

***Amherst High School  
Student Handbook***

2015 - 2016

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# THE SCHOOL DISTRICT OF THE TOMORROW RIVER 2015-2016 SCHOOL CALENDAR

*We reserve the right to change the staff preparation and development schedule accordingly.*

August 17,18,19,20,21,24,25,28 Teacher Floater Work Days- HS Staff work ½ day; EL/MS Staff work 1 day

August 26 & evening Staff Inservice/Staff Prep & Evening Open House (4:00-7:45 p.m.)

August 27 Staff Inservice

September 1 First Day of School

September 7 NO SCHOOL – Labor Day

September 24 Grades 9-12 Parent-Teacher Conferences, 4:00-7:45 p.m.

October 23 NO SCHOOL for Students; Staff Inservice, Co. Professional Development

October 26 NO SCHOOL for Students and Staff – Fall Break

November 6 Students Released at 12:00 noon (½ day Instruction & ½ day Staff Prep)

End of First Quarter (46 days)

November 12 Grades EC-12 Parent-Teacher Conferences, 4:00-7:45 p.m.

November 17 Grades EC-8 Parent-Teacher Conferences, 4:00-7:45 p.m.

November 25, 26, 27 NO SCHOOL – Thanksgiving Break

December 22 Last Day of School before Winter Break

December 23-January 1 NO SCHOOL – Winter Break; Holiday, December 25

January 4 School Resumes

January 21 Students Released at 12:00 noon (½ day Instruction & ½ day Staff Prep)

End of Second Quarter (43 days)

January 22 NO SCHOOL for Students; Staff Inservice

February 25 Grades EC-12 Parent-Teacher Conferences, 4:00-7:45 p.m.

February 26 NO SCHOOL for Students;

Grades EC-12 Parent-Teacher Conferences, 7:45-11:30 a.m.;

afternoon staff inservice

March 24 Students Released at 12:00 noon (½ day Instruction & ½ day Staff Prep)

End of Third Quarter (44 days)

March 25 NO SCHOOL for Students and Staff

March 28-April 1 NO SCHOOL – Spring Break

April 4 School Resumes

April 25 NO SCHOOL for Students; Staff Inservice

April 28 Grades 9-12 Parent-Teacher Conferences, 4:00-7:45 p.m.

May 6 First School Closure Make-up Day, used only if necessary

May 27 Last Day of School for Seniors

May 28 AHS Graduation, 2 p.m.

May 30 NO SCHOOL – Memorial Day

June 3 Last Day for Students (unless make up days are necessary)

Students Released at 12:00 noon (½ day Instruction & ½ day Staff Prep)

End of Fourth Quarter (42 days)

*Additional School Closure Make Up Days will be Added to the End of the School Year in June 2016.*

*Adopted by the Board of Education on January 26, 2015. Dates are subject to change with Board Approval.*

*Extended work day for teachers on TUESDAYS and WEDNESDAYS (on student contact days) --ALL MUST WORK 7:30 a.m. - 4:00 p.m.*

Welcome to Amherst High School. We hope that the time you spend here will be enjoyable and rewarding. This handbook has been prepared to acquaint you and your parents with the school program, activities and policies. Become familiar with it and keep it as a reference.

### **Non-Discrimination Policy – Title IX**

The Tomorrow River School District is committed to providing equal education and employment opportunity regardless of sex, marital or parental status, race, color, religion, age or national origin. Title IX of the Educational Amendments of 1972 prohibits discrimination on the basis of sex for any grant, contract or loan. Title IX of the Civil Rights Act of 1964 is similar in its prohibition of discrimination on the basis of race, color or natural origin. Equal educational opportunity includes admission, recruitment, extra-curriculum programs and activities, housing facilities, access to course offerings, counseling and testing, financial assistance, employment, health and insurance services and athletics. The Tomorrow River School District is also committed to equal opportunities for physically or mentally handicapped, in compliance with federal regulations.

### **MISSION STATEMENT**

**Every child every year will...**

- Feel valued as a person as well as a student by a significant adult
- Be given the rigorous opportunities to reach their highest level of achievement
- Be provided with opportunities to enable them to maximize their social and emotional potential

### **GENERAL INFORMATION**

#### Announcements

Daily announcements will be read 1<sup>st</sup> hour and a copy will be posted in the office. Please have announcements in the office by 7:45 am the day before they are to be read. The principal must approve announcements. Emergency or special announcements will be made over the public address system.

#### Assemblies

Each year a variety of programs are scheduled for student education and enjoyment. The Student Council selects most of these programs. Attendance is required.

Amherst students have an excellent reputation as a courteous, attentive and responsive audience. Let's work to maintain that reputation.

#### Awards

Students receive awards for accomplishment in academics, co-curricular activities, leadership and citizenship. All awards must be approved by the administration. Awards are based on specific criteria and the faculty usually makes the selection.

#### Senior High Bell Schedule

The high school operates on a block schedule. The day consists of four class periods, approximately 85 minutes each, and one study hall/activity period running for approximately 50 minutes. Lunch is also approximately 30 minutes. The entire day is closed campus. Class periods and study hall/activity period may be adjusted depending upon the school term or other circumstances.

Books

Textbooks are provided free of charge. You are expected to keep them in good condition. You will be required to pay for lost or damaged books.

Buses

As part of the district's policy, every effort has been made to provide safe and efficient transportation. In order to avoid overloading 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 you wish to ride a bus you are not assigned to, you must get written permission from the office.

School bus transportation is a privilege, not a right. Students who misbehave can be suspended from school in accordance with the discipline system 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.

