

***2017-2018 Elcho High School  
Student Handbook  
Grades 9 -12***



*The Elcho School District does not discriminate on the basis of sex, race, color, religion, creed, age, national origin, ancestry, pregnancy, marital status or parental status, sexual orientation, or physical, mental, emotional, or learning disability. as required by Section 118.13 of the statutes. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin) and Section 504 of the Rehabilitation Act of 1973 (handicap).*

## EMERGENCY ANNOUNCEMENT

The radio and television stations listed below will carry all bulletins regarding school emergencies, such as early dismissals and cancellations due to bad weather or other emergencies for the Elcho School District.

<u>ANTIGO</u>	<u>RHINELANDER</u>	<u>WAUSAU</u>
WRLO FM 105	WOBT AM 1200	WDEZ FM 102
WATK AM 900	WXPR 91.7	WIFC FM 95.5
	WJFW TV-12	WSAW TV-7
	WHDG	WAOW TV-9

### TELEPHONES

District Main Number	715-275-3225
Fax Line	715-275-4388

## SCHOOL HOURS AND REGULATIONS

### HOURS OF ATTENDANCE

The school day officially begins for students at 8:00 a.m. and ends at 3:17 p.m.

### SCHOOL HOURS

Doors Open for Students	7:35 a.m.
Busses Arrive	7:35 - 7:50 a.m.
Warning Bell	7:50 a.m.
Dismissal	3:17 p.m.

Because there is no supervision in the building students arriving prior to 7:35 am are not to leave the lobby area immediately adjacent to the school office. Parents of students repeatedly arriving prior to 7:30 will be contacted to make other arrangements.

### ARRIVAL AND DEPARTURE TIME

Students may not arrive at school prior to 7:35 a.m. as there is no supervision available prior to this time. The only exception is for those students participating in staff supervised, before school activities. Students found outside supervised areas will be asked to wait in the multi-purpose room. **Students are not allowed to leave campus once they arrive on school grounds without permission from parents/guardians and school administration.** No student may remain in the building after 3:30 p.m. unless they are participating in supervised after school programming.

## ATTENDANCE AND TRUANCY (BOARD POLICY 431.0)

### STUDENT ATTENDANCE

In accordance with Wisconsin Compulsory School Attendance Act 285 (118.15), and the Langlade County ordinances, all children between six (6) and 18 years of age must attend school regularly in a program that leads to the child's high school graduation or school equivalency. Students are required to

attend all their scheduled classes, study halls and Guided Study unless excused by the administration, parent or legal guardian.

If you are absent from school, a parent or guardian must call the school on that day, prior to 8:05 a.m. to inform the office of the absence. This will help to keep student's attendance records accurate. If the office is not notified of an absence it will be marked as unexcused until such time as an acceptable excuse can be obtained. **All absences need to be cleared up within 2 school days before they are converted to an unexcused absence. All phoned in absences should be followed up with a written excuse.**

**ATTENDANCE PHONE LINE: (715) 275 - 3225 ext. 106.**

### **EXCUSED ABSENCES**

Acceptable excused absences include:

- Illness
- Doctor or other medical appointments. (See Medical Appointment note below)
- Family emergencies
- Trips sponsored by the school
- Prearranged absences approved by the school administration in accordance with School Board Policy
- Those excused by the principal as outlined in Board Policy 431.0.

Per board policy and state laws, parents can excuse their student for the above reasons up to all or part of ten school days in a school year. Beyond this the school can consider all additional absences unexcused, which could lead to a student being considered habitually truant.

**A note about medical appointments: In-town doctor or dental appointments should be taken care of before or after school hours if at all possible.**

### **UNEXCUSED ABSENCES**

These are unacceptable absences and will be counted as unexcused and could lead to truancy referrals and or disciplinary action taken:

- Truancy (See Habitual Truancy definition below)
- Working when it does not involve a family emergency
- Absence from school for reasons other than illness or death in the family, which was not prearranged
- Leaving school during the school day without permission or for 18 year olds without parental permission on file to sign out

All unexcused absences require parent/guardian/legal guardian to call the school the day of the absence and follow up with written verification, which is to be submitted to the office within two days or it will be permanently marked as unexcused which could lead a student to be considered habitually truant.

State law provides that a school may not deny a student credit in a course solely because of the unexcused absences. The student may be failed if he/she does not satisfactorily complete the makeup work assigned due to his/her absences. The student is required to make up all work missed, including examinations, but will be allowed only two additional class periods for make ups for each excused period missed.

Unexcused absence from a class will result in a student being barred from completing any assigned homework or assignments for that day unless it is a summative assessment or accounts for more than 10% of a student's quarter or semester grade in that class.

**The school administration including the attendance officer, or designee, reserves the right to deny any excuse.**

### **Truancy**

Any student absent from school without a valid excuse from their parent/guardian for all or part of a day shall be considered an instance of truancy.

### **Parent Notification of Attendance Issues**

The District reserves the right to contact parents of any student absent from school to inquire about the legitimacy of an absence. These notifications will usually be done by phone using the numbers available.

