



Middle & High School Student/Family Handbook

Effective as of July 1, 2024
Board Approved 06/24/2024

Welcome from the Staff

Students,

Welcome to Cambria-Friesland Middle/High School!

On behalf of the entire staff, we extend a warm welcome to all our students, both returning and new! We are thrilled to kick off another exciting year of learning, growth, and discovery.

Whether you're a seasoned veteran of our halls or just stepping through the doors for the first time, we know this can be a time of both excitement and a few jitters. Here at the Middle/High School, we're committed to creating a supportive and inclusive environment where everyone feels valued and empowered to reach their full potential.

Our dedicated faculty is passionate about their subjects and committed to helping you succeed. They'll challenge you to think critically, explore new ideas, and discover your unique strengths. Our support staff is here to answer your questions, guide your way, and ensure you have a positive school experience.

Beyond the classroom, we offer a wide range of extracurricular activities, clubs, and athletics. These are fantastic opportunities to explore your interests, develop new skills, and connect with classmates who share your passions.

We encourage you to actively participate in school life. Don't hesitate to ask for help if you need it, and always strive to be your best self. Remember, mistakes are opportunities to learn and grow.

This handbook is your guide to navigating school life at the Middle/High School. Take some time to familiarize yourself with our policies, procedures, and resources.

We look forward to partnering with you, your families, and the entire community to make this year a resounding success. Let's make it a year filled with learning, laughter, and lasting memories!

Sincerely,

The Staff of Cambria-Friesland Middle/High School

QUICK REFERENCE

Bell Schedule

Period	Start	End
1st	8:00	8:45
2nd	8:48	9:33
3rd	9:36	10:21
4th	10:24	11:09
HS Lunch HS 5th	11:10 11:43	11:40 12:28
MS 5th MS Lunch	11:10 11:58	11:57 12:28
6th	12:31	1:16
7th	1:19	2:04
8th	2:07	2:52
Topper Time	2:55	3:20

Key Contacts

Superintendent/Principal: Dr. David Dude

Dr. Dude's Assistant: Mrs. Deb Merwin

Pupil Services: Mrs. Deb Torrison

Counselor: Mrs. Molly Vandaalwyk

Registrar: Mrs. Pam Hendrickson

Secretary: Mrs. Michelle Vant Hoff

Phone: 920-348-5135

Email: [firstname].[lastname]@cfsdwi.org

Smith's Bus Service: 608-429-2732

Attendance

In the event that a student will be absent from school, the parent/guardian of the student needs to call in the absence **no later than 8:30 a.m. on the day of the absence**. The number to use to report an absence is

920-348-5135 ext. 4

Emergency Announcements

Unplanned changes to school start or end times and school cancellations will be sent to all contacts in our student information system, posted on our district website and Facebook page, and shared with news organizations on radio (AM 1430, FM 95.3) and TV (WKOW Channel 27).

Inclement Weather

Schedules are occasionally changed due to inclement weather. Unless shared otherwise in a particular circumstance:

- A **late start** begins at **10am** in 3rd period
 - Classes shared with Randolph begin with 4th period.
- An **early dismissal** is at **1pm**.
 - Classes shared with Randolph end with 5th period.
- After school activities and athletics are canceled when school is closed for the day or dismissed early, unless announced otherwise.

Middle & High School Student/Family Handbook

Academic Calendar

		August 2024						
		Su	Mo	Tu	We	Th	Fr	Sa
Teacher PL	19							
Teacher PL	20					1	2	3
Teacher PL	21	4	5	6	7	8	9	10
Teacher PL	22	11	12	13	14	15	16	17
Teacher PL	26	18	19	20	21	22	23	24
Teacher PL	27	25	26	27	28	29	30	31
Teacher PL	28							
Tchr PL/Open House	29							
		Stu days: 0			Tchr days: 8.5			

		September 2024						
		Su	Mo	Tu	We	Th	Fr	Sa
Labor Day	2							
First School Day	3	1	2	3	4	5	6	7
		8	9	10	11	12	13	14
		15	16	17	18	19	20	21
		22	23	24	25	26	27	28
		29	30					
		Stu days: 20			Tchr days: 20			

		October 2024						
		Su	Mo	Tu	We	Th	Fr	Sa
P/T Conferences	10							
Teacher PL	24			1	2	3	4	5
No School	25	6	7	8	9	10	11	12
		13	14	15	16	17	18	19
		20	21	22	23	24	25	26
		27	28	29	30	31		
		Stu days: 21			Tchr days: 22.5			

		November 2024						
		Su	Mo	Tu	We	Th	Fr	Sa
End 1st Qtr	1							
Veterans' Day	11						1	2
No School	27	3	4	5	6	7	8	9
Thanksgiving Day	28	10	11	12	13	14	15	16
No School	29	17	18	19	20	21	22	23
		24	25	26	27	28	29	30
		Stu days: 18			Tchr days: 18			

		December 2024						
		Su	Mo	Tu	We	Th	Fr	Sa
Winter Break Begins	23	1	2	3	4	5	6	7
Christmas Day	25	8	9	10	11	12	13	14
New Year's Eve	31	15	16	17	18	19	20	21
		22	23	24	25	26	27	28
		29	30	31				
		Stu days: 15			Tchr days: 15			

		January 2025						
		Su	Mo	Tu	We	Th	Fr	Sa
New Year's Day	1							
Classes Resume	2				1	2	3	4
End 2nd Qtr	17	5	6	7	8	9	10	11
MLK Day/Tchr PL	20	12	13	14	15	16	17	18
		19	20	21	22	23	24	25
		26	27	28	29	30	31	
		Stu days: 21			Tchr days: 22			

		February 2025						
		Su	Mo	Tu	We	Th	Fr	Sa
P/T Conferences	13							
Teacher PL	14							1
President's Day	17	2	3	4	5	6	7	8
		9	10	11	12	13	14	15
		16	17	18	19	20	21	22
		23	24	25	26	27	28	
		Stu days: 19			Tchr days: 20.5			

		March 2025						
		Su	Mo	Tu	We	Th	Fr	Sa
St. Patrick's Day	17							
End 3rd Qtr	21							1
Spring Break Begins	24	2	3	4	5	6	7	8
Spring Break Ends	28	9	10	11	12	13	14	15
		16	17	18	19	20	21	22
		23	24	25	26	27	28	29
		30	31					
		Stu days: 16			Tchr days: 16			

		April 2025						
		Su	Mo	Tu	We	Th	Fr	Sa
Good Friday	18							
Easter	20			1	2	3	4	5
Teacher PL	21	6	7	8	9	10	11	12
		13	14	15	16	17	18	19
		20	21	22	23	24	25	26
		27	28	29	30	31		
		Stu days: 20			Tchr days: 21			

		May 2025						
		Su	Mo	Tu	We	Th	Fr	Sa
Mother's Day	11							
Seniors' Last Day	22					1	2	3
Graduation	23	4	5	6	7	8	9	10
Memorial Day	26	11	12	13	14	15	16	17
Last School Day	29	18	19	20	21	22	23	24
Teacher PL	30	25	26	27	28	29	30	31
		Stu days: 20			Tchr days: 21			

		June 2025						
		Su	Mo	Tu	We	Th	Fr	Sa
Summer School Start	4	1	2	3	4	5	6	7
Father's Day	15	8	9	10	11	12	13	14
Summer School End	24	15	16	17	18	19	20	21
		22	23	24	25	26	27	28
		29	30					
		Stu days: 0			Tchr days: 0			

		July 2025						
		Su	Mo	Tu	We	Th	Fr	Sa
Independence Day	4							
				1	2	3	4	5
		6	7	8	9	10	11	12
		13	14	15	16	17	18	19
		20	21	22	23	24	25	26
		27	28	29	30	31		
		Stu days: 0			Tchr days: 0			

Qtr	1st	2nd	3rd	4th	TOTAL
Stu Days	42	44	43	41	170

192. teacher days

**Approved
03/18/2024**

#	Reg. Day	#	No school	#	Only tchrs
#	Note	#	1pm Dismiss.	#	& PT Conf

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About This Handbook

This handbook was developed to answer many of the commonly asked questions that students and families may have during the course of a school year. This handbook summarizes many of the official policies and administrative guidelines of the Board and the School 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 on the “effective date” listed on the cover and supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Students and families are expected to take time to become familiar with the following information and to keep the handbook available for future reference. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should students or family members have any questions that are not addressed in this handbook, they should contact the principal.

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

About the School

School Pep Song

Unfurl the flag for
Cambria-Friesland
High
We'll show them we are
still flying high
We shall surely reach
our goal
As onward to Victory!
U-Rah Rah...

Alma Mater

On a hillside fair in Cambria, wreathed in its laurels green
Stands our dear old Alma Mater, Loved Cambria's royal queen
May the Red and White keep waving, Far o'er our peaceful town
Reared against the arch of heaven, May it e'er look proudly down
And we'll e'er recall with gladness, Those days we've loved so well
And still in fondest memories, Our hearts shall with thee dwell
Chorus - Lift the chorus speed it onward, Spread it far from sea to sea
Hail to thee our Alma Mater, CFS all hail to thee.

General Information

Enrolling in the School

Wisconsin students generally enroll in the School District in which they live. However, the Board will release a resident student who is accepted as a student in another School District under that School District's open enrollment program.

Students who are new to the School District are required to enroll with their parents or legal guardian unless the student is eighteen (18) years old. When enrolling, the parents will need to bring:

- A. a birth certificate or similar document;
- B. custody papers from a court (if appropriate);
- C. proof of residency; AND,
- D. proof of immunizations and/or an appropriate waiver.

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

Students enrolling from another school will have their courses and grades evaluated by the school counselor. The office staff will assist parents in obtaining the official records from the previous school.

During the enrollment process, a parent (or adult student), may present information to the School District certifying that the parent (or adult student), their child, or a member of the parent's household is a participant in the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice. In such cases, the School District shall use the address designated by the Department of Justice to serve as the student's address for enrollment purposes. The School District shall place a copy of any certification provided by the parent in the enrollment files.

Students experiencing homelessness who meet the Federal definition of homeless may enroll and will be under the direction of the Homeless Liaison with regard to enrollment procedures (Board Policy 5111.01 – Homeless Students).

Students who meet the Federal definition of children and youth in foster care may enroll and will be under the direction of the Local Point of Contact with regard to enrollment procedures (Board Policy 5111.03 – Children and Youth in Foster Care).

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

to parental permission in this Handbook can often be provided by adult students—see Principal for details.

Scheduling and Assignment

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

Early Dismissal

No student will be allowed to leave school prior to dismissal time without a written (including e-mail) or personal (phone or face-to-face) request of the student's parent. No student will be released to anyone who is not authorized such custody by the parents. (Board Policies 5200 - Attendance and 5230 – Release of Students to Authorized Persons)

Transfer Out of the School District

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

Open Enrollment

The School District participates in the Wisconsin Public School Open Enrollment Program in accordance with applicable law and the relevant policies and rules of the School District, all as amended from time-to-time. (Board Policy 5113 – Open Enrollment and Board Policy 5113.01 – Part-Time Open Enrollment)

Withdrawal from School

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of their parents and completion of any required forms.

Immunizations

Each student must have the immunizations required by the Wisconsin Department of Health Services or must have an authorized waiver. If a student does not have the necessary vaccinations or waivers, the

student may be excluded from school as permitted by law. This is for the safety of all students and staff. Any questions about immunizations or waivers should be directed to the school nurse. (Board Policy 5320 - Immunization)

Student Accidents, Illness, & Concussions, and Sudden Cardiac Arrest

The School District believes that school personnel have certain responsibilities in case of accidents, illness, concussions, or sudden cardiac arrest that occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, notification of administration personnel, notification of parents, and the filing of accident reports. (Board Policy 5340 – Student Accidents/Illness/Concussion & Sudden Cardiac Arrest)

Suicide Prevention

The School District values the mental health of every student and has counseling and prevention resources available for any student considering self-harm. Students may seek help from any staff member. In addition, students are urged to approach any staff member of their choice if they know of another student who is talking about death by suicide. (Board Policy 5350 – Suicide Prevention, Intervention, and Postvention)

Emergency Medical Authorization

The Board has established Board Policy 5341 – Emergency Medical Authorization that requires every student to have an Emergency Medical Authorization Form completed and signed by their parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The school has made the Emergency Medical Authorization Form available to every parent at the time of enrollment. A student's failure to submit the completed form may jeopardize the student's participation in school activities.

Emergency Nursing Services

To provide for the protection of the students, the School District shall make available emergency nursing services during the regular school day and during all school sponsored student activities. (Board Policy 5310.01 – Emergency Nursing Services)

Use of Prescribed Medications

In circumstances where a student must take prescribed medication during the School day, the following guidelines of Board Policy 5330 – Administration of Medication/Emergency Care 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.
- B. The Medication Request and Authorization Form must be filed with the School Office before the student will be allowed to begin taking any medication during school hours. The forms are available in the School Office.
- C. All medications to be administered during school hours must be registered with the School Office.
- D. Medication that is brought to the School Office will be properly secured.
- E. Medication may be conveyed to school directly by the parent.
- F. For each prescribed medication, the container shall have a pharmacist's label with the following information:
 - 1. student's name;
 - 2. practitioner's name;
 - 3. date;
 - 4. pharmacy name and telephone;
 - 5. name of medication;
 - 6. prescribed dosage and frequency; and
 - 7. special handling and storage directions.
- G. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about their person, except for emergency medications for allergies and/or reactions.
- H. Any unused medication unclaimed by the parent will be destroyed by School personnel when a prescription is no longer to be administered or at the end of a school year.