1. Be on time at the designated school bus stop; keep the bus on schedule. Walk facing traffic if you are walking where there are no sidewalks.
2. Stay off the road at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to approach or enter the school bus.
4. Board the school bus in an orderly fashion. No shoving, pushing, or horseplay.
5. Listen to the driver's instructions.
6. Remain seated while the bus is in motion.
7. When boarding or unloading, always walk around the front of the bus when it is necessary to cross the road. Never walk behind the bus. Wait until the driver motions you across.
8. Never open the bus windows unless authorized by the bus driver. Yelling out of the windows is prohibited. Do not put hands, arms, heads or any object out the window.
9. Do not tamper with the vehicles or any part of its equipment, including sitting in the driver's seat or operating vehicle controls.
10. Do not use tobacco products, controlled substances, e-cigarettes, or alcohol.
11. Scuffling, fighting, or misbehavior is prohibited
12. Use only school appropriate language and voice tone.
13. Make sure the bus is clean of trash and litter.
14. Use the proper exit when leaving the bus, the emergency exit in the back of the bus is used in emergency situations only.
15. The back row of seats should remain open unless all of the remaining seats are full.

Church Activities

The school does not regularly schedule activities on Sundays or on Wednesday evenings. On rare occasions, a postponed event may be rescheduled on a Wednesday. Coaches and advisors will try to avoid conflicts between practices and Wednesday church activities.

Contacting Teachers

Each classroom is equipped with a telephone in it. You may contact the teachers directly by dialing their extension and leaving a message on their answering machine or by calling the

high school office at 824-5522 and follow the instructions. Teacher extensions are listed on the school website at [www.amherst.k12.wi.us](http://www.amherst.k12.wi.us).

### Distribution of Materials

The school receives many requests to distribute materials, often for advertising or solicitation purposes. The Student Council decides which charities the school will support. Other disbursement of information will usually be limited to an announcement about the availability of literature in the office. The school does not support any programs that involve solicitation of local merchants by outside organizations or businesses.

### Emergencies and Emergency Drills

Fire: Fire drills will be conducted regularly. It is important that everyone concerned participate seriously. During fire drills remain quiet and stay together as a class. Be alert for special instructions. When the alarm sounds move quickly and quietly to the designated exit. Don't take anything with you. Teachers will give detailed instructions and the route from each room. A PA announcement of "all clear" will signal when it is safe to return to your classroom.

Tornado: Tornado drills will be announced over the PA system. Proceed to the designated area and sit down with your back against an inside wall. The signal to return to class will be given over the PA system.

First Aid: Many of the staff members have completed a first aid course. Notify a teacher or the office at once when there is any injury. First aid will be given and parents notified when necessary. There is a school nurse on duty during the school year.

Intruder Alert: In the interest of student/staff safety, if unidentified people are in the building the following announcement will be made over the PA: "This is code red alert." That is the signal for all students and staff to go to the nearest classroom or office and shut and lock the door until the all clear is sounded.

Emergency Evacuation: In the interest of student/staff safety, we have an emergency evacuation procedure in place. An announcement will be made over the PA indicating that an emergency evacuation is necessary and students and staff will proceed to the designated safe area.

### Fees

Student Body Fee - A student body fee of \$25.00 is assessed to all students in grades 9-12 by the School Board each year. The money is used for assembly programs, dances, equipment used by the students, class dues, grants, special parties, and entry into home athletic events.

Athletic participation Fee – The School Board has imposed an athletic participation fee for each sport a student participates in. The fee for students in grades 9 – 12 is \$50 per sport with a maximum of \$100 per student per year. A maximum amount of \$150 per family (grades 6 – 12) per year will be collected. If financial hardship occurs please see the athletic director for additional payment options.

Parking Fees – The School Board has imposed a fee for parking for any of the school parking lots. The fee is a \$5.00/\$10.00 each year. A new permit will be issued each year when the vehicle is registered with the high school office.

Instrument Rental - Band members who use a school owned instrument will pay a rental fee of \$15.00 per year.

Clubs - Each student club charges dues for membership. Each group determines the amount.

### Hot Lunch

The school district provides a hot lunch program for all students. Families with children in the

district will deposit money into a family account. This money in the family account is used for all children in that particular household to purchase lunch (and/or breakfast).

The price for lunch effective for the 2015-2016 school year for students in grades 9-12 is \$2.80 This price is only for students who have money in their family lunch account. Without money in the account, the cost of lunch is \$2.95 per day for grades 9–12. Extra milk is 40 cents per carton.

Reduced lunch price is 40 cents per meal, provided there is money in the family account.

You must pay by check. The check is to be deposited in one of the various drop boxes in the building. Information to be included on the envelope is: student name(s), student lunch/ID number(s), payer/parent name, the amount of the check and the date.

Free lunches and reduced prices are available to those families who qualify under federal government regulations. Information is sent to all families prior to the school year or application forms can be obtained from the district office at any time.

### Breakfast

Breakfast is served daily from 7:30 – 7:55 a.m. The cost for breakfast is \$1.30. Money will be taken from the family lunch account. The reduced price for breakfast is 30 cents.

### Injuries

All injuries that occur in class or practice should be reported immediately to the teacher or coach in charge. Injuries that occur out of class or practice should be reported to the office.

### Insurance

The school does not carry insurance for personal injury to students or to cover lost, stolen or damaged personal property. Insurance coverage may be purchased from a private carrier by parents to cover students while at school. Pick up an application from the office.

### Lockers

Lockers are provided at no charge by the school. Students must use the locker assigned to them by the office and may not share lockers at any time. Do not keep valuables in your locker.

The school has a master key to the lockers and retains the right to have access to any locker at any time. Do not put materials on the outside of the locker. Items placed inside of the locker must be done with magnets; adhesive tape is prohibited on any part of the locker. Students will be charged for any damage or defacing of a locker. Students may keep appropriate snacks or beverages in their lockers for their own personal consumption, snacks or beverages may not be shared or sold to other students. Lockers must be cleaned out at the end of the year or a \$10.00 cleaning fee will be assessed.

### Lost and Found

Bring found items to the office. Check in or call the office for lost items. We discard many unclaimed items of clothing, school bags and jewelry each year.

