

# **PESHTIGO MIDDLE/HIGH SCHOOL**

**Office Phone Number: (715) 582-3711**

**Attendance Phone Number: (715) 582-3711 ext. 1301**

**[www.peshtigo.k12.wi.us.com](http://www.peshtigo.k12.wi.us.com)**

**NAME:** \_\_\_\_\_

**GRADE:** \_\_\_\_\_

**PESHTIGO MIDDLE/HIGH SCHOOL**  
**Office Phone Number: (715) 582-3711**  
**Attendance Phone Number: (715) 582-3711 ext. 1301**  
[www.peshtigo.k12.wi.us.com](http://www.peshtigo.k12.wi.us.com)

**TABLE OF CONTENTS**

Welcome	3	<b>School Discipline System</b>	
Philosophy	3	Introduction	17
Time Schedules	5	Classroom Discipline/Def	18
Student Officers	5	Suspension Procedures	18
		The Step System	19
		Tardiness	20
<b>School Rules and Procedures</b>		Student/Student Relationships	21
Announcements	6	Student/Staff Relationships	22
Articles Prohibited at School	6	School Property	23
Assignment Requests	6	Public Safety	24
Attendance	6	Alcohol, Tobacco and Drugs	25
Bulletin Boards and Posters	8	Corridor Conduct	26
Bus Regulations	8	Other Disciplinary Infractions	27
Dances/Social Functions	9	Technology	28
Directory Information	9		
Dress Code	10		
Family Access	10	<b>School Programs/Guidance</b>	
Field Trips	10	Awards	29
Food/Vending Machines	10	Counseling and Guidance	30
Harassment	11	Course Work/Alternative Inst	30
Human Growth/Development	11	Class Schedule and Changes	30
Inclement Weather	11	Failures	31
Insurance	12	Grading	31
Lab Safety	12	Graduation Requirements	32
Library	12	Graduation Ceremony	32
Lockers	13	Honor Roll	32
Lunchroom	13	Incomplete Grade	33
Medication Procedures	14	Report Cards	33
Parking	14	Semester Exams	34
Passes	15	Student Assistance Program	34
Physical Education Policy	15	Warning Letters	35
Search & Seizure	15		
Student Fees	16	<b>Activity/Technology Codes</b>	
Student Activities Wed/Sun	16	Activities Code	35
Study Hall/Commons Rules	16	Chromebook Procedures	42
Textbooks	17	Equal Educational Policy	44
Visitors	17	Peshtigo School Dist Policies	45
Work Permits	17		

## **WELCOME**

On behalf of the entire staff at Peshtigo Middle/High School, we extend a warm welcome to you for the upcoming school year. This handbook was developed to answer many of the commonly asked questions that you may have and provide specific information about the School Board policies and procedures. The educational program at Peshtigo provides the opportunity for you to be active in planning your future and becoming a positive contributing member of our school community. We encourage you to participate in school by excelling in your classes and becoming involved in one of the many clubs, sports or other activities that are offered. Your experience will be what you choose to make it. We hope you find this handbook helpful. If you have additional questions please feel free to contact the Peshtigo Middle/High School or visit the Peshtigo School District website. We look forward to getting to know each of you personally and sharing with you this exciting period of your life. Best wishes for a successful school year.

## **PHILOSOPHY**

The mission of Peshtigo School District is to maximize achievement through a rich variety of educational experiences in a safe and caring environment. Our intent is to educate all levels of learners through diverse educational programs that foster growth of students in becoming creative thinkers and instill in each child the desire for lifelong learning.

We will accomplish this mission by providing a climate of learning that embraces intellectual, social, physical and emotional development; encourages ethical behavior and promotes critical thinking. In order to accomplish this in an atmosphere of respect and friendliness for all, Peshtigo Middle/High School has adopted a well-defined step-by-step discipline plan designed to encourage appropriate behavior. The plan is founded on the assumption that students can learn to choose behaviors that will lead to success in school and the community. The plan's primary goal is to assist students to become self-disciplined through the utilization of natural and logical consequences. Additionally, the plan places an emphasis on supporting positive changes in individuals.

The right to learn and teach involves the development of attitudes, habits, and behaviors that create a proper environment for learning. Therefore, the following rights have been established for students and staff:

- The right to attend a school that is a safe, orderly learning center.
- The right to be represented in developing policies for an environment conducive to learning. (Class Meetings)
- The right to an educationally defined discipline plan that assists students in becoming self-disciplined and supports positive change within individuals.
- The right of all staff to maintain an environment conducive to learning which may require implementing the school's discipline plan.
- The right to fair, consistent procedures that are implemented should a student violate school policy.

To facilitate the success of the rights listed above, staff, parents, and students have a role in creating a positive educational environment.

**Staff's Role**

1. Maintain an atmosphere conducive to learning, promoting good behavior.
2. Provide a flexible curriculum, which meets the needs of all students.
3. Foster self-growth through positive interactions.
4. Develop good working relationships with staff and students.
5. Engage in regular communication with parents, convey positive comments and encourage their participation.
6. Implement the discipline plan in a fair, consistent, and impartial manner.
7. Provide positive role models that encourage young people to be life-long learners, caring individuals, and responsible citizens.

**Parent's Role**

1. Actively participate in the child's education.
2. Communicate regularly with school staff regarding the child's academic and behavioral progress.
3. Insure that the child attends school promptly every day and report reasons for absences. **(715 - 582 - 3711 ext 1301)**
4. Report to school personnel any problems/conditions that may affect the child's daily performance at school.
5. Provide the child with the materials necessary to complete schoolwork.
6. Encourage the child to be healthy, well groomed and rested.
7. Provide the school with up-to-date home, work and emergency telephone numbers.
8. Provide positive role models in the community for students, as well as extracurricular events associated with the school.

**Student's Role**

1. Attend all classes every day, be on time, and be ready to learn.
2. Show respect for the feelings, property and authority of other students and staff.
3. Conduct yourself in a safe and responsible manner.
4. Complete all assignments and turn in as required by teachers.
5. Arrive at class with appropriate materials, books, and assignments.
6. Act fairly and responsibly when disagreeing with other students and staff members.
7. Follow all the rules of the school and all directions given by staff members.
8. Create a positive image for yourself by being healthy, well groomed, and rested.
9. Foster a positive image for your school by putting litter in its place.
10. Create a positive image for yourself and your school by showing good sportsmanship at extracurricular events and being respectful in the community at large.

**PESHTIGO MIDDLE/HIGH SCHOOL TIME SCHEDULES**

**REGULAR DAY**

Regular Day			
Period 1	8:00	8:54	54 min
Period 2	8:58	9:53	54 min
Period 3	9:57	10:51	54 min
MS Lunch	10:51	11:21	
HS Period 4	10:55	11:49	54 min
HS Lunch	11:49	12:19	
MS Period 4	11:25	12:19	54 min
Period 5	12:23	1:17	54 min
Period 6	1:22	2:16	54 min
Period 7	2:21	3:15	54 min
Early Release Day Late Start			
LATE START			
Period 1	10:00	10:37	37 min
Period 2	10:41	11:18	37 min
MS Lunch	11:18	11:48	
Period 3 HS	11:22	11:59	37 min
HS Lunch	11:59	12:29	
Period 3 MS	11:52	12:29	37 min
Period 4	12:33	1:10	37 min
Period 5	1:14	1:51	37 min
Period 6	1:55	2:33	37 min
Period 7	2:38	3:15	37 min

**PESHTIGO HIGH SCHOOL CLASS OFFICERS 2019-2020**

**SENIOR CLASS**

Co-President McKenna Evancheck  
 Co-President Jerod Jandt  
 Vice Pres Kennedy Chmela  
 Secretary Brenna Schoenebeck  
 Treasurer Maria Powers

**SOPHOMORE CLASS**

President Landon Lemke  
 Vice Pres Lianna Baxter  
 Secretary Taylor Nielson  
 Treasurer Morgan Nicklaus

**JUNIOR CLASS**

President Elly Baumgarten  
 Vice Pres Kiana Kotecki  
 Secretary Blake Sharkus  
 Treasurer Caitlyn Phillips

**FRESHMAN CLASS**

President Grant Bauman  
 Vice Pres Ashley Hanneman  
 Secretary Kylie Kotecki  
 Treasurer Chloe Sanders

## **SCHOOL RULES AND PROCEDURES**

### **ANNOUNCEMENTS**

Announcements will be posted at the beginning of Period 2 each morning. They will also be e-mailed to all staff and high school students.

Announcement routine:

1. Only in an emergency will announcements be made at any other time.
2. Announcements are due by 8:30 a.m. in order to be posted that day.
3. Announcements are to be signed or emailed by a faculty member.
4. Announcements of meetings are to be made at least one day in advance of the meeting to allow students ample time to make arrangements.

### **ARTICLES PROHIBITED AT SCHOOL**

There are articles that students from time to time may wish to bring to school but which have a tendency to interfere with the educational process or may be hazardous to the health or safety of others. Therefore, these articles are prohibited at school. Articles which could be hazardous to the health and safety of others: alcohol, drugs, look-alike drugs, fake drugs, steroids, inhalants except as prescribed by a physician, drug-related paraphernalia, any form of tobacco, toy guns, guns, darts, knives or any other form of weapon, firecrackers or any other form of explosives. These items are expressly forbidden in school or at any school function.

### **ASSIGNMENT REQUESTS**

If a student is ill, please abide by the following procedures: 1) Only if the student is ill for more than two days should requests for assignments be made; 2) The requests should be made by phone prior to 9:00 a.m.; 3) Arrange to have assignments picked up between 3:25 and 4:00 p.m. of that day. Students who have made prior arrangements with the office to be excused for a trip, etc., should request assignments in advance so teachers have time to supply them.