A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

Asthma Inhalers and Epinephrine Auto-Injectors

Students, with appropriate written permission from the physician and parent, may possess and use a method dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. (Board Policy 5330 – Administration of Medication/Emergency Care)

Students, who suffer from severe allergic reactions may, possess and use an epinephrine auto-injector when the student is required to carry the epinephrine auto-injector to prevent the onset of an allergic reaction, and the appropriate written permission from the medical practitioner and completed Parent Consent form have been submitted to the School Office.

Inhalers and epinephrine can be administered by school officials only in accordance with conditions confirmed by the School Office, consistent with the approved plan adopted by the School District and updated annually, as necessary.

Use of Nonprescribed Drug Products

Possession, administration, and use of nonprescription drug products shall be in accordance with Board Policy 5330 – Administration of Medication/Emergency Care.

Staff and volunteers will not be permitted to dispense nonprescribed drug products to any student without written parental consent.

The Nonprescription Drug Product Request and Authorization Form must be filed with the School Office before the student will be allowed to begin taking any medication during school hours.

For each nonprescription drug product, the container shall be the original manufacturer's package and the package must list in a legible format the ingredients and recommended therapeutic dose.

The parents request to administer a nonprescription drug product shall contain the following information:

- A. student's name;
- B. date;
- C. name of medication;
- D. dosage and frequency;
- E. special handling and storage directions;
- F. authorization for trained and authorized school staff to administer the medication; and
- G. health care practitioner's note authorizing administering medication in a dosage that varies from the label's recommended dosage, if applicable.

If a student is found using or possessing a nonprescribed drug product without parent authorization, the student will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until authorization is received.

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

CBD Products

In accordance with Board Policy 5330 – Administration of Medication/Emergency Care, students and parents are reminded of the following regulation regarding CBD product use, possession, and distribution on School District property or at school activities:

- No CBD products will be permitted for use at school.

Essential Oils

In accordance with Board Policy 5330 – Administration of Medication/Emergency Care, students and parents are reminded of the following regulation regarding the use of essential oils on School District property or at school activities:

- All students are prohibited from using essential oils at school.

Head Lice

If a child in the School District is found to have head lice or untreated nits, school staff will notify the parent and ask the parent to pick the child up at the end of the school day and administer an FDA-approved lice treatment (e.g., pediculicide/ovicide), treatment by a qualified healthcare provider, or treatment at a clinic specializing in lice and nit removal but the child will remain in the classroom until the end of the day.

Students may return to the classroom after the appropriate use of an FDA-approved lice treatment (e.g., pediculicide/ovicide), or the Centers for Disease Control treatment options by a qualified healthcare provider, or treatment at a clinic specializing in lice and nit removal. After treatment and upon returning to school, the child will be examined by the school health staff, other designated staff members or principal. The School District practices a policy of "no live lice" as a criterion for return to school. (Board Policy 8451 - Pediculosis)

Control of Casual-Contact Communicable Diseases

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. In order to protect the health and safety of the students, School District personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations that pertain to immunization and other means for controlling casual-contact communicable disease spread through normal interaction in the school setting.

In accordance with Board Policy 8450 – Control of Casual-Contact Communicable Diseases, a teacher, nurse, or Principal may send home a student who is suspected of having a communicable disease and

will notify the parent of such action and the reason(s) it was taken. School officials may be required to notify local health officials if they suspect a student has a covered communicable disease. School officials will comply with notification requirements of the Wisconsin Department of Health Services in addition to notifying the student's parent.

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

Direct Contact Communicable Diseases

In the case of direct 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 their 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. (Board Policy 8453 – Direct Contact Communicable Diseases)

Direct 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 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.

Students with Disabilities

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability (Board Policy 2260.01 – Section 504/ADA Prohibition Against Discrimination Based on Disability). This protection applies not just to the student, but to all individuals who have access to the School 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, and the school encourages parents to be active participants. To inquire about Special Education programs and services, a parent should contact the Special Education Director at 920-348-5548. (Board Policy 2460 – Programs for Students with Disabilities)

The School 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.

Service Animals and Other Animals on School District Property

Students, parents, and other members of the public may be accompanied at school by a service animal in accordance with Federal and State law and Board Policy 8390 – Animals on School District Property.

Other animals permitted in schools and elsewhere on School District property shall be limited to those necessary to support specific curriculum-related projects and activities as approved by the Principal.

An emotional support animal is not granted the same access to school buildings and classrooms, as service animals. The School District is not required to grant students' requests that they be permitted to bring an emotional support animal to classes or on school grounds for any purpose.

Therapy dogs which meet the certification and documentation requirements in Board Policy 8390 – Animals on School District Property may be allowed limited access to the schools to perform their educational purpose as determined by the Principal.

Bilingual Students/English Learners

The School District recognizes that there may be students enrolled whose primary language is not English. The School District provides appropriate identification and transition services for bilingual students and English Learners (ELs). The purpose of these services is to develop English language skills that will enable the students to function successfully and complete the School District's required curriculum. (Board Policy 2260.02 – Services for Bilingual Students/English Learners)

To inquire about programs and services for bilingual students and/or English Learners, a parent should contact the School Office.

Student Records

The origination and maintenance of appropriate student records are essential to the effective operation of the School District and meeting the educational interests of students. The rights and responsibilities of students, parents and the School District with respect to student records are governed by State and Federal law (Board Policy 8330 – Student Records). Many student records are kept by teachers, counselors, and administrative staff. There are two (2) basic kinds of student records - directory data and confidential records.

Directory data can be given to any person or organization 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 data is specified in Board Policy 8330 – Student Records and includes a student's name, photograph, participation in officially recognized activities and sports, weight and height of members of athletic teams, and degrees and awards received.

If parents and eligible students do not submit such written notification to the School District, directory data may be utilized by the District Administrator in School District-wide publications, on the School District Facebook page or other social media, or on the School District's website. The directory data used will be properly verified and approved by the District Administrator.

Student records are generally considered confidential under State and Federal law and may not be released to third parties unless the student's parent(s) consent in writing. However, there are exceptions to confidentiality, and requests for records within these exceptions may be granted without a parent's written consent. If you have questions about the confidentiality of student records and/or the release of student records to third-parties, please contact the District Administrator or consult the Board 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 data and their right to deny the release of such information; and 5) their right to file a complaint with the Family Board 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 School District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, the student's 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 their parents;
- B. mental or psychological problems of the student or their 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 their 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 the District Administrator 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 Family Board 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 Board Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Board Policy Compliance Office via the following email addresses: FERPA@ED.Gov; and PPRA@ED.Gov.

Armed Forces Recruiting

The School must provide at least the same access to the high school campus and to student directory data 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.

In accordance with Federal and State law, the school shall release the names, addresses, School District assigned e-mail addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed who requests such information. A secondary school student, or parent of the student, may request in writing that the student's name, address, School District assigned e-mail address, and telephone listing not be released without prior consent of the parent(s)/eligible student.

The Board shall ensure that students and parents are notified of the provisions of the opportunity to deny release of directory data. Public notice shall be given regarding the right to refuse disclosure to any or all directory data including in the armed forces of the United States and the service academies of the armed forces of the United States. (Board Policy 8330 – Student Records)

If parents and eligible students do not submit such written notification to the School District, directory data may be utilized by the District Administrator in School District-wide publications, on the cable television educational access channel, or on the School District's website. The directory data used will be properly verified and approved by the District Administrator.

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

Student Fees, Fines and Charges

Fees will be charged for the following noncurricular activities and programs:

- A. Club registration fees

Fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property (Board Policy 6152 – Student Fees, Fines, and Charges). The school and staff do not make a profit.

Fees may be waived in situations where there is financial hardship. (Board Policy 6152.01 – Waiver of School Fees or Fines)

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

Late fines for library materials can be avoided when students return checked-out materials promptly. Their use may be needed by others.

Students who fail to pay fines, fees, or charges may be denied participation in graduation ceremonies (Board Policy 5460 – Graduation Requirements) and/or other related opportunities (e.g., Homecoming, Prom, or Snoball Court, class officer, class trip, etc.)

Student Fund-Raising

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines (Board Policy 5830 – Student Fund-Raising). The following general rules will apply to all fund raisers:

- A. Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.
- B. For fundraisers by student clubs and organizations that involve the sale to students food items and/or beverage that will be consumed on campus, the food and/or beverages items to be sold must comply with the current USDA Dietary Guidelines for Americans and the Smart Snack Rules. Each student organization shall be permitted two (2) fundraising exceptions per school year where foods and beverages that are not allowable under the Smart Snack Rules can be sold. If approved, fundraisers that involve the sale, to students, of food items or beverages to be consumed on School District property shall not compete directly with the sale of reimbursable meals.

- C. A student will not be allowed to participate in a fund-raising activity for a group in which the student is not a member without the approval of the student's teacher or counselor.
- D. No student may participate in fundraising activities off school property without proper supervision by approved staff or other adults.
- E. House-to-house canvassing by any student is not allowed for any fundraising activity.
- F. If the fundraising activity will involve students under age twelve (12) such students' parents must provide written permission for the student to participate in the fundraising activity. Any student under nine (9) years of age, or each group containing one (1) or more students under nine (9) years of age, must be physically accompanied by a parent or a person at least sixteen (16) years of age.
- G. Any fund-raisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for", will be monitored by a staff member in order to prevent a student from overextending themselves to the point of potential harm.
- H. No student may participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.
- I. Fundraising by students on behalf of school-related organizations whose funds are not managed by the School District may be permitted on school grounds by the District Administrator.

Student Valuables

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

Review of Instructional Materials

Any parent who wishes to review instructional materials or observe classroom instruction should contact the Principal to make the appropriate arrangements. Parents have the right to review any instructional materials related to the human growth and development curriculum and may also observe instruction in classes dealing with such subject matter (Board Policy 2414 – Human Growth and Development). Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

Meal Service

The school participates in the National School Lunch Program and makes lunches available to students for a fee (Board Policy 8500 – Food Services). Ala carte items are available. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific permission granted by the Principal.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students (Board Policy 8531 – Free and Reduced-Price Meals). Extra applications can be obtained in the School Office.

The following nondiscrimination statement applies to all programs administered by the School District that are funded in whole or in part by the U.S. Department of Agriculture (USDA):

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g. Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. Fax: (833) 256-1665 or (202) 690-7442; or
3. E-mail: Program.Intake@usda.gov.

This institution is an equal opportunity provider.

Fire Drills, Tornado Drills, Lockdown Drills

The school has a comprehensive School Safety Plan (Board Policy 8420 – School Safety) that includes specifications for fire drills, tornado drills, and lockdown drills.

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

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm system for tornadoes is different from the alarm system for fires.

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

Emergency Closings and Delays

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify families as described on the “Quick Reference” page of this handbook.

Parents and students are responsible for knowing about emergency closings and delays. (Board Policy 8220 – School Day)

Preparedness for Toxic and Asbestos Hazards

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District’s Toxic Hazard Board Policy and asbestos management plan will be made available for inspection at the School District office upon request. (Board Policy 8431 – Preparedness for Toxic Hazards and Board Policy 8431.01 – Asbestos Management)

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 register and obtain a pass. Any visitor found in the building without a pass shall be reported to the Principal and/or law enforcement.

If a person wishes to confer with a member of the staff, they should call for an appointment prior to coming to the school, in order to prevent any loss of instructional time. Visitors' access to classrooms

and instructional activities are subject to reasonable restrictions and limits. Please consult with the Principal regarding these restrictions. Students may not bring visitors to school without first obtaining written permission from the Principal. (Board Policy 7440 – Facility Security and Board Policy 9150 – School Visitors)

In accordance with 120.13(35), Wis. Stats., the District Administrator has the authority to establish conditions for entering or remaining in a School District building, prohibit the entry of any person to a school of this School District, or to require a visitor to leave when there is reason to believe the presence of such person would be or is detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, administrators are authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

Use of the Library Media Center

The library media center (LMC) is available to students throughout the school day. Passes may be obtained from a student's teacher or from the LMC staff. Books on the shelves may be checked out. To check out any other materials, contact the LMC staff.

All materials checked out of the LMC must be returned within two weeks.

Requests for reconsideration of LMC materials shall be processed in accordance with Board Policy 2522 – Library Media Centers.

Use of School Equipment and Facilities

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

Lost and Found

The lost and found area is in the bin across the hallway from the office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

Student Sales

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

Use of School Telephones

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

A telephone is available in the office for students to use with permission when they are not in class.

Use of Personal Communication Devices (e.g., Cell Phones)

Students may not possess a Personal Communication Device (PCD) in a classroom. PCDs include, but are not limited to, cell phones and their connected peripheral devices (such as a smart watch).