### Medication

If it is necessary for a student to take prescribed medication while at school, the medication, along with a note from a parent with directions for dispensing the medication, must be kept in

the school nurse's office. School personnel will not dispense any medication without a prescription.

The school nurse will only dispense over-the-counter medications to a student if the student provides the medication in its original container/bottle. The parent must also send in a note giving the staff permission to dispense the medication as well as indicating in the note the dosage that is to be given.

All medications will be returned at the end of the school year to either the child or the parent may come in and pick up the meds.

### Patriotism

The school expects staff and students to observe proper flag etiquette and to participate enthusiastically in patriotic observances. The national anthem will be played before most athletic contests and the Pledge of Allegiance will be recited at assemblies and programs. During the anthem and the pledge all citizens should quietly face the flag and, while standing at attention, place their right hand over their heart. Men should remove any headdress.

### Personal Property

Please do not bring large amounts of money or valuable personal property to school. If it is necessary to bring money or personal property to school, please leave it in the office.

### Posters

The Principal must approve anything posted in the building.

### Use of School Equipment and Facilities

School equipment and facilities are intended primarily for use by school faculty and students for educational purposes. Non-school groups wishing to use school facilities should contact the high school office, Joe Sbertoli (824-5522).

### Visitors

Anyone not enrolled in school must report to the office upon entering the building. Students may not bring visitors during the school day. Visitors may attend school dances, but must be registered in the office prior to the dance. Visitors are expected to abide by the same rules and regulations as regular students. Parents are welcome to visit the school at any time. Please check in at the office.

### Work Permits

Work permits are required in certain occupations by anyone under 18 years of age. The High School Office will issue work permits from 8:00 a.m. – 3:30 p.m. Monday through Friday. Letters from the parent and employer, a birth certificate or driver's license, social security card and payment of a fee are required.



## **CURRICULUM**

The courses offered at Amherst are determined by State Law, Department of Public Instruction regulations and standards, and by the local Board of Education. The Senior High course offerings are designed to provide a broad basic background of knowledge and skills through required courses and an opportunity to gain concentrated skills in one or more areas by taking a series of related elective courses.

### Adding and Dropping a Class

Schedule changes must be approved by the school counselor, and the teacher(s) involved. Use the schedule change form available in the office. Students may add a course during the first three days of the term, providing they meet the prerequisites and there is room in the class. Dropping a course will not be permitted after the first week of the term. If a student does drop the class after this time period, the student will receive an "F" for the course.

### Youth Options

Students who demonstrate exceptional ability or who wish to take course work not available at AHS may enroll in courses at UW-Stevens Point or Mid-State Vocational Technical School. Permission of the school board is required. Paperwork is due October 1<sup>st</sup> for the spring classes and March 1st for fall classes. Forms are available in the Counselor's Office.

### Virtual Classes

High school students are eligible to take virtual classes with administrative approval. Applications are available from Mrs. Swanson.

### Class Load

All students in grades 9-12 must take a full schedule of classes each year. A full schedule of classes consists of four classes each day for Freshmen, Sophomores, and Juniors. Seniors may register for four classes or take three classes and one period of work experience or release for one period of one semester if approved.

### Early Graduation

Early graduation is possible. School Board approval is required. A plan must be submitted to the building principal a minimum of one semester prior to the planned graduation date for board approval.

### Final Exams

Teachers may give a final evaluation or culminating activity at the end of each quarter.

### Repeating a Class

Students may repeat any class they have already completed; they will receive the grade from the repeated effort. They will not receive additional credits for a repeated class.

### Grading

Grades are based on achievement, effort, and cooperation. A student who makes a maximum effort will seldom fail a class. Grades of A, B, C, D, F, including pluses (+) and minuses (–), will be used and will be given based on the standard 100% scale unless otherwise noted in the teacher's individual course syllabus. Term and semester grades will be reported to the office and the following grade points will be given: **A** 4.0, **A-** 3.667, **B+** 3.333, **B** 3.0, **B-** 2.667, **C+** 2.333, **C** 2.0, **C-** 1.677, **D+** 1.333, **D** 1.0, **D-** .667, **F** 0

### Classroom Grading Scale

Grades will be assigned in individual classrooms based on a 100% scale. A declining scale as listed below will be used to determine grades. Staff members may use a more rigorous scale if published and distributed to students at the beginning of the course.

A = 90–100 B = 80–89 C = 70–79 D = 60–69 F = 59 and below

Plus and Minus marks will be assigned as determined by each individual instructor

### Graduation Requirements

State law and the Board of Education establish minimum requirements for graduation from Amherst High School.

Graduates must meet the following minimum requirements to be granted a high school diploma:

<b>English</b>	Four credits to include English 9, 10, 11 and 12.
<b>Social Studies</b>	Three and one-half credits to include Intro to Social Studies, U.S. History I and II, sociology, and economics
<b>Mathematics</b>	Three credits (one credit must be in Algebra)
<b>Science</b>	Three and one half credits to include Introduction to Physics, Biology, and Introduction to Chemistry
<b>Physical Education</b>	Two credits of Physical Education to include Phy Ed 9, 10, 11, and 12 unless excused
<b>Health</b>	One-half credit of Health
<b>Vocational Education</b>	Two credits of Vocational Education to include Parenting and any other courses offered in Agriculture, Business Education, Family and Consumer Science or Technology Education.
<b>Humanities</b>	One credit of Humanities to include any courses offered in Art, Music, Foreign Language and selected other classes

**Graduates must earn a total of 27 credits.**

### Homebound Instruction

Under certain circumstances a student may be given instruction at home. A physician or psychologist must certify that the student is not able to attend school for an extended period but could benefit from instruction. Contact the high school office for further information.

### Homework

Homework will be assigned regularly and is an important part of a student's grade in most courses.

