

Student Handbook

2005 & 2006

Elmwood Middle & High School

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This Handbook belongs to:

Name: _____

Locker #: _____

Handbook #: _____

SUPERINTENDENT/PRINCIPAL MESSAGE

WELCOME...to the School District of Elmwood. We are extremely proud of the programs we offer our students, and look forward to assisting you in fulfilling your educational goals. The School District of Elmwood has a history of outstanding academic and extracurricular accomplishments. We provide a variety of programs to help insure a safe, successful and enjoyable experience. This handbook has been designed to explain and clarify the procedures, policies, and regulations of our school district. Please read the handbook carefully and keep it for future reference. Please discuss the rules with your child to make sure that your son or daughter understands the need for making responsible choices. Understanding how your school functions can reduce any inconveniences and eliminate problems during the school year.

Our "Commitment to Excellence" is our promise to you and our expectation of every student. We are proud of our school, students, teachers, and staff along with their dedication to excellence. We look forward to this school year with great excitement and hope all of our students will have a rewarding and successful year. The positive active role you play in your son's or daughter's education is an important one. We are partners working together, providing your child with excellent educational opportunities.

Sincerely,

Barry Rose
Superintendent
High School Principal

Shawn Madden
Elementary/Middle School Principal
Assistant High School Principal

PHILOSOPHY

The School District of Elmwood believes that we must make a concerted effort to help each student develop feelings of self worth and confidence which will enable each to experience a sense of pride and accomplishment in our highly technological and rapidly changing society. Our multi-faceted educational program involves development and utilization of skills, attitudes, and values which enables each student to develop potential as an individual and to make useful contributions as a member of society.

We must also address the needs of our students citizens and productive workers. Students should be guided in their interpretation of the modern world by an appreciation of their democratic heritage so they may be discerning in their choice of competent leadership and become intelligent participants in their communities and vocations. In order to ensure that their participation be satisfying, we must instill in our students an appreciation of positive work habits and the adaptability necessary to succeed in a society where occupations appear, change, and disappear.

We also believe that regardless of race, gender, religious beliefs, economic status, talents, or abilities, we must develop in all students the desire and techniques to learn, know, reason, solve, and evaluate. So that students may become lifelong learners, they must be directed and encouraged to study independently, think logically and creatively, and to communicate ideas meaningfully. We must ensure that each student be equipped to appreciate the arts, culture, and interpersonal relationships. Such awareness, habits, and skills will assist them in accepting a realistic evaluation of themselves, their personal and vocational ambitions, and their environment.

We further believe that the atmosphere in the school should promote a realization within students that while such is expected of them the expectations are realistic and reasonable and should not cause them to be anxious or overly concerned. The atmosphere of the school should be that which promotes mutual trust between staff and students, as well as values of fairness, generosity, and tolerance. Since the school reflects the needs, values, strengths, and aspirations of the community, it follows that the school, home and appropriate agencies should

work together to assure that each person involved is regarded as an individual worthy of our sincere interest,

respect, and best efforts.

The power of learning is limited mainly by the choices made as described in the following quote attributed to Harold McAlindon “You do make a difference by the contributions you make or do not make, by the quality of work you choose to produce, when you choose to produce, when you choose to help or not help other people. You always make a difference. It’s your choice as to whether the difference will be positive or negative, active or passive, helping or hindering. The difference that you make will be the result of your own efforts and your own choosing.

NONDISCRIMINATION POLICY

The School District of Elmwood does not discriminate against pupils on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, gender or handicap.

The contents of this handbook have been adopted by the Board of Education and, not all inclusive, is presented as a matter of information. Material included in this handbook is considered an extension to school board policy. The district reserves the right to modify, revoke, suspend, or terminate any or all such plans, policies and procedures in whole or part, at any time with or without notice

SCHOOL DISTRICT OF ELMWOOD

School Board

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William Link	Vice President
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Sue Borgerson	Clerk
David Wolf	Member
James Maves	Member
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Administration

Barry Rose	Superintendent/Principal 9-12
Shawn Madden	Elementary/Middle School Principal Assistant High School Principal

Middle/High School Staff

Birtzer, Michael	Social Studies
Boyer, Krystel	Science
Coulson, Patricia	Middle School
Ducklow, Rachel	Spanish
Fowell, Karen	Instrumental Music
Glampe, Linda	Business Education
Hannack, Jerry	Technical Education
Hinzman, Jon	Special Education
Hoffman, David	Science / Math
Johansen, Erin	Art
Jones, Richard	Phy. Ed. / Health
Murray, Julia	Librarian/Speech & Language
Pederson, Heather	English
Peterson, Karen	Phy. Ed. / Health
Pickerign, Jeff	Agriscience
Roth, Jonah	Guidance
	3
Schmitt, Michelle	Vocal Music

Serene, John Math / Comp. Sci.
 Thompson, Susan Family/Cons. Ed.