Students are encouraged to not bring PCDs to school. Students who bring a PCD to school may lock it in their lockers or carry it with them. If they choose to carry the PCD with them, when they arrive at a classroom they must place the PCD in the location designated by the teacher after ensuring it is set so as not to make any sound or vibration. Students may retrieve their PCD in the case of an emergency or as they are dismissed from class, following the procedure adopted by their teacher.

High school students in good standing are permitted to use their PCD during passing periods unless told otherwise by a staff member. Middle and high school students in good standing are permitted to use their PCD during lunch, unless told otherwise by a lunch supervisor or another staff member.

PCDs with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The District Administrator and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Board Policy 5517.01 – Bullying. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/gender identity), disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

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

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, the Principal may require that it only be released/returned to the student's parent after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the School office until it is retrieved by the student or parent or turned over to law enforcement. School officials will not search or otherwise tamper with PCDs in School District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Board Policy 5771 - Search and Seizure. If multiple offenses occur, a student may lose their privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property. (Board Policy 5136 – Personal Communication Devices)

"Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or picture, 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 confiscation of the PCD.

Weapons

The Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the School District for the purpose of school activities approved and authorized by the School District including, but not limited to, property leased, owned, or contracted for by the School District, a school-sponsored event, or in a School District vehicle, to the extent permitted by law.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives (subject to the exceptions below), razors with unguarded blades, clubs, electric weapons (as defined in 941.295(1c)(a), Wis. Stats.), metallic knuckles, martial arts weapons, chemical agents, ammunition, and explosives.

The District Administrator is authorized to establish instructional programs on weapons and reporting and dealing with violations of this policy.

The District Administrator will refer any student who violates this policy to the student's parents and may also make a referral to law enforcement. The student may also be subject to disciplinary action, up to and including expulsion.

Board Policy exceptions include:

- A. weapons under the control of law enforcement personnel while on duty, or qualified former law enforcement officers, off duty law enforcement officers, or out-of-state law enforcement officers;
- B. contracted personnel that are authorized by law to carry weapons in the course of their professional duties and for which the School District and the contracted entity have a contract that authorizes employees of the contracted entity to carry a weapon on school grounds and in school buildings in the performance of their duties (i.e. armored transport services);
- C. items pre-approved by a principal as part of a class or individual presentation under adult supervision, including, but not limited to Hunters' Education courses, if used for the purpose and in the manner approved (working firearms and live ammunition will never be approved);
- D. theatrical props used in appropriate settings;
- E. starter pistols used in appropriate sporting events; and
- F. a knife lawfully used for food consumption or preparation, or a knife used for a lawful purpose within the scope of the student's class work.

Any student who has reason to believe that a person has or will violate this policy shall report to the District Administrator or the supervisor of the activity immediately. The report should include as much detail as possible concerning the person(s) involved, the weapon, the location of the person(s), and how this information was obtained.

No student is to confront the person possessing the weapon, but a staff member has the option of confronting the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person.

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 advance notice is required to ensure that the Principal has the opportunity to review the announcement or posting. (Board Policy 9700 – Relations with Non-School Affiliated Groups)

The school has a bulletin board located across from the office which may be used for posting notices after receiving permission from the Principal.

Video Surveillance

The Board has authorized the use of video and audio surveillance and electronic monitoring equipment at various school sites throughout the school, including school buses. 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. (Board Policy 7440.01 – Video Surveillance and Electronic Monitoring)

Safety and Security

The safety of our students requires the following precautions that are conducted in accordance with Board Policy 7440 – Facility Security and the School Safety Plan:

- A. All visitors must enter through the designated visitor entrance and report to the School office when they arrive at School.
- B. All visitors are given and required to wear a visitor pass while they are in the building.
- C. The staff is expected to question people in the building whom they do not recognize and who are not wearing a visitor pass, and to question people who are "hanging around" the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. All outside doors are locked during the School day.
- F. Portions of the building that will not be needed after the regular school days may be closed off.

Student Intellectual Property Rights

Students who develop ideas, concepts, or materials which may carry with them intellectual property characteristics may pursue protection of those rights on their own. No School District staff may take steps to claim intellectual property rights relative to any work product created by student(s), except as expressly approved by the District Administrator and agreed to by participating students prior to the commencement of any projects. The School District does not determine the protectable nature of any particular work. (Board Policy 5870 – Student Production of Goods and Services)

Academics

Course Offerings

A list of courses and their descriptions can be found in the Course Description Book.

Academic and Career Planning

Academic and career planning services, including individualized support and access to software tools and staff assistance, is provided to students in grades 6 to 12. The mission of academic and career planning is to provide a comprehensive plan, which will be developed and maintained by a student, that includes the student's academic, career, personal, and social goals and the means by which the student will achieve those goals both before and after high school graduation. (Board Policy 2411 – School Counseling and Academic and Career Planning)

Program or Curriculum Modifications

The Board recognizes that the regular school program may not be appropriate for all students. Student and parent requests for a program or curriculum modification may be submitted, in writing, in accordance with Board Policy 2451 – Program or Curriculum Modifications. School counselors are available with further information regarding program or curriculum modifications.

Field Trips

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent. (Board Policy 2340 – School District-Sponsored Trips)

Attendance rules, the Student Code of Conduct, and the Search and Seizure policy apply to all field trips.

Grades

Teachers have a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned course grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a course grade and will so inform the students at the beginning of the course work. If a student is not sure how their course grade will be determined, the student should ask the teacher.

The school uses the following grading system:

Percentage-Based Grading Scale	
99-100%	A+
95-98%	A
93-94%	A-
91-92%	B+
87-90%	B
85-86%	B-
83-84%	C+
79-82%	C
77-78%	C-
75-76%	D+
72-74%	D
70-71%	D-
0-69%	F

Standards-Based Grading Scale	
0	No Evidence
1	Beginning
2	Developing
3	Proficient (target)
4	Advanced

Implementation Timeline	
2022-23	6th grade courses
2023-24	7th grade courses
2024-25	8th grade courses
2025-26	All HS courses

Weighted Grades

The high school uses a system of weighted grades for certain classes. It is believed that by utilizing a weighted grading system, students will be more likely to take more challenging classes without worrying as much about the letter grade they earn. Emphasis belongs on learning and not as much on grades.

Under this grading system, semester grades will be calculated on a 4.0 scale. A total of 0.07 points will be added to the cumulative GPA for each weighted course completed successfully. For example, if a student earns a semester grade of an A, the student would receive 4.0 points in the original GPA

calculation and then would have 0.07 added to their cumulative GPA. For year-long classes, weighted courses would have a total of 0.14 points added to their cumulative GPA (0.07 for each successfully completed semester).

The following are the only courses included in the weighted grading system:

- Spanish III, IV, and V
- Physics
- Any College Board certified Advanced Placement (AP) course as long as it is available to any qualified Cambria-Friesland student.
- Any course receiving college credit from a recognized 4 year college or university as long as it is available to any qualified Cambria-Friesland student (taught on site by a qualified dual credit staff member).

Promotion, Placement, Retention

Board Policy 5410 – Promotion, Placement, and Retention and related guidelines provide the framework for promotion, placement, and retention decisions.

We believe that the basic skills of reading, writing, speaking, thinking, listening, computing and evaluating are fundamental to learning in all educational areas and that the development of personality, emotional maturity, physical and mental health, civic living, social living and economic living should be interwoven in the fabric of the individual's total education.

We further believe it is the function of the educational process to provide each student with opportunities for obtaining the knowledge, experience, and skills that will best prepare him/her to assume a position in the competitive adult society which will permit him/her to make his/her greatest positive contribution to the society and to himself/herself.

The following goals will be maintained:

- A. Educating the students of the school district shall be to help the individual to develop his/her potential academically, intellectually, socially, physically, and emotionally. To meet these goals each student shall achieve and maintain minimum expectations at each grade level in all subject areas. The expectations shall be individualized according to each student's ability.
- B. Determination of the individual student's expectations shall be the joint responsibility of the teaching staff and administration, with involvement of the parents/guardian. The program plan shall keep in mind the philosophy and goals of the Board.
- C. Promotion to the next grade shall not be considered automatic. If it is in the best interest of the child to have him/her repeat due to the lack of skills in the areas of academic, intellectual, social, physical and/or emotional, he/she shall repeat that grade to develop the essential skills necessary for future success in the program.

The decision regarding promotion and retention will be jointly completed by staff, parents/guardian and administration with the final determination being made by administration.

Middle School Promotion

Promotion to the next grade (or level) is based on the following criteria:

- A. current level of achievement
- B. potential for success at the next level
- C. emotional, physical, and/or social maturity

High School Promotion

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits and passing appropriate tests. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (I.E.P.). It is the student's responsibility to keep in contact with their counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the school counseling office and a counselor will be pleased to answer any questions.

The following number of earned credits designates the grade in which the student will be registered:

Class	Credits Needed
Freshman	0.0 (and 8th grade promotion)
Sophomore	6.5 credits incl. required courses
Junior	13.0 credits
Senior	19.5 credits
Graduate	26.0 credits (and all grad. requirement)

Students who have not met the required number of credits for class standing can be considered to be a member of their class in name only. They will not be eligible to cast votes for class meetings or be a class officer. These students will not be eligible to be on court for Homecoming, Prom, or Sno Ball. Once students have made up deficit credits to meet the requirements for their class, the students will be granted class privileges.

Graduation Requirements

Each student must be registered for a minimum of 6.5 credits each year to be considered a full-time student. Requirements include at least 26 total credits, as described below.

Department	Credits Needed
English	4 credits
Math	3 credits
Science	3 credits
Social Studies	3 credits
Computer Applications	0.5 credit
Electives	9 credits
Physical Education*	1.5 credits
Health	0.5 credit
Personal Finance	0.5 credit
Post Secondary Options	0.5 credit
Freshmen Success	0.5 credit

Students shall have passed the required courses and accumulated 26 credits to receive their diploma.

*Students need to successfully complete at least 1.5 credits of physical education for graduation. A medical excuse is an acceptable alternative to class participation in Physical Education. A medical excuse waives the required credit in Physical Education for the period of incapacitation, but a total of 26 credits must still be met.

Early Graduation

Those students wishing to graduate early must meet with the high school principal during the semester prior to the one in which they would like to graduate. A complete credit check will be done and written parent permission will be required prior to granting permission for early graduation, along with an explanation of post-secondary plans. Students who are able to graduate early will be allowed to attend the senior class trip as well as participate in graduation ceremonies at the end of the second semester.

Children at-Risk of Not Graduating from High School

The Board shall establish programs to serve children in the School District who are identified as "children at-risk" in compliance with State statutes.

The School District shall annually identify all children at-risk enrolled in the School District and develop a plan describing how the Board will meet the needs of such students. All programs and services developed for "children at-risk" shall be designed to improve and expand educational opportunities for these children on an individualized basis, through a variety of means (e.g., additional instruction, differentiation, intervention), and provide alternative courses or program modifications which satisfactorily meet the School District's graduation requirements.

Principals are responsible for identifying and addressing barriers to learning through a variety of strategies. The plan will communicate the structure, strategies, and program offerings for students at-risk which will vary by individual. Strategies for support, interventions, programs, and alternative educational options are made available to all students and at all levels as needed. (Board Policy 5461 – Children At-Risk of Not Graduating from High School)

Early College Credit Program

Any student in 9th, 10th, 11th, or 12th grade may enroll in the Early College Credit Program providing the student meets the requirements established by law and by the School District and subject to the approval of the Board on an annual basis. A student or their parent must also complete and submit the Intent to Participate Form available from the School Office or the Department of Public Instruction to the high school administration by February 1st if the student intends to enroll in the summer session, by March 1st if the student intends to enroll in the next fall semester, and by October 1st if they intend to enroll in the spring semester. Any interested student should contact Deb Torrison to obtain the necessary information. (Board Policy 2271 – Early College Credit Program)

Start College Now Program

Any student in 11th or 12th grade may enroll in a course at a Wisconsin Technical College System campus through the Start College Now Program providing the student meets the requirements established by law and by the School District and subject to approval of the Board on an annual basis. A student or their parent must also complete the application form and submit it to the School Office by March 1st if the student intends to enroll in the next fall semester or by October 1st if they intend to enroll in the spring semester. Any interested student should contact Deb Torrison to obtain the necessary information. (Board Policy 2271.01 – Start College Now Program)

Part-Time Open Enrollment

The Board will provide students enrolled in the School District with the ability to take up to two (2) courses at any given time in a non-resident public school district. Any interested student should contact Deb Merwin to obtain the necessary information. (Board Policy 5113.01 – Part-Time Open Enrollment)

Recognition of Student Achievement

Honor Roll

The methods for earning honor roll status depend on the type of grading scale used in the courses in which a student is enrolled, as described in the table below. Students enrolled in courses using the percentage-based grading scale and also courses using the standards-based grading scale must meet the Honor Roll requirements in both systems in order to earn Honor Roll status overall, and must meet the High Honor Roll requirements in both systems in order to earn High Honor Roll status.

