not be allowed to participate in graduation ceremonies. All assigned work that is incomplete as a result of an unexcused absence will receive the grade of "F".

Written notification will be sent during the first week of May to the parent(s) of the grade twelve students who have a strong potential of not graduating or who will not be graduating. To be included in the graduation program slide show and press release students must be passing all required classes two weeks prior to the last day for seniors

Retention Policy for Seventh and Eighth Grade:

*as per School Board Policy #5410.02.

All seventh grade students shall obtain passing grades in 12 semester courses of which six of these must be in the core subjects of math, science, social studies, and English in order to be classified as a grade eight student.

All eighth grade students shall obtain passing grades in 12 semester courses of which six of these must be in the core subjects of math, science, social studies, and English in order to be classified as a grade nine student. In addition, students must meet at least one of the following three requirements to be promoted from 8th to 9th grade.

- 1) A cumulative 7th and 8th grade GPA of 2.0.
- 2) A score of proficient or advanced on WI State Testing (reading, language arts, social studies, science, mathematics) and at least basic on all other categories.
- 3) A recommendation for promotion from a panel of 5 teachers that the student has had in class.

Students with special needs must meet these requirements within the appropriate EEN or non EEN system.

MARKING SYSTEM

All classes will run on a semester basis. Grading is based on the four point system, with 4.0 signifying an "A". Students receiving an average of 3.03.59 will be on the Honor Roll. Students receiving an average of 3.64.0 will be on the High Honor Roll.

Grading Values		HONORS	
STD			
A	4.00	A	5.00
A	3.67	A	4.67
B+	3.33	B+	4.33
B	3.00	B	4.00
B	2.67	B	3.67
C+	2.33	C+	3.33
C	2.00	C	3.00
C	1.67	C	2.67
D+	1.33	D+	2.33
D	1.00	D	2.00
D	.67	D	1.67
F	.00	F	.00

ENRICHMENT COURSES

Enrichment courses are courses in which extra work can be done in order to obtain an expanded knowledge of the course work. These courses are available for extra credits, but will not receive a weighted grade point. A list of enrichment courses is available from the guidance office.

GRADUATION REQUIREMENTS

*as per School Board Policy #5460.01.

In order to graduate from Solon Springs High School, a pupil must satisfactorily meet the requirements of the school. Students will be notified if they do not meet these requirements.

Pursuant to Wisconsin Statute 118.33 and Administrative Rules Chapter PI 18:

FRESHMAN

Civics 1
 Freshman English 1
 Mathematics 1
 General Science 1
 Physical Education
 Health

JUNIORS

Junior U.S. History/Global Studies 3
 Junior English/or equivalent 2
 Physical Education

SOPHOMORE

Sophomore U.S. History 2
 Sophomore English 3
 Mathematics 2
 Biology 2
 Physical Education

SENIORS

Social Problems/Economics 4
 Senior English/or equivalent 4

Physical education and Life Choice receive a .5 (halfcredit) per year; all other classes receive .5 credits per semester. The equivalent of one .5 (half-credit) of health and computer literacy is required in grades 7-12.

MINIMUM CREDITS FOR GRADE CLASSIFICATION

Freshman	0
Sophomore	6.5
Junior	13.0
Senior	19.5
To Graduate	26 credits

*Beginning with students graduating in 1997 the equivalent of .5 (half credit) of verified work experience/community service is required. Starting with the students graduating in 2013 work experience/community service will be all volunteer hours. No paid work hours will be accepted.

***Beginning with the graduating class of 16-17, 3 math and 3 science are required to graduate. State Law Wisconsin Act 63.**

All students grades 9-12 must enroll in and pass a minimum of 6.5 credit hours per year.

Any member of the senior class who does not satisfactorily meet the graduation requirements of Solon Springs High School will not be permitted to participate in the school's graduation ceremonies.

Written notification will be sent during the first week of May to the parent(s) of the grade twelve students who have a strong potential of not graduating or who will not be graduating. To be included in the graduation program slide show and press release students must be passing all required classes two weeks prior to the last day for seniors.

The listing of courses is subject to change at any time, limited by the availability of personnel and funds. Electives are offered only if there are enough registrants to justify the class.

SPECIAL PROVISIONS

1. Pupils with exceptional education needs or requirements may be provided with alternate education programs for high school graduation. Such alternate education programs must be prescribed by a Individual Education Program(IEP)team and must be related to the identified exceptional educational needs of the pupil. Successful completion of the alternate education program will result in the issuance of a diploma. These alternatives will be planned each year with the student and parent at an annual IEP meeting. This is initiated by the school.

2. The Solon Springs School District provides alternate programs by which students may earn their diplomas other than via regular curriculum. A full range of programs and related services are provided to students with exceptional educational needs in

keeping with P.L.94142 and Wisconsin Statute 115. Students may also earn credit via such alternate routes as: homebound instruction, course work at a vocational technical institute, course work done in conjunction with local colleges or universities, and community educational experiences.

3. Credits earned through vocational/technical schools, correspondence courses, alternative education, and/or work experience programs are acceptable only when arranged through principal's or guidance counselor's office.

4. A class meeting one period (40 to 60 minutes) for one semester will normally earn 1/2 credit. A class meeting two/three periods per week will normally earn 1/4 credit per semester.

5. At the end of seven semesters, seniors who obviously cannot meet graduation requirements established by the Board of Education, School District of Solon Springs, shall be informed of their deficiencies in writing and a conference with the student and parents will be held and the student should not plan to participate in graduation exercises. Parents or guardians of students in this situation will be notified when this status becomes evident.

6. **ADVANCED PLACEMENT.** A.P. is a program of college-level courses and exams that gives high school students the opportunity to receive advanced placement and/or credit in college.

HALL CONDUCT

1. While classes are in session, students are not to be in the halls without a pass. Failure to carry a pass will result in a discipline notice
2. Be careful of sharp objects and injury to yourself and your fellow students.
3. Walk at all times. Do not run in the halls.
4. Good manners and consideration for others will ease traffic in crowded corridors.
5. Keep your hands off other people.