### **ATTENDANCE**

All students are expected to attend school regularly and be on time for classes in order to benefit maximally from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. **Absence** is defined as missing part or all of one or more days; excused or unexcused. **Tardiness** to school, according to state law, is regarded as an absence. (s.s. 118.16.1 b)

### **Philosophy**

In accordance with state law, via Section 118.15 all children between the ages of 6 and 18 must attend school full-time until the end of the term, quarter, or semester in which they become 18 years of age unless they have a legal excuse. The state compulsory attendance laws also limit the number of anticipated absences which may be excused to 10 days per school year. By law we must also require that students so excused complete the course work missed during the absence. Please understand that the Peshtigo School District employs a nurse that will help with diagnosing illnesses. In addition, any absence after ten (10) days may **not** be excused and may result in the request for a doctor's note or truancy procedures.

### **Truancy/Habitual Truancy Definitions**

1. **118.16(1)(c)** "Truancy" means any absence of part or all of one or more days from school 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 pupil, and also means intermittent attendance carried on for the purpose of defeating the intent if [s.117.15](#).
2. **118.16(1) (a)** "Habitual truant" means a pupil who is absent from school without an acceptable excuse under [sub.\(4\)](#) and [s.118.15](#) for part or all of 5 or more days on which school is held during a school semester.

### **Notification of Absence**

The day a student is absent from school, the parent or guardian is requested to notify the school of the absence by 9:00 A.M. The Attendance Office telephone number is **715 - 582 - 3711 ext 1301**. If the school has not received a call from the home, the school automated caller will call the home and leave a message to insure the school receives proper notification of a student's absence. By state statute, the parents/guardians are required to submit a written explanation for any absence. Written notification must accompany the child when he/she returns to school. A student will have 24 hours upon the return to school to clear all absences, after 24 hours the absence will be considered truant/unexcused.

### **Absence During the Day for Appointments**

Whenever possible, students and parents are requested to schedule medical, dental, and other appointments during non-school hours. If an absence should be required during school hours, the student must present an excuse from a parent or guardian to the attendance secretary, stating the nature, time and date of the appointment. A pass to leave the building will then be issued. Upon leaving school the student will **SIGN OUT** of the office and then **SIGN IN** upon their return.

### **School Attendance Officer**

For the purposes of this policy and Wisconsin Statute 118.16, building principals or their designees are designated as attendance officers for the Peshtigo School District.

### **Excused Absence Procedures**

1. An excused absence must be acceptable according to state guidelines, which include illness, doctor appointments, and death in family, religious observance, court appearances, extreme weather conditions, and emergency or pre-arranged absences approved by the principal.
2. An excused absence must be documented by a written explanation at the time the student returns to school, unless the absence has received prior approval.
3. A pre-arranged absence is defined as a student being absent for other than an excused reason and having received approval in advance from the principal. Examples of pre-arranged absences are deer hunting and extended family vacations with one or both parents.
4. In-school/Out-of-school suspension is excused (work can be made up).

### **Excused/Pre-arranged Absence Procedure for Make-up Work**

Students with excused or pre-arranged absences are responsible for making up the work missed. A student will have one extra day beyond the number of days absent to make up work. For example: a student missing 2 days will have 3 days to turn work in to the teacher.

### **Unexcused Absence Procedures**

1. An absence is considered unexcused if it does not qualify as an excused or pre-arranged absence.
2. Unexcused absences include, but are not limited to: Work, except for approved school board programs, Baby-sitting, shopping, skipping, **leaving school without permission or signing out.**
3. When a student is truant/unexcused, the attendance officer will attempt to contact the parents by phone, and send a letter explaining the following:
  - a. Their child has been deemed truant from school.
  - b. The date(s) and time of truancy.
  - c. Instructing them to return/bring their child to school.
  - d. Disciplinary Action: which may include but is not limited to detention, suspension, expulsion, and possible legal action. In addition, Section 11-5-8 (TRUANCY) of the Code of Ordinances for the City of Peshtigo will be implemented to help counteract truancy.

### **Unexcused Absence Procedure for Make-up Work**

Students with truant/unexcused absences will be in accordance with the following guidelines:

1. Course Credit shall not be denied solely because of absences
2. Students with unexcused absences shall be permitted to make up major exams (quarter, semester, or grading period). Exam makeup date(s) shall be determined by administrator/teacher discretion. Students in this circumstance shall be prepared to make up the exam on the day of return.
3. Credit may, but is not required, to be given for the completion of makeup work assigned. The extent to which makeup work credit can be applied shall be judged on an individual basis with the discretion of administration and/or respective teacher.

### **BULLETIN BOARDS AND POSTERS**

Permission from the principal must be obtained before an announcement or poster may be put in school or any outside location. All announcements or posters will be initialed by the principal indicating approval.

### **BUS REGULATIONS**

Busing rules and regulations are developed and will be handed out to bus riders the first week of school. These rules are to be signed and returned ASAP. This is an extension of the classroom and good behavior is expected.



## **DANCES AND OTHER SOCIAL FUNCTION RULES**

1. Any student with a reported Alcohol, Tobacco, or Drug Violation, as outlined in the activities code, in the current school year will not be permitted to serve on any courts for dances such as Homecoming, Winterfest, Prom, etc. In addition, any student with a Step Violation of four (4) or greater may be taken off the indicated courts.
2. At high school extra-curricular activities such as dances, athletic events, etc., students are not permitted to return after leaving the building.
3. Students are not allowed in any other part of the school building except for that area designated for that particular social affair.
4. All social events must be properly chaperoned by faculty personnel. Faculty chaperons will need to make the rounds of the building occasionally to see that all is well.
5. Permits for dances must be obtained in the office.
6. No student may miss school work to prepare for a social event.
7. Everyone pays to get in to dances and events (with the possible exception of those working at the dance.)
8. If someone causes a problem at the door, dance, or other function, the chaperons may request the person to leave. A report of the incident will be given to the principal on the following school day.
9. Ticket sales will end 30 minutes after the beginning of each dance. No one will be admitted afterwards.
10. Possession of or under the influence of controlled substances are strictly prohibited. Violators of this policy will be asked to submit to testing per Board policy. A student shall only be released to his/her parents/guardian(s), or police. (449-Rule 449-Exhibit)
11. A Peshtigo High School student may bring a guest if he/she completes the proper paper work prior to the dance and approval is granted from the principal or designee. The Peshtigo High School student must be present for the admission of the guest while at the dance and is responsible for the conduct of the guest while at the dance.
12. Students attending dances will be required to dress appropriately, no jeans, no T-shirts, etc. The only exception will be the themed dances.
13. Middle School dances are for middle school students only. No students below the 9<sup>th</sup> grade may attend High School dances.

## **DIRECTORY INFORMATION**

The "No Child Left Behind Act of 2001" states that local school districts receiving federal assistance under the act are required to provide on request by military recruiters or an institution of higher education, access to secondary school students. This access is directory information; defined as name, address, telephone number of students in grades 11 and 12 to military recruiters and institutions of higher learning. If you do not wish our school to release information for your child (children), please notify our school in writing each school year. The law states you have fourteen days to notify the school (after class meetings each year). Include on your request name of your child, your specific request, date of request and your signature. This information is to be sent to 380 Green Street, Peshtigo, WI 54157.

## **DRESS CODE**

Wearing apparel can enhance or detract from any situation. This is especially true in an educational setting, which requires concentration and self-discipline. A student's dress, like conduct, is a personal matter limited only by the realities of health, safety, guidance, or disruptions of normal school operations. Within the guidelines, the following types of apparel will be considered inappropriate and should not be worn to school:

1. Any clothing with writing, pictures, or symbols which enhances the image of, or promotes, directly or indirectly appeal of gangs, or the use, or consumption of alcohol, drugs and/or tobacco.
2. Any clothing with writing, pictures, or symbols which are suggestive, obscene, or distasteful.
3. Ripped/torn and revealing clothing
4. Going barefoot, or stocking feet, or wearing slippers.
5. Headwear during the school day.
6. Outdoor attire is not permitted in classrooms.
7. No hanging chains.
8. No backpacks/bags or purses can be carried in the halls and classrooms during the school day.
9. Other clothing which may be deemed inappropriate by the administration including, but not limited to the following:
  - All shirts, blouses, dresses, tank tops, sleeveless tops etc. deemed too revealing
  - Sleep attire
  - Short shorts/skirts
  - Bare midriff or over exposed neck line/chest
  - Undergarments should not be visible.

## **FAMILY ACCESS/ONLINE INFORMATION**

Family Access from Skyward is a web-based information and communication center designed to provide parents, guardians, and students with all relevant school information. The features include: real time access to grades, assignments, report cards, attendance, schedules, discipline and much more. Parents need to fill out a simple form which will provide you with your own secure login and password. These forms are located in the District Office.

## **FIELD TRIPS**

In the case of field trips, whether they are academic activities or extra-curricular, all school policies apply to all in attendance, including chaperons. Parental consent is required. Attendance is contingent upon each student's behavior.

## **FOOD/BEVERAGES**

Students are not to consume food or beverages in the hallways during the school day with the exception of faculty approval. In addition, students may not have open beverages in their lockers at any time.

## **HARASSMENT**

The Peshtigo School District has a high duty of care to protect its; students, as well as its' employees, from sexual harassment. Sexual harassment, according to the Federal Equal Employment Opportunities Commission (EEOC), consists of unwelcome sexual advances, requests for sexual favors or other verbal or physical acts of a sexual nature in the work place. Such practices will not be tolerated in the Peshtigo School District.

**Complaint Procedure:** Complaints of sexual harassment are to be made to the District Administrator or Guidance Counselors. Complaints may be made orally or in writing. All complaints of sexual harassment will be formally investigated. Final determinations will be made and communicated to the parties involved.

**Non-Retaliation Clause:** The Peshtigo School District will not retaliate against any employee/student for filing a sexual harassment complaint.

