



CAMPBELLSPORT MIDDLE-HIGH SCHOOL

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2017-2018 Campbellsport Middle School Student Handbook and Athletic/Activity Code of Conduct

This form should be returned during registration and must be on file in the school office prior to attending Campbellsport Middle School and participating in any of its extra-curricular/co-curricular activities.

Student Section

I acknowledge that I have been provided the link to the online student handbook which includes the Athletic/Activity Handbook. I have read and understand the provisions of the handbook.

As a student or student/athlete, I understand my participation in athletics/activities is a privilege and, therefore, agree to be bound by the **Campbellsport School District Athletic/Activity Code.**

Student Name (please print clearly) _____ Grade _____

Student Signature _____ Date: _____

Parent/Guardian Section

I acknowledge that I have been provided the link to the online student handbook which includes the Athletic/Activity Handbook. I have read and understand the provisions of the handbook.

As a parent/guardian, I understand that my son/daughter's participation in athletics/activities is a privilege and, therefore, agree to be bound by the **Campbellsport School District Athletic/Activity Code.**

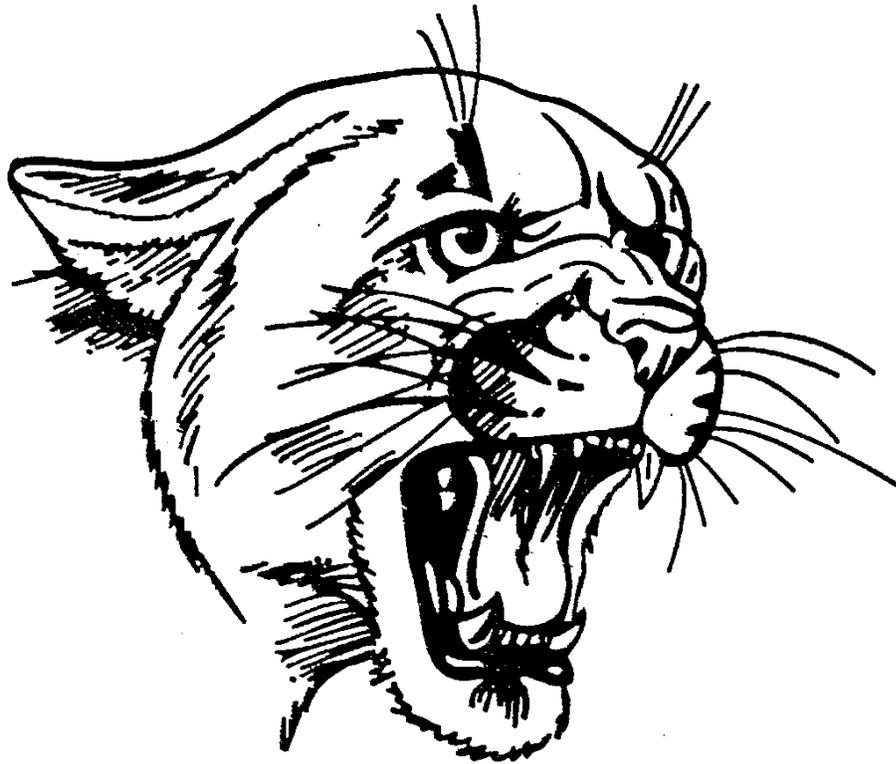
Additionally, we give permission for our son/daughter to participate in interscholastic athletics/activities. We feel we have adequate insurance protection for our son/daughter and will assume all responsibility for injuries incurred while practicing for or participating in athletics/activities for/with the Campbellsport School District.

Parent/Guardian Name (please print clearly) _____

Parent/Guardian Signature _____ Date: _____

This agreement is to be signed each year by the student or student/athlete and his/her parent/guardian.

Campbellsport
Middle School
Student Handbook



2017-2018

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WELCOME

Dear Students and Parents/Guardians,

Welcome to Campbellsport Middle School. Whether you are a returning student or attending our school for the first time, there is much to anticipate and experience.

We have written this handbook to help you understand our expectations and to encourage you to explore your opportunities. The year ahead is full of promise. We urge you to read the handbook and bring us any questions you may have. Also please keep the handbook as a reference, questions may come up during the year. We encourage all of our students get involved in the full academic, athletic, and co-curricular activities we offer. If you do, the time you spend in this educational community will remain with you for all the years to come.

We look forward to seeing you and supporting your efforts to make the 2017-2018 school year a great year for all of us.

Sincerely,

Todd M. Hencsik

Middle-High School Principal

Thomas Griesemer

High School Associate Principal
Athletic Director

Kristi Bachar

Middle School Associate Principal

CAMPBELLSPORT SCHOOL DISTRICT

MISSION STATEMENT

The mission of the Campbellsport School District is to develop each child into an adult who can stand confidently, participate fully, learn continually, and contribute meaningfully to our world.

VISION STATEMENT

The Campbellsport School District strives to create a safe and respectful school community where collaboration and professionalism promote the development of an inquisitive student body engaged in a challenging, dynamic curriculum enhanced by meaningful technology.

SCHOOL TELEPHONE DIRECTORY

Middle School Office: 920-533-3411

SCHOOL POLICY AND PROCEDURES

ACCIDENTS AND INJURY

Every accident or injury in this school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school **MUST** be reported immediately to the person in charge and to the school office. The student must take primary responsibility for reporting the injury.

ANNOUNCEMENTS

Students who wish to make school announcements regarding student activities must have the announcements approved in writing by the faculty advisor and principal/designee by 7:30 a.m. Announcements will also be posted outside of the Middle school office.

ATTENDANCE

State law requires the Board of Education to enforce the regular attendance of students. Further, the Board recognizes that the District's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age, unless they fall under an exception under State law, this policy, or administrative guideline issued under this policy. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

Regular attendance is very important for a positive learning experience. Attending classes regularly and fulfilling all class requirements are essential to reach the goal of high school graduation. All students attending Campbellsport High School have the responsibility to attend school daily, except when excused, and to be on time for all classes and other school day functions.

Reporting Absences

Parents/guardians must contact the **Campbellsport Middle School Office (533-3411)** when their children are absent from school. The contact should be made promptly in the morning or as soon as the parent/guardian is aware of the child's need to be absent (a message can be left if calling outside of school hours). The reason for the absence should be stated as well as the expected duration of the absence. If the absence is for a longer period of time than originally stated, another call will be required for each day's additional absence. For your child's safety, non-reported absences will be followed up by a call home made by the school attendance secretary.

Parent Notification of Absence Required

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

School Attendance Officer

The District Administrator shall designate an administrator at each school to be the School Attendance Officer. The School Attendance Officer shall perform any duties and responsibilities s/he is required to perform by State law, this policy, and any administrative guidelines issued by the school. The duties of the School Attendance Officer shall include, but not be limited to, the following.

- A. Determining daily from attendance reports submitted by teachers which students enrolled in the school are absent from school and whether the absence is excused.
- B. Submitting to the District Administrator, on or before August 1st of each year, a report of the number of students enrolled in the school who were absent in the previous year and whether the absences were excused. The District Administrator shall then submit this information to the State Superintendent.
- C. Providing student attendance information to individuals and agencies for purposes authorized by State law and the Board's Policy 8330 - Student Records.

Excused Absences

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

A. Physical or Mental Condition

The student is temporarily not in proper physical or mental condition to attend a school program.

B. Obtaining Religious Instruction

To enable the student to obtain religious instruction outside the school during the required school period (see Policy 5223 - Absences for Religious Instruction).

C. Permission of Parent

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

1. professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside of the school day
2. to attend a funeral

3. legal proceedings that require the student's presence
 4. college visits
 5. job fairs
 6. vacations
- D. Religious Holiday**
For observance of a religious holiday consistent with the student's creed or belief.
- E. Suspension or Expulsion**
The student has been suspended or expelled.
- F. Program or Curriculum Modification**
The Board has excused the student from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.
- G. High School Equivalency – Secured Facilities**
The Board has excused a student from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secure detention facility, or a juvenile portion of a county jail, and the student and his/her parent agrees that the student will continue to participate in such a program.
- H. Child at Risk**
The student is a "child at risk" as defined under State law and is participating in a program at a technical college on either a part-time or full-time basis leading to high school graduation, as provided under State law.

A student **may** be excused from school, as determined by the School Attendance Officer, or his/her designee, for the following reasons:

- A. Quarantine**
Quarantine of the student's home by a public health officer.
- B. Illness of an Immediate Family Member**
The illness of an immediate family member.
- C. Emergency**
An emergency that requires the student to be absent because of familial responsibilities or other appropriate reasons.

According to section 118.15(3)(d) of the Wisconsin State Statutes, the state's compulsory attendance law does not apply to any child excused in writing by his or her parent or guardian and by the principal of the school the child attends for the purpose of serving as an election official as provided in the preceding paragraph. A principal may not excuse a child under this law unless the child has at least a 3.0 grade point average or the equivalent. The principal shall allow the child to take examinations and complete course work missed during the child's absences. This principal shall promptly notify the municipal clerk or the board of election commissioners of the municipality that appointed the child as an election official if the child ceases to be enrolled in school or if the child no longer has at least a 3.0 grade point average or the equivalent.

Unexcused Absences

Any absence of one or more days from school during which the school has not been notified in writing or by phone of the cause of school absence by the parent/guardian of the absent pupil or by the adult student, shall be considered as truancy. Consequences may be assigned to students for unexcused absences, including notifying the School Resource Officer.

Make-up Work

Students who are absent from school, whether the absence was excused or unexcused, shall be permitted to make-up course work and examinations missed during the absence when they return to school. It is the student's responsibility to contact his/her teachers to determine what course work and examinations must be made-up. Teachers shall have the discretion to assign substitute course work and examinations. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be determined by the teacher, unless extended by the principal based upon extenuating circumstances.

Anticipated Absence

Parents should contact the office in advance in the event of a planned absence of a student. It is the student's responsibility to make up his/her work prior to the absence, or at the teacher's discretion, after he/she returns. Planned absences may not exceed ten (10) school days in a school year.

Leaving School During the School Day

All students who have to leave school during the day must report to the office to sign out. The office personnel must have written, verbal, or phone contact with a parent/guardian before students will be allowed to leave school.

Illness During the School Day

Students who become ill during the school day are to report to the nurse. A health room is available in an office for use by students whose parents/guardians cannot be reached or until the parent/guardian is able to pick up the student.

Students participating in extra-curricular activities must be in attendance in all classes on the day of the event unless there is an emergency or a pre-arranged appointment. If the student is not present in all classes, the student will not be allowed to participate that day. If there is an event on the weekend, the student must be in attendance all day on the last school day of the week. This policy applies to students involved in athletics and/or activities scheduled during or outside the school day. Exceptions may be allowed with the permission of the principal/designee.

Truancy Plan

The Board will issue a Truancy Plan based upon the recommendations of the County Truancy Committee convened under State law, the Board's policies and procedures, and applicable provisions of State law. The Board will review and, if appropriate, revise the Truancy Plan at least once every two (2) years.

The Truancy Plan will include, at a minimum, the following:

- A. procedures to be followed for notifying the parents of the unexcused absences of a student who is truant or a habitual truant and for meeting and conferring with such parents
- B. plans and procedures for identifying truant children of all ages and returning them to school, including the identity of school personnel to whom a truant child shall be returned
- C. methods to increase and maintain public awareness of and involvement in responding to truancy within the school district
- D. a provision addressing the immediate response to be made by school personnel when a truant child is returned to school
- E. the types of truancy cases to be referred to the District Attorney and the time periods within which the District Attorney will respond to and take action on the referrals
- F. plans and procedures to coordinate the responses to the problems of habitual truants, as defined under Sec. 118.16(1)(a), Wis. Stats., with public and private social services agencies
- G. methods to involve the truant child's parent in dealing with and solving the child's truancy problem

A student will be considered truant if s/he is absent part or all of one (1) or more days from school during which the School Attendance Officer, principal, or a teacher has not been notified of the legal cause of such absence by the parent of the absent student. A student who is absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance Statute Sec. 118.15, Wis. Stats., will also be considered truant.

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

Notice of Truancy

The School Attendance Officer shall notify a truant student's parent of the student's truancy and direct the parent to return the student to school no later than the next day on which school is in session or to provide an excuse for the absence. The notice under this paragraph shall be given before the end of the second school day after receiving a report of an unexcused absence. Notice shall be made by personal contact or telephone call, if possible, and a written record of this notice shall be kept. In the event that an attempt is made to contact the parent by personal contact or telephone call and the parent is not reached, notice may be provided by 1st class mail. If such notice is not effective, notice shall be made by mail. This notice must be given every time a student is truant until the student becomes a habitual truant.