IMC POLICY

The following regulations apply to the Instructional Media Center

1. The IMC Will be open from 8:00 a.m. to 3:30 p.m.
2. Books will circulate for a period of two weeks. A 2 cent fine will be charged for each day a book is returned late. Books may be renewed for an additional two week period.
3. If a student has any overdue material, no other material may be checked out until this material is returned or renewed.
4. One book per quarter will be allowed to be checked out "indefinitely" for use as a whole language item. This book will be due the day the quarter ends.
5. Reference materials may be checked out for overnight use but must be returned each morning before 1st period. A 2 cent fine will be charged for each day late.
6. Periodicals may be checked out for a two week period, except current issues, which may not be checked out. A 2 cent fine will be charged for each day late.
7. Students who check out books or materials will be responsible for paying for the loss of the items. The cost will be refunded if the items are later returned.
8. Students who are warned repeatedly about their behavior will be restricted from further use of the IMC for two weeks.
9. All fines or charges **MUST** be paid regularly, or students will not be permitted to attend extra curricular activities.
10. Students will no longer routinely be issued passes to the IMC from study halls. In order to go to the IMC a student must secure a pass from the staff member for whom they are doing the research or computer work. The pass must state exactly what work the student will be doing. **The IMC is not a student lounge.**

LOCKERS

Lockers are assigned automatically by computer and students are to use only the locker assigned to them. Students are responsible for their own locker and possessions. The school is not responsible for stolen items. The administration reserves the right to inspect student lockers because we own them. Locks are available in the office with a \$5.00 deposit. Your deposit will be returned to you when you return the lock.

HONOR SOCIETY

The Honor Society is based on four areas of accomplishment: 1. Scholarship Academic standing based on cumulative grade point average for a student during the high school years. 2. Character 3. Community Service.

4. Leadership. If a student qualifies in the scholarship area, then they are evaluated by a faculty committee in the other three categories and a determination for membership is made.

***Selection Criteria/Maintenance in the Honor Society:**

Scholarship: Students who have a cumulative grade point average of a 3.4 as a senior or a 3.5 as a junior (on a 4.0 scale), or a higher cumulative average, meet the scholarship requirement for membership. These students are then eligible for consideration on the basis of service, leadership, and character. A high school faculty council of no less than five members will consider each student on an individual basis.

Service: This quality is defined through the voluntary contributions made by a student to the school or community, done without compensation and with a positive, courteous and enthusiastic spirit.

Leadership: Student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea-contributors, dependable and persons who exemplify positive attitudes about life. Leadership experiences can be drawn from school or community activity while working with or for others.

Character: The student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, shows courtesy, concern and respect for others and generally maintains a good and clean lifestyle.

To maintain membership in the Honor Society one must:

- 1) Maintain the appropriate cumulative GPA for the grade level.
 - A) If the cumulative GPA drops below the standard for one semester the student will receive a letter of possible removal from the Society as a reprimand.
 - B) If the cumulative GPA of a student is below the standard for two semesters, the student will be no longer eligible for membership.
- 2) Maintain the service contributions to the community or school with the appropriate attitude.
 - A) Student records will be examined yearly by the high school faculty council to look at possible membership cancellations because of non-compliance in this category.
- 3) Maintain a positive leadership example and uphold good character.
 - A) If a student member has a civil suit against him/her that is upheld in a court of law, said student will be sent a letter asking him/her to remove himself/herself. If the student does not willfully step down from membership in the Society, the student will be removed and the letter of removal will become part of the student's permanent file.
 - B) A student who earns a suspension for any reason is considered a membership risk and will be dealt with on an individual basis by the high school faculty council. Again, if the student's character and role-modeling is questionable, the student will be asked to willfully remove himself/herself.

OVERNIGHT TRIP POLICY

All class trips are restricted to one 24 hour period. All other trips will be considered on an individual basis for their educational value. In the case of state competition, this policy will not apply and the participants will be allowed the time and travel necessary. All out of state overnight trips require school board approval. Students must be passing all classes one week prior to the date of an overnight trip to be eligible for the trip. Deposited funds will not be refunded.

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.

ELECTRONIC DEVICES

Electronic devices are not to be brought to school unless required for a class activity or to be used after school hours. These items and associated accessories must be stored in the student's locker. They are not to be played in the halls.

LASER DEVICES

Laser pointers, laser pens, and other similar devices are not allowed in the school building and shall be confiscated.

USE OF CELLULAR PHONES, OR ELECTRONIC COMMUNICATION DEVICES DISTRICT POLICY 5136 – WIRELESS COMMUNICATION DEVICES

“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. 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 confiscations of the WCD.

The use of cellular phones by students is prohibited during class time unless being used for educational purposes and under the guidelines of the classroom teacher that are clearly posted in each classroom.. Cellular phones are to be stored out of sight. Students will be permitted to use their cellular phones between classes and during their lunch time.

The school will not be responsible for lost or stolen cell phones.

Consequences for students using cell phone during class time:

1st offense - cell phone will be confiscated and can be picked up at the end of the day by the student.

2nd offense - student will drop off phone in office and pick it up each day for 10 days, parent notification will be sent through behavior offense write up in Skyward.

3rd offense - phone will be confiscated and parent will be called to pick up the cell phone.

Phone will be released only to parent/guardian.

Failure by student to surrender a phone that is operational during class times between 8:00 – 3:30 will be viewed as insubordination.

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. The school has a central bulletin board located in the main entrance which may be used for posting notices after receiving permission from the Principal.

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.

WEAPONS

The Board of Education prohibits staff-members, students, and visitors from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but no limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle to the extent permitted by law.

See District's Policy 3217 - Weapons

SCHOOL SPONSORED PUBLICATIONS AND PRODUCTIONS

The Board of Education sponsors student publications and productions as a means by which students learn, under adult direction/supervision, the rights and responsibilities inherent when engaging in the public expression of ideas and information in our democratic society. The complete School Board Policy on school sponsored publications and productions can be found under Policy 5722.

SCHEDULES

The following applies for 1st and 2nd semester:

- A. Students must follow their schedules as printed.
- B. The counselor will assist students when problems occur and changes are necessary. The student will bring written permission from a parent/guardian requesting a planned schedule change.
- C. Failure to attend classes will be considered truancy.
- D. All students will adhere to specified drop/add time schedule.
- E. No student will be allowed to enroll in more than one regular study hall per day. (Regular is defined as a study hall that meets five days per week during the same hour each day.)
- F. If a determination is made that a student is misplaced, until four weeks into a semester drop/add could happen with a required conference involving parent/student/teacher(s) /principal. The student is responsible for all makeup work previously assigned in the class being added.
- G. All request made after drop/add window must be approved by Mr. Nelson the Guidance Counselor.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent or a person who's signature is on file in the school office 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.