HIGH SCHOOL/MIDDLE SCHOOL HANDBOOK

	<u>Page Number</u>
I. ACADEMICS	
A. Graduation Requirements	4
B. Report Cards	5
C. Valedictorian / Salutatorian	5
D. Honor Roll	5
E. Academic Recognition Program	5
F. Work Permits	5
II. OPERATIONAL PROCEDURES	
A. Attendance	5
B. Student Behavior and Responsibilities	7
C. Rules Regarding Suspension and Expulsion	8
D. Accidents/Insurance	8
E. Activity Cards	8
F. Announcements	9
G. Automobiles	9
H. Bus Regulations	9
I. Closed Campus	9
J. Electronic Communication Devices	9
K. Emergency School Closing	9
L. Fire and Severe Weather Procedures	9
M. Hall Passes	10
N. Internet	10
O. Library Procedures	10
P. Lunch and Lunch Room Decorum	10
Q. Student Lockers/Student Vehicles	11
R. School Nurse	11
S. Tardiness	11
T. Telephones	11
U. Visitors	11
V. Weapons	11
III. EXTRA-CURRICULAR PROGRAM	
Code of Conduct	12
Athletic Code	12
Opportunities for Participation	14
IV. MIDDLE SCHOOL SECTION	
Goals - Opportunities	14
V. SIGNATURE PAGE	15

I. ACADEMICS

A. Graduation Requirements

1. Each student must take seven subjects each semester (passing seven is the requirement for participation in athletics and other activities).

2. Required courses are as follows:
 - 4 years of English
 - 3 years of Social Studies

 - 2 years of Mathematics

- 2 years of Science
- 1 ½ years of Physical Education
- ½ year of Health

26 total credits for graduation

All required classes must be passed before graduation and participation in the graduation ceremony.

3. A total of eight semesters in attendance is required for graduation.
4. Tutors, teacher aides, and work release will be graded **Pass / Fail**.
5. The administration reserves the right to alter the above requirements in case of health reasons, course conflicts, transfer students or for any unforeseen problem.

B. Report Cards

Report cards are issued quarterly. Information concerning absenteeism and the degree of student effort for each class is recorded along with all grades.

C. Valedictorian and Salutatorian

The valedictorian is the student who has the highest grade point average after 7 semesters. The salutatorian is the student who has attained the second highest 7 semester average.

D. Honor Roll

All subjects are considered in calculating the honor roll status. In order to make the honor roll, which will be calculated each quarter, a student's honor points must range from 7.00-12.00. Semester grades are not used to determine the honor roll.

E. Academic Recognition Program

In addition to the Honor Roll, the Elmwood School District will be sponsoring a number of ways to recognize students for GPA increases, citizenship awards, and regular attendance.

F. Work Permits

If you are under 18 years of age, you must apply for a work permit in order to accept employment. You must have a job before making application for the work permit. The law has certain requirements concerning the type of work you may do, the hours and under what conditions you may work. The necessary information needed for a work permit, along with the actual work permit, can be obtained in the office.

II. OPERATIONAL PROCEDURES

A. Attendance

Regular attendance, punctuality and responsibility are essentials of good performance on any job. Absence from school is the greatest single cause of poor achievement in school. Since state law requires attendance, students, parents and school should view attendance at school as the students primary job.

Frequent absences from regular classroom learning experience disrupt the continuity of the instructional process. The benefit of regular classroom instructions is lost and cannot be entirely regained even by extra after-class instruction. A student absent from school shall present upon his/her return a written excuse from parents or guardian. If notification does not arrive in a timely manner, the absence may not be excused. Parents may not excuse students for reasons not outlined in district, county and state guidelines without the permission of the principal in advance.

1. Absence within the school day

All students must check out in the office before leaving the building and check back in upon returning no matter what time of the day it is. This includes between classes and/or during lunch. The parents or guardians must notify the office by telephone or in writing of the reason of the absence and the student must have permission from the office before the student leaves the building.

