



# East Troy High School

## Student Informational Book

We treat each other with dignity and respect.

We know our audience when communicating and always use appropriate language.

We keep our school neat and clean.

We solve problems creatively by stopping, thinking, and discussing our actions.

We work to be our personal best because. . .

### **WE ARE FIRST CLASS**



We are Respectful

We are Responsible

We are Courteous

We have Integrity



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## INTRODUCTION

Students have a fundamental right to a free public education. You have a corresponding responsibility to join with other members of your school community in establishing an appropriate climate for learning within the school. This handbook summarizes your basic rights and responsibilities as a student at East Troy High School according to the laws of the school community, state and national governments. All members of the school community- students, parents/guardians, faculty, staff and administrators - have an obligation to see that these rights are protected. These rights and responsibilities are complex issues and you are cautioned that this booklet is only a guide; it should not be used by you as a final statement of your legal rights.

## BOARD OF EDUCATION

Ted Zess, President	(414) 588-8680
Dawn Buchholtz, Vice President	(262) 215-4041
Martha Bresler, Treasurer	(262) 642-3667
Stephen Lambrechts, Clerk	(262) 642-7775
Sue Frohling	(262) 749-0503

## CENTRAL ADMINISTRATION

District Administrator	Dr. Christopher Hibner
(262) 642-6710 x 1222	
Director of Instruction	Mrs. Daphne Kohnke
(262) 642-6710 x 1227	
Business Manager	Mrs. Katherine Zwirgzdas
(262) 642-6710 x 1223	
Director of Special Education	Mrs. Katherine Harder
(262) 642-6720 x 3223	

## DISTRICT SCHOOLS

### High School:

Principal	Mr. Kevin Kitslaar
(262) 642-6760 x 5222	
Principal	Mrs. Stacey Kuehn
(262) 642-6760 x 5240	
Athletic Director	Mr. Reid Oldenburg
(262) 642-6760 x 5273	
Assistant Athletic Director	Mr. John Stockowitz
(262) 642-6760 x 5236	
School Counselor	Mr. Jeff Crandall
(262) 642-6760 x 5227	
School Counselor	Ms. Dominique Boston
(262) 642-6760 x 5228	
Social Worker	Ms. Anne Jungworth
(262) 642-6760 x 5242	

### Middle School:

Principal Mr. Peter Syens  
(262) 642-6740 x 4222

### Elementary School:

Principal (3rd – 5th) Mr. Mark Weerts  
(262) 642-6720 x 3222

Principal (Pre K- 2nd) Mrs. Lindsey Harris  
(262) 642-6730 x 2222



## OUR VISION

- Time for learning – Remove barriers
- Competency based education – look at outcomes, not being defined by grade or age
- School partnership with community members/parents/agencies/higher education
- Provide meaningful, practical application skills through assignments/projects
- High quality instruction – more engagement/interest, meeting the needs of ALL learners
- Utilizing resources, creating self-directed learners
- High levels of accountability for students and staff
- Creating opportunities through individualized experiences to encourage self-directed learning

## OUR MISSION

To ensure and provide 21st century learning through: engaged student learning, quality teaching, strong leadership, rigorous coursework, and community service opportunities while demonstrating efficiency and effectiveness for the betterment of the students and community.

## OUR GOALS

- Ensuring a year plus of learning growth for each child, each year
- Ensuring programming opportunities through systems and practices that recognize the talents of each child
- Ensuring individualized learning by engaging students with a personalized learning environment
- Employing the highest quality professional staff
- Adapting facilities for current and future educational needs
- Demonstrating fiscal responsibility through efficiency

## **NON-DISCRIMINATION POLICY**

The East Troy Community School District is committed to equal educational opportunity for all students in the district.

It is the policy of the East Troy Community School District, pursuant to s. 118.13, Wis. Statutes and PI 9, that no person, on the basis of sex, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability, may be denied admission to any school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational, or other program or activity.

This policy also prohibits discrimination under related federal statutes, including Title VI of the Civil Rights Act of 1964 (race and national origin), Title IX of the Education Amendments of 1972 (sex), and Section 504 of the Rehabilitation Act of 1973 (disability).

It shall be the responsibility of the District Administrator to examine existing policies and develop new policies where needed to ensure that the East Troy Community School District does not discriminate pursuant to federal and state law. The District Administrator shall ensure that an employee is designated annually to receive complaints filed under s. 118.13, Wis. Statutes. PI 9, Wis. Admin. Code, Title IX of the Education Amendments, and Section 504 of the Rehabilitation Act of 1973. To resolve complaints alleging violation of these laws, and assure compliance with s. 118.13, Wis. Statutes. Contact: Dr. Christopher G. Hibner, District Administrator, Beulah Avenue, East Troy, Wisconsin, 53120.

## **STUDENT RECORDS**

The school district maintains student records for each student attending school in the district. State and federal laws require that the maintenance of such records assure confidentiality.

All records directly related to a student and maintained by the school district are pupil records. They include records maintained in any way, including but not limited to, written, printed or drawn material, computer storage media, video and audiotape, film, microfilm and microfiche. Records maintained for personal use by a teacher or other certified personnel and not available to others and psychological treatment records necessary for and available only to persons involved in the psychological treatment of the student are not considered pupil records. The district maintains the following types of student records:

**Progress Records** – grades, courses, attendance, immunization, extra-curricular activities. These records are maintained for five years after the child ceases to be enrolled.

**Behavioral Records** – psychological tests, personality evaluations, records of conversations, written statements related to a pupil's behavior, achievement and ability tests, and physical health records, other than immunization records or lead screening records, certain law enforcement officers' records, and any other pupil records that are not progress records. Law enforcement records are maintained separately from other pupil records. Behavioral records are maintained for one year after the child graduates or ceases to be enrolled.

**Pupil Physical Health Records** – basic health information that includes the immunization card, an emergency medical card, a log of first aid and medicine administered to the pupil, an athletic permit card, health screening tests and other basic health information as determined by the state superintendent.

**Directory Data** – includes the student's name, address, telephone listing, date and place of birth, field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and the name of the school most recently attended. This information may be disclosed to any person, except that parents/guardians or adult students may refuse the release of all or any part of the directory data without prior consent if they inform the school district of their refusal to release such information without prior consent by writing within fourteen days from the publication of this notice to: District Administrator, 2043 Division Street, East Troy, WI 53120, 262-642-6710 (see policy 347 and administrative rule 347). Districts are required by law to provide military recruiters access to secondary students' names, addresses, and telephone listings unless access to such information has been restricted by the parental/guardian request or adult student by requesting that directory data not be disclosed without prior written consent to anyone, including military recruiters; or by restricting the disclosure of directory data without prior written consent specifically to military recruiters, using the procedure in this section. The district shall comply with the request.

**Student Records - Student and Parent/Guardian Rights**

The Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), and section 118.125, Wisconsin Statutes, afford parents/guardians and students 18 years of age and older ("adult students") the following rights with respect to education records:

The right to inspect and review the student's education records within 45 days of a written request that identifies the record(s) they wish to inspect and obtain a copy, consistent with the board's student records policy and procedures.

The right to request the amendment of the student's education records that the parent/guardian or adult student believes is inaccurate or misleading or otherwise in violation of the student's privacy rights consistent with the Board's student records policy and procedures.

The right to consent to disclosures of personally identifiable information in the student's education records, except to the extent that federal and state law authorize disclosure without consent including disclosure without consent to school officials determined to have legitimate educational interests in the records, including safety interests, agents of the school district, another school when written notice is received from the parent/guardian or adult student that the student intends to enroll in another school or school district, and when requested by educational agencies or institutions of postsecondary education where the student seeks or intends to enroll.

The right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

To inspect, review, or obtain a copy of the student's education record, or to request the amendment of a record, contact the building level principal of the school which your child attends.

Parents have a right to inspect any third party surveys or evaluations prior to their administration by the School District.

Parents must provide prior written consent for the administration of, and may inspect or request a copy of any survey, analysis, or evaluation by the school district containing one or more of the eight protected areas listed below when funded in whole or in part by the U.S. Dept. of Education:

- mental or psychological problems of the student or student's family;
- sex behavior and attitudes;
- illegal, anti-social, self-incriminating, or demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- religious practices, affiliations, or beliefs of the student or student's parents/guardians;
- income other than that required by law to determine financial assistance in federal program.

In addition, parents/guardians have the right to inspect, upon request, any instructional material used as part of the educational curriculum for students. Parents should contact the principal of the school their child attends to obtain the requested materials

Copies of the Board's student records policy and procedures are available upon request at the District Office, 2043 Division Street, East Troy, WI 53120. Complaints regarding non-compliance of the Family, Education Rights and Privacy Act (FERPA) may be made to the Family Policy Compliance Office of the U.S. Department of Education.

### **NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA affords parents and students who are 18 years of age or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED).
  1. Political affiliations or beliefs of the student or student's parents;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals or others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
  7. Religious practice, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for

hearing, vision, or scoliosis screenings, or any physical exam or screenings permitted or required under State Law; and

3. Activities involving collection, disclosure, or use of personal information obtained from students for marking or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration use
    1. Protected information surveys of students;
    2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
    3. Instructional material used as part of the educational curriculum.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Commission Office • U.S. Department of Education

### **STUDENT RESPONSIBILITIES**

1. Understand and follow the Parent/Student Handbook.
2. Attend school and classes regularly, arrive on time, bring appropriate materials such as books, paper, pencils, etc.; be prepared to participate in class and do homework.
3. Work toward academic growth.
4. Respect the rights, feelings and property of fellow students, parents, school staff, visitors, guests and school neighbors.
5. Conduct yourself properly while at school, to and from school, at any school-related activity, at bus stops, or on school buses so as not to interfere with the rights of other students.
6. Follow discipline guidelines adopted by the school and the school district.
7. Dress appropriately and have grooming habits which do not interfere with the learning process or school environment or pose a danger to health or safety.
8. Properly care for, return, or pay for lost school-issued textbooks.
9. Have your parent/guardian notify the school when you will be absent.
10. Be accountable for your own actions, both as an individual and as part of a group.

11. Build bridges of understanding among persons of different races, religions, sexes, and social and economic groups.
12. Refrain from the use of profane and vulgar language.
13. Obey the laws concerning the possession and use of certain drugs.
14. Do not bring to school materials clearly forbidden by school rules.
15. Cooperate with other students and staff members to promote the well-being, safety, and security of the school community. Students are expected to be honest and cooperative in school investigations of improper behavior.

### **Student Expectations in All Settings**

- We treat each other with dignity and respect.
- We know our audience when communicating and always use positive and productive language.
- We keep our school neat and clean.
- We solve problems creatively by stopping, thinking, and discussing our actions.
- We celebrate successes, take responsibility for our mistakes and learn from them.
- We use technology to enhance our learning.

### **PARENT/GUARDIAN RESPONSIBILITIES**

1. Review and discuss the Parent/Student Handbook.
2. Act as partners with school staff members by sharing appropriate ideas for improving learning and by preventing or resolving discipline problems.
3. Provide for the health, physical and emotional well-being of your student.
4. Promote prompt and regular attendance and provide the school with explanations for absences or tardiness.
5. Attend parent conferences/school activities.
6. Encourage compliance with school rules.
7. Provide a quiet study area at home and monitor the completion of homework.
8. Inform the school of any change in address, telephone number, or emergency contact information.

9. Observe state law which requires all students to be immunized against certain diseases.
10. Report first to the school office when visiting the school during regular school hours.
11. Parents also have the right to request (in writing) to review the qualifications of any teacher in the building.

## DISCIPLINE POLICY

East Troy High School students are prohibited from engaging in behavior that will endanger or threaten the health or safety of others, that will damage property or that will impede the orderly conduct of the school program. The following offenses are prohibited by the East Troy High School.

Examples of Conduct Which Violate Expectations	Definition
Attendance and Punctuality	
Tardiness	Failure to be in a place of instruction at the assigned time without a valid excuse
Truancy	Failure to report to school or class without prior permission.
Appropriate Learning Environment	
Disrespect	Lack of respect.
Inappropriate dress	Dressing or grooming in a manner which disrupts the teaching and learning of others or is a threat to health or safety.
Chronic lack of supplies	Repeatedly reporting to class lacking the necessary materials such as books, physical education attire, industrial education class supplies, etc.
Inappropriate personal property	Possession of personal property prohibited by school rules and otherwise disruptive to the teaching and learning of others, such as food, beverages, and electronic equipment.
Refusal to work or instructions	Failing to comply with a proper and authorized direction or follow instruction of a staff member.

