

Amherst Elementary School

**357 North Main Street
Amherst, Wisconsin 54406
(715) 824-5523**

Welcome

The administration and staff would like to take this opportunity to welcome you to Amherst Elementary School. The information in this handbook has been compiled to help make you aware of our school policies. The entire staff is here to assist with the children's education.

Michael Toelle, Elementary Principal
Penny Orłowski, Administrative Assistant
Leigh Ann Lehman, Administrative Assistant

Activity Fees

An activity fee of \$15.00 will be collected from each student. The money is used for student handbooks, assembly programs and special events.

Assignment of Students to Classes

Each spring there is considerable discussion about placing children in classes for the next school year. This is a matter of great importance to everyone. The school staff and principal spend a great deal of time forming well-balanced classes in which all children will have an opportunity to learn and grow in their academic and social skills in the best possible setting.

When classes are structured, a clear set of guidelines is followed. Classes are formed into deliberate heterogeneous groups with the following in mind:

- an even boy-girl balance
- a full range of aptitudes within each class
- an even proportion of abilities and learning styles across the classes at each grade level
- an equal number of pupils in each class at a grade level
- placement of children who need extra support services following the IDEA laws for inclusion

Once these factors have been considered, teachers begin to build a class of children who show promise of working well together. At this point, attempts are made to match pupil and teacher personality and style. These decisions are based on observations made by the teachers during the course of the year.

Input about your child's individual learning needs is welcomed, but parent comments constitute just one of the many factors which are considered in forming classes. The final decision on class placement resides with the school. Due to changes occurring within the state, maximum flexibility is needed when creating placements so formal requests will no longer be accepted.

Attendance

State law (Chapter 118.15) requires that all children between 5 and 18 years of age attend school for the full periods and hours that school is in session unless they have a legal excuse. Board policy extends the ages for those persons enrolled in school.

A. The responsibility for regular school attendance of a student rests upon the student's parent(s) or guardian.

B. All excused absences require parent/guardian/legal custodian to provide written verification, which is to be submitted to the School Attendance Officer, or designee, in advance of the absence or prior to re-admittance to school.

Before and After-school

Students who walk or are dropped off by parents **should not** arrive at school prior to **7:35**. **Supervision is not provided for students before 7:35**. Parents who are picking up students at the end of the school day should arrange to meet them in front of the elementary office at 3:15. Parents may not drop off or pick up students at the classroom door. Students who need to meet with an older or younger sibling should also arrange to meet in front of the office rather than meeting at classrooms. Students will only be released to their parents. Students will not be released to other relatives or family friends without written authorization from the parents.

Bicycle Use

Students may ride bicycles to school. Bicycle riders must observe safe and lawful practices. Bicycles must be parked in a designated area on school grounds and should be locked. The district assumes no responsibility or liability for loss or damage to bicycles.

Discipline Procedure

Good behavior is a daily expectation and is reinforced through the use of PBIS (Positive Behavior Intervention and Supports). The "Falcon Way" will be established through a series of videos and teacher directed lessons. "Falcon Feathers" will be distributed for positive reinforcement and quarterly drawings are held in order to provide the students with extra incentive. Majors and Minors will be given to students to assist in guiding students in following set guidelines and procedures.

Building Visitation

All persons who are not district employees must enter through the main door and are required to sign in and out at the elementary office. Visitors will be issued a visitor's badge, which is to be worn during the visit. The badge must be returned to the office when signing out. This policy is set up for the protection of the children. As an additional safety measure, only district employees and students are permitted to be on the playground during the school day.

Buses

As part of the district's policy, every effort has been made to provide safe and efficient transportation. In order to avoid overcrowded buses, only those students that are assigned to a specific bus will be allowed to ride the bus unless other arrangements have been made in advance. If your child needs to ride a bus other than the one he or she is assigned to, they must have a signed note from the office. Parents are not permitted to ride buses with the students.

