

NEW HOLSTEIN HIGH SCHOOL



STUDENT HANDBOOK

2024 – 2025 SCHOOL YEAR

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PUBLIC NOTIFICATION OF NONDISCRIMINATION POLICY
(BOE Policy 2260)

The Board does not discriminate on the basis of race, color, religion, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities.

The District Administrator shall attempt annually to identify children with disabilities, ages 3 - 21, who reside in the District but do not receive public education. In addition, s/he shall establish procedures to identify students who are Limited English Proficient, including immigrant children and youth, to assess their ability to participate in District programs, and develop and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement, services, evaluation, and exit guidelines and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the District will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading and writing, on an annual basis (see AG 2260F).

Students, parents and all other members of the School District community are encouraged to promptly report suspected violations of this policy to a teacher or administrator. Any teacher or administrator who receives such a complaint shall file it with the District's Compliance Officer at his/her first opportunity.

Students who believe they have been denied equal access to District educational opportunities, in a manner inconsistent with this policy may initiate a complaint and the investigation process that is set forth below. Initiating a complaint will not adversely affect the complaining individual's participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with knowledge that it is false.

The Board designates the following individuals to serve as the District's "Compliance Officers" (hereinafter referred to as the "COs").

Mr. Doug Olig
Principal
New Holstein High School
1715 Plymouth Street
New Holstein, WI 53061
920-898-5115
dolig@nhsd.k12.wi.us

Mrs. Mary Pritchard
Principal
New Holstein Elementary School
2226 Park Avenue
New Holstein, WI 53061
920-898-4208
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High School Time Schedule

Monday, Tuesday, Thursday, Friday Schedule

| | | | |
|----------------|-------|---|--------|
| Period 1 | 7:55 | - | 8:50 |
| Period 2 | 8:54 | - | 9:49 |
| Period 3 | 9:53 | - | 10:51* |
| Period 4 | 10:55 | - | 11:50 |
| Period 5 Class | 11:54 | - | 12:49 |
| Period 5 Lunch | 11:50 | - | 12:20 |
| Period 6 Class | 12:24 | - | 1:19 |
| Period 6 Lunch | 12:49 | - | 1:19 |
| Period 7 | 1:23 | - | 2:17 |
| Period 8 | 2:21 | - | 3:15 |

Wednesday Schedule

| | | | |
|----------------|-------|---|--------|
| Period 1 | 7:55 | - | 8:42 |
| Period 2 | 8:46 | - | 9:33 |
| Period 3 | 9:37 | - | 10:27* |
| Period 4 | 10:31 | - | 11:18 |
| Period 5 Class | 11:22 | - | 12:09 |
| Period 5 Lunch | 11:18 | - | 11:48 |
| Period 6 Class | 11:52 | - | 12:39 |
| Period 6 Lunch | 12:09 | - | 12:39 |
| Period 7 | 12:43 | - | 1:27 |
| Period 8 | 1:31 | - | 2:15 |

* Includes 3 minutes for announcements

SCHOOL DISTRICT OF NEW HOLSTEIN MISSION STATEMENT

Student learning is our first priority.
We provide strong leadership,
innovative curriculum, and integrated
technology in a climate of mutual
respect. In partnership with the
community, we prepare our students for
the future.

We Believe . . .

- Student learning is our first priority
- All people can learn
- In an environment of respect for all
- In developing each individual potential
- In providing a safe and nurturing environment
- The right and responsibility to educate children rests first with the family
- That the integration of school and community resources promotes the learning process
- That all members of the community share in the responsibility of student development
- Positive morale facilitates learning
- The student shares responsibility for his or her learning
- The educational process continually evolves

ATTENDANCE AND TRUANCY COMPULSORY SCHOOL ATTENDANCE

School requires all students to attend school regularly in accordance with Wisconsin law. The New Holstein High School's educational programming is based on the presence of a student and requires the continuous attendance of a student for all instruction and classroom participation. Accordingly, the state of Wisconsin and the New Holstein School Board (Board Policies 5200, 5223) support regular attendance.

DEFINITIONS

- a. Wisconsin Statute Compulsory School Attendance** • State statute ([s.118.15](#)) requires school attendance of a child ages six to 18 unless he/she: (1) is excused, (2) has graduated, or (3) is enrolled in an alternative education program. The law further requires that any person having under his/her control a child between the ages of six and 18 shall require the child to attend school regularly during the full period and hours that school is in session until the end of the school term, quarter, or semester of the school year in which the child becomes 18 years of age.
- It is the responsibility of the parent to provide reasons for their child's absence.
 - **It is the responsibility of the school principal to determine whether the absence is acceptable (excused) or not acceptable (unexcused).**
 - Students and/or parents who violate Wisconsin Statutes will be referred to the courts system and or human services for review.
 - **In the State of Wisconsin, five unexcused absences (whether they be entire days or only part of days) in one semester is considered truancy.**
- b. Attendance** • There are four types of student absences:
- **Exempt Absence**
Students who are absent for part or all of the school day due to a court appearance, documented medical appointment, school function/activity, and/or immediate family funeral (limited). These are absences that do not count against the 10 allowed parent excused days.
 - **Pre-Approved Absence**
Students who know they will be absent for all or part of a school day must notify the office at least 24 hours before the date of their absence. Pre-approved absences count towards the 10 allowed parent excused days. Pre- Approved absences must not exceed 10 school days.
 - **Excused Absence**
This type of school absence is primarily due to an unforeseen circumstance and does not require pre-approval to be excused. These include, but are not limited to, illness or injury without a doctor's excuse, emergency medical or dental appointments, extreme weather conditions or a vacation. Phone calls from a parent excusing an absence must be received in the office by 8:30am or it will be considered unexcused. Excused absences count toward the 10 allowed parent excused days.
 - **Unexcused Absence**
This includes, but is not limited to, tardiness, reporting late to school without an excuse that falls into one of the above categories, truancy/skipping, oversleeping, car trouble, and/or failure to notify the office of the absence in accordance with school policy.

BEGINNING OF THE DAY

Students are to arrive at school in the morning at a reasonable time. Those who do not ride the bus to school should not arrive earlier than 7:15 A.M. Students arriving prior to the start of the school day must stay in the Fitness Center or HS Front Entrance. Doors will open at 7:30 A.M. Only those students who use our breakfast program are allowed to enter the cafeteria.

Reporting an absence • All student absences must be reported to the school office by a parent or guardian (898-4256) by 8:30 am on the day of the absence. Failure to contact the office within 24 hours of the student's absence (parent initiated) will result in the absence being unexcused, and the appropriate disciplinary action will be taken.

TARDY POLICY

Tardiness interferes with instruction and student learning. Students are expected to be on time for all classes. Students who accumulate more than 8 tardies in a semester will be subject to making up time during lunch detentions. Any further tardies may result in a parent meeting for that class will be referred to and handled by the office.

Beginning of the school day tardy policy • If you arrive after the start of the school day, you will be considered tardy and must obtain a pass from the office to enter your class.

PERMISSION TO LEAVE SCHOOL EARLY

In all situations, students must obtain a permit to leave the building from the office before leaving the school. Students who need to be dismissed before the end of the school day must bring a note from a parent/guardian requesting dismissal (that includes a reason for the absence) or a parent/guardian must telephone the school in advance. Students must sign out in the office before leaving and a parent must come into the office to pick up their student.

Upon returning to school from an appointment or arriving to school late, students must sign in at the school office. Students who leave campus leave at their own risk. Parents/guardians assume responsibility and liability for the time their child is off-campus during the school day unless the child is on a board approved, school- sponsored field trip.

MAKE UP WORK (ABSENCE) – BOE Policy 5200

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

1. It is the student's responsibility to contact the teacher to make arrangements for making up work missed during their absence from school. (see procedure below)
2. Students who miss classes will be given the opportunity, whenever possible, to make up work missed when they return to school. Any class work assigned to the student on the Planned Absence form will be expected to be completed and turned in when they return.
3. Teachers will be asked to grant the number of days absent for makeup time of any classwork not given prior to departure. This provision applies to all work assigned during the absence.
4. Examinations/assessments missed during an excused absence will be permitted to be taken at a time determined by the teacher. If a student had knowledge of an examination/assessment or project due date prior to the absence, the teacher can expect to administer the examination/project upon the students return.

Failure to obtain make up work from the teachers upon returning to school is no excuse for not doing work missed. Failure to make up work missed could result in failure of classes.

The District will not deny a student credit in a course or subject solely because of his/her unexcused absences. An unexcused student may take examinations missed during his/her absence.

Students shall be expected to make up work missed due to absence from school or participation in school activities. Make-up work, time schedules, and guidelines shall be established by the building principal and/or his/her designee. Students suspended from school shall be permitted to make up all work and exams missed during the suspension period.

Procedure for a Pre-Excused Absence • Students who have a planned, excused absence must provide notification from their parent/guardian at least 24 hours before departure to the middle school office outlining the reason and duration of the excused absence. Students will be given a Planned Absence form to be filled out by each of the student's teachers. The student must turn the Planned Absence form into the office prior to departure and a copy will be given to the student for reference. All homework listed on this form must be completed and turned into the teacher upon return, unless other arrangements have been made with the teacher and noted on the form.

TRUANCY

Truancy means any absence of part or all of one or more school days during which the school attendance officer, principal or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student, and also means intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law.

HABITUAL TRUANT

A *habitual truant* is defined as a student who is absent from school without an acceptable excuse for part of or all of five or more days on which school is held during a school semester or 10 days throughout the year.

In accordance with State Statute (118.15), all children between six (6) and eighteen (18) years of age must attend school full time until the end of the term, quarter, or semester in which they become eighteen (18) years of age unless they have an appropriate excuse or fall under one of the exceptions in the State Statutes or have graduated from high school. (BOE Policy 5200)

AGE OF MAJORITY

All students at New Holstein High School, regardless of age, are subject to all school rules. Students are permitted to originate their own excuse for absence only if they complete an *Adult Status Request* which is available in the high school office.

CUSTODY OF STUDENTS (BOE Policy 5230)

Custody of students shall not be given to any person whomsoever except the parent or legal guardian; nor shall the names and addresses of students be released to anyone except those persons specifically authorized in writing by the parents or legal guardians, by law or Board of Education policy.

CODE OF CLASSROOM CONDUCT (BOE Policy 5500, 5600)

CODE PHILOSOPHY/SCOPE

The New Holstein School District is committed to maintaining a favorable academic atmosphere. Teachers are expected to create a positive learning climate for students and to maintain proper order. Students are expected to behave in such a manner that allows teachers to effectively carry out their lesson plans and students to participate in learning activities. Students are also expected to abide by all rules of behavior established by the New Holstein Board of Education, administration, and their teachers.

Students are required to rightfully cooperate with any investigation conducted by school administrative personnel.

Student behavior that is dangerous, disruptive or unruly, or that interferes with the learning process will not be tolerated. Any student who engages in such behavior may be subject to removal from class and placement as outlined below. In addition, the student may be subject to disciplinary action in accordance with established Board policies and school rules as outlined in the school handbook.

This code of classroom conduct applies to all students in Early Childhood through grade 12.

CORRECTIVE MEASURES FOR BEHAVIORIAL OFFENSES (BOE Policy 5600)

In all cases where disciplinary action is to be instituted, reasonable efforts will be made to contact a parent/guardian. In **all** incidents where criminal activity has taken place, the police department must be notified.

Infractions that occur at school activities or on school grounds are subject to these consequences.

A student violator may be subject to any penalty for any infraction or misconduct that has the effect of substantially and materially interfering with the educational process, adversely affect the health or safety of others, or constitutes a crime if committed by an adult.

Please note that misconduct not listed will be subject to administrative review and consequences as deemed appropriate. Additionally, the corrective measures invoked will depend on the circumstances of the incident and past history of the individual(s).

CORRECTIVE MEASURES (BOE Policy 5600, 5610, 5610.02, 5611)

Corrective measures used will depend upon the nature of the behavior, the frequency, and the degree to which the student is willing to try to correct undesirable behavior.

Corrective measures will normally begin at a minimal level and then proceed to more serious levels. However, steps may be skipped dependent upon an administrative review of the facts/circumstances of the incident. These procedures may include, but are not limited to: conferences; detention; loss of school privileges; parent conference; modified school program; suspension; referral to superintendent for expulsion; police referral; court referral.

1. Student Conference

Conferences will be conducted with students regarding disciplinary matters to insure due process. Each student facing the imposition of disciplinary action under this Code of Conduct must be informed, orally or in writing, of the facts and the nature of the conduct of which they have been accused and be given an opportunity to explain his or her version of the facts or conduct which they have been accused prior to the imposition of discipline.

2. Parent Contact

Depending on the violation and the seriousness of the action, a student's parent may be contacted by telephone and/or mail in addition to a student conference. The intent of the contact is to inform the parent of the violation and the student's attitude during the conference and to elicit parent support for correcting the unacceptable behavior.

3. Parent Conferences

The principal, Associate Principal, counselor, or teacher may request a parent conference, with or without the student present, to insure parent understanding of the student's academic and/or behavior problem and to mobilize a cooperative effort to correct the difficulty.

4. Detention (BOE Policy 5610.02)

Detention(s) may be required of a student for one or more breaches of the Student Discipline Code.

A. Teacher's Detention

A teacher may detain a student after school to correct unacceptable behavior. Any student who is told by a teacher to report after school, and for any reason cannot report, must first clear this with the teacher. Failure to do so is insubordination. Early dismissal is not a valid excuse for not reporting.

B. Administrative Detention

Students may be detained by an administrator for the following reasons:

1. Excessive tardiness to school or class.
2. Unexcused absence from school or class.
3. Deliberate disrespect and/or insubordination.
4. Disciplinary reasons in the school or classroom.

