



# CAMPBELLSPORT MIDDLE/HIGH SCHOOL

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## **2013-2014 Campbellsport High School Student Handbook and Athletic/Activity Code of Conduct**

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

### **Student Section**

I have read and understand the provisions of the Campbellsport High School Student Handbook and Athletic/Activity Handbook including Appendix A.

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

Student Name (please print clearly): \_\_\_\_\_ Grade \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Parent/Guardian Section**

I have read and understand the provisions of the Campbellsport High School Student Handbook and Athletic/Activity Handbook including Appendix A.

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

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

Parent/Guardian Name (please print clearly): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

**One copy is to be returned to school and one copy retained by the student/parent.**

**2013-2014**  
**Campbellsport High School**  
**Student Handbook and Athletic/Activity Code of Conduct**

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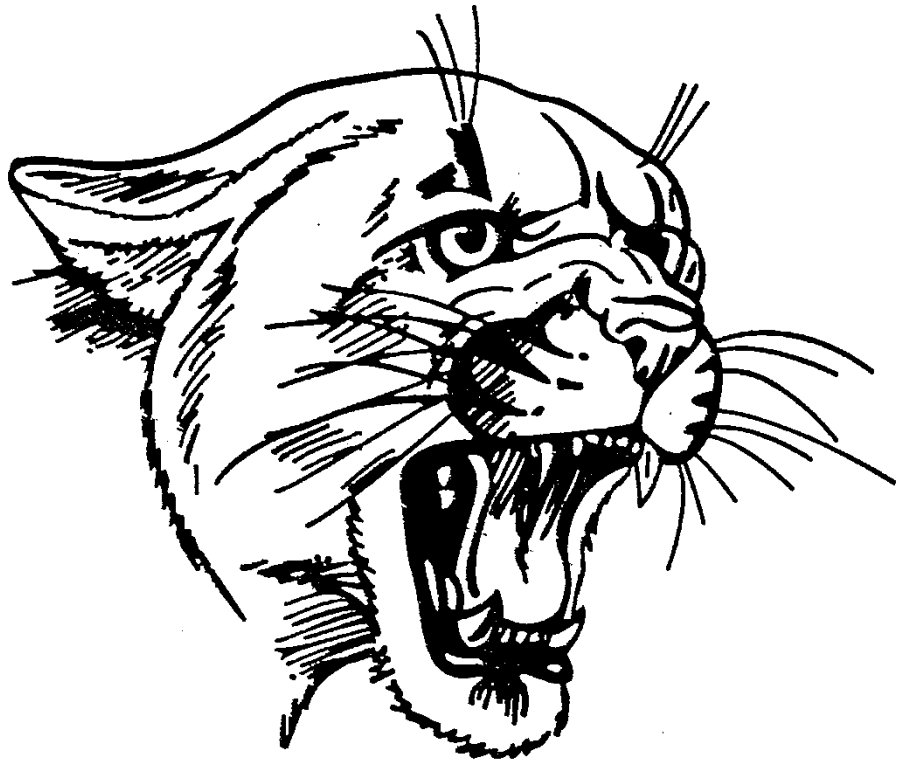
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***Campbellsport High School  
Student Handbook***



***2013-2014***

## TABLE OF CONTENTS

<b>I.</b>	<b>Welcome</b>	4
<b>II.</b>	<b>School Policy and Procedures</b>	
	Accidents and Injury	4
	Age of Majority	5
	Announcements	5
	Attendance	5-8
	Academic Honesty	8
	Closed Campus	8
	Code of Classroom Conduct	8-11
	Daily Schedule	11
	Displaying of Affection	11
	Dress Code & Personal Grooming	11-12
	Fire Drills, Lockdown Drills & Tornado Plan	12
	Electronic Communication Devices	12-13
	Library	13
	Lockers & Locker Room Privacy	13-14
	Equal Educational Opportunities	14
	Student Searches	15-16
	Student Alcohol and Other Drug Abuse	16-18
	Student Discipline	18-19
	Use or Possession of Weapons	19
	Student Suspensions/Expulsions	20
<b>III.</b>	<b>Academics</b>	
	Grading Scale	21
	Class Rank	22
	Report Cards	22
	Graduation Requirements	22
	Academic Excellence Scholarship	23
	Graduate Honors/Academic Letters	23
	Honor Roll	24
	Progress Reports	24
	School-To-Work	24
<b>IV.</b>	<b>Student Services</b>	
	Counseling	24
	Scholarships and Grants	24
<b>V.</b>	<b>Food Services</b>	
	Cafeteria– Lunch Period	24-25
	Family Food Service Accounts	25

<b>VI.</b>	<b>Student Activities</b>	
	Clubs & Organizations	25
	Dramatics	25
	FBLA	26
	FCS	26
	FFA	26
	Fine Arts Club	26
	Forensics	27
	National Business Society	27
	National Honor Society	27
	S.T.A.N.D	27
	Spanish Club	27
	Student Council	27-28
	Trap Team	28
	The Yearbook Club	28
	Court Selection	28
	School Dances	28
	Dance Behavior & Guidelines	29
<b>VII.</b>	<b>General Information</b>	
	Driver Education	29
	Information for Non-Custodial Parents	29
	Internet Safety Policy	29-31
	Maintenance & Confidentiality of Student Records	31-35
	Release Time for Religious Instruction	36
	School Resource Officer	36
	Quick \$50 Program	36
	Student Fees	36
	Student Messages	36
	Student Parking	37
	Student Bus Conduct/Bus Rider Rules	37-38
	Visitors	38
<b>VIII.</b>	<b>Athletic/Extra-Curricular Code of Conduct</b>	39-50

## **WELCOME**

Dear Students and Parents/Guardians,

Welcome to Campbellsport High School (CHS)! Whether you are a returning student or attending CHS for the first time, there is much to anticipate and experience.

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

We look forward to seeing you and supporting your efforts to make the 2013-2014 school year a great year for all of us.

Sincerely,

Kristen R. Langer  
Principal

Thomas Griesemer  
Associate Principal/Athletic Director

Bob Hepp  
Dean of Students

## **CAMPBELLSPORT SCHOOL DISTRICT**

### **MISSION STATEMENT**

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

### **VISION STATEMENT**

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

### **SCHOOL TELEPHONE DIRECTORY**

**Middle/High School High Office: 920-533-4811**

### **SCHOOL POLICY AND PROCEDURES**

#### **ACCIDENTS AND INJURY**

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

### AGE OF MAJORITY

All students, regardless of age, are required to follow the rules and regulations of Campbellsport High School. Eighteen year old students will not be allowed to excuse themselves unless they have made provisions with the building principal/designee.

### ANNOUNCEMENTS

Students who wish to make school announcements regarding student activities must have the announcements approved, in writing, by the faculty advisor and principal/designee by 9:00 a.m. Announcements will also be posted outside of the Middle/High school office.

### ATTENDANCE

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

#### **Reporting Absences**

Parents/guardians must contact the **Campbellsport Middle/High School Office (533-4811)** when their children are absent from school. The contact should be made promptly in the morning or as soon as the parent/guardian is aware of the child's need to be absent (a message can be left if calling outside of school hours). The reason for the absence should be stated as well as the expected duration of the absence. If the absence is for a longer period of time than originally stated, another call will be required for each day's additional absence. For your child's safety, non-reported absences will be followed up by a call home made by the school attendance secretary.

All absences require that the student's parent/guardian contact the principal/designee indicating the reason of the absence in advance or on the day of the absence. The district administrator/attendance officers are empowered to approve an acceptable excuse for any student for the following reasons:

- (1) Evidence that the child is not in proper physical or mental condition to attend school or an educational program. The district may request the parent/guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the child. Such excuse shall be made in writing, shall state the period of time for which it is valid, not to exceed (30) days.
- (2) An illness in the immediate family which requires the absence of the student because of family responsibilities.
- (3) Medical, dental, chiropractic, optometric, or other valid professional appointments. Parents or guardians are requested to make their appointments during non-school hours.
- (4) A death in the immediate family or funerals for close relatives.
- (5) Religious holidays.
- (6) A court appearance or other legal procedure which requires the attendance of the student.
- (7) Quarantine imposed by a public health officer.
- (8) Attendance at special events of educational value which are approved by the principal/designee.

- (9) Approved school activities during class time.
- (10) A suspension from school.
- (11) Special circumstances that show good cause, which are approved in advance by the principal/designee.
- (12) Student release time to work as poll worker: According to section 7.30(2)(am) of the Wisconsin State Statutes, a student who is 16 or 17 years of age, who is enrolled in grades nine to twelve in a public school, and who has at least a 3.0 grade point average or the equivalent, may serve as an inspector at the polling place serving the student's residence, with the approval of the student's parent or guardian and of the principal of the school in which the student is enrolled. Before appointment by any municipality of a student as an inspector, the municipal clerk shall obtain written authorization from the student's parent or guardian and from the principal of the school in which the student is enrolled for the student to serve for the entire term for which s/he is appointed. Upon appointment of a student to serve as an inspector, the municipal clerk shall notify the principal of the school in which the student is enrolled of the date of expiration of the student's term of office.

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

#### **Unexcused Absences**

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

#### **Make-up Work**

After any absence, it is the responsibility of the student to make arrangements to complete make-up work for each class missed. Teachers will assign work to be completed at a designated time. It is the student's responsibility to complete the work on time. Examinations missed during an absence will be taken at a time designated by the teacher.

#### **Anticipated Absence**

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

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

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



**Illness During the School Day**

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

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

Students not involved in extracurricular activities must be in attendance the full afternoon of classes to be eligible to attend that evening's activities. Exceptions may be allowed with the permission of the principal/designee.

**TRUANCY**

State Statute 118.15(1) (a) requires all students to attend school until the end of the school term, quarter, or semester of the school year in which the child becomes eighteen years of age. Truancy is defined as being absent from school or class without an acceptable excuse. The authority to decide whether an absence is excused or unexcused rests with the building principal.

Unexcused absences are considered truancies. When a student is truant for part or all of five or more days on which school is held during a school semester, that student is identified as a habitual truant by Wisconsin Act 239. These students will be referred for legal action within state law and/or county and/or local municipal ordinance, and any work permits may be revoked as soon as possible. (Wisconsin statutes 118.15(1) (a) and 947.16)

**TARDY POLICY**

Students who arrive late to school must report to the office and obtain a tardy slip before going to their first class.

Parents/guardians cannot excuse tardiness to class. The only excuse for tardiness to school will be when there has been an unusual emergency.

Students who are not in the classroom when the bell rings are considered tardy. Students will be notified they are tardy and the teacher will record in Skyward as such. Tardies will accumulate by the QUARTER, not per class, but per quarter for all classes.

- 1<sup>ST</sup> Offense: Tardy is recorded.
- 2<sup>ND</sup> Offense: Dean of Students will meet with student.
- 3<sup>rd</sup> Offense and thereafter: Dean of Students will assign consequence.

**COMPULSORY STUDENT ATTENDANCE (Policy 431)**

In accordance with state law, any person having under his/her control any child between six and 18 years of age shall cause the child to attend school regularly during the full period and hours that school is in session until the end of the school term, quarter or semester in which the child becomes 18 years of age, unless he/she is excused from attendance in accordance with state law or Board policy, falls under one of the exceptions to the attendance requirement, or has graduated from high school.

The Board of Education believes attendance is a key factor in student achievement. The Board understands illnesses and emergencies may occur that will require a student to be absent. However, the Board firmly believes District goals, educational requirements and the intellectual growth and development of each

student requires that they be in attendance each day in order to properly and appropriately achieve the ultimate goal of high school graduation for each and every student in the Campbellsport School District.