School bus transportation is a privilege, not a right. Students who misbehave can be suspended from school and may be denied the privilege of riding the bus. Bus drivers will report infractions of the rules to the appropriate principal or the District Administrator.

Cell Phones and Electronic Communication Devices

The School Board has recently adopted a new policy concerning cell phones. You will find this policy with the Board Policies at the end of this handbook.

Classroom Visitation

The School Board has recently adopted a new policy concerning school and classroom visitors. You will find this policy with the Board Policies at the end of this handbook. Visitation time must be arranged with the principal and your child's teacher at least 2 days in advance and is limited to 45 minutes. Classroom visitations do not include recess. For the safety of the children, only district employees and students are permitted to be on the playground during the school day.

Dress and Clothing

The school recognizes that student dress is primarily the parents' responsibility. However, we must exercise some control over student dress when it may be detrimental to the educational process, discipline, morals, or is likely to cause behavior problems or hazardous situations.

No student will be permitted to wear clothing which displays pictures or writing that refers to or advertises alcoholic beverages, taverns, alcoholic beverage distributors, tobacco products, illegal drugs, profanity, sexually suggestive comments or references, racial or otherwise offensive statements, or clothing which is normally identified with gang or gang related activity. Students are also not allowed to wear apparel, which by its nature or design creates a distraction to the learning environment. This includes apparel in which the midriff shows, string tank tops, or any garment in which a student's undergarment shows. Students should be reminded to dress with good taste at all times.

Students are required to have tennis shoes or other athletic footwear for Physical Education. Parents should exercise care when choosing footwear for their child to wear during the day. Shoes with large heels, extremely thick soles or open backs may be difficult for children to walk or run in and may present a hazard at recess times, loading busses or emergency situations.

Make-up and lipstick are generally not appropriate at school for elementary age students. Its use at school should be discouraged except for special programs or plays.

Students must keep caps and coats at their coat rack during the school day. Caps should be taken off when entering the school door and should be put back on when exiting the building. Caps will be worn on field trips at the teacher's discretion.

Emergency School Closure

If for any reason school will be starting late or is canceled, every attempt will be made to notify the following stations by 6:45 a.m. If school is closed in the middle of the school day due to poor weather, parents in the lower grades will be contacted to determine a plan of action for their child.

FM Stations -	
97.9 WSPT	92.7 WDUX
99.9 WIZD	96 WYTE
AM Stations -	
1010 WSPO	800 WDUX
TV Stations -	
Channel 7	Channel 9

Please listen to the radio for these announcements. Calls to the administrator's home or to the radio stations prevent the announcements from being made in a timely manner.

Insurance

The school district does not carry accident insurance covering each child. However, a voluntary accident insurance is available through a private insurance company. Parents may pick up forms in the office.

Lost and Found

During the course of the school year, students frequently misplace personal items like jackets, hats, gloves, etc. It is much easier to return these things if your child's name is marked on all of their personal items. Teachers will have students clear the coat racks on Fridays and send all items home. Items that are not claimed at the end of each week will be sent to Goodwill.

Make-up Work

Students are required to make up work missed due to absences. They will be given a reasonable length of time to make up missed work. Homework will not be collected for absent students unless they have missed more than one day. Homework packets for family trips or extended absences should be requested at least **72** hours in advance. At the teacher's discretion, work might be made up upon return rather than during the absence.

Meal Programs

The school provides a breakfast and lunch program for all students. All meals should be paid for in advance. Students will not be allowed to charge more than 1 day's meals. Free and reduced price meals are available to those families who qualify under government regulations. Information is sent to all families prior to the school year or application forms can be obtained from the office at any time. Unused meal credits will be refunded at the end of the school year or when the student withdraws from school.

Medical Appointments

Whenever possible, parents should attempt to schedule medical and dental appointments outside of school hours. Parents who need to pick up students during the day for appointments must come to the office and sign them out. Students will be called from the classroom and will meet parents at the office. Parents should not go to the classroom to pick up students.