Students are required to work on schoolwork during detention. Students who fail to serve an assigned administrative detention will automatically have the detention time doubled. Repeated insubordination for failure to serve detentions will result in suspension.

5. Alternative Program

"Alternative Program" means educational opportunities made available within the school district, but which may be at a site different from a student's originally assigned school or schedule. In-school suspension is an example of an alternative program, in-school monitoring may be used as a sincere attempt to assist the student in his/her adjustment to the school rules and environment.

6. In-School Suspension (BOE Policy 5610.02)

"In-School Suspension" means placing a student in a self-contained classroom for a specific set of hours or days (not to exceed three consecutive days). Homework is provided to the student in order to allow him/her to continue making academic progress while being separated from the academic mainstream.

7. Suspension (BOE Policy 5610, 5611)

"Suspension" means an action taken by the school administration prohibiting a student from attending school for a period of not more than five (5) consecutive school days. The suspension period may be extended an additional ten (10) days when an expulsion hearing has been set and it is determined that the student will create an immediate and substantial danger to persons or property around him/her. The purpose of suspension is to remove the student from the school environment and to provide time for the professional staff, parent/guardian, and student to discuss the matter and bring about an agreement on future conduct. During the suspension, the student is **NOT** to be on school grounds and cannot attend school functions or events.

8. Expulsion (BOE Policy 5610, 5611)

"Expulsion" is an action taken by the School Board to prohibit an enrolled student from further school attendance.

9. Referral to Police or Juvenile Authorities (BOE Policy 5540, 5540.01)

If a student's behavior is a violation of the law, police or juvenile authorities will be contacted by the principal or a designated representative. Every reasonable attempt shall be made to

notify parents. If the officer indicates that he/she is arresting the student, with or without a warrant, that officer shall have complete jurisdiction and responsibility in the matter in regard to the student's removal from the building.

BEHAVIORAL INFRACTIONS AND CONSEQUENCES
(BOE Policy 5136, 5505, 5512, 5517, 5517.01, 5520, 5530)

INFRACTIONS

1.(a) Under the influence, use, possession of alcohol/controlled substance/counterfeit substance (BOE Policy 5530)

1.(b) Transfer of alcohol/controlled substances/counterfeit substance. (BOE Policy 5530)

CONSEQUENCES

Police notified. Five (5) days out-of-school suspension. Follow district-wide drug and alcohol policy. A recommendation for expulsion will be made when circumstances warrant such action against the student.

Police notified. Follow district-wide drug and alcohol policy. Five (5) days out-of-school suspension. A recommendation for expulsion will be made when circumstances warrant such action against the student.

INFRACTIONS

2. Arson

3. Battery

4. Misuse of Cell Phones (BOE Policy 5136)

5. Cheating/Plagiarism (BOE Policy 5505)

6. Disorderly Conduct (BOE Policy 5520)

7. Disrespect

CONSEQUENCES

Police notified. Five (5) days out-of-school suspension. A recommendation for expulsion will be made when circumstances warrant such action against the student.

First offense: five (5) days out-of-school suspension and referral to police with recommendation of citation issuance. Possible recommendation for expulsion. Second offense: five (5) days out-of-school suspension and a recommendation for expulsion will be made when circumstances warrant such action against the student.

First offense: Confiscation. Second offense: confiscation and parents/guardians may be required to pick up phone. Third offense: cell phone banned from school for remainder of school year.

Parent notified. First offense: One (1) day of in school suspension. Second offense: Two (2) days of in school suspension.

Police notified with recommendation of citation issuance. One (1) to five (5) days in-school suspension and/or out-of-school suspension. A recommendation for expulsion will be made when circumstances warrant such action against the student.

Possible notification of police. First

offense: one (1) to three (3) hours of detention. Second offense: one (1) to three (3) days in-school suspension. Third offense: one (1) to three (3) days out-of-school suspension. A recommendation for expulsion will be made when circumstances warrant such action against the student.

8. Failure to Serve Detention

First offense: detention time doubled. Second offense: ½ day ISS, detention time doubled. Parent notified. Repeated offenses: 1 day ISS, detention time doubled. Parent notified. Administrative discretion.

9. Failure to Serve In-School Suspension

Assignment of out-of-school suspension; one (1) to five (5) days. Possible reassignment to in-school suspension.

INFRACTIONS

10. False Alarm

CONSEQUENCES

Police notified. First offense: one (1) to five (5) days out-of-school suspension. Second offense: five (5) days out-of-school suspension. A recommendation for expulsion will be made when circumstances warrant such action against the student.

11. False Reports

First offense: one (1) to three (3) hours of detention. Second offense: one (1) day in-school suspension. Third offense: one (1) to five (5) days out-of-school suspension, conference with building principal required before re-admittance.

12. Fighting

Police notified with recommendation to issue a disorderly conduct citation. First offense: one (1) to three (3) days out-of-school suspension. Second offense: three (2) days out-of-school suspension. Third offense: five (5) days out-of-school suspension and administrative hearing with building principal before re-admittance. A recommendation for expulsion will be made when circumstances warrant such action against the student.

13. Fireworks

Police notified. First offense: one (1) to three (3) hours of detention assigned. Second offense: up to five (5) days out-of-school suspension. A recommendation for expulsion will be made when circumstances warrant such action against the student.

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| 14. Forgery | First offense: one (1) to three (3) hours of detention. Second offense: one (1) day out-of-school suspension. Third offense: three (3) days out-of-school suspension, conference with building principal required before re-admittance. |
| 15. Gambling | Police notified. First offense: one (1) to three (3) hours of detention. Second offense: one (1) to three (3) days out-of-school suspension. Third offense: three (3) to five (5) days out-of-school suspension. |
| 16. Harassment and Bullying (BOE Policy 5517, 5517.01) | Misconduct will be subject to administrative review and consequences as deemed appropriate. Additionally, the corrective measures invoked will depend on the circumstances of the incident and past history of the individual(s). |

INFRACTIONS

17. Endangering Health/Safety

CONSEQUENCES

Police notified. First offense: one (1) to three (3) days in-school suspension and/or out-of-school suspension. Second offense: three (3) days in-school suspension or out-of-school suspension with possible administrative hearing.

18. Inciting Others to Violence

Police Notified. First offense: one (1) to three (3) days in-school suspension or one (1) to three (3) days out-of-school suspension. Second offense: one (1) to five (5) days out-of-school suspension with a possible referral for expulsion will be made when circumstances warrant such action against the student.

19. Insubordination

First offense: one (1) to two (2) hours of detention assigned. Second offense: one (1) to three (3) days in-school suspension. Third offense: one (1) to three (3) days out-of-school suspension. A possible referral for expulsion will be made when circumstances warrant such action against the student.

20. Physical Attack on Staff Member

Police notified. Five (5) days out-of-school suspension. A recommendation for expulsion will be made when circumstances warrant such action against the student. If expulsion recommended, suspension will remain in effect pending outcome of expulsion hearing.

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| 21. | Possession of Stolen Property | Police notified. First offense: one (1) to three (3) days in-school suspension or out-of-school suspension. Second offense: one (1) to five (5) days out-of-school suspension. |
| 22. | Public Displays of Affection | First offense & Second offense: one (1) to three (3) hours of detention assigned. Third offense: one (1) to three (3) days in- or out-of-school suspension. |
| 23 | Sexual Assault | Police notified. First offense: five (5) days out-of-school suspension with possible recommendation to the Superintendent for review. Referral to County Social Services. |

INFRACTIONS

24. Sexual Harassment
(BOE Policy 5517, 5517.01)
25. Tardiness (Unexcused)
26. Threats or Intimidating Acts
(BOE Policy 3362.01, 4362.01)
27. Use or Possession of Tobacco or Tobacco Products, Electronic Vapor Devices, or Electronic Juices with or without nicotine, Hemp plant or Marijuana derived Substances (BOE Policy 5512, 5530)
28. Truancy
(BOE Policy 5200)
29. Vandalism/Criminal

CONSEQUENCES

- Misconduct will be subject to administrative review and consequences as deemed appropriate. Additionally, the corrective measures invoked will depend on the circumstances of the incident and past history of the individual(s).
- First through 7th tardies per semester: verbal warnings given; 8th-11th tardies per semester: 10 minute lunch detention for each tardy; 12th tardy per semester: parent contact and letter + 30 minute lunch detention; 13-15th tardy per semester: two 30 minute lunch detentions for each tardy; 16th unexcused tardy per semester: In-school suspension.
- Referral to police. First offense: one (1) to three (3) days in-school suspension or out-of-school suspension. Second offense: one (1) to five (5) days out-of-school
- First offense: one (1) day out-of-school suspension and police notified. Repeated offenses: two (2) days of out of school suspension, referral to SFAP program, and police notified
- First offense: parent meeting.
Repeated offenses: legal process referral.
Note: See section on Truancy for information regarding truancy.
- Police notified. First offense: one (1) to

| | |
|----------------------------------|--|
| Damage | five (5) days out-of-school suspension. Restitution required covering loss to school district. Possible referral to Superintendent for expulsion. Second offense: five (5) days out-of-school suspension. Restitution required to cover loss to school district. A recommendation for expulsion will be made when circumstances warrant such action against the student. |
| 30. Weapons (BOE Policy 5772) | First offense: police notified and weapon confiscated. Three (3) to five (5) days out-of-school suspension. Administrative hearing at principal level. A recommendation for expulsion will be made when circumstances warrant such action against the student. |

**POLICIES AND RULES ON WEAPONS, VIOLENCE,
AGGRESSIVE AND THREATENING BEHAVIOR**
(BOE Policy 3362, 3362.01, 5511, 5517, 5517.01, 5772, 5840, 7217)

New Holstein High School expects the school environment to be safe and secure for all students. Since schools should be an example of what is taught regarding the observance and respect for law, and because it is absolutely essential that students, staff, and property remain safe from violence, various rules have been identified and will be implemented to this end. These rules specifically address:

- Weapons
- Violence
- Aggressive Behavior
- Threatening Behavior
- Threats and Violence to School Staff
- Student Dress
- Harassment, Hate
- Association/Organization (gang-related behavior)

WEAPONS (BOE Policy 5772, 7217)

It is the goal of the School District of New Holstein to provide a safe and healthy environment for all persons on its premises or attending any of its activities or functions. Therefore, except as otherwise provided:

1. No person shall possess, use or threaten use of a weapon or a look-a-like weapon on school premises, in school-sponsored vehicles or at any school-related event;
2. No person shall possess a firearm within 1,000 feet from the grounds of a school; and
3. No person shall unlawfully possess, use or threaten the use of a chemical irritant (e.g., pepper spray) on school premises, in school-sponsored vehicles or at any school-related event.

Weapon

A weapon is defined as a firearm (loaded or unloaded), knife, razor, martial arts device, explosive device, metal knuckle or any other object which by the manner in which it is used, is capable of inflicting bodily harm. A look-alike weapon is defined as a toy gun, non-working replica of a weapon, cap gun, starter pistol or any other object, which could reasonably be mistaken for an actual weapon regardless of whether it is manufactured for that purpose.

Violation Of Above Policy

a. Student

A School District of New Holstein student who violates this policy shall be subject to school disciplinary action, including suspension and/or expulsion in accordance with state and federal laws and Board policies, and shall be referred to law enforcement officers. In accordance with state and federal law, a student who possesses a firearm while at school or under the supervision of a school authority shall be expelled from school for not less than one year. (Expulsion requirements will be determined on a case by case basis.)

Disciplinary measures taken shall be the responsibility of the building administration. Circumstances involving a policy violation, including the age of the student and state or federal law, shall be taken into consideration when disciplinary action is being determined. The disciplinary guidelines for students outlined in established rules for grades kindergarten through five and grades six through 12 shall be considered before administrative action is taken. The list

of weapons is illustrative only and is not intended to be an inclusive listing of all weapons or look-alike weapons as defined in this policy.

In all cases, administrative discretion shall be used after reviewing the circumstances of the incident and these guidelines. Action other than that suggested in the guidelines may be recommended dependent upon the actual facts surrounding the incident.

If a student possesses a weapon or look-alike weapon in violation of this policy, the weapon shall be confiscated, reported to the student's parents or guardian and forwarded to law enforcement officers.

b. Other Person

Any other violator of this policy will be turned over to law enforcement officials and prosecuted in accordance with State and Federal law.

c. Exceptions

The following are exceptions to this policy:

1. Weapons under the control of law enforcement personnel acting within their scope of employment.
2. Weapons that are registered and handled in a legal manner for the purpose of education and are authorized, in writing, by the building administrator. Requests for such activities must be submitted, in writing, at least three school days prior to the event or activity with permission granted, in writing, by the building administrator prior to the event or activity. These weapons will be stored in the office safe until needed for class. The building administrator shall be responsible for designating an adult to take and return the weapon to classroom or event for the educational activity.
3. Weapons properly registered and handled during the community use of facilities for school sanctioned purposes may be permitted. Requests for such purposes must be

submitted, in writing, two weeks prior to the event or activity with permission granted, in writing, by the building administrator prior to the event or activity.

This policy shall be published annually in all district student and staff handbooks.

Legal References: 120.13 (1) Wisconsin State Statutes
939.22 (10) Wisconsin State Statutes
941.235 Wisconsin State Statutes
948.60 Wisconsin State Statute
948.605 Wisconsin State Statutes
948.61 Wisconsin State Statutes
Chapter 48: Children's Code
Drug Free Students Act

VIOLENCE, AGGRESSIVE AND/OR THREATENING BEHAVIOR

(BOE Policy 3362, 3362.01, 5520)

Violence, aggressive and/or threatening behavior on school premises, buses, or any school event will not be tolerated. This will be dealt with immediately and appropriate action will be taken.