**Investigation:** The investigation shall: establish, if possible, whether the allegations are true, determine whether the alleged conduct constitutes sexual harassment, determine whether remedial action is needed, and if so, to act promptly, and maintain confidentiality to the greatest extent possible. However, promises or guarantees of strict confidentiality must be avoided. A formal written report will be filed.

## **HUMAN GROWTH AND DEVELOPMENT CURRICULUM (HEALTH)**

Human Growth and Development are present in the Health Education Curriculum approved by the Peshtigo School Board. Written notification shall be given to the parents/guardians of students intended to participate in any Human Growth & Development Education program. Our teachers and school nurse are responsible for teaching the Health Education curriculum to our students. Each parent may inspect the complete Health curriculum and Instructional materials upon request prior to their use in the classroom. No pupil will be required to take instruction in Human Growth and Development if the pupil's parent files with the teacher, in all or in part, a written request that the pupil be exempted with no penalty to their child.

## **INCLEMENT WEATHER**

Announcement of closing will be made via radio stations WMAM (AM-570), WLST (FM 95.1), WSFQ (FM 96.3), WHBY (FM 103.7), WAGN (AM 1340) and television stations WBAY TV (Channel 2), WFRV (Channel 5), and WLUK (Channel 11). Teachers are expected to listen to radio/TV announcements regarding whether district schools are open or closed during periods of inclement weather. No extracurricular will be held when school has been canceled unless special permission has been granted from the building administrator.

## **INSURANCE**

The School District has a group athletic coverage policy. This plan may offer protection for all students enrolled in the school while: (1) Practicing for or competing in interscholastic sports, which are scheduled by the school, and while the student is under the direct supervision of a school employee. (2) Traveling to and from such practices or competition in school-provided transportation. (3) This plan has a cash deductible of \$100 for each injury, and only covered expenses in excess of \$100 will be considered. In determining the deductible, benefits provided by other valid coverage will be considered first. Only benefits not collectible from other valid coverage will be considered. There is also a commercial pupil coverage plan available to all pupils enrolled in school. It is made available at the beginning of each school year and is purely voluntary. The cost of the plan is paid by the pupil or his parents. The school does not carry any other accident insurance.

## **LAB SAFETY**

All students are required to wear safety glasses in lab settings. Lab rules and procedures will be handed out and a video may be shown before lab work will take place. Classes may also require parental permission prior to lab work.

## **LIBRARY**

The Library Media Center (LMC) is open Monday through Friday from 7:30 A.M. to 3:30 P.M.. The LMC is to be used for research, quiet study, reading, and personal enrichment. Students may obtain passes from a classroom teacher or apply for an "Honor" or permanent pass. The procedure for obtaining an Honor Pass is addressed below. The LMC has an automated catalog of all print and audio-visual materials. This catalog can be accessed from school or home via the high school website. Access to materials available outside the school is provided through the Wisconsin database, WISCAT. Please see the library media specialist for help with interlibrary loans. Computers are available in the LMC and the adjoining computer lab. Students have access to software programs including but not limited to: Microsoft Office Suite, Inspiration, Adobe Photoshop, Vegas Video Editing, DVD Architect, Photostory, and Audacity. They also have access to numerous online services including WorldBook Online, Grolier Online, CultureGrams Career Cruising, Gale Virtual Reference Library (ebooks), Badgerlink (EBSCOhost), eLibrary, SIRS Researcher and WebSelect, NoodleTools, and netTrekker. Stop in the LMC to receive the password to access these databases from home. Students have access to the following equipment: digital cameras, digital camcorders, CD burners, DVD +R burners, projectors, overhead projectors, CD players, VCR's, and DVD players. Students must have a pass and sign into the LMC during the school day. As long as student behavior is acceptable, students are encouraged to use the library as much as possible. If student behavior is unacceptable, the library media specialist will send the student back to study hall or restrict the student from using the LMC for a certain time period.

## **LOCKERS**

Lockers are assigned to each student. They are the property of the school district, and school authorities hold the right to inspect them if they feel it is necessary. Students are expected to take care of the lockers and treat them with respect. The lockers are for their use as a Peshtigo School District student. Students may purchase a lock from the Middle/High School Office. When students are given the combination to their lockers they are urged to memorize it and place the combination number in a wallet or purse. Students are not to share lockers, and SHOULD NOT give their combination to any other students. If a theft occurs it must be reported to the office. Thefts will be prevented if students lock their locker. No personal locks are allowed and all lost or stolen articles are not the responsibility of the Peshtigo School District.

## **LUNCHROOM**

Peshtigo Middle/High School students are encouraged to take advantage of the hot lunch program that offers a balanced lunch at a reasonable price. The menu and variety has been expanded as a result of a Food Service Student Committee working closely with the Food Service Director.

1. Each student is issued a pin number to access his or her meal account. It is very important that students do not give their pin number to other students. Pin number security will insure proper billing for meals.
2. Payments to meal accounts should be made in advance in the high school office. Students are not permitted to run a negative balance.
3. Computer generated calls will be made to families when funds in the account are low.
4. Students are to enter the lunchroom in a quiet and respectable manner and form a single line leading to the lunchroom counter. Running, pushing, and boisterousness will not be tolerated.
5. After being served, students are to go directly to the table of their choice.
6. After eating, students are to return their trays to the proper place at the service counter.
7. Students are not to sit on tables.
8. Students are to remove all paper bags, pop bottles, etc. from the lunch tables.
9. The noon lunch should be an enjoyable period for the students, but an orderly lunchroom is necessary.

**Open Campus** - Campus is open for students in 9-12 grade and closed for students in 7-8 grade. If high school students choose to leave Peshtigo Middle/High School for their lunch period we ask that students are sensitive to our neighbors. Leaving and returning quietly will help promote good community relations. Trash from your lunch should be disposed of properly. Refrain from cruising in the high school and elementary area due to safety concerns. Open lunch is a privilege for high school students.

**Breakfast Lunchroom Entry:** GRADES 7-12 –7:30-7:50

1. Students who enter the building at 7:30 a.m. –7:50 a.m. for breakfast are to remain in the lunchroom until the bell rings to signal movement to the first hour class. The doors to the back hallway will remain secured until the passing bell is rung.
2. Items purchased in the lunchroom are to be consumed in the lunchroom before you enter the hallways. Food items are not to be in the hallways or brought into your class/homeroom.
3. Students who choose not to follow the rules will not be permitted to enter the building early for breakfast.

**Noon Hour:** Grades 7-8

Students are permitted to be in the multipurpose room, a classroom, library, gym, or outside on campus during the noon hour unless they have a signed pass in their handbook for elsewhere.

**Noon Hour:** Grades 9-12

1. Students are to be in the multipurpose room, the library, gym, or outside during the noon hour unless they have a signed pass or are supervised by a staff member allowing permission elsewhere.
2. Students leaving the facility during this time may only reenter the building through the doors near the multipurpose room.
3. A bell will end noon hour. Students will then be allowed to retrieve materials from their lockers and head to class.

**MEDICATION PROCEDURES**

Students who need to take medication during school hours must have a written physician order and a parent medication request form completed. These forms are available from the main office or from the school nurse. Medication is to be in the original container and kept in the High School Office. Students are not permitted to have any medication or prescription medication in their possession. The prescribing physician's instruction must be clearly indicated on the container and labeled from the pharmacy that filled the prescription. Wisconsin State Statute 118.291 allows asthma students to carry their inhalers. This law allows students to only carry their inhalers, not other asthma medications. The above forms must be on file in the nurses office and updated annually to carry an asthma inhaler. Any misuse of an inhaler could cause the student to lose this privilege. In addition, any student who has an EPI-PEN or Glucagon injection must fill out medication forms and keep these medications in the office by WI law.

**PARKING**

Only students in good standing will be permitted to obtain a parking permit in order to park on school grounds. An announcement will be given at the start of each school year regarding parking permits. Students without an assigned parking spot are only permitted to park in the lot by the football field. Vehicles parked in the lot by the football field are on a first come first served basis when space is available. Any vehicle brought on school district property by a student may be searched when the principal or designee have reasonable suspicion to justify the search.

**Student Parking Rules:**

1. All students parking in an assigned spot MUST have a valid parking permit.
  2. The speed limit on all School District grounds is ten (10) miles per hour.
  3. Parking is permitted only in each person's assigned spot.
  4. Speeding, squealing of tires and/or other horse play will not be tolerated.
- Violations will result in parking revocation, ticketing, or other appropriate action as determined by administration or by the Peshtigo Police Department.

**PASSES**

A student's presence must be accounted for at all times. Students are not to be released from supervised areas of the school building without a signed handbook by an authorized person. NO student is to be in the halls without a pass. The student planner should be used for all passes.

**PHYSICAL EDUCATION POLICY**

Students must change out of their street clothes and into school appropriate physical education shirt and shorts. They must also have socks and non-marking sole shoes. Clothes may be available to borrow if forgotten. Street clothes will not be allowed unless the teacher gives permission. Jewelry should be removed before class begins. FAILURE TO DRESS FOR CLASS FOUR TIMES WILL RESULT IN FAILURE OF THE CLASS.

**SEARCH & SEIZURE - RIGHT TO PRIVACY**

Lockers and similar spaces made available to students for their convenience remain the property of the school system, subject to inspection at any time and for any purpose deemed appropriate by responsible school officials (principal(s) or designee(s)). No student should have any expectation of privacy with respect to any locker, desk or other space within the school system. The student, his/her parents and / or guardians make use of any locker by any student with express understanding of these policies and consent to them. Items in lockers that can be used as evidence in the prosecution of any state, federal or municipal statutes shall be examined and may be removed by law enforcement personnel. Parents or guardians shall be contacted with respect to the details of the search after it has occurred. The School District may employ any lawful means to effect inspections of school premises, including student lockers, and/or School District officials (principal(s) or designee(s)) may consent to the search of any school premises, including school lockers, by any law enforcement agency. In the interest of safety and security, the lawful means utilized by the School District may include, but not be limited to, the use of appropriately trained dogs or other mechanical searching aids or devices. The enumeration of certain of these devices shall not limit the School District's right to utilize other appropriate and lawful devices. In accordance with this policy as well as the interest of safety and security, Peshtigo Middle/High School utilizes video cameras within the building and around the campus. Cameras are in continuous surveillance 24 hours a day.