Medications at School

Students may not take prescription and/or over-the-counter drugs while at school unless a specific written request from the parent and/or physician is approved by a building administrator.

Such a request must contain the name of the medication and specific written instructions. Full release from responsibilities pertaining to the administration and consequences of such medication must be provided in writing to the building administrator by the parent. Forms are available from your doctor or the office.

All medications must be in an original, labeled pharmacy container. Please tell your pharmacist that you need a bottle for school and they will give you an extra, labeled bottle for the prescription. Routine items such as band-aids, ice pack, bandages, etc., may be dispensed to children without parent permission.

Personal Data Information

Please notify the Elementary office immediately if you have changed your address, home, work or emergency phone numbers. In case of emergency, we must have a current phone number through which you may be contacted. A note or phone call will enable us to update our records.

Personal Items

Elementary students are discouraged from bringing personal items such as MP3 players, CD players, electronic games, card collections and cell phones to school. Elementary students may not use any of these items at school or on school trips. Security is limited because there are no lockers in the elementary building. The school is not responsible for the loss, damage or theft of personal items if they are brought to school.

Pets

Animals may not be brought to school without prior permission from the principal. Permission must be obtained **three days** before bringing any animal to school. Animals may not be transported on a school bus.

Promotion and Retention of Students

The board is dedicated to the best total and continuous development of each student at the grade level best suited to them academically, socially, and emotionally.

Students will normally progress annually from grade to grade. Exceptions may be made when it is in the best educational interest of the student. Exceptions will be explained to the student's parents but the final decision rests with the school authorities. When a teacher feels a student should not be promoted, the teacher will consult with the principal and the parents will be notified in a timely manner.

A conference will be held with the student's parents and teacher. If there is disagreement between parents and teacher or the principal and teacher, the principal will decide if the retention will take place.

An additional promotion policy applies to fourth grade students. To be promoted to fifth grade, a student must have satisfactory grades (C average) **and** pass the Wisconsin Knowledge and Concepts Examination with a score of Basic or above in 4 of the 6 subtests.

If a student does not pass both of the requirements above a promotion committee, including the parents, will meet to determine the student's placement for the following year.

Recess

During recess and the noon hour, the playgrounds are under the supervision of teachers and/or teacher assistants. Weather permitting, all students will be expected to go outside for some fresh air and exercise.

It is the parent's responsibility to make sure their children are dressed appropriately for the weather. Jackets are

recommended if the temperature is below 50 degrees. Boots, hats and mittens are required in the winter. Boots must be worn whenever there is snow, slush or mud on the ground. Snow pants are necessary in Kindergarten, Grades 1 and 2. They are recommended in Grades 3 - 4.

Parents, under state law, are responsible for the actions of their children. The following activities are not tolerated on the school grounds at any time - games involving physical contact; excessive roughness; carrying other students; pushing or shoving; "Keep Away" or other activities that may result in torn clothing or injury; and the throwing of sticks, stones, snowballs, etc., which might cause injury to another child.

Safety Patrol

Safety Patrol Cadets will be positioned throughout the Elementary Building and grounds before and after school and during some special events. They will assist younger students as needed and will remind all students of appropriate safe behaviors at school. Students should be encouraged to ask these Cadets for help when needed and follow their suggestions about safe behavior at school.

Schedule

Doors open	7:35
First Bell	8:00
Tardy Bell	8:05
Dismissal	3:15
Bus departure	3:21

School Hours

The school day is from 8:00 until 3:15. The elementary office is staffed from 7:30 until 3:30 Monday through Thursday and until 3:20 on Fridays.

Skateboards, Roller Blades, and Scooters

Skateboards, roller blades, and scooters are prohibited on school property during school hours unless special permission is given by the building administrator for a specific activity.

Use of these items on school property during non-school hours is at the user's risk. Skateboards, roller blades, and scooters are not allowed on the track at any time.