Violence, aggressive and/or threatening behavior may or may not involve dangerous weapons. This behavior includes (but is not limited to) disorderly conduct, battery, mayhem, aggravated battery, injury by conduct regardless of life and harassment.

The school will treat these actions very seriously and has implemented school rules on violence, aggressive, and/or threatening behavior that could result in a student being expelled from school.

Students who endanger the property, health, and/or safety of **any** employee or school board member of the school district, regardless of whether the pupil's conduct or action takes place on or off school grounds, will be handled under the following guidelines:

[Wisconsin Statutes 120.13(1)(c)].

1. An investigation will be conducted and, where appropriate, the student will be suspended.
2. If appropriate, the police department will be involved in the investigation and disposition of the incident.
3. The student's class schedule will be assessed for its appropriateness. If threatening behavior continues, school staff will assess the student's needs and program modifications may be implemented.
4. A recommendation for expulsion will be made when circumstances warrant such action against the student.

POLICY ON STUDENT ALCOHOL AND CONTROLLED SUBSTANCES

(BOE Policy 5530)

The goal of this policy is to promote the maximum level of learning success for all students by working with them, their parents, and the community so all schools will be totally free of the harmful effects of alcohol and other drugs. This policy is designed to convey a strong message of zero (0) tolerance. Students are prohibited when, on school property, in school-related transportation (e.g. buses) or at a school-sponsored event, from possessing alcohol, non-prescribed controlled substances or related chemicals, unauthorized prescribed medications, look-alike controlled substances, or drug paraphernalia as defined in Section 961.571, Wisconsin Statutes, and from transferring or selling any of these items.

A Passive Alcohol Screening System will be used during school and at school-sponsored events. The Passive Alcohol Screening System (P.A.S.) is used to check alcohol presence/absence with or without a subject's direction participation. When used without the subject's direct participation, it's known as passive sampling as opposed to active testing where the subject blows directly into a mouthpiece or the intake port. The P.A.S. can also be used to detect open containers of alcoholic beverages, or to detect low levels of alcohol in enclosed spaces such as vehicles, lockers, school rooms.

STUDENT ALCOHOL AND/OR OTHER CONTROLLED SUBSTANCE USE

The following actions are prohibited by students in or on school property, in any district-owned or contracted vehicle, or at school-sponsored activities.

1. The use, possession, dispensing, distribution, manufacture, transfer, sale, or possession with intent to sell controlled substances, alcohol, or drug paraphernalia (as defined by local, state, and federal statutes); and
2. Being under the influence of alcohol or controlled substances.

Failure to abide by this policy will result in disciplinary action up to and including suspension or expulsion from school. Such disciplinary action shall be done in accordance with state law enforcement officials regarding prosecution under specific local, state, or federal laws.

The district shall assist students, parents/guardians, and staff to be aware of procedures that exist to deal with the problems associated directly or indirectly with controlled substances and alcohol use and abuse. Students who recognize they have a drug/alcohol use or abuse problem may approach school personnel for guidance and assistance in seeking treatment without fear of reprisals or being subject to disciplinary measure as long as such help is not sought during the administration of punishment for a drug/alcohol policy violation.

LEGAL REF.: Sections 118.257 Wisconsin Statutes; 120.13(1); 125.02(8m); 125.037; 125.09.
Chapter 161 – Drug-Free Schools and Communities Acts Amendments of 1989.

ALCOHOL AND/OR OTHER CONTROLLED SUBSTANCE ENFORCEMENT REGULATIONS

REFERRAL OF STUDENTS FOR USE OR POSSESSION OF ALCOHOL, CONTROLLED SUBSTANCES, OR DRUG PARAPHERNALIA

1. Anyone who has reasonable suspicion to believe that a student is using or possessing alcohol, controlled substances, or drug paraphernalia in or on school property, in any district-owned or contracted vehicle, or at any school-sponsored activity shall refer such student to the principal or his/her designee. Upon referral, the principal or his/her designee shall investigate the incident and contact the student's parent(s) or legal guardian.
2. If possession is suspected, the student's locker may be subject to search. Any alcohol, controlled substance, or drug paraphernalia confiscated will be turned over to the police.
3. If use is suspected, the principal or his/her designee may do any of the following:
 - A. Request law enforcement officials to administer a breathalyzer;
 - B. Request the student's parent/guardian to have the student obtain a urinalysis or other medical test from an appropriate agency; and/or
 - C. Request the student to get an assessment by a professional outside agency.
4. Suspension procedures shall follow for any student found in violation of this provision. A recommendation for expulsion may be made.
5. Subsequent violations will result in a recommendation for expulsion.

REFERRAL OF STUDENT FOR BEING UNDER THE INFLUENCE OF ALCOHOL AND/OR CONTROLLED SUBSTANCES

1. Anyone who has reasonable suspicion to believe that a student is under the influence of alcohol and/or another controlled substance in or on school property, in any district-owned or contracted vehicle or any school-sponsored activity shall refer such student to the principal or his/her designee. Upon referral, the principal or his/her designee shall investigate the incident and contact the student's parent or legal guardian.
2. In the event the principal or his/her designee is unable to contact a parent or legal guardian of the student referred, or in the event such parent or guardian is unable to take immediate charge of such student, the principal or his/her designee, in the interest of the health and safety of the student, may make arrangements for appropriate medical treatment.
3. The principal or his/her designee may also do any of the following:
 - A. Request law enforcement officials to administer a breathalyzer;
 - B. Request the student's parent/guardian to have the student obtain a urinalysis or other medical test from an appropriate agency; and/or
 - C. Request the student to get an assessment by a professional outside agency.
4. Suspension procedures shall follow for any student found in violation of this provision. A recommendation for expulsion may be made.
5. Subsequent violations will result in a recommendation for expulsion.

REFERRAL OF STUDENT FOR DISPENSING, DISTRIBUTING, TRANSFERRING, MANUFACTURING, SELLING OR POSSESSING WITH INTENT TO SELL ALCOHOL, CONTROLLED SUBSTANCES, OR DRUG PARAPHERNALIA

1. Anyone who has reasonable suspicion to believe that a student is dispensing, distributing, transferring, manufacturing, selling or possessing with the intention of selling alcohol, controlled substances, or drug paraphernalia in or on school property, in any district-owned or contracted vehicle, or at any school-sponsored activity shall refer such student to the principal or his/her designee. Upon referral, the principal or his/her designee shall investigate the incident and contact the student's parent or legal guardian.
2. The student's locker may be subject to search during the investigation. Any alcohol, controlled substance, or drug paraphernalia confiscated will be turned over to the police.
3. A referral will be made to the police for possible violation of local, state, or federal laws.
4. Suspension procedures shall follow for any student found in violation of this provision. A student may also be considered for expulsion depending upon the outcome of the investigation.
5. Subsequent violations will result in a recommendation for expulsion.

HARASSMENT AND BULLYING (BOE Policy 5517, 5517.01)

"Harassment" or "bullying" is any gesture or written, verbal, graphic, or physical act (including "cyber bullying" or electronically transmitted acts – i.e. internet, cell phone, personal digital assistant (PDA), or wireless hand held device etc. Cyber bullying includes but is not limited to the following misuses of technology: harassment, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images, or website postings, including blogs or any other messages via cyberspace) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior may be considered harassment

or bullying whether it take place on or off of school property, at a school-sponsored function, or in a school vehicle.

“Harassment or bullying” is conduct that meets all of the following criteria:

- is directed at one or more individuals and/or groups;
- substantially interferes with educational opportunities, benefits, or programs of one or more individuals;
- adversely affects the ability of an individual and/or groups to participate in or benefit from the school district’s educational programs or activities because the conduct, as reasonably perceived by the individual, is so severe, pervasive, and objectively offensive as to have this effect; and,
- is based on the individual’s/groups actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

School administrators will develop and implement procedures that ensure both the appropriate consequences and remedial responses to a student or staff member who commits one or more acts of harassment or bullying. Reprisal or retaliation against any person who reports an act of harassment or bullying is prohibited. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstance of the act.

PUPILS/STUDENTS SEXUAL HARASSMENT (BOE Policy 5517, 5517.01)

General

Sexual harassment is a prohibited action when it results in discrimination for or against an employee or student on the basis of conduct not related to working or learning performance. Such practice would include any job-related or academic action that is based upon an individual’s acceptance of or resistance to sexual overtures.

Individuals who instigate this type of harassment are subject to appropriate disciplinary action.

Definition of

Sexual harassment has been defined by the Equal Employment Opportunities Commission as follows:

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic status, (2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual, or (3) such conduct has the purpose or effect or unreasonably interfering with an individual’s performance or creating an intimidating, hostile, or offensive environment.

All employees and students must be allowed to work in an environment free from unsolicited and unwelcome sexual overtures. It refers to behavior, which is not welcome, which is personally offensive, and which, therefore, interferes with the working or learning effectiveness of its victims and their peers. Individuals who experience sexual harassment should make it clear that such behavior is offensive to them and may process a complaint pursuant to established procedures. Sexual harassment may include actions such as:

1. Sex-oriented verbal “kidding” or abuse;
2. Sexual contact as defined by statutes; and

3. Demand for sexual favors, accompanied by implied or overt promises or preferential treatment or threats concerning an individual's employment or academic status.

Retaliation

Any retaliation will result in disciplinary actions.

Prohibition thereof

In the School District of New Holstein, sexual harassment is a prohibited action under any circumstances.

Notification

Each employee in the district will receive a copy of this policy and the complaint procedure.

Complaint Procedure Relative to Sexual Harassment

The following procedure is adopted to provide for the resolution of student or employee complaints alleging any discrimination due to sexual harassment.

Step One Any complaint shall be presented in writing to the building principal. The complaint should include the specific nature of the harassment; factual information such as dates and locations; and the name, address, and phone number of the complainant.

Step Two The principal shall thoroughly investigate the complaint, notify the person who has been accused of harassment, permit a response to the allegation, and arrange a meeting to discuss the complaint with all concerned parties within ten (10) work days after receipt of the written complain. The principal shall give a written answer to the complainant within ten (10) work days after the meeting, with a copy sent to the individual accused.

Step Three If the complaint is not resolved in Step Two, the complainant may file the complaint in writing with the District Administrator. The District Administrator shall arrange a meeting to discuss the complaint within ten (10) work days after receiving the written complaint and subsequent meeting may be rescheduled as agreed by both parties. The District Administrator shall give a written answer to the complainant within ten (10) work days after the final meeting regarding the complaint, with a copy sent to the individual accused.

Step Four If the complaint is not resolved in Step Three, the complainant may file the complaint with the Clerk of the Board within ten (10) work days after the receipt of the District Administrator's answer. The Board shall consider the complaint at the earliest appropriate meeting at which time the complainant shall have the right to present his or her position to the Board. The Board shall, within ten (10) work days after the meeting, advise the complainant in writing of the action taken with regard to the complaint, with a copy sent to the individual accused.

Step Five **(Applies only to students)** If a student is dissatisfied with the Board's decision, he/she may, within thirty (30) days appeal the decision in writing to the State Superintendent of Public Instruction.

Source: Title IX of the Education Amendments of 1972

ASSOCIATION/ORGANIZATION (GANG-RELATED BEHAVIOR) (BOE Policy 5840)

New Holstein High School believes that gang-related behavior aimed at initiating, advocating, or promoting activities which threaten the safety or well-being of persons or property on school premises or buses, or behavior which disrupts the school environment are harmful to the educational process. The use of hand signals, graffiti, the presence of any apparel, jewelry, accessory, the manner of grooming which by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a gang, is contrary to the school environment and creates an atmosphere where unlawful acts and violations of school regulations may occur. New Holstein High School will not accept this behavior. The type of behavior, which involves initiations, hazing, intimidations, or related activities of such gangs' affiliations are also prohibited.

To implement these policies, New Holstein High School will:

1. Request that the student make the appropriate correction in behavior or dress. If the student refuses, the parent or guardian will be notified and asked to make the necessary correction.
2. An administrator will take appropriate corrective and disciplinary action following guidelines established for violence, aggressive, and/or threatening behavior.
3. Students will be encouraged to participate in school or other positive activities.
4. Staff training regarding the identification of gang-related issues will be implemented in an attempt to curb participation in such organizations.

ATHLETIC EVENTS (RULES)-HOME AND AWAY

The policy on crowd behavior is designed to provide participants, officials, and spectators with respect and to ensure their safety. We believe that the following rules will assist in meeting that goal.

1. All fans are expected to stay in the designated spectator areas during the extra-curricular event.
2. No loitering.
3. Abusive language and gestures toward officials, participants, and spectators are prohibited.
4. Only authorized cheerleaders are permitted to lead their cheering sections.
5. Any cheers that ridicule, insult, or use profanity are prohibited.
6. All types of noisemakers are prohibited in the gym.
7. Any noisemaker which may interfere with the progress of an outdoor extra-curricular event will be prohibited (i.e. whistles).
8. Signs, cards, banners, pennants, and attire not acceptable in school, are also not acceptable at athletic and co-curricular events. Acceptable signs, banners, and pennants are subject to WIAA guidelines.
9. Any action that endangers the safety of participants, spectators, or officials is prohibited.

BREAKAGE/DESTRUCTION OF SCHOOL PROPERTY (BOE Policy 5513)

If a student inadvertently or accidentally damages, destroys, or loses property belonging to the School District of New Holstein, the student will be required to pay all costs involved in the repair or replacement of material or items.