Notice of Habitual Truancy

When a student initially becomes a habitual truant, the School Attendance Officer shall provide a notice to the student's parent, by registered or certified mail, or by 1st class mail, which contains the following:

- A. a statement of the parent's responsibility under State law to cause the student to attend school regularly
- B. a statement that the parent or student may request program or curriculum modifications for the student under State law and that the student may be eligible for enrollment in a program for children at risk
- C. a request that the parent meet with the appropriate school personnel to discuss the student's truancy
The notice shall include the name of the school personnel with whom the parent should meet, a date, time, and place for the meeting and the name, address, and telephone number of a person to contact to arrange a different date, time, or place. The date for the meeting shall be within five (5) school days after the date that the notice is sent, except that with the consent of the student's parent the date for the meeting may be extended for an additional five (5) school days.
- D. a statement of the penalties, under State law or local ordinances that may be imposed on the parent if s/he fails to cause the child to attend school regularly as required by State law

The School Attendance Officer will also continue to notify the parent of a habitual truant's subsequent unexcused absences.

Referral to the District Attorney

Truancy cases will be referred to the District Attorney as provided in the County Truancy Committee Plan. The School Attendance Officer will ensure that appropriate school personnel have done the following before any case is referred to the District Attorney:

- A. met with the student's parent to discuss the student's truancy or attempted to meet with the student's parent and received no response or were refused
- B. provided an opportunity for educational counseling to the student to determine whether a change in the student's curriculum would resolve the student's truancy and have curriculum modifications under State law
- C. evaluated the student to determine whether learning problems may be a cause of the student's truancy and, if so, have taken steps to overcome the learning problems, except that the student need not be evaluated if tests administered to the student within the previous year indicate that the student is performing at his/her grade level
- D. conducted an evaluation to determine whether social problems may be a cause of the student's truancy and, if so, have taken appropriate action or made appropriate referrals

Note that paragraph A. is not required if the meeting between school personnel, the student, and the student's parent, which was requested in the Notice of Habitual Truancy to the parent, did not occur within ten (10) school days after the Notice was sent. Paragraphs B., C., and D. are not required if appropriate school personnel were unable to carry out the activity due to the student's absences from school.

Passes

Students are not to be in the halls during classes unless they have a pass or signed planner. If a student needs to go to the office, library, etc., he/she must obtain a pass in advance from the teacher concerned. The teacher in charge will write the time and sign the pass/planner before allowing the student to leave the room. Student access to lockers and bathrooms during class time will be up to the discretion of the classroom teacher/supervisor.

ACADEMIC HONESTY (5510)

The Board of Education regards academic honesty as a cornerstone of its educational mission. It is expected that all school work submitted for the purpose of meeting course or class requirements represents the original efforts of the individual student. Administration, faculty, students and their families are all important contributors to the upholding of this academic integrity in the school community. To this end, it is important that all involved understand their integral role in helping to promote this climate of academic honesty.

The administration will:

- A. Promote and encourage the staff on an ongoing basis to educate students regarding the District's policy of academic honesty.
- B. Determine appropriate consequences for policy violations.

The staff will:

- A. Educate students and offer continued guidance regarding acceptable and unacceptable behavior in areas that will include, but are not limited to: test taking, research techniques, written work and use of library and computer resources
- B. Encourage the demonstration of knowledge, the honing of research skills and self-expression in student work.
- C. Promote circumstances in the classroom that will reinforce academic honor and promote original and focused responses from students.
- D. Evaluate effectiveness of their own efforts.

The students will **not**:

- A. Plagiarize in written, creative or oral work. (Plagiarism is using the ideas of another as one's own without acknowledgment of the source.)
- B. Submit work that is not original. Copying, "borrowing" from another source and giving it as one's own work, and resubmitting work from another person or another class are all unacceptable practices.
- C. Give or receive unauthorized assistance on exams.
- D. Alter grades or other academic records, give false information or forge.
- E. Submit identical work in more than one course without the prior approval of the instructor. Students may further develop previous work with prior approval of the instructor.

Academic Honesty Guidelines

The teacher has the primary authority in the classroom and is responsible for investigating any alleged violation of the academic honesty policy, determining the circumstances, and, in most cases, for taking appropriate action as outlined below:

1. If a violation is suspected, but not verified, the teacher shall review the policy with the student.

2. If a violation is verified, the teacher shall inform the student of the specific consequences as appropriate based on severity of the violation.
3. If the assessment is summative in nature, the assessment must be redone to teacher satisfaction in order to receive credit.
4. The teacher shall complete a behavioral referral.
5. The teacher and/or administrator shall notify the parent/guardian.
6. At the discretion of the building administrator, the student may also be subject to additional disciplinary action.

Parents/guardians are encouraged to discuss this policy and guidelines with their children and promote circumstances that will help to uphold this policy.

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CLOSED CAMPUS

Students will not be permitted to leave school property during the school day without the approval of the specific building principal or his/her designee.

STUDENT CODE OF CLASSROOM CONDUCT (Policy 5500)

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty should be maintained in the schools of this District.

The District Administrator shall establish procedures to carry out Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in schools, on school vehicles, and at school-related events.

Student conduct on or adjacent to school premises, on school vehicles, and at school-related events and activities shall be governed by the rules and provisions of the Student Code of Classroom Conduct. In addition, student conduct on internet-based social media when such conduct forms a sufficient connection to school or staff, is governed by the Code of Conduct. This Code of Classroom Conduct shall be reviewed and approved periodically.

Student conduct in the classroom shall be governed by the rules and provisions of the Code of Classroom Conduct developed for each school in consultation with a committee of School District residents that consists of parents, students, members of the School Board, school administrators, teachers, pupil services professionals, and other residents of the School District who are appointed to the committee by the School Board. Each school's Code of Classroom Conduct shall be adopted by the School Board.

Student Removal from Class

A teacher may remove a student from class for the following reasons:

1. **Criminal acts and/or behaviors, which endanger the health, safety or welfare of self and/or others.** Examples of such behavior include, but are not limited to, the following:
 - a. Alcohol, drug and /or weapons violations
 - b. Violence toward others
 - c. Actions causing bodily harm
 - d. Fighting
 - e. Conspiring with other students with the intent to commit a crime
 - f. Stalking a teacher/student
 - g. Destruction of property
 - h. Theft

2. **Harassment, hazing and /or acts of intimidation.** Examples of such behavior include, but are not limited to, the following:
 - a. Malicious verbal attacks
 - b. Threats
 - c. Bullying
 - d. Sexual misconduct – Verbal and/or Physical

3. **Behavior that interferes with the ability to teach effectively or inhibits learning.** Examples of such behavior include, but are not limited to, the following:
 - a. Repeated refusal to follow rules
 - b. Continued disruptive behavior
 - c. Acts intended to sabotage an activity
 - d. Continual tardiness
 - e. Persistent argumentation
 - f. Refusal to comply with a direct request
 - g. Disrespectfulness

4. **Inappropriate behavior.** Examples of such behavior include, but are not limited to, the following:
 - a. Foul, inappropriate language
 - b. Inappropriate dress

Violation of a teacher's individual classroom rules or regulations. Different teachers may have somewhat different views and practices regarding removal of students from their classes. Additionally, there are different behavioral expectations for elementary, middle and high school students, and the standards for removal may well differ from one school, grade, or class to the next.

When a student is removed from class, the teacher shall send the student to the building principal or designee and immediately inform him/her of the reason for the student's removal from class. The teacher shall give a written explanation within twenty-four (24) hours to the principal/designee stating the reasons for the student's removal from class.

The principal shall inform the student of the reason(s) for the removal from class and shall allow the student the opportunity to present his/her version of the situation. The principal shall then determine the appropriate educational placement for the student who has been removed from a class by a teacher.

The parent/guardian of a minor student shall be notified of the student's removal from class as outlined in placement procedures. This notification will be made by the principal/designee.

Placement Procedures

1. The building principal or designee shall place a student who has been removed from a class by a teacher in one of the following short-term alternative educational settings:
 - a. Another class in the school or another appropriate place in the school
 - b. Another instructional setting
 - c. An alternative education program
 - d. The class from which the student was removed if, after weighing the interests of the removed student, the other students in the class and the teacher, the principal or designee determines that readmission to the class is the best or only alternative

2. When making long-term placement decisions, the building administrator or designee shall consider the following factors:
 - a. The reason the student was removed from class
 - b. The severity of the offense

- c. The type of placement options available for students in that particular school and any limitations such as costs, space availability and locations, on such placements
- d. The estimated length of time of placement
- e. The student's individual needs and interests
- f. Whether the student has been removed from a teacher's class before
- g. The relationship of the placement to any disciplinary action

The principal or designee may consult with other appropriate school personnel as the principal or designee deems necessary when making or evaluating placement decisions. A student's parent/guardian shall also be consulted regarding student placement decisions.

- 3. All placement decisions shall be made consistent with established Board policies and in accordance with state and federal laws and regulations. It is the policy of the Campbellsport School District, pursuant to applicable State and Federal law, along with exceptions and defenses as defined by law, that no person shall be subject to discrimination on the basis of sex, race, color, religion, national origin, ancestry, creed, sexual orientation, pregnancy, marital or parental status, or physical, mental, emotional or learning disability/handicap, or any other basis protected by state or federal law.
- 4. The parent/guardian of a student shall be notified of a student's placement in an alternative educational setting as outlined below.

Parent/Guardian Notification

- 1. When a student has been removed from the class, the building principal or designee shall notify the parent/guardian of the student in writing or by phone. This notification shall include the reasons for the student's removal from class and the placement decision involving the student. The notice shall be given as soon as practicable after the student's removal from a class and placement determination. The written notification shall be signed by the parent/guardian and returned to the MS office.
- 2. If the removal from class and change in educational placement involves a student with a disability, parent/guardian notification shall be made consistent with state and federal laws and regulations.
- 3. If the student removed from a class is also subject to disciplinary action for the particular classroom conduct (i.e., suspension or expulsion), the student's parent/guardian shall also be notified of the disciplinary action in accordance with legal and policy requirements.

DAILY SCHEDULE

Period 1	8:00	8:55
Period 2	8:57	9:52
Period 3	9:54	10:49
Period 4	10:51	11:21
Period 5	11:21	11:51
Period 6	11:53	12:48
Period 7	12:50	1:45
Period 8	1:47	2:42
Period 9	2:44	3:20

DISPLAYING OF AFFECTION

Students must be aware of the perceptions created by inappropriate, distracting, or disruptive displays of affection that are deemed reasonable in a more private environment. While the guideline of "G-Rated" is suggested, the best guideline would be to use a level of affection that does not require intervention by an adult in the building.

Violation of this code may result in disciplinary consequences.

DRESS AND GROOMING

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

Accordingly, the District Administrator shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

- A. present a hazard to the health or safety of the student himself/herself or to others in the school;
- B. interfere with school work, create disorder, or disrupt the educational program;

- C. cause excessive wear or damage to school property;
- D. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

Such guidelines shall establish the dress requirements for members of the athletic teams, bands, and other school groups when representing the District at a public event.

FIRE DRILLS

Fire drills are held regularly during the school year. Directions are posted prominently in the classroom. Students are expected to follow these rules:

- 1) Walk; do not run.
- 2) Stay in single file.
- 3) The first person to pass through an outside door shall hold that door open for others.
- 4) Move out of and 100 feet away from the building.
- 5) Follow the directions of all school and fire department personnel.
- 6) Return to the building only upon the signal of the fire department and/or school personnel.

LOCKDOWN DRILLS

Lockdown drills are held periodically throughout the school year. Students are expected to follow the direction of school personnel, law enforcement personnel, and/or fire department personnel.

TORNADO PLAN

If the school receives a caution regarding threatening weather conditions, a tornado watch may be initiated. If a tornado is sighted, an alarm will be sounded or an announcement will be made. Students will move with their teachers to designated areas and remain there until they are recalled to their classes. Students will not be excused from school during a warning or an alert.

Detailed instructions concerning the tornado alert plan are posted in classrooms. If an emergency occurs without warning, teachers will move students away from windows and toward inside walls. Keep classroom doors closed and face away from windows and toward inside walls. Keep classroom doors closed and face away from windows.