The District Administrator shall establish necessary procedures to enhance the full attendance requirement and to determine appropriate action to serve as a deterrent to truancy. The procedures shall be designed to minimize student absenteeism while providing students the opportunity to make up school work missed due to absences that were reasonably unavoidable. The procedures shall be consistent with recommendations of the county truancy committee(s) and state law, and shall be approved by the Board. The District's truancy plan procedures shall be reviewed every two years and revised as necessary.

### **PASSES**

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

### **ACADEMIC HONESTY GUIDELINES (Policy 443.9R)**

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

1. If a violation is suspected, but not verified, the teacher shall review the policy with the student.
2. If a violation is verified, the teacher shall inform the student of the specific consequences as appropriate based on severity of the violation.
3. If the assessment is summative in nature, the assessment must be redone to teacher satisfaction in order to receive credit.
4. The teacher shall complete a behavioral referral.
5. The teacher and/or administrator shall notify the parent/guardian.
6. At the discretion of the building administrator, the student may also be subject to additional disciplinary action.

### **CLOSED CAMPUS (Policy 434.2)**

Students will not be permitted to leave school property during the school day without the approval of the specific building principal.

### **CODE OF CLASSROOM CONDUCT (Policy 443R)**

A primary goal of the Campbellsport School District is to create a safe school community where collaboration and professionalism promote the development of an inquisitive student body engaged in a democratic society. Students shall be expected to act in such fashion that their behaviors will reflect favorably on the individual student and on the school, will show their consideration for fellow students, and will create a harmonious learning atmosphere. Effective learning can only occur in classrooms where student behavior does not interfere with the ability of the teacher to teach effectively or the ability of other students to participate in classroom learning activities. Effective learning can only occur when individual students recognize individual responsibilities and obligations and discharge them in accordance with school regulations.

Any student who engages in behavior that is dangerous, disruptive, and unruly or interferes with the teacher's ability to teach effectively may be subject to removal from class and alternative placement as outlined in this Code. In addition, the student may be subject to disciplinary action in accordance with established Board policies and school rules.

The Code of Classroom Conduct shall be made available annually to all parents/guardians and shall be filed in the District Administrator's office. Additionally, the Code of Classroom Conduct shall be printed annually in both staff and student handbooks at all levels, including elementary, middle and high schools.

The Code of Classroom Conduct is applicable to all students and in all classroom situations of student participation, under the control or direction of school authorities both in and out of school, and during or outside of classroom hours.

It is expected that the classroom teacher will have implemented prior behavioral interventions for lesser offenses before a student is removed under this policy. However, it is recognized that the severity of some behaviors may warrant immediate removal from the classroom setting and may result in other disciplinary measures. A teacher employed by the District may temporarily remove a student from the teacher's class if the student violates the terms of this Code of Classroom Conduct. Long-term removal of a student will be possible if the building administrator upholds a teacher's recommendation that a student be removed from the class for a longer period of time. The building administrator or designee may remove a student temporarily or for a longer period of time if he/she determines that the severity of the conduct so warrants removal, according to this policy.

Removal from class under this code does not prohibit the District from pursuing or implementing other disciplinary measures including, but not limited to, detentions, suspension, or expulsion. Such disciplinary measures may be considered an alternative placement option.

### **Student Removal from Class**

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

1. **Criminal acts and/or behaviors, which endanger the health, safety or welfare of self and/or others.** Examples of such behavior include, but are not limited to, the following:
  - a. Alcohol, drug and /or weapons violations
  - b. Violence toward others
  - c. Actions causing bodily harm
  - d. Fighting
  - e. Conspiring with other students with the intent to commit a crime
  - f. Stalking a teacher/student
  - g. Destruction of property
  - h. Theft
2. **Harassment, hazing and /or acts of intimidation.** Examples of such behavior include, but are not limited to, the following:
  - a. Malicious verbal attacks
  - b. Threats
  - c. Bullying
  - d. Sexual misconduct – Verbal and/or Physical
3. **Behavior that interferes with the ability to teach effectively or inhibits learning.** Examples of such behavior include, but are not limited to, the following:
  - a. Repeated rules violations
  - b. Continued disruptive behavior
  - c. Acts intended to sabotage an activity
  - d. Continual tardiness
  - e. Persistent argumentation
  - f. Refusal to comply with a direct request

- g. Disrespectfulness
4. **Inappropriate behavior.** Examples of such behavior include, but are not limited to, the following:
    - a. Foul, inappropriate language
    - b. Inappropriate dress
  5. **Violation of a teacher's individual classroom rules or regulations.** Different teachers may have somewhat different views and practices regarding removal of students from their classes. Additionally, there are different behavioral expectations for elementary, middle and high school students, and the standards for removal may well differ from one school, grade, or class to the next.

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

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

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

#### **Placement Procedures**

1. The building principal or designee shall place a student who has been removed from a class by a teacher in one of the following short-term alternative educational settings:
  - a. Another class in the school or another appropriate place in the school
  - b. Another instructional setting
  - c. An alternative education program
  - d. The class from which the student was removed if, after weighing the interests of the removed student, the other students in the class and the teacher, the principal or designee determines that readmission to the class is the best or only alternative
2. When making long-term placement decisions, the building administrator or designee shall consider the following factors:
  - a. The reason the student was removed from class
  - b. The severity of the offense
  - c. The type of placement options available for students in that particular school and any limitations such as costs, space availability and locations, on such placements
  - d. The estimated length of time of placement
  - e. The student's individual needs and interests
  - f. Whether the student has been removed from a teacher's class before
  - g. The relationship of the placement to any disciplinary action

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

3. All placement decisions shall be made consistent with established Board policies and in accordance with state and federal laws and regulations. It is the policy of the Campbellsport School District, pursuant to applicable State and Federal law, along with exceptions and defenses as defined by law, that no person shall be subject to discrimination on the basis of sex, race, color, religion, national

origin, ancestry, creed, sexual orientation, pregnancy, marital or parental status, or physical, mental, emotional or learning disability/handicap, or any other basis protected by state or federal law.

4. The parent/guardian of a student shall be notified of a student's placement in an alternative educational setting as outlined below.

#### **Parent/Guardian Notification**

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

#### **DAILY SCHEDULE**

##### **Lunch "B" Student Schedule**

Period 1	8:20 – 9:45
Period 2	9:52 – 11:17
Lunch	11:20 – 11:50
Period 3	11:50 – 1:15
Period 4	1:22 – 2:47
Period 5	2:54 – 3:30

##### **Lunch "C" Student Schedule**

Period 1	8:20 – 9:45
Period 2	9:52 – 11:17
Period 3a	11:23 – 12:05
Lunch	12:05 – 12:35
Period 3b	12:35 - 1:15
Period 4	1:22 - 2:47
Period 5	2:54 – 3:30

#### **DISPLAYING OF AFFECTION**

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

Violation of this code may result in disciplinary consequences.

#### **STUDENT DRESS CODE AND PERSONAL GROOMING**

Everyone at CHS is to be treated with respect. Grooming and clothing choices reflect that respect. We will strive to make the atmosphere at CHS a positive, supportive environment, free of inappropriate distractions to the learning process.

The application of common sense to matters of personal grooming and selection/ wearing of clothing is the best criteria to follow. The school asks all parents/guardians to take an active interest in their students' appearance before they depart for school so that maximum time and effort can be channeled into the work at hand.

Student dress and appearance that disrupts the educational process will not be tolerated. Certain clothing that has messages that may be offensive or embarrassing (pictures/words of profanity, sexual reference, etc.) to any student or teacher and/or could infringe on anyone's right to a safe, comfortable environment conducive to learning and teaching, will not be allowed. Items that advertise alcohol, cigarettes/tobacco, or any other drugs will not be allowed in school. Students must be fully dressed at all times, including footwear. The wearing of hats, sunglasses, and bandanas in the classroom is at the discretion of the classroom teacher/supervisor. Students are not allowed to wear outerwear, such as jackets, mittens, winter scarves or backpacks in classrooms. Additionally, the following are considered inappropriate for the school environment: tops short enough to expose the bare midriff, tops that are low cut and revealing, any clothing which does not cover a student's undergarments, strapless tops, and extremely short shorts/skirts. Specifically, tank tops over the shoulder need to be at least one inch in width, and shorts/skirts need to have at least a three inch inseam.

Students in violation of this dress code will be respectfully asked to change and dress more appropriately. If the student is unwilling or unable to do so, parents/guardians may be contacted. Violation of this dress code may result in detention and/or suspension.

The building principal/designee has the final authority in determining appropriate dress.

### **FIRE DRILLS**

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

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

### **LOCKDOWN DRILLS**

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

### **TORNADO PLAN**

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

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

### **STUDENT USE OF ELECTRONIC COMMUNICATION DEVICES (Policy 443.5)**

The Campbellsport School District recognizes that two-way communication devices, to include cell phones, are embedded in our society and are an integral part of its students' lives.

Two-way communication devices will not be used in any way that:

1. Disrupts the educational process in the District;
2. Endangers the health or safety of the student or anyone else;
3. Infringes on the rights of others at school; or
4. Involves illegal or prohibited conduct of any kind.

### **All Electronic Devices**

The use of electronic devices (including, but not limited to: ipods, netbooks, cell phones, laptops, MP3's etc..) is at the discretion of each classroom teacher/supervisor. Individual use of these devices is allowed in the school common areas. The use of external speakers is prohibited. Please also understand that students are responsible for their own devices including the safety and security of them. The school will not maintain, fix, or repair personal devices.

### **LIBRARY**

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

### **LOCKERS**

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

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

Physical Education/sports padlocks must be purchased from the school. Non-school locks may be removed by the custodial staff at the request of the building principal/designee.

### **LOCKER ROOM PRIVACY (Policy 731.1)**

The District shall observe measures intended to protect the privacy rights of individuals using school locker rooms. 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. No cameras, video recorders or other devices that can be used to record or transfer images may be used in the locker room at any time.
3. No person may use a cell phone to capture, record or transfer a representation of a nude or partially nude person in the locker room or to take any other photo or video image of a person in the locker room.

Students and staff violating this policy shall be subject to school disciplinary action and possible legal referral, if applicable. Other persons violating the policy may be subject to penalties outlined in state law. The building principal or his/her designee shall be responsible for enforcing this policy.

### **EQUAL EDUCATIONAL OPPORTUNITIES (Policy 411)**

The Campbellsport School District is committed and dedicated to the task of providing the best education possible for every student in the District for as long as the student can benefit from attendance and the student's conduct is compatible with the welfare of the entire student body.

The right of a student to be admitted to school and to participate fully in curricular, extracurricular, student services, recreational or other programs or activities shall not be abridged or impaired because of sex, race, color, religion, national origin, ancestry, creed, sexual orientation, pregnancy, marital or parental status, or physical, mental, emotional or learning disability/handicap, or any other basis protected by state or federal law.

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in the District shall have equal access to the same free, appropriate public education, including comparable services, as provided to other children and youth who reside in the District. Homeless children and youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

The District shall provide appropriate educational services and/or programs for students who have been identified as having a handicap or disability, regardless of the nature or severity of the handicap or disability. Students may be considered handicapped or disabled under this policy even if they are not covered under the District's special education policies and procedures.

Complaints regarding the interpretation or application of this policy shall be referred to the District Administrator and processed in accordance with established procedures.

Notice of this policy and its accompanying complaint procedures shall be published at the beginning of each school year and posted in each school building in the District. In addition, a student nondiscrimination statement shall be included in student and staff handbooks, course selection handbooks and other published materials distributed to the public describing school activities and opportunities.