State laws and district policies require the district to notify parents and legal guardians in writing when their student has accumulated three (3) unexcused absences or accumulated more than five (5) absences whether excused or unexcused.

### **HABITUAL TRUANCY**

Habitual Truancy is defined by the state of Wisconsin as a pupil who is absent from school without an acceptable excuse for all or part of five (5) or more days in a semester.

The district will follow these steps for students considered habitually truant:

**Step 1:** At 5 (five) occurrences of unexcused absences (truancies) the district will notify parents via certified letter requesting a meeting between the school and the parent/guardian to find a way to improve attendance.

**Step 2:** If a student has a sixth instance unexcused absence (truancies), but not more than nine (9), the District will refer the student to Langlade County Social Services where they may request to meet with the parents to advise them of options, refer for a citation immediately, or have the parent/guardians summoned to court for failure to attend a requested meeting.

**Step 3:** If a student has a tenth unexcused absence (truancies) the District will refer a student and/or parent/guardian immediately to law enforcement for citation or other consequences allowed under the law.

## **PREARRANGED ABSENCES**

Prearranged absences (family vacations, out-of-town doctor or dental appointments, helping at home in time of family emergency or other approved reasons) are absences, which may be excused if they are prearranged. It is requested that all notes for prearranged absences be given to the school office regarding the circumstances of the prearranged absence two days prior to the absence.

## **LEAVING SCHOOL DURING THE DAY**

Students who need to leave school during the day should bring a note to the office prior to the start of school. Before leaving school students must report to the office to sign out. Failure to do so could result in disciplinary action and the recording of an unexcused absence until the reason for absence can be verified.

## **SICKNESS OR INJURY DURING THE SCHOOL DAY**

Students who need care for injury or illness should report to the office. If a student needs to go home, the school office will call home for the student to obtain parent/guardian permission and to verify that a parent/guardian is home. After the parent/guardian comes to the office to take the student home, the student must be signed out on the Daily Sign In/Out Log. **Never leave school without permission from the office.**

## **TARDINESS**

Students reporting to school after the 8:00 a.m. bell must report to the school office and sign in. Students coming to school after 8:25 will be considered absent for 1st hour and must bring an excuse from home to have the absence excused. Students reporting to any class more than 15 minutes late will be considered absent for that hour and must bring a valid excuse. Failure to do so will result in possible truancy.

Students not in class at the beginning of any hour will be marked tardy by their teacher. Excessive tardies will be handled in accordance with classroom, district discipline and truancy policies.

## **STUDENT RESPONSIBILITY FOLLOWING AN ABSENCE**

Regular attendance is a responsibility that should be shared by the parents, student and school. Students planning to be absent should make arrangements to get the work completed ahead of time or during the absence. Parents who are calling in an absence can request homework be gathered by calling the office at least two days prior to the absence. This allows staff adequate time to get materials to the office.

If a student does not get their homework before or during an absence...

- Students with excused absences will be given the opportunity to make up work missed equal to two extra class period for each class period missed.
- It is the **student's** responsibility to contact the teacher(s) to arrange making up work missed during an absence from school.
- Teachers will grant **two** class periods for each **excused** period missed to make up assignments and exams.

## **STUDENT DISCIPLINE**

### **STUDENT CODE OF CONDUCT** (Board Policy 446.01)

The School Board and staff firmly believe that learning will best take place in an orderly environment. To help create this environment the school has established universal expectations for student behavior based on our five core values as part of our Positive Behavior and Instructional Supports program. These expectations are posted throughout the school and will be taught to students at the beginning of the school year.

### **UNACCEPTABLE BEHAVIOR**

Disciplinary action may be taken as a result of any behavior that is disruptive or violates the rights of others while at school or during school sponsored activities. The following acts are examples of unacceptable behavior and subject to disciplinary action. This list is not exclusive and should not be considered the only actions that will constitute a violation of school rules or policies.

#### **Violations Against Persons**

Fighting  
Bullying/Harassment/Hazing  
Abusive or Inappropriate Language  
Interference/Obstruction  
Possession of a WEAPON that could cause harm  
Assault  
Aggravated Assault  
Interruption of the teaching and learning of others  
Electronic or cyber harassment/hazing

#### **Violations Against Property**

Unauthorized use of School Property  
Willful Damage of School Property  
Willful Damage to Property of Staff Members and Others  
Theft  
Robbery/Extortion

#### **Violations Against Traffic Regulations**

Reckless or careless driving  
Parking Violations on School Grounds

#### **Violations Against School Procedures**

Willful Disobedience  
Cheating  
Disruptive Behavior while in school or at school activities  
Defiance of Authority  
Record and Identification Falsification  
Leaving School Grounds at Unauthorized Times  
Chronic and Unexcused Absenteeism  
Continued Public Display of Affection  
Truancy  
Chronic and Unexcused Tardiness  
Unacceptable Student Attire  
Trespassing  
Gambling  
Disorderly Conduct  
Tobacco  
Use of e-cig or vaporized inhalant  
Use of a Controlled Substance  
Possession and/or Sale of a Controlled Substance