SCHOOL MEDICATION RULES

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 advice, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.

For each prescribed medication, the container shall have a pharmacist's label with the following information:

- Student's name
- Practitioner's name
- Date
- Pharmacy name and telephone number
- Name of medication
- Prescribed dosage and frequency
- Special handling and storage directions

Before any prescribed medication may be administered to any student during school hours written authorization from the parent/guardian must be on file in the office.

Medication that is brought to the office will be properly secured. 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 parent's written release.

Students may carry asthma inhalers with them, but should notify the office that they have it with them.

Non-prescription medication may be administered by school personnel with written consent and instructions from the student's parent/guardian.

DIRECT CONTACT COMMUNICABLE DISEASES

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

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 Wisconsin Department of Health and Human Services.

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

SEARCH AND SEIZE

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.

All computers located in classrooms, labs, and offices of the District, are the District's property and are to be used by students, where appropriate, for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private. Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

No strip searches will be conducted by any employee of the District.

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.

TEXTBOOKS

Textbooks are loaned to students for their use during the school year. Care of books is the student's responsibility and books are to be returned to the teacher at the conclusion or withdrawal from a course. A fine will be levied for lost or damaged books. Lost books must be paid for before another book is issued.

TRANSPORTATION

Anytime a concern is raised about transportation, a Transportation Concern form must be completed by the concerned party(s). Blank forms will be part of the student handbooks with extra copies available at the school office. This requires the person(s) to accept responsibility for the information provided.

The completed form will go to the transportation director to review the concern. If the concern is not valid, the transportation director will respond on the bottom of the form indicating why this position was taken.

If the concern is valid, the transportation director will ask the other party involved to complete the bottom section of the form. After the lower section has been completed, the transportation director will then again review the concern from both viewpoints and make recommendations to address the concern. The response will be in writing, returning copies to all concerned persons. Keep a copy of all records with regard to the concern in a file.

Anyone unhappy with the results of the transportation concern review may follow the due process procedure for our school district. This process provides protection to all parties involved and provides documentation should the concern occur again.

USE OF VEHICLES

Students who drive to school must park in the school parking lot. ATVs and snowmobiles need to be parked in the designated area by the bus garage. Parking permits are required each year and can be picked up in the high school office. Students will not operate their vehicles during the hours they are in school, unless they have a valid passport. Exceeding the speed limit, reckless driving, or loitering in cars will result in the loss of parking privileges and referral to law enforcement officials. THE ADMINISTRATION RESERVES THE RIGHT TO INSPECT VEHICLES PARKED ON SCHOOL PROPERTY.

DRIVER EDUCATION FEES

There is a \$250.00 fee for Driver's Education. This fee must be paid before any student is allowed to take the behind the wheel portion of the class.

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 sign in and obtain a pass.** Any visitor found in the building without a pass shall be reported to the principal. **If a person wishes to confer with a member of the staff, she/he should call for an appointment prior to coming to the school in order to prevent any loss of instructional time.**

STUDENT VISITATION RULES

Any student who wishes to sponsor a visitor to the Solon Springs School District must comply with the following requirements:

1. The student visitor must be enrolled as a student in grades K12 in another school district.
2. An administrator in the visiting student's school district must contact the school attendance officer and/or building principal in the School District of Solon Springs to authorize the visit one week prior to the date of said visit.
3. Student visitors will receive authorization for no more than a one day visit per school year, and no student shall host more than one visitor on any school day.
4. The host student shall be responsible for informing their visitor of the rules and policies to be followed, both in and out of the classroom, while on the Solon Springs campus. In addition, the visiting student shall accompany their host to all of the host's classes for the duration of the visit.
5. The school attendance officer and/or building principal may deny the request for student visitation if, after conferring with the other district's administrator, it appears that the visit would not be conducive to the learning atmosphere of the district.
6. The host student shall secure permission from classroom teachers for all eight periods prior to the day of the visit.

Any student in the Solon Springs School District wishing to visit another school district must comply with the procedures listed above.

WITHDRAWALS AND TRANSFERS

Students withdrawing or transferring from Solon Springs High School should report to the counselor to secure the necessary forms.

WORK PERMITS

Work permits are available in the district office from the State Work Permit Officer, Ms. Linda Parker. In order to obtain a work permit, you must:

1. Have proof of age (birth certificate), drivers license
2. Social Security Card
3. Bring a letter from the prospective employer stating job duties
4. Bring a letter from your parents stating permission to work
5. Pay a fee of \$10.00

STUDENT EMPLOYMENT

The school does not encourage students to take jobs outside of school that could interfere with their success in the academic program. 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.

DRUG ABUSE PREVENTION

The administration and staff recognize that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. As the education institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For purposes of the policy, "drugs" shall mean;

1. all dangerous controlled substances as so designated and prohibited by Wisconsin statute
2. all chemicals which release toxic vapors
3. all alcoholic beverages
4. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board Policy
5. "look-alikes"
6. anabolic steroids
7. any other illegal substances so designated and prohibited by law

USE OF TOBACCO IS PROHIBITED

The Board of Education is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco use of both users and non-users, particularly in connection with second hand smoke, are well-established. In addition, students less than eighteen (18) years of age are generally prohibited by law from purchasing or possessing cigarettes and other tobacco products.

For purpose of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and /or the smoking of electronic, "vapor" or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance. Accordingly, the Board prohibits students from using or possessing tobacco in any form on District premises, in District vehicles, within any indoor facility owned or while leased or contracted for by the District and used to provide education or library services to children, and at all District-sponsored events.

DUE PROCESS PROCEDURES

"Due Process" is a procedure which the courts of law recognize as a necessary part of any rules and regulations. Due process, furthermore, recognizes the rights of the individual, since it outlines his recourse in the event he feels a wrong decision has been made. The due process steps outlined hereafter constitute the procedure for a student and his/her parents to follow in appealing administrative decisions relating to eligibility or suspension.

It should be understood that students and parents will be expected to follow the "due process" steps in the event legal action should be initiated at some later date.