2. Excusable Absences

Wisconsin State Statutes Pierce County and the School District of Elmwood spell out acceptable reasons for school absences (paraphrased below): (Please note check in / check out policy in #1 above).

1. Evidence of a debilitating physical or psychological condition. The district may require a written statement from a physician. Excuse must be in writing and may not exceed 30 days.
2. An illness in the immediate family that requires the student to attend to family responsibilities.
3. Medical or other professional appointment. Parents are asked to make appointments during non-school time. Prior notice of appointments is requested.
4. A death in the immediate family or funeral of a close relative.
5. Religious holidays.
6. Family trips that can be taken only during the normal school term. Students are required to complete a planned absence form prior to the trip and the student's attendance and academic record will be reviewed before permission is granted. Students who fail to meet the standards will not be given an excused absence for the trip. Students must be accompanied by parent / guardian for the trip to be acceptable.
7. Absences for hunting. Students are required to complete a planned absence form prior to the trip and the student's attendance and academic record will be reviewed before permission is granted. Students who fail to meet the standards will not receive permission.
8. A court appearance or other legal obligation that requires the student's attendance.
9. A quarantine imposed by a public health official.
10. Attendance at a special event of educational value.
11. Approved school activities during class time.
12. Written parental request submitted prior to the student's absence (see pre-arranged absences).
13. Special circumstances that show good cause **which are approved in advance by the administration.**

By state law 118.15 (3)(b), all excused absences require parent/guardian/legal custodian's written explanation of absence stating the time period for which it is effective. The written explanation is to be submitted to the school attendance officer, or designee, in advance of the absence or within two school days of re-admittance to classes. All absences will be categorized as either 'verified', or 'not verified', depending on the documentation provided. Absences which remain as 'not verified' beyond the second school day following re-admittance to classes be considered unexcused and will require the time missed to be make up as assigned.

When students in grades 7-12 are absent from school parents are asked to call the school at 639-2721 between the hours of 8:00 - 9:30 a.m. to assist in assuring the safety of the students. If calls are not received when a student is absent, parents may be contacted using the telephone numbers listed on the Elmwood School District enrollment form.

Excessive absences for the school year, whether excused or unexcused, totaling all or parts of 7, 11 and 14 days will prompt parent notification per county truancy committee recommendation. All cumulative absence, whether excused or unexcused in a school year beyond the 10th absence (80 class periods of an eight period schedule), where the absence is not verified as illness by a doctor will be scrutinized by the principal, or designee as part of the student's overall attendance/academic progress review. The review may require parent/guardian participation in development of an individualized monitoring and academic progress plan.

3. Pre-Arranged Excused (Documented) Absences

All absences, which can be reasonably foreseen, are expected to be pre-arranged. Pre-arranged absence, the student should have the opportunity to be aware of and complete, within a reasonable time, the work they will miss during this absence. "Pre-arranged absence form" should be obtained from the office one to five school days prior to the expected absence. Students should contact each of the teachers of classes from which they will be absent, requesting written confirmation of the appropriate class assignments verified with the teachers' signatures. Students should retain the form copy until the end of the grading period indicating work assigned and completed.

4. Unexcused (or unverified) Absences

An absence is unexcused when a student misses school for reasons not approved by Wisconsin Statute 118.15 or by Student Attendance Policy, which may occur with or without parental knowledge, or when the school has

not received timely parent notification for a student's absence. Examples include: missing the bus, over-

sleeping, hair cuts, tanning appointments, shopping, family trips not approved in advance, car problems, and unexplained personal reasons. In such cases, the teacher has no responsibility to grant credit for the work missed. Students remain responsible for information covered in classes during all absences.

A student is “**truant**” when they are absent from school without an acceptable excuse for all or part of any day on which school is held. Repeated cases of truancy will be grounds for suspension and court referral. “**Habitual truant**” is a student who is absent without an acceptable excuse part or all of 5 days or more on which school was held in a semester. (S.948.45, 118.15, 118.16)

5. Class Work Make-Up Policy

Students returning to school after an absence must assume the responsibility for making up all work missed. He/she must report to the teacher(s) to ask for make-up work and then make arrangements to complete it. A student has two days for each day absent to make up their work.

B. Student Behavior - Responsibilities, Rules and Rights

All members of the school community have the right to be treated with respect and dignity and are expected to treat others in a similar fashion. Everyone is expected to exercise the appropriate self-discipline that will allow the school community to function effectively and productively. Students are expected to attend all classes, complete all assigned work, and follow general school and classroom rules. Conduct that disrupts the classroom environment, endangers ones self, endangers others, or that may cause damage to property, is not acceptable. Each school shall establish standards of conduct that promotes appropriate social skills.