### Honor Roll

Honor roll is based on the grades given during the term that was just completed. Highest Honors will include those students who earned a grade point of 4.00. High Honors will include those students who earned a grade point in the range of 3.6 to 3.99. Honors will include any student with a grade point of 3.0 to 3.59. Any grade of D, F or I for the term disqualifies the student from honor roll consideration.

The grade point scale used to determine the honor roll is listed in the grading section. The number of honor points for courses meeting less than one period each day will be fractions proportional to the time the class meets. All courses will be awarded equal honor points for equal class time.

### Academic Letters

AHS students who maintain a 3.8 GPA may be eligible for an Academic Letter. Specific criteria and guidelines are available in the high school office.

### Make-Up Work

Students are responsible for getting work made up after an absence. They are allowed as many days to make up the work as they were absent. For example, if a student is absent one day, the make-up work is due by the end of the second day after they return.

### Report Cards

Report cards will be issued after each nine-week period. The term grades are recorded on the student's permanent record. Report cards will be mailed home and do not need to be returned to the school.

### Special Reports

At the midpoint of each grading period, students doing either unacceptable or very good work will receive a special report. These are mailed home. It is possible for a student to receive a failing grade on a report card without having received a special report.

### Transcripts

Copies of a student's high school grade record may be obtained. Official transcripts will be mailed directly to the agency requesting them. Only unofficial (without the seal and principal or designee's signature) transcripts will be given to a student or parent.

### Transfer Students

Students who transfer to Amherst High school during the 9th or 10th grade will be expected to meet all graduation requirements. Those who transfer during the 11th or 12th grade may be allowed to substitute department credits for specific courses within a department if approved by the principal. Those who transfer in the 12th grade may be enrolled in courses designated to meet graduation requirements from their previous school and granted a diploma from that school if that program is approved by the principals of both schools.

## ATTENDANCE

The responsibility for regular school attendance of a student rests upon the student's parent(s)/guardian(s). In accordance with state law, all children between six (6) and eighteen (18) years of age must attend school full time until the end of the term or semester in which they become eighteen (18) years of age, unless they have a legal excuse or fall under one of the exceptions outlined in state statutes.

All students, parents and staff in the Tomorrow River School District are required to observe the compulsory school attendance law (ss. 188.15). It is the responsibility of the parent(s)/guardian(s) to telephone the school before 9:00 a.m. on the day of the absence to inform school officials of the absence and the reason for it.

### Calling Procedure

If the school has not received a phone call regarding a student's absence prior to 9:00 a.m., school personnel will call parent(s)/guardian(s) at home or work to determine the reason for the absence.

All excused absences require a legal custodian to provide verification which is to be submitted to the School Attendance Officer, or designee, in advance of the absence or prior to readmittance to school. A doctor's note may be required for absences that last three or more days.

According to Wis. Statute 118.15, the compulsory attendance state law, any student excused in writing by his/her parent/guardian before an absence is excused from school attendance. A student may be pre-excused by a parent/guardian for not more than 10 days in the school year under this new provision. Parents will be provided a letter from the high school office following absence number 5, 10, and 15 to keep them updated on their child's attendance.

### Absences

**Excused:** Students may be excused from school for personal illness, unforeseen family or personal emergencies, funerals, and other absences approved in advance by the school principal or designee. Family vacations, medical/dental appointments, etc. will be considered on an individual basis prior to the student's absence.

It is the responsibility of the parent(s)/guardian(s) to provide written reasons for student's absence which may include submitting appointment or doctor slips. Whenever possible, the school should be notified prior to the absence. It is then the responsibility of the school to determine if the absence is excused or unexcused.

**Unexcused:** Truancy or other absences from school that exceed or do not fulfill the policies of excused absences. Unexcused absences may result in receiving zeros on daily class work missed due to the truancy.

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

1. It is the student's responsibility to contact the teacher(s) to make arrangements for making up work missed during absence(s) from school.

2. Students who miss classes for reasons that are determined to be excusable will be given the opportunity, whenever possible, to make up work missed when they return to school.
3. Teachers will be asked to grant two class periods for each excused period missed to make up assignments and examinations.
4. Examinations missed during an excused absence will be permitted to be made up at a time mutually agreed upon by the student and teacher.

State law provides that a school may not deny a student credit for a course solely because of the pupil's unexcused absences. The student may be failed if he/she does not satisfactorily complete the work assigned due to his/her absences.

Truancy: The following key definitions apply under the statutes related to truancy and school attendance enforcement:

1. Truancy means either of the following: 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 the absence by the pupil's parent or guardian; or intermittent attendance carried on for the purposes of defeating the intent of the compulsory school attendance law. (ss.118.16(1)(c).
2. Habitual truant means a pupil who is absent from school without an acceptable excuse for all or part of five or more days on which school is held during a school semester.

#### Attendance at Games/Events

Students who are not in attendance during the day are not allowed to be at a school event. Exceptions include if students are on a college visit, school sponsored field trip, or if the absence was prearranged with the office.

#### Eighteen-Year-Old Students

Eighteen-year-old students are allowed to sign themselves out provided they have a parent/guardian note on file that gives them permission. Parents and students need to understand that if a student signs out during the day it may be considered a truancy if they have exceeded the total number of allowed excused absences. All unexcused absences must be made up prior to participating in the graduation ceremony.

#### Field Trips

Field trips are part of class work and attendance is required. Parent permission slips are required for most trips; they are not used for physical education class trips to the golf course and bowling alley.

#### Late Bus

If a school bus arrives late, the students will be given an excused tardy by the office.

#### Leaving School During the Day

Because we are concerned about health and safety, students are not to leave the building without permission from the office and having followed proper check out procedures. Students who do not have a written request to leave school will be asked to call a parent, or another

person designated by the parent(s). The principal, counselor or one of the secretaries must talk directly to the parent or designee before a student leaves school. Leaving the building without permission is truancy.