Classroom disruption	Behaving in a manner which disrupts or interferes with educational activities.
Use of profanity	Writing, saying, or making gestures which convey a grossly offensive, obscene or sexually suggestive message.
Leaving without permission*	Leaving the building, classroom or assigned area without obtaining prior approval of the teacher and/or administrator.
Harassment/Verbal Abuse	Disturbing consistently, by pestering or tormenting, in the classroom or elsewhere, on the school site or at a school-related activity.
Personal Threat	Intent to do bodily harm, threats.
Assault	Threat with intent to place a person in imminent danger of harmful or offensive contact without the person's consent.
Fighting	Involves the exchange of mutual, physical contact, such as pushing, shoving and hitting, with or without injury.
Gang Symbols	Disruption and intimidation caused by the wearing of any type of clothing or jewelry identified as gang symbols.
Other Similar Offenses	Engaging in other similar conduct that disrupts the educational process or interferes with teaching and learning. i.e. misuse of electronic devices.
*Please note: If a student leaves a class on their own, without permission, they will not be permitted back into the class until the following are done:	
<ol style="list-style-type: none"> <li>1. Conference with teacher/parent/guardian is held.</li> <li>2. At conclusion of conference, the student may return on a probationary contract. During this time the student will report to the office or designated area and receive no credit until the conference is held.</li> </ol>	
Examples of Conduct Which Violate Expectations	Definition
Protection of Physical Safety and Mental Well-Being	
Loitering	Remaining around or lingering about a



	school building without a lawful purpose for being there.
Trespassing	Entering any school property or into school facilities without proper authority during school hours. Includes any school entry during a period of suspension or expulsion.
Gambling	Playing any game of skill or chance for money or anything of value.
Possession or use of fireworks	Using or possessing any explosive amusement device.
Disorderly conduct	Behaving in a violent or inappropriate manner which disrupts the educational process.
Reckless vehicle use	Using any motorized or self-propelled vehicle on or near school grounds in a reckless manner or as a threat to health, safety, or as a disruption to the educational process.
Battery	Intentional physical or offensive contact without consent.
Extortion	Forcing other persons to act against their will, such as the demand of money.
Robbery	Taking property from a person by force or threat of aggression.
Possession of a weapon or firearm	Students are prohibited from possessing a dangerous weapon (as defined by school board policy) on their way to and from school, on school property or while attending a school sponsored activity.
Threats with or the use of a weapon	Using a weapon to threaten another person with bodily injury or to cause injury.
False fire alarms	Reporting a fire to school or fire officials or setting off a fire alarm reasonable belief that a fire exists.
Bomb threats	Reporting to school, police or fire officials the presence of a bomb on or near school property without a reasonable belief that a bomb is present on school property.

Other similar offenses	Engaging in other similar acts that endanger the physical safety or mental or emotional well-being of others. i.e. misuse of electronic devices.
Protection of Property	
Possession of stolen property/Theft/Larceny	Having in one's possession, property obtained without permission of the owner. Taking property belonging to the school or any individual or group without prior permission with specific intent to permanently deprive
Burglary	Unauthorized entry into a school district building for the purpose of committing a crime when the building is closed to students and the public.
Arson	Intentionally starting any fire or combustion on school property
Other similar offense	Engaging in any other similar actions like any of the above that threatens or result in the loss or destruction of property.
Controlled Substances	
Use of controlled substance/alcohol/inhalants	Using any controlled substances or alcoholic beverages and/or inhalants.
Possession with the intent to distribute controlled substance/ alcohol/inhalant	Selling, giving away, or otherwise transferring to another person any controlled substance or alcohol; includes any transfer of a prescription medication or any substance alleged to be a controlled substance or inhalant, regardless of its actual content.
Other substances/materials, including, but not limited to tobacco products, smoking/chewing, electronic cigarettes, or other forms of an electronic device to smoke vapor or other forms of smoking liquid/materials (marijuana and other illegal drug liquid	Possessing, using, or having under one's control any substances, materials or related paraphernalia which are dangerous to health or safety or which disrupt the educational process.



and devices to smoke such liquid will be classified under the drug policy).	
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These prohibited offenses may lead to the following actions listed under Board Policy 447: Student Discipline.

**DISCIPLINE**

The administration of East Troy High School reserves the right to determine when a student is in need of disciplinary action.

**Conference**

In taking disciplinary action, staff members and school administrators follow one or more of the alternative actions listed below:

Parent/Student/Teacher/Administrator Conference

- Contract with student
- Warning to student and or parent/guardian
- Other school authorized action

**Intervention**

In taking disciplinary action at staff members and school administrators follow one or more of the actions listed below:

- Referral to Pupil Service Member
- Referral to local authorities
- Referral to Walworth County Social Services
- Suspension/Revocation of parking privileges
- Exclusion from co-curricular activities
- Collection of inappropriate personal property
- Financial settlement
- Removal from classes
- Detention
- Pending suspension
- Referral to Police Liaison Officer/Referral for Police Citation
- Other school authorized actions

**Detention**

- Detention may be assigned by teachers or school administrators in accordance with the disciplinary code.
- Student will receive notification the day of detention.

- Student reports to assigned room during the lunch period. Student will be allowed to eat lunch.
- Student will follow established rules. If a student does not attend noon detention, the following will occur:
  - First missed detention: One additional detention
  - Second missed detention: Possible additional detention(s) or out of school suspension.
  - Third missed detention: One day out-of-school suspension.

Academic Detention will be assigned by the classroom teacher. The teacher will contact the parent/guardian and establish the time, place and length of time the student will serve.

Noon-Detention may be assigned by school administrators. It will be used as a substitute for in-school suspension.

It does not take students out of class.

It is held on what the student perceives as “their time,” making it more meaningful.

It involves parents right away in discipline problems.

When an incident occurs that requires Noon-detention, the following procedure takes place:

- Student is informed of the Noon-detention and parent/guardian may be called.

**Rules for Noon-Detention**

1. Students must report to the assigned room at East Troy High School during their lunch period.
2. Students are expected to do school work during detention. Students may not leave the room without permission.
3. Behaviors not permitted:
  - a. Use of any electronic devices.
  - b. Walking around.
  - c. Working on non-academic assignments.
  - d. Insubordination; not following directions of the supervisor.
4. Students who violate these rules will be asked to leave. If a student is asked to leave a Noon-detention, the principal will be notified.

Alternative Services: In taking disciplinary action, school administrators follow one or more of the actions listed below. A parent/guardian meeting or other contact

must take place.

Alternative Action:

- Change in student schedule
- Assigned to alternative school setting
- Student assigned to homebound instruction
- Work with district alcohol/drug committee

### **Suspension**

In taking disciplinary action, school administrators follow one of the actions listed below. A parent/guardian is expected to confer with a school administrator for student reinstatement.

General Procedures for Suspension

Effective Time of Suspension: Suspension becomes effective after the informal suspension hearing, after notification of the parent/guardian/emergency contact person, or at the end of the school day.

Parent/Guardian Notification of Suspension:

- School must notify the parent/guardian/emergency contact person of the suspension and reasons for the action before a student is sent home during the day.
- A suspension notice containing the following information is mailed to the parent/guardian:
  - The time, date, and specific reason(s) for the suspension.
  - The length of the suspension, if there is no other administrative action. The student suspension and the length of suspension, not to exceed five school days.
  - A request that the parent/guardian contact the school administrator to arrange a mutually agreeable time for a conference prior to the reinstatement date.
  - Notice to the parent/guardian that a student is automatically reinstated after the suspension is concluded unless other action is pending.
- Parent/guardian should also be informed that the suspension means the student is denied the opportunity to participate in any school-related activities during or after school or on the weekend. The student is not to enter any East Troy Public School property without prior authorization of the principal or designee.

Appeal Procedures. An appeal procedure may be used by the student or parent/guardian by contacting the principal if the parent/guardian is dissatisfied with the suspension decision. The parent or guardian of a suspended

minor pupil shall be given prompt notice of the out of school suspension and the reason for the suspension. The suspended pupil or the pupil's parent or guardian may, within five school days following commencement of the suspension, have a conference with the school district administrator or the administrator's designee. If the district administrator finds that the suspension was unfair or unjust, or inappropriate, reference to the suspension shall be expunged from the student's school record. Such determination must be made within fifteen days of the conference.

### **Expulsion Recommendation**

In taking disciplinary action, school administrators follow prescribed expulsion procedures. A parent/guardian meeting must take place.

Alternative Action:

- Pre-expulsion
- Recommendation for expulsion

Expulsion Procedures for Regular Students

According to Wisconsin law, a student may be expelled from school by the school board for serious breaches of discipline while at school or under the supervision of a school staff member. Generally, such breaches of discipline affect the property, health, or safety of others. However, repeated rule violations not involving the property, health and safety of others may also result in a recommendation for expulsion.

### **Expulsion**

Although expulsion procedures are lengthy and infrequent, a summary of the expulsion procedures is presented here for informational purposes. The complete procedures are available for review in the school office.

Almost all student disciplinary cases are successfully handled by staff members within the school. Occasionally, it may become necessary to recommend the expulsion of a student when a serious breach of discipline occurs.

Definition and Consequences of Expulsion. Generally, breaches of discipline that affect the property, health or safety of others, and/or repeated offenses not involving the property, health and safety of others, may result in an expulsion recommendation.

Expulsion takes away the right of the student to attend school or to participate in school activities in any East Troy Public school for an extended period of time.

Summary of Expulsion Procedures

Suspension Pending Expulsion Hearing. Whenever the principal believes that a student has been involved in conduct that could result in expulsion, the student is suspended from school and the parent/guardian is notified. A student may be removed from school immediately if

the student is a threat to the safety of any person or the orderly operation of the school. Wisconsin law places a five-day limit on a student suspension. All serious breaches of discipline are reported to the school administrator.

**Parent/Guardian Notification of Hearing.** If, after review and investigation, the principal determines that expulsion may be a possibility, the District Administrator shall notify the parent/guardian in writing of a hearing to be held which will include the school principal or designee, the parent/guardian and the student. The student may be represented by legal counsel provided by the parent/guardian. The parent/guardian notification shall include the charge(s), the time and the location of the hearing, and other pertinent information regarding the expulsion.

### School Board Level Hearing

**Deliberations.** The student expulsion hearing will be held in accordance with School Board policy. Upon request of the student, and the student's parent/guardian, the hearing shall be closed. The parent/guardian and the student may be represented at the hearing by legal counsel and may bring witnesses. After hearing the evidence presented, the School Board may expel the student by majority vote, or reject the District Administrator's recommendation. If the School Board votes to expel the student, the board will also determine the length of the expulsion.

### Waiver

The parent/guardian may waive the expulsion hearing by oral or written communication with the school administration, by failing to appear at the hearing, or by leaving the hearing before the hearing is concluded.

**Notice of Board Action and Appeal Rights.** The parent/guardian and student shall be informed in writing of the findings of fact and action taken by the School Board. The expulsion order shall also include a statement that the parent/guardian or student may appeal the expulsion to the State Superintendent of Public Instruction in Madison.

### *Board Policy 447.3*

## **ACCIDENTS & REPORTING**

Students should immediately report all accidents to the office or teacher in charge.

## **ACADEMIC INTEGRITY POLICY**

All schoolwork submitted for the purpose of meeting course requirements must represent the efforts of the individual student. Any form of academic dishonesty is prohibited. Violation of academic integrity includes, but is not limited to:

- forgery

- copying or stealing another person's work
- allowing another person to copy one's own work
- doing another person's class work
- creating more than one copy of one's work for distribution
- intentionally accessing another person's materials for the purpose of using as one's own
- sharing or copying test items or information
- collaboration not authorized by the teacher
- downloading information from other sources and presenting it as one's own
- unauthorized copying of software
- unauthorized use of hard copy or software to develop one's own software.
- plagiarism

East Troy Community Schools prohibit plagiarism. It is the objective of East Troy Schools to create and maintain an ethical academic environment in which all work submitted by students represents the true reflection of their effort and ability. East Troy High School expects student work to be entirely the product of that individual student regardless of format or medium. Plagiarism is a violation of academic integrity in which a student attempts to receive credit for work prepared by someone else, either whole or in part. Any part of a student work not created originally by the student must be properly cited. Examples of non-original works include quotations, statistics, graphics, or pictures. The following examples are also typical of plagiarism:

- Copying from a source without proper citation or documentation.
- Paraphrasing materials from a source without proper documentation.
- Assembling work from a variety of sources (including internet) without documentation.
- Purchasing or acquiring academic materials and submitting them as your own.
- Assisting another student in plagiarizing.
- Collaboration not authorized by a teacher.
- Using sources that are not cited.

The Modern Language Association (MLA) Handbook is utilized in East Troy High School coursework.