1. The following rules are in effect:

- a. Students must be in attendance unless excused according to A. 2. above – Excusable Absences
- b. There will be no use or possession of alcohol, tobacco or other controlled substance in the school or on the school grounds. Anyone violating this rule will be referred to the police.
- c. There will be no driving of vehicles at noon unless granted special permission by the principal.
- d. Students may not defy a teacher, a substitute teacher or any other staff member.
- e. Students may not lie, tease, harass, spread rumors about others or use foul language.
- f. Students may not possess other student’s books or materials or be in other student’s lockers even with that student’s permission. Permission can only be given by the office.
- g. Student who physically assaults a teacher, an employee or another student will in all likelihood be suspended immediately, reported to the police for possible criminal charges and referred to Board of Education for possible expulsion from school. The school District of Elmwood is proud of student appearance and behavior. To encourage a positive atmosphere, any type of attire which may cause a physical hazard, is in bad taste or attracts undue attention to the wearer, and thus creates a disturbance in the school is not acceptable. Coats, jackets, sunglasses, chains and other forms of outside wearing apparel, including hats, caps, and other forms of head coverings are prohibited in the building between 8:12 and 3:17 during school days. Clothing with any word(s), picture, logo or representation classified by the administrator as vulgar, obscene, racial, disruptive or otherwise socially unacceptable in a high school setting will not be allowed. This includes items of clothing that advertise drugs, alcohol, tobacco or places of business that sell these items.
- h. Students will not be permitted to wear clothing that may cause embarrassment to the wearer and/or viewer because of being immodest, suggestive or revealing - shirt/blouse and pants/shorts/skirt must be at waist level.
- i. Students may not leave the school building without permission from the office.
- j. All college and post high school related school visits must be arranged in advance through the guidance counselor and approved by the principal.

Violation of these rules will result in disciplinary action which includes teacher detention, office detention, parental contact, in-school suspension and out-of-school suspension, police referral, and referral to School Board for expulsion.

C. Rules Regarding Suspension and Expulsion

1. Due process Procedures for Suspension:
 - a. Prior to any suspension, the pupil shall be advised of the reason for the proposed suspension.
 - b. A parent or guardian of a suspended minor pupil shall be given prompt notice of the suspension and the reason for the suspension.
 - c. The suspended pupil or the pupil's parent or guardian may within five (5) school days following the commencement of the suspension have a conference with the District Administrator. If the School District Administrator finds that the pupil was suspended unfairly or unjustly, or that the suspension was inappropriate, given the nature of the alleged offense, or that the pupil suffered undue consequences or penalties as a result of this suspension, reference to the suspension on the pupil's school records shall be expunged. Such findings shall be made within 15 days of the conference. A pupil suspended under this paragraph shall not be denied the opportunity to take any quarterly, semester or grading period examination missed during the suspension.
2. Justification for Expulsion and Due Process Procedure

The School Board may expel a pupil from school whenever:

 - a. It finds the pupil guilty of repeated refusal or neglecting to obey the rules.
 - b. It finds that a pupil knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives.
 - c. It finds that the pupil engaged in conduct while at school or while under the supervision of a school authority which endangered the property, health or safety of others.
 - d. It finds that a pupil while not at school or while not under the supervision of a school authority engaged in conduct which endangered the property, health, or safety of others at school or under the supervision of a school authority.

The School Board must be satisfied that the interest of the school demands the pupil's expulsion.

Due Process Procedure for Expulsions

1. Prior to an expulsion the School Board shall hold a hearing.
2. Not less than five (5) days written notice of the hearing shall be sent to the pupil and, if the pupil is a minor, to the pupil's parents or guardian, specifying the particulars of the alleged refusal, neglect or conduct stating the time and place of the hearing and stating that the hearing may result in and pupils expulsion.
3. Upon request of the pupil and, if the pupil is a minor, the pupil's parent or guardian, the hearing shall be closed.
4. The pupil and, if the pupil is a minor, the pupil's parent or guardian may be represented at the hearing by counsel.
5. The School Board shall keep written minutes of the hearing.
6. Upon the ordering by the School Board of the expulsion of a pupil, the School District Clerk shall mail a copy of the order to the pupil and, if the pupil is a minor, to the pupil's parent or guardian.
7. The expelled pupil, or if the pupil is a minor, the pupil's parent or guardian may appeal the expulsion to the State Superintendent of Schools.
8. An appeal from the decision of the State Superintendent may be taken within 30 days to the Circuit Court of the county in which the school is located.