STUDENT USE OF PERSONAL COMMUNICATION DEVICES (Policy 5136)

Students may use personal communication devices (PCDs) before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities), or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited.

For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)), and/or other web-enabled devices of any type. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the school day or until a parent picks it up depending on the circumstances, and may be directed to delete the audio and/or picture/video file while the parent is present. If the violation involves potentially illegal activity, the confiscated-PCD may be turned over to law enforcement.

PCDs, with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may

change clothes or be in any stage or degree of disrobing or changing clothes. The District Administrator and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

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

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

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

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

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

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

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

LIBRARY

All the students have the privilege of using library materials. All materials may be checked out for three weeks and may also be renewed. Reference and audio-visual materials may be used in the library, but may not be checked out.

LOCKERS

Hallway lockers and gym lockers remain school property and/are subject to random and/or periodic inspection by school officials. These lockers are to be used solely and exclusively for the storage of outer garments, backpacks, gym wear, footwear, school related wear, textbooks and school materials, and shall not be used for other purposes, unless specifically authorized by the principal.

Students will be assigned to lockers; any needed changes in locker assignments will be made through the office only. Students are responsible for the lockers assigned to them. Any damage to lockers will be paid by students assigned to them. The school is not responsible for valuables brought to school. If need be, valuables can be checked in at the office.

Physical Education/sports padlocks will be provided by the school. Non-school locks may be removed by the custodial staff at the request of the building principal/designee. Any damage or loss of a lock will be subject to a replacement fee.

LOCKER ROOM PRIVACY (Policy 9151)

The Board of Education recognizes the importance of protecting the privacy interests of the District's students and is committed to safeguarding students' privacy in the locker room facilities.

As required by law, the Board establishes the following locker room privacy policy.

To protect the privacy of students, non-staff access to locker rooms for the purpose of interviewing or seeking information from any student in the locker room is prohibited.

The following recording devices will be permitted in the locker room and for the particular use described:

- A. Audio tape recorders may be used by staff or students for otherwise appropriate purposes, provided the recording is purely audio and contains no video or still photo component.
- B. Video recording devices may be used for school projects involving video production or other video or pictorial presentation by student(s) provided that a District staff member verifies prior to allowing such equipment in a locker room that no student(s) is/are using the locker room to change and thus could be caught in an exposed condition by recording equipment. The staff member must notify anyone inside the locker room that a recording device will be brought in and the purpose of the device with sufficient warning to allow any occupants to depart the locker room.
- C. Covert surveillance video may be used to investigate suspected illegal behavior or behavior by students that violates school rules. Use of such surveillance must be approved by the District Administrator. Approved usage must be in writing and specify the date and time of the surveillance, the method used, who will have access to include law enforcement if appropriate, and the information justifying the use of the equipment.

No images of a nude or partially nude person in the locker room may be captured, recorded, or transferred under any circumstances by any individual.

To protect the privacy of the District's students, parents, other adult residents of the community, and any public that may utilize the locker room facilities, no person may use a cell phone to capture, record, or to transfer a representation of a nude or partially nude person in the locker room.

Furthermore, the Board believes that safety is of the utmost importance. Therefore, notwithstanding the provisions of this policy, if necessary, emergency rescue personnel will be permitted into the locker room and will be given access to any tools necessary to do their job.

District officials may refer any violations of this policy to law enforcement for possible criminal prosecution of anyone who violates State law.

NONDISCRIMINATION AND ACCESS EQUAL EDUCATIONAL OPPORTUNITY (Policy 2260)

The Board of Education is committed to providing an equal educational opportunity for all students in the District.

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

The Board is also committed to equal employment opportunity in its employment policies and practices as they relate to students. The Board's policies pertaining to employment practices can be found in Policy 1422, Policy 3122, and Policy 4122 - Nondiscrimination and Equal Employment Opportunity.

In order to achieve the aforesaid goal, the District Administrator shall:

- A. Curriculum Content
 1. review current and proposed courses of study and textbooks to detect any bias based upon the Protected Classes ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both sexes various races, ethnic groups, etc. toward the development of human society;
 2. provide that necessary programs are available for students with limited use of the English language;
- B. Staff Training
develop an ongoing program of staff training and in-service training for school personnel designed to identify and solve problems of bias based upon the protected classes in all aspects of the program;
- C. Student Access

1. review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access thereto and are not segregated on the basis of the Protected Classes in any duty, work, play, classroom, or school practice, except as may be permitted under State regulations;
 2. verify that facilities are made available in a non-discriminatory fashion, in accordance with Board Policy 7510 - Use of District Facilities, for non-curricular student activities that are initiated by parents or other members of the community, including but not limited to any group officially affiliated with the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code as a patriotic society;
- D. District Support
require that like aspects of the District program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters;
- E. Student Evaluation
verify tests, procedures, or guidance and counseling materials, which is/are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of the Protected Classes.

The District Administrator shall appoint and publicize the name of the compliance officer(s) who is/are responsible for coordinating the District's efforts to comply with the applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or equal access. The Compliance Officer(s) also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), is provided to students, their parents, staff members, and the general public.

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

Reporting Procedures

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

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

District Compliance Officers

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

Laura Stautz
Director of Pupil Services
Campbellsport School District
114 W. Sheboygan Street
Campbellsport, WI 53010
920-533-1267
lstautz@csd.k12.wi.us

Todd Hencsik
Middle-High School Principal
Campbellsport School District
114 W. Sheboygan Street
Campbellsport, WI 53010
920-533-1264
thencsik@csd.k12.wi.us

The names, titles, and contact information of these individuals will be published annually in the staff handbooks and on the School District's web site.

A CO will be available during regular school/work hours to discuss concerns related to student discrimination in educational opportunities under this policy.

Investigation and Complaint Procedure

The CO shall investigate any complaints brought under this policy. Throughout the course of the process as described herein, the CO should keep the parties informed of the status of the investigation and the decision making process.

All complaints must include the following information to the extent it is available: a description of the alleged violation, the identity of the individual(s) believed to have engaged in, or to be actively engaging in, conduct in violation of this policy, if any; a detailed description of the facts upon which the complaint is based; and a list of potential witnesses.

If the complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter the CO will prepare a written summary of the oral interview, and the complainant will be asked to verify the accuracy of the report by signing the document.

Upon receiving a complaint, the CO will consider whether any action should be taken during the investigatory phase to protect the Complainant from further loss of educational opportunity, including but not limited to a change of class schedule for the complainant, tentative enrollment in a program, or other appropriate action. In making such a determination, the CO should consult the Principal prior to any action being taken. The Complainant should be notified of any proposed action prior to such action being taken.

As soon as appropriate in the investigation process, the CO will inform any individual named by the Complainant in connection with an alleged violation of this policy, that a complaint has been received. The person(s) must also be provided an opportunity to respond to the complaint.

Within five (5) business days of receiving the complaint, the CO will initiate an investigation.

Although certain cases may require additional time, the CO will attempt to complete an investigation into the allegations of harassment within fifteen (15) calendar days of receiving the formal complaint. The investigation will include:

- A. interviews with the complainant;
- B. interviews with any persons named in the complaint;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other evidence presented by the complainant, respondent, or any other witness which is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the CO shall prepare and deliver a written report to the District Administrator which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definitions in this Policy, as well as in State and Federal law as to whether the complainant has been denied access to educational opportunities on the basis of one of the protected classifications, based on a preponderance of evidence standard. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. The CO may consult with the Board Attorney before finalizing the report to the District Administrator.

Absent extenuating circumstances, within ten (10) business days of receiving the report of the CO, the District Administrator must either issue a final decision regarding or request the complaint further investigation. A copy of the District Administrator's final decision will be delivered to the complainant.

If the District Administrator requests additional investigation, the District Administrator must specify the additional information that is to be gathered, and such additional investigation must be completed within ten (10) business days. At the conclusion of the additional investigation, the District Administrator must issue a final written decision as described above. The decision of the District Administrator shall be final.

If the complainant feels that the decision does not adequately address the complaint s/he may appeal the decision to the State Superintendent of Public Instruction.

The Board reserves the right to investigate and resolve a complaint or report regardless of whether the member of the School District community or third party chooses to pursue the complaint. The Board also reserves the right to have the complaint

investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board.

Additional School District Action

If the evidence suggests that any conduct at issue violates any other policies of the Board, is a crime, or requires mandatory reporting under the Children's Code (Sec. 48.981, Wis. Stat.), the CO or District Administrator shall take such additional actions as necessary and appropriate under the circumstances, which may include a report to the appropriate social service and/or law enforcement agency charged with responsibility for handling such investigations.

Confidentiality

The District will make reasonable efforts to protect the privacy of any individuals involved in the investigation process. Confidentiality cannot be guaranteed however. All complainants proceeding through the investigation process should be advised that as a result of the investigation, allegations against individuals may become known to those individuals, including the complainant's identity.

During the course of an investigation, the CO will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

All public records created as a part of an investigation will be maintained by the CO in accordance with the Board's records retention policy. Any records which are considered student records in accordance with the state or Federal law will be maintained in a manner consistent with the provisions of the law.

STUDENT SEARCHES (Policy 5771)

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the following policy.

School Property

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Desks and lockers are public property and school authorities may make reasonable regulations regarding their use. The District retains ownership and possessory control of student desks and lockers and the same may be searched at random by school personnel at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph. Students shall not have an expectation of privacy in lockers, desks, or other school property as to prevent examination by a school official. The Board directs the school principals to provide students with written notice of this policy at least annually.

The Board directs that the searches may be conducted by the

- A. District Administrator,
- B. building principals,
- C. assistant principals,

Student Person and Possessions

The Board recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion that the search will turn up evidence that the student has violated or is violating either a particular law or a particular rule of the school. Any search under this paragraph must be reasonable in scope and reasonable in the manner in which it is conducted. The extent of the search will be governed by the seriousness of the suspected infraction, the student's age, the student's disciplinary history, and any other relevant circumstances or information.

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

In a situation in which a search of a student's person is appropriate, school administrators should first attempt to contact the school liaison officer to conduct the search under the administrator's direction. If the officer is not available, the administrator may proceed with the search, unless the information justifying the search suggests that the student is in possession of dangerous materials whereby the expertise of law enforcement is necessary. In such a case, the school official shall contact law enforcement and request their assistance.

Under no circumstances shall a school official ever conduct a strip search of a student.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal. S/He shall attempt to obtain the freely-offered, written consent of the student to the inspection; however, provided there is reasonable suspicion pursuant to the above paragraphs, s/he may conduct the search without such consent. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable suspicion that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and in a manner that is minimally intrusive to the student based on the reasonable suspicion justifying the search.

Use of Dogs

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

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

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found and the disposition made of them; and any subsequent action taken. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

The District Administrator may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the District Administrator, the search shall be conducted by the law enforcement officers at the direction of a District official. Law enforcement searches conducted independent of any District official request or direction shall be conducted based on standard applicable to law enforcement.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a particular law or school rule or which endangers the safety or health of any person shall be seized and properly cataloged for use as evidence if appropriate. Seized items shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items that may not lawfully be possessed by the owner shall be turned over to law enforcement.

The District Administrator shall provide students and staff with written notice of this policy and guidelines at least annually.

STUDENT/PARENT RIGHTS (Policy 5780)

The Board of Education recognizes that students possess not only the right to an education but the rights of citizenship as well.

In providing students the opportunity for an education to which they are entitled, the District shall attempt to offer nurture, counsel, and custodial care appropriate to their age and maturity. At the same time the Board recognizes that no student may be deprived of the basic right to equal access to the educational program and his/her constitutional right to due process and free expression and association as appropriate for the school environment.

Attendant to the rights afforded to each student, however, are certain responsibilities, which include respect for the rights of others, obedience to properly constituted school authority, and compliance with the guidelines and rules of the District.

The Board realizes that as students differ in age and maturity, so they differ in ability to handle both the rights of citizens and the concomitant responsibilities. The exercise of each right shall be granted, therefore, with due regard for the degree of responsibility possessed by the student and the student's need for the continuing guidance and control of those responsible for his/her education.

Since a student who has reached the age of majority possesses the full rights of an adult, s/he may authorize those school matters previously handled by his/her parents, but s/he also assumes the responsibility for his/her performance in school, attendance, and compliance with the guidelines and District rules.

Administrators, counselors, and teachers shall not provide a supporting affidavit for students who have petitioned the court to grant them the status of emancipated minors unless prior approval has been obtained from the District Administrator.