The district recognizes that students may vary in their understanding of the various components of academic integrity. Staff will work to inform and educate students about integrity guidelines in relationship to subject matter and grade level. It is the goal of the Academic

Integrity Policy to develop responsible behavior among students and staff. Students are responsible for applying information which is presented regarding academic integrity in their coursework.

Teachers are responsible for working with students and deciding appropriate actions/consequences to violations of academic integrity. Administration will be informed of academic integrity violations through the completion of "Academic Integrity Violation Reports" and, depending on the severity of the offense, may become directly involved. Whenever a staff member reasonably believes, based upon sufficient evidence, that a student has violated the academic integrity policy, the teacher shall evaluate the nature and extent of the violation and inform the student that he (she) may be subject to the following actions:

- the student will have the opportunity to resubmit the assignment
- reduced grade, "F" grade, or zero grade on the coursework
- parent notification
- refer the student to administration

In the case of a major violation, the teacher will refer the incident to administration.

Examples of major violations include:

- several students are involved in the incident
- the student denies the charge of violation of the policy
- the student has accumulated other "Academic Integrity Violation Reports"
- the violation is serious and will have a significant impact on the student's course grade

Actions that result from major policy violations may include:

- formal behavioral referral to administration
- course failure, removal from the course
- suspension from school
- parents will be notified

## **ASSEMBLIES**

Several assemblies are planned during the school year by various school groups and must be approved by the principal. Attendance at all assemblies is required unless prior approval has been granted by the principal or designee.

Acceptable Conduct for Assemblies and Other Large Group Presentations. Being part of an audience that is appreciated by their performer, and being a performer

that is appreciated by their audience, creates a situation where both performer and audience benefit from a presentation. With this in mind, here are some forms of behavior that help to create this mutual benefit:

1. Being quiet during the performance helps the performer create a situation to allow each person in the audience to benefit from the performer's presentation. Unnecessary noise such as talking, shouting, whistling, and stomping of feet distract both audience and performer.
2. Helping prevent harm to others by not throwing objects at performers or others in the audience, by not shoving, by not running to and from performances, by not poking others, or by not lighting flammable materials is important. We do not intend to harm or endanger the safety and well-being of others when an accident occurs. Do not allow yourself to be put in a situation of having to say you didn't mean to hurt anyone through whatever action you take.
3. Letting the performers know you appreciate them through appropriate applause at the proper time will help them realize we felt what they did was of interest and importance to us.
4. If you feel someone in the audience has been discourteous, let them know you are unhappy with them in a polite manner at the appropriate time. Tell them you were disappointed in their behavior and that it did no one any good. Most people appreciate being treated fairly and politely and most will return the same treatment. The performer will put on a better presentation and the audience will gain much more from the presentation if we follow the rules of common courtesy.

## **ATTENDANCE AT DANCES**

Only enrolled East Troy High School students are welcome at school dances, except dances where guests are permitted. Prom is open to only junior and senior East Troy High School students and their single (one) guest.

**GUEST PASSES:** Any student from another high school who will be attending a dance as a guest must complete the Dance Guest Pass Form before the purchase of tickets and the posted date or he/she will not be allowed into the dance. Middle School students are not allowed to attend high school dances.

## **BICYCLES/SKATEBOARDS AT SCHOOL**

Students may ride bicycles to school. Bicycles must be parked in the bicycle rack and should be locked when not in use. They are not to be used during the school day. Skateboards shall not be ridden on school grounds.

## **BULLYING / HARASSMENT / HAZING**

The East Troy Community School District Board strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds and school buses and vehicles, and at school-sponsored activities so that students can benefit to the fullest from the educational opportunities offered. The East Troy Community School District Board will not tolerate any form of bullying, harassment, or hazing, such as the use of verbal comments, written comments, graphic materials, cyber bullying, or indirect behaviors.

*Board Policy 441*

## **BUS CONDUCT AND BEHAVIOR**

*Board Policy 443*

## **CAFETERIA/COMMONS USE**

Students are encouraged to respect each other and the cafeteria staff. We would ask their support in keeping this area picked up for other students and staff using this facility.

During their lunch period students are allowed to be:

- In the cafeteria/commons area;
- In the lawn area in front of the school building.

Students are not allowed to be in the parking lot or in cars during the lunch periods. Students are not allowed to go to their lockers or to be in other hallways during lunches. Students are not allowed to be walking or standing in any village street or to be involved in stopping vehicles or talking with occupants of vehicles. Students are asked to be responsible for themselves in keeping the cafeteria, halls, and area in front of the school picked up and clean.

## **CHILD NUTRITION PROGRAMS**

The East Troy Community School District participates in USDA child nutrition programs for breakfast, lunch and milk programs. Applications and information on eligibility requirements for free or reduced price meals/milk is provided at registration, can be found on the district website or may be mailed to parents by contacting the food service director at 262-642-6760 (5302).

## **CLASS DUES**

Students are responsible for paying class dues to participate in class activities.

## **CLOSED CAMPUS**

East Troy High School maintains a closed campus. All students are required to follow the procedure for leaving the building during the school day found in the attendance policy section.

## **CO-CURRICULAR ACTIVITIES**

Each student is urged to participate in one or more co-curricular activities. It is worthwhile to be a “doer” rather than a watcher. Join activities that interest you. There are athletic, music, drama and subject oriented clubs; student cabinet, publications and interest groups. When you commit yourself to an activity, you owe it your best efforts, not only to benefit the club, but yourself as well.

If you fall behind in your school work, extra help and teacher conferences take precedence over any co-curricular activity and you may be requested to drop extra activities. Don't become over loaded. Obligations at home, church and in the community should be considered in arriving at a program that will be suitable for you. Discuss this with your parent/guardian. You should inform them of each activity in which you participate, its hours, schedules, practice sessions and performances.

Activities will be scheduled during the day or after school at times convenient to the group and its advisor. No students are to remain after school unless requested, or for activities supervised by an advisor.

## **CODE OF CONDUCT**

### **Statement of Principle**

The East Troy Community School District recognizes and accepts its responsibility to create, foster, and maintain an orderly and safe class environment conducive to reaching and to the learning processes. Every member of the school community is expected to cooperate in this central mission. Staff, including administrators and teachers must use their training, experience and authority to create schools and classes where effective learning is possible. Students are expected to come to school and to every class ready and willing to learn. Parents should be aware of their children's activities, performances and behavior in school and are asked to cooperate and consult with the school to prevent or address problems.

*Board Policy 443*

## **CORRIDOR TRAFFIC**

There will be no loitering in the halls or lavatories. Students must leave the building after school is dismissed or after they sign out unless they have an appointment with a teacher or are involved in a supervised activity. Students in the halls during class periods will need a hall pass. Loitering may result in a citation being issued.

## **COURSE CHANGES**

### **Procedure for Course Changes:**

Students requesting schedule changes must follow these steps:

1. See your counselor to request a change, complete the student portion of a "Request for Class Change" form (available in the Guidance Office) and discuss the request with your counselor.
2. Take the request to your teacher for his or her comments and signature.
3. Discuss the request with your family and have your parent/guardian sign the form before returning the form to the office.

Administration reserves the right to deny any requests that are not in keeping with the reason listed here: make-up a failed course, administrative recommendations, clerical error, medical reasons, computer error, prerequisite not met, or inappropriate placement.

### **Adding Courses:**

Follow the procedures for course changes. The request must be received prior to the fifth (5th) day of the semester. Consideration for such requests will be given if:

- the course requested is offered during a period that the student has a study hall, and
- the course being requested is not filled.

### **Dropping Courses:**

Follow the procedures for course changes. Students may drop a course without penalty prior to completion of the tenth (10th) day of the course. Students dropping a course after this deadline, including independent study, may receive a final grade of F for the class. *This failing grade will become part of the student's permanent record.*

### **DANGEROUS WEAPONS IN SCHOOL**

No one may have any kind of weapon on school grounds on school buses or at any school sponsored activity except for approved educational purposes consistent with state law, or those which are supervised and planned in advance by the instructor in charge or other school personnel and was requested in writing and pre-approved by the building principal.

*Board Policy 832*

### **DRUG AND ALCOHOL ABUSE POLICY RULES AND REGULATIONS**

Regulations: The East Troy Board of Education recognizes that drug abuse is a growing problem within the elementary and secondary schools of the nation. The Board recognizes that drug abuse is a behavioral/medical problem, as are problems associated with or resulting from abuse of alcohol.

Communication and cooperation with the home are viewed as critical. Parents are invited to contact the school with concerns in this area. The schools will be

contacting parents with concerns and other information.

*Board Policy 334*

### **FIELD TRIP GUIDELINES**

Field trip opportunities will be available to enhance the curriculum. Students will be encouraged, but not required, to attend field trips. Participation in field trip opportunities will be by invitation only. Progress in other classes may be taken into consideration before an invitation for the field trip is given. Students will be invited to attend offered field trips if they meet the following requirements:

- Earn a passing grade in the class at the time of the field trip.
- Submit a signed permission slip and the required fees (if any).
- Demonstrate appropriate classroom participation.
- Demonstrate a willingness to follow school policy and appropriate on-site behavior.

### **FOOD SERVICE**

#### **Meal Charging Policy for Delinquent Accounts**

Timely payments must be made to the food service department to avoid delinquent accounts. The policy of the East Troy Community School District is that when a family account drops below negative \$20, the child(ren) in the family will be served an alternate lunch at a charge determined by food service operations. Your child(ren) will continue to receive the alternate lunch until your account balance is above negative \$20. (policy – 761) Should negative balances continue to increase upon alternative meal use, any of the following may occur at the discretion of the principal and/or food service director:

- Alternative lunches may be discontinued. Notice to the family would occur, however any students still attempting to enter the line may be removed by the principal.
- Delinquent accounts may be sent to a collection agency.
- A different alternative meal may be provided at no cost.

Any economic assistance accounts temporarily available to relieve debt or fund a lunch account may be utilized.

*Board Policy 761*

### **Non-Discrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering

USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

(2) Fax: (202) 690-7442; or

(3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

## **FUND RAISING**

Any organization or group desiring to raise funds must have prior approval of the principal or designee before any campaign is begun, orders are written or solicitation is made. This request should be submitted in writing a minimum of two (2) weeks prior to the proposed activity.

Any organization or group desiring to have a dance must have prior approval of the principal before any solicitation is made. Our process for organizing a school dance is available in the office upon request and must be followed in organizing dances. All band/DJ contracts must be signed by the principal. No student can sign a contract.

## **GIFTED AND TALENTED**

### **Gifted and Talented Programming Philosophy**

The East Troy Community School District is committed to providing excellence in education for all students. The District acknowledges that some students, by virtue of

their outstanding abilities, are capable of high performance. The District recognizes the right of these gifted and talented students to receive educational opportunities that will complement the level of their capabilities. Therefore, appropriate programming and services will be provided to develop their particular level of giftedness.

### **Gifted and Talented Program**

According to the East Troy Community School District Gifted and Talented philosophy, the majority of identified students will have their academic needs met in the regular classroom through a personalized curriculum. This may involve modifications to the content, process, product and/or assessment.

The Gifted and Talented program at ETCSD is based on a personalized learning environment, which has a foundation based on individualized learning. While other Gifted and Talented programs are based on differentiated instructional strategies that tend to focus on how the teacher delivers content, a personalized learning environment focuses on student-driven academic goals, curriculum, content, delivery method, and flexible pacing that are tailored to meet the preferences, interests, and needs of the individual student.

In special circumstances a few students may require additional educational experiences. The program will provide appropriate options to meet the needs of identified students in five potential areas: General Intellectual, Specific Academic, Creativity, Leadership, and Visual and Performing Arts; and at three distinct levels of giftedness. The program is based upon the State of WI Department of Instruction Gifted Pyramid Model as outlined in the Gifted Handbook dated May 2005.

Multiple criteria will be used to identify gifted learners. Rate of learning and modifications to meet this difference will be a foundation of Gifted and Talented programming. Consideration will be given to the academic, social and emotional development of the child. Building a partnership between home and school will assist all in recognizing, understanding and nurturing advanced abilities and potential in our young adolescents.

### *Board Policy 421*

## **HOMELESS CHILDREN**

McKinney-Vento Act defines children and youth who are homeless (twenty-one years of age and younger) as: Children and youth who lack a fixed, regular, and adequate nighttime residence, and includes children and youth who are: sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as double-up);

living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommoda-



tions; living emergency or transitional shelters; abandoned in hospitals; or awaiting foster care placement.

Children and youth who have a primary nighttime residence that is a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings. Children and youth who are living in cars, parks, public spaces, abandoned buildings, sub-standard housing, bus or train stations, or similar settings.

If you are personally aware of or are acquainted with any children who may qualify according to the above criteria, please contact the local district home liaison officer for homeless children, at (262) 642- 6710 x 5242.