#### School Closing

If severe weather makes it necessary to close school, announcements will be made on radio stations WSPT (Stevens Point) and WDUX (Waupaca). Please don't telephone the school or school officials.

#### State Tournaments

Students wishing to attend State Tournaments must obtain a pre-arranged absence.

#### Tardiness

The individual classroom teacher will handle student tardiness. If a student is tardy by more than ten minutes, they may receive a discipline referral. Habitual tardies (five per term) will be considered a discipline referral and may be used as grounds for truancy charges.

#### Withdrawing from School

Students who are withdrawing from school are to check out through the office and will be required to have a withdrawal form signed by each teacher. It is necessary to take care of all obligations (textbooks, fees, fines, etc.) before the withdrawal is complete.

## DISCIPLINE NOTICE GUIDELINES

### General Violations

- Disrupting Class
- Disrespect to Teacher
- Disrespect to Students
- Inappropriate Behavior
- Improper Check-in Procedures
- Leaving Room Without Permission
- Swearing
- Throwing Items
- Bus Disruption
- Property Damage
- Insubordination
- Miscellaneous Actions

Specific disciplinary procedures are in place for those students who are having difficulty following the reasonable rules and regulations of the school. In order to be consistent, violations are applied to the scale below. The purpose of a suspension is to place the responsibility for the student's action in the hands of the parents since the student's problem resulted from an inability to accept the normal mode of control expected of students. Suspension is never considered as a convenient means of punishing a student or denying the student the right to an education, but only as a corrective tool.

### Violation

1st	Consult with principal
2nd	Detention
3rd	1 day in-school suspension
4th	Consult with principal, conference with parents
5th	1 day out-of-school suspension
6th	2 day out-of-school suspension
7th	3 day out-of-school suspension
8 or more	3-5 day suspension from school, possible expulsion

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### Severe Violations

- Disorderly Conduct
- Use/Possession of Alcohol
- Use/Possession of Tobacco
- Use/Possession of E-cigarettes
- Fighting or Provoking a Fight
- Leaving School Without Permission
- Use/Possession of Controlled Substance
- Unauthorized Vehicle Usage
- Threatening Another Individual
- Theft
- Vandalism
- Harassment
- Weapon in School
- Severe Disrespect
- Other Miscellaneous Severe Actions

Severe violations will result in immediate suspension and possible expulsion with disregard to the number of previous violations. Suspension may be for up to five days and include possible referral to the police department. A conference with the parents and principal will be scheduled prior to reinstating the student. Repeated refusal or neglect to obey school rules, to include accumulation of ten or more violations between general and severe, may also result in expulsion.

**Note:** Students who are suspended in-school or out-of-school will not be allowed to participate in practices or games, or attend any school event.

### Automobile Use

All students who drive cars to school are subject to parking and the driving rules of the State of Wisconsin and additional regulations developed by the administration. All vehicles parked on school grounds must be parked in properly designated areas and must have proper parking lot registration. The administration is authorized to refer those individuals who repeatedly endanger the safety of others on or near school property to local police authorities for prosecution.

The district reserves the right to inspect vehicles brought on school property when, in the opinion of the school administration, "a reasonable suspicion" for a search is warranted.

### Dress and Clothing

The school recognizes that dress is primarily an individual and parental responsibility. However it does exercise control over student dress when it is deemed to be detrimental to the education process, proper discipline or morals, likely to cause maintenance problems, or be hazardous to any person. No student will be permitted to wear clothing which displays pictures or has writing which 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 permitted 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, tank tops, cut off sleeveless shirts or any other item in which a student's undergarment shows. Shorts must cover to the mid-thigh. Pants should be free of holes in the seat and thigh area. Waistbands shall be worn at or above the hips. Students must keep in mind they are required to be in good taste with dress at all times.

Shoes must be worn at all times.

Students are required to keep their hats in their locker during the school day. Hats, caps, hoods and all headwear are to be removed when in the building. It is at the teacher's discretion whether or not hats will be allowed on field trips. Jackets are required to be kept in the locker during the school day.

Students are encouraged to follow school dress guidelines at all athletic and school events.

### Public Displays of Affection

Public displays of affection are prohibited.

### Directory Information

We will not release any personal information (i.e., names, addresses, telephone numbers, or e-mail addresses) to any profit making organizations, groups. Names and addresses will be sent to recognized post-secondary schools or divisions of the armed forces (only at their request). If you wish to have the student's name removed from these lists, students or parents/guardians need to contact the high school office.

### Electronic Devices

Ipod, mp3 players, cellular phones, and other like devices are used at the discretion of the



classroom teacher or room supervisor.

### Explosive Devices and Fire Arms

Students may not possess, sell, distribute, fire, or explode any firearm, firecracker, bomb, or other explosive or incendiary device or any object or material which is hazardous to any person or property.

### Fire Alarms

State statutes prohibit false fire alarms, by whatever means.

### Harassment

Amherst High School will not tolerate harassment in any form and will take all necessary action to eliminate it.

Whether of a sexual nature or not, harassment is defined as any deliberate, repeated or unwanted verbal or physical contact, derogatory statement, or discriminating remark which is offensive or objectionable to the recipient or which causes the recipient discomfort or humiliation or which interferes with the recipient's academic performance.

Any student who believes that he/she has been the subject of harassment must report the matter to school authorities immediately. If the alleged harasser is the person designated to receive complaints, the student shall report the matter to the next higher authority or to another staff member who shall report the matter accordingly. There shall be no retaliation against students who file reports under this policy. All reports shall be investigated in a timely manner.

### Missiles

Students are not to throw snowballs or any other missiles which may cause harm to persons or property.

### Non-class Disturbance

Students should be quiet while in the school building. Don't run in the halls.

### Noon Hour

Students in grades 9-12 may not leave the building during the lunch hour.

Students may use the gym when it is open and a supervisor is present, halls, cafeteria, and the commons area.