Parents also have rights in the school system to know about their student's educational experience. Specific rights are listed in topic areas of these policies.

In addition, parents have the right to inspect any instructional materials used as part of the educational curriculum for their student. Instructional materials means instructional content, regardless of format, that is provided to the student, including printed or representational materials, audio-visual materials, and materials available in electronic or digital formats (such as materials accessible through the Internet). Instructional material does not include academic tests or academic assessments.

The District Administrator shall develop a procedure addressing the rights of parents and procedures to assure timely response to parental requests to review instructional material. The procedure shall also address reasonable notification to parents and students of their rights to review these materials. See AG 9130A and Form 9130 F3.

This policy shall not supersede any rights under the Family Education Rights and Privacy Act.

DRUG PREVENTION (Policy 5530)

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For purposes of this policy, "drugs" shall mean:

- A. all dangerous controlled substances as so designated and prohibited by Wisconsin statute;
- B. all chemicals which release toxic vapors;
- C. all alcoholic beverages;
- D. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- E. "look-alikes";
- F. anabolic steroids;
- G. any other illegal substance so designated and prohibited by law.

The Board prohibits the use, possession, concealment, or distribution of any drug and any drug-paraphernalia at any time on District property or at any District-related event.

The District Administrator shall ensure that the warning notice concerning anabolic steroids is installed and properly maintained in each of the District's locker rooms or athletic dressing areas.

Professional staff members are not liable for referring a student to law enforcement or for removing a student from school premises or from participation in a school-related activity for suspicion of possession, distribution, or consumption of any alcoholic beverage or a controlled substance.

LAW ENFORCEMENT QUESTIONING OF STUDENTS (5540)

The Board of Education is committed to maintaining the educational atmosphere of the schools and restricting access by individuals not part of the school system but also recognizes its responsibility to cooperate with law enforcement agencies and its need for assistance from law enforcement in certain circumstances.

When law enforcement requests permission to interview a student at school, the District Administrator or building administrator shall be contacted prior to any further action by law enforcement. The administrator shall determine whether it is appropriate to provide access to the student based on the officer's purpose, whether the officer has stated that there is an emergency involving imminent threat, or that the officer is in possession of a valid warrant. A warrant shall be deemed valid if executed by a judicial officer and describes the school premises.

If law enforcement is contacted by the administration for assistance, administration shall maintain the lead role in the investigation and shall be present or contact a parent to be present for any interview to the extent reasonable.

When an agency requests permission to remove a student, or does remove a student without prior permission, the building administrator shall notify the District Administrator.

Law enforcement investigations on school premises fall into two (2) primary categories. First, some investigations will occur at the request of school administration due to suspicion of a violation of school policy that may also be criminal. Second, law enforcement investigations may occur without the initiation of school officials and may or may not involve activity on school grounds.

Different procedures are to be followed in each instance as outlined below:

A. By law enforcement personnel, on request of school authorities

1. An administrator may exercise his/her discretion in determining whether to request assistance of law enforcement in investigating a crime, or allegation of a crime, committed in his/her school building or school grounds during school hours. If assistance is so requested, it shall be directed to the local law enforcement agency and the administration shall remain the primary investigator with assistance from law enforcement. When determining whether to contact law enforcement, a school administrator shall consider the mandatory reporting requirements of Section 48.981 in the event the allegations involve suspected child abuse or neglect.
2. If the administrator requests assistance, a police officer may conduct an investigation within the school building and interview students as witnesses in school during the school day. Administrators shall take steps to assure that students are not removed from classes if at all possible. The administrator shall be present during the interview unless the law enforcement officer, student or his/her parent requests that the school official not be present. The student may request other representation such as legal counsel. If a student requests legal counsel, the administrator will make an effort to contact the parent(s) and the student will be put in custody of the police. The administrator shall attempt to contact the parent(s) of any elementary student prior to questioning by police. A decision whether to take a student into custody is the decision of the police.
3. If the investigation focuses on a particular student as a prime suspect of crime, the administrator and the police officer shall abide by the guidelines with respect to any interrogation, search and arrest. Once law enforcement is involved in an investigation of possible criminal activity on school grounds, assuring that the constitutionally protected rights are respected during the investigation process is the law enforcement officers' responsibility.
4. School officials shall assist and cooperate in investigations as requested by law enforcement and consistent with District responsibility to maintain the confidentiality of student records under State and Federal law.

B. By law enforcement personnel without request of school authorities

1. Police officers will be asked to make every effort to interview students outside of the school hours and outside of the school setting in those cases where assistance has not been requested by school authorities. This procedure will not apply to circumstances where a serious crime may be involved, or where imminent threats to persons or property may be involved or where law enforcement states that it is not feasible to interview the student outside of school due to the nature of the investigation and that they are not able to provide specific information substantiating the need to immediately interview the student.
2. If the police deem it absolutely necessary to interview a student at school, the law enforcement personnel shall first contact the building administrator regarding the planned visit and inform the administrator of the circumstances that require him/her to investigate within the school and obtain his/her approval to interview a student during school hours. The police officer shall not commence his/her investigation until such approval is obtained. The law enforcement personnel may appeal to the District Administrator if it is deemed that approval was unreasonably withheld.

The building administrator shall make every effort to maintain the privacy of the student.

3. Accordingly, the administrator shall do the following:
 - a. Require the law enforcement officer to sign in upon arrival at the school and complete a form stating the reasons why questioning may not wait until after school hours. If the officer indicates it is a confidential investigation, officials shall allow access.
 - b. Request that every attempt be made to schedule questioning during a time the student is not in class.
 - c. Request that the student be pulled out of class by a school administrator, rather than a police officer, if necessary.
4. If law enforcement officer is in possession of a **valid warrant**, school officials shall in no way interfere with the officer's execution of the warrant. A warrant shall be considered "valid" if it accurately describes the school facility and is executed by an authorized judicial official. District officials shall not attempt to evaluate the sufficiency of probable cause upon which the warrant is based.

In the event a law enforcement officer seeks to execute a warrant on school grounds, the officer is to be directed to building administration. The administration shall attempt to assist in executing the warrant by directing the student to report to the office. The school administration shall then (1) contact the student's parent if the student is a minor; and (2) contact the District Administrator. This process shall be followed unless the law enforcement official states that s/he has reason to believe that the subject of the warrant poses an immediate threat to the health and safety of others while in the school. In such a case, school officials shall grant access to the facility for execution of the warrant.

USE OF TOBACCO, NICOTINE, AND RELATED PRODUCTS BY STUDENTS (Policy 5512)

The Board of Education is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco use for both users and non-users, particularly in connection with second hand smoke, are well- established. In addition, students less than eighteen (18) years of age are generally prohibited by law from purchasing or possessing cigarettes and other tobacco products.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance. Accordingly, the Board prohibits students from using or possessing tobacco in any form on District premises, in District vehicles, within any indoor facility owned or while leased or contracted for by the District and used to provide education or library services to children, and at all District-sponsored events.

DISCIPLINARY PROCEDURES FOR STUDENT ALCOHOL AND OTHER DRUG ABUSE POLICY VIOLATIONS

Any student who violates the Student Alcohol and Other Drug Abuse Policy is subject to discipline as follows:

1. FIRST VIOLATION:

Any student who violates the Student Alcohol and Other Drug Abuse Policy for the first time during his or her tenure in the Campbellsport schools is subject to the following disciplinary action:

1. Suspension from school for up to five (5) school days (unless extended pending an expulsion hearing in accordance with state and federal law).
2. Referral to law enforcement authorities.
3. The building principal will decide whether expulsion proceedings will be held in abeyance pending the student's participation in and successful completion of an Alcohol and Other Drug Abuse treatment program as set forth in Option A below or whether the student will be directly referred for expulsion as set forth in Option B below:

Option A – The student must: 1.) Seek and complete an assessment by a certified alcohol or drug abuse treatment center, at parental/student expense, 2.) Demonstrate compliance with the treatment program recommended by the treatment center, 3.) Successfully complete the treatment program and 4.) Agree to enter into a last chance behavioral agreement between the student, and the school administration. Failure of the student to abide by any of the terms set forth above shall result in the initiation of expulsion proceedings pursuant to option B below.

Option B – The student may be recommended by the building principal to the School Board for expulsion from the Campbellsport School District pursuant to section 120.13(1)(c) of the Wisconsin Statutes.

2. SECOND VIOLATION:

Any student found to be in violation of this policy for the second time during his or her tenure in the Campbellsport School District may be recommended to the School Board for expulsion from the Campbellsport School District.

3. APPLICATION FOR EARLY READMISSION:

Any student who has been expelled in accordance with this policy may make a written request to the building principal for early re-entry into the Campbellsport School District. The re- entry process must be initiated administratively by making a request to the building principal who will then involve the District Administrator and School Board. The decision of whether to allow early re-entry is within the sole and exclusive discretion of the School Board. In making this decision, the School Board may consider, as a positive factor, evidence that demonstrates that the student has successfully completed treatment or counseling, at parental/student expense, and has developed an attitude which indicates that the individual will not again violate the District's Alcohol and Other Drug Abuse Policy which will result in the immediate expulsion of the student for the time remaining on his or her previously ordered term of expulsion with no privilege of applying for early re-entry.

4. STUDENTS SUBJECT TO DISCIPLINE UNDER THIS POLICY:

A student who owns or operates a vehicle for attendance at school or school-related activities must accept responsibility both for the student's own behavior and for the behavior of others in the vehicle. This responsibility subjects the student to full discipline as set forth herein both for his or her own violation of the District's Alcohol or Other Drug Abuse Policy and for any violation of the policy committed by others in the vehicle.

The disciplinary actions set forth above are guidelines and suggestions only. The Administration and/or the School Board retains full authority to increase, decrease, or in any other way modify any noted penalty as deemed appropriate under the specific circumstances.

STUDENT DISCIPLINE (Policy 5600)

The Board of Education acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of students.

The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions.

The Board shall require each student of this District to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

- A. conform to reasonable standards of socially-acceptable behavior;
- B. respect the person and property of others;
- C. preserve the degree of order necessary to the educational program in which they are engaged;
- D. respect the rights of others;
- E. obey constituted authority and respond to those who hold that authority.

The District Administrator shall ensure that procedures for student conduct:

- A. are not arbitrary but bear a reasonable relationship to the need to maintain a school environment conducive to learning;
- B. do not discriminate among students;
- C. do not demean students;
- D. do not violate any individual rights constitutionally guaranteed to students.

The District Administrator shall designate sanctions, excluding corporal punishment, for the infractions of rules which shall:

- A. relate in kind and degree to the infraction;
- B. help the student learn to take responsibility for his/her actions;
- C. be directed, where possible, to reduce the effects of any harm which may have been caused by the student's misconduct.

The Board shall attempt to provide, as resources permit, alternative programs and activities for disruptive students as a means to prevent or reduce discipline problems. In planning such programs, the District Administrator shall include procedures which ensure cooperation with those community agencies and organizations which can provide assistance to such students.

The District Administrator shall publish to all students the rules of this District regarding student conduct, the sanctions which may be imposed for breach of those rules, and the due process procedures that will be followed in administering the Code of Conduct.

Teachers and other employees of this Board having responsibility for the supervision of students shall have the authority to take such means as may be necessary to control the disorderly conduct of students

- A. in all situations and in all places where such students are within the jurisdiction of this Board.
- B. when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

After School Detention

1. Students assigned detention after school are expected to be IN THE DETENTION ROOM by 3:25.
2. The location of detention is posted outside of the high school office.
3. No credit is given if the student does not arrive on time.
4. Students are expected to bring school work/something to do when they report for detention.
5. Eating, drinking, and sleeping are not permitted.
6. Courteous, respectful behavior is expected.
7. If a student is assigned to a detention and he/she skips the detention he/she will have one day to make it up. If the detention is not made up he/she will be given additional consequences up to suspension..

In-School Suspension

In-School Suspension is assigned only by the principal/designee. The student and his/her parents/guardians will be notified; it is the student's responsibility to get his/her assignments for the day. Rules for In-School Suspension:

1. There will be no talking.
2. Students are to furnish all study materials needed.

3. Students are to report to the office on days assigned by 8:00 with all books.
4. Students are to be cooperative with staff assigned to help them.
5. Lunch, provided by the student, will be eaten in suspension room.
6. The student will be provided bathroom breaks as needed.
7. Personal electronic devices (such as, but not limited to: iPods, net books, tablets, cell phones etc.) need to be turned into the office during In School Suspension time.