### **STUDENT DISCRIMINATION COMPLAINT PROCEDURES (Policy 411R)**

Any complaint regarding the interpretation or application of the District's student nondiscrimination policy shall be processed in accordance with the following grievance procedures:

1. Any student, parent/guardian or resident of the District complaining of discrimination on the basis of sex, race, color, religion, national origin, ancestry, creed, sexual orientation pregnancy, marital or parental status, or physical, mental, emotional or learning disability/handicap, or any other basis protected by state or federal law in school programs or activities shall report the complaint in writing to the District Administrator.
  - a. Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a student with a disability shall be processed in accordance with established appeal procedures outlined in the District's Special Education Policy and Procedure Handbook.



- b. Discrimination complaints relating to programs specifically governed by federal law or regulation (e.g., EDGAR complaints) shall be referred directly to the State Superintendent of Public Instruction.
2. The District Administrator, upon receiving such a written complaint, shall immediately undertake an investigation of the suspected infraction. The District Administrator will review with the building principal, or other appropriate persons, the facts comprising the alleged discrimination. Within fifteen (15) days after receiving the complaint, the District Administrator shall decide the merits of the case, determine the action to be taken, if any, and report in writing the findings and the resolution of the case to the grievant.
3. If the grievant is dissatisfied with the decision of the District Administrator, he/she may appeal the decision in writing to the Board of Education within thirty (30) days of receiving the decision. The Board shall hear the appeal at its next regular meeting, or a special meeting may be called for the purpose of hearing the appeal. The Board shall make its decision in writing within fifteen (15) days after the hearing. Copies of the written decision shall be mailed or delivered to the grievant and the District Administrator. The written decision shall include a notice to the grievant of his/her right to appeal the determination to the State Superintendent of Public Instruction.
4. If the grievant is dissatisfied with the Board's decision, he/she may within thirty (30) days appeal the decision in writing to the State Superintendent of Public Instruction.

#### Maintenance of Complaint Records

Records of all discrimination complaints shall be kept for the purpose of documenting compliance and past practices. The records shall include information on all levels of the complaint and any appeals. The records should include:

1. The name of the grievant and his/her title or status.
2. The date the complaint was filed.
3. The specific allegation made and any corrective action requested by the grievant.
4. The name(s) of the respondent(s).
5. The levels of processing followed, and the resolution, date and decision making authority at each level.
6. A summary of facts and evidence presented by each party involved.
7. A statement of the final resolution and the nature and date(s) of any corrective or remedial action taken.

Copies of these complaint procedures shall be included in staff and student handbooks.

### **STUDENT SEARCHES (Policy 446)**

#### **Introduction**

The Campbellsport School District is committed to a safe, orderly educational environment. As such, various searches may be conducted on school properties by school or law enforcement authorities in the interest of preservation of school property and the maintenance of health, safety, and order for all those in the schools of the District.

#### **Searches of Lockers**

Street lockers and gym lockers, although assigned to individuals, remain property of the District and are under the District's control. These lockers are to be used solely and exclusively for the storage of outer garments, gym wear, footwear, school-related wear and materials, and shall not be used for other purposes, unless specifically authorized by the District. Lockers may be searched by school officials as determined necessary or appropriate without the consent of the student, without notifying the student and without obtaining a search warrant. For the purposes of this policy, "school officials" include District Administrator, building principals, school resource officer, and other school employee(s) designated by the District Administrator or building principal.

In situations where the student is not present, searches will be conducted by at least two school officials. School officials shall seize any or all items which are not authorized, dangerous and/or illegal. Reasonable searches among the personal belongings of the individual contained within the locker may be conducted where a reasonable suspicion exists that the locker contains a dangerous or illegal item or substance. The search must be based upon a reasonable suspicion that the locker contains items, which violate school safety rules or the law.

#### **Searches of Students**

A limited search for dangerous and/or illegal items or substances on the person of an individual is a proper means of protecting the interests of education without unreasonably interfering with an individual's privacy rights. Accordingly, school officials may conduct a search of an individual without obtaining a warrant, if: (1) the search is based upon a reasonable suspicion that the individual possesses a dangerous or illegal item or substance in violation of Board policies, school rules or the law, and (2) the search is conducted in a way that is reasonably related to the objectives of the search and is not overly intrusive in light of the age and sex of the student and nature of the infraction. Such searches must be based upon reliable information or personal observation indicating that the individual is in violation of school safety rules or the law. Such searches do not include strip searches within the meaning of Wisconsin State Statutes Section 118.32.

#### **Metal Detectors**

The District may use hand-held or walk-through metal detectors to check an individual's person or personal effects.

#### **Searches of Vehicles**

District parking lots remain the property of the District and therefore, parking in District parking lots subject individuals using such parking lots to District rules. Individuals should be aware that when they park vehicles in school parking lots, their vehicles might be subject to searches. In addition, a search of a particular vehicle may be conducted where there is reasonable suspicion to believe the particular individual is in possession of illegal substances or weapons.

#### **Use of Trained Dogs**

The District reserves the right to use trained canines for purposes of the exploratory sniffing of lockers and/or vehicles.

#### **Retention of Seized Materials**

Any items, which are seized during a search by school officials, will be safeguarded until determination has been made by the appropriate authorities for the disposition of the confiscated items. If the items seized during a search involve a potential violation of law, the items may be turned over to law enforcement officials.

#### **Dissemination of Policy**

This policy shall be included in the student handbook, which is disseminated annually to all students enrolled in the District.

### **STUDENT ALCOHOL AND OTHER DRUG ABUSE (Policy 443.4)**

Campbellsport School District students have the right to attend school in an environment that is free from the use of alcohol and mood-altering drugs not prescribed by a physician. These substances interfere with the learning environment of students and the performance of students and employees.

No student shall use, possess, attempt to possess, possess with intent to sell or distribute, distribute, sell, or be under the influence of alcohol, mood-altering drugs, look-alike drugs or alcohol, counterfeit drugs, or drug paraphernalia at anytime (24 hours a day, 365 days per year), on school premises, in a school owned or contracted vehicle, or while engaged in or attending school-sponsored activities. This prohibition does

not apply to the authorized use of prescription drugs by a student with the written permission of his or her parent or guardian and physician.

If an authorized school official or police officer has reasonable suspicion that a student is under the influence of alcohol in violation of this policy, he or she may require the student to submit to a Breathalyzer test to determine the presence of alcohol. This test shall be administered by a school district employee, by the school resource officer, or by another police officer trained in administering the test. The results of the Breathalyzer test or the fact that a student refused to submit to breathe testing may be used in student disciplinary proceedings.

If an authorized school official or police officer has reasonable suspicion that a student is under the influence of a controlled substance in violation of this policy, he or she may require the student to submit to a drug screening to determine the presence of a controlled substance. This test shall be administered by medical personnel and shall be at the expense of the student and/or the student's parents/guardians. The results of the drug screen or the fact that a student refused to submit to a drug screen may be used in student disciplinary proceedings.

Students who violate this policy, or refuse to submit to required breath testing or drug screening to determine the presence of alcohol or controlled substances, shall be subject to disciplinary action, up to and including suspension or expulsion from school, in accordance with state law and Board policies. Violation of this policy may also result in referral to law enforcement officials for prosecution under local, state or federal laws.

**DISCIPLINARY PROCEDURES FOR STUDENT  
ALCOHOL AND OTHER DRUG ABUSE POLICY VIOLATIONS (Policy 443.4R)**

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

1. **FIRST VIOLATION:**

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

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

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

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

2. **SECOND VIOLATION:**  
Any student found to be in violation of this policy for the second time during his or her tenure in the Campbellsport School District may be recommended to the School Board for expulsion from the Campbellsport School District.
3. **APPLICATION FOR EARLY READMISSION:**  
Any student who has been expelled in accordance with this policy may make a written request to the building principal for early re-entry into the Campbellsport School District. The re-entry process must be initiated administratively by making a request to the building principal who will then involve the District Administrator and School Board. The decision of whether to allow early re-entry is within the sole and exclusive discretion of the School Board. In making this decision, the School Board may consider, as a positive factor, evidence that demonstrates that the student has successfully completed treatment or counseling, at parental/student expense, and has developed an attitude which indicates that the individual will not again violate the District's Alcohol and Other Drug Abuse Policy which will result in the immediate expulsion of the student for the time remaining on his or her previously ordered term of expulsion with no privilege of applying for early re-entry.
4. **STUDENTS SUBJECT TO DISCIPLINE UNDER THIS POLICY:**  
A student who owns or operates a vehicle for attendance at school or school-related activities must accept responsibility both for the student's own behavior and for the behavior of others in the vehicle. This responsibility subjects the student to full discipline as set forth herein both for his or her own violation of the District's Alcohol or Other Drug Abuse Policy and for any violation of the policy committed by others in the vehicle.

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

#### **STUDENT DISCIPLINE (Policy 447)**

Sound disciplinary measures shall be maintained in the Campbellsport School District. Students are expected to reflect a willingness to learn, a responsibility to contribute to a more effective learning environment and a concern for the rights and privileges of others. All teachers shall insure that proper student conduct is maintained in his/her classroom, in the halls, on the school grounds, on scheduled field trips and during school sponsored activities.

Students, who behave irresponsibly, will be subject to disciplinary action as authorized by law and established procedures.

To facilitate a smooth operating plan of educational progress, students must comply with the school rules as defined in the student handbook. Students are expected to follow all school directives, teacher instruction, do the daily work assigned and practice accepted standards of good manners. No student shall be permitted to interfere with the regular educational progress of another student. Teachers shall be expected to take reasonable action to maintain a proper learning environment whether in or out of the classroom. If the conduct does not subside, the student shall be referred to the principal. In the event of continual misbehavior, the case may be referred to the District Administrator and possibly to the Board of Education.

A positive approach in the disciplinary measures shall be used, taking into account the dignity of the student, the seriousness of the infraction and the need for positive motivation of students.

The Campbellsport School District shall not discriminate in standards or rules of behavior, including student harassment, or disciplinary measures, including suspensions and expulsions, on the basis of sex, race, color, religion, national origin, ancestry, creed, sexual orientation, pregnancy, marital or parental

status or physical, mental, emotional or learning disability/handicap. Discrimination complaints shall be processed in accordance with established procedures.

### **AFTER SCHOOL DETENTION**

1. Students assigned detention after school are expected to be IN THE DETENTION ROOM by 3:35.
2. The location of detention is posted outside of the high school office.
3. No credit is given if the student does not arrive on time.
4. Students are expected to bring school work/something to do when they report for detention.
5. Eating, drinking, and sleeping are not permitted.
6. Courteous, respectful behavior is expected.
7. If a student is assigned to a detention and he/she skips the detention he/she will have one day to make it up. If the detention is not made up he/she will be assigned to In School Suspension for all or part of a day.

### **IN-SCHOOL SUSPENSION**

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

1. There will be no talking.
2. Students are to furnish all study materials needed.
3. Students are to report to the office on days assigned by 8:20 with all books.
4. Students are to be cooperative with staff assigned to help them.
5. Lunch, provided by the student, will be eaten in suspension room.
6. The student will be provided bathroom breaks as needed.
7. Personal electronic devices (such as, but not limited to: ipods, net books, tablets, cell phones etc.) need to be turned into the office during In School Suspension time.

### **STUDENT USE OR POSSESSION OF WEAPONS (Policy 443.6)**

A weapon can be any object that, by its design and/or intent by the user, can cause bodily harm or property damage. A weapon is also defined as any facsimile such as a toy gun, starter pistol, or other object that can be perceived as an actual weapon to the victim.

No student shall possess, use, or store a weapon on Campbellsport School District property, on school buses, or at any school related event. (This prohibition does not apply to law enforcement officers discharging their official duties or military personnel who are armed in the line of duty.)

The building principal may allow weapons in the building for purposes of demonstration or educational presentations. This approval must be in writing and granted prior to the weapon being brought to the school. The weapon shall be maintained in the possession of the principal except during the actual demonstration or presentation.