Percentage-Based Grading Scale	Standards-Based Grading Scale
Full-time Middle/High School students who earn a GPA of 3.0 and have no grade lower than a C- at the end of the quarter grading period, will have earned Honor Roll status. Those students who earn a GPA of 3.5 or above and no grade below a C- will have earned High Honor Roll status.	Full-time Middle/High School students who earn Proficient and higher on all reported standards within a grading period will earn High Honor Roll status. Students who earn Proficient and higher on 90% of all reported standards within a grading period will earn Honor Roll status.

The honor roll is established at the end of each grading period and is determined based on quarter grades. Courses completed on a pass/fail basis or summer school courses are not included in calculations. Students must be enrolled full-time in 6.5 credits over the course of the school year.

Scholastic Awards

At the end of each academic year, students are recognized for their academic achievement and the following is given to students who meet certain criteria:

- Scholastic Certificates are awarded to those students who attain Honor Roll status in three of the last four grading periods. High Honor Roll status is awarded to those students who attain High Honors in three of the last four grading periods.
- In High School, academic letters are awarded to students who have maintained High Honor Roll status in four previous semesters and bars are awarded for each semester that a student earns High Honor Roll beyond the academic letter.
- Honor cords are given to those who will be graduating with a cumulative GPA of 3.5 or better.

- Scholastic Certificates and bumper stickers are given to freshman students who attain Honor Roll status during the previous three grading periods.
- In Middle School, students receive a ribbon after two years on the Honor Roll and a medal after three years on the Honor Roll.

Class Rank

Class rank will be determined using the weighted GPA. The Valedictorian and Salutatorian will also be determined based on this scale. Valedictorian is the student with the highest weighted GPA and the Salutatorian is the student with the second highest weighted GPA after the completion of their 7th semester of school. A student must attend Cambria-Friesland School District three complete semesters immediately prior to becoming eligible for Valedictorian or Salutatorian.

The following tie-breaking procedure will be used when two or more students tie for the top rank in the graduating class determined by the cumulative weighted GPA. Step one, the student with the higher ACT composite score will be Valedictorian. Step two, if still tied after step one, the weighted semester GPAs of previous semesters will be reviewed in reverse order starting with the seventh semester and continuing through to the fifth semester, where the first student to have a high semester GPA will be Valedictorian. Step three, if still tied after step two, the student with the greater number of weighted courses completed during their high school years in Cambria-Friesland will be the Valedictorian.

National Honor Society

To be eligible for membership in the National Honor Society (NHS) at Cambria-Friesland High School, candidates must:

1. be in the junior or senior class;
2. have attended Cambria-Friesland High School for at least one semester;
3. have a cumulative GPA of 3.50 or above; AND,
4. have demonstrated, throughout their academic career, the characteristics of scholarship, service, leadership and character.

Those students who meet the first three requirements above will be given an application to NHS. The application will consist of essays based on the qualities for membership into NHS. These qualities include service, leadership, and character. Once completed, candidates are to submit their application to the NHS advisor by the stated deadline.

The selection of each member to NHS shall be a majority vote of the faculty council. The faculty council will consist of five staff persons appointed by the MS/HS Principal. The chapter advisor will notify those students who are admitted into NHS. An official induction ceremony will take place annually during a fall ceremony.

Once admitted to NHS, it is the responsibility of each member to maintain membership by displaying behavior consistent with characteristics established by NHS, which includes the GPA. Students who fail to maintain these standards will be provided with a warning by the NHS advisor to make improvements. Failure to maintain these standards could result in the student being dismissed from NHS. Any and all dismissals of students from NHS will be the decision of the full NHS faculty council. In the event that a decision is made regarding NHS that raises questions or concerns, a process of appeals is in place. Appeals must adhere to the following:

1. Any concerns raised must begin with the NHS advisor(s). If the conflict cannot be settled with the advisor(s), the dispute proceeds to the next step.
2. The advisor will inform the faculty council, and within 10 school days of a request, a meeting will be convened with the student and/or parents and the faculty council.
3. If the above fails to resolve the issue, the student and/or parents will have 10 school days to meet with the MS/HS Principal or someone designated by the Principal in an attempt to bring the issue to a satisfactory conclusion. The Principal will have five school days to inform the student and/or parents of the decision. The decision will be submitted in writing.
4. If the dispute continues, the student and/or parents will have 10 school days to meet with the Superintendent. The Superintendent will then have five school days to inform the student and/or parents of the decision. The decision will be submitted in writing and will be final.

Wisconsin Academic Excellence Scholarship

The Academic Excellence Scholarship recipient shall be the student who has attained the required number of credits to be classified a member of the senior class (19.5 credits), has the highest rank in the senior class at the end of his/her 7th semester of attendance, and has been in continuous attendance at Cambria-Friesland High School his/her 5th, 6th, and 7th semesters. Eligible students must be enrolled as a full-time student in the school district which is defined as carrying a minimum class load of 6.5 credits. Students who are home-schooled are not eligible for this scholarship and courses that are graded pass/fail will not be counted towards the accumulated GPA.

Technical Excellence Scholarship

Technical Excellence Scholarships (TES) are to be awarded by the State of Wisconsin to Wisconsin high school seniors who have the highest demonstrated level of proficiency in technical education subjects. The value of the scholarship is up to \$2,250 per year, to be applied towards tuition for six semesters at a Wisconsin Technical College. Candidates must be a CTE Concentrator, participate in a Youth Apprenticeship program, or participate in another State recognized career or technical program. Students will be ranked on a point system based on number of CTE (Career and Technical Education) course credits completed and number of years participating in a CTSO (Career and Technical Student Organization).

Homework

The Board acknowledges the educational validity of out-of-school assignments as adjuncts to and extensions of the instructional program of the schools.

"Homework" shall refer to those assignments to be prepared outside of the school by the student or independently while in attendance at school.

The District establishes the following standards for the assignment of homework:

- A. Homework should be a properly planned part of the curriculum to extend and reinforce the learning experience of the school.
- B. Homework should help students learn by providing practice in the mastery of skills, experience in data gathering, and integration of knowledge, and an opportunity to remediate learning problems.
- C. Homework should help develop the student's sense of responsibility by providing an opportunity for the exercise of independent work and judgment.
- D. The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the student and take into account other activities which make a legitimate claim on the student's time.
- E. As a valid educational tool, homework should be assigned with clear direction and its product carefully evaluated.
- F. The schools should recognize the role of parents by suggesting ways in which parents can assist the school in helping a student carry out assigned responsibilities.
- G. Homework should always serve a valid learning purpose; it should never be used as a punitive measure.
- H. Completed homework should receive feedback from the teacher.

Academic Honesty

Honesty and integrity are expected at all times. Students are prohibited from presenting someone else's work as their own, using artificial intelligence platforms in place of one's own work, providing unauthorized assistance to another student, and cheating in all its forms.

All school work submitted for the purpose of meeting course requirements must be the individual student's original work. Also, no student may intentionally limit or impede the academic performance or intellectual pursuits of other students.

Students who engage in cheating or academic dishonesty will be subject to disciplinary consequences. (Board Policy 5505 – Academic Honesty)

Student Technology Acceptable Use and Safety

Students are encouraged to use the school's technology resources 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. Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Unauthorized or inappropriate use, including any violation of the School District'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 District's policies and administrative guidelines. Prior to accessing the Internet at School, students are required to confirm their agreement to abide by the terms and conditions of the Student Technology Acceptable Use and Safety Agreement each year.

Violation of the Student Technology Acceptable Use and Safety Agreement may result in disciplinary consequences up to and including expulsion from the School District, civil liability and/or referral to law enforcement.

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

Use of School District technology resources to engage in "cyberbullying" is prohibited. "Cyberbullying" involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group, which 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 a 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 and/or sexually explicit photographs/recordings of students or school staff;
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. (Board Policy 7540.03 – Student Technology Acceptable Use and Safety)

Students shall not access social media for personal use from the School District's network but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Virtual Instruction

Students engaged in classes conducted in a virtual/online environment are considered, for conduct purposes, to be in attendance at school. Policies, rules, and expectations for student conduct while at school, or under the supervision of school authorities while at a school-sponsored activity, also apply to students when engaged in online learning activities.

Conduct that is not permitted at school is also not permitted during online learning in a virtual classroom setting. (Board Policy 5500.01 – Conduct in Virtual Classroom)

Student Assessment

To measure student progress, students will be tested in accordance with State standards and School District policy. (Board Policy 2623 – Student Assessment)

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 course 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 school counseling staff.

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

Depending on the type of testing, specific information and/or parent consent may need to be obtained. The 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 School's Counseling office.

ACT

The ACT® test assesses high school students' general educational development, their ability to complete college level work, and is recognized as one of the national college admission and placement examinations. This test will be administered to all eleventh grade students in the spring as a State requirement.

PreACT Secure

All 9th and 10th grade students will complete the Reading, Math, English, and Science portions of the Early High School PreACT Secure test. This is a statewide requirement and provides students, teachers, and families information about college and career readiness for high school students prior to completing the ACT as a junior.

ASVAB

This test is administered year-round by appointment through the U.S. Military Enlistment Processing Command (MEPCOM). This is a vocational aptitude test battery covering 12 voc-tech areas combined into six composite areas-verbal, math, perceptual speed, mechanical, trade technical, and overall academic ability. It's primarily used by military recruiters to qualify/classify potential enlistees. It's also used by schools as a comprehensive voc-tech aptitude test. There is no charge for this test. The ASVAB will be offered at the school upon student or family request.

Civics Exam

The Civics exam is 100 questions based on the U.S. Citizenship test. All students in the state of Wisconsin must complete this exam with 65% or higher to receive a diploma. Tests will be given during the required Civics course. Students may retake the exam in order to meet the graduation requirement.

Forward Exam

All students in Wisconsin in 3rd-8th grade complete the Forward Exam in English and Math. Fourth and 8th grade students also complete the Forward Exam in Science and Social Studies. High School sophomores currently complete the Forward exam in Social Studies. These tests are given annually as a part of State monitoring of schools.

STAR Reading and Math

Students in 6th-8th grade will complete local STAR assessments in reading and math three times per year. These exams monitor progress on key skills and help identify students in need of intervention or acceleration. Reports will be provided to parents regarding all progress.

Industry Certification Tests

The Cambria-Friesland School District will pay the cost for students taking exams which lead to industry certifications on the DPI list of approved certifications for the annual CTE (Career and Technical Education) Incentive Grant for their graduating year.

Student Activities

Conference Affiliation

Cambria-Friesland is a member of the Trailways Conference participating in various athletics and activities (e.g., music, forensics). Participation in some of the co-curricular programs is governed by regulations set forth by WIAA and all programs are governed by the Cambria-Friesland School District policies.

School-Sponsored Clubs and Activities

Students have the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

The school has many student groups that are approved by the Administration. Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. (Board Policy 2430 – School District-Sponsored Clubs and Activities)

Academic Team

Students compete in annual Trailways Academic Bowl competition for individual and team recognition in the areas of Science, Social Studies, and Language Arts.

Builders Club

This is an international student-led organization that provides middle school students with opportunities to perform service to the school and community as well as build character and develop leadership. Builder's clubs are supported by the Kiwanis International Office and local Kiwanis clubs.

Destination Imagination

Destination Imagination is a group that takes part in the Team Challenge program. Students work in teams to research, design and build a solution to a specific Challenge and compete in regional and state competitions.

Educators Rising

Educators Rising Wisconsin allows students in grades 9-12 to explore careers in education, an important step in preparing quality teachers for tomorrow's schools.

ESports

ESports is a group that participates in video game competitions with other schools within the State of Wisconsin.

Future Business Leaders of America (FBLA)

The purpose of FBLA is to provide additional integrated learning opportunities for students in business and/or business-related fields to develop technical and career supportive competencies and to promote civic and personal responsibilities. Students will compete at regional and possibly state competitions in a selected business related area. Students also take part in community service projects and may also have fundraising responsibilities in order to pay for state and national dues as well as registration fees for competition.

Family, Career And Community Leaders of America (FCCLA)

Everyone is part of a family and FCCLA is the only student organization in the United States that has family as its central focus. Involvement in this organization gives students the opportunity to explore leadership potential and develop skills for life: planning, goal setting, problem solving, decision making, and interpersonal communication which are necessary in the home and workplace. The activities focus on the multiple roles of a family member, wage earner, and community leader. Members develop skills for life through character development, creative and critical thinking, interpersonal communication, practical knowledge, and career preparation.

FFA

FFA is an intracurricular student organization for those interested in agriculture and leadership. It is one of the three components of agricultural education. All students in an agriculture class in CF or Randolph are affiliated members meaning they can participate in all activities FFA has to offer, grades 7-12. FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.

Forensics

High school forensics is a competitive experience in public speaking that gives team members many opportunities to excel, gain valuable knowledge, and interact with students from other schools. The students who participate are taking a leadership role and represent their team, school, and community at four levels of competition. Team members can choose between wide varieties of categories. They may participate in the oral interpretation of literature as they present prose readings, plays, or poems. Other options include presenting different kinds of speeches, demonstrations, or radio scripts which

help team members polish their analytical, research and organizational skills. In addition, forensics is a way for students to take leadership roles, support other students in an “intellectual” activity, and achieve their highest potential.

HOSA

HOSA is a Career and Technical Student Organization for Future Health Professionals focused on developing leadership and technical HOSA skill competencies through participation in competitive events, leadership training, and service projects.