## **CORRECTIVE MEASURES**

Corrective measures will be progressive. The normal sequence will be: conference, detention, in-school suspension, out-of-school suspension except when required action is taken based on school policy. Action taken may include but is not limited to the following:

1. **Student Conferences** - Conferences will be conducted with students regarding disciplinary matters to insure due process.
2. **Parent/Guardian Contact** - The student's parent/guardian **will** be contacted by either the teacher and/or school administration in person, by phone or by mailed written notice. A copy of any discipline referral will be mailed home to inform the parent/legal guardian of the violations and to elicit parental support in correcting the unacceptable behavior.
3. **Parent Conference** - The principal, counselor or teacher may request a parent conference, with or without the student present, to insure parent understanding of the student's cooperative effort to correct the difficulty.
4. **Detentions** - Time will be lost from student time including lunch and/or after school for one or more breaches of the Code of Conduct. On the assigned date he/she may be assigned more time after school or issued a suspension. Students that fail to serve assigned detentions will face additional school consequences until the detention is served.

There are two types of detentions:

### **CLASSROOM DETENTION**

A student may be detained for a reasonable length of time after his/her school day in an area designated and supervised by a teacher. During this time the teacher can counsel the student and, in many cases, determine the reason for the student's behavior or academic problems. The informal teacher detention is a good discipline tool and teachers are encouraged to use it.

### **ADMINISTRATIVE DETENTION**

Any student assigned an administrative detention by the Principal or their designee will have five school days to begin making up that detention. Detentions are assigned as consequences for failing to follow procedures or inappropriate behavior while at school. In the event a student cannot serve the detention, he/she must contact the Principal to reschedule the detention. Any student who does not honor the obligation in the timeframe given will have their detention time doubled or can be given suspensions. Detentions will be held during Hornet Hour Monday - Friday. Students will be notified when to serve an assigned detention by teachers and/or administration. Students may be notified as late as the day they are to serve the assigned detention. Refusal to serve detentions when requested will result in additional disciplinary consequences. Detentions can also be made up after school, but only with permission from the Principal prior to serving. Detention times and locations can be modified by the administration as needed.

### **IN-SCHOOL SUSPENSIONS**

State statutes permit the suspension of students (S.120.13) for up to five (5) days for misconduct. The Principal or their designee will assign all in-school suspensions for a definite period of time, but not to exceed five (5) consecutive school days unless student will be recommended for expulsion to the Board of Education. Students assigned in-school suspension will be separated from other students and will

be supervised by the Principal or his/her designee.

### OUT-OF-SCHOOL SUSPENSIONS

State statutes permit the suspension of students (S.120.13) for up to five (5) days for misconduct. An out-of-school suspension is an action taken by the school administration prohibiting a pupil from attending school for a period of not more than five (5) consecutive school days. The purpose of suspension is to remove the student from the school environment, provide time for the professional staff, parent/guardian, and student to discuss the matter and bring about an agreement on future conduct, and to prevent disruption to the learning environment in the school. When students are placed on suspension from school, they are not allowed on the school premises. The suspension includes suspension from academic classrooms as well as extra-curricular activities.

**Any student who is suspended, expelled, or exempt from attending school for reasons of discipline is not to be on the school block during the suspension or in attendance at school sponsored activities off campus. Students in violation of this will be referred to the Langlade County Sheriff's Department.**

### Appeal of a Suspension

State Statute 120.13(1)(b)4 allows parents and students to appeal any short term suspension to the school superintendent. The procedures for appealing any suspension are as follows:

1. The suspended pupil or the pupil's parent/guardian may, within five (5) school days following the commencement of the suspension, request a conference with the school district administrator or his/her designee who shall be someone other than a principal, administrator or teacher in the suspended pupil's school.
2. The school district administrator or his/her designee will review the terms of the suspension and the reasons.
3. If the school district administrator or his/her designee finds that the pupil was suspended unfairly or unjustly, that the suspension was inappropriate given the nature of the alleged offense, or that the pupil suffered undue consequences or penalties as a result of the suspension, reference to the suspension on the pupil's school record shall be expunged.
4. If the school district administrator or his/her designee find the suspension warranted, the suspension will stand and will be included in the student's disciplinary record.
5. The administrator or his/her designee shall make a finding within 15 days of the conference. The administrator of the district's final ruling is the final step in the appeals of a short-term suspension.

### EXPULSION/EXCLUSION

"Expulsion" means an action taken by the School Board to prohibit an enrolled pupil from further attendance. "Exclusion" means an action taken by the School Board to prevent enrollment or re-enrollment of a pupil.

**Students who threaten a teacher or make physical contact with a teacher with intent of physical**

**harm, will be referred for expulsion unless part of identified behavior plan.**

**REFERRAL TO COMMUNITY SERVICES**

Referral to community services may be used for a student in need of services beyond what is available through the school district.

**REFERRAL TO POLICE OR JUVENILE AUTHORITIES**

If a student's misbehavior is so extreme that a law violation is involved, the Principal or a designated representative will contact police or juvenile authorities. Every reasonable attempt shall be made to notify the parents at the same time authorities are called unless circumstances don't allow. If the officer indicates that he/she is arresting the pupil, with or without a warrant, that officer shall have complete jurisdiction and responsibility in the matter and the Principal shall not interfere with the pupil's removal from the building. Law enforcement will then make appropriate contact with the parent/guardian. It is expected that the contact with the pupil shall be arranged in a manner to make it as unobtrusive as possible. In the event a student is arrested the parent/guardian and the District Administrator will be notified.