In the event that school property is damaged, destroyed, or lost intentionally due to misbehavior or mischief, the student will be required to pay all damages and be subject to disciplinary procedures as per school policy. (Also see Vandalism/Criminal Damage)

BUILDING AND EQUIPMENT

The Board of Education makes every effort to provide us with a clean, attractive, and well-kept building. Regard your school as you would your own home. Be careful and help toward preserving the walls and floors, the fixtures, and equipment. Take great pride in seeing that the building is always neat and clean in appearance. Put gum, waste paper, and candy wrappers in the waste paper baskets around the building. Help keep our building sanitary and neat!

BUILDING LOCKDOWN

A building lockdown will be activated if an individual or individuals are in or near the building and there is sufficient reason to believe that the safety of students and staff is in danger. Students and staff will be notified of a lockdown through an announcement on the PA system. **Stay in locked classroom during a**

lockdown. In the following cases, report to the nearest classroom when the lockdown is announced: 1.) When students are at lunch, 2.) When changing classes, 3.) When students are going to or from the library, rest room, physical education, music, or art classes.

BUS TRANSPORTATION AND FIELD TRIPS (BOE Policy 8600) **SCHOOL BUS SAFETY**

It shall be the policy of the School District of New Holstein to provide safe and orderly transportation for all students between home and school as well as during school sponsored activities. Because bus riding is a privilege rather than a right, it is expected that all students shall adhere to the adopted rules and regulations.

USE OF VIDEO CAMERA ON THE SCHOOL BUS

The New Holstein School District, in conjunction with New Holstein Transportation Services, approves of the use of video cameras on the school buses for the primary purpose of reducing disciplinary problems and vandalism on the bus, thereby allowing the driver to focus on the bus, providing safer transportation of our students. Bus Company personnel and school administration have access to bus video recording to identify safety issues and determine consequences when necessary.

BUS RIDER RULES

School transportation is provided as a courtesy to all eligible students. The District is **not** required by law to provide transportation services to all students. The school administration feels very strongly that each driver should be able to experience nothing but respectful behavior from the students.

The following bus rules have been established to insure that your child will have a safe trip via the school bus:

1. Previous to Loading (on the road and at school)

- a. Be on time at the designated school bus stops - keep the bus on schedule.
- b. Stay off the road at all times while waiting for the bus. Bus riders conduct themselves in a safe manner while waiting.
- c. Wait until the bus comes to a complete stop before attempting to enter the bus. Line up in an orderly fashion in single file. Do not rush to get on.
- d. Do not move toward the bus at the school-loading zone until the buses have been brought to a complete stop.
- e. Be courteous at all times, especially to younger children.
- f. Leave home on time so you do not have to rush to catch your bus.
- g. If there is no sidewalk or path, it is recommended that you walk on the side of the road facing traffic to get to the bus stop.
- h. Use the grab rail and watch your step when getting on the bus.

2. While on the Bus

- a. Keep the hands and the head inside the bus at all times after entering and until leaving the bus.
- b. Assist in keeping the bus safe and sanitary at all times.
- c. Remember that loud voices or unnecessary interruptions diverts the driver's attention and may result in a serious accident.
- d. Treat bus equipment like valuables in your own home. Damage to equipment will be paid for by the offender.
- e. Never tamper with the bus or any of its equipment.
- f. Leave no books, lunches, or other articles on the bus.

- g. Place books, packages, coats, and all other objects out of the aisles.
- h. Remain in the bus in case of road emergency, unless directed to do otherwise by the bus driver.
- i. Do not throw anything out of the bus window.
- j. Always remain in your seat while the bus is in motion.
- k. Be courteous to fellow pupils, the bus driver, the driver's assistants, and to passersby.
- l. Remain absolutely quiet when approaching a railroad-crossing stop.
- m. Parents will be notified if there is continuous misconduct on the bus. Bus riders may be denied the privilege of riding.
- n. The driver is responsible for controlling the bus riders. They must obey him/her and driver assistants, promptly and cheerfully.
- o. Inform driver, if possible, when a rider will be absent.
- p. No food or beverages are to be consumed on the bus.
- q. Grade school children (kindergarten through grade eight) will occupy the forward seats of each bus. High school children (grades 9-12) will occupy the rear seats of each bus.
- r. No student will be allowed to ride any bus other than the assigned bus unless permission is granted by school authorities.
- s. Windows can be opened but only a total of 3 inches maximum.
- t. Seats will be assigned by the bus driver at the beginning of the year or when a student starts riding on the bus. Students are to use the assigned seats unless reassigned by the driver.
- u. Large items cannot be placed in the aisle or at the front of the bus. If the item is too large to hold without depriving another student of his/her seat, arrangements must be made for transportation other than on the bus.
- v. No dangerous or objectionable objects or materials, including knives, guns, gasoline or other volatile substances and animals are allowed to be transported on the school bus.

3. After leaving the Bus

- a. Cross the road, when necessary, after getting off the bus (at least 10 feet in front of the bus) but only after checking to see that no traffic is approaching and after receiving the signal from the driver.
- b. Help look after the safety and comfort of small children.
- c. Be alert to the danger signal (horn) from the driver.
- d. Riders are not permitted to leave the bus at other than regular stops, unless proper authorization has been given in advance by parents and school officials.

4. Extra-Curricular Activity Trips

- a. The above rules and regulations will apply to any trip under school sponsorship.
- b. Pupils shall respect the wishes of competent chaperons appointed by the school officials to accompany the bus riders.

School officials and parents are concerned with safe and efficient school bus transportation. In order to facilitate this, the following policies have been established by the New Holstein School Board.

1. All students will be required to meet the school bus on the main traveled public roads on time. School buses shall not travel driveways to pick up or drop off students. Driveways are defined as the roads leading from the said traveled public road to the family dwelling. Buses shall not travel dead end state, county or town highways or roads unless an adequate turnaround area is provided at the end of such highway or road by the agency of government having jurisdiction over the said highway or road, provided, however, that in no event shall a bus travel on any state, county, or town highway or road having a traveling lineal distance of less than 1/2 mile, and a surface width of less than 16 feet. In the event a dead end road or highway has a traveled lineal distance in excess of 1/2 mile, the Board of Education may, however, direct that buses shall not travel such road or highway in those instances where in the judgment of said Board such travel would not be in the interest of the students or District for safety or scheduling reasons. Any turn-around areas so provided shall be constructed on land owned by the public or over which an easement has been granted for public roadway purposes having not less and the following minimum requirements:
 - a. For circular turnaround areas, the turnaround area to have a road base of not less than 8 inches in depth, said base to be composed of not less than 3/4 inch crushed aggregate, and to have a surface width of not less than 16 feet and a circular area of not less than a 100 foot radius wide inside dimension.
 - b. For a "T" type turnaround area, the turnaround area to have a road base of not less than 8 inches in depth, said base to be composed of not less than 3/4 inch crushed aggregate, and to have a surface width of not less than 16 feet and lineal distance of not less than 75 feet on each side of the "T".
2. Bus transportation will be provided for elementary school children living within a village (incorporated or unincorporated) or a city if the mileage exceeds two miles from dwelling door to school door.
 - a. Children living outside a village limits or city limits less than two miles from dwelling door to school door will be transported if a safety factor exists.
3. Children living in concentrated population areas will be required to assemble at a bus loading point or points. The bus will not pick up at individual homes in concentrated population areas.
4. Bus transportation to and from school is a privilege, not a person's right. Therefore, the following action will be taken for children causing a behavioral problem on the school bus:
 - a. First offense child will be warned by the school authorities and/or designees.
 - b. Second offense the child's parent(s) or guardian(s) will be informed of the misconduct in writing by school authorities and advised of the action that will be taken in the case of a third offense. They will also be advised of the school compulsory attendance laws.
 - c. Third offense child will not be transported by school bus for an extended period. The extended period will be established by school authorities.
 - d. Successive offenses will be handled as per paragraph (c) above with longer extended period for each offense.
 - e. This procedure shall not apply to fighting, destruction of property, bodily injury, or other serious offenses on the bus. In this case a bus rider may be removed from the bus immediately by proper authorities.
5. Grade school children (kindergarten through grade eight) will occupy the forward seats of each bus. High school children (grade nine through grade twelve) will occupy the rear seats of the bus. This organization is to be maintained by the bus drivers.
6. No changes in established bus routes, pickup points or drop-off points will be made without notification from school authorities.
7. No student will be allowed to ride other than assigned bus unless permission is granted by school authorities. Bus passes will only be utilized in emergency or extenuating circumstances.
8. The bus driver has full authority over the children, similar to a teacher while the child is on the school bus.

10. Students will be dropped off at regular assigned pickup points only, unless approval has been granted by school authorities.
11. Parent Pick-up: In order to provide adequate time to notify school personnel, any changes to bus transportation for the day needs to be called in 2 hours prior to end of day dismissal.

In conclusion sincere efforts will be made to satisfy everyone. However, some challenges cannot be resolved to everyone's complete satisfaction. The purpose of the bus program is to deliver the students to and from school safely and comfortably and it can be accomplished by cooperation from parents, students, bus drivers, and school officials. Please anticipate changes as availability of bus drivers will influence routing and trips.

BICYCLES

Park and lock bikes in the space provided for them. Never handle anyone else's bike without permission. The school is not responsible for stolen bikes, bicycle parts or personal items left on a bike.

FIELD TRIPS

A student must have a signed parent/guardian permission slip to participate in a field trip. Permission slips will be sent home by the classroom teacher and will include details about the trip. Due to liability concerns, failure to return a signed permission slip by the stated deadline will exclude the student from the trip. Some field trips involve admission costs or other fees that must be returned by a specific deadline. This information will be provided on the permission slip.

Transportation to and from the field trip destination will be provided by the district. All students must ride to the trip destination on the transportation provided. In some instances, a child can be released to the parent/guardian at the conclusion of the trip. A signed and dated statement taking full responsibility for the child must be submitted to the principal prior to the leaving the school for the field trip destination.

CLUBS AND ORGANIZATIONS (BOE Policy 5730)

There are a number of school activities that students are encouraged to join.

DROP POLICY

Before the School Year Begins

Each year the master schedule is developed and student schedules are generated by our computer. Students will have the opportunity to see their schedules during the summer and correct any errors if one of the following reasons exist:

1. A class needs to be added because it is a requirement for graduation.
2. There is a computer error on the student's schedule.
3. There are unassigned classes on the student's schedule (classes which were requested but did not fit).
4. There are two study halls in one semester and none in the other.
5. The student is in a Co-op, Health Career-Op, or Youth Apprenticeship and needs to be free at certain times for his/her job.
6. There are documented health concerns that necessitate a change.
7. The student's IEP requires that modifications be made.
8. A teacher or counselor recommends that a class be changed because it is too difficult for the student.
9. Students have changed post-secondary plans and there is a sound educational reason for the change.

After the School Year Begins

The high school employs teachers based on the course requests that students make each spring. Students will not be allowed to change classes (drop one class and pick up another) once we begin the school year. Exceptions may be made to accommodate a teacher or request if one of the nine reasons listed above become apparent during the school year.

Students will be allowed to drop classes if they make the request during the first week of each semester and if they continue to have 6 credits on their schedule for the school year without the dropped classes. If they need to add a class to reach 6 credits, the class must be added during the first five days of the semester and must fit into their schedule without moving other classes.

All paperwork associated with the dropping of classes must be completed in its entirety within the allowable drop period. Failure to complete the paperwork within the allowable time will result in a failure being recorded for the class being dropped.

EMERGENCY AUTHORIZATION INFORMATION (BOE Policy 5341)

The following information will be maintained in our student management system for each student enrolled:

1. Name, address, and phone number of another person beside the parent to contact in case of an emergency.
2. Name of doctor and dentist.
3. The following statement electronically dated and signed by parent or guardian:
"I hereby authorize the school principal, teacher, or nurse to call the family physician or dentist if a need for emergency medical care exists and I cannot be reached immediately. In the event that the family physician or dentist is not available and the school authorities are not able to locate me or my designee, I authorize the school authorities to secure the medical services of the trained personnel and institution that are most readily available."
4. Any known medical condition.

FOOD SERVICE (BOE Policy 8500)

The Board of Education shall provide cafeteria facilities in all school buildings where space permits, and will provide food service for the purchase and consumption of lunch for all students. Lunches sold by the school may be purchased by students and staff members and community residents in accordance with the rules of the District's school lunch program. The Board shall also provide a breakfast program in accordance with procedures established by the Department of Public Instruction.

Medical Food Issues • Substitutions to the standard meal requirements shall be made, at no additional charge, for students for whom a health care provider who has prescriptive authority in the State of Wisconsin has provided medical certification that the student's medical condition restricts his/her diet, in accordance with the criteria set forth in 7 C.F.R. Part 15b. To qualify for such substitutions the medical certification must identify:

- the student's medical condition or symptoms of a condition that restricts one (1) or more major life activity or function;
- an explanation of how the condition or symptom affects the student's diet; and
- the food(s) to be omitted from the student's diet, and the food or choice of foods that must be substituted (e.g., caloric modifications or use of liquid nutritive formula).

For students who need a nutritionally equivalent milk substitute, only a signed request by a parent is required.

Lunch Accounts • Bad debt incurred through the inability to collect lunch payment from students is not an allowable cost chargeable to any Federal program. Any related collection cost, including legal cost, arising from such bad debt after they have been determined to be uncollectable are also unallowable. District efforts to collect bad debt shall be in accordance with Policy 6152 - Student Fees, Fines, and Charges. Bad debt is uncollectable/delinquent debt that has been determined to be uncollectable by the end of the school year in which the debt was incurred. If the uncollectable/delinquent debt cannot be recovered by the School Meals Program in the year when the debt was incurred, then this is classified as bad debt. Once classified as bad debt, non-Federal funding sources must reimburse the NSFSA for the total amount of the bad debt. The funds may come from the District general fund, State or local funding, school or community organizations such as the PTA, or any other non-federal source. Once the uncollectable/delinquent debt charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements in 7 CFR 210.9(b) (17) and 7 CFR 210.15(b).