DUE PROCESS STEPS

- A. After a ruling resulting in suspension has been made, a student and/or his/her parents may formally appeal the decision in writing to the principal provided an appeal is received within five (5) days from the first day such suspension shall take effect.
- B. The principal within three (3) days of receipt of such written appeal shall formalize the decision in writing and send a letter by registered mail to the parents, outlining the specific details relating to (a) violation or infraction, (b) date of violation or infraction, (c) period of suspension and, (d) any other pertinent information.
- C. After an appeal has been received, and the school's formal reply is mailed to the parents, a date for a hearing will be established

by the principal. This date will be no later than seven (7) days after receipt of the written appeal of the student and his/her parents. Present at the hearing, in addition to the principal and district administrator of the school, will be the student and his/her parents. The student will be provided with an opportunity to testify and present other evidence on his/her behalf at the hearing. Proceedings of the hearing, including the decision of the District Administrator will be put in writing and a copy of these proceedings will be mailed to the student and his/her parents.

At the end of each quarter the School District of Solon Springs recognizes all students who have not received any discipline notices for the quarter. A reward of some type is given to those students who have shown exemplary behavior.

CODE OF CONDUCT

Wisconsin Statute 118.164 requires all school districts to have in place a code of classroom conduct before the 19992000 school year. An article from the August 1999 Eagle Flyer explaining this code and the Code of Conduct for the School District of Solon Springs is contained in Appendix A of this handbook.

SANCTIONS

Listed below are the consequences for inappropriate behavior. Those areas marked with an asterisk (*) have a 20 school day escape clause attached. If a student does not have a disciplinary notice in a particular area for 20 days then the next offense does not escalate to a higher level, but remains at the same level. Restitution may be offered as an additional part of the consequences for inappropriate behavior as deemed necessary by the Dean of Students or the Administration.

A. ATTENDANCE

1. *Unexcused Absences:
First Offense Lunch Detention
Second Offense 3 Lunch Detentions/Parent Conference
Third & Additional Offenses 1ISS detention/Parent Conference
(see Notifying Parents or Guardians of Habitually Truant Students.)
2. *Tardiness:
Three tardies throughout the year in any class will result in disciplinary action.
First Offense letter home to parents
Second Offense 1 Lunch Detention
Third Offense 3 Lunch Detentions
Fourth & Additional ISS detention/Parent Conference
3. * Leaving Class or Skipping Class Without Permission, Leaving School Campus
First Offense Lunch Detention
Second Offense 3 Lunch detentions/Parent conference
Third & Additional Offenses 1 ISS detention/Parent Conference

B. *BUS CONDUCT

Cases of disorderly conduct or of refusal to abide by the authority of the bus driver and/or chaperone, will not be condoned. Parents are responsible for providing transportation to students suspended from riding the bus.

First Offense Parent Conference/Lunch Detention

Second Offense Suspended 5 days from riding the bus in the afternoon

Third Offense Suspended 10 days from riding the bus in the afternoon

Fourth Offense Suspended 30 days from riding the bus in the afternoon

Fifth & Additional Offenses for the remainder of the school year Suspended from riding the bus

C. *SWEARING/PROFANITY/INAPPROPRIATE LANGUAGE use of swearing or profanity

First Offense Teacher Contacts Parent/Lunch Detention

Second Offense 3 Lunch Detentions

Third Offense After school Detention

Fourth & Additional Offenses 2 ISS Detentions

D. *LACK OF RESPECT teasing, lying, rudeness, inappropriate language, talking back, including but not limited to the above.

First Offense Teacher/Student meeting Notice sent home
Second Offense Teacher Contacts Parent/Lunch Detention
Third Offense 3 Lunch Detentions
Fourth Offense ISS Detention
Fifth & Additional Offenses 2 ISS Detentions or may be treated as insubordination

E. *NONCOMPLIANCE refusal to do class work, refusal to follow directions of a staff member, including but not limited to the above, failure to carry a written hall pass.

First Offense Teacher/Student meeting Notice sent home
Second Offense Teacher Contacts Parent/Lunch Detention
Third Offense 3 Lunch Detentions
Fourth Offense ISS Detention
Fifth & Additional Offenses (OSS or may be treated as insubordination)

F. HARASSMENT follows legal guidelines for definition

First Offense Parent/Staff Conference 1 3 Days OSS
Second Offense Possible Expulsion Hearing, Parent/Staff
Conference 13 Days OSS.

G. INSUBORDINATION refusing to obey handbook or staff, including actions that could lead to possible harm to students or staff.

First Offense Parent Conference 3 Days OSS
Second Offense Possible Expulsion Proceeding

H. *KEEPING OTHERS FROM LEARNING interfering with the learning of others will not be condoned. Consequences are:

Classroom Disruptions teachers are responsible for their classroom environment.
First Offense Notice sent home
Second Offense Lunch Detention
Third Offense Three Lunch Detentions
Fourth & Additional Offenses ISS Detention

Outside (Hallway) Disruptions teachers/staff will determine reason for student being in hallway. If unexcused, consequences for skipping, tardiness, or leaving class will apply. Dean of Students should be notified immediately.

I. ILLEGAL DRUGS AND ALCOHOL possession and/or use of controlled substances/alcohol,(drug paraphernalia) or imitations on school grounds by students is prohibited.

*Alcohol

Consequences are parent/guardian conference with principal and/or administrator and:
Selling, Use, or Possession
3 Days OSS Police Referral/Possible expulsion hearing

In all three instances, students will be referred to inschool support staff.

*Illegal Drugs

Selling, Use, or possession of illegal drugs will result in the maximum suspension allowed under Wisconsin State Law 120.13 and mandatory expulsion proceedings.

J. VANDALISM/THEFT damage to or destruction of school property, or property of others by students is vandalism.

Consequences are:

Destruction of Property, Vandalism, Arson, Theft
First Offense Work to compensate for damages or make restitution Parent Contacted and Lunch Detention
OSS depending on the severity of destruction
Second Offense - 3 Days OSS

Offenses which cause in excess of \$100.00 in loss or damage, which include arson and major vandalism will result in suspension for up to three (3) days and police referral. Students will be held responsible for remuneration of damages and be subject to possible expulsion proceedings.

K. VIOLENCE

Physical assault of another student

First & Second Offense Parent/Student/Principal or Dean Conference 3 Day OSS

Third Offense Parent/Student/Principal or Dean

Conference 3 Days OSS Possible Expulsion Proceedings

Fighting and Battery

First & Second Offenses Parent/Student/Principal or Dean Conference 3 Days OSS

Third Offense Parent/Student/Principal or Dean Conference 3 Days OSS Possible Expulsion Proceedings

Physical/Verbal Assault of a Teacher or Staff Member

First & Additional Offenses Parent/Student/Principal or Dean Conference 3 Days OSS Possible Expulsion Proceedings

Inappropriate Physical Contact: Unwarranted physical contact, examples of which will include pushing, shoving, tripping, grabbing, public displays of affection, etc.