Students bringing their own lunch may elect to eat in the commons, cafeteria, or other designated areas.

Students may use electronics', including cell phones during their lunch period.

### Search and Seizure

The school retains the right to search students and/or their property, while on school grounds or at school events, if there is reasonable suspicion that the search will reveal a violation of school rules or produce evidence of unlawful activity.

### Snowmobiles and ATV's

Snowmobiles and ATV's may not be on school property.

### Squirt Guns

Squirt guns, water balloons, etc. are not allowed in school or on school grounds at any time.

### Weapons

Any object used to threaten or cause bodily injury, such as guns and knives, may not be brought on school grounds or to any school activity. This includes mace and/or pepper spray.

### Classrooms

Teachers have established rules they feel are needed for their individual classroom. Students need to become familiar with each teacher's expectations. The following guidelines are those that everyone is expected to know:

1. Be courteous to yourself and others.
2. Keep hands, feet, and objects to yourself.
3. Come to class prepared and on time.
4. Do your own work.

### Cheating/Plagiarizing

Students cheating, plagiarizing, or who are found to be inappropriately assisting someone will receive reduced or no credit for the assignment, test, or project at the discretion of the classroom teacher and/or principal. In extreme cases the student may receive a failing grade for the term. Examples of plagiarizing include, but are not limited to: work copied verbatim from an original author, work copied with minimal alteration from the original without proper citation, and/or copying answers from another's paper.

### Hall Passes

All students in the hallways during class time must have a valid Hall Pass signed by their teacher of that hour. Specific Hall Pass rules are posted in each classroom. It is the responsibility of the student to become familiar with them.

### Dances

All school dances must be sponsored by a recognized school organization and supervised by persons approved by the office.

1. Permission for dances must be obtained through use of the Social Events Request form. This should be completed and in the office at least five school days prior to the event.
2. All dances will start at 8:00pm and end at 11:00pm. No one will be admitted after 9:00pm.
3. Junior high students cannot attend senior high dances and vice versa.
4. Permission to bring guests must be obtained in advance from the office. All guests must be currently enrolled in High School. Guests are limited to a single date or friend.
5. Once a student leaves the dance, he or she may not return and are to leave the school grounds.
6. Chaperons will determine which lights will be turned on.
7. All school policies and rules are in effect for dances.
8. Individual school organizations may establish specific dress guidelines in addition to normal school policy. These guidelines must be followed in order for a student to enter the building.
9. All clothing worn at a school sponsored dance must be both school and socially

appropriate.

### Field Trips

Field trips are used to provide educational experiences that cannot be created within the regular classroom.

1. Attendance is required for all field trips scheduled as a part of class activities.
2. A Parent Permission Slip is required from each student when the field trip will be out of the school district. Students who do not bring a Parent Permission Slip will not be allowed to go and will receive a grade of zero for the activity or given an alternate assignment.
3. All school rules apply while on the trip. Students are expected to remember that they represent Amherst High School and all students as well as themselves and conduct themselves as well-mannered young men and women.

### Parking Lot

1. Please do not loiter in the parking lot or in or about any cars parked near the school.
2. Obtain permission from the office before going to a car to retrieve an item.
3. Students are not permitted to park in the staff parking area. A warning will be given for the first offense and the vehicle will be towed if it continues.

### School Activities

Whenever students are engaged in school activities they are subject to school regulations, regardless of the time or place of the activity.

### School Grounds

The school grounds are maintained to add to the attractiveness of the school buildings and to provide recreational space for students. Please avoid damaging any buildings or facilities, trees, shrubbery or plants.

### Student Commons

The Student Commons is intended as an area where students can work and/or engage in quiet conversation. Those who abuse it may have the privilege revoked.

## **GUIDANCE**

The goal of the Guidance Department is to provide an environment in which each student is treated as an individual and is helped to develop to his or her fullest potential. The following services are provided.

### A. Counseling Services

1. Vocational and Educational Counseling. This includes individual and group counseling on such matters as:
  - a. Course selection in high school
  - b. Choosing a college or technical school
  - c. Applying for school and financial aids
  - d. Help with finding and preparing for a job
  - e. Entering the Military Service
2. Personal and Social Counseling. This is provided to help students and their parents with personal and social problems. This would include such things as:
  - a. School adjustment
  - b. Problems with peers

- c. Family problems - parent child conflict, divorce, etc.
  - d. Pregnancy
  - e. Physical or sexual abuse
  - f. Pupil - Teacher problems
- B. Testing Services - This is done to help students assess their strengths and weaknesses. Types of testing done are:
1. District wide testing: Every student is tested on a regular basis to note his or her progress.
  2. Individual Testing: This is done to screen students for special programs or classes.
  3. In grades 9-12 all students are advised of their test results and further planning for high school and post-high school are discussed.
- C. Placement Services - Students are given assistance to help with post-secondary plans. This includes such things as:
1. Applications to college and technical school
  2. Providing information on colleges, technical schools and military service and the world of work
  3. Scheduling tests that might be needed for post secondary plans
  4. Helping to arrange visitations to colleges and technical schools
  5. Arranging for representatives from colleges, technical schools and the military service to visit Amherst High School
- D. Consultation and Referral
1. Assist students and parents with referrals to other agencies for help with problems not within the scope of the counselor's expertise
  2. Consult with teachers about special problems that students exhibit in personal-social, discipline or learning problems.

Students should feel free to contact the counselor, teachers, staff members and administrators regarding personal problems. As a general principle, this relationship shall remain confidential. At the same time, students must be aware that information which forewarns of or discloses potential discrimination or actual danger to the health, safety or life of the counselee, other students, district faculty/staff or others, or which indicates disruption of the daily maintenance or operation of the school, must be revealed to appropriate officials.