STUDENT HAZING (Policy 5516)

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

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

Administrators, faculty members, and other employees of the District shall be alert to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Principal or to the District Administrator. The individual informed of the situation shall immediately do the following:

- A. Write all information concerning the reported activity or planned activity received from the person reporting the incident to create a complete record of the initial contact with administration.
- B. Determine if any potential criminal activity has occurred, and if so contact law enforcement immediately.
- C. Determine whether the information received illustrates hazing behavior that is based on the student's or any group of students sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws ("Protected Classes"). If the conduct reported appears to be based on one (1) or more Protected Class, the Administrator shall inform the District Compliance Officer and refer to Policy 5517 – Student Anti-Harassment and proceed accordingly.
- D. If the hazing or planned hazing does not appear to be based on any Protected Classes, then the Administrator shall proceed to conduct an investigation consistent with the procedures found in Policy 5517.01 - Bullying. If at any point, information surfaces indicating that hazing activity was based on one (1) or more Protected Class, the Administrator or designee conducting the investigation shall contact the Compliance Officer and consult Policy 5517 – Student Anti-harassment.

Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil or criminal penalties. Disciplinary action for students may include, but is not limited to, suspension and/or expulsion. Disciplinary action for staff members may be issued up to and including termination from employment. (See Policy 3139 – Staff Discipline or Policy 4139 – Staff Discipline).

The District Administrator shall distribute this policy to all students and District employees, and shall incorporate it into building, staff, and student handbooks. It shall also be the subject of discussion at employee staff meetings or in-service programs.

STUDENT ANTI-HARASSMENT

Prohibited Harassment

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

The Board will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

The Board will vigorously enforce its prohibition against harassment based on the traits of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as "Protected Characteristics"), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. Additionally, the Board prohibits harassing behavior directed at students for any reason, even if not based on one of the Protected Characteristics, through its policies on bullying (See Policy 5517.01 – Bullying).

BULLYING (Policy 5517.01)

Bullying

Bullying is prohibited by Board Policy 5517.01. It is defined as deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. Bullying need not be based on any Protected Characteristic. Bullying behavior rises to the level of harassment when the prohibited conduct is based upon the student's sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights

Cyber bullying

Students should contact their School Counselor, Administrator, or Police Liaison Officer if cyber bullying interferes with their ability to feel safe and to learn at school. Cyber bullying is defined as bullying through instant messaging, email, a chat room, social networking sites, or cell phone messaging. Students who are proven to be taking part in cyber bullying may be subject to school consequences if it affects the school climate and may be reported to the proper police authorities. Third party students are encouraged not to forward cyber bullying messages, but instead to support the victim and additionally print out or forward offending messages to share with an adult.

WEAPONS ON SCHOOL PREMISES (Policy 5772)

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

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

The District Administrator will refer any student who violates this policy to the student's parents or guardians and may also make a referral to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

- A. weapons under the control of law enforcement personnel while on duty, or qualified former law enforcement officers, off duty law enforcement officers, or out-of-state law enforcement officers;
- B. items pre-approved by a principal, the District Administrator, as part of a class or individual presentation under adult supervision, including, but not limited to Hunters' Education courses, if used for the purpose and in the manner approved (working firearms and live ammunition will never be approved);
- C. theatrical props used in appropriate settings; and
- D. a lockback knife having a blade no longer than three (3) inches in length, a knife lawfully used for food consumption or preparation, or a knife used for a lawful purpose within the scope of the student's class work.

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

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

to any person.

This policy will be published annually in all District student and staff handbooks. Publication is not a precondition to enforcement of this policy.

STUDENT SUSPENSION/EXPULSIONS (Policy 5610)

The Board of Education recognizes that exclusion from educational programs of the School District, by suspension or expulsion, is a substantial sanction and that such action must comply with the student's due process rights.

SUSPENSION

For purposes of this policy, "suspension" shall be the short-term exclusion of a student from a regular District program.

The District Administrator, the principal, or a teacher designated by the District Administrator may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days, or ten (10) consecutive school days for each incident if the student is eligible for special education services under Chapter 115, Wis. Stats.

The suspension must be reasonably justified based upon the grounds authorized under Sec. 120.13, Wis. Stats., which include, but are not limited to: noncompliance with school rules or Board rules; knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; conduct by the student while at school or while under the supervision of a school authority that endangers the property, health, or safety of others; conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of others at school or under the supervision of a school authority; or conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of any employee or School Board member of the District in which the student is enrolled.

The District Administrator, the principal, or a teacher designated by the School District Administrator shall suspend a student if the student possessed a firearm, as defined in 18 U.S.C. 921(a)(3), while at school or while under the supervision of a school authority.

The parent of a suspended minor must be given prompt notice of the suspension and the reason for the suspension. The student's suspension from school shall be entered in the student's record as required by the rules adopted by the Board concerning the content of the student records. The suspended student or the student's parent or guardian may, within five (5) school days following the commencement of the suspension, have a conference with the District Administrator, who shall be someone other than a principal, administrator or teacher in the suspended student's school, to discuss removing from the student's records reference to the suspension. Reference to the suspension on the student's school record shall be removed if the District Administrator finds that: the student was suspended unfairly or unjustly; the suspension was inappropriate, given the nature of the alleged offense; or the student suffered undue consequences or penalties as a result of the suspension.

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

In the event a student is classified as Homeless, the building principal shall consult with the Homeless Coordinator to determine whether the conduct is a result of homelessness. The Homeless Coordinator will assist administration and the student's parents or guardian in correcting conduct subject to disciplinary action that is caused by homelessness.

EXPULSION

Under this policy, expulsion shall mean the Board will not permit a student to attend school at all for a specified period of time. If the student is expelled, the Board will determine the length of the expulsion period, which may extend at a maximum to the student's 21st birthday.

The Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and only when the student: repeatedly refused or neglected to obey the rules established by the School District; knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; engaged in conduct while at school while under the supervision of a school authority that endangered the property, health, or safety of others; engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health, or safety of others at school or under the supervision of a school authority or endangered the property, health, or safety of any employee or Board member of the School District in which the student is enrolled; or was at least sixteen (16) years old and had repeatedly

engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion. For purposes of this policy, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

The School Board shall expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm to school or, while at school or while under the supervision of a school authority, possessed a firearm, as defined in 18 U.S.C. 921(a) (3), unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. Any such finding by the Board shall be in writing.

The District shall refer any student who brings a firearm (as defined in 18 U.S.C. 921(a)(3)) or a weapon to school to the criminal justice or juvenile delinquency system.

As required by 20 U.S.C. 7151, the District Administrator will ensure that the following information is sent to the Wisconsin Department of Public Instruction: a copy of this policy; a description of the circumstances surrounding any expulsion(s) for violating the above- stated firearms policy; the name of the school; the number of students expelled; and the types of firearms involved.

Prior to expelling a student, the Board shall provide the student with a hearing. Prior written notice of the hearing must be sent separately to both the student and if the student is a minor, to his/her parent(s) or guardian(s). The notice must be sent at least five (5) days prior to the date of hearing, not counting the date notice is sent. The notice must also satisfy the requirements of Sec. 120.13(1) (c)4, Wis. Stats.

An expelled student or, if the student is a minor, the student's parent(s) or guardian(s) may appeal the Board's expulsion decision to the Wisconsin Department of Public Instruction. An appeal from the decision of the Department may be taken within thirty (30) days to the circuit court for the county in which the school is located.

In the event a student is classified as Homeless, the building principal shall consult with the Homeless Coordinator to determine whether the conduct is a result of homelessness. The District will not expel a homeless student for conduct that is caused by the student's homelessness. The Homeless Coordinator will assist administration and the student's parents or guardians in correcting conduct subject to disciplinary action that is caused by homelessness. If the conduct in question is determined not to be caused by the student's homelessness, the District shall proceed with expulsion proceedings as outlined in this policy.

DUE PROCESS RIGHTS (Policy 5611)

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

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

- A. **Students subject to suspension:** The suspended student, and if a minor, the parent of the suspended minor student shall be given prompt notice of the suspension and the reason for the suspension. The student or the student's parents may within five (5) school days following the beginning of the suspension, have a conference with the District Administrator. This conference will serve as the opportunity for the student to respond to the charges against him/her. If the Administrator finds that the student was suspended unfairly or unjustly or that the student suffered undue consequences as the result of suspension, the student's record shall be expunged.
- B. **Students subject to expulsion:** Prior to expelling a student, the Board must hold a hearing. A student and his/her parent must be given written notice of the intention to expel and the reasons therefor, at least five (5) days prior to the date of the hearing. The hearing is the opportunity for the student and his/her parent to appear with a representative or legal counsel before the Board to answer the charges. The Board will keep written minutes of the hearing. The hearing will be closed. The student and/or his/her parent may appeal the expulsion consistent with Chapter 120.13, Wis. Stats.

The District Administrator shall establish procedures to ensure that all members of the staff use the above guidelines when dealing with students. In addition, this statement of due process rights should be placed in all student handbooks in a manner that will facilitate understanding by students and their parent

ACADEMIC PROGRAMS AND POLICIES

GRADING SCALE

The grading scale is as follows:

A +	= 97.5 - 100
A	= 92.5 - 97.49
A-	= 89.5 - 92.49
B+	= 86.5 - 89.49
B	= 82.5 - 86.49
B-	= 79.5 - 82.49
C+	= 76.5 - 79.49
C	= 72.5 - 76.49
C-	= 69.5 - 72.49
D+	= 66.5 - 69.49
D	= 62.5 - 66.49
D-	= 59.5 - 62.49

GRADING SYSTEMS (Policy 5421)

The Board of Education recognizes its responsibility for providing a system of grading student achievement that can help the student, teachers, and parents judge properly how well the student is achieving the goals of the District's program.

The Board believes that the District's grading system should be a reliable system and one that ensures each student's grades signify accurately his/her degree of accomplishment of those expected learning outcomes which are to be stated for each program at every grade level 4K-12.

The Board directs the District Administrator to develop procedures for grading which:

- A. develop clear, consistent criteria and standards particularly when grades are based on subjective assessment;
- B. help each student understand in each course or program what behavior and/or achievement is needed to earn each grade as well as what will produce a failing grade;
- C. provide frequent opportunities for each student to obtain information as to his/her progress toward the learning goals of his/her courses or programs;
- D. provide for a pass/fail grade in programs where appropriate;
- E. provide students the opportunity to assess both their own achievements and their areas of difficulty.

The grading system should be subject to continual review by staff, students, and parents. Revisions shall be made only when changes will assure a more valid or reliable or clearer system of grading.

The teacher responsible for a student's instruction in a particular course or program shall determine the student's grade. That grade may not be changed without the teacher's consent unless overruled by the Principal.

The 9-12 grading system shall be non-weighted and shall be based on a 4.0 grade point scale.

REPORT CARDS

The school year is apportioned into 4 marking periods of approximately 45 days or 9 weeks each. Report cards are issued following the end of each 9-week grading period.

HONOR ROLL

Honor roll will be reported at the end of each semester based upon the following criteria: Honors: 3.0-3.499, and High Honors: 3.5 and above.

STUDENT SERVICES

COUNSELING

Counseling services are available for every student in the school. These services include assistance with educational planning, student appraisal, school record maintenance, as well as with home issues, individual counseling, group guidance, school and/or social concerns, or any questions the student feels he/she would like to discuss with the counselor.

A career room is provided with accurate, up-to-date information on careers, post-secondary schools and financial aid. Achievement and aptitude tests are given periodically throughout a student's high school years and the results are accessible to students and their parents for examination and evaluation.

Parents/guardians are encouraged to visit the counseling office to review their child's work and assist in providing guidance during the school career.

FOOD SERVICE

CAFETERIA – LUNCH PERIOD

The middle school has a split lunch period – Lunch period “4” has lunch from 10:51 – 11:21; Lunch period “5” has lunch from 11:21 – 11:51. The lunch schedule will be posted outside the office and in teacher classrooms.

Students are expected to show respect for the personal rights of others who may be using the cafeteria. Students are also expected to show good health and safety habits while in those areas.

Cleaning up tables and the immediate area after eating is the responsibility of each student at the table. Students who do not make proper use of the cafeteria may be suspended from this area for a period of time and may be assigned consequences.