First Offense 1 Lunch Detention/Parent Contact

Second Offense 3 Lunch Detentions/Parent Contact

Third Offense ISS Detention/Parent Conference

Fourth & Additional Offenses 1 Day OSS/Parent Conference

L. VERBAL/THREATENED ASSAULT

Verbal assaults are abusive, threatening, profane or obscene language by a student toward another student.

Verbal/threatened assault without resolution will result in a parent/guardian conference with administration and/or suspension.

M. ACADEMIC MISCONDUCT

Infractions in this category will include items such as plagiarism, copying from other students, cheating on a test, quiz, or assignment, misrepresenting work completed by another student as one's own, etc. In addition to a zero(0) on the affected course work, the following penalties shall be enforced.

First Offense: Teacher contact Parent; Lunch detention or up to 3 days ISS Detention based on severity of offense/Parent Notification

Second and Third Offenses 1-3 days ISS Detention based on severity of offense/Parent Conference

Fourth and Subsequent Offenses 3 days ISS Detention/Parent Conference/Possible Expulsion

N. ACADEMIC NON-COMPLIANCE

Refusing to complete or submit assignments or exams as directed by the teacher.

First Offense: Teacher contacts parent*

Second Offense: Teacher contacts parents and assigns one lunch detention*

Third and Subsequent Offenses: Teacher contacts parent and assigns detention or after school detention based on the severity of the non-compliance*

* Each teacher will assign their own detentions, therefore the offenses for each teacher or class will be considered independently. Teachers will notify office 24 hours prior to the date of the detention or suspension.

O. COMPUTER NON-COMPLIANCE

Inappropriate use of school computer equipment.

First Offense: loss of Internet privileges for 30 school days.

Second Offense: loss of computer privileges for 90 school days.

Third Offense: loss of computer privileges for one calendar year.

Weapon Policy for the School District of Solon Springs

No person shall possess a dangerous weapon on school property, on school buses or at any school related event. This prohibition does not apply to:

1. Persons who use a dangerous weapon solely for school sanctioned purposes

2. Military personnel who are armed in the line of duty; and

3. Law enforcement officers discharging their official duties.

The school board defines a dangerous weapon as any object that by its design and/or use can cause bodily injury or property damage.

Any student violating this policy shall be subject to penalties outlined in state law. If a student possesses a dangerous weapon with intent to threaten or cause bodily harm to others or to cause property damage, law enforcement officers and the student's parent/guardian shall be notified.

Any person violating the school board's policy on weapon position shall be turned over to law enforcement officials and punished in accordance with state law.

M. USE/OR POSSESSION OF TOBACCO PRODUCTS

Use or possession of tobacco products or imitations is not permitted on school grounds or at school activities. Students in violation of this regulation are subject to suspension and expulsion, plus automatic/or mandatory police referral. Consequences are:

First Offense 1 Day OSS

Second & Additional Offenses 3 Days OSS

DEFINITIONS AND PROCEDURES OF DISCIPLINARY ACTION

A. INTERVENTION Intervention is any procedure to encourage early involvement of parents/guardians and school staff for detecting behavioral problems in the early stages and attempts to improve that behavior.

School staff (including teachers, counselors, aides, principal and administrator) will deal with all inappropriate behavior in its earliest stages, whenever possible. Early detection, through close observation and immediate and fair consequences, are effective deterrents in dealing with inappropriate behavior.

School staff will use methods to encourage early parental/guardian involvement which includes the following:

1. Personally talking with parents/guardians whenever possible
2. A phone call to parents/guardians whenever possible
3. Arranging parent/guardian conferences with teacher and principal and/or administrator
4. Written communication which may include:
 - a. behavior referral notices
 - b. notification of suspension

B. LUNCH DETENTION Lunch detention will consist of one half hour spent during lunch hour under supervision. Students will be allowed to eat during the detention.

C. SUSPENSION Suspension is the short term exclusion of the student from school during which the school is relieved of custody of the student. Suspension excludes attendance and participation in extracurricular activities on the day of suspension. Procedures for suspension are governed by Wis. Stat. Section 120.13(1)(b). Any student about to be suspended shall be allowed an opportunity to explain his/her side of the story before the suspension is invoked. The principal and/or administrator will make a reasonable effort to have a parent/guardian conference before the student returns to school. This policy is applicable to all students including handicapped students; however, in the case of a handicapped student, the procedural requirements of P.L. 94142 and Chapter 115, Wisconsin Statutes, shall be followed.

D. EXPULSION Expulsion is an action taken by a school board to prohibit an enrolled pupil from further attendance. Procedures for expulsion are governed by Wis. Stat. Section 120.13(1)(c). This policy is applicable to all students including handicapped students; however, in the case of a handicapped student, the procedural requirements of P.L. 94142 and Chapter 115, Wisconsin Statutes, shall be followed. When considering the expulsion of any non-handicapped student, if there is any reason to believe the student has a handicapping condition which may have affected his behavior, before any further action is taken, the student will be referred for evaluation.

EXTENDED INSTRUCTIONAL PROGRAMS

When administrative approval has been received in advance, students at the Solon Springs High School may enroll in courses not available within present district curricula. Upon completion of such courses with a passing grade, the board of education shall reimburse the students for their tuition costs, textbooks and required fees.

This shall be an optional program for high school students who are successfully meeting their regular graduation requirements. Course credit earned under this program may count toward the amount of credits required for graduation from Solon Springs High School.