### **HUMAN GROWTH AND DEVELOPMENT INSTRUCTION**

Parents may receive an outline of the human growth and development curriculum for their child's grade level and preview the instructional materials. Please request information by contacting the Director of Instruction 262-642-6710 x1227.

### **INCLEMENT WEATHER**

The District Administrator, in consultation with the Administrator of Business Services, will make all decisions on school closings.

### **INDOOR ENVIRONMENTAL QUALITY MANAGEMENT PLAN**

In accordance with the requirements identified under Wisconsin Statutes 120.12 (5) and 121.02 (1) (i) and Wisconsin Administrative Code PI 8.01 (2) (i), the School District has taken appropriate steps to provide and maintain safe and healthful facilities. The East Troy Community School District will keep school buildings in good repair, suitably equipped and in safe and sanitary condition promote a positive learning environment.

As required in WI Stat. 118.075 (3) and (4), the School District maintains indoor environmental quality (IEQ) in schools with measures that include quality heating, ventilation and air conditioning (HVAC) systems, moisture control, integrated pest management, cleaning and maintenance schedules, appropriate materials selection, routine building inspections by maintenance personnel, appropriate training of staff, and communication.

The district IEQ Plan administrator is the Director of Buildings and Grounds and can be reached at (262) 642 - 6710 x 1400.

### **LATEX POLICY**

Please remember that we do not allow latex balloons or gloves to be used in any of our school district buildings because of students in our district with serious latex allergies. Mylar balloons can be used.

## **LIBRARY MEDIA CENTER REGULATIONS**

The Library Media Center (LMC) is operated to complement the curriculum and provide the resources so that each student may be successful in her/his classes. Both print and electronic media is available, as well as the hardware to access the information needed. In addition, current reading material in the form of magazines, newspapers and fiction are available to help foster the student's independent reading habits.

Staff: Mrs. Tami Bartoli, Librarian

Hours: 7:30 am to 3:30 pm daily

Doors: Enter and exit through appropriately marked doors.

Teacher Passes: Students are to obtain LMC permit passes from the teacher for whom the work is to be done. Passes are to be obtained prior to first hour as no late passes will be accepted. Students are to come directly to the LMC, leave the pass and sign in at the desk prior to the tardy bell. Attendance will be taken and study hall personnel will be notified.

Open Sign-In: Students are to come directly to the LMC and sign in at the desk prior to the tardy bell. Attendance will be taken and study hall personnel will be notified. There is a limit of 20 students per hour and each individual may only make this request for one hour a day every other day. When classes are to be in the LMC, individual students are required to have a pass from a subject area teacher. The hours that teacher's passes are needed will be posted on the LMC's entrance door in the morning. No passes are required to be in the LMC before or after school or during lunch periods.

Resource Period: Passes from a subject area teacher and also signed by the Resource Teacher are needed to be in the LMC during the Resource Period. Passes are not needed on Directed Study days. Students go to their Resource Room first before coming to the LMC. Students are to sign in and stay the entire period, unless the pass specifies a return to the Resource Room. There is a limit of 20 students per Resource period. Check-Out: All material may be checked out by LMC personnel using the student's ID card. Material is to be returned to the check-out desk on or before the due date.

Loan Period: Each student will need her/his own ID card to check out materials. Books 2 weeks; Reference overnight only or one class period; Magazines back issue only, 1 week; current issues do not circulate.

Fines: Fines are five cents (5¢) per school day starting the day the material is due. Overnight material is charged five cents (5¢) per school hour when past due. The use of the LMC will be restricted for any student who owes fines or has overdue material.

Computer Lab: Computers are available for student use

if not reserved for a class. All computer lab and LMC rules and penalties apply.

Computer Programs for Searching:

- Follette Library System: the electronic catalog system that contains all the material available at the high school. Students also have access to the catalog of the middle school library.
- SIRS: Social Issues Resource Series contains current information on topics that students find useful for reports, speeches, etc. It is full-text, user friendly and may be printed for student use.

Internet: Each student must have the Computer Usage Forms signed by her/himself and the parents/guardians to have access to the Internet. To access the Internet from the LMC's computers, each student will need a pass from a subject area teacher giving permission to use the Internet for a class assignment.

Make-up Work: Students may make up tests and quizzes, view videotapes and catch up on word processing or other computer projects in the LMC. For test taking, the students are to ask the staff for the test, leave books, etc. at the check-out desk and sit at the assigned tables. All tests are to be returned to the LMC staff.

Items for Purchase: Services available include photocopies at ten cents (10¢) per copy, transparencies for 20¢ per sheet.

Rules:

- A quiet atmosphere will be maintained.
- Students will remain in their chairs and in the library until the bell rings.
- Only two people are to sit at each table.
- Conference rooms are to be used with staff permission.
- Please return all material to the proper places and push in chairs.
- Bringing food/drink (except water) in to the LMC will result in the student's use of the LMC being suspended for one week.
- The use of the LMC may be restricted for any student who does not follow the rules.

## **LOCKERS AND LOCKS**

The number of the locker to which you are assigned is recorded by your Resource teacher and is also recorded in the office. You are responsible to keep lockers free of markings and writing. Locker space is offered to each student for personal convenience. It is up to each individual to decide whether or not to utilize this space. In

making your decision, please note that the School District reserves the right to inspect the contents of any locker at any time with or without notice to the occupant. Students are not permitted to share or switch lockers with other students. Each student is responsible for the content of his/her individual locker. Students are required to obtain locks through the school. Any non-authorized lock may be removed. Locker signs are discouraged.

## **LOCKER SEARCHES/CANINE SEARCHES/BREATHLYZERS**

The East Troy Community School Board recognizes the responsibility of providing for the health, welfare, and safety of young people who attend the district's schools. The Board recognizes and encourages the use of canine searches within the school buildings and grounds. Furthermore, The Board of Education recognizes the request of breathalyzers when there is reasonable suspicion that persons may be under the influence of alcohol or a controlled substance while participating or attending school functions.

*Board Policy 446*

## **MEDICATION POLICY**

Notice to Parents Regarding Medication Administration at School.

*Board Policy 453.6*

## **MENINGOCOCCAL DISEASE INFORMATION**

According to section 118.07(3) of the state statutes, each school district must provide the parents/guardians of students enrolled in grades 6 – 12 with information about meningococcal disease (commonly known as bacterial meningitis).

Meningococcal bacteria can potentially be transmitted through close contact with an infected person through direct contact with respiratory and/or oral secretions from an infected person (for example, through sharing drinking containers or kissing)

Meningococcal disease can be misdiagnosed as something less serious, because of early symptoms like high fever, severe headache, nausea, vomiting and stiff neck

The Centers for Disease Control and Prevention (CDC) and other leading medical organizations recommends that all 11 – 12 year olds be vaccinated with meningococcal conjugate vaccine (MCV4). A booster shot is recommended for teens at age 16 to continue providing protection when their risk for meningococcal disease is highest.

For more information about meningococcal disease and immunization, please feel free to contact our school nurse at 262-642-6740 x 4200 or visit the following websites to learn more about meningococcal disease,

vaccine information, and public health resources:

A Centers for Disease Control and Prevention (CDC) Meningitis Fact Sheet

Centers for Disease Control and Prevention (CDC)

Wisconsin Department of Health Services

## MISCELLANEOUS

Food and soda may be brought to school, kept in the locker and taken to the cafeteria commons area to be consumed during lunch or after school. Food, soda, juice and sports drinks are not permitted in classrooms unless specific permission has been given by the classroom or resource teacher. The playing of hacky-sack or cepa is restricted to the gymnasiums or areas outside the building. This is not allowed in areas in front of building entrances/exits.

## PERMANENT RECORD

A permanent record is maintained on each student. The record carries the student's full legal name, plus dates of enrollment, courses taken, final grades received, credits earned, attendance, yearly/cumulative GPA and rank in class.

A transcript (copy of student's permanent record) is used for post-secondary school/job/scholarship applications, military enlistment, pre-trial/security clearance investigations, etc. For a transcript to be released, a student (or parent/guardian if the student is a minor) must give written permission. This may take the form of a signed letter of request or a standard form which is available in the Guidance Office. Written permission must be given each and every time a transcript is sent. A parent may not give permission once a student has reached the age of 18.

An *official* transcript carries the school seal and a school official's signature and is sent directly to another institution/organization via the mail. Official transcripts are not faxed. This procedure is followed to assure authenticity. A transcript which is stamped *unofficial* does not carry the school seal or a school official's signature. Such a transcript has been handled by the student; therefore, the high school cannot guarantee the authenticity.

## PLANNING GUIDE

Information regarding graduation requirements, academic load, academic standing and subject evaluation is available to each student in the Planning Guide.

## POLICE SCHOOL LIAISON OFFICER

It is the philosophy and belief of the administration at East Troy High School that the primary responsibility for dealing with student discipline issues rests with the school. Thus, we will make every effort to handle such problems in-house, according to the policies and procedures estab-

lished by the district and the school. However, when violations of state laws or municipal ordinances occur, or when students or parents/guardians refuse to work within the established policies of the district and school, or where security of person or property appears to be in jeopardy, we will involve the police and initiate investigation, arrest, and prosecution proceedings.

It is also our belief that the primary role of the police liaison officer is an educational one - one in which the officer can provide programs and information for the students to help them know and understand their rights and responsibilities.

The police liaison officer is located in the Attendance Office area at the high school. Students and parents/guardians are encouraged to contact him with their concerns.

## PRIVACY IN LOCKER ROOMS

The East Troy Community School Board recognizes the East Troy Community School District shall observe measures intended to protect the privacy rights of individuals using school locker rooms and restrooms. The following provisions outline the extent to which that protection can and will be provided:

1. Locker rooms are provided for the use of physical education students, athletes and other activity groups and individuals authorized by the building principal or by District policy. No one will be permitted to enter into the locker room or remain in the locker room to interview or seek information from an individual in the locker room at any time. Such interviews may take place outside of the locker room consistent with applicable District policies and/or school rules.
2. District staff and students shall both respect and protect the privacy interests of all individuals who use any District locker room and restroom facilities.
3. Cameras, cell phones, video recorders or other devices that can be used to record or transfer images and or sound are prohibited from being seen or used in locker rooms and restrooms, except with advanced permission of building level / district level administration.

Students violating this policy shall be subject to school disciplinary action, including suspension and up to expulsion with possible legal referral.

*Board Policy 443.7*

## PUBLIC DISPLAY OF AFFECTION

Public display of affection will not be permitted in the building or on school grounds. Failure to abide by this

rule will result in parent notification and possible disciplinary action.

## **PUPIL SERVICES**

Pupil Services staff are available to assist parents and staff in meeting the diverse needs of youth in the East Troy Community School District. We offer the services of school psychologists, a social worker, school counselors and a school nurse to assist in consultation, referral, evaluation and educational programming.

Specifically, our school counselors help students focus on and provide prevention and intervention services to enhance academic, career and social/emotional development so they achieve success in school and are prepared to lead fulfilling lives as responsible members of society. Through the coordination of Academic and Career Planning (ACP), school counselors are instrumental in guiding teams to assist students to be College and Career Ready upon graduation from High School.

The District nurse coordinates all of the school district health services including supervising medication administration, emergency response services, routine vision, hearing and other health screenings and developing and implementing individualized health care plans for students with special health care needs. The school nurse's role is to assist in bridging any health barriers to learning.

School psychologists help children and youth succeed academically, socially, behaviorally, and emotionally. They collaborate with educators, parents, and other professionals to create safe, healthy and supportive learning environments that strengthen connections between home, school, and the community for all students.

The District social worker is a vital link between the school, home and community providing assistance to students, families, and school staff to maximize student success and minimize barriers to learning. The school social worker assists families who may be experiencing transitory housing and/or financial difficulties as well as youth who are using alcohol or other drugs.

The pupil service staff work collaboratively to provide services to students at all grade levels. We recognize that in addition to academic needs, students have social and emotional needs as well. While pupil service staff work with youth from a prevention aspect, an additional component is offering student groups to help meet the wide range of needs of our students. Should you have a concern for your child, please contact any of the pupil service staff within your building to discuss possible supports and services that are available. For more general information regarding pupil services and the programming offered within the District, please contact the Director of Special Education and Pupil Services.

## **RELIGIOUS ACCOMMODATIONS**

The District provides for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. State law permits children to be released from school for religious instruction. The Board neither recommends nor discourages student participation in such instruction. Students in the East Troy Community School District will be released for religious instruction outside the school grounds under the following conditions:

The student must have written permission from his parent or guardian.

Not more than one hour per day and three hours per week of school time be granted for religious instruction.

The School Board may deny the privilege of released time to students who requested religious instruction but were absent from the instruction.