D. Accidents - School Related/Insurance

Every accident in the school building, on school grounds, riding buses, at practice sessions, or at school sponsored events must be reported immediately to the person in charge and to the school office. The district carries insurance on every student; however, the student or parent/guardian may request a copy of coverage from the district office as not all possibilities or financial expenditures can be covered. The parent/guardian may wish to purchase individual insurance if the student is not already covered under such. Students are not covered if they leave campus during lunch.

E. Activity Cards

Student season pass cards are available in the office for a fee. This card will admit students to volleyball, football, wrestling, and basketball contests. Activity cards are not valid for WIAA sponsored tournaments.

F. Announcements

All student announcements will be made over the public address system at the beginning of 2nd hour each day. Students are expected to be quiet so that the announcements can be heard by everyone in the class.

G. Automobiles

Students driving to school must park their car and leave it parked until the end of the school day. **Cars or any form of transportation are not to be used during the school day without office permission. This includes the noon hour.** Students are not allowed to be in the student parking lot during the noon hour without permission from the office. Students may not transport other, non-family member students at any time without permission from the principal.

H. Bus Regulations

The school bus driver shall be responsible for the maintenance of order among students being transported to and from school. Students must obey the rules as directed by the bus driver at all times. Serious violations of the bus rules will result in being put off the bus, assigned seats, suspended from riding the bus. The faculty chaperone will be responsible for student behavior on school events or activities.

I. Closed Campus

Students are not permitted to leave the school building during the school day, 8:12 a.m.-3:18 p.m. Exceptions are scheduled outside class activities, a scheduled appointment or with special permission from the office. Students leaving for any reason must sign out in the office prior to leaving. Students who do not check out will be unexcused. Students who leave the building without prior permission will be subject to disciplinary action. In order to promote proper nutrition and monitor safety, grades 7, 8, 9, 10, 11 & 12, will be required to stay on campus during lunch.

J. Electronic Communication Devices

Wisconsin State Law prohibits students from possessing beepers, pagers and cellular telephones on school grounds, in school buildings or at school related events.

K. Emergency School Closing

If weather conditions during the night or early morning require the school to be closed, the information will be broadcast over WCCO radio, WAXX radio, WMEQ radio, WEAU TV (13), KARE TV (11), and KSTP TV (5). Such notice will be broadcast before 7:00 in the morning. If weather conditions make it necessary to close school after it is in session, the students will be sent home immediately. Parents should instruct her/his children where to go for shelter in case they are not home when the child arrives. If school is dismissed due to weather, no athletic events or other extra-curricular events will be held that day.

L. Fire Drill and Severe Weather Procedures

Fire drills are held at regular intervals throughout the school year. Directions posted in each room should be followed carefully. Every person in the building must leave promptly and quietly at the sound of the fire alarm. Every drill should be approached with the attitude that it is an actual fire.

The student should:

1. Walk quickly and quietly, not run.
2. Not wait in line to use a specified exit if another is free.
3. Move away from the exit after leaving the building to make room for students still exiting.

Severe Weather Procedures

Tornado alert drills are conducted to acquaint the student with indoor survival procedures. Teachers will advise her/his classes concerning the area to which they will proceed.

The student should:

1. Walk quickly and quietly, not run.
2. Remain alert for additional or changed instructions.
3. Proceed to the far end of an assembly area so that entrances will not be blocked.
4. Make every effort to report to those in charge the illness of another student.
5. Return immediately to classrooms when so instructed.

M. Hall Passes

To pass from one room to another, a pass system is used. Get a pass before the start of a period from the teacher in charge of the room you intend to visit. Have the teacher, in charge of the room you wish to leave, sign it. Present it to the teacher when you enter the new room and stay in that room until the end of that period.

N. The Internet

The Internet has become a powerful learning tool and its use is a basic skill required to be a successful student. Internet use will be governed by the School District of Elmwood's Acceptable Use Telecommunications Policy which includes the following. Students will look at and download only information, computer software, or graphics which are classroom related, have educational value and are consistent with district educational goals. Students may not subscribe to list serves or news groups nor participate in chat-rooms, games or use personal e-mail without prior permission.