#### Learning Materials Center - Library

The LMC has reference books, fiction and non-fiction books, magazines, newspapers, filmstrips, records, posters, transparencies, and other materials available for student use. There are also facilities for producing posters, charts, signs, transparencies, mounts, photographs, video tapes, tape recordings and multi-media presentations. The LMC is available for student use at all times. Students are expected to be quiet while they are in the LMC. Students may use the specialized equipment and facilities if they have been trained and approved to do so.

#### Health

A school nurse is present in the building during school hours. Regular checks are made on pupils vision and hearing. Referrals are made for any suspected or reported health problem. The nurse also assists with the health education program.

## **CO-CURRICULAR ACTIVITIES**

Co-curricular activities are an important part of the school program. Many important qualities: leadership, dependability, peer relations and effective group participation can be developed to a greater extent here than in the academic program. All students are urged to become an active member of at least one team or organization.

Each organization is guided by a constitution which establishes its' purpose and structure. All organizations must include education, recreation and service in their goals.

### Activities

#### Art Club

For those students interested in the visual arts, art club provides out of class time to work with friends on such activities as mural painting and museum trips.

#### Drama Club

Drama Club is open to students in grades 9-12. Activities include play production and field trips.

#### Forensics

Forensics is an activity that gives students an opportunity to polish and use their speaking skills. Students in grades 9-12 may compete in one of eleven categories which range from speech-giving to reading aloud to acting. Contests are held from February to April at the conference, sub-district, district, and state levels.

#### FFA

FFA is open to all students in grades 7-12 enrolled in vocational-agriculture classes. This organization is designed to extend the classroom by providing opportunities for leadership and skill application/development. The FFA offers members a chance to achieve personal goals, explore agricultural opportunities, travel, and meet new people. Through its many activities, the FFA encourages entrepreneurship, helps make better employees, and develops responsible citizens by preparing them to accept leadership roles in agriculture.

#### Future Business Leaders of America (FBLA)

FBLA is a nonprofit professional organization that prepares student leaders for business and business-related careers. The purpose of FBLA is to provide learning opportunities for students in business and/or business-related fields in order to develop vocational and career supportive competencies and to promote civic and personal responsibilities. The main activities include competitive events against other FBLA clubs at regional, state and national levels.

#### Junior Class

The Junior class has an annual fund raiser to earn money to sponsor their prom.

#### National Honor Society (NHS)

The NHS is an organization designed to recognize those students who rate high in all four areas of academic, leadership, character, service. These students are rated by

members of the faculty of Amherst High School and are selected by the NHS Selection Committee. Members are expected to participate in projects that benefit the school and/or the community.

### One-Act Play

Each Fall Amherst participates in a series of one-act play contests. Involvement in this program is open to all eligible students in grades 9-12. Students who win parts in the play should be available to rehearse after school and travel to the contests which are held on Fridays or Saturdays. A mandatory workshop is held on an evening in mid-October. The season concludes with the state contest the first weekend in December.

### Senior Class

The Senior class prepares for graduation and takes a senior class trip. The class trip is held prior to graduation and all school rules are in effect. Misconduct on the trip can affect graduation. The trip is financed entirely by the senior class with a bus furnished by the school board. Any out-of-state or overnight trip is subject to the approval/rejection of the school administration and board. Chaperones may be drawn from faculty, parents, etc. Educational value is considered in the trip planning.

### Student Council

The Amherst High School Student Council is made up of elected students representing grades 9-12. Elections are held in the spring of each year. Students serve one-year terms in the following offices: Student Body President, Vice President, Secretary, Treasurer, Historian, Class Presidents and Class Representatives. Other class offices include: Vice President, Secretary and Treasurer. Some events the Student Council sponsors include: homecoming, Winter Carnival, food and blood drives, spirit competitions, varsity concessions, Christmas assembly, Halloween dance, candy and rose sales, staff appreciation and many others.

### Student Publications and Web Development

Currently students have the opportunity to contribute to two school publications – the yearbook and the school newspaper. Students working in Media, Media II, and Desktop Publishing may make contributions to the yearbook, The Falcon, depending on when they take these classes during the year. Yearbook editors are juniors and seniors who are approved for independent study. The school newspaper, the Talons, is published by members of the Media II class only during the term(s) when that class is running.

All high school students are given space on the school's web server to develop and maintain their own web pages and those for school organizations. Students can receive training in web development in Desktop Publishing and by taking Independent Study.

The primary intent of these student publishing opportunities is to provide students with learning experiences in communications. At the same time, the newspaper, yearbook, and web pages serve as chronicles of student life and as a representation of Amherst High. Material is selected and edited for these outlets by student editors and the advisor in accordance with editorial policies and internet user agreements.

### Activity Funds

Each student organization must have a treasurer, who along with the advisor is

responsible for all money earned and spent by the group. All expenditures and receipts must be properly documented through the high school secretary.

### Fund Raising

Most student organizations raise money to finance their activities. The school restricts the number of item sales campaigns and encourages raising money by providing a service or product in such a way that the customers initiate the sale. Fund raising activities are coordinated by the principal and the Student Council.

### Tickets for Ball Games

#### Season Tickets

Adult - \$20.00 2nd in family - \$10.00

#### Individual Game at Home Gate

Adult - \$3.00

Amherst Students - free

Pre-School – free

#### Individual Game Away

Adult - \$3.00

Student - \$1.00

### Special Programs

Amherst High School has a fully staffed program for those students who qualify as Learning Disabled or Physically/Mentally Handicapped. If you have questions regarding the program or wish to refer a student, call our office at 824-5522.

### Directory Information

The following information shall be considered Directory Information by the Tomorrow River School District and may be released to the public without consent of the parents or eligible student: the student's name, address, date and place of birth, weight and height of athletic team members, year in school, participation in official school activities, dates of school attendance, photographs, degrees and awards received, and the name of the school attended. Parents of eligible students who do not want the district to release this information must notify the Superintendent within two weeks of the date of this notice.