Family Food Service Accounts Disclosure

A food service account has been set up for students based upon their head of household. All students with the same head of household will be depositing and purchasing from the same account. Students are given a pin number to access their food service account. Cash will not be accepted in any food line.

Deposits must be dropped off in any school office by the start of the school day to be credited to the account by 11:00 a.m. the same day. Drop boxes are available in each office. All deposits must be in a specially printed food service envelope which is available in all school offices. The front of the envelope must be filled out in its entirety. If the front of the envelope is missing information, the deposit will be held in the office in which it was deposited, until someone claims the deposit and supplies the missing information. Mailed-in deposits will be credited to the account by 11:00 a.m. the next school day following the day received. Foreign currency is not accepted. Deposits can also be made electronically through the eFunds link on the district website (fees apply).

Low Balance notices will be sent out periodically. If we have your e-mail address on file, the notice will be sent to you via e-mail. If we do not have an e-mail address on file, a paper notice is produced. Elementary school children will bring the paper notice home in their backpacks. Students in grades 6-12 will have their paper notices mailed to their head of household. If you have internet access, you may request to receive an email low balance notice any day your balance goes below \$15, by going to our website www.csd.k12.wi.us. Go to your school, Family/Student Access, and login. Click on Family Access. Then go to e-mail notifications, click change my notifications, and check the appropriate boxes. Click the SAVE button.

Any money left in the account at the end of the school year will be carried over to the next school year. If the youngest child has graduated, the head of household may request in writing that their balance be mailed to them. Balances under \$3.00 will not be returned. Any family leaving the district may also request in writing (from the head of household) to have any balance over \$3 refunded to them. A family has 30 days after the last day of attendance, to request their refund (over \$3) in writing.

If you believe your account balance is incorrect please notify us immediately. Changes cannot be made to food service accounts after the 10th of the following month. End of year balances will automatically become the beginning balance for the next school year.

STUDENT ACTIVITIES

CLUBS & ORGANIZATIONS

Art Club

Middle School Art Club is open to all students in grades 6-8. We meet about 10 times after school throughout the school year and create individual and group art projects. We also participate in community service projects, fundraisers and field trips.

Forensics

Forensics is a public speaking competition. At the middle school level, the focus is getting students comfortable creating a speech and presenting it to a small group of peers. There are many different categories, so students can choose to perform solo or in a group, with a script or from memory. Practices are once a week for about 20 minutes and competitions are usually Friday evenings or Saturday mornings during the months of February and March.

FFA

FFA is an organization students can join that makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education. Students are able to attend conventions, conferences, and contests to learn skills, practice those skills, and present them. Members also are able to help the community out through plant sales, haunted hall, benefits, and more!

GAAB – An After-School Reading Club

Campbellsport Middle School offers an after-school, “just for fun” book club. The GAAB Club (Gabbiting about a Book Club) involves student-driven reading experiences that build community within the organization and encourages students to read independently and take responsibility for their literacy learning. Students value one another both as readers and learners. The GAAB Club is designed so that students can read and talk about books that are not part of homework assignments. Our goal is to develop an organization using a variety of books to help students develop an appreciation for literature and independence in reading. Our belief is that students will examine different themes and genres of literature to widen their interests.

Geography Bee

The National Geographic Bee is an annual geography contest sponsored by the National Geographic Society. The bee is held every year since 1989, is open to student in the fourth through eighth grades in participating schools from the United States. At Campbellsport Middle School, students in grades 6, 7, and 8 are welcome to participate. Typically, student sessions are held to help students prepare themselves for typical bee questions leading up to the completion. This is a great way for students with an interest in history or geography to get involved. Depending on the number of students interested in competing, grade level competitions may be held prior to the actual school-wide bee, where no more than 35 students may participate. The winner of the school bee takes a state qualifying exam online after the school competition. Should their score be high enough, they may advance to the state competition held in Madison, WI, and even the national competition held in Washington DC. Students have the opportunity to earn the trip to Washing DC, up to \$50,000 in scholarships, and appear on the National Geographic Channel’s broadcast of the national bee!

Science Olympiad – For grades 6-8; students choose which events to compete in including genetics, earth science, chemistry, anatomy, physics, geology, mechanical engineering and technology. By combining events from all disciplines, Science Olympiad encourages a wide cross-section of students to get involved. Emphasis is placed on active, hands-on group participation.

Solo and Ensemble

Band and Choir students have the option of performing in a solo & ensemble competition. Solo & Ensemble is held in the spring semester, usually in March or April. Students will choose music from the WSMA (Wisconsin School Music Association) music list. They will practice with their directors during lesson times to prepare for the competition. While at the Solo & Ensemble competition students will perform for and be critiqued by a judge. The purpose of this activity is to practice performing and receive feedback from the judge to improve their musical abilities. Students will also have the opportunity to watch other students perform.

Student Council

Mission Statement:

Campbellsport Middle School Student Council provides leadership opportunities for interested students. Student Council members represent middle school students and promote the core values of the school. Members respond to student issues and create student activities that promote enthusiasm and school spirit. Members also build a community where each member and their constituents are valued and respected. Student Council members work with students, facility, staff, parents and administrators to make things happen in a timely manner.

Objectives: Student participating in the Middle School Student Council Program will...

- Develop effective communication skills
- Take on leadership opportunities
- Improve peer relationships
- Express and develop a shared vision
- Enjoy the process

Requirements of Candidacy and Positions:

Candidates and Leaders must

- Demonstrate Good Citizenship
- Maintain Good Academic Standing
- Be involved in Student Council Activities

Yearbook Club

The Campbellsport Middle School Yearbook staff will be responsible for helping to capture and create the Campbellsport Middle School yearbook. Students will collaborate to take photos at school events and work with other students to gather photos that accurately capture notable moments throughout the year. Students interested in being on yearbook staff should have a good attitude, strong work ethic, be comfortable on the computer, and be able to commit to working on the yearbook throughout the entire school year.

GENERAL INFORMATION

INFORMATION FOR NON-CUSTODIAL PARENTS

Student report cards, school newsletters, and other school information will be provided to non-custodial parents upon request. Requests will be denied only if custodial parents provide legal documentation instructing the school to not release information.

STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY (Policy 7540.03)

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides students with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students. The District's Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of the District's computers, laptops, tablets, personal communication devices (as defined by Policy 7530.02), network, and Internet connection and online educational services ("Education Technology" or "Ed-Tech"). The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

The Board encourages students to utilize Education Technology to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The instructional use of the Internet and online education services is guided by the Board's policy on instructional materials.

The Internet is a global information and communication network that provides a valuable opportunity to education and information resources to our students. The Internet connects computers and users in the District with computers and users worldwide. Through the Internet, students and staff can access relevant information that will enhance their learning and the education process. Further, the Education Technology provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such a vast quantity of information and resources brings with it, however, certain unique challenges.

The Board may not be able to technologically limit access to services through its Education Technology to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the District Administrator, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measures may not be disabled at any time that students may be using the Education Technology if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Board utilizes software and/or hardware to monitor online activity of students and to block/filter access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. "Harmful to minors" is a term defined by the Communications Act of 1934 (47 U.S.C. 254(h)(7)) as any picture, image, graphic image file, or other visual depiction that:

- A. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- B. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- C. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

At the discretion of the Board or the District Administrator, the technology protection measure may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measure may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act.

The District Administrator or the Director of IT may temporarily or permanently unblock access to websites or online education containing appropriate material if access to such sites has been inappropriately blocked by the technology protection measure. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measure.

The District Administrator or the Director of IT may disable the technology protection measure to enable access for bona fide research or other lawful purposes.

Parents are advised that a determined user may be able to gain access to services on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

The District Administrator shall prepare guidelines which address students' safety and security while using e-mail, chat rooms, instant messaging and other forms of direct electronic communications, and prohibit disclosure of personal identification information of minors and unauthorized access (e.g., "hacking") and other unlawful activities by minors online.

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

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the dangers inherent with the online disclosure of personally identifiable information;
- C. the consequences of unauthorized access (e.g., "hacking"), cyberbullying, and other unlawful or inappropriate activities by students online;

D. unauthorized disclosure, use, and dissemination of personal information regarding minors. Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building Principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Education Technology. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students and staff members are responsible for good behavior on the Board's Education Technology just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Education Technology that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

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

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the Board's Education Technology are personally responsible and liable, both civilly and criminally, for uses of the Ed-Tech not authorized by this Board policy and its accompanying guidelines.

The Board designates the District Administrator and the Director of IT as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of the District's Education Technology.

Use of Technology

The use of technology in the District should be solely in support of the mission and educational goals of the District and the individual school. Each student must have a signed acceptable use agreement on file prior to having access.

Use of the Internet

The District offers students' access to the Internet. This access significantly expands the available information base. As much as possible, access from school to Internet resources will be structured in ways that point students to those sites that have been evaluated prior to use. Guidelines, training, supervision, and filtering software will help provide structure and guidance to students. Parents may specifically request that their child(ren) not be provided access by notifying the District in writing.

Electronic Mail (e-mail)

Electronic mail programs provide students with the opportunity to communicate responsibly with individuals and groups around the world almost instantly. Each student in the District is assigned a District e-mail account. Students may use e-mail accounts under staff supervision. Parents may specifically request that their child(ren) not be provided access by notifying the District in writing.

Sanctions

Each violation will be considered with respect to the circumstances within which it occurred. The following sanctions will apply:

- Violations may result in a limited or total loss of rights to the District's technology.
- Additional disciplinary or legal action may apply as determined by the building principal.
- Violations involving theft or damage to equipment or other resources may be reported to law enforcement.

Note: Penalties will be administered based on the severity and frequency of the offense. Students have the right to due process following District policy.

Legal Reference: Children's Internet Protection Act (CIPA)
Cross Reference: 411 Equal Educational Opportunities; 5550 Student Code of Conduct,;
363.2 R Administrative Guidelines for Internet Safety and Acceptable Use
Policy for Students; 7540.03 Student Acceptable Use Agreement and Parent
Permission Form

STUDENT RECORDS (Policy 8330)

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

Except for data identified by policy as "directory data," student "personally identifiable information" includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees.

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older.

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of eligible students, parents may be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code, and with respect to personally identifiable information, has not informed the school, in writing, that the information may not be disclosed.

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, or medical consultant); a contractor, consultant, volunteer or other party to whom the Board has outsourced a service otherwise performed by Board employees (e.g. a therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers).

"Legitimate educational interest" is defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

The Board authorizes the administration to:

- A. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a private or public school or school district in which a student of this District is enrolled, seeks or intends to enroll,

or is instructed to enroll, on a full-time or part-time basis, upon condition that:

1. a reasonable attempt is made to notify the student's parent or eligible student of the transfer (unless the disclosure is initiated by the parent or eligible student; or the Board's annual notification - Form 8330 F9 - includes a notice that the Board will forward education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer);
 2. the parent or eligible student, upon request, receives a copy of the record; and
 3. the parent or eligible student, upon request, has an opportunity for a hearing to challenge the content of the record;
- B. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;
- C. report a crime committed by a child to appropriate authorities, and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;
- D. release de-identified records and information in accordance with Federal regulations;
- E. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than representative of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study. (See Form 8330 F14.)

While the disclosure of personally identifiable information without consent is allowed under this exception, it is recommended that whenever possible the administration either release de-identified information or remove the students' names and social security identification numbers to reduce the risk of unauthorized disclosure of personally identifiable information.

- F. disclose personally identifiable information from education records without consent, to authorized representatives of the Federal government, as well as State and local educational authorities. The disclosed records must be used to audit or evaluate a Federal or State supported education program, or to enforce or comply with Federal requirements related to those education programs. A written agreement between the parties is required under this exception. (See Form 8330 F16)
The District will verify that the authorized representative complies with FERPA regulations.
- G. request each person or party requesting access to a student's record to abide by Federal regulations and State laws concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, or otherwise restricted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records.

The Board shall maintain a record of each request for access and each disclosure of personally identifiable information. Such disclosure records will indicate the student, person viewing the record, their legitimate interest in the information, information disclosed, date of disclosure, and date parental/eligible student consent was obtained (if required).

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent, or, if the student is an eligible student, without the written consent of the student, except as provided by applicable law.