The School Board assumes no responsibility for transporting students to religious instruction and shall be released from all liability for a pupil who is absent from school in accordance with the rules set forth above. The process for receiving and resolving complaints about the accommodation of religious beliefs is described above in the Non-Discrimination Policy section.

## **RESOURCE PERIOD**

Resource Period is established to allow students to do the following: Make-up tests or quizzes, get extra help from individual teachers, use the media center, attend various meetings, use the computer labs, see counselors, administrators, and special support staff teachers, and/or study in an environment conducive to learning. It is also a time for the Resource Teacher to aid the student in problems that may occur while at school. Each student will have the same advisor for four years, which allows this teacher to get to know the student(s). At times advisors will be asked:

- to review credit status with their students;
- set-up parent-teacher conferences;
- review progress reports and report cards; and
- other things that will enable all students to be successful in our school building.

Parents should feel that they can contact the Resource Teacher with their concerns and problems. A list of times in which these teachers are available will be provided

## **SEARCH AND SEIZURE**

Designated school officials may, according to law and school board policy, have access to student lockers, desks or other storage facilities when evidence suggests

that the facility might contain items which may be harmful to the school or its students/staff. The search may be in the presence of the user of the locker, desk, or storage facility, but in any event, a witness other than the user must be present during the search.

Designated school officials may search any student when there is reasonable basis to believe that the student possesses an item which violates state law. Designated school officials may search any student's car on school grounds or rented school property at any school-related activity when there is reasonable basis to believe that the student possesses an item which violates state law.

All searches may involve local authorities and specialized trained dogs when deemed appropriate.

### **SEMESTER EXAMS**

Testing is an important method of assessment. Therefore, it is the policy of East Troy High School to administer final examinations at the end of each semester. During the exams, an "open campus" will exist with students allowed to leave the building and school grounds, unless otherwise notified by a parent/guardian.

### **SENIOR ATTENDANCE/BEHAVIOR**

It is very important that senior students maintain good standing with regard to their attendance. It is the school's expectation that seniors will attend all of their classes unless excused through the attendance office. Seniors who are unexcused from missing a class will receive no credit for the class and will not be allowed to make up the work for missed classes. Patterns of unexcused absences will jeopardize good standing and the student may not be allowed to participate in the graduation ceremony.

At times some students get caught up in the excitement of graduation and become involved in behavior that is not appropriate. For example, our school does not condone "skip days" of any kind. Senior pranks which cause damage to public or private property or affect school attendance will not be tolerated. Students involved in activities of this sort will lose their privilege of participating in commencement exercises and will be assessed damages.

### **SENIOR PRIVILEGE PASS**

The Senior Privilege Program is available to students during their senior year. Seniors who meet the expectations and requirements for the pass will have the following privileges:

1. Can leave school grounds during their scheduled lunch period (30 minutes).
2. Can leave school grounds during one study hall period per day - students cannot leave school during a period in which they have dropped a

class. The period in which students can leave will be clearly marked on the privilege pass.

Expectations/Requirements to qualify for Senior Privilege Pass:

1. No course work failures at a grading period (4-1/2, 9-week period or semester 1 grades).
2. No disciplinary referrals during the second quarter of this school year and no referrals during second semester.
3. No unexcused absences or referrals for tardies. This includes resource period.
4. Any senior with a privilege pass who takes an underclassman or any senior without a pass off school grounds will lose the pass for the remainder of the school year.

### **SPECIAL EDUCATION SCREENING AND REFERRALS**

The East Troy Community School District has a full range of special educational services available to students with disabilities. The school district must locate, identify, and evaluate all resident children with disabilities, including children with disabilities attending private schools, regardless of the severity of their disabilities. Additionally, A physician, nurse, psychologist, social worker or administrator of a social agency who reasonably believes that a child was brought to him or her for services is a child with a disability has a legal duty to report the child to the school district in which the child resides.

Special Education is referred to as "specially designed instruction, at no cost to the parents, to meet the unique needs of a child with a disability." The East Troy Community School District provides a wide range of services and supports to meet these unique needs. Specifically, the special education team is proud to offer several unique learning opportunities for students with disabilities. Life Skills classes at the primary and secondary levels help students learn to be independent by practicing safety, shopping, cleaning, cooking and other independent living skills. Read180 is a researched-based intervention where middle and high school students receive small group instruction and individualized computerized lessons to improve reading skills.

There are many other opportunities available to students with disabilities in the East Troy Community School District. The Individuals with Disabilities Education Act (IDEA) requires districts to provide each child with a disability Free Appropriate Public Education (FAPE) in the Least Restrictive Environment through an Individualized Education Plan (IEP). In East Troy, we work hard to ensure students with disabilities have the same

access to all of the curricular and extra-curricular opportunities as their non-disabled peers.

East Troy Community School District has pre-kindergarten -12th grade programs available either at one of the public schools or other educational institutions coordinated by the Walworth County Children with Disabilities Education Board. Special educational services are available for children with the following disability conditions:

- Specific Learning Disability
- Emotional Behavioral Disability
- Speech or Language Impairments
- Traumatic Brain Injury
- Autism
- Visual Impairment
- Hearing Impairment
- Intellectual Disabilities
- Orthopedic Impairments
- Other Health Impairments

Also available to qualified students with identified disabilities under Section 504 of the Rehabilitation Act of 1973 are reasonable accommodations. A child with a disability under Section 504 is any person who a school team has evaluated and found to have a physical or mental impairment (or has record of such impairment or is regarded as having such an impairment) which substantially limits one or more major life activities. Major life activities include, but are not limited to: learning/access to learning; seeing; reading; hearing; walking; learning; thinking; concentrating; sleeping; bowel functions; bladder functions; digestive functions and eating.

If you suspect your child may be eligible as a child with a disability under either special education or Section 504 or if you have concerns regarding your child's education, please contact your building school psychologist, administrator or school counselor. To discuss further special education services or District level programming in the East Troy School District, please contact the Director of Special Education and Pupil Services.

## **STUDENT ATTENDANCE**

The East Troy Board of Education encourages a strong partnership between the home, school and community. If student learning and growth are to take place, parents/guardians, students and school personnel must recognize their responsibilities to assure regular school attendance.

The East Troy Board of Education, in recognition of the statutory requirements for school attendance and the

overwhelming public need for an educated society, believes school attendance should take precedence over non-school activities. In addition, Wisconsin Statutes requires every child between six and 18 years of age to be in school attendance unless he/she:

- A. Is excused temporarily for physical or mental reasons, or other reasons defined by the Board of Education
- B. Has graduated
- C. Has been authorized to attend an alternative educational program
- D. Has been excused by his/her parent/guardian prior to an absence in accordance with state law

It is the responsibility of any person having under his/her control such a child to ensure regular attendance during the full period and hours that school is in session until the end of the quarter or semester of the school year in which the child becomes 18 years of age. Any child who is 16 or 17 years of age may be excused from regular school attendance by the school board to a two or four-year college or technical college through the Youth Options Program. A student may also attend an adult high school diploma program at a technical college in lieu of high school if the student falls under the definition to be considered to be a Child at Risk. Further modifications may include:

- A. Modification within the child's current academic program
  1. Abbreviated day
  2. Modified curriculum
- B. At school work-training program
  1. Gateway HSED
  2. Supervised school work-training program for credit
  3. GPS Programming
- C. Enrollment in an alternative public school, technical school program
- D. Enrollment in correspondence or Internet courses approved by the school

It is the responsibility of the parent/guardian to notify the school of student absences in accordance with established District procedures. When students are absent from school, parents/guardians assume full responsibility for their activities. It is the responsibility of the principal or designee to determine whether the absence is acceptable (excused) or not acceptable (truant).

It is the intent of the East Troy Community School District PK – 12th grade attendance action plan to provide

consistency throughout our district that meets all attendance provisions per Wisconsin Statutes, and to assist and intervene in a positive manner with the parents and or student to correct any attendance issues before issuance of “habitual truancy.”

## **STUDENT DRESS**

A student’s individual dress is primarily a parental responsibility. Dress and grooming should reflect concern for health and safety of the students and others, and to school property. Safety or special purpose equipment must be worn when required. Students are expected to come to school and to all school events clean and dressed appropriately. Concerns arise and limits are imposed when the student or the student’s clothing is unclean or considered distracting or offensive (i.e. bare midriffs, shirts/blouses that are sheer or very revealing or with low-cut necklines, inappropriate t-shirts, bandanas, alcohol, tobacco or drug related t-shirts, hats or logos, etc.) or wholly inappropriate for the school environment. Shoes or other clothing that damage school property are not permitted. All students are required to wear footwear within the school at all times. School administrators will make final decisions as to what constitutes appropriate student dress.

## **STUDENTS OF LEGAL AGE**

Students reaching the age of majority shall be subject to all school rules as other students and will be responsible for all their actions while at school and school functions, including field trips and extra-curricular activities. Age of majority students are expected to maintain good standing in relation to school attendance, discipline and grades. Students who choose not to follow school rules and expectations may not be allowed to participate in the graduation ceremony. Repeated or significant violations of school rules and/or unexcused absences will be considered by school administration in making decisions regarding participation in the graduation ceremony.

Students who are eighteen (18) years of age may assume responsibility for their own school attendance and student records.

## **STUDENT USE OF INFORMATION TECHNOLOGY AND COMMUNICATION RESOURCES**

The East Troy School District Board of Education recently approved an updated student policy regarding student use of information technology and communication resources. This policy allows wireless technology to be utilized throughout our district and allows East Troy High School students to bring and use personal electronic devices for school-related work.

*Board Policy 443.8 and 363.2*

## **TEXTBOOKS**

The school furnishes books to all students. This is done

with the hope that this major investment will be properly safeguarded. Reasonable damage is expected as a result of daily use. Unreasonable damage to textbooks will result in fines.

Students will be responsible for lost and/or damaged textbooks.

Students who change a book number or destroy a book label will be charged accordingly.

## **VIDEO CAMERAS**

Video cameras are utilized at East Troy High School in the interest of health and safety. School hallways and grounds are monitored by video cameras. Video recordings may be utilized to create a record of improper behavior.

## **VEHICLE POLICY**

Permission to park in school parking lots is granted subject to all rules and regulations of the school which can be obtained from the attendance office. Only licensed drivers operating properly registered vehicles are allowed on school property during the school day. Students driving vehicles to school must park them in assigned parking stall. Vehicles are not to leave the parking lots during the school day (including lunch hour) and students are not to be in vehicles without permission. Student with permits to leave the building may do so at the designated times. East Troy High School lots are public parking lots. As such, they may be patrolled by the Village of East Troy Police Department and violators are subject to tickets as may be properly issued. The Student Cabinet will establish a fee that must be paid in order to park in the lot. Students will receive a permit that must be displayed inside the vehicle. If a vehicle is parked illegally, it will be towed at owner’s expense. Students are not permitted in the parking lot or in vehicles, except when arriving or leaving school, without permission from the school administration. Any student going to the parking lot without permission from the administration will be subject to disciplinary action.

Students who violate the conditions of the East Troy Vehicle Policy are subject to suspension and may lose their parking privileges.

Additionally, the following will be enforced at all East Troy High School parking facilities:

- By entering this area, the person driving any vehicle is deemed to consent to complete search of the automobile, with just cause by school officials or by police.

## **VISITORS**

School personnel have the right to know the identity of all persons in the building. Only those visitors who have legitimate business in the school are to be in the building. Guests



and visitors must register with the office immediately upon entering the building for permission to remain on the premises. Parents are always welcome and encouraged to schedule a visit. The administration reserves the right to determine whether a visitor is permitted to attend a class or meet with a teacher when no prior arrangements have been made. Please note: This applies to High School students going to other school buildings in the district.

*Board Policy 884*

## **WITHDRAWAL/TRANSFER FROM SCHOOL**

If you are going to transfer or withdraw from school, the following procedure should be followed:

- Present a written notice of withdrawal from parent/guardian to the Guidance Office. Secure a Student Withdrawal Form from the Guidance Office and complete it in duplicate.
- Turn in all textbooks to teachers and secure their signatures on the withdrawal form.
- Turn in all physical education equipment.
- Pay all library fines and all other obligations.
- Return original copy of Withdrawal Form to the Guidance Office and keep the copy for your records.

Parents of students should be aware that discipline records (suspension or expulsion) may be transferred to another public or private school.

## **YOUTH OPTIONS PROGRAM**

All 11th or 12th grade pupils attending East Troy High School, meeting specified requirements, may attend a UW system college or university, a participating tribally controlled college, or a WI technical college and a non-profit college or university under the Youth Options Program. In order to participate, the student must notify the Board of their intentions prior to March 1 for the fall semester and October 1 for the spring semester. For more information on this program contact the high school counseling office.