Student Absences

Please notify the elementary office if your child is not going to be in school for all or part of the day. Any student arriving after 8:05 is considered tardy and must report to the office before going to his/her classroom. Students who are absent without parent notification will be marked as unexcused. Parents who are planning an extended absence for a family trip should notify the school in advance.

A student must be in attendance at school at least one-half of the day to participate in any evening school activities.

Student Illness

Students who become ill during the day will be sent to the office by the classroom teacher. The student will be attended to and if warranted, the parents or guardians will be called to pick up the student. All students who are sick or have a fever must stay home for 24 hours before returning to school.

Student Immunizations

All students admitted to the district's schools must present immunization records as required by law. Except as otherwise provided, immunization are required for measles, mumps, rubella, diphtheria, pertussis, tetanus, hepatitis B, chicken pox and polio.

A student may be waived from the immunization requirement when the student, if an adult, or the student's parent, guardian, or legal custodian submits a written statement objecting to the immunization for reasons of health, religion, or personal conviction.

Teacher Conferences

Parent - Teacher conferences are held twice each year (at the end of the first quarter and during the third quarter). If you wish to speak to your child's teacher at other times, please send a note or call and leave a message so that the teacher may call and make arrangements with you. This will help insure a productive conference and not interfere with class instruction.

Telephone

Use of the telephone by students is limited to emergency calls and school business only. Calls for permission to attend parties and ride buses with friends, etc., **will not** be permitted. These matters should be taken care of at home. The office also receives many calls from parents requesting that a message be given to their children about after school arrangements. In an attempt to provide a more open

telephone line for emergency and business calls, we will depend on parents to make it clear to their children what they are to do after school each day instead of calling the office. The office will pass on messages to children only if an emergency necessitates changing after school plans. **Please call with emergency messages prior to 2:30, Messages received after 2:30 may not get to students before the buses leave. Do not rely on email or voice mail messages at the end of the day. The office and both systems are very busy at the end of the day. Voicemail or email messages may not be received until after the children are dismissed.**

School Board Policies Cell Phones and Electronic Communication Devices

Students are generally prohibited from using or displaying in plain sight electronic communication devices (ECDs) including but not limited too, cell phones and pagers during the school day, in school buildings and vehicles, and at all school sponsored activities. However, the Board of Education recognizes the value of students maintaining communication with their parents/guardians and other appropriate persons for health, safety and educational purposes. Therefore, possession and use of ECDs may be permitted only if use by the student is determined to be for a medical, school educational, vocational, or other legitimate use. Such possession or use of an ECD may not, in any way:

- A. disrupt the educational process in the school district
- B. endanger the health or safety of the student or anyone else
- C. invade the rights of others at school
- D. involve illegal or prohibited conduct of any kind

Possession of a cellular phone or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action against the student, up to and including expulsion.

The use or possession of an ECD in locker rooms, restrooms or privacy areas is prohibited.

Any student possessing and ECD shall be responsible for its care. At no time shall the District be responsible for preventing theft, loss or damage to any ECD.

School Visitors

The Board of Education welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to establish visitor guidelines.

The District Administrator or the principal has the authority to prohibit the entry of any person to any school of this district or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

Non-staff access to students and classes must be limited and only in accordance with a schedule which has been determined by the principal after consultation with the teacher whose classroom is being visited. Classroom visitations must be non-obtrusive to the educative process and learning environment and should not occur on an excessive basis.

Parent concerns about any aspect of his/her child's educational program should be presented through the procedure set forth in Board Policy - a copy of which is available at the Board office and at each school.

The District Administrator shall promulgate such administrative guidelines as are necessary to protect students and employees from disruption to the educational program or the efficient conduct of their assigned tasks.

Individual Board members who are interested in visiting schools or classrooms on an unofficial basis shall make the appropriate arrangements with the principal. In keeping with Board bylaws, such Board member visits shall not be considered to be official unless designated as such by the Board.