Negative Account Balances • No student will be permitted to purchase any meals for which the student does not have sufficient balance in his/her food service account or sufficient cash on his/her person to purchase the food items. Students receiving reduced-priced lunch who do not have sufficient account balance or cash on hand to purchase a meal will be provided an alternative meal that meets the USDA guidelines applicable to alternative meal options.

The District Administrator shall, in coordination with the District's food service, assure that any alternative meals that are provided meet the requisite USDA guidelines for alternative meals. The cost of the alternative meal will be added to the delinquent account. A student that has exceeded the permissible negative balance amount in his/her account and does not have cash on hand sufficient to purchase a meal will be provided an alternative meal, subject to USDA guidelines applicable to alternative meals.

This policy and any implementing guidelines shall be provided in writing to all households at the start of each school year and to households transferring to the school or School District during the school year. The policy and implementing guidelines will also be provided to all District staff with responsibility for enforcing the policies.

Food Choices • The food-service program may participate in the "Farm to School Program" using locally grown food in school meals and snacks. No foods or beverages, other than those associated with the District's food-service program, are to be sold during food-service hours. The District's food service program shall serve only food items and beverages determined by the Food Service Department to be in compliance with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines.

Any competitive food items and beverages that are available for sale to students a la carte in the dining area between midnight and thirty (30) minutes following the end of the school day shall also comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines, and may only be sold in accordance with Board Policy 8550. Foods and beverages unassociated with the food-service program may be vended in accordance with the rules and regulations set forth in Board Policy 8540.

The District Administrator will require that the food service program serve foods in the schools of the District that are wholesome and nutritious and reinforce the concepts taught in the classroom. The District Administrator is responsible for implementing the food service program in accordance with the adopted nutrition standards and shall provide a report regarding the District's compliance with the standards at one of its regular meetings annually.

Nondiscrimination Statement

The following statement applies to all programs administered by the 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, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- A. Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;
- B. Fax: (202) 690-7442; or
- C. E-mail: program.intake@usda.gov.

This institution is an equal opportunity provider.

Breakfast/Lunch Prices

Breakfast: \$1.65-Grades 6-12

Lunch: \$2.90-Grades K5-5, \$3.20-Grades 6-8, \$3.20-Grades 9-12

Alternative Hot Lunch: \$3.00-Grades 9-12

GRADUATION

Standard graduation requires that students earn a minimum of 24 credits in grades 9 through 12. One (1) full credit will be granted for the successful completion of one course that meets five days per week for the full school year and one-half (1/2) credit is awarded for courses that meet five times per week for one semester or the equivalent.

Credits required for graduation are as follows:

- English – 4 credits
- Mathematics – 3 credits
- Science – 3 credits
- Social Studies – 3 credits
- Physical Education – 1.5 credits
- Elective – 9.5 credits (Health Requirement – See Below)
- Total Credits – 24 credits

Health – One semester of health (.5 credit) is required between 7th and 12th grade. All students must earn .5 credit of Health. Students may earn this one-half credit in Grades 7-12 if a certified health teacher teaches the course. Middle school students who successfully complete the health class in order to meet

the state requirement for graduation, will have it noted on their high school transcript, but will not receive high school credit toward graduation. High school students who successfully complete (during high school) the required health course needed for graduation will receive .5 elective credit.

Participation in Graduation Exercises (BOE Policy 5460, 5460.01)

Each student who has *successfully completed the requirements* of the Board of Education and is in good standing may participate in the graduation exercises.

CLARIFICATION BEYOND POLICY: Students must successfully complete all requirements prior to the cutoff date in order to participate in the graduation ceremony. This includes successfully passing all required course work, earning the required amount of credits, satisfying all financial obligations, as well as detentions and suspensions.

The principal of the high school is authorized to withhold participation privileges in the graduation exercises. This includes but is not limited to successfully completing all of the above requirements. Additionally, graduation participation may also be withheld based upon behavior or attendance. Upon withholding participation privileges, the principal shall submit an immediate, complete report to the District Administrator.

Early Graduation Policy (BOE Policy 5464)

See a counselor for details.

GUIDANCE AND COUNSELING

Guidance and counseling services are available to all students and systematically address students' personal, social, learning, and career development needs. Counselors strive to help students learn about themselves and others and develop positive attitudes with respect to themselves, their learning, and career goals. Emotional, physical health, and personality development are important aspects that are considered in working with students. Counselors work with the entire school staff as well as parents and community in helping students become not only successful learners, but responsible, productive citizens as well. (Reference BOE Policy 2411)

HALL PASSES

Each teacher will have hall passes for their classroom. A student must carry a pass when leaving the classroom for any reason. Students must always have their pass visible. A student late to class from the main office or guidance office will have a bright yellow pass.

LENDING OF DISTRICT OWNED EQUIPMENT (BOE Policy 7530)

The Board of Education believes that District-owned equipment is a valuable resource which may be loaned for community use under certain conditions only, provided that such use does not infringe on the original and necessary purpose of the equipment or interfere with the educational program of the District.

The Board may lend specific items of equipment at the written request of the user and approval granted by the District Administrator.

The user of District-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use and shall be responsible for its safe return.

District equipment may be removed from District property by students or staff members only when such equipment is necessary to accomplish tasks arising from their school or job responsibilities. The consent of the building principal is required for such removal.

Personal use of District equipment or facilities by staff or student will be in accordance with the District Administrators administrative guidelines

LIBRARY MEDIA CENTER

The New Holstein High School Library Media Center is open from 7:50 a.m. through 3:45 p.m. unless otherwise noted. The LMC is available for students to use to conduct research, access materials, and to complete projects and homework. Students are expected to conduct themselves appropriately to maintain their access to the LMC.

LOCKERS/SEARCHES (BOE Policy 5771)

The school provides a locker for convenience of the student to be used solely and exclusively for the storage of outer garments, footwear and school-related materials. No student shall use the locker for any other purpose.

The locker assigned to a student is the property of the School District. At no time does the District relinquish its exclusive control of such lockers. A locker may be searched as determined necessary or appropriate without notice, without student consent, and without a search warrant. The district administrator, a building principal, an assistant principal, a police-school liaison officer or a school employee designated by the district administrator or building principal may conduct the search.

Any unauthorized item found in the locker may be removed. Items removed from the locker may be held by the school for return to the parent(s)/guardian of the student or retained for disciplinary proceedings, or turned over to law enforcement officials. The adult student or parent/guardian of a minor student shall be notified of items removed from the locker and turned over to law enforcement officials.

Student Person and Possessions

The Board recognizes that the privacy of students or his/her belonging may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion, that the search turn up evidence that the student has violated or is violating either a particular law or particular rule of the school. Any search under this paragraph must be reasonable in scope and reasonable in the manner in which it is conducted. The extent of the search will be governed by the seriousness of the suspected infraction, the student's age and gender, the student's disciplinary history, and other relevant circumstances or information. Search of a student's person or intimate belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and in a manner that is minimally intrusive to the student based on the reasonable suspicion justifying the search. The search of a student may include the use of a metal detecting wand over their outer clothing. (BOE Policy 5771)

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

Use of Dogs

The Board authorizes the use of specifically-trained dogs to detect the presence of drugs and devices such as bombs on school property under the following conditions:

- A. The presence of the dogs on school property is authorized in advance by the District Administrator, except in emergency situations, or is pursuant to a court order or warrant.
- B. The dog must be handled by a law enforcement officer.
- C. The dog is represented by the Sheriff or Chief of the law enforcement agency providing the service as capable of accurately detecting drugs or devices.

The Board will be informed of the results of all searches in a timely manner.

The principal shall be responsible for the prompt recording in writing of the student search. The District Administrator may request the assistance of a law enforcement agency in implementing any aspect of the policy. Where law enforcement officers participate in a search at the request of the District Administrator, the search shall be conducted by the law enforcement officers at the direction of a district official.

It is wise to mark your books and other equipment so that you may identify them readily.

MEDICATION GIVEN AT SCHOOL (BOE Policy 5330)

Whenever practicable, it is recommended that medical dosages be placed on a time schedule to be taken at home. Medication will be administered at school only if in compliance with the following:

Requirement of written request

The medication required to be administered at school shall be identified by the parent to the administrator via written request. The administrator in turn shall assume authority for involving trained designated school personnel with administration of the medication.

Written statement shall be required as to:

1. The parent who requests that designated school personnel give medication must provide written authorization.
2. Prescription medication must also have the written authorization of the health care provider and must include the written instructions for administering such medication.

Required Information:

Prescription medication that is to be dispensed at school must be in the original pharmacy-labeled container. The label on the container shall include the name and telephone number of the pharmacy, the pupil's identification, the name of the physician, the name of the drug, the dosage to be given and the method of administration. All medication shall be kept in a locked cubicle or other safe place at school. Herbal or alternative medications are generally not dispensed in school.

Non-prescription medications must arrive at school in the original labeled container from the manufacturer. Instructed dosage from the parent may not exceed the manufacturer's recommended dosage unless ordered in writing by a medical provider.

The taking of medication shall be supervised by trained designated school personnel at a time conforming with the indicated schedule. Permission for trained designated school personnel to dispense said medications must be in writing by the district administrator or the building principal.

An accurate, confidential system of record keeping will be established for each pupil receiving medication.

It is advisable that the principal's or guidance office maintain a list of pupils needing medication during school hours to include the type of medication, the dosage, and time to be given. The list should be reviewed periodically.

The classroom teacher and/or school personnel will be asked to record and report unusual behavior of the pupil receiving medication. A medication error is defined as failure to administer the prescribed medication to the right student, at the right time, the right medication, the right dose or the right route. Any case of a medication error must be noted in writing.

An individual record for each pupil receiving medication at school shall be kept to which includes the student's name, the prescriber's name, the date, medication, the dosage, time and method of administering

of the medication. As stated above, any unusual circumstances, actions, or omissions must also be recorded.

Under no circumstances shall school personnel provide aspirin or any other medication to a student without meeting the criteria established in the above policies. The diagnosis and treatment of illness and the prescribing of drugs are never responsibilities of the school and should not be practiced by any school personnel, including the nurse.

Inhalers (Section 118.291 State Statutes)

118.291 Asthmatic pupils; possession and use of inhalers.

- (1r) While in school, at a school-sponsored activity or under the supervision of a school authority, an asthmatic pupil may possess and use a metered dose inhaler or dry powered inhaler if all of the following are true:
- A. The pupil uses the inhaler before exercise to prevent the onset of asthmatic symptoms or uses the inhaler to alleviate asthmatic symptoms.
 - B. The pupil has the written approval of the pupil's physician and, if the pupil is a minor, the written approval of the pupil's parent or guardian.
 - C. The pupil has provided the school principal with a copy of the approval or approvals under par. (b).
- (2) (a) No school district, school board or school district employee is civilly liable for damage to a pupil caused by a school district employee who prohibits a pupil from using an inhaler because of the employee's good faith belief that the requirements of sub. (1) had not been satisfied or who allows a pupil to use an inhaler because of the employee's good faith belief that the requirements of sub. (1) had been satisfied.

OPEN CAMPUS RELEASE PROGRAM (340)

New Holstein High School juniors and seniors who demonstrate a high level of maturity and personal responsibility can leave school premises for up to one class period each day, if the pupil does not have a class scheduled during that period. Juniors and seniors who earn a positive rating from administration will be allowed to participate in the 340 Release Program. Students are judged based on the areas of maturity, respect, and responsibility. This is a privilege and can be withdrawn at any time, by administration, if a student fails to maintain the standards for this privilege.

1. The parent(s)/guardian(s) approve the request by signing and returning both the permission form and liability waiver to the high school office.
2. The student maintains passing grades in all classes.
3. The student must maintain a 3.0 cumulative grade point average or better.
4. The student is not truant for any periods.
5. The student has had no (zero) disciplinary referrals.
6. The student has had no school parking lot vehicle rules violations.
7. The student has paid all outstanding fees.
8. The student maintains positive ratings from teachers, administration, and guidance.

NOTE: Maintaining participation in the 340 Campus Release program at New Holstein High School is the responsibility of the student. This is a privilege and can be pulled at any time at the school's discretion.

PARKING (BOE Policy 5514.01)

The student parking lot is located to the north of the high school building. Cars are to be parked in the designated area. Areas designated for staff parking **ONLY** are not to be used by students. Each car that is parked in the parking lot must have displayed the authorized New Holstein High School parking permit. Applications and permits may be obtained in the school office. The parking lot regulations are printed on

the application. The right to park on school grounds may be revoked at any time. Student parking permits will cost \$20. Students who violate student parking procedures will receive the appropriate disciplinary action.

Student vehicles are subject to search by school officials when there is a reasonable belief that a school rule, municipal ordinance, or State or Federal law has been violated.

The parking lot will be off limits between 7:55 a.m.-3:15 p.m. (Wednesdays-2:15 p.m.). Cars may not leave the parking lot until 3:15 p.m. (Wednesdays-2:14 p.m.) with the exceptions listed below:

1. School-to-Careers or Youth Apprenticeship program participation,
2. 340 Release Program,
3. Authorization from the administration.

NOTE: These students may park in the south senior parking lot in the front of the building.

All students who take cars to school must park in the parking lot. A car parked in the lot must be locked at all times.

Students will be expected to:

1. Follow the posted speed limit, both on school grounds and on public streets/highways.
2. No playing of stereos, etc., which violate local ordinances relating to noise.
3. No smoking in vehicles on school grounds.
4. Follow any other rule or policy, which is implemented during the year relating to vehicles/parking lot.