## LEGAL ANNOUNCEMENTS

Most of the policies, rules and regulations of a school have their roots in law. Here are several policies which must be published.

### Due Process

Every effort will be made to provide students and their parents with their right to due process as regards suspension or expulsion. The requirements for due process as regards suspension are somewhat general but include (1) access to policies, rules and regulations they are subject to; (2) notification of the reason for the proposed suspension; (3) an opportunity to give his/her version of the incident and to have others speak in support of him/her; (4) the right to appeal the decision within five (5) days to the school district administrator; (5) prompt notice of suspension.

The protection during consideration for expulsion is more extensive and is included in detail on any notice of hearing for expulsion. The provisions are (1) at least 5 days written notice listing the reasons for the recommendation; (2) the right to be represented by an attorney; (3) the opportunity to appeal the decision to the state superintendent and, to the courts.

### Student Records

#### Progress Records

Include courses taken, grades, extra curricular activities, attendance, birth date, address and phone number, and health records.

#### Behavior Records

Include all student records other than progress records. Examples are achievement tests, psychological tests, health records, and behavior records.

Student records are confidential and access is governed as follows:

1. A pupil, parent or guardian shall, upon request, be provided with a copy of progress reports.
2. Adult pupils, parent or guardians of minor pupils, upon request, may be shown, in the presence of a person qualified to explain and interpret the records, the pupil's behavior records.
3. Progress records must be provided to the judge of any court.
4. Pupil records are made available to authorized personnel within the school.
5. Records may be released to others with written permission of an adult student or parent or guardian of a minor pupil.
6. Pupil records shall be provided to a court in response to subpoena.
7. The school board may provide the Department of Public Instruction or any public officer with any information required under Chapter 115.121.
8. Student records may be used in suspension or expulsion proceedings and by the multi-disciplinary team.

The building principal has primary responsibility for maintaining confidentially of all student records. All requests for inspection or transfer of records must come through him/her or his/her qualified designee.

Records are to be kept at the pupil's school of attendance.



All behavioral records are to be destroyed within one year of the student's graduation.

Student records can be transferred to another school on written request of adult students or the parents or guardian of a minor student or upon written notice from the school in which the student has enrolled.

## Tomorrow River Schools Code of Conduct (Grades Pre-K-12)

### Introduction

This code of Conduct is designed for each student involved in extra-curricular or co-curricular activities in grade 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. 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 grade 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, grade 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 events.
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 1<sup>st</sup> 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 on file.

7. Must meet these scholastic requirements:
  - a. Any student with an “F” grade will be ineligible.
  - b. Maintain a 1.67 grade point average for the grading period (not cumulative).  
The student will be placed on probation for 15 days of the next grading period.
  - c. A student will be ineligible for 15 school days. A student will regain eligibility after the 15 school days when the student is passing all classes and has a GPA at or above 1.67. The student is responsible to provide written documentation from their teacher to the athletic director that they meet the criteria to regain eligibility.
  - d. Students identified as EEN (Exceptional Educational Needs) or “At Risk” will be dealt with on an individual basis, by the Athletic Director, principal and Special Needs teacher.
  - e. 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.
  - f. 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 or interaction, good citizenship, ethical considerations or violations of the law are major discipline offenses.

Violations involve:

Possession or use of alcohol, tobacco, e-cigarettes, or controlled substances.

Students are directed to not possess or 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.

Negative acts against persons or property (involvement in behaviors that are viewed a contrary to accepted moral and ethical standards).

### Criminal Acts

An offense requiring the investigation of Law Enforcement personnel that leads to a mandatory court appearance.

The suspension for such an offense (as per Code of Conduct) will be upheld pending the final outcome of the court appearance.

## Other Inappropriate Behaviors

Abuse of school property or failure to return equipment from a previous sport or activity. (It should be noted that students would not be allowed to participate in a new activity until all equipment from previous activities had been returned).

## 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 (applicable to the particular offense). If a program is not successfully completed or it is unavailable in a timely manner during the recommended suspension time frame, the suspension will take effect immediately. (Participation in any approved program will be at the expense of the Parents/Guardian/Student).
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 occurring athletic season for that particular student athlete. 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. (This will include all activities that particular student is involved in during the suspension.) Suspensions will follow in chronological order of the scheduled activities/events and be administered as follows:

1. First Offense: Suspension from 20% of the cumulative total of all co-curricular activities/events the student is involved in during the time of the violation 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 sit with teams for games. However, students will not be allowed to suit up for the games. (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 the cumulative total of all co-curricular activities/events the student is involved in during the time of the violation 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.  
Additional Offenses: An additional calendar year.

### **Athletics/Co-Curricular Activities:**

Students involved in both athletics and co-curricular activities either concurrently or alternately during the school year, will be assessed penalties for violations of the activity code in the following manner:

1. Suspension from athletics if the student is involved in a sport at the time of the violation.
2. If not currently in an active sport season, the violation will apply to whatever co-curricular activities the student is involved in at the time of the violation.
3. If the student is not involved in either a sport or an activity at the time of the violation, the penalty will be applied to the next occurrence of either a sports season or co-curricular activity.

\*\* A student must be an active participant for the whole season for a sport and for the whole year or full length of the activity for co-curricular activities in order to serve a suspension during that time period.

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 officer/leadership/captains positions will be suspended and reviewed at the end of the suspension

period. Members 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 contests 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 suspension 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 and sit with teams for games. (However, students will not be allowed to suit up for the game.) 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 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 as soon as possible after knowledge of the alleged violation. This applies to violations during the school year or during the summer months. If a violation occurs during summer months or during a vacation period, a report must be filed within five (5) working days of returning to school. Violations reported after six (6) months 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

1. 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.)
2. 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 resulting in Off-Activities, the student and/or parents/legal guardian may appeal the decision to an Appeals Board review.
3. 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 Wisconsin Statute 19.85 (1)© 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.
4. 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.
5. The student and 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.
6. 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.