The Board member shall be visiting as an interested individual in a similar capacity of any parent or citizen of the community. These visits should not be considered to be inspections nor as supervisory in nature.

If during a visit to a school or program, a Board member observes a situation or condition which causes concern, s/he should discuss the situation first with the principal as soon as convenient or appropriate. Such a report or discussion shall not be considered an official one from the Board.

If the Board member believes the situation or condition serious enough, s/he may wish to also inform the District Administrator.

Dangerous Items on School Property

The possession of a dangerous weapon on school premises, in a school vehicle, at a school event, or other setting under supervision of a school setting is prohibited except as otherwise specifically provided. "School premises" includes any school building, grounds, recreation area or athletic field, or any other property owned, used or operated for school purposes or administration.

A person found in violation of this policy may be subject to a criminal misdemeanor or felony charge. A child in violation of this policy is subject to the provision of Chapter 48 of the Wisconsin Statutes unless jurisdiction is waived to adult court.

Discrimination Policy

It is the policy of the Tomorrow River School District that no person shall, on the basis of sex, race, religion, national ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability or handicap be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity or in employment.

All vocational education programs follow the district's policies of nondiscrimination. In addition, arrangements can be made to ensure that the lack of English language skills is not a barrier to admission or participation.

Harassment Policy

Hazing, racial, or sexual harassment, intimidation or any act that injures, degrades, or disgraces a student or staff member will not be tolerated. Any student who engages in such behavior is subject to disciplinary action including suspension, expulsion and/or referral to law enforcement officials.

Intimidation can arise from a broad range of physical or verbal behavior which can include but not be limited to, the following: physical or mental abuse, racial insults, ethnic slurs, religious slurs, unwelcome sexual advances and touching, sexual comments or jokes, sexually explicit derogatory statement, or discrimination remarks which are offensive or objectionable to the recipient or which cause the recipient discomfort, humiliation, or which interfere with the recipient's academic performance.

No person in charge of a school-sponsored activity will knowingly permit the above mentioned behavior. Violations will result in disciplinary action.

Truancy

1997 Wisconsin Act 239 of the Wisconsin Statutes defines a "habitual truant" as "a pupil who is absent from school without acceptable excuse for part or all of five (5) or more days on which school is held during a semester."

Presently it is a violation of the Portage County Truancy Ordinance to contribute to the truancy of a minor. Further, the court is authorized to enter an order of forfeiture of not more than \$500 plus costs to be assessed against the person, the parents or guardians of the person, or both. The forfeiture is authorized only upon proof of "habitual truancy" as defined by the ordinance. Therefore, it is possible to issue a citation naming the parents of the juvenile which must allege that the student is a habitual truant in violation of the ordinance and the parents have contributed to the truancy of the student in violation of the ordinance. Having plead and proven both allegations, the court then has the authority to issue all dispositions set forth in the ordinance, including forfeitures by the parents.

As under prior law, the act requires the school attendance officer's notice to the parent or guardian of the habitual truant to include a request to meet the appropriate school personnel. Under this act, the date for the meeting shall be within five school days after the date the notice is sent, except that with the consent of the child's parent or guardian, the date for the meeting may be extended for five additional school days. If the meeting between the parent or guardian and school personnel is not held within ten school days after the notice is sent, court proceeding may be initiated relating to the truancy without the required meeting.

Tomorrow River Schools Code of Conduct Grades K-12

I Introduction

This Code of Conduct is designed for each student involved in extra-curricular or co-curricular activities in grades pre-K-12. It allows each participant to make a personal commitment to healthy involvement in activities, which expand and enrich academic programs.

It is the responsibility of the coaches, advisors, teachers, students, administrators and parents to recognize the unique commitment that the student is making to participate in school sponsored activities. All of these people should work as a support base to encourage the commitment made by the students with whom they work or participate.