### **STUDENT FEES**

DRIVER ED. FEES \$150.00

Student Padlock Fee \$5.00

ALL CLASS FEES ARE \$5.00 per year

### **ATHLETIC PASSES**

Family Pass \$50.00

Adult Pass \$25.00

Student Pass \$15.00

### **STUDENT ACTIVITIES ON WEDNESDAY EVENINGS AND SUNDAYS**

It is the intent of the Peshtigo School Board that District sponsored activities not be held on Wednesday evenings after 5:30 P.M. or on Sundays. Occasionally, circumstances exist that may warrant the need to hold a District sponsored activity during these times. All coaches, advisors, etc., considering to schedule a District sponsored activity after 5:30 P.M. on Wednesdays or on Sundays must submit a written request to the building principal or Athletic director in a timely manner for approval. The Superintendent will regularly inform the board members of these requests.

### **STUDY HALL RULES**

The following policies and procedures were developed in order to prevent any misunderstanding as to the importance of study halls.

1. Students will work on organization, homework, and understanding of subject matter.
2. Students should be productive by working quietly, utilizing labs, or seeking assistance from teachers as well as working individually with study hall supervisor.
3. Students will follow normal attendance procedures and be present when bell rings. Signing in and out of study hall if mandatory.
4. Students should be prepared with all materials at the beginning of the hour.
5. Students signing out of study hall should already have received a pass if they request to leave study hall (supervisor discretion).
6. Each student shall receive permission from the teacher before working in groups/pairs. The teacher has the right to suspend this privilege.
7. No permanent passes will be given to students entitling them to be out of study hall unless authorized by the office.
8. Use of cell phones is not allowed; unless specified otherwise.
9. Food and/or drink is not allowed; unless specified otherwise.

### **COMMONS RULES**

1. Students will first report to study hall as indicated above.
2. Students will NOT be permitted to use the commons area as their study hall setting if one or more of the following apply;
  - A. A student is academically ineligible.
  - B. A student has demonstrated poor or unbecoming behavior.
  - C. A student is found to not be in the designated area as described.
  - D. A student leaves a mess of either food, wrappers, garbage, etc.
  - E. Students who are Teacher's Aides should not be in the commons.



## **TEXTBOOKS**

Books are issued to each student and a record is kept of the condition of the book when it is checked out. Please be sure the student's name and grade are written on the book label in case the book is misplaced. The student is responsible for the book. If the book is lost or damaged, the student is required to pay for the book.

## **VISITORS**

1. All visitors must enter through the front doors and register in the school's office. Advance notice of a minimum of one business day to teachers is required when a visit to the classroom is to take place.
2. Students are required to have permission and approval in advance from Administration for any visitors that may accompany them to their classes.

## **WORK PERMITS**

Work permits will be issued through the Middle/High School office if you meet minimum age requirements (15 and under) and are not employed in jobs of prohibited employment. You must present the following before a permit can be issued:

1. A permission slip from the Middle/High School office that will need to be completed by your prospective employer indicating what type of work you will be doing, and from your parents indicating their approval.
2. Ten dollar (\$10.00) - permit fee.
3. During summer months (mid-June through mid-August) work permits will be secured from the District Office.

## **SCHOOL DISCIPLINE SYSTEM**

### **INTRODUCTION**

The development of caring individuals and responsible citizens through self-discipline will occur at two levels with the discipline plan. Since students spend most of each day in the classroom, teachers are primarily responsible for gaining their respect and cooperation, as well as, for maintaining an effective learning environment. Each teacher must therefore consistently apply a fair and carefully thought out approach to discipline. However, at times discipline problems occur which are beyond the normal scope of the classroom, i.e. between classes, during lunch, before and after school. If serious, these problems may be referred to an administrator. Through administration of a school-wide discipline plan, the staff and administration set the tone for appropriate behavior throughout the school and campus. The discipline program, as described in this handbook, is the code of the classroom and campus as adopted by the Peshtigo Board of Education. It operates from a carefully developed set of rules and consequences that insure fair treatment, consistency, and due process for all students.

## **CLASSROOM DISCIPLINE**

A good learning atmosphere in the classroom is the joint responsibility of the teacher and students and is promoted through the use of clearly defined rules and regulations. Because of varying personalities and classroom environments, these rules may differ somewhat from teacher to teacher. The teacher is generally responsible to resolve infractions of classroom rules. When corrective actions prove ineffective, the teacher may on a rare occasion have the student removed on a temporary basis. The purpose of temporarily removing a student is to: a) reestablish the learning atmosphere which the student has disrupted, and b) provide a setting for the student to examine the actions which led to removal and make a commitment to correct the behavior.

### **DEFINITIONS**

**Suspension** - Prohibiting a pupil from attending/participating in a school function.

**In-School Suspension** - A suspension, which the pupil serves in the school building in a specified area.

**Out-of-School Suspension** - A suspension, which the student serves out of the building, away from the school building and grounds.

**Expulsion** - An action taken by the Board of Education prohibiting a pupil from attending or participating in school or any school function for a period of time to be determined by the Board.

**Weapon** - An instrument or device, which could be used for attack or defense.

**Detention** - The supervised period of time before or after school that a student is kept in accordance with disciplinary action.

### **SUSPENSION PROCEDURES**

1. No suspension from school shall be imposed without an administrative conference with the pupil, except where it appears that the pupil will create an immediate and substantial danger to himself/herself or to persons or property around the student.
2. Notice of the grounds for suspension shall be given to the pupil at the suspension conference. His/her parent or guardian shall also be notified of this information and the suspension.
3. In the event that a student is suspended, a written notice shall be mailed to the pupil and his/her parent/guardian within 48-hours of the suspension. Whenever possible, the parents or guardian shall first be notified by telephone or personal contact at the time of suspension.
4. At the conclusion of an out-of-school suspension there will be a mandatory parental meeting to admit the student back into the school setting.

## **THE STEP SYSTEM**

When incidents occur outside of the classroom, or when corrective actions taken by the classroom teacher have failed, or when the rule infraction is of a serious nature, the incident shall be referred to the principal or designee for investigation and action. The severity of the consequences applied by the principal or designee depends upon two factors: 1) the seriousness of the offense, and 2) the previous disciplinary record of the student. In an effort to take both factors into account, a progression of consequences (the step system) has been adopted. A student who is referred for violating a rule within this code will receive at least the consequences that correspond to the entry-level step for that offense. With each successive referral the student advances at least one step depending upon the seriousness of the infraction. The **minimum** consequences for each step are as follows:

**Step 0:** Teacher and student have a conference to work out a plan.

**Step 1** Administrative or teacher conference with student.

**Step 2:** Administrative conference with parent notification and optional number of detentions (referral to guidance counselor or outside agency counselor if appropriate).

**Step 3:** One to three days of in-school or out-of-school suspension with parent notification and optional referral with a guidance counselor if needed. One of the student's parents/guardians may be asked to attend a conference with the teacher or administrator.

**Step 4:** Three to five days of in-school or out-of-school suspension with parent notification and a reentry conference with a parent/guardian is required. If after the three days of out-of-school suspension a parent/guardian conference is not held the student will be assigned to in-school suspension until one is held. Also, the counselor may review the student incident with appropriate staff, student and parent/guardian.

**Step 5:** Five (5) days of out-of-school suspension with parent notification and a reentry conference with a parent/guardian is required. Repeat offenses at Step 5 may advance a student to Step 6 at the discretion of the Administration Team if other intervention options have been tried without success.

**Step 6:** Fifteen (15) days of out-of-school suspension pending an expulsion hearing before the Board of Education. Multidisciplinary Teams will be convened for special education students.

### **Provisions Of The Step System**

1. A disciplinary file will be kept for each student referred to an administrator.
2. Parents will be notified in writing of all violations from Step 2 thru Step 6.
3. Steps may be "jumped" if the infraction calls for a higher entry-level step. For example, a student who is on Step 1 and commits a Step 3 violation will be advanced to Step 3. Normally, a student will be advanced up the Step System with each successive violation.

**LEGAL REFERENCE - SECTIONS**

WI Statutes 118.15, 118.153, 118.162, 118.165, 118.16  
Peshtigo Ordinance No. 11-5-8

**A. ABSENCE/TARDINESS:**

All students are expected to attend school regularly and be on time for classes in order to benefit maximally from the instructional program, and to develop habits of punctuality, self discipline, and responsibility.

Infraction	Step	Special Provisions
A-1. Reporting late for school or class. Tardy is being 0-5 min. late without an excused pass.	1 -3	Teachers will handle tardiness at their discretion unless it becomes excessive and then a disciplinary referral will be issued.
A-2. Reporting late to class, after 5 min. or required activity without an acceptable excused pass.	1 - 3	Students without passes will be sent directly to the office and considered unexcused for the time missed. Possible Police referral on truancy.
A-3 Truancy / Habitual truancy	1- 3	Parents notified and referral to counselor and/or Police for repeated absences.
A-4 Unsigned Appointment Card	1- 3	Students are required to have all appointment cards signed and returned.

**B. STUDENT TO STUDENT RELATIONSHIP**

RIGHT: Each student has the right to attend school activities without the fear of threats against his/her feelings, property, or physical well being.

RESPONSIBILITY: Each student is responsible to respect the feelings, property, and physical well-being of other students.