1. To enroll in a program, students should consult with the counselor to review their objectives and purpose in taking the course. The counselor will then forward the student=s request to the administration for final approval.
2. In order to be eligible for the extended instructional program, the student must be enrolled in a minimum of five oneperiod courses at Solon Springs High School.
3. Students will receive high school credit for high school courses taken, this includes correspondence or extended day high school courses.
4. Students will have the option of taking college courses and paying their own tuition enabling them to receive college credits. Students receiving college credit will also receive high school credit with grading to correspond to that of the college course. Students will also have the option of auditing college courses, in which case they will receive one high school credit which will be graded pass/fail.
5. Students will not be permitted to enroll in courses that are currently offered at Solon Springs High School. If a student fails a course during the regular school year, that course should be made up through a summer school enrollment.*

* Exceptions may only be made if the course is not offered through a summer school enrollment

SENIOR CLASS TRIPS

The following criteria must be met for a class trip:

at least 75% of the class must make the commitment to go on the trip.

by the end of 1st semester, each student planning on going must have a deposit of no less than \$50.00 turned in to the class advisors. Money will be returned as students leave on the trip or with permission of principal and advisors.

members of the senior class must appear before the Board of Education, prior to October 1st with the following items outlined in writing:

- A. Dates of trip, destination and itinerary to be followed. Trip must be taken by the end of 3rd quarter.
- B. Breakdown of approximate costs to class.
- C. List of items not covered by class funds and the cost to participants.
- D. Signed statement by both advisors and bookkeeper verifying the needed funds are collected. Not counting deposits.
- E. The class must show that the funds needed for graduation will be available after the trip has been paid for.
- F. List of students going and names of chaperones.
- G. The Board of Education must give permission for the trip.

Permission slips must be signed by student, parent/guardian, advisors, and administration and submitted to the office prior to departure. At least one of the chaperones must be a class advisor or school approved official. At least 3 chaperones, not including the bus driver, must go with. One of the chaperones must be male and one female. The ratio of chaperones to students can not be greater than 1 to 8. The Senior Class will cover the cost for chaperones for items listed under B in the outline.

CLUBS AND ORGANIZATIONS

Forensics
Solon Springs Honor Society
“S” Club
World Language Coach
Student Council
Yearbook

Beth Reedy
Joanne Zosel
Nathan Ahlberg
John Bass
Bruce Meyers
Hannah Hedberg/Dallas Rayburn

CLASS ADVISORS AND OTHER DUTIES

Senior Class Advisor Class of 2018 Advisor	Dave Zosel Laurene Peterson
Junior Class Advisor Class of 2019 Advisor	Dallas Rayburn Matt Ryder
Sophomore Class Advisor Class of 2020 Advisor	John Bass Jen Makela
Freshmen Class Advisor Class of 2021 Advisor	John Fendt Nikk Adams
8 th Grade Class Advisors	Judy Fortuna Brian Amys
7 th Grade Class Advisors	Bruce Meyers
6 th Grade Class Advisors	Nathan Ahlberg Russ Nelson
Graduation Advisor AODA Coordinator Athletic Director Equity Coordinator IMC Coordinator Reading Coordinator Safety Director Technology Coordinator	Joanne Zosel Russ Nelson Nathan Ahlberg Dale Rajala Dallas Rayburn Beth Zamzow Mark Dahlberg Dave Zosel

*Class officers need to have a 2.0 grade average and no F's.

*Student Council representatives must also maintain a 2.0 average and no F's. Only two representatives for each grade. An alternate will be elected to become a regular representative if one of the regular representatives fails to meet the requirements.

APPENDIX A

SCHOOL DISTRICT OF SOLON SPRINGS

STUDENT CONDUCT

PURSUANT TO SECTION 118.164, WISCONSIN STATUTES

STATEMENT OF PRINCIPLE

The District recognizes and accepts its responsibility to create, foster, and maintain an orderly and safe class environment, conducive to teaching and to the learning processes. Every member of the school community is expected to cooperate in this central mission. Staff, including administrators and teachers, must use their training, experience and authority to create schools and classes where effective learning is possible. Students are expected to come to school, and to every class ready and willing to learn. Parents should be aware of their children's activities, performance and behavior in school, and are asked to cooperate and consult with the school to prevent or address problems.

The District has a legal duty to make its schools as free as possible of the dangers of violence, weapons, drugs, and other behavior harmful to the educational environment. This duty is enforced through the District's policy on suspension and expulsion, which provides procedures by which students maybe removed from the school community either temporarily, or in the case of certain expulsions, permanently.

But equally important, the District owes its students, as a group, the opportunity to attend school as free as reasonably possible from unnecessary and unwarranted distraction and disruption, particularly by those relatively few students who, for whatever reason, are unwilling, unready or unable to avail themselves of the opportunity for an education. Such behavior , while not necessarily so serious or pervasive to warrant suspension or expulsion, can be nearly as destructive to the educational environment. Such behavior warrants, at a minimum, that the student be removed temporarily from the class or activity ("short term removal" or "temporary removal"). Such removal serves the multiple purposes of eliminating (or minimizing) the disruption, of reinforcing the District's strong commitment to an appropriate educational environment, and of allowing a "cooling off" period, for disciplinary or other reasons, short of suspension or expulsion.

In other circumstances, the student's conduct, or the best interests of the student and the other members of the class, may warrant longer term removal from the class ("long term removal"). Long term removal may, but need not always, be for disciplinary purposes.

Beginning August 1, 1999, a teacher employed by the District may temporarily remove a pupil from the teacher's class if the pupil violates the terms of this Code of Student Conduct (the "Code"). In addition, long term removal of a student will be possible if the building administrator upholds a teacher's recommendation that a student be removed from the class for a longer period of time. Removal from the class under the Code does not prohibit the District from pursuing or implementing other disciplinary measures, including but not limited to detentions, suspension or expulsion, for the conduct for which the student was removed.

1. WHAT ARE THE GROUNDS FOR DISCIPLINARY REMOVAL FROM CLASS?

A student may be removed from class for conduct or behavior which (a) violates the District's policies regarding suspension or expulsion; (b) violates the behavioral rules and expectations set forth in the Student Handbook; (c) is disruptive, dangerous or unruly; (d) which incompatible with effective teaching and learning in the class.

Removal is a serious measure, and should not be imposed in an arbitrary, casual or inconsistent manner. Behavioral expectations are always more constructive, and more likely to be followed, where their terms are communicated as clearly as possible to students and staff. However, it is neither possible nor necessary to specify every type of improper or inappropriate behavior, or every in appropriate circumstance, that would justify removal under the Code. A teacher's primary responsibility is to maintain an appropriate educational environment for the class as a whole. Therefore, notwithstanding the provisions of the Code, in every circumstance the teacher should exercise his or her best judgment in deciding whether it is appropriate to remove a student temporarily from class.