DIRECTORY INFORMATION

Each year the District Administrator shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information":

- A. a student's name;
- B. photograph;
- C. participation in officially-recognized activities and sports;
- D. height and/or weight, if a member of an athletic team;
- E. date of graduation;
- F. degrees and awards received;

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within fourteen (14) days after receipt of the District Administrator's annual public notice or enrollment of the student into the District if such enrollment occurs after the annual public notice. Any parent or eligible student that refuses to allow disclosure of directory data that participates in extra-curricular activity must complete Form 2431 F1 – Parent Acknowledgement of Risk and Release, which includes a limitation on the refusal to disclose directory information obtained during the course of the student's participation in extra-curricular activities.

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces." The District Administrator is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of "directory information," either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the District Administrator shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory information," on former students without student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board shall not collect or use personal information obtained from students or their parents for the purpose of marketing or for selling that information.

INSPECTION OF INFORMATION COLLECTION INSTRUMENT

The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as individually identifiable information including a student or parent's first and last name, a home or other physical address (including street name and the name of the city or town), a telephone number, or a Social Security identification number. In order to review the instrument, the parent or eligible student must submit a written request to the building principal at least fourteen (14) business days before the scheduled date of the activity. The instrument will be provided to the parent or eligible student within fourteen (14) business days of the principal receiving the request.

The District Administrator shall directly notify the parent(s) of a student and eligible students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.

This section does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

- A. college or other postsecondary education recruitment, or military recruitment
- B. book clubs, magazine, and programs providing access to low-cost literary products
- C. curriculum and instructional materials used by elementary and secondary schools
- D. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments
- E. the sale by students of products or services to raise funds for school- related or education-related activities
- F. student recognition programs

The District Administrator is to ensure that students and parents are adequately informed each year regarding their rights to:

- A. inspect and review the student's education records;

- B. request amendments if the parent believes the record is inaccurate, misleading, or violates the student's privacy rights;
- C. consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by the law;
- D. challenge Board noncompliance with a parent's request to amend the records through a hearing;
- E. file a complaint with the United States Department of Education;
- F. obtain a copy of the Board's policy and administrative guidelines on student records.

The District Administrator shall also develop guidelines for:

- A. the proper storage and retention of records including a list of the type and location of records;
- B. informing Board employees of the Federal and State laws concerning student records.

The Board authorizes the use of the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this Board as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with the Board delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be redisclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board. See Form 8330 F14 and Form 8330 F16 for additional contract requirements.

UNAUTHORIZED ACQUISITION OF STUDENT PERSONAL INFORMATION (Policy 8330.01)

The Board of Education is responsible for maintaining records of all students attending schools in this District.

If the District becomes aware of the unauthorized acquisition of "Personal Information" the District shall make reasonable efforts to notify each affected student, and if a minor, the parents, that their personal information has been accessed. "Personal Information" includes the individual's social security number, driver's license number, State identification number, the number of financial accounts or access codes, the individual's deoxyribonucleic acid profile, or the individual's unique biometric data including fingerprint, voice print, retina or iris image, or any other unique physical representation.

The notice shall be issued within a reasonable time, not to exceed forty-five (45) days after the District learns of the acquisition of the personal information. The notice shall indicate that the District knows of the unauthorized acquisition of personal information pertaining to the student. The notice shall be by mail or by a method the District has previously employed to communicate with the students.

If, as the result of a single incident, the District is required to notify 1,000 or more students, the District shall without unreasonable delay notify all consumer reporting agencies that compile and maintain files on consumers on a nationwide basis of the timing, distribution, and content of the notices sent to the students.

Upon written request from the student who has received a notice, the District shall identify the personal information that was acquired.

A law enforcement agency may, in order to protect an investigation or homeland security, ask the District not to provide a notice for any period of time and the District's notification process shall begin at the end of that time period.

CONFIDENTIALITY (Policy 8350)

State and Federal law requires that student education records be maintained as confidential. See Policy 8330. State law further exempts certain information and records from public disclosure. See Policy 8310. As such, the Board of Education is obligated to take appropriate steps to maintain certain information and records as confidential. Individuals who have access to student education records may not remove them from Board property without express permission from their building principal or supervisor. An individual authorized to remove student education records from school property is responsible for the safety and security of the records and for returning them to the district intact. Confidential information and records may not be disclosed except as authorized by Board policy and administrative guidelines. Individuals who have access to confidential information and records while employed by the Board are reminded that their legal obligation to maintain such confidences extends beyond their term of employment in the District and they are prohibited from releasing, disclosing or otherwise disseminating confidential information or records subsequent to leaving the Board's employ. The Board directs

the District Administrator to prepare guidelines concerning Board employees' duties to maintain certain information and records as confidential.

It is further the policy of the Board of Education that when the District receives in trust from a public agency information identified to be confidential or exempt from disclosure under the Public Records Law, Common Law, Privilege Case Law, or Federal Law, the District will maintain the confidentiality of said information to prohibit its unauthorized disclosure.

The following portions of this policy apply **only** to identified confidential information received from a public agency.

In order to prohibit the unauthorized disclosure of information identified as confidential by the sending public agency, the Board may seek to obtain court protection by:

- A. denying requests for release of such information absent subpoena or court order;
- B. pursuing motions to quash or protective orders to prohibit unauthorized disclosure.

When possible, the Board will attempt to notify the sending public agency of the request for release of such information prior to complying with the request.

RELEASE TIME FOR RELIGIOUS INSTRUCTION (Policy 5223)

The Board of Education desires to cooperate with those parents who wish to provide for religious instruction for the children but also recognizes its responsibility to enforce the attendance requirements of the State.

The Board shall permit students, with written parental permission, to be absent from school during required school periods at least sixty (60) minutes but not more than 180 minutes per week to obtain religious instruction outside of school.

A student must be properly registered and a copy of such registration must be filed with the principal. The supervisor of the religious instruction must report monthly to the District the names of the students who are attending the weekly instruction.

The District will assume no liability for a student while attending religious instruction nor will it provide transportation for such instruction.

No solicitation for attendance at religious instruction shall be permitted on District premises. No member of the staff shall encourage nor discourage participation in any religious instruction program.

SCHOOL RESOURCE OFFICER

In cooperation with the Fond du Lac County Sheriff's Department, a school resource officer is assigned to Campbellsport Public Schools. The resource officer will serve as a contact person for students who have questions or a concern regarding the law as it affects them. Additionally, the resource officer will provide classroom presentations about various aspects of the law and is available to conduct investigations.

QUICK \$50 PROGRAM

The Fond du Lac County Sheriff's Department has implemented the "Quick 50" Anonymous Tip Line. Any student with information regarding illegal drugs (excluding tobacco) and weapons on campus can call the non-recorded tip line at 929-3253 to report the information. You will be given a confidential number and instructed to call back 24 hours later. The information will be investigated. If the investigation is determined to be valid, you will be notified of such during your return call. You will then be rewarded \$50 cash. The method of payment will be determined by the caller. Other anonymous information such as stolen merchandise held on campus, etc., will be evaluated also. Students can check out the yellow posters displayed around the school for "Quick 50" Tip Line information. Please help in keeping your school safer.

STUDENT FEES

Registration Fees are to be paid before the first day of school.

Textbook Regulations – The school district furnishes textbooks to all pupils in the school. A student will be charged the replacement price of a lost or damaged textbook.

STUDENT MESSAGES

Office and classroom telephones are not for student use. In an effort to limit classroom interruptions, students will only be called to the telephone in emergency situations. Parents/guardians are urged to only call school to give messages to their child if absolutely necessary. We appreciate your understanding of this request.

STUDENT BUS CONDUCT

The Campbellsport School District requires students while on a school bus to conduct themselves in a manner consistent with established standards for classroom behavior.

The supervision of students while being transported is the responsibility of the bus driver. He/she shall report any student misconduct to the terminal manager, who will report to the appropriate building principal. Bus misconduct reporting and discipline shall be done in accordance with established District procedures.

Video monitoring systems may be used on school buses for the purpose of documenting a bus conduct problem and determining which students may be involved in an incident. Disciplinary action may be taken based on a video documentation. The District reserves the right to introduce a videotape at any disciplinary hearing involving student misconduct or rule violations on the school bus as permitted by state and federal law. The viewing of videotaped material shall be in accordance with District policies and procedures. Students who have had their bus riding privileges suspended will be afforded due process as provided by law. In cases where bus riding privileges are suspended, the parent(s)/guardian(s) are responsible for seeing that the student gets to and from school safely and is in regular attendance.

Students who have had their bus riding privileges suspended will be afforded due process as provided by law. In cases where bus riding privileges are suspended, the parent(s)/guardian(s) are responsible for seeing that the student gets to and from school safely and is in regular attendance.

BUS RIDER RULES

Students shall conduct themselves on the school bus in a manner consistent with established standards of classroom behavior. In addition, the following rules have been established to assist the bus driver in doing his/her job of transporting students safely to and from school:

1. Students are to be at pickup points on time and follow the directions of the bus driver for loading and unloading.
2. Students are to keep their hands, arms, legs and objects to themselves.
3. Articles other than those associated with school activity may not be transported on the bus unless prior approval has been obtained from the principal. At no time will animals be permitted on school buses except as allowed by law. The driver may designate where items are to be carried in the vehicle.
4. Loud talking, swearing and profanity are prohibited.
5. Students are to keep the bus clean and free from damage.

Bus Discipline

Students who do not follow the rules will be subject to any or all of the following consequences:

1. Warning and assigned seat on bus.
2. Conference with principal and warning letter to parents/guardians.
3. Suspension of bus privileges as determined by building principal. Students having their bus riding privileges suspended will be afforded due process as provided by state law.

In severe cases, bus drivers may eject troublesome students from the bus but ONLY after care has been taken to arrange for alternative transportation for the ejected student and to release the student to proper authorities. A student may be ejected from the bus in situations where there is a sudden, immediate and grave threat to health and safety caused by the student. Bus drivers shall assist, to the degree possible, in protecting the safety and well-being of all students on the bus. The bus driver will notify the terminal manager of such action and he/she will promptly notify the building principal. The building principal will proceed to notify and confer with the parents/guardians, preferably on the date on which the ejection occurred, or no later than 24 hours. Appropriate disciplinary action will be taken by the principal, which may include suspension of bus privileges and/or suspension or expulsion from school.

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.

Except as set forth in District Policy 8390 or in the case of "service animals" required for use by a person with a disability, no other animals may be on school premises at any time.

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

Parents, who are registered sex offenders and wish to participate in their child's school activities, may be allowed on campus at the discretion and under the direction of the Principal. Such parents must inform the school administration of any time that they will be on school grounds. Conditions may be imposed upon participation, including but not limited to the following: must have prior permission, must check in, must have approved escort in building or at event, must leave premises immediately upon conclusion of business, and may not visit while school is in session.

Nonstaff 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 nonobtrusive 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 9130 - Public Complaints, a copy of which is available at the Board office and at each school.

The District Administrator shall promulgate such practices 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.

All visitors to a school of the District must comply with the visitor rules as set forth in Board Policy 7440, Facility Security.

**CAMPBELLSPORT MIDDLE SCHOOL
ATHLETIC/ACTIVITY
CODE OF CONDUCT
2017-2018**



**CAMPBELLSPORT SCHOOL DISTRICT
114 WEST SHEBOYGAN STREET
CAMPBELLSPORT, WI 53010**

MISSION STATEMENT

The mission of the Campbellsport School District is to develop each child into an adult who can stand confidently, participate fully, learn continually, and contribute meaningfully to our world.

VISION STATEMENT

The Campbellsport School District strives to create a safe and respectful school community where collaboration and professionalism promote the development of an inquisitive student body engaged in a challenging, dynamic curriculum enhanced by meaningful technology.

CAMPBELLSPORT SCHOOL DISTRICT

ATHLETIC/ACTIVITY

CODE OF CONDUCT

Statement of Principle

The Campbellsport School District believes athletics/activities are an integral part of the total educational process. Through participation in these opportunities, students can have experiences and training in events not ordinarily obtainable in the general curriculum. The student who complies with this Code of Conduct demonstrates a desire to dedicate him/her to self-improvement, and a commitment to high personal standards, as well as to enhance the best interests of teammates, coaches/advisors and school. Athletic/Activity participation is a valuable part of the total educational experience. Participation is a privilege, and not a right therefore, participation carries with it responsibilities and expectations that promote growth toward becoming a responsible member of society. We expect students to be a credit to themselves, their family, school and community. As such, all participants must abide by all rules and responsibilities at all times (24 hours a day/365 days per year) in order to continue participation in athletic/activities.

The following regulations and policies have been adopted as the Athletic/Activity Code of Conduct for the Campbellsport School District.