RULE: Students will refrain from the physical/verbal abuse directed at other students, as well as any damage or theft of the property of a fellow student.

Infraction	Step	Special Provisions
B-1 Threatening or Intimidating Acts: The act of threatening verbally or by writing or gesture, the well-being, health or safety of any student on school property or to/from school	1 - 6	May be referred to Police
B-2 Disrespect: To insult, call derogatory names, use obscenity toward, dishonor or in other manners, abuse verbally or in writing.	1 - 3	May be referred to Police
B-3 Sexual Harassment: Sexual advances/requests for sexual favors or verbal/ physical conduct of a sexual nature, which is perceived as offensive by the victim.	4 - 6	May be referred to Police
B-4 Shake Down: The act of extorting objects of value from a person under pressure of either implied or expressed threats.	4 - 6	May be referred to Police
B-5 Fighting/Physical Attack: The act of physically assaulting or in some other manner attempting to injure any student on school property or going to/from school.	2 - 6	May be referred to Police
B-6 Scuffle	2 - 6	Possible restitution/police.
B-7 Property Damage: If another student's property.	2 - 6	Restitution required. Police Referral
B-8 Theft: From another student.	2 - 6	Restitution required. Police Referral

**C. STUDENT TO STAFF RELATIONSHIP**

**RIGHT:** Students and staff have a right to work, study, and teach in an atmosphere of mutual respect.

**RESPONSIBILITY:** Students have the responsibility to respect authority, feelings, physical well-being, and property of members of the school staff.

**RULE:** Students shall refrain from disobedience, disrespect, threats, or attacks directed at members of the school staff, as well as damage to, or theft of property belonging to school staff members.

Infraction	Step	Special Provision
C-1 Insubordination: The willful failure to respond or carry out a reasonable request by authorized school personnel, or failure to report for teacher detention.	1 - 4	May be referred to Police
C-2 Disrespect: To insult, use derogatory or obscenity toward, dishonor or in other manner abuse verbally or in writing any member of the school staff.	3 - 4	May be referred to Police
C-3 Sexual Harassment: Advances, request for sexual favors or verbal, physical conduct of a sexual nature which is perceived as offensive by the victim.	4 - 6	May be referred to Police
C-4 Threatening or Intimidating Acts: Verbally or by writing/ gesture threatening the well being, health or safety of any member of the school staff.	4 - 6	May be referred to Police
C-5 Physical Attack: The act of physically assaulting any member of the school staff on school property or at a school activity.	6	May be referred to Police
C-6 Disrespect for the property of school staff	2 - 4	May be referred to Police possible restitution

**D. SCHOOL PROPERTY**

RIGHT: Each student is entitled to a well equipped, well maintained attractive school environment.

RESPONSIBILITY: Each student is responsible to respect and help maintain the appearance of the building and the equipment.

RULE: Acts of vandalism, theft, and abuse of school property, buildings, and grounds are prohibited.

Infraction	Step	Special Provision
D-1 Vandalism: Willful damage of property.	3 - 4	May be referred to Police possible restitution
D-2 Defacing damage requiring cleaning/repair	2 - 5	May be referred to Police possible restitution
D-3 Abuse of printed materials or A-V materials.	2 - 5	May be referred to Police possible restitution
D-4 Willful, misuse of school materials, printed materials or A-V materials.	2 - 5	May be referred to Police possible restitution
D-5 Theft	3 - 6	May be referred to Police possible restitution
D-6 Entering school building and/or property during or outside of school hours without permission	4 - 6	May be referred to Police

## E. PROTECTION OF THE PUBLIC SAFETY

**RIGHT:** Each student and staff have the right to be safe and secure from physical harm while attending school.

**RESPONSIBILITY:** Students and staff members have a responsibility to conduct themselves in such a manner as not to pose a threat to the health and safety of others.

**RULE:** The infractions listed below, as well as other acts that threaten the health and safety of students and/or threaten the health and safety of staff are strictly forbidden.

Infraction	Step	Special Provision
E-1 Detonation of firecrackers or other explosive devices.	4 - 6	May be referred to Police
E-2 False Alarms	4 - 6	May be referred to Police
E-2a. The act of initiating a fire alarm or initiating a report of warning of a fire or other catastrophe without just cause.	4 - 6	May be referred to Police
E-2b. Bomb threats.	6	May be referred to Police
E-3 Arson: The intentional burning or attempt to burn any part of any building or any property of the school or of its staff/students.	6	May be referred to Police
E-4 Improper use or parking of motor vehicles.	2 - 6	May be referred to Police. Loss of parking privileges.
E-5 Weapon: Possession/use/threat, An instrument or devise, which could be used for attack or defense.	5 - 6	May be referred to Police



**F. ALCOHOL, INHALANTS, TOBACCO, AND MORE**

**RIGHT:** Each student has the right to participate in a healthy environment and associate with students who are free from influence of alcohol, intoxicating inhalants, tobacco, and drugs.

**RESPONSIBILITY:** Each student has the responsibility to keep his/her mind and body in a sound, healthy condition, and abide by established laws.

**RULE:** The possession, use or sale of any prescription/illegal drugs, alcoholic beverages, intoxicating inhalants, or tobacco is prohibited on school grounds or at school-sponsored activities.

Infraction	Step	Special Provisions
F-1 Alcohol, Inhalants, Drugs		
Possession of alcohol, inhalants, drugs, look-alike substances or sharing prescription drugs. Possession of drug-related paraphernalia.	4 - 6	May be referred to Police
Selling, distributing, or with the intent to sell or distribute alcohol, inhalants, drugs or possession of drug-related paraphernalia.	4 - 6	May be referred to Police
Observed or under the influence of alcohol, inhalants, or drugs, as indicated by obvious behavior and mood changes and/or the smell of substances on the person.	4 - 6	May be referred to Police
F-2 Tobacco, etc		
Use of tobacco products or look alike tobacco products or other herb/smoking products, and/or vapor on school premises or at functions under school-sponsorship.	3 - 6	May be referred to Police and clean up areas.
Possession of tobacco/smoking products on person, in vehicle, in locker.	3 - 6	May be referred to Police

**G. CORRIDOR BEHAVIOR**

**RIGHT:** Every member of the school community has the right to safe and timely passage from one place to another within a clean and orderly school building.

**RESPONSIBILITY:** Passing between classes should be done in an orderly and respectful manner. It will also be everyone's responsibility to maintain cleanliness and order in the corridors.

**RULE:** Behavior, which disrupts or prevents orderly passage through the corridor is prohibited.

Infraction	Step	Special Provisions
G-1 Abusive and offensive language	1 - 3	
G-2 Physical harassment	3 - 6	
G-3 Spitting	0 - 2	
G-4 Necking, groping and other inappropriate displays of affection.	0 - 6	May involve Police referral
G-5 Littering	0 - 3	
G-6. No pass/Unauthorized Area	0 - 4	
G-7 Running/ Other horseplay	0 - 2	
G-8 Water balloons, squirt guns, etc	2 - 3	
G-9 Food and drink in corridors.	0 - 2	

## H. OTHER DISCIPLINARY INFRACTIONS

Infraction	Step	Special Provisions
H-1 Failure to follow school procedures.	2 - 5	
H-2 Disruption of school events, games, meetings and assemblies.	3 - 6	Removal from event and possible exclusion from similar events
H-3 Cheating that extends beyond the bounds of the classroom (stealing a test, plagiarism, i.e.)	2 - 6	Teacher classroom rules
H-4 Misrepresentation/ forgery: Written or spoken misrepresentation of the truth (i.e. forged passes, parent signatures, false phone calls, lies, etc.)	2 - 6	May be referred to Police
H-5 Misuse of food/pop in the cafeteria or other areas of building.	0 - 3	
H-6 Cell phone and/or Communicating devise, etc.	0 - 3	Confiscated, returned at end of day or to parents
H-7 Being an accessory to a school rule violation.	0 - 6	
H-8 Any offensive clothing, either in poor moral taste or suggestive, will be immediately changed. If the student is unable to do so, he/she may be sent home.	1 - 3	
H-9 Being involved in sit-ins, walkouts, and other unauthorized demonstrations.	2 - 5	

<p>H-11 Classroom Removal: Teachers at Peshtigo Middle/High School shall have the authority to remove students from their classroom who are disruptive or act in a manner that is detrimental to the academic atmosphere of the classroom environment. The principal and teacher shall determine the length of time for which the student will be removed from class or school.</p>	<p>1 - 3</p>	<p>1st removal: Student conference with teacher and/or administration with parental notification  2nd removal: Conference or phone call with parents, student, teacher and or administration and possible detentions  3rd removal: Disciplinary procedures including but not limited to detention, suspension with parent notification  4th removal: Removal from class with F. A student who is removed from class has the right to due process as outlined in handbook. Immediate removal may result in cases of gross misconduct.</p>
<p>H - 12 Busing Conduct</p>	<p>0 - 6</p>	

**I. TECHNOLOGY**

The Peshtigo School District supports use of technology resources for the sole purpose of achieving District educational goals, standards, and curricular objectives. The District has established a computer network and is pleased to offer Network and filtered Internet access. Network/Internet access and technology resources are a privilege, not a right. In order to use our Network/Internet, all users and parent/guardians must first read and understand the following acceptable use policies. This document is meant to be a document in progress and not comprehensive. The District reserves the right to alter this document. The District also reserves the right to correct abusive or disrespectful behavior pertaining to the use of technology.

## SCHOOL PROGRAMS/AWARDS/GUIDANCE

### AWARDS

#### **Badger Boys State**

Two boys are selected from the junior class to participate in the week long June workshop held at Ripon College. The Peshtigo American Legion and Lions Club each sponsor one boy. An oral report to the sponsoring organizations is expected of the participants. The selection of the junior boys is made by the faculty and is based on the following qualifications: Scholastic standing, extra-curricular activities, leadership and character.