All students using the Internet must have a signed parent permission form on file, which explains the rules and regulations.

O. Library Procedures

The library is for quiet reading, research and computer use. It opens by 8:00 each morning. A librarian or library aide is always available to help students and staff.

Books, magazines and newspapers:

Books are checked out for three weeks and can be renewed for three more weeks. Magazines in storage are checked out for one week and renewed for one more week. Current magazines and newspapers are read in the library or checked out to the study hall for one period. Reference books including the newest encyclopedias and dictionaries are used in the library.

Fines: Fines will be charged for overdue materials as follows:

5 - 9 school days	\$.25
10 - 14 school days50
15 - 19 school days75
20 or more school days.....	1.00

Lost items:

If an item is not returned after five weeks, the replacement cost of the item will be charged. If the item is found after the cost has been paid, one half of the cost minus \$1.00 for the overdue fine will be refunded.

Computers:

The computers serve as research machines, tools for presentation production and word processors. On the checkout counter is the red three-ring binder students and staff need to sign for the period they wish to use a particular computer.

Reserve:

Library materials placed on reserve by teachers will be checked out for the period to be used in the library. Any other use will need to be arranged with the teacher and the librarian.

Expectations:

Students do not need to stay in the library for a full period, nor do they need to come at the beginning of a period. The adult in the library will sign a pass and write the time of departure on it or will check the time of departure from a classroom when the student arrives. Students will be expected to quietly do her/his library work. One warning will be given if a student is not meeting these expectations. If the student causes another problem, he/she will be sent back to study hall. If a student is sent back to study hall because of a discipline problem, he/she will not be able to return for two weeks.

P. Lunches and Lunch Room Decorum

Students are to have their bar-coded lunch card with them each day. Students are to eat lunches in the lunch room or other designated areas. Students must bring and use their Lunch cards every day. Students should visit her/his lockers before proceeding to the lunchroom. No students are allowed in the halls during lunch without permission. Food and beverages are not to be carried into carpeted areas or to lockers. Students are to pay ahead of time for her/his lunches. Payment should be made in the main office (or in the lunch line). Students

who cannot afford the cost of these meals are asked to check about an application for reduced or free lunches.

The school lunch room is maintained as a vital part of the health and dietary program of the school. To encourage good nutrition, a well balanced lunch is offered at a reasonable price. The lunch room management and your fellow students will appreciate your cooperation in the following:

1. Return all trays and utensils to the dish washing area.
2. Deposit all lunch litter in provided wastebaskets.
3. Do not throw food or cartons. Leave the table and floor area in a clean condition for others.
4. Students causing a disturbance in the lunch room may be prohibited from using it.

In order to insure proper nutrition and monitor safety, grades 7, 8, 9, 10, 11 & 12 will be required to stay on campus during lunch. Students who live in the Village of Elmwood may go to her/his house for lunch with written permission from her/his parents and approval of the principal. Students may not go to other student's houses for lunch.

Q. Student Lockers/Student Vehicles

Student lockers are provided by the school for the convenience of students to be used solely and exclusively for the storage of the students' wearing apparel and school related material. Students are not to use her/his locker for any other purpose, nor are they to share lockers. Lockers are assigned to students upon the conditions that they are not the students' private property nor under her/his exclusive possession. The school authorities reserve to themselves the right to open and inspect lockers at any time and remove unauthorized items. Since the school cannot accept responsibility for articles lost or stolen from lockers, we recommend that students

1. Do not bring valuable articles to school.
2. Keep lockers locked.
3. Do not share locker combinations.

The School District of Elmwood reserves the right to search vehicles parked on school property. A student's privilege of parking on school property is conditioned upon the student's consent to a search.

R. School Nurse

The school nurse assists in planning and implementing a program in which public health procedures will be fully utilized for the students benefit. The nurse has a mailbox in the main office and comes to the school once a week.

S. Tardiness

Almost all tardiness is unnecessary. Tardiness disrupts learning in the classroom. The following rules govern tardiness:

1. Any person coming late to school **must** get a pass from the office before being admitted to his/her class or study hall.
2. Recurrent or excessive tardiness to school or individual class periods will result in action by the principal. This may include a parent conference and/or make-up time.

T. Telephones

The office telephone is a business phone and may only be used by students with permission for emergencies, illnesses or other reasons deemed appropriate by the administration. Students may use the student telephone located in the "main entrance" for personal use during non-class time. Every effort will be made to deliver non-emergency messages to students during her/his study halls or noon hour, but parents and students should remember this is not always possible. Students should remind her/his employers that work schedules, etc., should be arranged out of school.