When a student's conduct in the school disrupts the learning environment the administration will determine when a referral to police and authorities will be made. This will be in addition to any school-levied consequences. Typically this referral will request authorities issue a disorderly conduct citation. Once a request for citation is sent to authorities any citations local law enforcement authorities will determine referrals or additional charges.

**HONOR CODE**

Elcho High School promotes and expects ethical behavior from all members of the Elcho School community. Honesty and integrity are valued at Elcho High School in all of our classrooms, programs, and activities. Dishonest and unethical behavior, such as lying or cheating, will not be tolerated at any time by anyone.

Cheating is defined as:

- a) copying someone else's work, such as an assignment, quiz, or test, and submitting it as your work;
- b) allowing another student to copy your work;
- c) utilizing aids such as notes or crib sheets to assist in completion of a quiz or test when such aids are not authorized by the teacher;
- d) copying source material or not crediting sources in an attempt to present another's work as your own when submitting a class assignment such as a research paper.

Each teacher will inform students of the consequences for cheating in a particular course. All instances of cheating will result in an automatic discipline referral and appropriate consequences as determined by the principal or their designee, in addition to any consequences given by the classroom teacher.

**HIGH SCHOOL AGE REMINDER**

EFFECTIVE January 1, 1996 - If you are 17 years old and you commit a crime you will:

- be arrested and held in jail,
- be charged in adult court for the crime, and
- if convicted, be placed on adult probation or sentenced to jail or prison.

If you have any questions contact your county juvenile court intake worker.

**DRESS CODE (District Policy #443.5)**

Responsibility for the personal appearance of students normally rests with the students themselves and their parents/guardians. Student dress or grooming shall not, however,

- a. affect the health or safety of students; or
- b. disrupt the learning process within the classroom or school.

We take pride in the appearance of our students. Your dress reflects the quality of the school, of your conduct, and your schoolwork. All students are expected to dress and groom themselves neatly in clothes that are suitable for all school activities.

Student dress or attire must adhere to the following minimum standards during school hours and while in attendance at school sponsored events, except dances.

- Scant or revealing clothing.
  - Examples of these items include but are not limited to T-shirts with sleeves cut to the bottom of the shirt, tube tops, halter-tops, spaghetti straps (less than 1" in width), and clothing that expose, the chest/side chest area, the midriff and/or undergarments or any sexually suggestive clothing. Clothing with revealing holes, shorts shorter than the resting point of the hands on the side of the leg and clothes that are deemed revealing due to fit.
- Jackets, coats and gloves must be removed at the student's locker area. Any such items may not be worn around the building during school hours.
- Headgear may not be worn in the building. Examples of headgear include but not limited to hats and bandanas that cover the majority of the head.
- Sunglasses may not be worn in building.
- Students must wear shoes/appropriate footwear in and around school at all times.
- No garments that advertise alcohol, alcohol establishments, tobacco products, or other drugs may be worn.
- No attire with messages or symbols that include profanity, violent, or sexual language/actions is allowed.
- Any attire or accessory which by its design, use or intended use, could cause bodily harm, property damage, or intimidation to other persons, may not be worn.
  - Examples of these items include but are not limited to pet collars and spikes.
- No attire with any gang related purpose is allowed.
- Body markings or tattoos that do not meet the above standards must be fully covered.

This policy is in force during the school day, in school vehicles, and at all school activities. The wearing of outer garments and headwear will be permitted in school vehicles and at school activities when

appropriate.

If there is a disagreement between students and/or parents and the staff regarding the appropriateness of clothing and body markings, the principal or his/her designee will review the situation and make a final decision. This list is not meant to be exhaustive; rather it is intended to provide some idea of acceptable dress.

Students who violate the dress code will be subject to the following consequences:

- The inappropriate items may be confiscated and returned only to a parent/guardian.
- Students will be required to change into more appropriate apparel or will be provided with substitute apparel for temporary use. Substitute apparel must be returned to the school.
- Following a second violation of this rule, disciplinary action will be taken to correct the situation.

This code is not intended to limit the right of the building and/or district administration to establish rules or restrictions regarding other items or dress that disrupts, or threatens to disrupt, the learning environment of the school. State statutes allow school administration to forbid the wearing of any clothing and make-up, which could cause a “substantial disturbance” in the classroom or that others find offensive (Wis. Statutes 120.13(1)(a)). If there is a disagreement regarding the appropriateness of clothing or other items, the administration will have the discretion to make the final decision.

### **TOBACCO/SMOKING**

**(Board Policy 433.3)**

The use or possession of tobacco or any type of tobacco product e-cig or vaporized inhalant, especially smoking or chewing, on school grounds, in school vehicles, during school related events, and in the school building by any student or adult is prohibited at all times. Any violation of this policy by students may result in suspension from school and/or fine and referral to police. Adults found using tobacco products on school grounds, including school sponsored activities that take place off school property will be asked to take them off premises. Refusal to do so will result in law enforcement being called.