Philosophy

The Tomorrow River School District Board of Education believes that involvement in school activities is an important part of the total educational opportunity in the Tomorrow River Schools. School sponsored athletics and other activities are part of the Third Curriculum. The First Curriculum consists of those classes, which are mandated for graduation from high school. The Second Curriculum consists

of elective classes, which a student takes to expand his or her knowledge. High school athletics as well as other extra-curricular and co-curricular activities make up the Third Curriculum, and help round out the educational experience by promoting the following: physical well-being, emotional growth, development of self-discipline and ethics, good citizenship, and the encouragement of cooperative social skills.

Student Commitment

Pledge:

"I understand that my academic work is a priority for me. I will keep this priority in focus as I participate in the school activities that I select. I will continually demonstrate my commitment through consistent class attendance and continual progress towards my high school diploma.

" I make a unique commitment to maintain a healthy lifestyle through my involvement in school activities. I realize that competition in athletics and activities sponsored by the Tomorrow River Schools is a privilege, not a right, and should be treated as such. Due to the exposure my team or group will receive when participating in these activities, I realize that I represent the Tomorrow River Schools, my parents and myself. I will be held accountable for my actions and or/ reactions regardless of whether or not they pertain specifically to the particular activity.

"I ask my parents, teachers, friends, coaches or advisors to recognize and support my commitment and involvement."

Application

This code applies to all students participating in Tomorrow River Schools sponsored activities in grades pre-K-12.

This Code does not preclude action taken due to school rules, club constitutions, team rules, co-curricular activity rules, WIAA rules, municipal, county or state ordinances and laws.

A student who transfers with a code of conduct suspension that has not been served must serve the mandated suspension, as decreed by the previous school.

Responsibilities

The privilege of participating in activity programs is extended to all students, PROVIDING they are willing to assume certain responsibilities. Following the Code of Conduct is a matter of self-discipline. This Code is to be followed by all students and is in effect continuously during the student's school career, grades pre-K-12.

A student's greatest responsibility is to be a credit to their parents, school, community and themselves. Therefore, they should develop leadership qualities that will result in:

1. High standards of social behavior.
2. Outstanding sportsmanship.
3. Proper respect for those in authority, including teachers, coaches and officials.
4. High standards of scholarship.
5. High standards of personal appearance, especially when attending school sponsored event.
6. Socially acceptable language.

Academic Requirements/ Rules of Eligibility

The Tomorrow River Schools are a member of the Central Wisconsin Conference and the Wisconsin Interscholastic Athletic Association (WIAA) and are bound by all the rules established by these organizations. This enables athletes to participate in conference and state championships.

In order to represent the Tomorrow River Schools in any interscholastic (athletic) competition, a student must meet the following requirements.

1. Must not reach age 19 before August 1st of that school year.
2. High school students must not participate on any but the high school team during the same season.
3. High school students must have completed all work below the ninth grade.
4. Must have completed a physical to meet WIAA standards.
5. Must attend, with at least one parent or guardian, an informational meeting before their first participation in senior high school.
6. All participants in the athletic program must submit either a signed WIAA physical card or alternate year card before they will be allowed to practice. You must also have insurance verification and two co-curricular code pledge cards in file.
7. Must meet these scholastic requirements:
 - a. Any student with two or more "F" grades will be ineligible.
 - b. A student with one "F" will be eligible subject to the following:
 1. The student will be placed on probation for the first 4 weeks of the next grading period.
 2. If the student on probation is failing any classes at the end of the four-week probation, that student will be declared ineligible for the remainder of the grading period.
 - c. Students identified as EEN (Exceptional Educational Needs) will be dealt with on an individual basis, by the Athletic Director, Principal or Special Needs teacher.
 - d. No student who is dropped from one activity for disciplinary reasons, or quits, shall be eligible to compete in another activity except by mutual consent of the coaches or advisors involved.
 - e. Grades obtained during the fourth quarter of any year will be used to determine eligibility of the student for the first quarter of the subsequent year.