U. Visitors

Students who wish to bring a visitor to school will make arrangements ahead of time with the principal. The student making the request must gain permission **at least 48 hours** prior to the visit. Any visitor must check-in at the office.

V. Weapons Policy

The School District of Elmwood expressly prohibits any behavior jeopardizing the safety of self or others. No

person shall possess, use, or store a weapon on school property, on school buses, or at any school related event.

Weapons are defined as real or imitation (look-alike) firearms; explosive compounds; improvised explosive devices; ammunition for firearms; razor blades; knives having a blade which opens by pressing a button, spring or other device in the handle or by gravity; any knife with a blade over two inches long or any instrument which is used as a weapon.

This prohibition's does not apply to the following:

- 1) law enforcement officers discharging her/his official duties,
- 2) military personnel who are armed in the line of duty, or
- 3) a person who has obtained the advance, express written permission of the District Administrator and/or principal. Such permission may only be granted for good and appropriate reason.

Appropriate reason may be for purposes of demonstration or educational presentations. The approval must be in writing and granted prior to the weapon being brought to school. The weapon shall be in the possession of the principal except during the actual demonstration or presentation. Students violating Board policy will be suspended one to fifteen days and referred for expulsion except when compelling mitigating circumstances exist. Students and her/his parents/guardians shall be fully informed about alleged misbehavior and provided an opportunity to respond to the charge. They shall also be afforded due process before the implementation of disciplinary actions that deny the student's right to an education.

The administration reserves the right to alter the rules and regulations listed above in order to deal with special circumstances.

III. EXTRA-CURRICULAR PROGRAM

A. Code of Conduct

Student activities at Elmwood Middle/High School are organized to protect and develop the mental and physical health, as well as the social skills and standards, of Elmwood students. Students who participate in extra-curricular activities carry a responsibility not only for own health and safety but also for the way Elmwood Middle/High School is viewed by others. Students, both in uniform and in street clothes, represent Elmwood schools. As school representatives, they are expected to abide by the rules for participation and good sportsmanship.

SPORTSMANSHIP (CODE)

A good sportsman will:

1. Consider his/her athletic opponents as guests.
2. Never attempt to antagonize his/her guests.
3. Always respect the decision of the officials.
4. Stand during the playing of the opponent's school song.
5. Applaud an opponent who makes an outstanding play
6. Give the opposing rooters fair opportunity for their yells.
7. Never boo; it is the mark of extremely poor sportsmanship.
8. Remember that the reputation of the school depends on your conduct before the game during the game, and after the game is over.
9. Endeavor to make your school known for its good sportsmanship. Good sportsmanship is good citizenship.
10. Always support his/her team whether they are winning or losing.

B. ELMWOOD MIDDLE/HIGH SCHOOL ATHLETIC/ACTIVITY CODE

The rules of eligibility are based directly on the W.I.A.A. RULES OF ELIGIBILITY which include the following areas:

Responsibility of the Administration
Residence and Transfer
Amateur Status
Attendance and Scholarship

- A. A student not doing passing work in a minimum of 7/all classes of work in the latest grade reporting or academic evaluation period shall be ineligible until again doing passing work in at least 7/all classes of work but not for less than three weeks (15 consecutively scheduled school days).

Attendance:

- B. A student must be in attendance all day on the date of a contest in order to participate in that event. A school sponsored event (like a field trip) will be considered school attendance. Pre-arranged absences (such as a dentist appointment) will not disqualify a student from participation.

Non-School Participation

General

- A. Every new student will have their disciplinary file reviewed by the principal to determine if they student had any athletic code violations at their previous school(s). If so, the student shall be placed on the Elmwood School's Athletic Code infraction steps as dictated by their disciplinary history.
- B. A student may not participate in interscholastic athletics until the school has an examination-permit card on file in its office attesting to (a) parental permission and (b) physical fitness as determined by a licensed physician. NOTE: It is recommended that a student also have dental fitness attested by a licensed dentist.
- C. An athlete shall be suspended from interscholastic athletics for acts at any time (a) involving illegal use of or possession of alcohol, tobacco or drugs, (b) for attending a gathering where alcohol or drugs are in illegal use or (c) for any other immoral or unacceptable conduct contrary to the ideals, principles and standards of the school and the WIAA. Reliability of training rule violation reports will be determined by the athletic director and principal.