#### **Badger Girls State**

Two girls are selected from the junior class to participate in the week long workshop held at the University of Wisconsin campus in June. The Peshtigo Woman's Club and Woman's Auxiliary of the Peshtigo American Legion Post each sponsor one girl. An oral report to the sponsoring organization is expected of the participants. The selection of the two junior girls is made by the faculty based on the following qualifications: Scholarship, Honesty, Character, Outstanding qualifications of leadership, courage and cooperation

#### **Wisconsin Leadership Seminar**

One sophomore will be selected by a faculty committee who displays outstanding qualities of leadership, behavior, attitude, respect, sensitivity, concern for others, and scholarship. The faculty committee will also base their selection on an essay each interested student will submit. It is a three (3) day seminar held during the month of April in Stevens Point and is sponsored by the Peshtigo Women's Club.

#### **Scholastic Achievement Awards Program**

The purpose of the Scholastic Achievements Awards Program is twofold: 1) to honor academic achievement, and 2) to encourage continued striving towards academic excellence. This program recognizes high school students who maintain a "B" (3.00) or better average for an increasing cumulative number of semesters. A student must have been a Peshtigo High School student for the semester periods listed above to receive each of the awards. The awards shall be as follows:

One (1) semester	certificate
Three (3) semesters	academic achievement letter
Five (5) semesters	pin
Seven (7) or more semesters	plaque

#### **President's Educational Award of Excellence**

This award recognizes academic success in the classroom, and is given to senior students with a GPA of 3.5 or higher after seven (7) semesters.

#### **Gold Cord Honor**

Students ranking in the top 15 percent of the graduating class scholastically, and achieving a minimum average of "B" or 3.000, shall be a recipient of the Gold Cord Honor Award. Class ranking for the Gold Cord Honor Award will be calculated at the end of the seventh semester. Gold Cords will be worn with the cap and gown by these qualifying students at commencement exercise.

## **COUNSELING AND GUIDANCE**

Guidance and counseling are available for all students in our school. These services include assistance with educational planning, interpretation of test scores, occupational and career information help with home, school and/or social concerns, or any questions the student may want to discuss with their counselor. Students will be seen regularly as part of the proactive guidance counseling program, and can also see their counselor on an individual basis.

## **COURSE WORK THROUGH ALTERNATIVE INSTITUTIONS**

Correspondence study, NWTC courses, night school, university courses, or summer school may serve as alternative course fulfillment when the following criteria is met:

1. All course work in a given area has been completed and advanced study is requested.
2. The student's schedule is full or when there is a schedule conflict.
3. Verification of successful completion and attendance of the course, and either the equivalency of approximately 90 class hours per ½ credit, or what is acceptable with the D.P.I. for a make-up course.
4. Payment in advance of correspondence courses.
5. It is necessary to complete graduation requirements.
6. All course work through alternate methods must be approved by the principal and counselor prior to enrollment. Students will be under the direct supervision of the counselor.

## **CLASS SCHEDULES AND CHANGES**

### **Scheduling**

1. An informational meeting will be scheduled in December for grades 8-11 regarding the scheduling process. Students will be given course description books and are expected to take this information home. Together with their parents they are to CAREFULLY SELECT their courses, including an alternate elective course.
2. In January students in grades 8-11 will again meet for initial sign-up of classes for the next school year. We urge CAREFUL SELECTION!
3. In January, February, and March the counselor will see each student in grades 8-11 and review his/her schedule.
4. In April and May the office will slot students into their chosen classes, and run the class rolls. Students will then receive a copy of their next year's schedule to be taken home and shared with their parents.
5. With the exception of second semester failures, emergencies, and special extenuating circumstances, schedules will not be changed.

**Adding/Dropping Classes**

1. Choose your courses carefully. A prime objective of our school is to teach students to be RESPONSIBLE and to live with the consequences of their own choices.
2. The adding and dropping of classes after the schedule has been set are time consuming and disruptive in the teacher/pupil planning process. After the student has individually met with the counselor and established his/her schedule, it will not be changed unless the following exceptions exist:
  - a. Student needs to make up required courses.
  - b. Student has an incomplete schedule.
  - c. Student wishes to add a course without making a drop.
  - d. Student is missing a required course.
  - e. Students that have two classes scheduled for the same period.
  - f. Students that are failing the first semester and are recommended by the teacher to drop the course.
  - g. Administrative recommendation.

If in highly unusual cases withdrawal from a class is allowed after the first two weeks of the semester, a W/F (withdrawal/failing) or W/P (withdrawal/passing) will be recorded in the permanent record and may be included in the GPA (grade point average).

**Scheduling of 7<sup>th</sup> and 8<sup>th</sup> Graders**

1. During the spring semester, the counselor will meet with the next year’s 7<sup>th</sup> and 8<sup>th</sup> grade students to explain middle school course requirements and to schedule their classes.

**FAILURES**

Failures should be made up during summer school or the following year. If a student fails a required course for the second time, he/she has the option to either repeat the course again the next year, or take the course through alternative methods. If the latter is chosen, the student’s enrollment must be approved by the principal and counselor. Additionally, a form must be obtained in the guidance office and signed by the student’s parents. It must be understood that the student cannot graduate until the requirement is fulfilled.

**GRADING SYSTEMS**

**Grading Scale (Grades 7-12)**

The following grading system shall be used to indicate student progress:

A A- B+ B B- C+ C C- D+ D D- F

The following grading scale shall be used:

95 - 100	A	87 - 89	B+	77 - 79	C+	67 - 69	D+	59-less	F
90 - 94	A-	83 - 86	B	73 - 76	C	63 - 66	D		
		80 - 82	B-	70 - 72	C-	60 - 62	D-		

Any grading system should allow for flexibility for students with special needs in accordance with IEP.

**GRADUATION REQUIREMENTS (22 credits)**

Twenty-two (22) credits are required for graduation. Listed below are certain requirements included in those twenty-two (22) credits.

English	4 credits	Health.	1/2 credit
Science	3 credits	Math	3 credits
Social Studies	3 credits	Phy. Ed.	1.5 credits
	Personal Business & Finance.....		1/2 credit
		ACP.....	1/2 credit

Students typically will have earned the following credits at the end of each grade level:

GRADE	CREDIT LOAD	TOTAL CREDITS
9	6.0	6.0
10	6.0	12.0
11	6.0	18.0
12	6.0	24.0

*STUDENTS ARE RESPONSIBLE TO FULFILL ALL REQUIREMENTS FOR GRADUATION!*

RECOMMENDED LOAD: High School Students are recommended to take 6 classes per semester.

REQUIREMENTS FOR A DIPLOMA: Diplomas will be awarded to all students who have completed twenty-two units of credit in accordance with the statutes governing schools in the State of Wisconsin. All required subjects which have been failed must be made-up during the regular school year or summer school (if offered) in order to receive a diploma.

**GRADUATION CEREMONY**

Students who are enrolled and have completed the District’s graduation requirements are eligible to participate in the ceremony with their class. Students participating in the ceremony will follow established procedures of dress and behavior. Students who have not completed the graduation requirements may not participate in the ceremony and shall not receive a diploma until all requirements are met.

**HONOR ROLL**

Honor rolls shall be compiled in the Peshtigo School District each nine (9) week grading period. For students in grades seven (7) through twelve (12), a three level honor roll will be implemented using the following criteria:



**Honor Roll Guidelines:** The following guidelines shall be adhered to: The following grade values shall be used in determining honor roll placement:

4.0 for each "A" earned.	2.0 for each "C" earned
3.67 for each "A-" earned.	1.67 for each "C-" earned
3.33 for each "B+" earned	1.33 for each "D+" earned
3.0 for each "B" earned	1.0 for each "D" earned
2.67 for each "B-" earned	.67 for each "D-" earned
2.33 for each "C+" earned	

The honor rolls for the first and third marking periods shall be calculated from those nine (9) week grades and shall be considered the first and third quarter honor rolls. The high school students honor rolls for the second and fourth marking periods shall be calculated from semester grades and shall be considered the semester honor rolls.

**Highest Honor Roll:** Students receiving a GPA of (4.0 GPA)

**High Honor Roll:** Students receiving a GPA in the range of (3.5-3.99 GPA)

**Honor Roll:** Students receiving a GPA in the range of (3.0-3.49 GPA)  
Grades earned as teacher aide or in driver's education classes shall not be used in honor roll placement.

#### **INCOMPLETE GRADE**

The grade of incomplete may be used by teachers when a student's work is not complete at the end of a grading period. There must be a valid reason for the use of an incomplete such as personal illness or some family emergency. Although teachers are authorized to make allowances for the individual needs of students, it is not intended that the grade of incomplete be used in instances where failure to complete required work was a matter of choice on the part of the student. All incompletes must be cleared within ten (10) days or as allowed by the attendance procedure from the end of the marking period. Incompletes for the fourth quarter of each year must be made up by the end of the first session of summer school. Incompletes not made up within the specified time period will automatically become an "F" and/or zero (0). Students requiring an extension of time to work on incompletes must file a written request with the guidance director prior to the end of the ten (10) day grace period. Extensions of time will be granted for valid reasons only.

#### **REPORT CARDS**

Report cards are distributed in homerooms at the end of the first quarter and third quarter periods. At semester and the end of the school year, they will be mailed home. Grades are always accessible online.