**STUDENTS WHO ARE FOUND TO BE IN POSSESSION OF PRESCRIPTION OR NON-PRESCRIPTION MEDICATION MAY BE SUBJECT TO SCHOOL DISCIPLINARY CONSEQUENCES.**

### **EMERGENCY, SAFETY AND HEALTH**

***Students should report all accidents occurring at school to your teacher, supervisor, or the school office promptly.***

### **EMERGENCY NOTIFICATION FORM**

In cases of emergency, the School Office contacts the parents. **EACH STUDENT MUST HAVE A CURRENT “EMERGENCY NOTIFICATION FORM” ON FILE.** When emergency care is necessary, the Elcho Fire and Rescue Squad will be called. Elcho area health and emergency numbers are strategically posted in each classroom and throughout the school. Please remember to update personal emergency numbers if they change.

### **SCHOOL MEDICATION POLICY (Elcho Board Policy 453.4)**

Students who need to take any prescription medication while at school should provide the following to the office before needing to take the medication.

1. Written instructions from the prescribing physician for the administration of the prescribed medication, such instructions shall be signed by the prescribing physician.
2. A written statement from the prescribing physician which:
  - a. Identifies the specific conditions and circumstances under which contact should be made with him/her in relation to the condition or reactions of the student receiving the medications, and
  - b. Reflects a willingness on the part of the physician to accept direct communications from the person administering the medication.
3. A written statement from the parent/legal guardian:
  - a. Authorizing school personnel to give the medication in the dosage prescribed by the physician, and,
  - b. Authorizing school personnel to contact the physician directly.

It should be clearly understood by both the parents and the school personnel that the primary responsibility for a child's health care, including the medication, which the pupil may be required to take, lies with the parents and physicians. No part of these policies should in any way be construed as a compromise of this basic responsibility.

**STUDENTS SHOULD NOT HAVE PRESCRIPTION MEDICATION OR OVER THE COUNTER MEDICATION IN THEIR POSSESSION UNLESS PREAPPROVED BY THE SCHOOL ADMINISTRATION OR SCHOOL NURSE. PERMISSION WILL ONLY BE GRANTED WHEN DETERMINED TO BE NECESSARY FROM A MEDICAL SAFETY REQUIREMENT. STUDENTS WHO ARE FOUND TO BE IN POSSESSION OR FOUND TO HAVE USED PRESCRIPTION OR NON-PRESCRIPTION MEDICATION WITHOUT FOLLOWING THESE PROCEDURES MAY BE SUBJECT TO SCHOOL DISCIPLINARY CONSEQUENCES.**

### **LOCKER ROOM/BATHROOM PRIVACY (Board Policy 363.2)**

School locker rooms are provided for the use of physical education students, athletes and other activity groups or individuals authorized by the building principal or Board of Education policy. The District recognized the privacy rights of individuals using school locker rooms and shall take reasonable measures to protect an individual's privacy.

Under no circumstances may cameras, video recorders or other recording devices be used in the locker room/bathroom. Also, 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/bathroom or to take any other photo or video image of a person in the locker room/bathroom.

### **WEAPONS**

Anything that could be considered a weapon may not be brought to school. These items can and will be confiscated by any school personnel and will not be returned to the student. If a student has a weapon they will be referred for disciplinary action that may include suspension, expulsion and referral to law enforcement.

### **FIRE, TORNADO SITUATIONS AND DRILLS**

Teachers will discuss and explain drill procedures with their students, and the drills will be practiced regularly. Exit routes are posted in each room of the building. In the event of an evacuation parents should listen to the radio and television stations listed earlier to get directions and updates of an event.

**PARENTS SHOULD NOT CALL THE SCHOOL OR YOUR CHILD'S CELL PHONE IN THESE SITUATIONS. STUDENTS SHOULD NOT CALL OUT OF THE SCHOOL USING THEIR CELL PHONES OR OTHER ELECTRONIC DEVICES.**

### **OTHER EMERGENCY SITUATIONS**

All other emergency situations will be handled using one of the established closed door/lock-down procedures, which are practiced throughout the year.

## **TRANSPORTATION**

### **STUDENT VEHICLES (District Policy #455.2)**

Students who drive vehicles to school are not to enter them, once they are parked, until school dismisses in the afternoon unless they have permission from administration prior to going to their vehicle. The only exception will be when a child has written permission from his/her parent/guardian for medical reasons, emergencies, a work release program, or permission from the principal or their designee. When a student is granted permission to leave school early no other student (except siblings with parental permission) will be allowed in the student's vehicle. All student vehicles must be parked in the Town of Elcho parking lot to the east of the Elcho Post Office. All vehicles should be locked and properly parked.