A student who fails to purchase a parking permit will be given a detention with possible suspension if the student does not cooperate. The high school principal or designee is authorized to revoke permission given a student to drive a motor vehicle to school should the student refuse to comply with the school's driving and/or parking regulations.

PLAGIARISM/CHEATING (BOE Policy 5136, 5136.01)

Cheating, in any form, will not be tolerated. Cheating includes plagiarism (see Plagiarism Policy), copying another student's work, using prepared unauthorized materials on an assessment, use of teacher texts, use of ill obtained test/answer keys, taking a test under another name, fabricating data or citations, forgery, or submitting the same or similar work in more than one class. This would also include AI generated materials. When plagiarism or cheating is found to have taken place, the student must still demonstrate the learning and complete the assessment's requirements by re-submitting the assessment according to the teacher's specifications. Failure to redo the assessment will result in a grade of zero entered for the assignment. The teacher will refer the student to the Administration and the consequences are as follows - First offense: One (1) day of in school suspension; second offense: two (2) days of in-school suspension.

Following the educational vision of School District of New Holstein--"for all students to learn and develop the knowledge and skills necessary to become contributing global citizens in an ever-changing world"--it is important to ensure academic integrity.

Plagiarism violates district beliefs in student input and ownership; continuous, responsible use of all resources and evolving technology; and expectation of appropriate behaviors that lead to successful, productive citizens.

What is plagiarism?

The Merriam-Webster Online Dictionary defines “plagiarize” as one or more of the following:
to steal and pass off (the ideas or words of another) as one’s own
to use (another’s production) without crediting the source
to commit literary theft
to present as new and original an idea or product derived from an existing source

Types of Plagiarism

According to Plagiarism.org, the top ten forms of plagiarism are as follows:

“Types of



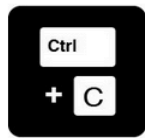
#1. CLONE

Submitting another’s work, word-for-word, as one’s own



#6. HYBRID

Combines perfectly cited sources with copied passages without citation



#2. CTRL-C

Contains significant portions of text from a single source without alterations



#7. MASHUP

Mixes copied material from multiple sources



#3. FIND - REPLACE

Changing key words and phrases but retaining the essential content of the source



#8. 404 ERROR

Includes citations to non-existent or inaccurate information about sources



#4. REMIX

Paraphrases from multiple sources, made to fit together



#9. AGGREGATOR

Includes proper citation to sources but the paper contains almost no original work



#5. RECYCLE

Borrows generously from the writer’s previous work without citation



#10. RE-TWEET

Includes proper citation, but relies too closely on the text’s original wording and/or structure

Plagiarism.” *Plagiarism.org*. iParadigms, 2014. 30 Oct. 2014.

How to Avoid Plagiarism

Give credit to the sources that you use! Any idea that is not your own or is not common knowledge, must be cited in some way. There are several formats available at the teacher’s discretion. Students can find resources from their classroom teachers, the resource labs, and the Library Media Center webpage.

Consequences for Committing Plagiarism

The advised response for building administrators regarding **first offenders** is as follows:

High School:

Plagiarism, in any form, will not be tolerated. The consequence for any student plagiarizing will be to re-do the task with a penalty at the teacher's discretion and receive an office referral, which will result in consequences as noted above.

The advised response for building administrators regarding **repeat offenders** is to enforce additional or more severe consequences as needed.

REPORT CARDS/HONOR ROLL/WORK HABITS RUBRIC

Students will receive two grades on each report card. One will be their academic grade that reflects academic knowledge in each content area; the other will be a *work habits grade* that reflects how well your student uses academic behaviors to aid in successful learning. We are working hard to make grades reflective of actual learning and reduce grade inflation.

NHHS Work Habits Rubric

We believe the purpose of a non-academic grade is to communicate the student's work habits, at a particular time, to the stakeholders.

3 = Consistently

2 = Sometimes

1 = Rarely

Focused: Committed to Learning and Excellence

- Engaged
- Participates
- Productive

Responsible: Ownership for Learning

- Exhibits safe practices
- Prepares for class (materials/mindset)
- Timely work
- Practices self-advocacy

Respectful: Building a Learning Community

- Cooperative (peer to peer, peer to teacher)
- Uses appropriate language/behavior
- Respects all people, places and situations
- Follows class/building expectations

A report on your school work is provided to your parents four times a year, which means that your grades are assigned by your instructor every nine weeks. Parents and students can also monitor grades through Skyward which is a web based program that can be accessed on the school website. Passwords are available from the high school office.

The school uses an A, B, C, D, F, I, and P grading system for academic grades and a 1, 2, 3 point system for work habits grades.

An honor roll is computed and published at the end of each quarter and semester. The method of computing follows:

A student is placed on the Scholarship Honor Roll on the basis of the number of grade points earned. Grade points are given on the basis of grades as follows:

| Standardized Grading Scale | | | | Weighted Grading Scale | | | |
|----------------------------|------|--------------|--------|------------------------|------|--------------|--------|
| A | 4.0 | Grade Points | 93-100 | A | 5.0 | Grade Points | 93-100 |
| A- | 3.67 | Grade Points | 90-92 | A- | 4.67 | Grade Points | 90-92 |
| B+ | 3.33 | Grade Points | 88-89 | B+ | 4.33 | Grade Points | 88-89 |
| B | 3.0 | Grade Points | 83-87 | B | 4.0 | Grade Points | 83-87 |
| B- | 2.67 | Grade Points | 80-82 | B- | 3.67 | Grade Points | 80-82 |
| C+ | 2.33 | Grade Points | 78-79 | C+ | 3.33 | Grade Points | 78-79 |
| C | 2.0 | Grade Points | 73-77 | C | 3.0 | Grade Points | 73-77 |
| C- | 1.67 | Grade Points | 70-72 | C- | 2.67 | Grade Points | 70-72 |
| D+ | 1.33 | Grade Points | 68-69 | D+ | 2.33 | Grade Points | 68-69 |
| D | 1.0 | Grade Points | 63-67 | D | 2.0 | Grade Points | 63-67 |
| D- | 0.67 | Grade Points | 60-62 | D- | 1.67 | Grade Points | 60-62 |
| F | 0 | Grade Points | 0-59 | F | 0 | Grade Points | 0-59 |
| P | 0 | Grade Points | 0 | P | 0 | Grade Points | 0 |

Weighted Grading - For a course to be considered weighted, it must be a core Advanced Placement (AP) or CAPP course (English, Mathematics, Science, Social Studies).

In order to be on the "A" Honor Roll at the end of a marking period, a student must have attained a 3.4 grade point average. A student must have attained a 3.0 grade point average in order to be on the "B" Honor Roll.

Membership in the National Honor Society is partially determined by a student being listed on the semester "A" Honor Roll for three consecutive semesters.

STUDENT ASSEMBLIES

Assemblies are part of the school day. Students are required to attend assemblies unless excused by the administration.

STUDENT DRESS (BOE Policy 5511)

We know that fashion is very important, but students are expected to dress appropriately for school. The purpose of the dress code is to teach students how to properly dress for the average work environment. When talking to local business owners and hiring managers, this is an area that is often mentioned as needing attention. As a result, students are expected to adhere to the following dress code:

- Summer attire is allowed during warm weather; however, clothing must cover and fit the student properly. Bare midriff, backless or strapless clothing, sleeveless/side ripped shirts or short shorts are not considered appropriate. The building is air conditioned so it is often cold and students need to dress appropriately.
- Straps and ties are acceptable if attached at both shoulders and at least 1 inch in diameter.
- Pants must fit at the waist and no undergarments are to be showing.
- The length of shorts, skirts, and dresses must be appropriate for the school/work environment. These items must follow the “knuckle” rule – standing straight with arms hanging down at your side and your hand flat, attire must not be shorter than the knuckle of your middle finger and must not reveal butt cheeks when either standing or bending over.
- Safe footwear with hard bottoms must be worn. No slippers.
- Caps, bandanas, hoods, and other headgear will not be worn in the school, unless approved by administration.
- Students are not permitted to wear clothing, jewelry, or other items promoting alcohol, tobacco, or illegal substances.
- Students are not allowed to wear clothing that has offensive print. Offensive print includes, but is not limited to, words, statements or graphics referencing discriminatory statements, immorality, profanity, sexual connotations, suggestive statements or obscenities.
- Students receiving recognition for representing New Holstein Schools are expected to wear appropriate clothing for the event (i.e. performances, award ceremonies, etc.).
- Torn, cut/slashed or frayed material on garments that reveals any area of skin or undergarment above the knuckle rule length is considered inappropriate.

Student thought to be in violation of the dress code will be sent to the office to meet with administration in order to determine if they are in violation. Students who are deemed to be improperly dressed for the school environment will be asked to change into proper attire, turn the clothing inside out or may be provided with a garment to wear over the clothing deemed in violation of policy. In addition, the following range of consequences may be implemented:

- Verbal Warning
- Written warning
- Parent conference
- In School Suspension

Dress code shall apply to students at all times when they attend school or any school district facility or when representing the district at any school sponsored event. Decisions regarding the appropriateness of students’ attire will be made on an individual basis by the teachers/administration.

**NHMS/NHHS
APPROVED**



**NEW HOLSTEIN MIDDLE/HIGH
SCHOOL DRESS CODE**

Shorts meet the knuckle rule
With resting arms at your side, your shorts
must be as long as your middle finger knuckle

Skirts need to be at least fingertip length with
full coverage when standing and sitting.

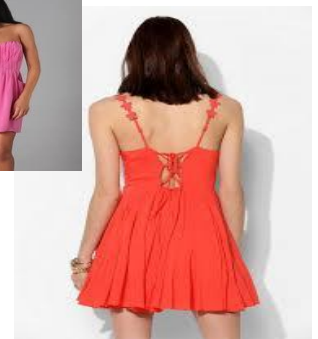
Tops need to be armpit to armpit coverage,
1 inch strap, no undergarments or
midriffs showing.

Ripped pants should not have rips above the
knuckle rule. Pants with rips above the knuckle
rule must have tights worn underneath.

Dresses need to have a 1-inch strap over
the shoulder and the back needs to be even
with the armpits. Skirt length rules apply.

Guys! No one wants to see your
underwear. (This goes for you too,
ladies!) In addition, no men's tank
style undershirts or cut-off shirts.

**NOT NHMS/NHHS
APPROVED**



STUDENT DROP OFF/PICK UP FOR MIDDLE/HIGH SCHOOL

As we begin final preparations for the school year, we want to remind all parents of the specific pick up and drop off areas around the middle/high schools. These areas are designated as such after extensive study, both internally and externally, on the best traffic patterns for school safety. Parent pick up and drop off areas are designated in the back of the school and in a few areas along Plymouth Street. Non-Bus vehicles are not allowed in the bus lane during designated times for any reason.




If there is a verifiable medical reason, such as use of crutches, that requires your student to be dropped off closer to a front door, please contact your building principal to make arrangements.

As a gentle reminder, vehicles who drive in the bus-only designated area during posted times will be issued a parking ticket. If you have any questions please feel free to call the middle school office at 920-898-4769 or the high school office at 920-898-4256.



Bus Lane (Buses only):

| | <u>M/T/Th/Fr</u> | <u>Wednesday</u> |
|-----------|-------------------------|-------------------------|
| Drop Off: | 7:15am – 8:00am | 7:15am -8:00am |
| Pick Up: | 3:00pm – 3:45pm | 2:00pm- 2:45pm |

| |
|---|
| Red Line – Parent pick up/drop off Area  |
| Yellow Line – Bus only pick up/drop off during designated times  |
| Blue Line- No parking/stopping area  |

STUDENT FEES, FINES, AND CHARGES (BOE Policy 6152)

The Board of Education may levy certain charges to students to facilitate the utilization of adequate, appropriate learning materials used in the course of instruction. If the District determines that a student is in serious financial need, it may choose to provide any or all such materials free of charge.

A charge shall not exceed the combined cost of the material used, freight and/or handling charges, and nominal add-on for loss. Money received from resale of such material shall be returned to the General Fund with an accurate accounting of all transactions.

Fines

When school property, equipment, or supplies are damaged, lost, or taken by a student, a fine will be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.

The late return of borrowed books or materials from the school libraries will be subject to appropriate fines.

Any fees or fines collected by members of the staff are to be turned into the school office on the same day of collection. Money should not be held overnight by employees or overnight in desks or other work areas.

In the event the above course of action does not result in the fee being collected, the Board authorizes the District Administrator to take the student and/or his/her parents to Small Claims Court for collection. The District shall not permit or elicit the assistance of volunteers in efforts to collect unpaid student fees or expenses, including food service balances.

Nothing in this policy restricts the right of access of a parent or student to school records or to receive copies of such records, as required by Federal and State laws.

High School Fees

I. GENERAL FEE

All students enrolled in the high school will be assessed a general fee of \$28.

II. ACTIVITY FEE

A \$40 fee will be assessed at the beginning of the first activity for all students involved in a co-curricular activity. A \$40 fee will be assessed at the beginning of the second activity, and the money will be deposited to the district athletic or co-curricular account. There is a max of \$80 per student. This fee applies to athletics, forensics, and dramatic productions (fall play and spring musical).

III. CLASS DUES

Each class (freshman, sophomore, junior, senior) assesses class dues to cover costs of general class expenses. The excess funds at the end of the four-year period are used to purchase a class gift for the school or set up a reunion fund.

| | |
|-----------------|---------|
| Freshman Class | \$ 3.00 |
| Sophomore Class | \$ 3.00 |
| Junior Class | \$ 4.00 |
| Senior Class | \$ 4.00 |

IV. YEARBOOKS

The cost of a yearbook is determined each school year. Yearbooks can be ordered online at yearbookforever.com.