Any student violating this policy may be subject to penalties outlined in state and federal law including mandatory expulsion from school. Parents/guardians will be notified in all cases. Weapons will be confiscated by the District. When necessary, law enforcement officials will be contacted.

Law enforcement officers will be summoned to the schools in a situation involving a weapon which presents an immediate threat to safety.

## **STUDENT SUSPENSION/EXPULSIONS (Policy 447.3)**

### **Suspension**

A student may be suspended from school for any of the following reasons:

1. noncompliance with Board of Education policies or school rules;
2. conduct while at school or while under the supervision of a school authority that endangers the health, safety or property of others;
3. knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; or
4. conduct while not at school or while not under the supervision of a school authority that endangers the health, safety, or property of others at school or under the supervision of a school authority or endangers the health, safety, or property of any employee or Board member of the District.

In addition, a student shall be suspended from school when required by law (e.g., possessing a firearm while at school or while under the supervision of a school authority).

All student suspensions shall be administered in accordance with state law and established District procedures.

In accordance with School Board Policy 447.3, the school board can expel a student for repeated refusal to obey rules, endangering safety, or threatening to harm others. Both suspensions and expulsions can be appealed.

## **EXPULSION PROCEDURES (Policy 447.3)**

### **Expulsion**

The Board may expel a student from school for any of the following reasons if it is satisfied that the interest of the school demands the student's expulsion:

1. repeated refusal or neglect to obey Board policy or school rules;
2. engaging in conduct while at school or while under the supervision of school authority which endangered the property, health or safety of others;
3. knowingly conveying or causing 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;
4. engaging in conduct while not at school or while not under the supervision of a school authority which endangered the property, health or safety of others at school or under the supervision of a school authority or endangered the property, health or safety of any employee or Board member of the District; or
5. repeatedly engaging in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and such conduct does not constitute grounds for expulsion under (1) through (4) above. (This reason for expulsion only applies to students 16 years of age or older.)

The Board shall expel a student from school for engaging in conduct outlined in state law which requires the student's expulsion (e.g., possessing a firearm while at school or while under the supervision of a school authority).

Student expulsion proceedings shall be conducted in accordance with state law and established District procedures. Any consideration of expulsion for a student with a disability will conform with legal requirements and Board policy.

The Board may specify conditions in a student's expulsion order that would allow the student to be reinstated to school before the end of the term of his/her expulsion. The early reinstatement condition(s), if any, shall be related to the reason(s) for the expulsion and shall be enforced in accordance with state law requirements.

## ACADEMIC PROGRAMS AND POLICIES

### GRADING SCALE

The grading scale is as follows:

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

To compute GPA: **A** = 4.0, **A-** = 3.667, **B+** = 3.333, **B** = 3.0, **B-** = 2.667, **C+** = 2.333, **C** = 2.0, **C-** = 1.667, etc.

Add total points divided by number of credits = GPA.

### GRADING SYSTEMS (Policy 345.1)

It shall be the policy of the Campbellsport School District to evaluate student achievement in grades Kindergarten through 12. The issuance of grades on a regular basis serves to:

1. promote a process of continuous evaluation of student performance;
2. inform the student and his/her parent(s) or guardian of the student's progress;
3. provide a basis for bringing about change in student performance if such change is deemed necessary.

The District shall not discriminate in the methods, practices and materials used for evaluating students on the basis of sex, race, religion, color age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap, or any other factor provided for by state and federal laws and regulations. This does not, however, prohibit the use of special testing or counseling materials or techniques to meet the individualized needs of students. Discrimination complaints shall be processed in accordance with established procedures.

The 9-12 grading system shall be unweighted and shall be based on a 4.0 grade-point scale. The grades earned in all subjects shall be used in determining a student's grade point average (GPA). Exceptions shall be made in accordance with the following guidelines:

1. Pass/fail grades shall not be included in determining a student's GPA. Classes such as online courses, assistant programs, work experience programs, and volunteer programs are graded with a pass/fail.
2. Pre-approved courses taken outside of the District (at a college, technical, or vocational school; correspondence courses, etc.) may be taken for credit toward graduation. Grades earned in these courses will not count toward the student's GPA.
3. Successfully completed high school courses taken by eighth graders will not be included in their high school GPA and will not count as credit toward graduation.
4. All students transferring into the District from another public or private school will have their grades and credits calculated on the same basis as a student enrolled in the District.

**CLASS RANK (Policy 345.11)**

Class ranking procedures will be based upon a 4.0 scale and non-weighted grades. Barring a tie, the student with the highest grade point average (GPA) will be the valedictorian and the student with the second highest GPA will be the salutatorian. If there is a tie, the valedictorian and salutatorian will be determined based upon the procedures in District Policy 461.

Courses taken through home based study, foreign study abroad, correspondence course(s), or at an institute of higher learning will be recorded on the student's official high school transcript as credit only, and will not be included in the GPA.

**REPORT CARDS**

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

**HIGH SCHOOL GRADUATION REQUIREMENTS (Policy 345.6)**

To be eligible for Campbellsport High School graduation:

1. Twenty-eight (28) credits will be needed for high school graduation, which shall be earned in grades 9-12.
2. The minimum number of credits earned in grades 9-12 shall include credits earned in the following subjects:

English	4 credits
Social Studies	3 credits
Math	3 credits
Science	3 credits
Physical Education	1½ credits
Health	½ credit
Personal Finance	½ credit
Electives	12½ credits

- Required course sequences for each subject shall be defined in student handbook.
3. Transfer students that have completed a semester long Health Education class in 7<sup>th</sup> or 8<sup>th</sup> grade taught by a licensed health education professional may be considered to have met the Health graduation requirement. No high school credit is awarded.



4. Transfer students are eligible for graduation if: 1) they maintain the above requirements during their tenure at this school; and 2) if they maintained the requirements for graduation at the school they previously attended.

#### Special Needs Students

Students with disabilities shall meet general graduation requirements with appropriate accommodations and curricular modification as determined by their Individual Education Plans (IEPs).

Graduation issues will be addressed by the IEP team on an individual basis. The IEP is the vehicle for making changes to graduation requirements to meet the unique educational needs for students with disabilities. As such, the IEP must document the nature and extent of modifications, substitutions, and/or exemptions made to accommodate a student with disabilities. The decision to terminate services, through graduation, for a student with disabilities under the age of twenty-two, is an IEP team decision.

### **ACADEMIC EXCELLENCE SCHOLARSHIP (Policy 461)**

The Wisconsin Academic Excellence Scholarship is a state-supported program administered by the Higher Education Aids Board (HEAB). The program offers scholarship recipients a partial exemption from specified tuition and fees for post high school education as eligible higher education institutions in Wisconsin. This program is authorized under Wisconsin State Act 457. The State of Wisconsin determines the number of scholarships for which the District is eligible each year.

#### **Criteria Used for Selection**

Consistent with Wisconsin State Statute 39.41, the student(s) with the highest grade point average will be eligible for this scholarship. Scholarship(s) will be awarded to the highest-ranking student(s) after the completion of seven (7) semesters (grades 9-12).

The principal will request the qualifying student(s) and/or parent(s)/guardian(s) to submit a written commitment indicating their intent to attend a college, university, or technical school in the State of Wisconsin, within fourteen (14) days of official notification.

In case of a tie, the principal will appoint a committee consisting of the high school principal, high school associate principal, and three (3) faculty members to make the selection based on the following in no particular order:

1. Activity involvement in grades 9-12
2. Rigor of the courses completed
3. ACT Score
4. Any other factors as determined by the committee

Students transferring into the Campbellsport School District must legally attend Campbellsport High School for at least three semesters prior to the second semester of their senior year to qualify for this scholarship through the District.

### **GRADUATE HONORS**

Students attaining a numerical average of 3.5 or better will receive an honor cord at graduation. Graduation Honors such as Valedictorian, Salutatorian, and Honor Cords are determined on the basis of seven (7) semesters of high school.

### **ACADEMIC LETTERS**

Academic letters will be awarded to students who achieve a 3.0 GPA for four (4) semesters.

### **HONOR ROLL**

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

### **PROGRESS REPORTS**

Mid Term report cards will be mailed between four/five weeks each 9-week quarter. Mid-term grades are only reflecting progress – they are not a final grade. It is strongly recommended that parents seek a conference with the teacher of the course where unsatisfactory work is done. These conferences can be arranged by calling the Middle/High school office (533-4811).

### **SCHOOL-TO-WORK**

Under the internship program, students involved in an approved work release program may do so during the school day. All work release programs must receive prior approval by the school-to-work coordinator and the principal/designee.

### **STUDENT SERVICES**

#### **COUNSELING**

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

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

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

### **SCHOLARSHIPS AND GRANTS**

Each fall seniors looking for financial assistance to obtain further schooling are given the opportunity to attend meetings arranged by the counselors. Financial aid forms are distributed and the student has the responsibility of alerting his/her parents to sign the necessary papers. The student is then registered for all state and federal monies if he/she sends the forms to the required address. Parents/guardians are invited to visit or call the counseling office for any assistance they may need.

A complete list with addresses and information regarding scholarships is available in the counseling office.

### **FOOD SERVICE**

#### **CAFETERIA – LUNCH PERIOD**

The high school has a split lunch period – Lunch "B" has lunch from 11:20 – 11:50; Lunch "C" has lunch from 12:05 – 12:35. The lunch schedule will be posted outside the office and in teacher classrooms.

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

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

### **Family Food Service Accounts Disclosure**

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

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

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

Any money left in the account at the end of the school year will be carried over to the next school year. If the youngest child has graduated, the head of household may request in writing that their balance be mailed to them. Balances under \$1.00 will not be returned. Any family leaving the district may also request in writing (from the head of household) to have any balance over \$1 refunded to them. A family has 30 days after the last day of attendance, to request their refund (over \$1) in writing.

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

## **STUDENT ACTIVITIES**

### **CLUBS & ORGANIZATIONS**

#### **Dramatics**

The students at Campbellsport High School will have an opportunity to develop their dramatic interests when they participate in the Drama Presentation.

Participation in these plays offers a method of expression for the talents with histrionic abilities. Stage techniques, stage equipment, public speaking, and poise will be an interesting learning experience for the students.

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

The purpose of FBLA is to prepare members for careers in business and to assist them by becoming better employees and citizens. FBLA is an active organization involving community service activities, leadership conferences, business tours, competitions, social activities, and fundraising. When students pay their dues, they become members of the local, state, and national FBLA organization. FBLA is open to all students in grades 9-12.

### **Family & Community Service (FCS)**

Family and Community Service (FCS) is an organization that promotes and facilitates activities to encourage student involvement in their community and school. All high school students that have (past, present, future) taken at least 1 – quarter class in the Family and Consumer Educational Department are welcome to join and participate.

The focus of the organization is to help students understand and develop a sense of importance towards their involvement within their school and community. The opportunities offered enhance the spirit of giving to others. Students are encouraged to try new things and become an important part of their surroundings. Throughout the year, the group works on service projects that help generate goodwill through donations of time, effort and collections.

In addition to offering community service, the organization offers opportunities to travel, experience various dining facilities, participate in cultural events, and have fun with fellow members. Members are also able to use FCS projects to meet community service requirements for other activities, including scholarship applications. The goal of the opportunities found in FCS is to enlighten our members as well as offer a strong sense of accomplishment.

### **FFA**

The FFA is an organization made up of those students interested in agriculture and the opportunities that agriculture can offer. Students participate in contests, workshops, field trips, and recreational activities. Membership is primarily for those enrolled in Agriculture Education courses.

The goals of the FFA include improving leadership skills, creating a better community to live in and to offer social activities to students. The FFA is supported by the FFA Alumni in organizing events and funding activities for students. The FFA also conducts several fund raising events each year to support activities.