**STUDENTS ARE NOT ALLOWED TO PARK ON SCHOOL GROUNDS OR ALONG OWANO ST. UNLESS THEY HAVE PERMISSION FROM ADMINISTRATION PRIOR TO PARKING.**

**Cars** - If you ride with a neighbor or a contract driver: be ready, on time, and wait on the proper side of the road.

**Walking** -Use the sidewalks, or if there is no sidewalk, wait at the end of your driveway for the bus.

**Bicycles** - Bicycles may be ridden to school with parent permission. Bikes should not be ridden on school grounds during the school day. Park bikes in the rack and lock them up.

**Bus Riders** - **To ride a bus is a privilege, not a right!** The bus driver is recognized as having the same jurisdiction over the children while en route to school as an instructor in a classroom. Each pupil who is provided transportation services by the school district is expected to obey the rules established

by the School Board for the safety and welfare of all pupils. Behavior on the school bus should be better or the same as in school. If a student cannot behave on the bus they will be referred to the office, which could result in detentions, suspensions, expulsion or suspension from the bus.

**Because we are a rural school with individual student pickups on isolated roads, the school and the bus company request that you call the bus company and the school if your child is going to be absent from school. This may help prevent unnecessary travel and possibly reduce energy costs. Parents can contact Lamers Bus at 715-275-4640 ext. 11911. Please leave a message if no one answers the call.**

For a complete guide to bus expectations please refer to the bus handbook.

### **BUS RIDES FOR EXTRA CURRICULAR ACTIVITIES**

All students planning on attending or participating in a school sponsored co-curricular activity are expected to ride school transportation to and from the event unless permission is granted ahead of time from the principal or his/her designee. During transport all bus rider rules apply to anyone who rides a school bus at any time or for any reason.

If, for any reason, a student plans to ride an activity bus one-way only, parents must send a note prior to the event that must be signed or verbally acknowledged by the principal or their designee prior to the event. This note should contain the name of the person that the student will be riding with. That person needs to be willing to assume responsibility of that student. The school and the coach reserve the right to refuse any requests that it deems is not acceptable unless the students is being released directly to their parent or guardian.

Students who wish to be dropped off at home or another alternate location upon returning from an activity must also provide the advisor, or school with a written and signed note prior to the return trip. The parent/guardian listed on the note need to be present at the alternate drop off when the bus arrives. If a parent/guardian is not present the student will be required to continue back to the school. The bus will not deviate from its general course but will accommodate requests when feasible to do so.

### **BUS PASSES**

Students wishing to ride a different bus should bring a parent note to the office to receive a bus pass.  
**NO VERBAL REQUESTS SHALL BE GRANTED WITHOUT PRINCIPAL'S APPROVAL.**

## **COMPUTER AND TECHNOLOGY USE**

### **PERSONAL ELECTRONIC DEVICES**

(For full details see the District Acceptable Use Policy - #363.2)

The Elcho School District recognizes that allowing students to use personal electronic devices meets a legitimate safety need and a communication purpose. The Elcho School District also recognizes the

legitimate education right that students have to learn and engage in school activities without distraction or disruption from the use of two-way devices or other personal electronic equipment.

Student use of electronic/communication personal devices is permitted during school hours in non-instructional areas of the school building. These devices can be appropriately used during school hours in the commons (during lunch hours) and hallways (between classes), unless specifically denied as per teacher/staff directive. Classroom use of personal electronic devices may occur for educational purposes only, and only with instructor approval.

A student using any electronic device in violation of teacher or school expectations will submit the device to staff, immediately as requested. Personal electronic devices will be secured in the school office until the end of the day. If a second violation occurs the device must be picked up by a parent/guardian. Parents cannot give permission to return the device to the student sooner than the end of the school day. A third offense will result in the device being returned to a parent/guardian and the student losing all personal electronic device privileges for a time period determined by the administration. Further offenses will be covered by the school behavioral policy.

Any violation of this policy is subject to additional disciplinary action which may include: consequences outlined above, suspension of technology privileges, application of school disciplinary practices and procedures; notification of parents/guardians; notification of law enforcement officials; notification of the activities director and/or co-curricular coaches/advisors; notification of the District Superintendent or designee; suspension from school; recommendation for expulsion.

Unauthorized items may be confiscated and secured by school officials for return to the parents/guardians of the student, or turned over to law enforcement officers.

General personal electronic device expectations for students:

- Be responsible
- Be respectful
- Follow the rules

Key Points:

- Personal electronic devices may only be used during passing periods, before or after school and lunch, in common areas (hallways, multi-purpose room, cafeteria, etc.).
- Personal electronic devices are not to be used during classes unless for a pre-approved educational purpose, during intervention, in the library, during detention, or during time spent in the office after being sent out of a class.
- Personal electronic devices may not be used when on a pass from a classroom or in the halls while classes are in session. If a student needs to use their personal device to contact parents during classes they should do so while supervised by a staff in a manner that does not disrupt classes. Students may come to the office to get permission prior to using the device. Legitimate purposes (as determined by staff) to contact parents will not be refused.
- Electronic devices may not be used in bathroom and locker rooms.

- Electronic devices may not be used in classrooms, unless directed by teacher/staff member or as part of a lesson plan
- Middle School students should not bring personal electronic devices such as cell phones to classes unless authorized by a teacher for a specific purpose and only for that day(s) allowed by the teacher. When not in use students should store their personal electronic devices in their locked locker!