Key Club

This is an international student-led organization that provides high school students with opportunities to perform service to the school and community as well as build character and develop leadership. Key clubs are supported by the Kiwanis International Office and local Kiwanis clubs.

Math Team

Math Team is a Trailways Conference competition for all schools based on four mathematical areas of Algebra, Geometry, Advanced Algebra and Advanced Math. Students compete for team and individual recognition.

National Honor Society (NHS)

NHS is a nationally recognized organization of educators and students that have come together to uphold academic excellence and civic virtue. Students are selected for membership through an established school chapter in secondary public and accredited private schools by a five member Faculty Council. Candidates must meet the chapter's requirements for scholarship, service, leadership, and character in order to be selected for membership. Continued participation in service projects is required to retain membership. Members must also maintain the chapter's required cumulative GPA of at least a 3.5 (unweighted).

Spanish Club

The Spanish Club is an extracurricular club that aims to promote awareness of Spanish speaking national cultures. Every other year the students and advisor(s) take a trip abroad. The Spanish club has been to Spain, Mexico, Costa Rica, and Nicaragua. On the trips, the students tour the country, live with native families, and complete a service project at a school, orphanage, or hospital. This club is for students who are interested in taking trips to learn about Spanish speaking cultures and earn money to put towards them.

Spring Play

Cambria-Friesland middle and high school students (and elementary students in some cases) may participate in our play each year in April. Audition materials are handed out in December or January

with auditions being held in mid- to late January. Once the cast list is posted, rehearsals are usually four days a week either right after school or a bit later in the evening. There are also a few Saturday rehearsals. All students in grades 6-12 are invited to try out for the production. The play may be performed for the student body as well as for the public. Students involved in the play are expected to attend all rehearsals unless they present a valid excuse. Good attendance and good behavior are required.

Student Council (Middle School)

The Middle School Student Council is a student-based organization with representatives from each middle school grade that promotes citizenship and leadership at the middle school level. They annually have responsibility for organizing and planning Grandparents Day and a Middle School Dance as well as different community service fund-raising projects like local food drives.

Student Council (High School)

Student Council is a student-based organization that provides service to the community, school, and students. Student Council is a superb way to promote your citizenship, leadership and service qualities. The Student Council acts as a voice of the student body and is a great asset to scholarship and college applications. Students must apply for membership and applications require students to garner support from both peers and staff. Members are involved with community service projects, planning school dances, and the activities leading up to the dances the week of Homecoming and Snoball. Student Council members are expected to follow all school rules and act as role models both in and out of school.

Trapshooting

The Cambria-Friesland MS/HS participates in the Wisconsin State High School Clay Target League. Participation requirements and safety regulations are established by the league.

Nonschool-Sponsored Clubs and Activities

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

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

No nondistrict-sponsored organization may use the name of the School or the School mascot or logo without prior written permission from the District Administrator. (Board Policy 5730 – Equal Access for Nondistrict-Sponsored Clubs and Activities)

School-Sponsored Publications and Productions

The Board 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. (Board Policy 5722 – School-Sponsored Publications and Productions)

For purposes of this policy, school-sponsored student media shall include both student publications and productions. School-sponsored student media does not include student expression related to classes that are not directly associated with student publications/productions. The term publication shall include distribution, transmission, and dissemination of a student publication regardless of its medium. Student publications shall include any written materials, (including, but not limited to, banners, flyers, posters, pamphlets, notices, newspapers, playbills, yearbooks, literary journals, books, and t-shirts and other school-sponsored clothing), as well as material in electronic or on-line form (including, but not limited to, apps and services (as defined in Bylaw 0100, webpages/sites, weblogs ('Blogs'), video or audio clips, postings of social media (as defined in Bylaw 0100), and newsletters of announcements transmitted by e-mail, text, wireless broadcast, or other similar distribution/dissemination).

The term performance shall include presentation and broadcast of a student production. Student productions shall include vocal, musical, and/or theatrical performance, impromptu dramatic presentation, or any electronic media (including, but not limited to, radio and television programs, video blogs (vlogs), podcasts, social media (as defined in Bylaw 0100), and other video or audio productions that are recorded for re-broadcast or broadcast in real time using any available broadcast technology).

Only School District-approved social media (as defined in Bylaw 0100) may be used to host school-sponsored student media, in accordance with Board Policy 7544. School-sponsored student media must also comply with Board Policy 7540.02.

For purposes of this policy, school community is defined to include students, Board employees (i.e., administrators, and professional and support staff), parent/family members and other individuals who are authorized or otherwise permitted by the District Administrator to view a performance or receive directly from the School District a publication.

The following speech is unprotected and prohibited in all school-sponsored student publications and productions: speech that is defamatory, libelous, obscene, or harmful to minors (as that term is defined in Children's Internet Protection Action (CIPA)); speech that is reasonably likely to cause substantial

disruption of or material interference with school activities or the educational process; speech that infringes upon the privacy or rights of others; speech that violates copyright law; speech that promotes activities, products or services that are unlawful (illegal) as to minors as defined by State or Federal law; and speech that otherwise violates school policy and/or State or Federal law. The Board authorizes the administration to engage in prior review and restraint of school-sponsored publications and productions to prevent the publication or performance of unprotected speech.

Athletics

A variety of athletic activities are available in which students may participate providing they meet eligibility requirements that may apply. The following is a list of athletic activities currently being offered. For further information, contact the Athletic Director.

Fall	Winter	Spring
Football Volleyball Cross Country	Boys Basketball Girls Basketball	Baseball Softball Track

Athletic Tickets and Fees

Athletic ticket prices are established by the conference. However, seasonal passes for all home events are available at a student or family rate.

Athletic Passes

Family Pass	\$40.00 (parents and all children through grade 5)
Couple Pass	\$35.00
Adult Pass	\$25.00
Student Pass	Free to all enrolled C-F students
Maximum per family	\$50.00

Athletic Participation Fees

Middle School (Grades 6-8)	Free to all enrolled C-F students
High School (Grades 9-12)	Free to all enrolled C-F students

Extra-Curricular Code of Conduct (Policies 2430/2431 and related Rules)

Students who participate in athletic activities or school-sponsored activities are representatives of the Cambria-Friesland School District and are expected to project our school community in a positive light. As representatives of our school, students are expected to conduct themselves in a responsible manner. Students are expected to:

1. Display good citizenship. Good citizenship includes, but is not limited to, the following:
 - a. Maintaining positive classroom behavior such that detentions are not assigned and the athlete is not removed from the classroom for misbehavior.
 - b. Resisting use of social media or other electronic means of spreading cruel rumors, name-calling, social exclusion, cyber bullying or other hurtful practices.
 - c. Displaying respect for authority figures including teachers, staff, coaches, and officials.
2. Abide by the rules of the school and not engage in any criminal activity. Examples of criminal activity include burglary, breaking and entering into a dwelling, possession, use and/or sale or purchase of illegal drugs and/or alcohol. Examples of activity that would not fall under this portion include such things as traffic violations and tickets.
3. Not possess or use any tobacco or nicotine products in accordance with Board Policies 5512, 5530, and 7434.
4. Not possess or use alcohol and/or controlled substances.

Students who do not meet the above expectations could lose their eligibility for any or all school-sponsored athletics or activities they are involved with.

If a student is in violation of Policy 5530 - Drug Prevention, the student will not be eligible to participate in any school sponsored trips for one calendar year and any money deposited will be forfeited.

Examples [including but not limited to] of school-sponsored trips are:

- Field trips—elementary, middle school and high school class field trips during anytime of the year—regular school year and summer school
- Class or Organization trips—band/choir trips, FBLA trips, Senior class trip etc.
- Athletic team trips—to state playoff games, etc.

After six months of the incident, students may appeal to administration for reinstatement which would allow them to participate in school-sponsored trips. Any violations after reinstatement will preclude the student from any future participation in school-sponsored trips.

Additionally, students who have an honor's pass will have it and the accompanying privileges revoked for 45 school days or one grading period, whichever is longer.

Initial Eligibility

A student must meet all requirements of the WIAA and the Cambria-Friesland Middle School/High School as appropriate to participate in co-curricular activities. Students will not be allowed to participate in any co-curricular activities until all completed paperwork has been turned in. For athletics, this includes:

- a. physical cards
- b. alternate year cards
- c. fees
- d. signed activity code
- e. signed concussion and sudden cardiac arrest information form
- f. other items requested by the school administration and athletic director

All students and their parents will be required to sign and submit the code for athletics and activities prior to the start of practice for the initial sport or activity in which the student will participate. Students will not be allowed to participate in co-curricular activities unless they and a parent sign the activity code.

Academic Performance and Maintaining Eligibility

Quarter or Semester Grade(s)

1. Students must pass ALL scheduled classes. This is equivalent to no traditional letter grade of F in any course and no standard based grade of 0 (No Evidence) or 1 (Beginning) on any reporting standards.
2. Quarter grades will be used to determine eligibility, not semester grades. Students are given the option to make up credits during summer school. However, passage of summer school courses will not be used to help athletes become/stay eligible.
3. No student is permitted to participate in activities or contests while there is an incomplete grade still reported on the student report card of the previous grading period. A student may return to eligibility when the incomplete has been removed.
4. The ineligibility period shall consist of a minimum of fifteen school days (including days school is canceled by the superintendent) or a third of the season's contests, whichever is less. The period for ineligibility will begin the day of report card distribution.
5. After completing the fifteen-day ineligibility period, the student can only become eligible by demonstrating a passing level in ALL scheduled classes as determined by weekly academic progress monitoring.
6. If a student fails to improve his/her grades to a passing level, the student shall continue to be ineligible each week until weekly academic progress monitoring indicates they are passing all scheduled classes.

Weekly Academic Progress Monitoring

1. Beginning on the 3rd Friday of each quarter and all following Fridays of the quarter, the Athletic Director or designee will receive a report of grades of students. Teachers, advisors, coaches, parents and the student participant will be notified if the student is earning a failing grade or a score of 0 (No Evidence) on a reporting standard.
2. If failing a course, the student will be placed on one week of academic probation (Monday through Sunday of the following week). The student can and will be expected to continue participating; however, they must raise the specific course(s) grade(s) in order to be fully eligible the following week. Students must be fully eligible in order to leave school before 3:00 p.m. to travel to events.

If a student wishes to regain eligibility in a timely manner, he/she is expected to be at rehearsals, practices and games/events (not in uniform/costume) during the period of academic ineligibility unless otherwise approved by the coach and Athletic Director. However, during periods of ineligibility (whether based on quarter grades or weekly academic progress monitoring),

students may not leave school early or miss scheduled classes to travel with teams to away games or events.

EEN Students

A student who is enrolled in any state approved EEN program will be considered eligible if, according to the Individualized Educational Plan (IEP), the student is demonstrating satisfactory progress. Progress may be identified either by using traditional grades or by recommendation of a team meeting, which may consist of members of the special education staff, guidance staff, and regular education staff.

Penalties for non-academic code violations

1. A student displaying conduct unbecoming of an athlete as defined by the first two items in the Extra-Curricular code of Conduct as determined by the athletic director and middle/high school principal, will, according to WIAA regulations, incur a suspension as determined by the athletic director and/or middle/high school principal.
2. If a student is removed from a class for disciplinary reasons, the student will not be eligible to participate in any extracurricular activities for that day including practice or game/event. Exceptions will be at the discretion of the middle school/high school principal.
3. Any student issued either an in-school or out-of-school suspension for any part of a school day will also be suspended from competition for a minimum of one contest/event as determined by the athletic director and/or the middle/high school principal.
4. School detentions must be served at the first available date in order to continue co-curricular participation. School detentions will not be rescheduled in order to accommodate a practice schedule; however, if dismissal or report time for a competition is prior to 3:45, detentions will be served on the next available date. Coaches will be notified when detentions are assigned.
5. Any violations of the activity code that lead to a suspension from competition after a school begins a WIAA tournament shall lead to immediate disqualification of the student for the remainder of the total tournament series in that sport. This is in accordance with WIAA regulations.
6. No use and/or possession of tobacco or nicotine products or devices, alcohol in any form, drugs, drug paraphernalia or any other substances prohibited for minors (such as CBD products, Delta 8 THC, Delta 9 THC, or any other variation thereof), will be permitted by the Cambria-Friesland High School co-curricular participants in accordance with School Board and WIAA policies. These provisions pertain to all co-curricular participants twelve months a year. All of the following penalties carry over from one season to the next and apply to the most immediate activity a student participates in for the entire season.
 - a. *First Offense* – Suspension from participation in 33% of the contests/events (minimum of two events) – student must continue to practice. If a student reports her/himself as violating this segment of the activity code, the consequence will consist of suspension of 25% of the contests/events.