FFA members can also participate in sectional, state and national events. Each year several students attend the National Convention. Other members attend district and sectional contests and workshops. Many of these trips are at no cost to members. The FFA is the right organization for those that want to travel, have fun, or simply show at the county fair.

### **Fine Arts Club**

The purpose of the Fine Arts Club is to give members an opportunity to grow in knowledge and skill in art. This will be provided in a more social setting than the regular classroom. It is carried out in a variety of activities such as: mural painting within the school; guest speakers; mini-workshops; arts and craft sale and/or show; visits to art museum/gallery; etc.

The club is open to any high school student with a sincere interest in art. To become a member the student must pay the club dues in the fall by a specified date. Members are asked to attend all meetings if possible and become involved in several club activities and fund-raising.

A student that chooses to become a member of the Fine Arts Club will not be discriminated against due to race, religion, or creed. All members must uphold the Fine Arts Club Constitution.

### **Forensics**

The Forensics program emphasizes providing students with opportunities to develop life-time skills in communication. Forensic activities provide the major opportunity of students to learn, develop, and practice using these skills. In other situations forensic activities provide an opportunity for students to expand the use of skills learned in the classroom.

Activities available to forensic students include: Demonstration, Exemplary Speaking, Farrago, Four Minute Speaking, Group Interpretation, Moments in History, Oratory, Play Acting, Prose, Poetry, Public Address, Radio Speaking, Solo Acting, Special Occasion Speech, and Story-telling.

Forensics, which is open to all high school students, allows a total of twenty-five contestants to enter conference and sub-district competition. Students who receive an "A" rating in sub-district competition will advance to district competition and winners from there go on to state for final contests. The Conference School receiving the highest number of points at the Conference Meet will receive a trophy.

### **National Business Honor Society (NBHS)**

The National Business Honor Society promotes and recognizes academic achievement in business education. Business Honor Society is open to active members of FBLA their junior and senior years. Any active FBLA member who has completed or is currently enrolled in their third business course and has a 3.0 (overall) and 3.5 (business course) GPA will be inducted into the organization.

### **National Honor Society (NHS)**

The mission of the National Honor Society is to identify and recognize those of students who embody all four of the following characteristics: exceptional scholarship, worthy service, effective leadership, and exemplary character. Membership in this organization has become recognized nationally as one of the highest honors that can be bestowed upon a high school student. Juniors and seniors with a cumulative GPA of 3.5 and higher at the end of the first semester are eligible for consideration.

### **STAND**

The purpose of STAND is to provide students with the best prevention and intervention tools possible to deal with the issues of underage drinking, and other drug use, impaired driving and other destructive decisions.

### **Spanish Club**

The Spanish Club may be joined by any student who has successfully completed one year of classroom work or who is currently enrolled in a Spanish course. The club participates in some activities dealing with Spanish cultures and some activities just for fun.

Members vote every year on activities to be accomplished such as the Milwaukee Folk Fair, Senior Farewell Banquet at a Mexican restaurant, sporting events, dances, and other activities.

### **Student Council**

The Student Council was organized to represent the entire student body.

Elections take place in the spring of the year while freshmen will elect the following fall. Any student with a cumulative "C" average may obtain and file nomination papers to serve on the council.

The council meets whenever business makes it necessary. The major area of the Council's work is in the field of developing good citizenship in and out of school. It acts as a liaison between the student body and administration.

The Council is a member of the Wisconsin Association of Student Councils. It is responsible for the selection of assembly programs. It coordinates all Homecoming activities such as hall decorating, the Alumni Open House, etc. The Council runs the school elections, supervises pep rallies, maintains the school bulletin boards and conducts several projects annually. It also concentrates on specific conduct

improvement campaigns whenever needed, and works to create a pleasing environment in the building and on the surrounding school grounds.

The Council sponsors several dances each year after fall and winter sports events. It also sponsors the mid-winter Snow Ball Dance that recognizes winter sports participants.

### **Trap Team**

The CHS Trap Team is open to all students. It is expected that members of the Trap Team follow the Athletic/Activity Handbook. Team members are representatives of the school and will be expected to practice and uphold high scholastic standards and proper behavior. The team practices in the spring and participates in various competitions. Their season culminates with a state shoot, which is typically held in early May. All equipment related to the Trap Team cannot be on school grounds.

### **The Yearbook Club**

The Yearbook Club carries on the tradition of recording and publishing the high school yearbook. Yearbook Club is open to all students. Students have the opportunity to provide input in what the next yearbook will look like. Yearbook Club members should be willing to take lots of pictures, design pages online, and be involved with the yearbook sale. Training workshops and social events will be planned. There are no dues for this organization. Members may work on yearbook pages online from home or at school as their schedules permit. Camera equipment is provided for yearbook staff members.

## **COURTS**

**Homecoming Court** – To be eligible for court, a senior must be in a fall sport or activity and be eligible for participation in athletics and co-curricular at the time of voting. All seniors will then vote for eight females and eight males to represent them on court. Those students who have the eight highest vote counts will be on court. All seniors will then vote for one queen and one king from a pool of the 16 students who were elected to court. They will be paired for the activity according to votes received. Any vacancies that may occur on the court due to the removal of one or several members for violations of school policies will remain unfilled.

**Prom Court** – To be eligible for court, a junior must be eligible for participation in athletics and co-curricular at the time of voting. All juniors will then vote for eight females and eight males to represent them on court. Those students who have the eight highest vote counts will be on court. All juniors will then vote for one queen and one king from a pool of the 16 students who were elected to court. They will be paired for the activity according to votes received. Any vacancies that may occur on the court due to the removal of one or several members for violations of school policies will remain unfilled. The court is not to exceed 7 couples plus 1 couple as master of ceremonies.

## **SCHOOL DANCES**

Our school dances are not considered public dances. They are private, closed dances intended for our students. They are considered a privilege we provide for our students who have practiced good citizenship while at school and during school hours. Tickets are sold in advance and the list of names is used by the dance supervisors to admit students to the dance. Students who choose to invite another out-of-school student to be their date may do so, but they must complete the appropriate form in advance. The form can be obtained from the high school office. The principal/designee will make the final decision on such requests

Before any student will be allowed to attend any school dances, all obligations (fines, fees (including parking fees), and detention) must be met. A student who has been out-of-school suspended during the time of the event will not be allowed to attend Homecoming, Prom, etc.

## **DANCE BEHAVIOR AND GUIDLINES**

By participating in a school dance, students agree to remain tobacco, drug, and alcohol free. Failure to comply with this rule will affect a student's eligibility for co-curricular and extra-curricular activities in accordance with Campbellsport High School's Athletic/Activity Code and could result in loss of other privileges. Additionally, violating this rule could lead to suspension and/or expulsion.

While dancing, students at a Campbellsport High School dances are expected to behave in a way that is appropriate and will not create an uncomfortable atmosphere. There will be no dancing which mimics, implies or simulates sexual acts. No hands under clothing or other inappropriate gestures. And finally, there will be no dancing that could lead to injury.

If a student does not respond to a warning to stop inappropriate behavior he/she may be asked to leave the dance and an attempt will be made to contact a parent/guardian.

Students suspected of being under the influence of drugs and/or alcohol will be subject to evaluation and/or a field sobriety test, which could include a breathalyzer test.

Students removed or denied entry will not be given refunds.

Dress Standards:

- No exposed lingerie/undergarments
- No sheer / see-through dresses including no see-through sides or bare sides
- No excessively low cut dresses or tops; Necklines on dresses may not at any point plunge below the bust line or expose excessive cleavage.
- No bare midriffs
- Backless to waist is permitted – below waist is not permitted (opposite your belly button)

Removal of Clothing – If at any point during the evening a student removes clothing that would put him or her in violation of the dance dress standard the student will be asked once to put the clothing back on and the second time he/she will be asked to leave the dance. Inappropriate removal of clothing includes, but is not limited to: males wearing only their vest/tie, females shortening their dresses or shorts, or allowing the top of their dresses to reveal excessive cleavage.

School officials reserve the right to make decisions on suitable dance movements as well as on student dress based on appropriateness and good taste.

## **GENERAL INFORMATION**

### **DRIVER EDUCATION**

Driver Education is not a part of the regular school day. It is offered as part of the Summer School curriculum. The student takes 30 hours of classroom work. There is no charge for the classroom instruction.

### **INFORMATION FOR NON-CUSTODIAL PARENTS**

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

## **INTERNET SAFETY AND ACCEPTABLE USE POLICY FOR STUDENTS (Policy 363.2)**

### **Philosophical Foundation**

The Campbellsport School District has made and continues to make a significant investment in technology and technology access. The Board supports access by students to technology resources and wants to insure that students use the technology efficiently, safely, and appropriately to enhance learning. The information in this policy aligns with the guidelines for the Children's Internet Protection Act (CIPA) passed by Congress in December 2000. Written guidelines are established for the use of these technology resources and will be reviewed with staff and students annually. These resources, as with any other public resource, demand that those entrusted with the privilege of their use are accountable. Because of the rapid changes in the development of technology, this policy and corresponding guidelines will be reviewed and updated regularly.

### **Network Responsibility**

The District's computer network environment is provided for students and staff to access, organize, create, and communicate information in accordance with the District's Vision and Mission Statement. Individual users of the District computers and networks are responsible and accountable for abiding by this acceptable use policy (AUP). Administrators or designees may review files, network account activity, and communications to maintain system integrity and ensure that students and staff are using the system responsibly. All computer and network files and accounts are the property of the District and are open for review at any time. Students should have no expectation of privacy in the contents of personal network files or account activity on the District system. All network users should report any system misuse, in particular misuse that falls within the district's sexual harassment policy.

### **Access to Inappropriate Material**

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. However, the District can make no guarantee to control access to all objectionable material on the Internet.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

### **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the Campbellsport School District online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called "hacking" and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

### **Supervision and Monitoring**

It shall be the responsibility of all members of the Campbellsport School District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the District Administrator or his/her designee.



## **Teaching and Learning**

Staff will provide developmentally appropriate instructional guidance to students as they use technology to support District curriculum.

## **Use of Technology**

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

### **Use of the Internet**

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

### **Electronic Mail (e-mail)**

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

## **Sanctions**

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

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

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

Legal Reference: Children's Internet Protection Act (CIPA)  
Cross Reference: 411 Equal Educational Opportunities; 443 Student Code of Conduct;  
363.2 R Administrative Guidelines for Internet Safety and Acceptable Use  
Policy for Students; 363.2 E Student Acceptable Use Agreement and Parent  
Permission Form  
Approved: July 7, 2008

## **MAINTENANCE AND CONFIDENTIALITY OF STUDENT RECORDS (Policy 347R)**

### **Types of Records**

#### **1. Progress Records**

Progress records maintained by the District for an individual student may include a statement of courses, grades, immunization records, and attendance record.

## **2. Behavioral Records**

Behavioral records means those pupil records which include psychological tests, personality evaluations, records of conversations, any written statement relating specifically to an individual pupil's behavior, tests relating specifically to achievement or measurement of ability, the pupil's physical health records other than his or her immunization or any lead screening records required under §254.162, law enforcement officers' records obtained under §48.396(1) or 938.396(1) or (1m) and any other pupil records that are not progress reports.

## **3. Student Directory Data**

Student directory data shall be defined by school level as set forth below:

- a. For elementary school purposes, directory data means those written student records which include the student's name, address, telephone listing, date and place of birth, dates of attendance, photographs, and the name of the school most recently previously attended by the student.
- b. Upon request from military recruiters and/or institutions of higher education, directory data means those written student records that include the student name, address, telephone listing, date and place of birth, dates of attendance, photographs, honors, and the name of the school most recently previously attended by the student. For all other student directory data requests for middle school and high school purposes, directory data means those written student records that include the student's name, date and place of birth, dates of attendance, photographs, honors, and the name of the school most recently previously attended by the student.