Students who refuse to surrender their personal electronic devices to staff when requested will receive additional disciplinary consequences determined by policy and administration. This could include suspensions and or referral for possible disorderly conduct.

Staff who confiscate a phone are not permitted to access or disassemble the device in any way. Staff who confiscate a device are required to bring the device to the office as soon as possible. Until that time the staff member will keep the device in plain sight. All devices brought to the office will be immediately placed in the schools vault and will not be searched by school administration unless there are mitigating circumstances as determined by school policy, court decision, law enforcement, or parent request.

### **SCHOOL ISSUED ELECTRONIC DEVICES**

(For full details see the District Acceptable Use Policy - #363.2)

The Elcho School District views the issuing a personal electronic device to students in the same light as textbooks and other necessary school equipment. Students are expected to care for their school issued electronic device and are responsible for any excessive wear and tear, damage or replacement if lost or stolen.

#### Caring for your School Issued Electronic Device:

- Students should only keep their device in the school issued bag. Do not place items such as chargers or other objects in the same bag or compartment as the device. This is how most screens are damaged.
- Students should not stack books or other objects on top of their school issued device.
- Students should never keep their device at the bottom of their locker.
- Students should secure their device in their possession at all times or keep the device in their locked locker.
- Students are expected to bring their device to every class every day just as they would a notebook or writing utensil. Individual teachers will describe any exceptions.

#### Violations of Use

Examples of Violations include:

- Using the device at inappropriate times or without permission
- Using the device to access restricted or inappropriate material or content.
- Using the device to send or receive inappropriate communications that violate school rules, regulations, state or local laws and ordinances.

- Modifying the hardware or software to circumvent school electronic filters or access protocols.
- Using another's device without permission.
- Streaming media that causes the school's electronic network resources to be compromised in any way.
- Use the device to deceive or manipulate another student or staff into actions that would violate policies or procedures.

A student using any electronic device in violation of teacher or school expectations will submit the device to staff, immediately as requested. School issued electronic devices are not the property of the student and can be searched by the school for any reason. Staff who have confiscated a school issued electronic device will not conduct the search themselves, but will bring the device to the Technology Director or school administration.

Any inappropriate use of school issued electronic devices by students will result in disciplinary action which, may include: consequences outlined above, suspension of technology privileges, and application of school disciplinary procedures.

**The Elcho School District accepts no responsibility for lost or stolen electronic devices. Students are responsible for the location and condition of their school issued computer. If lost, stolen or damaged a student or their parents will be charged for replacement or repair.**

## GENERAL INFORMATION

### ACTIVITIES CODE

All students who participate on athletic teams and any school sponsored co-curricular activities must adhere to the Elcho School District's Co-Curricular Code. Copies of the Code are available in the School Office. Both the student and his/her parent/guardian must sign the Code annually.

### 18-YEAR-OLD STUDENTS

Elcho High School recognizes certain legal rights of 18-year-olds. However, the Elcho School Administration believes that 18-year-old students must first conform to the rules and regulations established by the Administration and the Elcho School Board, which are not restricted by state laws. Therefore, in accordance with this, Elcho High School has established the following:

1. Students who are 18 years old (or older) and still live with their parents **may not sign their own notes** or in any way dismiss themselves from school without parent permission. 18-year-old students are not allowed to authorize their own absences or tardies **unless written permission to sign themselves out has been given by their parents.** This written permission needs to be on file in the school office prior to the student trying to leave school and cannot be given verbally. (State Statute 118.15 (1) (a))
2. Students who are 18 years old (or older) and maintain their own residence financially independent from their parents, relatives or guardians may sign their own notes. The Administration of Elcho High

School will then issue a determination as to the procedures, which govern this student's rights and responsibilities within the school setting.

3. Any exceptions to this policy can and will be made only through written appeal to the Administration.

### **AT-RISK STUDENTS**

At-Risk children are students that potentially will not complete required coursework, because of social, health, or educational factors. These students experience difficulty with classroom learning, school achievement, progress toward graduation or preparation for employment, as evidenced by pupils who:

1. Have been absent from school without an acceptable excuse,
2. Are parents themselves,
3. Have been adjudicated delinquent,
4. Are considered homeless.

Students who meet these criteria must also be one or more years behind their age group in the number of credits attained or in the basic skills level. If you meet these criteria special services are available for you in school. Please contact the School Counselor for more specific information.

### **ATTENDANCE AT EXTRA-CURRICULAR EVENTS**

Students attending extra-curricular events are expected to follow all applicable district and school policies. During sporting events, students are expected to demonstrate positive sportsmanship and acceptable fan behavior at all times, as defined by those district and school policies.

Students attending extra-curricular events (plays, concerts, athletic contests, etc.) are expected to remain in their seats during the entire performance. You will be permitted to leave only during the intermissions or during play stoppages. Students are expected to be in your seats at the start of the second half. Students arriving late will be admitted only during play stoppage or intermissions. Students leaving the school premises during an extra-curricular activity will not be readmitted. Fifth grade and under must be chaperoned by an adult. No smoking on school property. No beverages or food are to be brought into the gym, unless purchased at the school concession stand. Please stay off the playing floor at all times.