Definition of Athletic Programs

Campbellsport Middle School is a member of the Wisconsin Flyway – Middle Level Conference.

The middle school offers interscholastic competition in basketball, cross country, dance, track, volleyball and wrestling.

Definition of Activity Programs

Campbellsport Middle School sponsors the following clubs and activities, which are governed by the provisions in this code: Art Club, Forensics, FFA, GAAB Club, Geography Bee, Science Olympiad, Solo & Ensemble, Student Council, and Yearbook Club.

CROSS COUNTRY (6-8 Grade): Is a competitive sport which involves endurance running over a distance of approximately 2 miles for boys and girls. The season begins in late August and runs through the middle of October.

BASKETBALL (7-8 Grade): The girl's season begins during the first week of school and lasts until mid-October. The boy's season begins about the second week of November and lasts until early February.

VOLLEYBALL (7-8 Grade): The season runs from mid-February and continues until the end of March.

WRESTLING (6-8 Grade): The season begins in late February and continues until the end of March.

TRACK (6-8 Grade): The season begins in March and lasts until early June.

DANCE (7-8 Grade): The season coincides with the boys basketball season. All members of the dance team are participating in a school extra-curricular activity and are subject to this code of conduct. They shall follow the regulations established by the athletic department and dance coach.

FORENSICS (6-8 Grade): Campbellsport Middle School forensics program runs in the spring and participates as a member of the Middle Level Forensics Association of Wisconsin. All members of the forensics team are participating in a school extra-curricular activity and are subject to this code of conduct. They shall follow the regulations established by the Middle Level Forensics Association and the forensics coach.

Equipment, Uniforms and Locks

Once equipment, uniforms and locks are issued to a student/athlete, they become the sole responsibility of the student athlete. The student athlete agrees to be financially responsible for the safe return of all athletic equipment issued to him/her. No student athlete will be issued additional uniforms and/or equipment until all uniforms and equipment from the previous sport participated in have been returned or paid for.

1. Students must purchase and use locks provided by the school.

2. The equipment and uniforms issued to a student athlete are for use in practice or competition. It is not for personal use or to be worn as apparel. The only exception is the day of games or meets when the jersey may be worn in school during school hours.

Academic Eligibility

1. The student must not have any failures and/or incompletes and maintain a minimum 1.5 GPA for a grading period. Grading periods are defined as 1st Quarter, 1st Semester, 3rd Quarter, and 2nd Semester grades. For online courses the grading period is the date by which the course must be completed as established by the online course provider
 - If a student fails a course or if the student's GPA goes below 1.5 at the end of a grading period the student will incur a fifteen (15) school day (teacher-student face-to-face days) period of ineligibility. This suspension will begin when grades are posted and made available to administrators. The athletic director will communicate with the student athlete, coach and parent/guardian in this situation.
 - ◊ If a student fails a course or if the student's GPA goes below 1.5 at the end of the Semester 2 grading period, the student may have the opportunity to enroll in summer school class(s) to regain academic eligibility. The same fifteen day period of ineligibility is in effect as stated above. If the student does not meet the standards set forth by the athletic director/designee during the summer school session, the fifteen day ineligibility period will be enacted at the beginning of the fall semester.
 - If a student receives an incomplete (I), he/she will be suspended until the incomplete is posted as a passing grade. When it becomes a passing grade the student athlete will be immediately re-instated. If the grade turns to a failing grade the 15 day suspension will begin when the failing grade is posted.
 - A student can become eligible after this 15 day period if he/she is passing all classes and is maintaining at least a 1.5 GPA.
 - After the 15 day suspension, it is the student athlete's responsibility to obtain his/her current grades from all of his/her teachers and present them to the athletic director who in turn will inform the coach that he/she is now eligible to participate in competition. Another check will occur after ten (10) additional days to ensure that the student athlete is continuing to pass all of his/her classes and maintaining the required 1.5 GPA.
 - If the student is not passing after the initial fifteen (15) days, or is failing again after the ten (10) day recheck, he/she will lose eligibility until administration receives the quarter/semester grades.
 - GPA Relief Request Plan: It is possible that a student athlete may not be able to meet the GPA requirement. A student may request a waiver by utilizing a teacher "sign-off" form. Every teacher the student athlete currently has must acknowledge that the student athlete is doing everything reasonably possible to succeed in the class. The GPA requirement may be waived. This is a bi-weekly process and the student athlete is responsible for initiating all contacts between teacher, athletic director, and coaches. If the student athlete does not meet the criteria during any bi-weekly period, they are ineligible to participate in contests until he/she meets the criteria. Once complete, this plan needs to be approved by the athletic director.
2. The student must be in regular attendance in Grades 6-8.
3. Students participating in extra-curricular activities must be in attendance in all classes on the day of the event unless there is an emergency or pre-arranged appointment. If the student is not present in all classes, the student will not be allowed to participate that day. If there is an event on the weekend, the student must be in attendance all day on the last school day of the week. This policy applies to students involved in athletics, music, drama, forensics, and other activities scheduled during or outside the school day. The building principal/designee must approve any exceptions to this rule.
4. The student must have had a medical examination and W.I.A.A. permit card signed by his/her parents or guardian. The Student Handbook/Athletic Code acknowledgement form (attached to the front of this document) must be turned into the office before he/she will be allowed to practice or compete.
5. The student must pay the participation fee before being permitted to practice or compete.

Code of Conduct

The following rules are in effect year round and student athletes shall be suspended in accordance with policy if a violation occurs.

1. Student athletes will not purchase, possess, or consume alcoholic beverages (this includes non- alcoholic beer), use illegal drugs, mood altering substances, or controlled substances, steroids or illegal prescription drugs (prescription medications that are not specifically prescribed to that student), or food supplement solely for the purpose of

performance enhancement; possess drug paraphernalia; possess or use tobacco products, including chewing tobacco, e cigarettes, vapor cigarettes, or “look alike” of any kind.

2. Student athletes will not attend/host/associate at events/parties/gatherings where drugs and/or alcohol are being used/consumed and/or taken; upon the realization by athletes that they are at an event/party/gathering in which drugs and/or alcohol are being illegally consumed and/or used, they shall leave immediately and inform their coach or an administrator as soon as possible. It is permissible for student athletes to be in establishments that sell alcohol, provided that establishment mainly deals in food sales. Additionally, it is acceptable that student athletes be present in bowling alleys, for the sole purpose of bowling, and in night clubs or dances which specialize in non-alcohol/alcohol-free dances. Regardless of the circumstances or locale, student athletes are not permitted to consume alcoholic beverages. Parental/guardian permission does not override the provisions of this code.
3. Student athletes shall not exhibit gross misconduct or behavior/citizenship that is considered detrimental to his/her team, school or community. Some examples of inappropriate behavior may include, but not limited to: illegal acts, theft, fighting, vandalism, aiding and abetting, lying to school officials, falsifying information/signatures on permits or permission forms, hazing, bullying, or intimidating acts.

Honesty and Cooperation Clause: It is expected that students are honest and cooperative during the investigation of a potential athletic code violation. Any finding of dishonesty during a disciplinary investigation or during disciplinary procedures may result in an extension (up to doubling) of any penalty authorized in this guideline.

Responsibility Clause: For a “First Violation” only, a student will be given the opportunity to come forward on his/her own and self-refer prior to being questioned. Taking responsibility for his/her involvement in the code violation may result in a reduction of one event from the suspension. This will be at the discretion of administration.

Code of Conduct Violations –Athletics (Code of Conduct Rules 1 and 2)

Administration has the right to alter any consequence given and/or length of any suspension.

1. **First Violation:** Suspension for a minimum of 33% of the regular season’s contest dates. Severity of the incident could result in extending suspension. The participant is expected to practice with the team on a regular basis. For numbered season contests that do not work out to 33% evenly, suspension will have the number of contests rounded up (example: for a twenty-two (22) game season the suspension would be 8 contests. See Appendix B for additional examples.) If the violation occurs at the end of the season before WIAA tournament play, the student athlete will not participate in WIAA tournament play and the percentage will carry over to the next participating season.
2. **Second Violation:** Suspension for one calendar year. The participant is expected to practice with the team on a regular basis.
3. **Third Violation:** Permanent suspension of athletic privileges for the remainder of their high school career.

Code of Conduct Violations – Activities (Code of Conduct Rules 1 and 2)

Administration has the right to alter any consequence given and/or length of any suspension.

1. **First Violation:** Suspension for 33% of a season.
2. **Second Violation:** Suspension for one calendar year.
3. **Third Violation:** Permanent suspension of activity privileges for the remainder of their high school career.

Counseling Requirement for ATODA Violations

1. Any student athlete who has been determined to have committed a violation involving use, possession, buying or selling of any drug or alcohol shall be required to participate in a district- approved ATODA (Alcohol, Tobacco and Other Drug Abuse) program as prescribed in the regular student handbook. The counseling program will be of parental/guardian choice and expense.
2. Provide written evidence to the athletic director that the student athlete has commenced appropriate counseling within one month of the first day of suspension. Failure to participate in and successfully complete appropriate counseling may result in the student athlete being declared ineligible for participation until appropriate counseling has been completed.

Behavioral/Citizenship Violations (Code of Conduct Rule 3)

1. Consequences will be determined on case by case base by Administration.

Additional Regulations

1. Attendance at all practice sessions is mandatory, unless the student athlete is excused by the head coach. It is the responsibility of the student athlete to notify his/her head coach of an expected absence prior to the beginning of the practice session. Policy for excused absence from practice will be the same as that set by the school board for regular attendance at school, i.e., illness, or emergency at home.
2. If a student athlete is suspended from school for disciplinary reasons, he/she shall not practice or compete until the first school day following the suspension.
3. A student athlete, disqualified from a contest for flagrant or unsportsmanlike conduct, is also suspended from the next competitive event.
4. Any player who spits on, strikes, slaps, kicks, pushes or intentionally and aggressively physically contacts an official at any time shall be immediately ineligible for competition a minimum of 90 calendar days from the date of the confrontation. In addition, the player is ineligible to compete for the first 25% of the next season in that same sport.
5. Any student athlete who quits a team before the entire season is finished shall forfeit any awards he/she might have been eligible for in that season. A student athlete who is injured shall not be included under this regulation.
6. A coach may add additional regulations, after consulting with the athletic director.
7. All suspensions will be enforced during the student athletes' season. If a student athlete is not currently involved in an athletic season, the suspension will be enforced in the next season of eligibility.
8. To complete the suspension, the student athlete must remain eligible for the entire season. If the student athlete quits or is removed from a team prior to the end of the season the suspension served is voided and carried over to the next season. Based upon the timing of the athletic violation, eligibility may be suspended for part of two athletic seasons. Suspensions will carry over to the next sport season if the full suspension cannot be carried out in the season in progress.
9. If a student athlete receives a code of conduct violation, he/she is ineligible for post season and conference awards. Student athletes are also ineligible to hold a team leadership position for the duration of the season.
10. All investigations will take place within nine (9) months of the infraction. This time limit may be altered due to extenuating circumstances.

Procedure for Enforcement

1. All training regulations will be in effect from the day the student athlete becomes a member of Campbellsport Middle School. It should be emphasized these regulations are in effect twelve (12) months of each year.
2. All violations shall be reported to the athletic director. The athletic director will report all violations, in writing, to the parents.

Appeal Procedure

1. A formal appeal can be made if there is a ruling of ineligibility which results in a suspension from participation. In order to appeal, the student athlete and/or the athletes' parents/guardians must submit the request in writing to the Athletic Director and it must be received within five (5) school days after the notification of suspension is sent.
2. Within ten (10) calendar days after an appeal has been received, a date and time for a hearing will be established by the athletic director. The suspension will remain in effect until the appeal is heard. The appeal will be heard by the Principal and/or District Administrator. The Athletic Director will be present for clarifying purposes, concerning the investigation details and rationale for earlier ruling. During the hearing the student athlete will be given the opportunity to testify and present evidence on his/her behalf.
3. The Principal and/or District Administrator will have the responsibility of rendering a decision, which will also be communicated within five (5) school days.
4. The alleged offender shall be entitled to such other procedural and substantive rights as may be required by applicable law.

Informed Consent

1. I understand that injuries could occur as a result of participation in athletics. I understand that these injuries could include minor injuries such as bruises or abrasions, muscle strains, sprains, or broken limbs. I understand that it is possible that a catastrophic injury could occur, rendering my son/daughter paralyzed, and that death could also occur as a result of a catastrophic injury.