## **SEMESTER EXAMS**

1. Examinations will be given in all areas of the curriculum.
2. A revised schedule will be used to accommodate semester exams.
3. On exam days, all students are either in class, an exam, study hall, library, or if they do not have an exam they may leave.
4. Amount of material covered in the examination and grade value of the examination is left to the discretion of the teacher and is to be reviewed beforehand. However, the grade value of the exam must not exceed one-fifth of the semester grade.
5. Students are to be informed at the beginning of the semester the amount of material they will be held responsible for on semester exams.
6. All high school students are to take semester exams regardless of their scholastic grade in a subject.
7. Exams will not be given before their scheduled time. The only exception is if a student will be absent from school due to a school sponsored function.
8. If a student misses one or more exams at the end of the school year due to an excused absence, he/she must make an appointment to take his/her exam(s) in the office within ten (10) school days of the last day of school.
9. No semester exams are required for grades 7-8

## **STUDENT SUBSTANCE ABUSE ASSISTANCE PROGRAM**

Problems that interfere with the academic, personal, and social development of the student are of concern to the Peshtigo School District and should be addressed. When students are referred to the Student Assistance Program for substance abuse concerns, the counselor will plan and provide appropriate services which will be determined on an individual basis.

Program Details:

- a.) Voluntary: students/parents are informed about the program when a code violation occurs;
- b.) Minimum of two 30 - minute sessions with the school counselor; Goals of the program include; increase students' awareness/knowledge about substance abuse issues, improve students' decision-making skills, and to build self-confidence and self-esteem.

Individual or group activities may include:

1. pre- and post-evaluation: questionnaire designed to assess students' level of awareness and knowledge about substance abuse issues;
2. discussions/sharing/counseling;
3. written activities/worksheets/assignments;
4. reading/researching information on the topic of alcohol/drug use;
5. a one-two page essay on what has been learned about substance abuse issues.

Parents will be notified at the completion of the program. If necessary, students may be referred to an outside agency specializing in AODA assessment/treatment (i.e. ADAPT or Libertas).

## **WARNING LETTERS/PROGRESS REPORT**

Warning letters will be sent home via email on every Saturday throughout the school year. If a student/parent does not have email and wants to receive a warning letter/progress report, it is advised to call the teacher or Middle/High School office and make arrangements.

## **ACTIVITY / TECHNOLOGY CODES**

### **ACTIVITIES CODE**

#### **Educational Philosophy**

Peshtigo School District has prepared this Extra-curricular Activities Code for the benefit of the participants, the parents, advisors and the coaches in an effort to make extra-curricular activities a contributing and worthwhile part of the overall school program. All members of the School District desire that extra-curricular activities serve as an enriching and healthful experience, which shall stimulate physical, mental, and social growth through interscholastic competition. The student and his/her parents/legal guardians will realize by careful reading and discussion of this code a genuine understanding of the aims and objectives of the school programs.

#### **Policy Statement**

The Peshtigo School District believes that a program of activities outside the school curriculum is a valuable adjunct to the regular school program of studies. Therefore, the Board of Education encourages programs that expand upon experiences begun in the classroom and that enhance the school climate. These programs may not discriminate against any person on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.

#### **Extra-curricular Activities Code Procedure**

The extra-curricular activities are grouped into two (2) categories and are governed by codes as described:

#### **Group A (all athletic teams including dance)**

Interscholastic Athletics

Dance

#### **Code**

Peshtigo School District Activities

Physical/Alternate Year Card

Emergency Medical Card

#### **Group B (non graded, non athletic teams that perform or compete)**

Music Performance Group – Instrumental/vocal, Drama, Color Guard,

Forensics, Hi Q, FBLA

#### **Code**

Peshtigo M/HS Handbook

Emergency Medical Card

**Eligibility (Group A)**

1. A high school student must be under the age of 19 before August 1 of each school year.
2. A middle school student must be under the age of 15 before August 1 of each school year.
3. WIAA Physical or Alternate Year Card is required for students participating in interscholastic athletics. Exams taken after April 1st are good for the following two school years. Exams taken before April 1st are good for the remainder of the school year and the following school year. In years when a physical exam is not required, a WIAA approved alternate year athletic permit card must be turned in.
4. Activities Code Verification Card signed annually by both student and parents, which indicates an understanding of the activity code. Each participant must turn in this card before the first day of practice.
5. Emergency Medical Card signed annually by both student and parents, which serves as consent to treat in case of emergency. Each participant must turn in this card before the first day of practice.
6. Meet all WIAA rules and regulations as they relate to each sport.

**Eligibility (Group B)**

1. Students in all groups will be governed by state association guidelines for competition.
2. Peshtigo M/HS Handbook signed annually by both student and parents, which indicates an understanding of the activity code. Each participant must turn in this card before the first day of practice.

**Academics (Group A & B)**

1. Board of Education approved full time student(s) in grades 7-12 will be considered under the academic guidelines.
2. A student in grades 7-12 may not receive any failing grades at progress report time (approximately 4 ½ weeks into each quarter) or in the quarter or semester grades of the most recent grade-reporting period.

**Guidelines**

1. Students who are under academic suspension are allowed to practice at the discretion of the advisor/coach.
2. Students are responsible for any schoolwork missed due to extra-curricular activities. They are expected to make every effort to contact the instructor prior to the absence.
3. Grades of incomplete must be cleared within ten (10) days, unless there are extenuating circumstances determined by an administrator. After ten (10) days all incomplete grades will automatically become an "F" and result in the student being academically ineligible.

**Process for Regaining Academic Eligibility**

A student not meeting grade standards shall be ineligible for competition for a period of not less than 15 consecutively scheduled school days. A student may be reinstated if at the end of the ineligible period he/she is passing all classes. After the first 15 day period, the student will be responsible for taking a grading sheet to each of his/her teachers between the 16th and 30th day of the quarter and return it to the Athletic Director/Advisor to verify that he/she is passing all classes. The coach/advisor will not reinstate this student until they get written confirmation from all teachers that they are passing all classes. If the student is still ineligible after 30 consecutive school days, the student will be ineligible to compete for the remainder of the season.

**Attendance(Group A & B)**

1. A student must attend a full day of classes in order to participate in a school sponsored practice/competition of an activity.
2. A student must attend a full day of classes on the day following a school sponsored practice/competition of an activity.
3. Individual coaches/advisors will handle violations of this policy and will refer chronic and frequent violations to the Athletic Director.

EXCEPTIONS TO THIS POLICY: Family emergency, medical, dental or clinical appointments; pre-arranged absences; and school sponsored trips.

**Travel(Group A & B)**

There are extra-curricular activities offered in the Peshtigo School District that practice/perform off site. As a participant in one of these activities, the student and/or parent/guardian may be responsible for transportation to and from practice. Transportation to and from all scheduled events will take place in school-approved vehicles. A student may return from competition with a parent/guardian upon proper travel release form completion.

**Changing Sports (For Group A Only)**

A discussion between the coaches of both sports and the Athletic Director shall precede an athlete's changing from one sport to another. A player dismissed from one squad for disciplinary reasons cannot participate in another sport during that season. Athletes who choose to drop a sport must communicate in written form with the coach of that sport or with the Athletic Director. Failure to communicate with a Coach or the Athletic Director after dropping a sport may result in suspension from any subsequent sport until receiving the permission of the Athletic Director to participate.

**Athletic Injuries and Care**

All injuries must be reported to the supervising coach and/or certified athletic trainer immediately. The athletic trainer will file the appropriate injury report within 48 hours. The injury reports should be turned over to the school nurse. In the case of any emergency, students will be sent to the nearest hospital, unless parents have indicated a specific hospital for treatment. The Middle/High School office should be informed by parents/guardians prior to participation, of an athlete who has any special medical problems. If an injury has been discovered after the athlete has returned home from a practice or competition, the coach and athletic trainer should be notified as soon as possible.

## **Code Violations and Consequences (Group A & B)**

### **Alcohol, Tobacco and Drug Violation**

Students involved in school sponsored athletics will not possess, use, sell, transfer, become under the influence of, or transmit in any form, tobacco products, alcoholic beverages, drug paraphernalia, or chemical substances including inhalants, stimulants, depressants, hallucinogens, narcotics, volatile substances, other illegal drugs, cannabis derivatives or look-a-likes of any kind. This mandate includes performance enhancing drugs and/or substances. The athletic code exempts the use of medication as prescribed by a physician. This Code requires that a student involved in an activity will immediately leave, disassociate him/herself, and not knowingly linger in the presence of others illegally possessing alcohol/tobacco, using alcohol/tobacco, possessing or using controlled substances or knowingly remain in environments where illegal possession or use takes place. The Peshtigo School District defines "immediately" as the moment the athlete has evidence of the presence of alcohol or other drugs. A participant should excuse him/herself and/or just leave if he/she has a ride or can walk, or make a telephone call for a ride and then leave.

### **Consequences for Alcohol, Tobacco and Drug Violations(Group A & B)**

**First Offense:** If the violation occurs during the season, the student will be suspended for one-half (1/2) of the season's contests and the student will forfeit all awards for the activity. The student will practice with the team/group at the coach/advisor discretion.

If the student violates the code while not currently involved in an activity, the student will be suspended for the first one-half (1/2) of the season's contests of the next activity in which he or she participates and the student will forfeit all awards for the activity.

In order for any part of a suspension to be fulfilled the student must complete the duration of the season (start of practice through season's end) in good standing.

The Peshtigo School District will treat voluntary entry into an approved AODA Treatment Program or Peshtigo' Student Assistance Program as a self referral and will result in reduction of the game/meet suspension from one-half (1/2) to one-fourth (1/4) of the season's contests. The parents/guardian and student must provide documented proof to the Peshtigo School District of the student's enrollment and successful completion of the AODA program.

**Second Offense:** If the violation occurs during the season, the student will be suspended from participation in all activities for one calendar year effective immediately, commencing on the date of determination of violation and the student will forfeit all awards for the activity.

If the student violates the code while not currently involved in an activity, the student will be suspended from participation in all activities for one calendar year effective immediately, commencing on the date of determination of violation.