- b. *Second Offense* – Suspension from actual participation in 50% of the contests/events (minimum of four events) - the student must continue to practice. The penalty could be reduced to 33% if the student enrolls in and completes an AODA program or other approved counseling treatment. The student must provide proof of participation in an AODA approved program or other relevant program based on their violation.
 - c. *Third Offense* – Suspension for one calendar year without further violations. Violations within this period of suspension will extend the suspension for one calendar year from the date of the most recent violation. The penalty could be reduced to 50% if the student completes a professional AODA assessment and obtains treatment. The student must provide proof of participation in an AODA program. Students who have reached the third offense could be experiencing some AODA issues and the goal is to provide help to the student and family.
 - d. *Subsequent Offenses* - Suspension for one calendar year without further violations and no possible reduction of penalty. Violations within this period of suspension will incur a suspension for one calendar year from the date of the most recent violation.
 - e. When a student is involved in or will be involved in multiple activities prior to the completion of the appropriate suspension, then that student shall be deemed ineligible for each and every activity in which he/she is involved. The calculation of percentage will be based on the current activity or the first activity the student participates in after the violation. At the point in time when the student has served the appropriate percentage suspension in any one activity, that student shall then regain eligibility in all activities in which he/she is involved.
7. The student must be academically eligible before serving a suspension for other portions of the activity code. Periods of ineligibility cannot be served concurrently.

Other Eligibility Requirements

The following activities have their own specific eligibility criteria that must be followed in addition to other appropriate previously listed criteria:

School Play

In order to participate in the school play, students must be academically eligible within 15 days of the casting of the play. Once students are considered eligible, they will remain eligible for the duration of the play.

Homecoming &/or Sno Ball Court

Students must be academically eligible two weeks prior to the dance.

Prom Court

Students must be academically eligible six weeks prior to the dance. Those students who wish to be a part of the court must circulate an eligibility sheet and have it turned in to the Junior class advisor prior to the vote for prom court.

Senior Class Trip

Students must be a member of the senior class and be eligible to graduate with their class. The final determination of class and graduation status rests with the high school principal. If a student is eligible at the time a financial down payment for the trip is due, the student will remain eligible for the trip. All class dues must be paid.

Forensics, Solo and Ensemble, FBLA, FCCLA, FFA and any other CTSO

All members of groups of two or more participants must be academically eligible at the time of the first contest. Once eligible in this category, students will remain eligible through the completion of the event. Single participant categories will follow the eligibility rules as previously stated in this code.

Investigation Procedures

Once an allegation is made that a student has violated the activity code, the athletic director and/or the high school principal will make a determination if, in fact, the possibility of a code violation exists.

If a determination that the possibility of a code violation did occur, the athletic director and/or high school principal will initiate an investigation. The investigation will be conducted in a reasonable manner including the interviewing of any witnesses and any students allegedly to have committed a code violation. Questioning will be at the discretion of the principal and athletic director.

If a student refuses to answer questions relating to the student's own code violation, this refusal may be used as a basis for a presumption that the student did, indeed, commit the alleged violation of the activity code.

A student will be determined to have committed a violation of the activity code if any of the following have occurred:

- a. The student admits to the code violation
- b. A police report has been provided to a school official
- c. Two adult witnesses to a code violation who submit their statement verbally and in writing to the high school principal or athletic director and are found to be credible after an investigation
- d. Three student witnesses, who submit their statements verbally and in writing to the high school principal or athletic director and are found to be credible after an investigation.

After determining that a student has committed a code violation, the athletic director and/or middle/high school principal will verbally contact the parents and send a letter to the parents or legal guardians stating the violation and its consequence.

Probationary Period

A clean record can be obtained when the student has no violations for one calendar year from the date of the last infraction.

Appeal Procedure

A student or the student's parents or legal guardian may appeal the decision to the Superintendent within five school days after receiving the letter of ineligibility. Appeals must be written and include the reason underlying their disagreement. The Superintendent shall give a written answer to the complainant's appeal after meeting with the student and the student's parents or legal guardian within ten school days of receiving the appeal. The Superintendent's decision will be final. During the appeal process, the student will be and remain ineligible until the appeal process has been completed.

Fundraising

School organizations/classes conduct fundraising activities throughout the year. These activities are school related and are under the authority of the school district. Those groups involved in fundraising are to annually submit applications to the principal for approval. Applications are distributed to school organizations/classes during the fourth quarter of the school year for fundraising activities for the following school year. Once the applications have been approved, they are then placed on the master calendar.

Students who participate in fundraising activities assume responsibility for the items they are selling and all money they collect or will collect. It will be the responsibility of the student to submit all money and/or products owed to the organization/class from fundraising.

Profits for fundraising will be placed in an account for that organization/class. The placement of profits from fundraising for individual classes (freshmen, sophomores, juniors, seniors) will be determined by the class advisors. The funds will be placed in either a group fund or in individual student accounts. Money collected and placed in individual student accounts is not transferable to other students. Any money not used by the organization/class will be kept in the general organization/class account.

Student Employment

The Board believes that attendance at school, full effort in completing school assignments, and participation in school-related activities should be a student's primary focus. The Board also recognizes the value and in some instances the necessity of students' pursuit of employment opportunities. The Board supports these student efforts provided that they do not interfere with or adversely impact a students' ability to fully participate in the educational programming offered to the student.

Unless exempted by law or by temporary order due to emergency circumstances, no student under the age of sixteen (16) may be employed without a permit issued by the State and may not work in excess of prescribed hours per day or week, or later than a particular time.

If a student works while attending school, s/he should receive counseling and assistance in seeking appropriate job opportunities and in correlating work schedules with school studies and activities, particularly where such work requires dismissal from school during instructional time periods. Any school staff who becomes aware of a student working in excess of permitted hours or later than permitted times, shall notify the building administration who shall contact the student's parents.

Permit Officer

The School District opts not to serve as a permit officer for the purpose of issuing employment permits to minors.

Student Code of Conduct

Attendance

The School District requires all students to attend school regularly in accordance with the laws of Wisconsin and Board Policy 5200 - Attendance. The school's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the guidance of a competent teacher are vital to this purpose.

Compulsory Student Attendance

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school is in session. All students must attend until the end of the term, quarter or semester of the school year in which the child becomes eighteen (18) years of age unless they fall under an exception outlined in the Board Policy 5200 - Attendance. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

Parent Notification of Absence Required

The District Administrator shall require, from the parent of each student or from an adult student, who has been absent for any reason either a written or oral notification stating the reason for the absence and the time period covered by the absence, except a parent-excused, pre-planned absence requires written notification as indicated below. The Board reserves the right to verify such statements and to investigate the cause of each:

- A. single absence;
- B. prolonged absence; or
- C. repeated unexplained absence and tardiness.

Attendance Procedures

In the event that a student will be absent from school, the parent/guardian of the student needs to call in the absence no later than 8:30 a.m. on the day of the absence. The number to use to report an absence is 920-348-5135 ext. 4. If students are absent from school and the school has not been contacted, the school will make attempts to contact the child's parent/guardian. If a student is to be

absent for an extended period of time, arrangements should be made with the student's teachers for makeup work. Extended medical absences may require a note to the school from the student's doctor. All students are expected to attend school on a regular and consistent basis.

Students must be enrolled in a class or study hall for all periods of the day, unless the school day has been academically altered due to an At-Risk Plan, Special Education Individual Education Plan, 504 Plan, homeless classification, approved post-secondary coursework, approved work experience requirements, or any social/emotional condition that would prevent a student from attending school on a full-time basis as determined by the administration. Full-time enrollment must include carrying a minimum of 6.5 credits.

Excused Absences

As required under State law, a student shall be excused from school for the following reasons:

A. Physical or Mental Condition

The student is temporarily not in proper physical or mental condition to attend a school program. If the absence exceeds five (5) days, the inability of the student to attend school due to a physical or mental condition must be certified in writing by a licensed physician, dentist, chiropractor, optometrist or psychologist or Christian Science practitioner living and residing in Wisconsin, who is listed in the Christian Science Journal. The time period for which the certification is valid may not exceed thirty (30) days.

B. Obtaining Religious Instruction

Students may wish to obtain religious instruction outside the school during the required school period. The time period or periods of absence shall be determined by the School Principal. Such absences must be at least 60 minutes but not more than 180 minutes per week. Requests for absence under this paragraph shall be denied if the student fails to attend religious instruction after requesting to be absent from regular school. The supervisor of such religious instruction shall report monthly, to the principal of the school regularly attended, the names of the students who attended such weekly religious instruction. See Board Policy 5223 – Absences for Religious Instruction for further details.

C. Parent-Excused Pre-Planned Absence

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

1. professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside the school day
2. to attend a funeral
3. legal proceedings that require the student's presence
4. college visits
5. job fairs
6. vacations

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

D. Religious Holiday

For observance of a religious holiday consistent with the student's creed or belief.

E. Suspension or Expulsion

The student has been suspended or expelled.

F. Program or Curriculum Modification

Students may be excused from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.

G. High School Equivalency – Secured Facilities

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

H. Child at Risk

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

I. Election Day Official

A high school student age sixteen (16) or seventeen (17) is permitted to be excused to serve as an election official provided that the following criteria are met: (1) the student has the permission of their parent to serve as an election official on election day; (2) the student has signed up and the municipal clerk has informed the principal that the student has been assigned to serve in this capacity; and (3) the student has at least a 3.0 grade point average or equivalent, or has met alternative criteria established by Board, if any. The principal shall promptly notify the municipal clerk or the board of election commissioners of the municipality that appointed the child as an election official if the child no longer has at least a 3.0 grade point average or the equivalent, or no longer meets the established alternative requirements. A student's absence to serve as an election official under this policy shall be treated as an excused absence. Where possible students are encouraged to provide advance notice as much as possible. Students are responsible for completing any missed school work and responsible for making appropriate

arrangements to do so.

J. Virtual Access

The student is unable to access virtual instruction programming due to a temporary disruption in the student's access to necessary technological systems (i.e. internet outage, computer failure, software malfunction, etc.) as communicated by the student's parent.

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

A. Quarantine

Quarantine of the student's home by a public health officer.

B. Illness of an Immediate Family Member

The illness of an immediate family member.

C. Emergency

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

Truancy

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

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

Unexcused Absences

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

- A. Counseling the student;
- B. Requiring the student to make-up lost time;
- C. Requiring the student to make-up course work and/or examinations, as permitted under this Guideline;
- D. Conferring with the student's parents;
- E. Suspending the student from school;
- F. Referring the student to an appropriate agency for assistance.

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

Late Arrival and Early Dismissal

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the District.

The Board recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

As an agent for the education of the children of this School District, the Board shall require that the school be notified in advance of such absences by written (including email) or personal (phone or face-to-face) request of the student's parent, who shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the School Attendance Officer.

No student who has a medical disability which may be incapacitating may be released without a person to accompany the student.

No student shall be released to anyone who is not authorized such custody by the parents.

Habitual Truancy

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

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

Parent/Guardian Responsibilities

It is the responsibility of the student's parent or guardian to ensure that their child attends school regularly. Parents are expected to provide an excuse for all absences.

Student Responsibilities.

Students are required to attend all classes and other school activities on their daily schedule, unless they have been excused from school.

Students Leaving School During the School Day

No staff member shall permit or cause any student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the Principal and with the knowledge and approval of the student's parents.

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

Make-Up Course Work and Examinations

Excused Absences

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

Unexcused Absences

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

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

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

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

Tardiness

Students who are not in their class in their assigned location (when applicable) when the late bell rings are considered tardy.

When a teacher detains a student after class, the teacher shall issue a late pass for the student's next class.

Teachers are requested to refer cases of chronic tardiness to the principal.

Excessive tardies will result in escalating consequences as determined by the Principal, including, but not limited to, detentions and suspensions.

Middle School Student Attendance at School Events

The school encourages students to attend as many school events held after school as possible, as long as such attendance does not interfere with the student's school work and home activities. Enthusiastic spectators help to build School spirit and encourage those students who are participating in the event. (Board Policy 5855 – Student Attendance at School Events)

However, in order to ensure that middle school students attending evening events as nonparticipants are properly safe-guarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event.

The school will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

The school will continue to provide appropriate supervision for all students who are participants in School District-sponsored events.

Student Behavior

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

Expected Behaviors

Each student shall be expected to:

- abide by national, State, and local laws as well as the rules of the school;
- respect the civil rights of others;
- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, sex, sexual orientation, race, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family and the school.

Care of Property

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

The Board authorizes the imposition of fines for the loss, damage, or destruction of School District-owned, borrowed or leased equipment, computing devices, school records, apparatus, musical

instruments, library materials, textbooks, and for damage to School District buildings or facilities. Therefore, if a student damages or loses school property, the student or their parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Code of Conduct, and may be referred to law enforcement. (Board Policy 5513 – Care of School District Property)

Prohibited Use or Possession of Intoxicants, Drugs, or Paraphernalia

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 educational 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 this policy, "drugs" shall mean:

- A. all dangerous controlled substances as so designated and prohibited by Wisconsin statute;
- B. all derivatives of hemp, including Delta-8-THC, Delta-9-THC, Delta-10-THC, Delta-11-THC, THC-O, and all other forms that cause psychosis; in all forms of delivery (i.e. inhalation, ingestion, injection, etc.);
- C. all chemicals which release toxic vapors;
- D. all alcoholic beverages;
- E. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- F. "look-alikes";
- G. essential oils and oil like products that may be mistaken for a drug (see Board Policy 5330 - Administration of Medication/Emergency Care);
- H. anabolic steroids;
- I. any other illegal substance so designated and prohibited by law.