*Board Policy 343.3*

## **ATTENDANCE POLICY**

East Troy High School's educational policy is built on the premise that regular attendance is vital to a student's success in school. Seeing that a student maintains regular attendance requires a cooperative effort by the student, parent/guardian and school personnel. The student who is frequently absent misses social interaction, class instruction and discussion, even though written work is made up.

Research supports the belief that success in school is closely linked with attendance in the classroom, partici-

pating in class discussion, interacting with fellow students and completing assigned work. The philosophy of the Board of Education, administration and faculty at East Troy High School is that school attendance is critical in order to achieve that success and receive high school credit. It is not possible to replicate the classroom experience after a student has been absent.

There is a documented relationship between good attendance and good grades.

*Board Policy 430 & 431*

## **Attendance Responsibilities**

### **A. Parent/Guardian Responsibilities**

All absences must be verified in one of the following ways:

1. Parent/guardian shall call the attendance clerk before 8:00 a.m. on the day of absence. The attendance secretary may be reached at 642-6760 x5241. (This line has a 24-hour answering service.)
2. If a parent guardian is unable to telephone the attendance clerk, the student will be marked as unexcused. The student will have 24 hours to have a parent/guardian confirm the absence.

### **B. Student Responsibilities**

1. All students are required to attend all of their scheduled classes, study halls, and lunch periods, unless they have obtained parental permission and are excused by the student attendance officer, or designee.
2. Students should always check in and out at the school building office when they leave and return to school.

### **C. Teacher Responsibility:**

1. Teachers are required by law to take daily attendance (period by period) in their classes and maintain a record of absences.

### **D. Principal Responsibilities:**

1. Principals shall maintain office records for all excused and unexcused absences that occur in their school building.

## **Fifth Year Students**

In order to qualify as a fifth year student, a student must have attended school for eight semesters without successfully completing the graduation requirements. East Troy High School encourages fifth year students to return for the additional classroom work needed, and will assist in course selection and scheduling that offers the most expedient plan for completion. It is understood that a fifth year student's main purpose in returning is to earn a high school diploma. Therefore, the following guidelines are

applicable:

Should a student accumulate ten (10) days of absences in a class for a semester, he or she will be dropped from that class. If a student misses ten (10) days because of a lengthy illness and is excused by a doctor, this will not apply. Any time a student is dropped from a class, they may make an appeal to the principal/designee.

### **Valid Causes of Absenteeism**

East Troy High School, in keeping with the Wisconsin School Code (118.15(3)(c)), considers the following circumstances to be a valid cause for student absences: illness, observance of a religious holiday, family emergency, death in the immediate family, circumstances which cause reasonable concerns to the parent/guardian for the safety or health of the student; other situations approved by the school administrator.

**Medical Documentation:** After three (3) consecutive days of absence or after 10 days of absence accumulated in one school year, East Troy High School may require parent/guardian to present medical documentation of physical or emotional conditions causing a student's absence.

**Appointments:** Medical, dental, vision, and emotional appointments must have an appointment confirmed by the parent/guardian as outlined above. If the student must leave school early or arrive late because of the appointment, he/she must sign in or out at the office. Information regarding the name and phone number of the doctor/dentist/counselor must be supplied. The school nurse may be requested to call to verify the appointment.

**Pre-Arranged Absence:** From time to time, there exists the possibility that students will know in advance of days that they will not be in attendance at school. This necessitates obtaining permission to be absent on a pre-arranged absence request form. Necessary signatures and permission are to be obtained and turned into the office at least one (1) day in advance of departure.

Acceptable prearranged absences include: religious observance, quarantine, court appearance, school sponsored activities, college visitation, job interview, and other reasons such as family vacations, which have been approved in advance.

**Vacations:** East Troy High School discourages parent/guardian from taking vacations during periods when school is in session. Such vacations may disrupt the continuity of a student's learning and create educational problems. Students who request an excused absence due to family vacation must request a prearranged absence form from the high school office at least one week in advance of the vacation. Without such a form, the school will offer no guarantee that written assignments covering such vacations will be provided prior to the trip.

**Sudden Illness:** When a student becomes ill, they are to report to the attendance office. The secretary will contact the parent/guardian to inform them of the illness so the student may be taken home from school and so that the parent/guardian can follow up on the illness.

### **Leaving the Building During the School Day**

It is essential to the health and welfare of the student body that every student who leaves the building must have permission from the office. A request by phone from the parent/guardian beforehand must be made to the office stating the reason and time of dismissal. All requests granted will be signed by the principal or designee, and the student must sign out in the office before leaving and return promptly to school and sign back in before going on to a class. A "Permit to Leave the Building" during the school day will be issued and must be completed prior to excusing the student.

"Needed at home" is not sufficient - an explanation from the parent/guardian must indicate an emergency exists. A call from the high school may be made for verification.

Students who fail to properly sign out of school will be subject to the following:

Noon Detention; out-of-school suspension; suspension of parking privileges; revocation of parking privileges, truancy citation.

### **Make-Up Work - Excused Absence**

Students who have been excused from school are allotted one (1) day per day excused, to hand in all school work missed. Tests and long-term assignments as per department policy are the exception to this. Tests are to be arranged with the teacher as soon as possible for make-up. Make-up exams may be different than those administered at the scheduled time, but will be comparable.

### **Unexcused Absence and Truancy**

An unexcused absence is one that may have the knowledge or approval of parent/guardian, but not the school. The student may be assigned a noon detention.

The following constitute examples of unexcused absence according to state and/or local policy: missing the school bus, babysitting, hair appointment, photographer session, gainful employment, unapproved trips, oversleeping, shopping, birthdays, and car trouble.

Whenever possible, the causes of unexcused absence will be determined by an interview with the student, parent/guardian or other person who may have information about the reasons for the student's attendance problem. When appropriate, supportive services will be made available to students with attendance problems. See resources and supportive services for listing of services available.

## Truancy

East Troy High School considers a student to be truant who is absent without valid cause for a school day or any portion thereof, as defined in Section 118 of the Wisconsin School Code. Students who are truant for a school day or any portion thereof are subject to the following:

First Offense: Conference with student, parent notification. Noon detention will be assigned.

Second and Subsequent Offenses: Referral to Village of East Troy Police Department for municipal citation per Village Ordinance No. 98-20.

When a student has been truant enough to be classified as a habitual truant, a letter will be sent to his/her parent/guardian to inform them of the situation. Copies of the letter will be filed with the Village of East Troy Police Department and placed in the student's school file. Referral will be made to the village of East Troy Police Department for municipal citation as a habitual truant. The school may also file a written referral with Walworth County Human Services requesting legal action on the habitual truant or parent/guardian.

## Cutting/Skipping Classes

Being absent from a class or classes without permission is an unexcused absence and an act of truancy. There is no legitimate reason for cutting or skipping. Such an act will be dealt with under the guidelines of truancy.

## Resources and Supportive Services

The following resources and supportive services are available to students with attendance problems and their parent/guardian.

- Conferences with school personnel;
- Counseling services of school counselors and psychologist;
- Testing by school psychologists and/or special education personnel;
- Schedule or program changes;
- Special education assessment and placement;
- Referral to community agencies for appropriate services;
- Behavior/attendance contracts;
- Referral to School Social Worker.
- Referral to alternative education programs.

## Alternative School Attendance

Any student who is 16 years of age may be excused from regular school attendance by the School Board upon the student's request and with the written approval

of the parent/guardian if the student and parent/guardian agree, in writing, that the student will participate in a program or curriculum modification leading to the student's high school graduation. Program or curriculum modifications for the purposes of meeting this requirement may include:

1. Modifications within the student's current academic program; abbreviated day; modification of the student's curriculum.
2. A school work training or work study program; supervised school work training for credit.
3. Enrollment in any alternative public school program located in the school district in which the student resides; attendance at an adult learning center a minimum of six (6) hours per week.
4. Enrollment in correspondence courses. The fee may be paid by the student or parent/guardian.
5. Home based education.

## Late Arrival to School

Students arriving late to school must sign in at the attendance office. The student will be subject to the guidelines of tardy or truancy policies.

## Tardy

A student is considered tardy when he/she is not in the classroom when the class is scheduled to begin. Any student who arrives to class more than 15 minutes late will be marked absent and be handled at the school administration level. When the teacher feels there is a problem with a student's tardiness, they can refer the student to the office as a class disruption, which, at a certain point, could mean removal from the class with no credit being received.

Tardy Policy – except first hour

1st Tardy: Handled by classroom teacher (warning).

2nd Tardy: Handled by classroom teacher (warning or assigned teacher detention).

3rd Tardy: Handled by classroom teacher. Teacher assigns noon detention. If student does not attend, referral to the administration. \*Parent contacted by teacher.

4th Tardy: Noon detention is assigned. If student does not serve the detention, they will be referred to the administration.

5th Tardy: Same procedure as 4th Tardy.

6th Tardy: Same procedure as 4th Tardy. \*Parent contacted by school administrator.

7th Tardy: Referral to the school administrator. Five noon detentions assigned. If detention time is

not served, suspended out of school.

8th Tardy: Referral to the school administrator. May be removed from class for excessive classroom disruptions. May be referred for truancy citation under Wis. Statutes 118.16 (1) (c) and 118.163 (1 m).

## WELLNESS POLICY

*Board Policy 451*

## NATIONAL HONOR SOCIETY- MINERVA CHAPTER BYLAWS

### Article I NAME AND PURPOSE

- Section 1. Minerva Chapter of the National Honor Society, East Troy High School, East Troy, WI.
- Section 2. The purpose of the Minerva Chapter of the National Honor Society is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the members of the Minerva Chapter.

### Article II NOMINATION & SELECTION OF MEMBERS

- Section 1. Advisor will obtain list of junior and seniors with cumulative GPA of 3.5 or above.
- Section 2. Advisor will check to make sure each in student in Section 1 has attended East Troy High School the equivalent of one semester.
- Section 3. Advisor will hold meeting for eligible candidates to hand out information packets and to explain what is expected on information packet.
- Section 4. Advisor will ask the dean of students to check discipline record of all candidates to check for possible truanancies, suspensions, referrals, etc.
- Section 5. Faculty Council will meet and vote on candidates using the following scale:

Service (5 points) Leadership (5 points)

Character (5 points) Discipline record (5 points)

The following 5-point scale will be used when voting on each candidate:

- 0 - nonexistent/very poor
- 1 – poor
- 2 - below average
- 3 – average

- 4 - above average

- 5 - exemplary

Candidates, who receive an average rating of 15, or more, will be accepted as a National Honor Society inductee.

Section 6. The principal will send a letter home to all candidates who have been accepted as inductees.

The principal will personally talk to each candidate who has not been accepted as an inductee and will explain the areas that need improvement.

Section 7. Advisor will meet with inductees to explain dues (\$ IO), induction ceremony, and expectations for ceremony. All inductees are required to participate in the induction ceremony.

Section 8. See Article VIII for appeal process.

### Article III INDUCTION CEREMONY

- Section 1. President will form committees for ceremony preparation.
- Section 2. Each member is required to be involved in ceremony preparation.
- Section 3. All members are required to attend induction ceremony.

### Article IV MEMBERSHIP REQUIREMENTS

- Section 1. Members are expected to attend 75% of the meetings held during the year.
- Section 2. Members are expected to serve 35 hours in school and the community (at least 10 hours for each).
- Section 3. Members are expected to participate in all National Honor Society sponsored activities (refer to Article V Section 2 below). Exceptions will only be considered after advisor receives advance written notice from member.

### Article V NHS SPONSORED ACTIVITIES

- Section 1. The Minerva Chapter will be involved in numerous activities and service projects.
- Section 2. The NHS sponsored activities will be determined and voted on at the beginning of each school year and count for service hours. Activities and service projects may include Milwaukee meal program, senior citizen prom, babysitting at parent-teacher conference, sock

hop and outside marquee.

## Article VI HONOR CORD REQUIREMENTS

- Section 1. To receive an honor cord to wear at graduation is an honor bestowed on National Honor Society members who have been active in the chapter and have shown a commitment toward service in school and the community.
- Section 2. Members need to fulfill all membership requirements (refer to Article IV above) to receive an honor cord.
- Section 3. Members who are on probation at the time of Senior Awards Banquet are not eligible to receive their honor cord.
- Section 4. Honor cords will be received at the Senior Awards Banquet.