V. LABORATORY/PROJECT FEES

A. Non-refundable laboratory fees will be charged in some classes. The classes and fees are:

1. Art

| | |
|---|--------------------|
| Drawing, Intro to Art, Painting, Ceramics, Independent Study | \$ 17.00 per class |
| Metals Arts and Gemology | \$ 22.00 per class |
| Stagecraft Shirt | \$ 19.00 |

2. Band (instrument rental fee)

| | |
|----------------|-----------|
| Percussion | \$ 50.00 |
| Non-Percussion | \$ 100.00 |

3. Family & Consumer Education

| | |
|---|--------------------|
| Foods 1, 2, 3 | \$ 35.00 per class |
| Interior Design/Personal Fashion Design | \$ 10.00 per class |
| Singles Living | \$ 25.00 per class |

4. Science

| | |
|-------------------|-------------------|
| Chemistry Lab Fee | \$ 15.00 per year |
|-------------------|-------------------|

5. Technology Education

| | |
|--|--|
| Woods | |
| Exp. Woods, Intermediate Woods, Home Maintenance | \$ 28.00 per class \$ 10.00 per class |
| Metals | |
| Exp. Metals, Metals Fabrication, Metals Machining | \$ 28.00 per class |
| Basic Drafting | \$ 10.00 per class |
| Exploring Powers | \$ 20.00 per class |
| Exploring Electronics | \$ 15.00 per class |
| Engine Operation and Performance | \$ 15.00 per class |
| Engineering & Fabrication | \$ 25.00 per class |

VI. MATERIALS FOR PERSONAL PROJECTS AND NON-REQUIRED MATERIALS

A. Art

Students pay for full cost of materials for certain projects.

B. Music

Students pay for full cost of materials.

C. Technology Education

Metals, Woods, Powers - Students pay for full cost of materials.

VII. BREAKAGE

A. Students will be assessed for careless breakage of materials or equipment in all classes.

VIII. ATHLETICS

- A. Students participating in all sports have the option of purchasing the insurance offered by the school through a private carrier.
- B. Athletic Passes (**Home Events Only**)
 - 1. Student Passes - \$30 (Good for 20 student admissions)
 - 2. Adult Passes - \$40 (Good for 20 adult admissions)
 - 3. Athletic Passes cannot be used for WIAA tournaments.
- C. Conference Athletic Pass (**Home & Away Conference Events**)
 - 1. Family-\$135 (Good for one school year-admits 2 adults and all children grade 12 and under)
 - 2. Adult Pass-\$55 (Good for one school year-admits on adult)
 - 3. Student Pass-\$25 (Good for one school year-admits one student)
 - 4. Senior Citizen Pass-Free to 62 and older
 - 5. Conference Athletic Passes cannot be used for WIAA tournaments.

All athletic passes need to be purchased through the high school office.

IX. MISCELLANEOUS

- A. Senior students pay full cost for caps and gowns and announcements.
 - B. Students participating in class field trips will pay the cost of transportation and admission tickets where applicable.
 - C. Student pictures are made available to the students at no profit to the school.
 - D. Library Fines-Lost materials (i.e. books, magazines, pamphlet files) are paid for at the replacement cost of the materials to the library.
 - E. Student parking stickers will cost \$20.00 annually.
 - F. All other fee charges will be authorized through the principal.
- X. In the event that a student is enrolled in a class that has a required fee and the student or parent(s) do not have the necessary financial resources, the situation will be reported to the principal and appropriate arrangements will be made.

STUDENT RESOURCE OFFICER (SRO) (BOE Policy 5540)

According to the National Association of School Resource Officers, the presence of school resource officers in schools has become an important part of the duty to protect children on campus. Once schools are made safe, the campus tends to stay safe. Speaking as a practical matter, the presence of local police on campus is essential. The specialized knowledge of the law, local and national crime trends and safety threats, people and places in the community, and the local juvenile-justice system combine to make police critical members of school's policy making teams when it comes to environmental safety planning, facilities management, school- safety, and emergency response preparedness.

In order to fully realize the benefits of the presence of local police, officers must be trained properly. Officers' law-enforcement knowledge and skills, combined with specialized SRO training for their duties in the educational setting, result in SRO's possessing a skill set unique among law enforcement and educational personnel. In the New Holstein School District, we utilize the expertise of our SRO in many ways, including:

- Providing services to all three divisions (Elementary, Middle and High Schools)
- Investigating allegations of criminal incidents per police department and School Board policies
- Enforce State and local laws and ordinances
- In conjunction with administration, make appropriate referrals to juvenile authorities or government agencies.
- Work to present juvenile delinquency through close contact and positive relationships with students
- Development of crime prevention programs and conduct security inspections to deter criminal or delinquent activities
- Establish and maintain close partnerships with all school administration
- Be visible within the school community, attend and participate in school functions, and build relationships with school staff, as well as students and parents
- Work closely with teachers in designing and presenting law-related topics and the role of police in our society.

The addition of security cameras and other security measures have provided a meaningful and needed level of safety, but the value of these measures are only realized by the human element afforded by an SRO. The SRO completes the network of safety structures on our campus.

STUDENT RIGHTS AND GRIEVANCES (BOE Policy 2260)

The purpose of a grievance procedure is to provide students with a channel of communication, which is fair, clear, and reasonably available for finding solutions to problems. The grievance procedure provides for students and the district an opportunity to air grievances and make changes where appropriate.

Any alleged act of unfairness or any decision made by school personnel which students and/or parents/guardians believe to be unjust or in violation of pertinent policies of the Board of Education or individual school rules is subject to grievance in accordance with this procedure.

The following guidelines are established for the presentation of student grievances:

If any student or person believes that the New Holstein School District or any part of the school organization has discriminated against them, he/she may bring forward such a complaint to the District Administrator at the following address: 1715 Plymouth Street, New Holstein, WI 53061.

Informal Procedure

The student or person who believes he/she has a valid complaint shall discuss the concern with the Building Principal, who shall in turn investigate the complaint and reply to the complainant in writing within two (2) days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the steps listed.

Formal Grievance Procedure

Step 1 A written statement of the grievance shall be prepared by the complainant and signed. This grievance shall be presented to the Building Principal within five (5) business days of receipt of the written reply to the informal complaint. The Principal shall further investigate the matters of the grievance and reply in writing to the complainant within five (5) business days by certified mail.

Step 2 If the complainant wishes to appeal the decision of the Building Principal, he/she may submit a signed statement of appeal to the District Administrator within five

(5) business days after receipt of the Principal's response to the grievance. The District

Administrator shall meet with all parties involved, formulate a conclusion, and respond in writing to the grievance within ten (10) business days by certified mail.

Step 3 If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Board of Education within five (5) business days of his/her receipt of the Administrator's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representatives within fifteen (15) days of the receipt of such an appeal. A copy of the Board disposition of the appeal shall be sent by the Board Clerk to each concerned party within ten (10) business days of this meeting by certified mail.

Step 4 If, at this point, the grievance has not been satisfactorily settled, further appeal may be made to the State Superintendent of Public Instruction, 125 South Webster Street, P.O. Box 7841, Madison, WI 53707.

STUDY HALL RULES

Teachers in study hall will issue rules and regulations they deem appropriate.

TECHNOLOGY

COMPUTER POLICY (BOE Policy 5136, 5136.01, 7540.03)

The use of school computers (hardware and software) is a privilege, not a right. Students who intentionally damage computer hardware or software, who misuse such material/equipment, or introduce unauthorized elements into program/equipment (i.e. viruses) will be subject to disciplinary action, which could result in expulsion

ELECTRONIC COMMUNICATION/DATA DEVICES-STUDENT USE

(BOE Policy 5136, 7540.03)

Personal communication devices are permitted to be carried by students. Acceptable use of any and all electronic technology will fall under current board policy.

ELECTRONIC EMAIL-STUDENT USE (BOE Policy 5136, 7540.03)

Electronic Mail is an electronic message that is transmitted between two or more computers or electronic terminals, whether or not the message is converted to hard copy format after receipt and whether or not the message is viewed upon transmission or stored for later retrieval. Electronic mail included all electronic messages that are transmitted through a local, regional, or global computer network.

Students are provided with electronic mail for the purpose of fulfilling the District's mission of promoting educational excellence in our schools. The use of electronic mail shall be in support of education and research consistent with the educational objectives of the District.

The New Holstein School District expects the students to use electronic mail (e-mail) in a responsible manner in accordance with established District policies and rules. Students should realize that the use of such electronic information resources is a privilege, not a right.

All New Holstein School District electronic mail accounts are owned by the District, and therefore, not private. The District retains the right to review, audit, intercept, access, and disclose all messages created, received, or sent over the electronic mail system.

Policy or rule violations will result in appropriate disciplinary action.

Legal Reference: Section 120.12: Wisconsin State Statutes

INTERNET AGREEMENT-STUDENT

We, the School District of New Holstein, believe that the Internet is a powerful tool in the search for knowledge and information. The resources available to us stretch across the world, but like any tool, the Internet must be used properly. The vast majority of Internet sites are valuable, important resources. By signing this contract, you will agree to use this resource responsibly and appropriately. Read it thoroughly, then sign at the bottom.

For the purpose of this contract, a SUPERVISOR is defined as a teacher, administrator, librarian, para-professional, or other adult in charge of the computers.

I, as a student of the School District of New Holstein, agree to use the Internet in a responsible and appropriate manner. I agree that:

- A. I will stay out of areas that contain “adult” oriented material, drugs or alcohol, “hacking” or other material deemed inappropriate by a supervisor. If I should accidentally enter an area like this, I will immediately get a supervisor to help me back out.
- B. I will never send personal information over the Internet, such as my phone number, address, or passwords. Although I may be sending this information to someone I know, others could read this information without my knowledge or consent. I will only use the school’s mailing and E-mail address. I understand that E-mail is not available for private purposes. “Hackers” watch for passwords and for private personal information so they can illegally use other people’s accounts.
- C. I will not post messages in “Newsgroups” because it is extremely expensive to send my messages to millions of computers all over the world.
- D. I will respect the Internet for what it is, an amazingly complex web of information that I can pull up on demand. If people waste “bandwidth” by excessive, inappropriate use, the Internet as we know it may not be as open or accessible.
- E. I will report any abuse of the Internet that I see to a supervisor. Failure to report other people’s abuse could lead to my losing access as well.
- F. I will not download files to school computers. Downloaded files may contain viruses, which could damage the computer and cause the school to shut down its Internet availability.
- G. I will let a supervisor know if I find an area that I think is valuable and should be added to the bookmark section. I will not add any site to the bookmark without the approval of a supervisor.
- H. I will not send or retrieve copyrighted materials (software, pictures, etc.) over the Internet. I will not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
- I. I understand that information placed on the Internet may be viewed by others and, therefore, should not be considered private.
- J. I understand that violation of these policies may result in the loss of Internet privileges.

INTERNET SAFETY AND ACCEPTABLE USE-STUDENT (BOE Policy 5136, 7540.03)

Purpose and Expectations

Technology is the property of the School District of New Holstein and is provided for students and staff to help achieve excellence in education. Access is a privilege, not a right. All individuals using the system must have approval from school officials. Access entails responsibility. User accounts may be treated like school lockers (Legal Reference: WI Statute 118.32 and 118.324). Technology administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Furthermore, the district does not warrant network functionality and is not responsible for any information that may be lost, damaged or irretrievable when using the network. Likewise, the district does not guarantee the accuracy of information received via the Internet by its users.

It is impossible to completely define unacceptable use, however, for the purpose of illustration, some examples are:

- Sending or displaying offensive messages or pictures;
 - Using offensive or obscene language;
 - Harassing, insulting, threatening or attacking others, including racial or sexual slurs (i.e. cyberbullying);
 - Damaging equipment or networks;
 - Plagiarism and violating copyright laws;
 - Using others' passwords;
 - Trespassing in others' folders, work or files;
 - Unauthorized access such as hacking;
 - Intentionally wasting resources;
 - Regularly employing the technology for commercial, political or religious purposes;
-
- Illegal activities;
 - Unauthorized installation of software.

Users are responsible for reporting occurrences of unacceptable use to school staff or officials.

Internet Safety (CIPA and NCIPA-Compliant)

Introduction

It is the policy of the School District of New Holstein to make a good faith effort to: (a) prevent user (students, staff, minors, adults) access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access, including so-called hacking, and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act (CIPA) [Pub. L. No. 106-554 and 47 USC 254(h)] and the Neighborhood Children's Internet Protection Act (NCIPA).

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Realizing that no internet filtering device is 100% effective, the School District of New Holstein shall make every effort to maintain effective filtering continuously. The District is using GoGuardian software to monitor student Internet use to protect students from inappropriate and dangerous content while using school devices or school services.

The District acknowledges that the potential exposure to inappropriate information is not and cannot be

entirely avoided. It is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. A student, staff member, parent or citizen may complain, either to school administration or directly to the FCC if banned material repeatedly gets through the filter.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the School District of New Holstein online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications whether use is intended or accidental. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the School District of New Holstein to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act (Pub. L. No. 110-385 Title II).

The School District of New Holstein will promote safe online activity for children and educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. This includes, but is not limited to:

- Teaching students how to locate and evaluate appropriate electronic sources.
- Teaching students information literacy skills, including understanding of safety, copyright, ethical practice and data privacy.
- Teaching students proper safety procedures when using electronic mail, chat rooms, social networking websites, cyberbullying awareness and response, and other forms of direct electronic communication.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Director of Technology or designated representatives.