Inappropriate Behaviors

Behaviors that are contrary to healthy involvement, good citizenship, ethical considerations, school rules, or violations of the law will subject the participant to loss of participation in school athletics and activities.

Violations involve:

Possession or use of alcohol, tobacco or controlled substances.

Students are directed not to place themselves in the presence of others who are illegally possessing or using alcohol or controlled substances. It is the expectation of this code that a student will leave, disassociate themselves, and not knowingly linger in the presence of others illegally possessing alcohol, possessing or using controlled substances or knowingly remain in environments where illegal possession or use is taking place. If the student remains at such a place, even though he/she does not violate the code, the student is "guilty by association".

Conduct resulting in expulsion or suspension from school.

Abuse of equipment issued or failure to return equipment from a previous sport or activity.

Negative acts against persons or property (involvement in behaviors which are viewed as contrary to accepted moral and ethical standards including profanity, other abusive language, vandalism, fighting, cheating on tests or school work, etc.)

Penalties for Violation of the Code of Conduct

A student shall be suspended from activities for these acts at any time:

- a. Use or possession of alcohol or tobacco or the use, possession, buying, or selling of illegal drugs.
- b. Any conduct deemed unacceptable to the school, CWC or WIAA including, but not limited to criminal behavior. (This applies to both Co-Curricular and athletic activities).

Any student who is suspended out of school, for any reason, will not be eligible for participation in any activity until their return to school.

Students will be in school at least half the day in order to participate unless excused in advance by the principal or designee.

Individual coaches or advisors may set up additional rules.

Athletics:

* As per WIAA rule changes regarding tournament competitions; if any of the acts identified in this code of conduct result in the student being suspended for one or more WIAA tournament competitions, the minimum penalty is immediate disqualification of the student for the remainder of the total tournament series in that sport.

1. First Offense: Suspension from 20% of the season/ or participation in a district approved educational based program (Adolescent Abstinence, etc.). If the program is not successfully completed, the suspension will be immediately reinstated. Students will be required to participate in practices, meetings and dress for games. (If the student refuses to comply, he or she will forfeit the remainder of the season). In-season violations of the school code will result in immediate suspension of the student from interscholastic competition. The suspension must consist of no less than one day of competition (but also at least one complete game or meet) for acts (a) involving the use of alcohol, (b) use, including chewing, of tobacco and/or (c) use, possession, buying, or selling of controlled substances.

2. Second Offense: Suspension from 50% of the season/ or 20% suspension of the season and participation in a district approved program (different from the first offense program). If the program is not successfully completed, the 50% suspension will be immediately reinstated.
3. Third Offense: Out of athletics for the calendar year.
4. Additional Offenses: An additional calendar year.

If the violation occurs out of season, the suspension will be served during the next sport season. The violator must successfully complete any district-approved program for any reduction in penalties.

Co-Curricular Activities:

At the beginning of the school year, all advisors will list any/all "events" their club or class might have during the year. When a violation occurs, the student will be suspended from a percentage of those events or activities. Suspensions will follow in chronological order of the scheduled activities/events and be administered as follows;

1. First Offense: Suspension from 20% of co-curricular activities/events or participation in a district approved educational based program. (Adolescent Abstinence, etc.). If the program is not successfully completed, the suspension will be immediately reinstated. Students will be required to participate in practices, meetings and dress for events. (If the student refuses to comply, he or she will be required to forfeit the remainder of the season).
2. Second Offense: Suspension from 50% of co-curricular activities/events or 20% suspension and participation in a district approved program (different from the first offense program). If the program is not successfully completed, the 50% suspension will be immediately reinstated.
3. Third Offense: Suspension from all co-curricular activities/events for the calendar year.
4. Additional Offenses: An additional calendar year.