In ordinary circumstances and in practical terms, a teacher's decision to remove a student temporarily from class will stand. However, there may be circumstances when the building administrator may, exercising his or her discretion, overrule the teacher's decision to remove the student, and return the student to class.

a) Behavior that violates the District's policies on suspension and expulsions

The District Policies regarding suspension and expulsion are set forth in [specify code section(s)]. It should be noted that decisions regarding suspension are made by building administrators, and recommendations for expulsion are made by the District's central administration. Thus, a teacher's decision to remove a student from class for behavior that violates the District's policies regarding

suspension and expulsion may, but does not necessarily, mean that the student will also be suspended or expelled.

(b) Behavior which is disruptive, dangerous or unruly

Notwithstanding any inconsistent or contrary provisions in the District's policies regarding suspension and expulsion, or in the Student Handbook, for the purposes of the Code the following behavior, by way of example and without limitation, may be determined to be disruptive, dangerous or unruly so as to warrant removal from class:

Inappropriate physical contact intended or likely to hurt, distract or annoy other, such as hitting, biting, pushing, shoving, poking, pinching, or grabbing.

Repeated inappropriate verbal conduct intended or likely to upset, distract or annoy other, such as name calling, teasing, or baiting.

Behavior that may constitute sexual or other harassment.

Repeated or extreme inappropriate verbal conduct likely to disrupt the educational environment, particularly when others are talking (e.g. lecture by teacher, response by other student, presentation by visitor) or during quiet (study) time.

Throwing any object likely to cause harm or damage, such as books, pencils, scissors, ect.

Inciting other students to act inappropriately or to disobey the teacher or school or class rules.

Destroying the property of the school or another student.

Loud, obnoxious or outrageous behavior.

(c) Behavior which interferes with the ability of the teacher to teach effectively

Students are required to cooperate with the teacher by listening attentively, obeying all instructions promptly and responding appropriately when called upon. A student's non compliance may in turn, distract others either by setting a bad example or by diverting the class from the lesson to the student's inappropriate behavior. By way of example and without limitation, a student may be removed for behavior which constitutes:

Open Defiance of the teacher, manifest in words, gestures or other overt behavior

Open disrespect of the teacher, manifest in words, gestures, or other overt behavior

Other behavior likely or intended to sabotage or undermine the instruction

(d) Behavior which is inconsistent with class decorum and the ability of others to learn

In addition, there may be grounds for removal for behavior which, though not necessarily violative of the provisions of (a) through (d) [above], is inconsistent with basic classroom decorum. Such behaviors may, in the determination of the teacher, warrant removal because of its interference with the ability of others to learn effectively.

2. WHAT ARE OTHER, NON-DISCIPLINARY REASONS FOR REMOVAL OF A STUDENT FROM CLASS?

In some cases, a teacher may believe that a student should be removed from the class for the good of the student and in the best interest of the class as a whole. Such reasons may, but need not, be disciplinary in nature, and include for purposes of illustration and without limitation, irreconcilable personality differences or issues between the student and other students, or in rare circumstances, between the student and the teacher.

3. WHO MAY REMOVE A STUDENT FROM CLASS?

Any student may be temporarily removed from class under this Code by a teacher of that class. For the purpose of this Code, “student” means any student enrolled in the District, exchange student, or student visitor to the District’s schools.

Any student may be removed on a long-term basis from a class based upon the request of a teacher as upheld and implemented in the discretion of the building administrator.

For the purposes of this code, a “class” is any class, meeting or activity which students attend, or in which they participate while in school under control or direction of the District. This definition of “class” includes, without limitation, regular classes, special classes, resource room sessions, labs, library time, counseling groups, assemblies, study halls, games, dances, lunch, or recess. “Class” also includes regularly scheduled district-sponsored extracurricular activities, either during or outside of school hours. Such activities include, by example and without limitation, District sponsored trips, after-school clubs, and sporting activities.

A “teacher is any certified instructor, counselor, nurse or administrator in the employ of the District.

A “teacher of that class” means the regularly assigned teacher of the class, or any teacher assigned to teach, monitor, assist in or oversee the class. This definition includes, without limitation, any assigned substitute teacher, proctor, monitor, or group leader. Where there is more than one teacher in a class, any teacher may remove a student from that class, upon informing the other teacher(s) of his/her intent to do so. It is advisable, though not absolutely required, that all teachers of a class assent to the removal of the student.

A “building administrator” means a principal of a school or other individual duly designated by the building administrator or District Administrator.

4. WHAT PROCEDURES MUST BE FOLLOWED IN TEMPORARILY REMOVING A STUDENT FROM CLASS?

Except where behavior is extreme, a teacher should generally warn a student that continued misbehavior may lead to temporary removal from class. When the teacher determines that removal is appropriate, the teacher should take one of the following courses of action:

- a) instruct the student to go to the main office for the period of removal. In such case, the teacher should send a note with the student.
- b) obtain coverage for the class and escort the student to main office.
- c) seek assistance from the main office or other available staff. When assistance arrives, The teacher or othe other adult should accompany the student to the main office.

When the student arrives at the main office, the building administrator or designee should give the student the opportunity to briefly explain the situation. If the building administrator or designee is not available immediately upon the student’s arrival, the student should be taken to the removal area, and the administrator or designee should speak to the student as soon as practicable thereafter. For the purposes of short term removal, it is not necessary to obtain witnesses or to otherwise verify the student’s or teacher’s accounts of the situation.

Within twenty four (24) or one business day of the removal, whichever is longer, the teacher shall submit to the building principal or designee a short and concise written explanation of the basis for the removal. Such information may be submitted on a form provided by the building administrator or designee.

As soon as practicable, but in any event within twenty four (24) hours of the removal, the building administrator shall inform the student’s parents that the student was removed from class. Such notice may

be by telephone. The parents of the student shall be sent written notice of the removal postmarked within two business days of the removal. Such written notice shall specify the class from which the student was removed, the duration of the removal, and the basis for the removal as stated by the teacher. The building administrator or designee shall keep written logs or records regarding unsuccessful attempts to contact the parents in accordance with this provision.

5. WHERE SHALL STUDENTS BE SENT PENDING, AND DURING SHORT TERM REMOVAL FROM CLASS?

Prior to the initiation of the 1999-2000 school year, each building administrator shall designate a room or other suitable place where students shall remain during any period of removal from the classroom (the "short-term removal area").