I. Penalties

The following procedures will be followed in enforcement of training rules at the School District of Elmwood. **The School Board authorizes the administration to impose a penalty consistent with the severity of the offense, including, but not limited to, the following:**

- a. The athlete will be suspended from scheduled contest dates as listed below beginning on the date the principal is notified of any training rule violation.

First Offense: Impose a 20% suspension from the number of games for that sport or season. Any unserved percentage of a penalty shall be carried over to the next sport in which the athlete competes in and successfully completes.

Second Offense: Impose a suspension for the equivalent one semester. (90 school days)

Third Offense: Impose a 180 school day suspension.

Fourth Offense: Impose a penalty for the rest of the student's high school career

Self-referral: (First Offense Only) When an athlete confesses to breaking a rule addressed by the Athletic Code a suspension of 10% of the scheduled events will take place. Self-referral must be made to the coach, athletic director, or principal within 48 hours of the Code Violation.

Students involved in the use of alcohol or other drugs (including tobacco) **MUST participate in the Student Assistance Program for a nine-week period.**

The administration reserves the right to impose a penalty as deemed appropriate to the severity of the infraction.

- b. After the suspension the athlete must seek reinstatement by filing a letter with the head coach, athletic

director and principal. The letter must include:

1. Reasons why the athlete wishes to be reinstated.
 2. An explanation of his/her conduct during the period of suspension.
 3. His/Her intentions as far as training and athletics are concerned. In addition to reviewing the letter from the athlete, the principal, athletic director and/or coaches shall meet with the parent or guardian. At this time both/all must be in agreement that the athlete warrants reinstatement to athletics. Finally, all concerned should be made aware of the consequences in the event of future rule violations. The athlete is expected to continue practice during this suspension period.
- c. The athlete shall forfeit any school athletic awards earned during the season in which the violation occurs. If the violation occurs between seasons, the school athletic awards from the next season of participation shall be forfeited. Any athlete caught violating the athletic code more than one time will not be eligible for the Outstanding Senior Athlete Award.

IV. Tournament Guidelines

The minimum penalty for acts of unacceptable conduct occurring in Association-sponsored tournaments shall be immediate disqualification of a student for the entire tournament series in that sport.

- This is not the complete list or explanation of rules eligibility and due process.
- Any questions on the details of this policy or anything related to athletics, should be addressed to the athletic director or principal as he/she has copies of the complete Elmwood School District Athletic Code and the Wisconsin Interscholastic Athletic Association code on file.

Opportunities for Participation

Many extra-curricular opportunities are available to students who maintain regular attendance and WIAA academic standards. These opportunities are an integral and vital part of the total educational program and are designed to develop skills, positive attitudes, and experiences beyond those found in the curriculum. All school rules are in effect for students participating in and/or attending extra-curricular events.

Activities available to Elmwood Students:

Baseball, Basketball, Cheerleading, FFA, FHA, Football, Forensics, Mock Trial, Musical (or School Play), National Honor Society, Pep Band, Spirit Squad/Dance, Quiz Bowl, Renaissance (Pride Cub) Academic Recognition, School Publications, Softball, Spanish Club, Solo/Ensemble-Band and Chorus, Student Council, Track, Volleyball, Wrestling.

IV. MIDDLE SCHOOL PROGRAM GOALS

THE MIDDLE SCHOOL WILL PROVIDE:

An atmosphere and program unique from the elementary school and high school which considers the special transitional nature of the student between childhood and adolescence. A program characterized by flexible scheduling which recognizes and facilitates adjustment of the student to the wide variance from the self-contained elementary school to the departmentalized high school. A planned program of sequential skills for students to emphasize the attainment of basic skills in the areas of mathematics, reading, language arts, social studies, science, physical education and health. A program of exploratory courses to enable each student to explore his/her interest and enhance his/her abilities in areas such as music, art, industrial arts, home economics, and business. A program of instruction that provides for a balance of student-directed / teacher-directed learning experiences. For the individual educational and emotional needs and interests of students by offering them an opportunity to become involved in group activities and organizations. For the guidance of students toward responsible citizenship and the development of self-discipline, self-motivation and appreciation of self and others.

2005-2006

MIDDLE/HIGH SCHOOL HANDBOOK

Grades 7-12

(Student Signature)

(Parent Signature)

**Our signatures indicate that we have reviewed and will abide by the
2005-2006 Handbook**

Please sign and return to the Office by 9-9-05