## Article VII MEMBER DISMISSAL PROCESS

- Section 1. Reasons for probation are, but not limited to:
- not maintaining a 3.5 cumulative GPA,
  - not complying with school rules and policies,
  - not upholding the standards of leadership and character that were used as a basis for selection, and
  - not participating in National Honor Society meetings and/or activities.
- Section 2. Advisor will document reason(s) for probation and member will be on put on probation through the last day of senior final exams except in the case of Academic Probation which shall last through the next semester grading period.
- Section 3. Member will receive written notice of his/her probation within 2 days of the decision. While on probation, the member is required to participate in all National Honor Society activities and meetings.
- Section 4. While on probation, if member commits another or the same offense against the National Honor Society Constitution and/or Bylaws, then action for dismissal will be taken to the Faculty Council.
- Section 5. Should the offense involve violation of laws including but not limited to underage drinking action for dismissal will be

taken to the Faculty Council.

- Section 6. See Article VIII for appeal process.

## Article VIII APPEAL PROCESS

- Section 1. In the event that a student/parent/guardian wishes to appeal the decision of non-selection/dismissal, they must notify the principal in writing within five days of the initial conference.
- Section 2. The principal will schedule a hearing with the Faculty Council as soon as possible, but no later than 10 school days after receiving the appeal request.
- Section 3. The findings and discussion of the Faculty Council will be in writing and sent to the student and his/her parent/guardian.
- Section 4. If the student or parent/guardian wishes to appeal the decision of the Faculty Council, the student or parent/guardian shall notify the District Administrator in writing within 5 days of the said decision.
- Section 5. Legal counsel may represent the student and the school; however, the school shall not be responsible for providing this legal counsel to the student.

## Article IX OFFICER ELECTIONS

- Section 1. First meeting after induction, advisor will supply nomination forms to all junior members.
- Section 2. Members will complete nomination forms stating which office they are running for and return to advisor by the specified date.
- Section 3. Prospective officers will present to current members at a meeting a statement of intentions for the office they are seeking to hold in National Honor Society.
- Section 4. Advisor will provide a ballot for members to vote at the next appropriate meeting. The ballot will include all candidates and the office they have been nominated for.

## Article X FILLING OFFICER VACANCY

- Section 1. Advisor will supply nomination forms to all members.
- Section 2. Members will have one week to complete nomination form and letter and hand in to the advisor.

Section 3. Prospective officer(s) will present to current members how they will fill/lead in the specific vacant position.

Section 4. Advisor will provide a ballot listing the nominees and the office for members to vote at the next appropriate meeting.

#### Article XI OFFICER RESPONSIBILITIES

Section 1. The President will hold officer meetings, write an agenda for each meeting, preside over meetings, form induction ceremony committees, preside over induction ceremony, and introduce parents and students to National Honor Society at 8th grade orientation.

Section 2. The Vice President will create and update the year's activity calendar, review the activity schedule at each meeting, notify local newspapers of chapter activities, photograph activities, organize an informational visit to all 9th grade resources to discuss National Honor Society requirements and activities, and update National Honor Society "Scrapbook".

Section 3. The Secretary will take minutes and attendance at each meeting, type and disperse any written information to members, and document the purpose, members, and outcome of committees that are formed.

Section 4. The Treasurer will approve budget deposits and withdrawals, create and update budget spreadsheet throughout year, and collect inductee dues.

#### Article XII MEETINGS

Section 1. Meetings will be held every other week.

Section 2. President will preside over all meetings with the officers and committee chairpersons giving their respective reports.

Section 3. Order of meetings will follow agenda created by the officers.

#### Article XIII PRINCIPAL'S DUTIES AND RESPONSIBILITIES

Section 1. Has the right to approve all activities and decisions of the Minerva Chapter.

Section 2. Appoints faculty members to the Faculty Council (but is not a member of the voting Faculty Council).

Section 3. Receives appeals in cases of non-selection of candidates and dismissal of

members.

Section 4. Appoints and works closely with the chapter advisor and the Faculty Council.

Section 5. Is familiar with the National Honor Society Handbook and bylaws.

Section 6. Remains aware of the activities and procedures of the Minerva Chapter.

Section 7. Attends induction ceremony and participates in honoring of cords at the Senior Honors Banquet.

#### Article XIV FACULTY ADVISOR'S DUTIES AND RESPONSIBILITIES

Section 1. Is a non-voting, sixth member of the Faculty Council and protects the interests of the student(s) in all Faculty Council meetings.

Section 2. Facilitates Faculty Council meetings and discussions.

Section 3. Is familiar with the National Honor Society Handbook and bylaws.

Section 4. Approves and promotes Minerva Chapter activities.

Section 5. Stimulates positive actions by members.

Section 6. Maintains Minerva Chapter records.

Section 7. Attends Minerva Chapter meetings and functions.

Section 8. Attends induction ceremony and participates in honoring of cords at the Senior Honors Banquet.

#### Article XV BYLAW REVISIONS

Section 1. It is recognized that occasionally the bylaws may have to be revised or completely rewritten. An appointed bylaws committee will draft the revision(s).

Section 2. Members of the chapter will be informed and given copies of the revised bylaws to review and discuss before a final vote. Proposed revisions require a two-thirds vote of the chapter for adoption.

Section 3. The Faculty Council can only change articles dealing with the procedure for selection (Article II) and dismissal of a member (Article VII). Input from the chapter is allowed and encouraged.

## ATHLETIC CODE OF CONDUCT



### 2017-18 Statement of Philosophy

Participation on East Troy High School's athletic teams is an integral part of the East Troy High School experience, and is a privilege which should elicit great pride in both the student and his/her family. While our number one goal as a school district is to provide a sound academic foundation for all of our students, athletic activities provide unique opportunities for students to promote their mental, physical, social and emotional development. By providing a strong athletic program, East Troy High School extends the opportunity of enriching the mind and body to any student who meets district, Wisconsin Interscholastic Athletic Association (WIAA), and other applicable governing body's requirements. Like anything of value, it comes at a price. That price is a commitment from you to follow established rules. Student-athletes who comply with this Code of Conduct demonstrate a commitment to dedicate themselves to self-improvement as well as to enhance the best interests of fellow teammates, advisors/coaches and their school. If accepted, this privilege carries certain responsibilities, and this code presents these responsibilities.

### Goals

Athletics are an integral part of our educational program. It provides opportunities for learning experiences difficult to duplicate in other school activities. East Troy High School athletic activities have the following goals:

1. To develop leadership skills and responsibility.
2. To show team spirit, encourage others and contribute to good morale.
3. To be fair and treat others as one wishes to be treated.
4. To provide activities through sports for learning self-discipline, loyalty, team play, personal pride, respect for the rights of others and the desire to compete to the best of one's ability.
5. To treat all persons respectfully regardless of individual differences; to show respect for legitimate authority (e.g., Coaches, Officials, Captains).
6. To accept responsibility and to set a good example for teammates, peers, younger students, fans and school community.

7. To understand the necessity of abstaining from the use of alcohol, tobacco, and other substances in order to achieve the positive benefits of interscholastic athletics and achieving personal best.
8. To help student-athletes realize that participation in interscholastic athletics is a privilege with accompanying responsibilities.

### Eligibility

These Rules of Eligibility are established by the Wisconsin Interscholastic Athletic Association (WIAA) and are supplemented with East Troy Community School District's rules. To be eligible, students must:

1. Be enrolled in the East Troy Community School District as a full-time student.
2. Have a current physical exam form or alternate year card to participate in athletic activities as determined by a licensed physician. The physical exam form must be completed every other year, with April 1st as the earliest day of the examination. The alternate year card with parent or guardian signature is used in the second year.
3. Complete an emergency medical form each year.
4. Attend a mandatory athletic Code of Conduct meeting with a parent/guardian prior to the start of the season.
5. Have a signed Parent-Athlete WIAA Rules of Eligibility Sign-off Form.
6. Sign the Athletic Code of Conduct contract, along with your parent, prior to the start of the practice season.
7. Pay the athletic user fee for the sports season.
8. Be cleared of any equipment responsibility incurred from participation in a previous sport.

### WIAA Rules and Regulations for Athletic Participation

1. An athlete must meet school and DPI requirements defining a full-time student.
2. An athlete must remain in good academic standing in order to compete in any sport.
3. An athlete must be an amateur in all recognized sports of the Wisconsin Interscholastic Athletic Association in order to compete in any sport.
4. An athlete may not receive reimbursement for play in the form of salary, cash or merchandise.
5. An athlete may not accept merchandise awards such as jackets, sweaters, watches, rings, balls, etc.



6. An athlete may not permit the use of his/her name, picture, or personal appearance, as an athlete, in the promoting of any commercial endeavor.
7. An athlete may not play in a contest under a name other than his/her own.
8. An athlete may not play in a non-school contest at the same time that he/she is a member of a school team in that sport.
9. An athlete shall be suspended from interscholastic athletics (competition) for acts at any time (including summer) involving buying, selling, use and/or possession of alcohol, tobacco or other drugs.
10. An athlete may not compete if she/he becomes nineteen (19) before August 1 of any school year.

Note: A complete list of WIAA guidelines and procedures for review are available from the Athletic Director or online at <http://www.wiaawi.org/index.php?id=631>.

### **Responsibilities**

It is important to understand that participating in athletic activities is a privilege and not a right. You are also expected to share in the responsibility for such an opportunity that is provided, that shall include:

**Responsibilities to You:** The most important of these responsibilities is to broaden and develop strength of character. You owe it to yourself to derive the greatest benefit from your high school experiences, to live a healthy lifestyle, and to respect your health both physically and mentally at all times.

**Responsibility to Your Academic Studies:** Your academic studies and your participation in athletic activities prepare you for your life as an adult. Athletics, while very important to young people, is only a small part of life.

**Responsibilities to Your School:** Another responsibility you assume as a team member is to your school. East Troy Community Schools cannot maintain its position as having outstanding schools unless you do your best in the activity in which you are engaged and are a good role model. Other students and faculty are watching you. They know who you are and what you do. Make them proud. Be an example. Do not do anything to let them down.

**Responsibility to Your Community:** The community and school tax monies make this athletic activity experience possible. For that reason, we must remember that we hold a clear and paramount responsibility to our community. You assume a leadership role when you are involved with a sport. The student body and citizens of

the community know you. You are very visible with the spotlight on you. The student body, the community and other communities judge our schools by your conduct and attitude, both on and off the field. Because of this leadership role, you can contribute significantly to school spirit and community pride. Our desire is that our students are *1st Class*, not for the fact that we win, rather that we are known as a program of character, excellence and pride whose individuals demonstrate Respect, Responsibility, Integrity and Courtesy. Make East Troy High School proud of you, your school and community, by your consistent demonstration of these ideals.

**Responsibility to Others:** As a team member you also bear a heavy responsibility to your home. If you never give your parents anything to be ashamed of, you will have only just begun to measure up. When you know in your heart that you have lived up to all of the training rules, that you have practiced to the best of your ability every day and that you have participated in the activity “all out”, you can keep your self-respect and your family can be justly proud of you, win or lose.

**Responsibility to Younger Students:** The younger students in East Troy are watching you. They know who you are and what you do. The older, upper-classmen athletes are role models for the underclassmen, siblings and other children in our community. Make them proud. Be an example. They will copy you in many ways. Set good examples for them.

### **CODE OF CONDUCT RULES, MISDEMEANORS AND VIOLATIONS**

As an athlete, it must be understood that this Code of Conduct program is not designed to be a reactive punishment but a proactive deterrent to your involvement in risky and dangerous behaviors. It is also to ensure that you have the best opportunities to succeed in your sport and to learn the valuable lessons that athletics can teach. Your mental and physical well-being is essential to your safety and success and we want you to reach your full potential. Therefore, we are asking you to become an active part of the solution, not to be part of the problem.

#### **Code of Conduct Rules**

The following rules will apply to each athlete and will be in effect at all times during the 12-month period from the date of acceptance. Each coach also has the prerogative to establish and implement additional rules specific to his/her particular program. Coaches are expected to share these in writing with their student-athletes and parents/guardians on or before the first day of practice. A copy of these additional guidelines and expectations can be obtained from the Athletic Director.

**Academic:** In order to be eligible to compete/perform/participate in athletics, a student must meet school and DPI requirements defining a full time student and

have received no more than one (1) failing grade at the following:

A senior who has acquired all necessary credits towards graduation is not exempt from this rule.

A student who becomes academically ineligible may regain eligibility on the 11th school day by meeting the above academic rule following the period of ineligibility. A student who is ineligible under the provisions listed above may return to competition by completing the following:

1. On the 10th day – have all scheduled classroom teachers fill out the Academic Check for Athletic Participation Form and have no more than one (1) failing grade, AND
2. Return completed form to Athletic Director or School Administrator by the end of school day – 3:00 p.m. or sooner.

A student may regain eligibility status related to the semester two grade – reporting period through summer school courses at East Troy High School or another school, provided:

- a. The student successfully completes not less than the same number of courses, which caused ineligibility.
- b. The student meets with his/her school counselor for approval of and registration for summer school courses.
- c. Proof of course completion, grade and credit obtained must be submitted to the school counselor.