The use, possession, concealment, or distribution of any drug, drug look-alike, and any drug-paraphernalia at any time on school property or at any school-related event is prohibited. Disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on

students who violate the school's drug abuse guidelines. (Board Policy 5530 – Student Use or Possession of Intoxicants, Drugs, or Paraphernalia)

Use of Tobacco/Nicotine is Prohibited

The Board is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco and nicotine use for 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.

It shall be a violation of School District policy for any student of the School District to possess, use, consume, display, promote, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content, at any time on school property or at off-campus, school-sponsored events. (Board Policy 5512 – Use of Tobacco and Nicotine by Students)

The use of other products containing nicotine, such as nicotine patches and nicotine gum is also prohibited except when a student provides documentation from a licensed medical practitioner that the student's use of non-tobacco nicotine products is being medically supervised for the cessation of a nicotine addiction and the student complies with Board Policy 5330 - Administration of Medication/Emergency Care.

Student Code of Classroom Conduct/Removal From Class

The school is committed to maintaining an orderly and safe academic atmosphere. Teachers are expected to create a positive learning environment and to maintain proper order in the classroom. Students are expected to behave in the classroom in a manner that allows teachers to effectively carry out their lessons and allows students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the school and their classroom teachers.

Such rules of behavior include a prohibition on knowingly making false statements or knowingly submitting false information during a sex discrimination complaint process, including intentionally making a false report of sexual harassment or submitting a false formal complaint. Providing false information is a violation of the Student Code of Conduct.

To ensure adherence to these expectations and principles, the Board has adopted this Code of Classroom Conduct, which applies to all students. (Board Policy 5500 – Student Code of Classroom Conduct)

Grounds for Removal of a Student from Class

Disturbances that interrupt the learning process cannot be permitted by any teacher. A teacher may temporarily remove a student from the teacher's class if the student violates the Code of Classroom Conduct. Additionally, the student may be removed from the class for a longer period of time at the discretion of the Principal. A student removed from class may also be placed in an alternative education setting.

Removal of a student from class for violating the Code of Classroom Conduct or placement of the student in an alternative educational setting does not prohibit the school from further disciplining the student for the conduct that caused removal or placement including, but not limited to, suspending or expelling the student.

It is neither possible nor necessary to specify every type of improper or inappropriate behavior for which a teacher may remove a student from class. Provided below, however, are examples of reasons a student may be removed from class. A teacher may remove a student from class for conduct or behavior that:

- A. would result in suspension or expulsion under the Board's policies and procedures;
- B. violates the behavioral rules and expectations of the school;
- C. is dangerous, disruptive or unruly. Such behavior includes, but is not limited to, the following:
 - 1. possession or use of a weapon or look-alike or other item that might cause bodily harm to persons in the classroom;
 - 2. being under the influence of alcohol or controlled substances or otherwise violating the School District alcohol and drug policy;
 - 3. behavior that interferes with a person's work or school performance or creates an intimidating, hostile, harassing, or offensive classroom environment;
 - 4. arguing, taunting, baiting, inciting or encouraging an argument or disruption or group posturing to provoke altercations or confrontations;
 - 5. disruption or intimidation caused by gang or group symbols or gestures, or gang or group posturing to provoke altercations or confrontations;
 - 6. pushing, striking, or other inappropriate physical contact with a student or staff member;
 - 7. interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means;
 - 8. dressing or grooming in a manner that presents a danger to health or safety, causes interference with work, or creates classroom disorder;
 - 9. restricting another person's freedom to properly utilize classroom facilities or equipment;
 - 10. repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions;
 - 11. throwing objects in the classroom;
 - 12. repeated disruptions or violations of classroom rules, or excessive or disruptive talking;

13. behavior that causes the teacher or other students fear of physical or psychological harm;
 14. willful damage to or theft of school property or the property of others; or
 15. repeated use of profanity.
- D. interferes with the ability of the teacher to teach effectively. Such conduct includes, but is not limited to, the following:
1. repeated reporting to class without bringing necessary materials to participate in class activities; or
 2. possession of personal property by school rules or otherwise disruptive to the teaching and learning of others.
- E. shows disrespect or defiance of the teacher, exhibited in words, gestures or other behavior; or
- F. is inconsistent with class decorum and the ability of others to learn. Such behavior includes, but is not limited to, sleeping in class, blatant inattention, or other overt or passive refusal or inability to engage in class activities.

Procedure for Student Removal From Class

When a student is to be removed from class, the teacher shall send or escort the student to the Principal and inform the Principal of the reason for the student's removal from class. The teacher may also request that the Principal come remove the student from class, if necessary for the given situation. The teacher shall provide the Principal with a written explanation of the reasons for the removal of the student as soon as possible, but no later than twenty-four (24) hours after the student's removal from class.

The Principal will generally give the student an opportunity to briefly explain the situation. The Principal shall then determine the appropriate educational placement for the student.

Student Placement

The Principal shall place the student, who has been removed from a class by a teacher, in one of the following alternative educational settings:

- A. an alternative education program approved by the Board under State law;
- B. another instructional setting, time-out, in-school suspension, or out-of-school suspension; or
- C. the class from which the student was removed if, after weighing the interests of the student, the other students in the class, and the teacher, the Principal determines that readmission to the class is the best or only alternative.

Parent/Guardian Notification Procedures

The Principal shall provide the parent or guardian of a student removed from class with written notice of the removal and the reason(s) for the removal. The notification shall be made as soon as practicable, but no later than two (2) school days after the student's removal from class. The notice shall also include the reasons for the student's removal and the placement made by the Principal. If the removal from class and change of educational placement involves a student with a disability, the parent notification shall be made consistent with State and Federal laws and regulations applicable to students with disabilities.

If the student removed from a class is subject to disciplinary action up to and including suspension or expulsion for the particular classroom conduct and/or other disciplinary incidents the parent shall also be notified of the disciplinary action in accordance with legal and policy requirements.

Students with Disabilities

A student with a disability under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, and 115.758, Wis. Stats., may be removed from class and placed in an alternative educational setting only to the extent authorized under the laws.

Definitions

"Student" means any student enrolled in the School District, an exchange student, or a student visitor to the School District's schools.

"Teacher" means a person holding a license or permit issued by the State Superintendent whose employment by a school district requires that they hold that license or permit.

"Class" or "classroom" means any class, meeting or activity which students attend, or in which they participate while in school under the control or direction of the School District. This definition of "class" includes, without limitation, regular classes, special classes, resource room sessions, labs, library time, counseling groups, assemblies, study halls, lunch, or recess. "Class" also includes regularly scheduled School District-sponsored extracurricular activities, either during or outside of school hours. Such activities include, by example and without limitation, School District sponsored field trips, after-school clubs, and sporting activities.

Other Forms of Discipline

It is important to remember that the school's rules apply at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the Principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Informal Discipline

Informal discipline takes place within the school. It includes, but is not limited to:

- verbal conference;
- writing assignments;
- change of seating or location;
- lunch-time, before-school, or after-school detention;
- in-school restriction; and,
- Saturday School.

Detentions

A student may be assigned a detention to occur before school, during lunch, or after school. Parents are provided at least one (1) day's notice whenever possible. The student or their parents are responsible for transportation to (before school) and from (after school) detentions.

In-School Restriction (ISR)

Assigned students will attend a continuous 7.5 hour period during which time they will be permitted two five-minute breaks at times to be determined by the staff member supervising the student. Each student shall arrive with sufficient educational materials to be busy during this 7.5 hour study period.

A student missing any portion of their assigned time in ISR may be required to make-up double the time missed. Failure to timely serve ISR assignment(s) may lead to an out-of-school suspension for a period not to exceed 10 days. Any such suspension shall be in accordance with School District guidelines on suspension and expulsion.

The following rules shall apply to ISR.

- Students are required to have class assignments with them.
- Students are not to communicate with each other unless given special permission to do so.
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- Students shall not be allowed to put their heads down or sleep.
- No cell phones, radios, cards, magazines, or other recreational articles shall be allowed in the room.
- No food or beverages shall be consumed, unless authorized during a designated lunch time.

Saturday School

Assigned students will attend a continuous 4 hour period beginning at 7:00 am during which time they will be permitted one five-minute break at a time to be determined by the staff member supervising the student. Each student shall arrive with sufficient educational materials to be busy during this 4 hour study period. Saturday School follows all of the expectations of ISR.

The student or their parents are responsible for transportation to and from Saturday School.

Suspension and Expulsion

Board Policy 5610 – Suspension and Expulsion authorizes the use of suspension and/or expulsion as follows:

Suspension

Duration and Grounds for Suspension

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

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

The District Administrator, or any Principal or teacher designated by the District Administrator, shall suspend a student if the student possessed a firearm while at school or while under the supervision of a school authority.

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

Suspension Procedure

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

The Principal, within their discretion, may also inform the student’s parents or guardian of the reason for the proposed suspension prior to suspending the student.

Notice of Suspension

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

Sending a Student Home on the day of the Suspension

Generally, the student should remain in school on the day of the suspension until school is dismissed for the day. Except as provided below, if the situation requires that the student be removed from the premises before school is dismissed, the Principal shall attempt to contact the student’s parent or guardian to request that the parent/guardian pick up the student. If the parent/guardian is unable to pick up the student, the student should remain under the school’s supervision until school is dismissed, or in the event law enforcement is involved, under law enforcement supervision.

Opportunity to Complete School Work

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

Reference to the Suspension in the Student’s Record

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

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

Reference to the suspension in the student's school record shall be removed if the administrator finds that:

- The student was suspended unfairly or unjustly;
- The suspension was inappropriate, given the nature of the alleged offense; or
- The student suffered undue consequences or penalties as a result of the suspension.

The administrator shall make a finding within fifteen (15) days of the conference.

Co-Curricular or Extra-Curricular Participation

A student's participation in co-curricular or extra-curricular activities during a suspension shall be determined on a case-by-case basis.

Expulsion

Grounds for Expulsion

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

- A. Repeatedly refused or neglected to obey the rules established by the School District;
- B. Knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- C. Engaged in conduct while at school or while under the supervision of a school authority that endangered the property, health or safety of others;
- D. Engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health or safety of others at school or under the supervision of a school authority or endangered the property, health or safety of any employee or School Board member of the School District in which the student is enrolled; or
- E. Was at least sixteen (16) years old and had repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion.

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

Expulsion for Bringing a Firearm to School

The School Board shall expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm to school or, while at school or while under the supervision of a school

authority, possessed a firearm, unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. Any such finding by the Board shall be in writing.

Expulsion Hearing

Prior to expelling a student, the School Board shall provide the student with a hearing. Prior written notice of the expulsion hearing must be sent separately both to the student and their parent(s) or guardian(s) if the student is a minor; otherwise just to the student. The notice will comply with the requirements of State law.

The student, or the student's parent if the student is a minor, has the right to request a closed hearing or the Board may choose to close the hearing. The student and, if the student is a minor, the student's parent or guardian may be represented at the hearing by counsel.

Expulsion Order

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

Student Records

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

Discipline of Students with Disabilities

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

Search and Seizure

Search of a student and their possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board, 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.

Desks and lockers are public property and school authorities may make reasonable regulations regarding their use. The School District retains ownership and possessory control of student desks and lockers and the same may be searched at random by school personnel at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph.

Students shall not have an expectation of privacy in lockers, desks, or other school property as to prevent examination by a school official.

All computers located in classrooms, labs, and offices of the School District are the School District's property and are to be used by students, where appropriate, for educational purposes. The School 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 School District's computer system, network, 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 School District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the School District retains the right to access information in spite of a password. 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 School District, but may be conducted by law enforcement officials, if deemed necessary.

The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever a staff member or chaperone has individualized reasonable suspicion to believe the student has consumed or is under the influence of an alcoholic beverage while on school premises or while participating in a school-sponsored activity. If the student refuses to take the test, the Principal will inform the student that refusal to participate implies admission of guilt leading to disciplinary action consistent with this handbook.

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 law enforcement. The school reserves the right not to return items which have been confiscated. (Board Policy 5771 - Search and Seizure)

Student Rights of Expression

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

- A. A material cannot be displayed if it:
 - a. is obscene to minors, libelous, indecent, or vulgar;
 - b. advertises any product or service not permitted to minors by law;
 - c. intends to be insulting or harassing;

- d. intends to incite fighting or presents a likelihood of disrupting school or a school event;
or
 - e. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

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

Distribution or display by any student of prohibited nonschool-sponsored material or in violation of the school's approval process will be halted, and the student(s) involved will be subject to disciplinary action.

Student Dress and Appearance

The school recognizes that each student's mode of dress and appearance is a manifestation of personal style and individual preference. The school will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools.

The school has established grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes.

Accordingly, the school prohibits student dress or appearance practices that:

- A. present a hazard to the health or safety of the student or to others in the school, including by way of communicating threats of harm or depictions of harmful conduct directed at others;
- B. interfere with school work, create disorder, or disrupt the educational program, including dress that promotes or depicts illegal activity, such as illegal drug use, underage alcohol consumption, or similar activities;
- C. cause excessive wear or damage to school property;
- D. prevent the student from achieving their own educational objectives because of blocked vision or restricted movement.