If the student voluntarily enters into an approved AODA Treatment Program from an agency outside of the Peshtigo School District, then the suspension will be reduced from one calendar year to three-fourths(3/4) of the season's contests. The parents/guardians will assume the cost of the AODA Treatment Program. The parents/guardian and student must provide documented proof to the Peshtigo School District of the student's enrollment and successful completion of the AODA program before the student would be permitted to begin serving any part of a suspension.

In order for any part of a suspension to be fulfilled the student must complete the duration of the season (start of practice through season's end) in good standing. The student will practice with the team/group during the three-fourths(3/4) of a season's contests suspension at the coach/advisor discretion.

**Third Offense:** The student will be suspended from participation in all activities for one calendar year, commencing on the date of determination of violation and the student will forfeit all awards for the sport/activity if currently participating. In order for the student to participate in activities after the suspension period, the Peshtigo School District must receive from parents/guardians and the student documented proof of enrollment and successful completion of an AODA Treatment Program. An agency outside of the Peshtigo School District must provide this program. The parent/guardian and the student will assume responsibility for all associated costs.

**Fourth Offense:** The student will be suspended from all activities for the remainder of his/her middle/high school career.

*NOTE:* If the period of suspension is fulfilled prior to the successful completion of AODA treatment, then the parents/guardians of the student must provide documented proof of the continued enrollment for AODA treatment in order for the student to regain his/her eligibility. If the continued enrollment of AODA treatment is not successfully completed then the student will be suspended according to the prescribed offense. The Peshtigo School District will drop any fractions of contests resulting from suspensions however, a minimum suspension of 1 event will occur per violation. The Peshtigo School District deems the season's contests to include the first guaranteed game, match, or meet of the tournament series. In the event that the number of contests suspended exceeds the number left in a season then the remaining percentage will be carried over to the next activity in which the student participates.

**Conduct Determined Detrimental to Team or School/Conduct Unbecoming a Student: (Group A & B)**

The Peshtigo School District includes but does not limit "Unacceptable Conduct" to the following:

Conviction of a misdemeanor or felony	Stealing	Cheating
Continually breaking school rules	Vandalism	Lying
Unsportsmanlike conduct	Insubordination	Forgery

**Consequences for Detrimental/Unbecoming Conduct of a Student: First/Subsequent Offenses:**

Consultation will take place between the coach and Athletic Director to determine the appropriate penalty.

**Reporting of a Violation (Group A & B)**

1. Person(s) reporting the violation must willingly put the allegation(s) in writing and/or possibly testify before the accused. The Activities Department will not accept allegations based on hearsay.
2. Person(s) reporting the violation should contact the coach, athletic director, building principal, or superintendent.

Upon receipt of a reported violation, the activity director or advisor will meet with the student involved to determine the validity of the report. The activity director or advisor will conduct a review of the situation. A final decision will be made and parents will be informed of the consequences. The date of the decision will represent the initial day of suspension.



### **Appeal Rights**

1. A student may file an appeal for a hearing providing the student meets one of the following conditions:
  - a) The student in question has not filed a written voluntary disclosure with the Athletic Director and feels he/she has been falsely accused.
  - b) The penalties imposed have exceeded those prescribed by the Code.
2. The student must file such an appeal in writing with the building principal within three (3) consecutive workdays of notification of the charges. Failure to comply with this criterion will waive all appeal rights. The building principal will have three (3) consecutive workdays to respond to the appeal. If the appeal occurs during summer vacation the student must file the appeal within three (3) consecutive workdays to the superintendent. The superintendent will then forward this information to the appropriate personnel.
3. The written appeal must state clearly that which the student wishes to appeal.
4. School officials will only hear appeals on the aforementioned conditions in this article. The building principal will deny inappropriate appeals. The building principal will hear appropriate appeals. If the building principal does not satisfactorily resolve the appeal, the student may appeal to the superintendent within three (3) consecutive workdays of notification from the building principal.
5. The superintendent will have three (3) consecutive workdays to respond to the student's appeal. When the superintendent denies an appropriate appeal and the student desires further appeal, the Peshtigo School Board shall schedule a closed BOARD HEARING within twenty (20) calendar days of the date of receipt of the request for a hearing.
6. The Peshtigo School District shall send a timely written notice to the student in question notifying him/her of the time, date, and location of the hearing.
7. The BOARD shall accept appropriate evidence, shall not base its finding on hearsay. Upon conclusion of the hearing, the BOARD shall notify all parties involved of their finding, in writing, within no more than five (5) work days.

## **CHROMEBOOK PROCEDURES**

Students across the district will be issued Google Chromebooks for use in school and at home. This document provides students and their parents/guardians with information about taking care of the equipment, using it to complete assignments, and being a good digital citizen.

Students and their parents/guardians are reminded that use of District Technology is a privilege and not a right and everything done on any District owned computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use of District Technology can result in limited or banned computer use, disciplinary consequences, removal from courses, loss of credit, receiving a failing grade, and/or legal action. To understand the expectations of the Peshtigo School District, students and their parents/guardians are responsible for reviewing the District's Use of Technology Policy.

### **Ownership of the Chromebook**

Peshtigo School District retains sole right of possession of the Chromebook. The Chromebooks are lent to the students for educational purposes only for the academic year. Moreover, Peshtigo School District administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add or delete installed software or hardware.

### **Responsibility for the Chromebook**

Students are responsible for the Chromebooks issued and must adhere to the following:

- Students must comply with the District's Use of Technology Policy when using their Chromebooks.
- Students must bring their Chromebooks to school every day and make sure it is fully charged. Failure to do so may result in disciplinary action. (Note: A fully charged Chromebook should last at least 8 hours.)
- Students must treat their device with care and never leave it in an unsecured location.
- Recommended: Students must keep their device in a protective case or backpack when traveling.
- Students must promptly report any problems with their Chromebook to the Tech Support sign up located in the LMC.
- Students may not remove or interfere with the serial number or identification tag.
- Students may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover or plastic casing.
- Students may not attempt to install or run any operating system on the Chromebook other than the system supported by the district.
- Students must keep their device clean and must not touch the screen with anything (e.g., your finger, pen, pencil, etc.) other than approved computer screen cleaners.

### **Responsibility for Electronic Data**

The students are solely responsible for any apps or extensions on their Chromebooks that are not installed by a member of the Peshtigo School District technology staff. Students are responsible for backing up their data to protect from loss. Users of District Technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school issued applications and are given no guarantees that data will be retained or destroyed.

### **Digital Citizenship**

Students must follow the six conditions of being a good digital citizen:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate, I will consider the information and images that I post online. I will consider what personal information about my life, experiences, experimentation or relationships I post. I will not be obscene.
2. **Protect Yourself.** I will ensure that the information, images and materials I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts and resources.
3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass or stalk other people. I will show respect for other people in my choice of websites, I will not visit sites that are degrading, pornographic, racist or inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas.
4. **Protect Others.** I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will moderate unacceptable materials and conversations, and not visiting sites that are degrading, pornographic, racist or inappropriate.
5. **Respect Intellectual Property.** I will request permission to use resources. I will suitably cite any and all use of websites, books, media etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.

**Copyright and File Sharing**

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Use of Technology policy.

**Spare Equipment and Lending**

If a student's Chromebook is inoperable, the school has a limited number of spare devices for use while the student's Chromebook is repaired or replaced. This agreement remains in effect for loaner computers. The student may not opt to keep an inoperable Chromebook to avoid doing class work due to loss or damage. If a student does not bring his/her Chromebook to school, the student may be required to borrow a device from the school based on the direction from his/her teacher. Disciplinary action may result for failure to bring a fully charged Chromebook to school.

**Warranty and Insurance**

The District will repair or replace damaged equipment resulting from normal use. All other breakages will be the responsibility of the student to pay for. The District will make its best attempt to purchase replacement parts at the best possible price. Loss or theft of the device is also the student's responsibility and will result in the student being charged the full replacement cost to purchase a new device.

**Protecting Children in the 21<sup>st</sup> Century Act**

To comply with the Protecting Children in the 21<sup>st</sup> Century Act, the district will be educating our students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, as well as cyber bullying awareness and response. As a part of the 7<sup>th</sup> grade Technology Literacy class, the district will utilize the iSafe Internet Safety and Cyber bullying curriculum.

**EQUAL EDUCATIONAL OPPORTUNITIES**

The Peshtigo School District is committed and dedicated to the task of providing the best education possible for every child in the district for as long as the student can benefit from attendance and the student's conduct is compatible with the welfare of the entire student body.

The right of a student to be admitted to the school and to participate fully in curricular, extracurricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's sex, race, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

Complaints regarding the interpretation or application of this policy shall be referred to the building level principals (i.e. at Peshtigo Elementary Learning Center, Kelly Collins, 341 N Emery Avenue, Peshtigo WI 54157, 715-582-3762, ext 1050 collinsk@peshtigo.k12.wi.us and Peshtigo Middle/High School, Chad Sodini, 380 Green Street, Peshtigo WI 54157, 715-582-3711, ext 1150 sodinic@peshtigo.k12.wi.us and processed in accordance with established procedures.

## **PESHTIGO SCHOOL DISTRICT POLICIES**

The Peshtigo School District encourages all to be familiar with but not limited to the following policies:

<b>Policy Number</b>	<b>Description</b>
2260	Nondiscrimination
5136	Wireless Communication Devices
7540	Technology
7540.01	Technology Privacy
7540.02	Web Content, Services and apps
7540.03	Student Network and Internet Acceptable Use and Safety
7540.06	Electronic Mail
2414	Human Growth & Development
5200	Attendance
5517.01	Bullying
5771	Search & Seizure
2271	Early College Credit Program
2271.01	Start College Now

The Peshtigo School District Policies are located on the Peshtigo School District web page, [www.peshtigo.k12.wi.us](http://www.peshtigo.k12.wi.us) , under the link School Board then Policies.