A grade of incomplete at the end of a semester will be treated as an “F” until grade is completed

A student, who is enrolled in any State – Approved Special Education Program and receives no usual grades for such courses, may be eligible if he/she is making satisfactory progress in his/her total school program as indicated by his/her IEP.

The ineligibility status described above will be adjusted as follows for students in Fall Sports in which the date of earliest allowed competition is before the first day students are in class. The minimum ineligibility period shall be the lesser of (1) 21 consecutive calendar days beginning with the date of earliest allowed competition in a sport or (2) one third of the maximum number of games/meets/contests allowed. During the time a student is ineligible they are expected to attend and participate in all scheduled practices and attend scheduled contests.

Students and parents should also note that many programs of assistance are available to help student(s). For academic help or access to these and other programs, see

your school counselor, coach, teacher or other school personnel:

Semesters 1 & 2	Ineligibility Period
Status Report @ 6 weeks	10 school days
Quarter Grade	10 school days
Status Report @ 15 weeks	10 school days
Semester Grade	15 school days

1. Learning Center
2. Tutoring
3. Before and After School Help from Classroom Teachers
4. Resource Period – (30 minutes daily)
5. Directed Study
6. ETAL Program

### Dismissal / Quitting

An athlete who is dropped from one team for disciplinary reasons shall not be eligible in another sport during that same season. However, any athlete who is cut or quits may participate in another sport during the same season with mutual written consent of the head coaches and Athletic Director. A student who quits does not receive credit for serving a suspension and will serve that suspension on the next team on which he/she participates.

Attendance: A student athlete must be in attendance the full day in order to be eligible to compete. Exceptions to this rule would include: School-sponsored activity, family emergencies, doctor/dentist appointments and/or others at administration’s discretion. Written documentation of excuse is required. Unexcused absences WILL NOT be tolerated. A student-athlete suspended or expelled from school shall be barred from participation in athletic competitions during that period of time.

Regular attendance at practice is required to remain as part of the team. It is the athlete’s responsibility to notify the coach, in advance, of any circumstances which would prohibit attendance at practice(s) or contest(s) other than absence from school. Failure to comply may result in disciplinary action ranging from a verbal warning to dismissal from the team dependent upon the nature and/or frequency of the offense.

Dress: Every athlete is expected to maintain appropriate standards of dress and grooming while representing his/her school or team.

Cell Phone Privacy: It is the practice of East Troy Community School District to ensure the privacy of all individuals during the time they occupy locker room facilities at school and during school sponsored events. All cell phones are prohibited from being seen or used in any school locker room. If a cell phone is found to be in use, the advisor/coach has the right to confiscate the

phone. If compromising photos are found to be taken with the phone, immediate removal from athletic activities may result.

#### *Board Policy 443.6*

**Transportation:** Members of athletic teams are required to travel to and from out-of-town competitions in vehicles provided by the school district. A student-athlete may return home with their parent/guardian if this request has been made in advance of the contest and only if the parent/guardian personally picks the student up in the presence of the coach at the conclusion of the contest. While this practice is discouraged, there are times when it could be necessary. A student-athlete is not allowed to return from an athletic contest with anyone other than his or her parent/guardian.

**Injury:** Every student-athlete is required to report any injury, however slight, to the coach at the time it occurs. (School insurance may be invalid if this is not done). The coach will fill out an accident report form.

**Equipment:** Student-athletes are responsible for any uniforms and/or equipment issued to them. Each student-athlete is financially responsible for all lost, damaged (through negligence), or unreturned items issued by school officials in that student's name. Students will not be allowed to participate, practice, or compete in another sport until he/she has returned or paid for all uniforms and equipment that was issued to them in a previous season.

#### **Honesty Clause:**

- The athlete shall be truthful.
- The athlete shall be forthcoming with information.
- The athlete shall not be deceptive or untruthful.
- The athlete shall be cooperative.

If an East Troy Community School District administrator or athletic director has a reasonable suspicion that a specific athlete may have violated the district's Code of Conduct, he/she may question that student about a possible violation. In responding to any such questioning about his/her personal actions, it is expected that the student shall answer truthfully. Also during the questioning process, a student may not attempt to mislead or misrepresent himself/herself, which may impede the investigation. If a student's answer is subsequently found to be untrue, disciplinary action/penalty will be doubled. (Example: a half season suspension will become a full season.)

## **Code of Conduct Misdemeanors**

The following misdemeanors will apply to each student-athlete and will be in effect at all times during the season. These violations accumulate only during each school year. The following misdemeanors are unacceptable and the principal and/or athletic director reserves the right to impose a penalty as deemed appropriate by the severity of the infractions which may include suspension from practice and/or competition. Each coach also has the prerogative to establish and implement additional misdemeanors specific to his/her particular program.

**Behavior and Conduct:** Respect, courtesy, manners and good sportsmanship are basic to good citizenship and shall form the basis for all behavior. Since athletes represent the school in public, their behavior frequently determines the opinion outsiders have of the school and community. It is expected that the conduct of student-athletes will be exemplary at all times. Below is a list of examples that are considered behavior unbecoming of an athlete, but is not an exhaustive list:

- Unexcused absences
- Academic dishonesty
- Bullying/Harassment/Hazing/Cyber bullying
- Vandalism or Property Destruction
- Poor sportsmanship including name calling, obscene gestures, and/or fighting.
- School suspensions
- Hazing/Initiation Ceremony: East Troy will not permit, nor will any athlete stage, any type of "initiation ceremony" or hazing for athletes at any time and on any level. This prohibition includes locker/shower pranks, etc.
- Engaging in or being an accomplice to any other immoral or unacceptable conduct contrary to the philosophy of the Athletic Code, the regulations within WIAA, or the ideals, principles and standards of the East Troy Community School District.

## **Code of Conduct Violations**

Code of Conduct Violations will apply to each student-athlete on a year-round (12 month) basis in all locations, including non-school activities. Violation of the Code will result in penalties, which are consistent with those identified within the code as determined by school board and athletic director. All Code of Conduct Violations will be cumulative beginning with a student's initial participation on a freshman, junior varsity, or varsity team.

**Criminal Behavior:** An athlete who participates in activities resulting in his/her arrest or formal charges being

filed in a court of law. If the school district has adequate and competent evidence that the student participated in the offense for which he or she is charged, a penalty may be imposed pursuant to this Code prior to completion of the criminal proceeding. If the school district does not have such evidence and the student is convicted of a crime (misdemeanor, felony or municipal ordinance violation), the penalty pursuant to this code will be imposed upon conviction. In the latter case, the athlete may continue to participate in his/her sport until resolution of the matter by the judicial system.

**Chemical Health Violation:** A chemical health violation includes Possession, Use, Buying, Selling and/or Being Under the Influence of Any Drugs and Drug Paraphernalia: (Note: drugs are defined as tobacco, electronic smoking devices and materials, alcohol, illegal drugs, marijuana, synthetic drugs, performance enhancing drugs, or medications without a prescription or use not in accordance to prescription directions.)

**Presence in a bar or tavern:** Being present or loitering in a bar or tavern without a student's parent/guardian.

**Presence at a party or gathering where alcohol or drugs are being illegally consumed:** If a student-athlete attends a party where alcohol or drugs are being illegally dispensed, the student-athlete must LEAVE IMMEDIATELY (the athlete should not pose for or be in pictures). To remain in the presence of this illegal activity shall constitute a violation of the Code of Conduct.

Note: Athletes should encourage as many classmates as possible to leave with them.

\*The intent of the "presence at a party" is not to deny participation with adult family members in gatherings such as weddings, anniversaries or other family events.

**Hosts of Parties Lose the Most:** There may be a greater consequence for an athlete who is involved in the organization, facilitation, promotion, or hosting of any gathering or social event where alcohol or drugs were known to be available or used.

**Cyber Image Policy:** Any identifiable image, photo or video which implicates an athlete to have been in possession or presence of alcohol and/or drugs or portrays actual use, or out of character behavior or crime, shall be confirmation of a violation of the Code. Since there is no way to establish a timeframe for when or location of where the image was taken, it shall be a responsibility that the athlete must assume. It must also be noted that there may be persons, who would attempt to implicate an athlete, by taking such images, to place them in a situation where they might be in violation of this code standard. This is our rationale for demanding that our athletes not place themselves in such environments in the first place.

## **PENALTIES FOR CODE OF CONDUCT VIOLATION**

- Any penalty will be imposed immediately following substantiation of the violation.
- If an athlete chooses to serve a suspension in a new sport, the athlete must fully participate in that sport season beginning from the first day of practice through the end of the season.
- When calculating the number of contests to be forfeited, any amount that results in a decimal remainder of .5 or greater will round up to the next whole number.
- The student will be ineligible for all contests during the period of suspension and prior to a reinstatement request.
- During the period of the suspension, the student is required to attend team meetings, practices and contests and must participate in every team/group activity, but may not compete.
- For sporting activities in which the number of contests forfeited is greater than the number that remains in the season, the remainder will be carried over to the next sporting season in which the athlete participates. Number of performances may vary yearly. The actual penalty will be determined using the actual schedule for the current school year. The number of contests forfeited will be recalculated when the forfeiture involves two different sports, allowing a prorated penalty to take effect.
- A student-athlete who has a code of conduct violation will not be eligible for either a nomination or be the recipient of any conference award at the conclusion of the season in which the violation was served. The athlete will also not be eligible for any team or coach's award such as Most Valuable Player, Most Improved, etc. An athlete may receive a team award based on a statistical award such as Most Rebounds or best batting average, etc. The athlete will be allowed to receive any WIAA Tournament series award.
- Any student-athlete who has a code of conduct violation will not be allowed to serve as Team Captain for any team for one calendar year (365 days) beginning on the date the violation was substantiated by the Athletic Director.

**First Violation:** Automatic suspension for 25% of that competitive season's scheduled contests\*. If a student-athlete receives a violation due to alcohol or drug related issues, the student-athlete will be required to meet for assessment and education with the District Alcohol and Drug Coordinator for a minimum of three sessions. If

outside treatment is recommended, it will become the parent/guardian responsibility, at parent expense, to see that outside treatment is obtained.

No. of Scheduled Contests	First Violation 25%	Second Violation 50%
8	2	4
9	2	5
10	3	5
11	3	6
12	3	6
13	3	7
14	4	7
15	4	8
16	4	8
17	4	9
18	5	9
19	5	10
20+	5+	10+

Second Violation: Automatic suspension for 50% of that competitive season’s scheduled contests. The student-athlete and parent/guardian will be required, at parent expense, to obtain and complete alcohol and drug treatment with a licensed therapist and provide documentation from the treating professional to the District that all recommended treatment has been successfully completed. Information about resources and referrals to therapists can be obtained by contacting the District Alcohol and Drug Coordinator.

Third Violation: Automatic suspension from all athletic activities for the rest of high school career. The Athletic Director reserves the right to exercise discretion on behalf of individual students in, extenuating circumstances, to request a waiver from this suspension upon Board of Education approval.

\*The definition of a “contest” for the purposes of this athletic code is: any match(es), meet(s) or game(s) which is(are) played, occurs on one calendar day and in which score is kept and/or awards are given.

### **VIOLATIONS REINSTATEMENT**

All students must seek reinstatement after any code of conduct violation to regain eligibility.

1. The student must attend all practices/meetings and be present at all competitions while under suspension.
2. A written request for reinstatement must be submitted by the student to the Athletic Director. Letter should include the understanding of why suspended, plan of how to remain in good standing and the benefits for the student to return to competitive performance.
3. Must make a verbal apology to team and coach and resign the code of conduct contract.

### **VIOLATIONS REPORTING PROCEDURE**

A violation of the athletic Code of Conduct must be reported to an administrator in the district (including the Athletic Director). The report should indicate the nature, date and time (if appropriate) of the violation. The name of the reporting witnesses will be kept confidential if possible.

### **VIOLATIONS SUSPENSION PROCEDURE**

When an alleged violation of the code is reported to the administration, the administrator or his/her designee shall meet with the student. The student will continue to participate in athletic activities until this meeting is held.

1. In the event that the student admits to the allegation of a violation at this meeting, the administrator or athletic director shall impose the appropriate penalty for the violation as specified, effective immediately. The student and his/her parent/guardian shall be given written notice of the violation and the discipline imposed.
2. In the event that the student denies the alleged violation, the administrator or his/her designee shall determine whether there is sufficient evidence to warrant further action. If there is sufficient evidence that the student has committed the alleged violation, the administrator or his/her designee shall impose the penalty for the violation as specified, which begins immediately. The student and his/her parent/guardians shall be given written notice of the violation and the discipline imposed and shall be informed of the opportunity for appeal to the Athletic Council.