CIPA definitions of terms:

Key terms are as defined in the Children's Internet Protection Act (CIPA):

TECHNOLOGY PROTECTION MEASURE. The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. **OBSCENE**, as that term is defined in section 1460 of title 18, United States Code;
2. **CHILD PORNOGRAPHY**, as that term is defined in section 2256 of Title 18, United States Code; or
3. **HARMFUL TO MINORS**

HARMFUL TO MINORS. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and

3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

SEXUAL ACT; SEXUAL CONTACT. The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of Title 18, United States Code.

Go Guardian

The District is using Go Guardian software to monitor student Internet use to protect students from inappropriate language and dangerous content while using school devices and school services.

Computer Ethics and Legal Limitations:

Computer ethics dictate that the student user of the computers and the network system is to be concerned with the student section of the network only. Any attempt to enter restricted programs will result in:

1. Parent contact and suspension (First Infraction)
2. Exclusion for the semester from all school removal from the computer class; and receive a **G**oing **T**echnology computers; grade of F for the semester. (Second infraction) **E**very

Penalties as prescribed by current statute apply in all **C**hild situations.

Legal Reference: Sections 19.84 Wisconsin Statutes **H**olds 947.125
 Wisconsin Statutes
 120.13(1) Wisconsin Statutes 118.32 Wisconsin Statutes
 943.70 Wisconsin Statutes 118.324 Wisconsin Statutes
 Section 106-554; 47 USC 254 (h)(5)(b); S. 1492[110th]

TECHNOLOGY AGREEMENT



This will provide one technology device for each student. Additional information is included in this packet along with the Student/Parent Device Agreement, which needs to be signed and returned.

Students will have the following options to consider:

Elementary School 4K - 5th grade

- School district technology device available. **Device insurance available for \$47 per device per year. First breakage covered by the fee with subsequent damages billed directly to the family.**

Middle School / High School

- Bring your own technology device. Families are able to purchase a mobile device for their child on their own to be used in place of the device the school district is offering. Device needs the ability to run Google Chrome browser and have wireless (N) capability. Students who bring their own device will be provided a filtered internet connection.
- School district technology device for Middle School, Freshman, Sophomores, Juniors and Seniors available for use both on and off school premises. **Device insurance available for \$47 per device per year. First**

breakage covered by the fee with subsequent damages billed directly to the family. .

- If no device insurance is purchased, the student is responsible for all costs associated with the repair or replacement of the device. Device replacement will not exceed \$400.

Damage caused by intentional acts, fire, loss are not covered by this insurance service. Examples NOT covered:

| <u>Cause of Failure</u> | <u>Resolution</u> |
|---------------------------------|---------------------------------------|
| Damaged in fire | Not covered - home insurance coverage |
| Intentional damage | Not covered - user responsible |
| Charger missing or not complete | \$25 per charger |
| Missing keys | \$50 replacement keyboard |
| Cracked screen | \$50 replacement screen |
| Totaled device | \$200 and up pending cost of device |

Terms of Agreement:

Your right to use and possession of property terminates no later than the last day of the school year unless earlier terminated by the New Holstein School District (noncompliance of User Agreement) or upon withdrawal from the New Holstein School District. Failure to return the property and the continued use of it for non-school purposes without the New Holstein School District's consent will be considered unlawful appropriation of New Holstein School District property.

The device owned by the New Holstein School District is provided for Student under the following terms and conditions:

The device remains at all times the property of the New Holstein School District and Student's possession and use of the device does not in any way change ownership of the device.

The device is provided solely for the use of the Student and solely for school purposes. The device may not be loaned to anyone else. The Student's password and usernames are not to be shared with anyone.

Should the device be returned to New Holstein School District inoperable and/or damaged beyond normal use, the Family is responsible for reasonable cost of repair and will not exceed \$400. If a device is lost or stolen, replacement expenses will be the responsibility of the Family. Replacement cost will not exceed \$400.

It is understood that the device will be returned to the New Holstein School District no later than the last day of the school year unless this Agreement is terminated earlier by the New Holstein School District, upon the Student's withdrawal from the New Holstein School District, or with the written consent of the New Holstein School District.

The Student's signed Acceptable Use Policy governs the Student's use of the device. The policy is included in the Student's Handbook. Failure to comply with the New Holstein School District's policies may result in the immediate repossession of the device by the New Holstein School District and other consequences for violation of the New Holstein School District's policies.

The Student's use is also subject to copyright laws. No software may be loaded on the device without the prior approval of the New Holstein School District.

Failure to comply with the terms and conditions set forth above may result in the termination of this Agreement by the New Holstein School District and the immediate repossession of the device by the New Holstein School District.

Failure to return the device to the New Holstein School District at the end of this Agreement or when requested to do so by the New Holstein School District may result in the New Holstein School District taking legal action for the return of its property. Should the New Holstein School District have to initiate any such proceedings, you will be responsible for the fees incurred by the New Holstein School District in obtaining the return of its property.

Please place a check mark by the option you are choosing for the 2024-2025 school year:

Option 1: Bring your own technology device. Middle and High School families are able to purchase a mobile device for their child on their own to be used in place of the device the school district is offering. Device needs to be able to run Google Chrome browser and have a wireless (N) connection. Students who bring their own device will be provided a filtered internet connection. (No fee)

Option 2: Unlimited use of school district device both on (Elementary) and off the school premises (Middle School and High School).

Device insurance available for a \$47 fee per device per year. First breakage covered by the fee with subsequent damages to be billed directly to the family.

Yes, I would like the optional device insurance OR No, I decline the optional device insurance. By signing below, I acknowledge that I have read, understand and agree to abide by the terms and conditions set forth above. **Insurance does not go into effect until payment has been made.**

Parent / Guardian Signature

Date

Student Signature

Date

VIDEO MONITORING (BOE Policy 7740, 7740.01)

New Holstein High School property is subject to video and audio surveillance and recording at any time during school hours and/or non-school hours.

VISITORS

All parents, visitors, and sales representatives are to report to the office to sign in and pick up a "Visitor Pass." All visitors must be escorted to and from the area they are visiting.

WELLNESS (BOE Policy 8510)

As required by law, the Board of Education establishes the following wellness policy for the School District of New Holstein as a part of a comprehensive wellness initiative.

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the District's students. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

Schools alone, however, cannot develop in students healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the schools alone. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

The Board sets the following goals in an effort to enable students to establish good health and nutrition choices to:

- A. promote nutrition education with the objective of improving students' health and reducing childhood obesity;
- B. improve the health and well-being of our children, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits;
- C. promote nutrition guidelines, a healthy eating environment, child nutrition programs, and food safety and security on each school campus with the objective of promoting student health and reducing childhood obesity;
- D. provide opportunities for every student to develop the knowledge and skills for specific physical activities, maintain physical fitness, regularly participate in physical activity, and understand the short and long-term benefits of a physically active lifestyle;
- E. promote the health and wellness of students and staff through other school based activities.

The District Administrator shall obtain the input of District stakeholders, to include parents, students, representatives of the school food authority, educational staff (including physical education teachers), school health professionals, members of the public, and other school administrators in the development, implementation, evaluation, and periodic update, if necessary, of the wellness policy.

The District Administrator is encouraged to form a wellness committee to carry out this function.

The wellness committee shall be an administrative committee with members recruited and appointed by the District Administrator. The District Administrator shall be responsible for accomplishing the following:

- A. assess the current environment in each of the District's schools;
- B. measure the implementation of the District's wellness policy in each of the District's schools;
- C. review the District's current wellness policy;
- D. recommend revision of the policy, as necessary; and
- E. present the wellness policy, with any necessary revisions, to the Board for approval or re-adoption if revisions are necessary.

The District Administrator will oversee development, implementation, and evaluation of the wellness procedures. The District Administrator shall conduct reviews of the progress toward school wellness procedures, identify areas for improvement, and recommend revision of procedures as necessary.

The Food Service Director or a designee of the wellness committee shall report annually to the Board on the District's wellness programs, including the assessment of the environment in the District, evaluation of wellness policy implementation District-wide, and the areas for improvement, if any, identified. The District Administrator or a designee from the wellness committee shall also report on the status of compliance by individual schools and progress made in attaining goals established in the policy.

- A. With regard to nutrition education, the District shall:
 - 1. Nutrition education shall be included in the Health curriculum so that instruction is sequential and standards-based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives.
 - 2. Nutrition education shall be included in the sequential, comprehensive health curriculum in accordance with the curriculum standards and benchmarks established by the State.

3. Nutrition education shall be integrated into other subject areas of the curriculum, when appropriate, to complement, but not replace, the standards and benchmarks for health education.
 4. Nutrition education standards and benchmarks shall be age- appropriate and culturally relevant.
 5. Nutrition education shall include opportunities for appropriate student projects related to nutrition, involving, when possible, community agencies and organizations.
 6. Nutrition education shall extend beyond the classroom by engaging and involving the school's food service staff.
 7. Nutrition education posters, such as the Food Pyramid Guide, will be displayed in the cafeteria.
 8. Nutrition education shall reinforce lifelong balance by emphasizing the link between caloric intake (eating) and exercise in ways that are age-appropriate.
 9. Nutrition education benchmarks and standards include a focus on media literacy as it relates to food marketing strategies.
 10. Nutrition education standards and benchmarks promote the benefits of a balanced diet that includes fruits, vegetables, whole grain products, and low-fat and fat-free dairy products.
 11. Staff responsible for providing instruction in nutrition education shall regularly participate in professional development activities designed to better enable them to teach the benchmarks and standards.
 12. Instruction related to the standards and benchmarks for nutrition education shall be provided by highly qualified teachers.
 13. The District shall provide information to parents that is designed to encourage them to reinforce at home the standards and benchmarks being taught in the classroom.
- B. With regard to physical activity, the District shall:
Select one (1) or more of the following from both categories:

1. Physical Education

- a. A sequential, comprehensive physical education program shall be provided for students in K-12 in accordance with the physical education academic content standards and benchmarks adopted by the State.
- b. The sequential, comprehensive physical education curriculum shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate knowledge, attitudes, and skills necessary to engage in lifelong, health-enhancing physical activity.
- c. Planned instruction in physical education shall promote participation in physical activity outside the regular school day.
- d. The physical education curriculum shall provide sequential instruction related to the knowledge, attitudes, and skills necessary to participate in lifelong, health-enhancing physical activity.
- e. Physical education classes shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate knowledge and attitudes necessary to engage in lifelong, health-enhancing physical activity.
- f. The sequential, comprehensive physical education curriculum shall stress the importance of remaining physically active for life.
- g. The K-12 program shall include instruction in physical education as well as opportunities to participate in competitive and non-competitive team sports to encourage lifelong physical activity.
- h. Teachers properly certificated/licensed in the subject area of physical education shall provide all instruction in physical education.

2. Physical Activity

- a. Physical activity and movement shall be integrated, when possible, across the curricula and throughout the school day.
 - b. In addition to planned physical education, the school shall provide age-appropriate physical activities (e.g., recess during the school day, intramurals and clubs before and after school, and interscholastic sports) that meet the needs of all students, including males, females, students with disabilities, and students with special health care needs.
- C. With regard to other school-based activities the District shall:
1. The schools shall provide at least thirty (30) minutes daily for students to eat.
 2. The school shall provide attractive, clean environments in which the students eat.
 3. The schools may use environmentally friendly practices, such as the use of locally grown foods and non-disposable tableware and dishes.
 4. The schools may provide opportunities for staff, parents, and other community members to model healthy eating habits by dining with students in the school dining areas.
 5. Schools in our system utilize electronic identification and payment systems, therefore, eliminating any stigma or identification of students eligible to receive free and/or reduced meals.

Furthermore, with the objectives of enhancing student health and well-being, and reducing childhood obesity, the following guidelines are established:

- A. In accordance with Policy 8500, entitled Food Service, the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages as well as to the fiscal management of the program.
- B. As set forth in Policy 8531, entitled Free and Reduced Price Meals, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).
- C. The food service program will strive to be financially self-supporting; however, if it is necessary to subsidize the operation, it will not be through the sale of foods with minimal nutritious value.
- D. The food service program will provide all students affordable access to the varied and nutritious foods they need to be healthy and to learn well.
- E. All foods available to students in the dining area during school food service hours shall comply with the current USDA Dietary Guidelines for Americans, including competitive foods available to student a la carte or from vending machines.
- F. The food service program shall be administered by a qualified nutrition professional.

The District Administrator shall be responsible for informing the public, including parents, students and community members, on the content and implementation of this policy. In order to inform the public, the District Administrator shall distribute information at the beginning of the school year to families of school children and include information in the student handbook and post the wellness policy on the District's website, including the assessment of the implementation of the policy prepared by the District. (BOE Policy 8510)

WITHDRAWAL FROM SCHOOL (BOE Policy 5130)

State Statutes now require full time attendance until the end of the semester in which the student become eighteen (18) years of age.

In the event a student is to withdraw from New Holstein High School during the school year, it is important that the following procedure is followed:

A withdrawal card and a withdrawal form is picked up from the guidance office. The withdrawal card is to be signed by the parent if the student is under age eighteen (18). This acknowledges parental permission for school or program transfer. A signature from the guidance office will indicate the student has discussed his/her withdrawal with the office and has been provided with education options or planning as the student might require.



NHHS SCHOOL SONG

On New Holstein, On New Holstein,
Get in there and fight!
Pass the ball down to the halfback*
Touchdown* sure this night
U-Rah-Rah!

On New Holstein, On New Holstein
Fight on for our fame.
Fight, Huskies, fight, fight, fight,
We'll win this game!

U-Rah-Rah, New Holstein!

** for basketball substitute "forward"
and "basket"*

Sing to tune of "On Wisconsin"