## **4. Student Health Care Records**

Records that include basic health information about a student, including the student's immunization records, an emergency medical card, a log of first-aid and medicine administered to the student, an athletic permit card, a record concerning the student's ability to participate in an education program, the results of any routine screening test such as for hearing, vision or scoliosis, and any follow-up to such test, and any other basic health information as determined by the State Superintendent of Public Instruction.

## **Confidentiality**

All student records maintained in the Campbellsport School District shall be confidential with the following exceptions:

1. Upon request, a student, or the parent or guardian of a minor student, shall be shown and provided with a copy of the student's progress records.
2. Upon request, an adult student, or the parent or guardian of a minor student, shall be shown the student's behavioral records in the presence of a person qualified to explain and interpret the records. Upon request, such person shall be provided with a copy of the behavioral record.
3. Upon request, the judge of any court of this state or of the United States shall be provided by the District Clerk with a copy of all progress records of a student who is the subject of any proceeding in such court.
4. Student records may be made available to persons employed by the District who are required by the Department of Public Instruction (DPI) to hold a certificate, license or permit and to other District officials who have been determined by the Board to have legitimate educational interests.
5. Non-custodial parents are to be given access to student records in the same manner as custodial parents unless the non-custodial parent has been legally denied visitation rights.
6. Upon the written permission of an adult student, or the parent or guardian of a minor student, the District shall make available to the person named in the written permission, the student's progress records or such portions of his/her behavioral records as determined by the person authorizing the release.

7. Student records shall be provided to a court in response to a subpoena by parties to an action for *in camera* inspection, to be used only for purposes of impeachment of any witness who has testified in the action. The court may turn said records or parts thereof over to parties in the action or their attorneys if said records would be relevant and material to a witness's credibility or competency.
8. The names of dropouts shall be provided to a court in response to an order by the court. The court may order a District to provide the court with a list of all persons who are known by the District to be dropouts and who reside within the county in which the circuit court is located or the municipality in which the municipal court is located.
9. A copy of a student's attendance records shall be provided to a law enforcement agency if such agency certifies in writing that the student is under investigation for truancy or for allegedly committing a criminal or delinquent act and that the law enforcement agency will not disclose such records except as permitted by law.
10. The Board may provide the DPI or any public officer with any information required to be maintained under Chapters 115 to 121 of the state statutes. The Board shall provide the DPI with any student record information that relates to an audit or evaluation of a federal or state-supported program or that is required to determine compliance with state law provisions. Information reported shall be kept confidential by the DPI. Notwithstanding their confidential status, student records may be used in suspension and expulsion proceedings and by the multi-disciplinary team under Chapter 115 of the state statutes.
11. With regard to law enforcement personnel access to student record information, police liaison officers assigned to specific school buildings may be provided with access to student records limited to one or more of the following purposes:
  - a. Enforcing attendance requirements.
  - b. Responding to health or safety emergencies.
  - c. Aiding in the investigation of alleged criminal or delinquent activity.
12. Information from student immunization records shall be made available to state and local health officials to carry out state immunization requirements.
13. Upon request, the Board of the VTAE District in which the school is located, the department of health and social services or a county department under sections 46.215, 46.22, or 46.23 for verification of eligibility for public assistance under Ch. 49, WI State Statutes, shall be provided by the District Clerk with the names of students who have withdrawn from school prior to graduation.

Upon request, the District Clerk shall provide a VTAE Board with the name of each such student who is expected to graduate from high school in the current year. This will be done only if the District has given public notice that a student's name has been designated as directory data and has allowed a reasonable time thereafter for the parent, legal guardian or guardian ad litem of the student to inform the District that the student's name may not be released.
14. **Student Directory Data.** Directory data may be disclosed to any person, if the school has given public notice of the categories of information which it has designated as directory data with respect to each student and has allowed 14 days thereafter for the parent, legal guardian, or guardian ad litem of any student to inform the school that all or any part of the directory data may not be released without the prior consent of the parent, legal guardian or guardian ad litem. Questions concerning directory data should be handled on an individual basis.

Student directory data shall be disclosed to the city attorney, as well as other appropriate entities, for the purpose of enforcing school attendance, investigating alleged criminal or delinquent activity or responding to a health or safety emergency.
15. Any record that concerns personally identifiable health information shall be confidential including results of a test for the presence of HIV or antibody to HIV (the virus which causes Acquired Immune Deficiency Syndrome) and may be disclosed only with the informed written consent of the student or his/her parent or guardian. Student physical health care records as outlined above shall be treated as patient health care records in accordance with state law.
16. A Board may disclose personally identifiable information from an adult student's records to the student's parent(s) or guardian, without the adult student's written consent, if the adult student is a dependent of his/her parent(s) or guardian under 26 USC 152. An exception shall be made when an adult student has informed the school, in writing, that the information may not be disclosed.
17. A Board shall disclose a student's records in compliance with a court-ordered educational program after making a reasonable effort to notify the student's parent(s) or guardian.

18. The Board shall, on or before August 15 of each year, report to the appropriate county departments under §51.42 and §51.437, the names of students who reside in the district, who are at least 16 years of age who are not expected to be enrolled in an educational program two years from the date of the report and who may require services under §51.42 or 51.437 (community mental health, developmental disabilities, alcoholism and drug abuse).
19. A school psychologist, counselor, social worker and nurse, and any teacher or administrator designated by the Board who engages in alcohol or drug abuse program activities, shall keep confidential information received from a pupil that the pupil or another pupil is using or is experiencing problems resulting from the use of alcohol or other drugs unless the school psychologist, counselor, social worker, nurse, teacher or administrator has reason to believe that there is serious and imminent danger to the health, safety or life of any person and that disclosure of the information to another person will alleviate the serious and imminent danger. No more information than is required to alleviate the serious and imminent danger may be disclosed.

The building principal, or his/her designee, shall have primary responsibility for maintaining the confidentiality of all student records kept at his/her school. All requests for inspection or for transfer of records should be directed to the building principal who will determine whether inspection or transfer is permitted. The building principal, or his/her qualified designee, shall be present to interpret behavioral records when inspection is made under paragraph (2) above. Upon transfer of student records to the District Office, these duties shall be assumed by the District Administrator/or qualified designee. Access to records shall be given within forty-five (45) days of receipt of the request; a record of all requests shall be maintained.

### **Correction of Student Records**

Parents or eligible students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

1. Parents or the eligible student must ask the District to amend the record. In so doing, they should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading, or in violation of the student's privacy or other rights.
2. The District may comply with the request or it may decide not to comply. If it decides not to comply, the District will notify the parents or eligible student of the decision and advise them of their right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
3. Upon request, the District will arrange for a hearing, and notify the parents or eligible student, reasonably in advance, of the date, place, and time of the hearing.
4. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the District. The parents or eligible student will be afforded a full and fair opportunity to present evidence relevant to the issues raised in the request to amend the student's education records. The parents or student may be assisted by one or more individuals, including an attorney.
5. The hearing officer will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reason for the decision.
6. If the District decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the parents or eligible student that they have a right to place in the record, a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision. This option may also be given prior to a hearing.
7. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If the District discloses the contested portion of the record, it will also disclose the statement.

8. If the District decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the parents or eligible student, in writing, that the record has been amended.

### **Maintenance and Destruction of Records**

While students are attending school, their records will be maintained in the school of attendance. Upon transfer of the student to another school operated by the District, the records shall be transferred to that school. When the student ceases to be enrolled in a school operated by the District, other than for high school, his/her records will be transferred to the District Office. Records of students who have entered a high school and left the District are retained at the high school.

Records which are transferred to the District Office when the student ceases to be enrolled shall be maintained as follows:

1. All behavioral records and Information Regarding Pupil Records will be destroyed one year after the date the student graduated from or last attended the school unless the student gives permission for the records to be maintained for a longer period of time. Where such written permission is received, behavioral records will be destroyed five (5) years after the date the student graduated from or last attended the school.
2. Progress records will be kept five (5) years after the date the student graduated from or last attended the school, except a record of grades and attendance is to be kept permanently.

### **Transfer of Records**

Student records relating to a specific student shall be transferred to another District, within five (5) working days, upon receipt of written notice from an adult student or the parent or guardian of a minor student that the student intends to enroll in a school in another district; from the other district in which the student has enrolled; or from a court that legal custody of the student has been transferred to the Department of Corrections for placement in a juvenile correctional facility.

Copies of student records may be shared with the parent or guardian upon request, but the original record may only be transferred by the Department of Pupil Services to the receiving school.

### **Annual Notice of Student Records Policy and Procedures**

Parents, guardians and students will be notified annually of the following:

1. Their rights to inspect, review and obtain copies of student records.
2. The existence of the student records policy and procedures and where copies can be obtained.
3. The categories of student records information that have been designated as directory data and the timeline parents have to inform the school that all or any part of the directory data may not be released without prior consent of the parent/guardian.
4. The parent/guardian's right to file a complaint with the Family Policy and Regulations Office of the U.S. Department of Education.

### **Severability**

The policies set forth herein are intended to comply with state and federal law in effect at the time of the implementation of this policy. This policy is controlled by superseding state and federal laws.

### **RELEASE TIME FOR RELIGIOUS INSTRUCTION (Policy 434.1)**

The Campbellsport School Board shall permit students, with the written permission of the parent(s) and /or legal guardian, to be absent from school not more than sixty (60) minutes per week to obtain religious instruction during the required school attendance hours. The Board may deny the privilege of release time to students who absent themselves from the religious instruction after requesting the privilege. The Board shall determine the time period(s) allotted for the student to be absent from school for the purpose of religious instruction.

Any transportation to religious instruction or from religious instruction to a school in the District shall be the responsibility of the parent(s) or legal guardian or of the organization sponsoring the religious instruction.

The District assumes no liability for a student who is absent from school in accordance with this policy.

### **SCHOOL RESOURCE OFFICER**

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

### **QUICK \$50 PROGRAM**

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

### **STUDENT FEES**

Registration Fees are to be paid on registration day or the first day of school.

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

### **STUDENT MESSAGES**

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

## **STUDENT PARKING**

Driving a car or other vehicles to school is a privilege granted to students by the state, school and parents/guardians. **All students must have school parking permits** (purchased in the Junior/Senior High School Office - \$60/year or \$30/semester).

The following rules will apply to student operation of motor vehicles.

1. Students who drive vehicles to school must not park on any other part of the school grounds except in the student parking lot.
2. Vehicles illegally parked may be ticketed. The school has the right to have cars towed away at the owner's expense.
3. The school is not responsible for damage or thefts of any vehicle or its contents.
4. The school parking lot is considered school property and vehicles may be subject to searches.

## **STUDENT BUS CONDUCT (Policy 443.2)**

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

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

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

## **BUS RIDER RULES (Policy 443.2R)**

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

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

### **Bus Discipline**

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

1. Warning and assigned seat on bus.
2. Conference with principal and warning letter to parents/guardians.

3. Suspension of bus privileges as determined by building principal. Students having their bus riding privileges suspended will be afforded due process as provided by state law.

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

### **VISITORS**

Visitors must stop at office to sign in and obtain a visitor pass before being allowed in our building during instructional hours. We do this so we can maintain student safety. Any non-student loitering in the building will be directed to the office. Students are not allowed to bring visitors to school to attend lunch and/or classes with them.

Parents/guardians visiting the school in order to see their children because of an emergency should come directly to the school office instead of going directly to their child's classroom.