Such guidelines shall also apply to the dress requirements for members of the athletic teams, bands, and other school groups when representing the school at a public event. A uniform or specific dress requirement may be enforced for students when representing the school.

In enforcing the dress code, the following procedures shall be used:

- A. the Principal shall serve as the initial arbiter of student dress and grooming in their building;
- B. before taking action to enforce dress code requirements, including by requiring that a student remove, cover, or otherwise conceal the item or depiction at issue, the Principal shall determine whether the item constitutes protected speech in so far as the item independently makes a statement of a discernable nature to the observer by depiction, words, or combination of the two that does not require separate explanation.

Expressive dress may not be protected speech if it involves:

- A. Obscenity
- B. Language or depictions intended to incite violence or foment hatred of others

Dress that is otherwise protected speech may still be prohibited if it is likely to cause a substantial disruption to the educational environment. This may include dress that includes the use of vulgarity, discriminatory language including racial or ethnic slurs, negative stereotypes, violence, or other communication when the clear intent is to invoke strong reactions in observers so as to impair the ability of teachers and/or students to engage in educational pursuit.

No protected speech may be prohibited on the basis of disagreement by school officials with the specific point of view expressed if the topic is otherwise permitted (e.g. permitting depictions of support for one political party, but prohibiting depictions of support for the other).

Students who violate the foregoing rules will not be admitted to class and may be subject to additional consequences.

If the clothing cannot be removed or concealed, the student may be sent home after contact is made with the student's parent/guardian. (Board Policy 5511 – Dress and Appearance)

Student Suggestions and Complaints

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

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the Principal. (Board Policy 5710 – Student Complaints)

Student Due Process Rights

The Board recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures.

To better ensure appropriate due-process is provided a student, the Board establishes the following guidelines:

A. Students subject to suspension:

The suspended student, and if a minor, the parent of the suspended minor student shall be given prompt notice of the suspension and the reason for the suspension. The student or the student's parents may within five (5) school days following the beginning of the suspension, have a conference with an Administrator. This conference will serve as the opportunity for the student to respond to the charges against the student. If the Administrator finds that the student was suspended unfairly or unjustly or that the student suffered undue consequences as the result of suspension, the student's record shall be expunged.

B. Students subject to expulsion:

Prior to expelling a student, the Board must hold a hearing. A student and their parent must be given written notice of the intention to expel and the reasons therefore, at least five (5) days prior to the date of the hearing. The hearing is the opportunity for the student and their parent to appear with a representative or legal counsel before the Board to answer the charges. The Board will keep written minutes of the hearing. The hearing will be closed. The student and/or their parent may appeal the expulsion consistent with 120.13, Wis. Stats.

Transportation

Transportation To and From School

Transportation is provided for all eligible students. The bus schedule and route is available by contacting Smith's Bus Service at 608-429-2732.

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

A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the Principal stating the reason for the request and the duration of the change, and the Principal approves. (Board Policy 8600 - Transportation)

Conduct

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

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

The following behaviors are expected of all students:

Previous to loading (on the road and at school)

Each student shall:

1. be on time at the designated loading zone (15 minutes prior to scheduled stop);
2. stay off the road at all times while walking to and waiting for the bus;
3. line up single file off the roadway to enter;
4. wait until the bus is completely stopped before moving forward to enter;
5. refrain from crossing a highway until the bus driver signals it is safe;
6. go immediately to a seat and be seated.

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

During the trip

Each student shall:

1. remain seated while the bus is in motion;
2. keep head, hands, arms, and legs inside the bus at all times;
3. not litter in the bus or throw anything from the bus;
4. keep books, packages, coats, and all other objects out of the aisle;
5. be courteous to the driver and to other bus riders;
6. not eat, play games or play cards, etc.;
7. not tamper with the bus or any of its equipment.

Leaving the bus

Each student shall:

1. remain seated until the bus has stopped;
2. cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;
3. be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless the driver has proper authorization from school officials.

Cameras on School Buses and Other District-Owned Vehicles

The Board has authorized the installation of cameras on school buses and other district-owned vehicles for purposes of monitoring student behavior.

If a student is reported to have misbehaved on a bus or in a district-owned vehicle and their actions were recorded on the camera, the recording will be submitted to the Principal and may be used as evidence of the misbehavior. Since these recordings are considered part of a student's record, they can be viewed only in accordance with State and Federal law. (Board Policy 8600 - Transportation)

Penalties for Infractions

A student who engages in misconduct during transportation shall be subject to discipline and may be deprived of the privilege of such transportation.

Self-Transportation To and From School

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

If a student's parking permit is suspended or revoked, no fees will be refunded. Failure to comply with these administrative guidelines may result in loss of privileges and/or disciplinary actions for the student.

The following rules shall apply:

- A. Students under age eighteen (18) must have a note from their parents granting permission to drive to school.
- B. Students shall complete the Student Vehicle Form 5515 F1 which is available in the School office and provide:
 - a. driver's license;
 - b. insurance certificate;
 - c. registration.
- C. Vehicles are to be operated on designated roadways and parking lots only. Drivers are prohibited from driving or parking on any natural areas of District property without the consent of the Principal.
- D. Parking lot speed limit is 10 mph.
- E. The student must obtain a permit from the School Office and pay a fee of \$20 for the entire school year.
- F. If a student's permit is suspended, no fees will be refunded. Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student.
- G. When the school provides transportation, students shall not drive to school-sponsored activities unless written permission is granted by their parents and approved by the Principal.
- H. No other students are allowed to be driven to a school-sponsored activity by the approved student driver without a note from parents of passenger students granting permission and approval by the Principal.

Other Transportation

Students are expected to comply with all applicable expectations above when being transported by bus or other district-provided transportation at any time or for any reason. This includes shuttles between Cambria-Friesland and Randolph, athletic transportation, field trips, etc.

Annual Notices

Equal Education Opportunity/Anti-Harassment

It is the policy (Board Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity) of the School 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 gender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any 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 School District boundaries, or social or economic background.

Middle & High School Student/Family Handbook

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 educational services. Parents who have questions should contact Deb Torrison at 920-348-5548.

It is also the policy (Board Policy 5517 – Student Anti-Harassment) of the School District to maintain an educational environment that is free from all forms of harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the School District can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the School District.

The School District will not tolerate any form of harassment and will take all necessary and appropriate actions 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.

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

Name:	Deb Torrison	David Dude
Title:	Pupil Services Director	Superintendent
Phone:	(920) 348-5548	(920) 348-5548
Fax:	(920) 348-5119	(920) 348-5119
Address:	410 E. Edgewater St., Cambria, WI 53923	410 E. Edgewater St., Cambria, WI 53923
Email:	deb [dot] torrison [at] cfsdwi [dot] org	david [dot] dude [at] cfsdwi [dot] org

The complaint procedure is described in Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity and Board Policy 5517 – Student Anti-Harassment. The policies are available in the School office and on the School District’s website.

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 promptly. (What constitutes promptness will depend on the complexity of the issues, the number of incidents or factual elements, the number of witnesses and documents to be consulted, and the availability of witnesses and other evidence.)

If at any time during the investigation process the investigator determines that the complaint is properly defined as Bullying, under Board Policy 5517.01 - Bullying, and not harassment under Board Policy 5517 – Student Anti-Harassment, 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.

Under no circumstances will the School District threaten or retaliate against anyone who raises or files a complaint.

Our school is committed to an educational environment that is free of harassment of any form. Our 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 gender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by 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 also includes “hate speech” directed against a student—the use of language, behavior, or images/symbols that express prejudice against a particular group or groups on the basis of any protected characteristic(s).

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 characteristic (e.g., sex, race, learning disability);
- D. notes or cartoons;
- E. slurs, negative stereotypes, and hostile acts which are based upon another’s protected characteristic;
- F. written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- G. a physical act of aggression or assault upon another because of, or in a manner reasonably related to, the individual’s protected characteristic; or
- H. other kinds of aggressive conduct such as theft or damage to property, which is motivated by a protected characteristic.

Nondiscrimination on the Basis of Sex

The Board does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The School District's Title IX Coordinator(s) is/are:

Name:	Deb Torrison	David Dude
Title:	Pupil Services Director	Superintendent
Phone:	(920) 348-5548	(920) 348-5548
Fax:	(920) 348-5119	(920) 348-5119
Address:	410 E. Edgewater St., Cambria, WI 53923	410 E. Edgewater St., Cambria, WI 53923
Email:	deb [dot] torrison [at] cfsdwi [dot] org	david [dot] dude [at] cfsdwi [dot] org

Any inquiries about the application of Title IX and its implementing regulations to the School District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process that provides for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process is included in Board Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities. The grievance process specifically addresses how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the School District will respond.

It is a violation of this policy for anyone to knowingly making false statements or knowingly submitting false information during the sex discrimination complaint process, including intentionally making a false report of sexual harassment, or submitting a false formal complaint. The School District will not tolerate such conduct, which is a violation of the Student Code of Conduct.

Neither the Board nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or Board Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation, is a serious violation of Board Policy 2266 - Nondiscrimination on the Basis of Sex in Education

Programs or Activities that can result in the imposition of disciplinary sanctions, consequences, and/or other appropriate remedies.

All students, parents, and their representatives are advised to review Board Policy 2266 Nondiscrimination on the Basis of Sex in Education Programs or Activities for more information and detail regarding the School District's commitment to nondiscrimination on the basis of sex.

Sexual Harassment

Sexual harassment is prohibited in our school and at school-sponsored activities in accordance with Board Policy 5517 – Student Anti-Harassment. 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. 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;
- 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; or
- 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 also the policy of the School District 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 School 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 either of the School District's Title IX Coordinators listed below:

Name:	Deb Torrison	David Dude
Title:	Pupil Services Director	Superintendent
Phone:	(920) 348-5548	(920) 348-5548
Fax:	(920) 348-5119	(920) 348-5119
Address:	410 E. Edgewater St., Cambria, WI 53923	410 E. Edgewater St., Cambria, WI 53923
Email:	deb [dot] torrison [at] cfsdwi [dot] org	david [dot] dude [at] cfsdwi [dot] org

Any person may report sexual discrimination, including sexual harassment, to the School District's Title IX Coordinator listed above, regardless of whether the person is the alleged victim of the reported conduct. The report may be made in person, by mail, by telephone, or by email. The report may be made at any time, including during nonbusiness hours.

A copy of Board Policy 2266 - Nondiscrimination of the Basis of Sex in Education Programs or Activities, including the reporting, investigation, and resolution procedures, is available in the school office and on the School District's website. Board Policy 5517 Student Anti-Harassment, as well as Board Policy 2266, both contain the complaint procedures and steps for investigating complaints under these policies.

Any person who is unsure about how to submit a complaint of discrimination, harassment, or sexual harassment is encouraged to immediately contact one of the listed Compliance Officers, a Title IX Coordinator, an administrator, or any trusted member of the staff for assistance in filing a complaint.

Retaliation against a person who files a complaint is prohibited by Board policy and Federal law. Any allegation of retaliation should be filed immediately with assurance that it will be taken seriously and fully investigated by the School District.

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.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying.

Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making a false report may result in disciplinary action as indicated above.

If a student or other individual believes there has been bullying, regardless of whether it fits a particular definition, the student should report it and allow the administration to determine the appropriate course of action. (Board Policy 5517.01 - Bullying)

Student Hazing

Hazing activities of any type are inconsistent with the educational process and may in some circumstances be a violation of State law. The Board prohibits all such activities at any time in school facilities, on school property, and at any School District-sponsored activity or event.

Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Principal or to the District Administrator.

Students who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil or criminal penalties. Disciplinary action for students may include, but is not limited to, suspension and/or expulsion. (Board Policy 5516 – Student Hazing)

Section 504/ADA Complaint

Any person who believes that the School District or any staff person has discriminated against them in violation of the Board Policy 2260.01 – Section 504/ADA Prohibition Against Discrimination Based on Disability may file a complaint. A formal complaint can be made in writing to a School District Compliance Officer listed below:

Name:	Deb Torrison	David Dude
Title:	Pupil Services Director	Superintendent
Phone:	(920) 348-5548	(920) 348-5548
Fax:	(920) 348-5119	(920) 348-5119
Address:	410 E. Edgewater St., Cambria, WI 53923	410 E. Edgewater St., Cambria, WI 53923
Email:	deb [dot] torrison [at] cfsdwi [dot] org	david [dot] dude [at] cfsdwi [dot] org

Student Rights And Responsibilities

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

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

No student shall be required, as a part of the school program or the School District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, the minor's parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning: political affiliations or beliefs of the student or the student's parents; mental or psychological problems of the student or their family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations, or beliefs of the student or the student's parents; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program). (Board Policy 2416 – Student Privacy and Parental Access to Information)

Students must arrive at school on time, prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the counselor or principal.

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

Student Well-Being

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

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

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

Injury and Illness

All injuries must be reported to a teacher or 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. (Board Policy 5340 – Student Accidents/Illness/Concussion & Sudden Cardiac Arrest)

Homebound Instruction

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

Parents should contact the principal regarding procedures for such instruction. (Board Policy 2412 – Homebound Instruction)