These penalties will accumulate throughout a student's academic year. At the end of the school year, provided the student has completed all district-approved programs and/or served all assessed penalties, the student's record of violations will be cleared. However, suspensions not completed during those tenures will be completed during the start of the next tenure. (I.e. Middle School, High School).

Any suspension from athletics or activities will make the individual ineligible for any district-generated awards for that sport or activity.

Any officer/leadership positions will be suspended and reviewed at the end of the suspension period. Membership in National Honor Society, Student Council, etc. are subject to review.

If the athletic season or activity ends before the suspensions are served, the percentage of suspensions not served will

apply to the total number of; contest in the season/ events in the activity. The remaining percentage yet to be served will resume in the next athletic season or activity in which that student participates. An example would be: a student suspended from 50% of the basketball season (20 games per season; 10 game suspension) who served 8 of his/her 10 suspensions before the season ends will have 2 suspensions remaining out of his/her 10 which is 20%. When the student begins another season or activity he/she would complete the suspension by missing the first 20% of the games or events in that season or activity.

Individuals Under Suspension:

Students will be required to participate in practices, meetings and dress for games. If the student refuses to comply, he/she will forfeit the remainder of the season. Students involved in an activity other than athletics will be required to attend meetings/rehearsals/practices associated with the activity but not be allowed to participate in the events during the suspension. Failure to comply will result in forfeiture of the remainder of the season for that activity.

Enforcement of the Code of Conduct

1. An adult reporting a violation of the Code must submit a signed infraction report form (available in the District Office) to the Principal within 5 working days of knowledge of the alleged violation. If a violation occurs during the summer or during vacations, a report must be filed within 5 working days of the return to school. Violations reported after one calendar year of the violation will not be considered.
2. The principal will investigate and identify the penalties for alleged violations of the Code as expediently as possible after the report has been submitted. The student and his/her parents/legal guardian will be informed in writing and/or by telephone call of the principal's decision. Such written notice will outline details relating to:
 - a. Nature of violation
 - b. Date of violation or infraction.
 - c. Period of suspension (Off-Activities).
 - d. Other pertinent information.
3. Citations from law enforcement officers may be considered to be a misconduct report and, if so, will be handled the same as those submitted by adults.
4. Infraction report forms are available in any office (K-12).

Appeal Process

After a ruling by the principal that results in Off-Activities, the student and/or parents/legal guardian may appeal the decision in writing to the principal, provided the appeal is received within 1 working day (school day) from the first day of ineligibility. The written request for appeal must be received by the completion of that day. (Example); Ruling from Principal made at 10 a.m. Thursday...the student

would have until the end of the school day on Friday to submit the written request for an appeal. If a student denies violating the Code of Conduct, the school must provide an opportunity for the student to be heard by the Superintendent prior to any penalty being enforced. (As per WIAA rules).

If upon completion of said hearing the Superintendent upholds the principal's original ruling, the penalty will be enforced. After a ruling by the Superintendent that results in Off-Activities, the student and/or parents/legal guardian may appeal the decision to an Appeals Board review.

The date of the Appeals Board review should be mutually agreed upon. Every effort will be made to hold the appeal hearing as soon as possible. (In accordance with Wis. Statute 19.85 (1)(c) as pertains to closed board proceedings). If agreement cannot be reached, the Principal shall set a date and time that will allow for three (3) days notice and fall within the next seven (7) calendar days.

The Appeals Board shall consist of quorum (a minimum of 3) members of the Tomorrow River School Board but may include the complete 5-member board.

The student and/or parents/legal guardian of the student must attend the Appeals Board hearing to present his/her views. In this hearing the student will be afforded the right to present testimony and evidence. If the student or his/her representative does not attend the scheduled hearing, the decision of the Principal will stand and no further appeals will be allowed.

(For Student Athletes Only): If the student athlete and/or parents (Legal Guardians) are not satisfied with the school board's decision, they may appeal to the WIAA. During this process, any previous penalties will remain in effect pending the WIAA decision.