**CAMPBELLSPORT HIGH SCHOOL  
ATHLETIC/ACTIVITY  
HANDBOOK  
2013-2014**



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

**MISSION STATEMENT**

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

**VISION STATEMENT**

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

# **CAMPBELLSPORT SCHOOL DISTRICT ATHLETIC/ACTIVITY CODE OF CONDUCT**

## **Statement of Principle**

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

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

## **Definition of Athletic Programs**

Campbellsport High School is a member of the Wisconsin Interscholastic Athletic Association (WIAA) and of the Eastern Wisconsin Conference (EWC). The high school offers interscholastic competition in baseball, basketball, bowling, cheerleading, cross country, dance, football, golf, hockey, soccer, softball, track, volleyball and wrestling.

## **Definition of Activity Programs**

Campbellsport High School sponsors the following clubs and activities, which are governed by the provisions in this code: Be the Change Club (BTCC), Dramatics, Future Business Leaders of America (FBLA), Family & Community Service (FCS), Fine Arts Club, Forensics, National Business Honor Society, National Honor Society, Students Against Destructive Decisions (SAAD), Science Club, Spanish Club, Trap Team, Class Officers, Courts, Show Choir, Student Council and The Yearbook Club.

## **Equipment, Uniforms and Locks**

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

1. Student athletes must purchase and use locks provided by the school.
2. A student athlete wearing or having in his possession uniforms or equipment stolen from Campbellsport High School, or other schools with whom we compete, shall be declared ineligible from competition and practice for a period of one calendar year. A student/athlete finding such equipment should turn it in to his/her coach or the athletic director.
3. The equipment and uniforms issued to a student athlete are for use in practice or competition. It is not for personal use or to be worn as apparel. The only exception is the day of games or meets when the jersey may be worn in school during school hours.

## **Cut Policy**

A "cut policy" has been implemented so that the teams are at a workable number of student athletes and maintain a competitive level. The coach must give all student athletes an opportunity to try out for the team. After sufficient time and testing, the coach can evaluate the data collected on each student athlete and choose the best qualified individuals for that particular team. Criteria that can be used: attitude, skill level, and potential. Any other criteria may be added/used at the coach's discretion. The coach will post the names of

the individuals that made the team and schedule a meeting with each individual that did not make the team to explain the rationale of their decision.

### **Athletic Eligibility**

To be eligible for athletics, the student athlete must be in compliance with the current Campbellsport School District and WIAA rules for age, enrollment, amateur status, non-school participation, and academics. The school district reserves the right to amend its rules as deemed necessary.

1. **Age:** A student shall be ineligible for interscholastic competition if he/she reaches his/her 19th birthday before August 1 of that given school year. A student shall be ineligible for interscholastic competition while competing as a member of grade 7 or 8 if he/she reaches his/her 16th birthday before August 1 of that given school year.
2. **Enrollment:** Home-Based Education/Non-Public School Students: A student is not allowed to participate in athletics if he/she is a non-public school student or is under a home-based education program.
3. **Amateur Status:** A student must be an amateur in all recognized sports of the WIAA in order to compete in any sport. He/she will become ineligible for further competition if he/she:
  - Accepts reimbursement in any form including, without limitation, salary, cash, merchandise of any kind or amount, or share of game receipts for participation or achievement in athletics in which he/she opted to participate. A student may receive a prize for an at-random selection for achievement such as half-court shot or similar contest provided he/she was chosen by lot.
  - Receives actual and necessary reimbursement for transportation, food, and lodging paid in connection with a scheduled playing contest;
  - Receives an award which is symbolic in nature such as trophies, medals, ribbons, event T-shirts, etc., but may not receive merchandise items such as jackets, sweaters, equipment, watches, rings, etc., regardless of their value;
  - Retains items of practice and playing uniforms which, for reasons of hygiene, deterioration, etc., will not be passed on to another student.
  - Signs a contract or agreement for services as a participating athlete. However, a student athlete may:
    - a. Be employed on a part-time basis as a playground instructor, game official, lifeguard, etc.;
    - b. Sign a tender to play for a college or university;
  - Allows the use of his/her name, picture, or personal appearance as an athlete in promotion of a commercial or profit-making event, item, plan, or service;
  - Plays in a contest (school or non-school) under a name other than his/her name.
4. **Non-School Participation:** It is the philosophy of the WIAA and the Campbellsport School District that a student athlete owes loyalty and allegiance to the school and team of which he/she is a member:
  - A student athlete becomes ineligible in a sport for the remainder of the season for competing in a non-school activity in the same sport during the season of practice and competition established by the school.

- This restriction applies to normal nonschool games as well as “gimmicks,” such as reduced numbers in competition (3-on-3 basketball, 6 player soccer, e.g.), specific skill contests (punt, pass, and kick, shooting contests, free throws, 3 point, e.g.), fun runs, etc.
- A student who was a member of a school team during the previous year may not delay reporting for the school team beyond the school’s official opening day of practice in order to continue nonschool training and/or supervision.
- During the school year before and/after the season of a sport, a student-athlete may participate in sport activities outside of school with these restrictions:
  - A student-athlete must not participate in nonschool programs, activities, camps, clinics and/or competition that is limited to individuals who are likely to be candidates for the school team in that sport in the following season.
  - Nonschool activities in which students are engaged may not resemble in any way a school team practicing or competing out-of-season.
- In the summer nonschool roster restrictions are not in effect and members of a schools team may voluntarily assemble with their teammates (without school and/or school coach involved) at their own discretion.
- A student-athlete or his/her parents must pay the fee for specialized training or instruction such as camps, clinics, and similar programs.
- A student-athlete may not be instructed except during the school season of a sport and approved summer contact days by the person who will be his/her coach in that sport in the following school season. The sports of baseball, cross country, golf, gymnastics, softball, swimming, tennis, track & field, and wrestling are exempt from this rule, BUT only (a) during the summer months and (b) if the program involved is not limited to individuals who are likely to be candidates for the school team in that sport in the following season.
- Student athletes should not be unreasonably restricted except during the actual school season of a sport. No activity in which they are engaged should resemble in any way a school team practicing or competing out of season;
- All-star games and similar activities do not serve the best interests of high school student athletes because of over-emphasis, exploitation, selection procedure, or other factors. A student athlete becomes ineligible in a sport for a maximum of one year from date of last offense for participating in an all-star game or similar activity. If a student athlete has been invited or selected to be part of an all-star team, he/she should contact the athletic director before participating;
- Student athletes may be ruled ineligible to participate in, any event or activity conducted by any group other than a school which may be regarded as contrary to the best interest of the participants or detrimental to the school athletic program;
- When a student athlete is involved in an out-of-season sport, the student must see the in season coach for expectations. Early communication is essential to clarify attendance at practices and games for the in-season sport.

### Academic Eligibility

1. The student athlete must not have any failures and/or incompletes and maintain a minimum 1.5 GPA for a grading period. Grading periods are defined as 1<sup>st</sup> Quarter, 1<sup>st</sup> Semester, 3<sup>rd</sup> Quarter, and 2<sup>nd</sup> Semester grades. For online courses the grading period is the date by which the course must be completed as established by the online course provider.
  - If a student fails a course or if the student's GPA goes below 1.5 at the end of a grading period the student will incur a fifteen (15) school day (teacher-student face-to-face days) period of ineligibility. This suspension will begin when grades are posted and made available to administrators. The athletic director will communicate with the student athlete, coach and parent/guardian in this situation.
    - If a student fails a course or if the student's GPA goes below 1.5 at the end of the Semester 2 grading period, the student may have the opportunity to enroll in summer school class(s) to regain academic eligibility. The same fifteen day period of ineligibility is in effect as stated above. If the student does not meet the standards set forth by the athletic director/designee during the summer school session, the fifteen day ineligibility period will be enacted at the beginning of the fall semester.
  - If a student receives an incomplete (I), he/she will be suspended until the incomplete is posted as a passing grade. When it becomes a passing grade the student athlete will be immediately re-instated. If the grade turns to a failing grade the 15 day suspension will begin when the failing grade is posted.
  - A student athlete can become eligible after this 15 day period if he/she is passing all classes and is maintaining at least a 1.5 GPA.
  - After the 15 day suspension, it is the student athlete's responsibility to obtain his/her current grades from all of his/her teachers and present them to the athletic director who in turn will inform the coach that he/she is now eligible to participate in competition. Another check will occur after ten (10) additional days to ensure that the student athlete is continuing to pass all of his/her classes and maintaining the required 1.5 GPA.
  - If the student athlete is not passing after the initial fifteen (15) days, or is failing again after the ten (10) day recheck, he/she will lose eligibility for the remainder of the quarter.
  - GPA Relief Request Plan: It is possible that a student athlete may not be able to meet the GPA requirement. A student athlete may request a waiver by utilizing a teacher "sign-off" form. Every teacher the student athlete currently has must acknowledge that the student athlete is doing everything reasonably possible to succeed in the class. The GPA requirement may be waived. This is a bi-weekly process and the student athlete is responsible for initiating all contacts between teacher, athletic director, and coaches. If the student athlete does not meet the criteria during any bi-weekly period, they are ineligible to participate in contests until he/she meets the criteria. Once complete, this plan needs to be approved by the athletic director.
2. The student athlete must be in regular attendance in Grades 9-12.
3. The student athlete cannot be enrolled for more than eight (8) semesters.
4. Students participating in extra-curricular activities must be in attendance in all classes on the day of the event unless there is an emergency or pre-arranged appointment. If the student is not present in all classes, the student will not be allowed to participate that day. If there is an event on the weekend, the student must be in attendance all day on the last school day of the week. This policy applies to students involved in athletics, music, drama, forensics, and other activities scheduled during or outside the school day. The building principal/designee must approve any exceptions to this rule.
5. The student athlete must have had a medical examination and W.I.A.A. permit card signed by his/her parents or guardian. The Student Handbook/Athletic Code acknowledgement form

(attached to the front of this document) must be turned into the office before he/she will be allowed to practice or compete.

6. The student athlete must pay the participation fee before being permitted to practice or compete.

### **Code of Conduct**

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

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

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

1. **First Violation:** Suspension for 50% of the regular season's contest dates. The participant is expected to practice with the team on a regular basis. At the end of the suspension, if this student athlete shows a desire to return to competition, he/she shall be permitted to do so. For odd numbered season contests the number of contests is rounded up (example-seven (7) game season the suspension will be 4 contests.) If the violation occurs at the end of the season before WIAA tournament play, the student athlete will not participate in WIAA tournament play and the percentage will carry over to the next participating season. The suspension must be served in full prior to the first playoff contest. Administration reserves the right to alter the suspension lengths after investigation is complete.
2. **Second Violation:** Suspension for one calendar year. The participant is expected to practice with the team on a regular basis. Administration reserves the right to alter the suspension lengths after investigation is complete.
3. **Third Violation:** Permanent suspension of athletic privileges for the remainder of their high school career. Administration reserves the right to alter the suspension lengths after investigation is complete.

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

1. **First Violation:** Suspension for one calendar year. Administration reserves the right to alter the suspension lengths after investigation is complete.
2. **Second Violation:** Suspension for one calendar year. Administration reserves the right to alter the suspension lengths after investigation is complete.
3. **Third Violation:** Permanent suspension of activity privileges for the remainder of their high school career. Administration reserves the right to alter the suspension lengths after the investigation is complete.

### **Counseling Requirement for ATODA Violations**

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

### **Behavioral/Citizenship Violations (Code of Conduct Rule 3)**

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

### **Additional Regulations**

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

violation, eligibility may be suspended for part of two athletic seasons. Suspensions will carry over to the next sport season if the full suspension cannot be carried out in the season in progress.

9. If a student athlete receives a code of conduct violation, he/she is ineligible for post season and conference awards. Student athletes are also ineligible to hold a team leadership position for the duration of the season.
10. All investigations will take place within nine (9) months of the infraction. This time limit may be altered due to extenuating circumstances.