Students who are removed by their teachers must immediately and directly go, or be taken, to the main office. For the duration of the removal, the student shall stay in the short term removal area. In the discretion of the building administrator or designee, the student may instead be sent to another appropriate class, program, or educational setting, provided the student is supervised in such alternative setting. The building administrator should also take steps to ensure that the students are supervised while in the short term removal area. The general, students should be required to do work of an academic nature while in the short term removal area. Such work should ordinarily be related to the work in the class from which the student was removed, or may be related to the student's misconduct (e.g. writing an apology or account of the situation). In no event should student's time in the removal area be recreation or other free time.

6. HOW LONG SHALL A SHORT TERM REMOVAL LAST?

Removal is a serious matter, and should not be taken lightly either by the teacher or the student. In most cases, a student shall remain in the short term removal area for at least the duration of the class or activity from which she or he was removed. Prior to allowing the student to resume his/her normal schedule, the building principal or designees shall speak to the student to determine whether the student is, or appears to be, ready and able to return to classes without a recurrence of the behavior for which the student was removed. In the event it is not deemed appropriate to return the student to regular classes, the building administrator or designee shall either retain the student in short term removal, or where necessary, appropriate and practicable, shall take steps to suspend the student.

7. WHAT ARE THE PROCEDURES FOR LONG-TERM REMOVAL?

Long-term removal is an extremely serious step, which should not be undertaken hastily or for less than compelling reasons. Such a step could have profound consequences for the affected student and his or her class, as well as any new class or teacher to which the student may then be assigned. For these reasons,

long-term removal should not ordinarily be considered or implemented except after a thorough consultation, including a thorough consideration of alternatives between the teacher(s) and the building principal or designee. For the same reasons, long term removal should not ordinarily be considered on the basis of a single incident. Unlike short term removal, the ultimate decision regarding long-term removal rests with the building administrator.

Where a teacher believes that the best interests of the student and /or the class require long term removal, the teacher should so notify the building administrator in writing. Such statement should set forth as clearly and completely as possible (a) the basis for the removal request; (b) the alternatives, approaches and other steps considered or taken to avoid the need for the removal; (c) the impact, positive and negative, on the removed student; and (d) the impact, positive and negative, on the rest of the class.

Upon receipt of such statement, the building administrator may, in his/her discretion, consult with the teacher and /or other District staff. In most cases, it is appropriate to inform and consult with parents of the student, and the student, involved in the request for long-term removal.

Following consideration of the teacher's statement and any other information, the building administrator shall, in his/her discretion, take one of the following steps:

- a) Place the student in an alternative education program as defined by law;
- b) Place the student in another class in the school, or in another appropriate place in the school;
- c) Place the student in another instructional setting; or
- d) Return the student to, or retain the student in , the class from which he or she was removed or proposed to be removed.

In any event, a student in long-term removal must continue to receive an educational program and services comparable to, though not necessarily identical with, those of the class from which he/she was removed. Such program need not be in the precise academic subject of the student's former class.

Long-term removal is an administrative decision not subject to a formal right of appeal. However, the parents of the student and/or the student, shall have the right to meet with the building administrator and/or the teacher(s) who made the request for removal. Where possible, such meeting shall take place within three(3) business days of the request for a meeting. At the meeting, the building administrator shall inform the parents and/or student as fully as possible regarding the basis for the removal, the alternatives considered, and the basis for the decision. However, nothing in this Code shall prevent the building administrator from implementing a removal to another class, placement or setting prior to any meeting, and notwithstanding the objection of the parent(s) or student.

8. WHAT DISCRETION OR FLEXIBILITY IS APPROPRIATE FOR INDIVIDUAL

TEACHERS, ADMINISTRATORS, AND SCHOOLS?

It is expected that administrators and teachers will meet prior to the implementation of the Code to arrive at a consensus regarding how its provisions should be interpreted and applied. However, this Code, and the procedures regarding removal, are intended primarily as tools to assist teachers to maintain an appropriate educational environment in their classes. Therefore, different teachers may have somewhat different views and practices regarding removal of students from their classes, either long or short-term.

Similarly, there are many, clear differences between the needs and practices of schools serving different grade levels. Just as there are different behavioral expectations for elementary and high school students the standards for removal may well differ from one school, grade or class to the next.

Teachers and administrators of each school are encouraged to discuss their individual views, philosophies and practices regarding removal of students.

9. TO WHAT EXTENT IS REMOVAL APPLICABLE TO STUDENTS IDENTIFIED AS DISABLED UNDER THE IDEA?

Some different rules and considerations apply for students identified as requiring special education services under the IDEA or Section 504. In particular, placement for such students is a decision of the student's IEP team, subject to stringent procedural safeguards and cannot be made unilaterally by teachers or administration. In addition, most students covered by IDEA should have a behavioral plan, which was address(a) whether and to what extent the student should be expected to conform to the behavioral requirements applicable to non-disabled students; and (b) alternative consequences or procedures for addressing behavioral issues. It is highly advisable that all IEP teams address these issues, and the Code, at least annually, setting forth the consensus of the IEP team regarding behavioral expectations and consequences.

Notwithstanding these issues, students identified a requiring special education services under the IDEA or Section 504 may, in general, be temporarily removed from class under the same terms and conditions as non-disabled students.

For the reasons noted above, no change in placement for more than ten (10) school days during a school year may be made for a student with disabilities outside of the IEP process. This ten (10) day limit applies to out of school suspensions as well as days of removal.

10. HOW WILL THIS CODE BE COMMUNICATED TO PARENTS AND STUDENTS?

Prior to the 1999-2000 school year, a copy of this Code shall be sent to each parent in the District. In addition, this Code shall be provided to, and discussed with, students of the District early in the 1999-2000 school year.

TRANSPORTATION CONCERN FORM

CONCERNED PERSON(S):

DATE _____ TIME _____
(Date and time with regard to concern being expressed)

BUS DRIVER:

CONCERN: (Provide all details possible)

OTHERS WHO WERE PRESENT:

DATE RECEIVED BY TRANSPORTATION DIRECTOR:

RESPONSE:

PERSON RESPONDING _____ DATE _____

One completed copy will be kept on file and one completed copy will be returned to concerned person(s).

WE THE UNDERSIGNED HAVE READ AND UNDERSTAND THE CONTENTS OF THE STUDENT HANDBOOK.

STUDENT/s: _____

PARENT/GUARDIAN: _____

DATE: _____

PLEASE RETURN THIS FORM TO THE SOLON SPRINGS HIGH SCHOOL OFFICE BY SEPTEMBER 8.