#### **Procedure for Enforcement**

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

#### **Appeal Procedure**

1. A formal appeal can be made if there is a ruling of ineligibility which results in a suspension from participation. In order to appeal, the student athlete and/or the athletes' parents/guardians must submit the request in writing to the athletic director and it must be received within seven (7) days after the notification of suspension is sent. Any appeal made will be for the purpose of challenging the cause for the suspension. If the suspension is upheld by the appeals committee, there will be no reduction in consequences.
2. Within ten (10) calendar days after an appeal has been received, a date and time for a hearing will be established by the athletic director. The suspension will remain in effect until the appeal is heard. Present at the appeal hearing will be the Appeals Committee, consisting of three teachers, the high school principal and/or the associate principal, the student athlete and his/her parents/guardians, the athletic director, and, if a rule relating to a specific sport is involved, the head coach of that sport. The athletic director will preside over the hearing. During the hearing the student athlete will be given the opportunity to testify and present evidence on his/her behalf. The Appeals Committee will have the responsibility of rendering a decision, which will also be communicated in writing within seven (7) school days.
3. After a ruling of ineligibility resulting in suspension from athletics has been made by the Appeals Committee, a student athlete and/or his/her parents/guardians may appeal their decision in writing to the district administrator, provided the appeal is received within five (5) school days from the date of the decision of the Athletic Appeals Committee. After an appeal has been received, the district administrator will review the matter and render a decision as soon as possible.
4. The alleged offender shall be entitled to such other procedural and substantive rights as may be required by applicable law.

#### **INFORMED CONSENT**

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



## Appendix A

### **WISCONSIN INTERSCHOLASTIC ATHLETIC ASSOCIATION P.O. Box 267, Stevens Point 54481**

To: Student-Athletes and Their Parents

From: Wisconsin Interscholastic Athletic Association and Campbellsport High School

Your high school is a member of the Wisconsin Interscholastic Athletic Association. The following rules and regulations are developed by the member schools of the WIAA and govern the participation by boys and girls in school athletics and in some instances, impact upon sports activities outside the school.

This information bulletin is a **summary** of the WIAA OFFICIAL HANDBOOK as it pertains to those rules and regulations. Both student-athletes and their parents should have an understanding of these requirements. Equally important is that student-athletes and/or parents talk to their principal or athletic director if they have any question about these regulations. For additional information on Rules of Eligibility see the WIAA Handbook, or visit the WIAA website at [www.wiaawi.org](http://www.wiaawi.org).

This bulletin does not discuss specific penalties for all violations. The reason is that penalties vary depending upon the nature of the violation. In addition, schools often have established penalties or periods of ineligibility which are greater than the minimum prescribed by WIAA rules.

There also are exceptions and other permissive provisions in some rules. Student-athletes and their parents should discuss all athletic eligibility related situations with the school principal or athletic director who, if necessary, will get a decision, interpretation, or opinion from the WIAA office.

**Student-athletes, as well as parents are asked to read this bulletin, then sign it and have their signature statement (attached) on file at their school prior to practicing and competing.**

#### **ATTENDANCE**

A student-athlete is eligible for interscholastic competition at a member school if he/she is carried on the attendance rolls as a duly enrolled full-time Grade 9,10,11, or 12 student in that member school. (Subject to satisfying all other eligibility requirements.)

Note: A full-time student is further defined as one where the member school is responsible for programming 100% of the student's school day. The student is eligible for like or similar awards, privileges and services as all the other students and meets all obligations and responsibilities as other students, without exception.

- A. A student must complete eligibility in the four consecutive years starting with Grade 9 and the three consecutive years starting with Grade 10, unless there are documented extenuating circumstances and a waiver has been provided.
- B. A student is ineligible if he/she has graduated from a school offering studies through Grade 12 or its equivalent.
- C. A student who graduated in May or June retains eligibility for (a) any portion of a spring athletic schedule not completed by the end of the academic year and (b) the school's summer athletic schedule.

- D. A student is ineligible if he/she has not been enrolled in some school by the 17<sup>th</sup> day of a semester or trimester, except upon request of a school in special cases involving sickness, accident, military service, social services assignment, e.g.
- E. A student-athlete may not participate in school sports in more than four different years, and a student-athlete may not participate in the same sport more than one season each school year.

#### **DETERMINING RESIDENCE FOR PUBLIC SCHOOL STUDENTS**

A full-time student, whether an adult or not, is eligible for varsity interscholastic competition only at the school within whose attendance boundaries his/her parents reside, within a given school district, with these additional provisions:

- A. Board of Education approved full-time student(s), paying their own tuition and residing full time with parents in their primary residence shall be afforded eligibility. Transfer students are subject to provisions outlined in the transfers section of this document and in the Senior High Handbook.
- B. The residence of a student's guardians shall determine eligibility in cases where both parents of a student are deceased. The execution of guardianship papers in situations where one or both parents are living does not by itself make a student eligible.
- C. In the event of a divorce or legal separation, whether pending or final, a student's residence at the beginning of the school year shall determine eligibility, except in situations involving transfer after the fourth consecutive semester following entry into grade 9. For the purpose of this rule, attendance at one day of school and/or attendance at one athletic practice shall determine 'beginning of school year.' Under this rule, a student who transfers after the beginning of the school year shall be ineligible at the new school unless approval is granted by the Board of Control in accordance with the transfer and/or waiver provisions as described in the WIAA HS Handbook.
- D. A student whose tuition is paid by the school within whose attendance boundaries parents reside or by the state and is enrolled in a district approved program may be eligible at either school (first priority to school of residence) but (a) may not participate at both schools in the same year and (b) academic ineligibility accompanies student upon transfer. Transfer restrictions may also apply.
- E. A student whose tuition is paid by the school within whose attendance boundaries parents reside or by the state or who is participating full time in a legislated open enrollment option must meet all statutory timeline requirements. This provision extends the opportunity to decline attendance at the new school and continue at his/her school of residence. If the student begins the school year at the new school and then transfers back to school of residence after attending one or more days of school or one or more athletic practices, he/she shall be subject to transfer provisions as outlined in the transfer Section of this document.
- F. A student may continue being eligible in the same school even though parent(s) and/or student move from within that school's attendance boundaries, provided enrollment is continuous (unbroken in that school).
- G. After a student-athlete has not participated and/or has had their eligibility restricted for one calendar year due to reasons relating to residence and/or transfer, he/she becomes eligible.
- H. A student-athlete will not be eligible if his/her attendance at a particular school resulted from undue influence (special consideration because of athletic ability) on the part of any person.
- I. A student-athlete who has been declared ineligible at a school for disciplinary reasons, academic reasons or due to another State Association's provision retains that ineligibility status if he/she transfers to another school.

- J. Except in situations involving transfer after a student's fourth consecutive semester, a full-time student whose residence in a given district and attendance at a member school does not conform with any of the provisions outlined above shall be eligible for non-varsity competition only, for one calendar year, unless a waiver is provided as outlined in the WIAAHS Handbook under Waivers. Transfer students are subject to transfer provisions as outlined in the transfer section of this document and in the Senior High Handbook.

#### **DETERMINING RESIDENCE FOR NONPUBLIC SCHOOL STUDENTS**

A full-time student, whether an adult or not, is eligible for varsity interscholastic competition only if the student is residing full time with parents in their primary residence with these additional provisions:

- A. In the event of a divorce or legal separation, whether pending or final, a student's residence at the beginning of the school year shall determine eligibility except in situations involving transfer after a student's fourth consecutive semester. For the purpose of this rule, attendance at one day of school and/or attendance at one athletic practice shall determine 'beginning of school year'. Under this rule, a student who transfers after the beginning of the school year shall be ineligible at the new school unless approval is granted by the Board of Control in accordance with the waiver provisions as described in the WIAA HS Handbook under Waivers. Transfer restrictions may also apply.
- B. Residing full time with guardians shall determine eligibility in cases where both parents of a student are deceased. The execution of guardianship papers in situations where one or both parents are living does not by itself make a student eligible.
- C. A student may continue being eligible in the same school even though parent(s) and/or student move from within that school's traditional attendance area, provided enrollment is continuous (unbroken in that school).
- D. Except in situations involving mid-year transfer and/or transfer after the fourth consecutive semester students attending member residential schools shall be eligible at the member school provided they reside at the school or reside full time with parents in their primary residence.
- E. Except in situations involving transfer after a student's fourth consecutive semester, a full-time student attending a nonpublic school but not residing in accordance with any of the provisions outlined above shall be eligible for non-varsity competition only, for one calendar year, unless a waiver is provided as outlined in the WIAA HS Handbook under Waivers.

#### **TRANSFERS**

A full-time student may be afforded up to eight consecutive semesters of interscholastic eligibility upon entry into Grade 9. **Transferring schools at any time may result in restrictions being imposed on eligibility or in some cases a denial of eligibility.** For the purpose of this rule, attendance at one day of school and/or attendance at one athletic practice shall determine 'beginning of school year.' These additional provisions relate to transfer cases:

- A. A student who transfers from any school into a member school after the fourth consecutive semester following entry into Grade 9 shall be ineligible for practice and competition for one calendar year, unless the transfer is made necessary by a total change in residence by parent(s). The calendar year (365 days) will be determined from a student's first day of attendance at the new school.
- B. Open enrolled and/or tuition paying students entering 9th and/or 10th grade at the beginning of the school year and who are within the first four consecutive semesters of high school will be afforded unrestricted eligibility provided all other rules governing student eligibility are met.

- C. Open enrolled and/or tuition paying students entering 11th and/or 12th grade as transfer students are ineligible to practice and/or compete for one calendar year.
- D. 9th grade students who transfer after the beginning of the school year and with written consent from both schools directly involved may be provided non-varsity opportunities for the remainder of the school year. Restrictions are removed upon entering 10th grade.
- E. 10th grade students who transfer after the beginning of the school year and with written consent from both schools directly involved may be provided non-varsity opportunities for one calendar year (365 days beginning with first day of attendance at the new school).
- F. In the event of divorce or legal separation, whether pending or final, residence at the beginning of the school year shall determine eligibility for students entering 9th and/or 10th grade. In situations involving transfer after the fourth consecutive semester following entry into grade 9 the student is ineligible to practice and compete for one calendar year.
- G. District policies with respect to intra-district transfer do not supersede WIAA transfer rules in situations involving post-4th semester transfers. Intra-district transfers occurring after the fourth consecutive semester following entry into grade 9 result in the student being ineligible for practice and competition for one calendar year (365 days beginning with first day of attendance at the new school).
- H. Unless transfer, including an accompanying change of parent's residence, is effective at the outset of a semester, a student cannot establish eligibility at his/her new school until the fifth calendar day of such transfer.
- I. If within the first four consecutive semesters following entry into grade 9, a student who transfers more than once in any given school year shall be ineligible for all interscholastic competition for the remainder of that current school year and will be eligible for non-varsity opportunities only for the balance of the calendar year. In situations involving transfer after the fourth consecutive semester following entry into grade 9 the student is ineligible to practice and compete for one calendar year.
- J. A student may not have eligibility in more than one member school at the same time. Parent(s) who move from a primary residence within one school's attendance boundaries, to a secondary residence within another school's attendance boundaries, may be required by the Board of Control to provide evidence of a total move.
- K. A student who transfers from any school, whether or not a member school, with a status of ineligibility for disciplinary reasons, academic reasons and/or as a result of another State Association's regulation or sanction, retains such status at his/her new school for the same period as decreed by the former school.
- L. No eligibility will be granted for a student whose residence within a school's attendance boundaries, with or without parents, or whose attendance at a school has been the result of undue influence (special consideration due to athletic ability or potential) on the part of any person, whether or not connected with the school.

**PHYSICAL EXAMINATION and PARENT'S PERMISSION**

A student-athlete, whether an adult or not, must have written permission of parents to participate in school athletics and he/she must have a physical examination (signed by a licensed physician or advanced practice nurse prescriber) every other school year.