Students missing classes to serve an in/out-of-school suspension will not be allowed to attend extra-curricular activities on that particular day.

High school students (9-12) will only be permitted to attend elementary concerts if their parent/guardian is present to sign them out in the school office.

Attendance at extra-curricular events by students is a privilege that can be suspended by administration for violations of school rules or procedures.

### **BACKPACKS AND BAGS**

Students are not to bring backpacks and large bags into classes as they pose a tripping hazard and a

distraction in classes. Students have ample time to access their lockers between classes or use their passes to return to their lockers if they forgot something. What is deemed too large is left to the discretion of the classroom teacher. Students who disagree with a teacher's decision can politely request an appeal verbally from the teacher or directly from the principal. Students who have medical or other needs that would require them to have an exemption from this rule should bring a note from their parent or medical professional before they bring backpacks or large bags to classes.

### **BOOKS**

Textbooks are provided at no charge to students of the Elcho School District. Although students are not charged for the normal use of a textbook, they could be fined for abuse of the book with the fine payment due by the end of the school year. **Book checks may be done at the end of each quarter or at the end of the year.** These fines are based on the age and condition of the book when it was received. Students will also be expected to pay for lost books. Be sure to put your name in ink on the book charge plate inside the front cover of the book.

### **BUILDING CARE (Board Policy 732.1)**

This is your school; take pride in it. Keep the school neat and clean. Assist in keeping paper off the floor in rooms, halls, and outdoor campus. Abusers will be assessed for any damage to Elcho School property in excess or normal wear.

### **BULLETIN BOARDS**

Items of interest are placed on the bulletin board located in the building. The Principal or Building Secretary must initial any item posted on a school bulletin board. Items placed in the hallways must be secured to a bulletin board and cannot be hung from a wall.

### **CAREER AND COLLEGE READINESS PLAN**

All students in grades 6-12 will receive Academic and Career Planning services beginning in the 2017-18 academic year. Our Academic and Career Planning initiative, also known as ACP, directly relates to our district mission by empowering all students to create and achieve their individual goals. By providing information and opportunities for self awareness, career exploration, and academic planning, we hope that all students will be prepared for any academic or career path they choose.

ACP activities will take place during homeroom during various weeks throughout the school year. Students will also be encouraged to take part in a multitude of ACP field trips and activities to ensure they are both college and career ready upon graduating from the Elcho School District. The district will be using an online tool known as Career Cruising to assist in this process. For each year that a student meets the requirements for Career Cruising activity completion in grades 9-12 they will be awarded 0.25 elective credits to their high school transcript.

For more information on the district ACP plan approved by the Board of Education please go to the school webpage, district tab, Academic Career Planning link.

### **CHANGE OF ADDRESS OR TELEPHONE**

It is extremely important that the school office have current work, home, and emergency phone numbers for all of parents/legal guardians. If your address or telephone changes, or your parent/guardian numbers change please notify the school office as soon as possible. School to home contact during an emergency is imperative.

### **CLASSROOM RULES**

Students are expected to follow all classroom rules established by their teachers, all school rules adopted by the district and uphold the school wide behavioral expectations. Violations of these rules will be subject to actions in accordance with district, school and classroom policies and procedures.

### **DANCES**

School dances/student functions are closed, private parties sponsored by the Elcho School District for Elcho students. They are not open to the public. Students may be denied admission to a dance because of disciplinary action; students who are suspended or absent without an excuse for an entire day or any part of the day of a dance, may not attend the dance. Once students leave the dance they may not return. If a student would like to bring a guest they should obtain a guest pass application in the office prior to the dance. All guests need to be approved by the principal prior to the beginning of the dance. When arriving at the dance students should present the guest pass at the door.

### **FOOD SERVICE PROGRAM**

Breakfast is free for all students every day. Lunch is available everyday at school for purchase by students and adults. Lunch prices are listed in the monthly menu, which is sent home at the end of each month and is available on the school website. Money is deposited into a family account and deducted for each meal eaten. Meals must be paid for prior to eating. Please make sure you have adequate funds in your account to cover the cost of meals. If your family qualifies you can receive free or reduced prices on meals, however you must fill out a form through the school office. Milk may also be purchased for students who prefer to bring their own meal.

### **FEES/FINES**

Certain fees/fines may be assessed during the school year for some courses and for damage or excessive use of school materials. Teachers or staff, in whose class these fees apply, will explain the amount and purpose of the fee. Usually, fees are assessed in elective classes to help offset the cost of materials, which will become the private property of the student. Students are reminded that the best way to take care of a fine is to be careful and responsible enough not to be fined.

#### **Lock Fees**

A \$5.00 lock deposit will be charged for each student who wishes to place a lock on his/her locker. The \$5.00 fee will be returned to the student when the assigned lock is returned at the end of the school year. Only school provided locks will be allowed.

#### **Music Instrument Fee**

Rental fees for musical instruments shall be as follows:

First instrument        \$55.00/Year

Second instrument    \$10.00/Year (Only when student rents first school owned instrument.)

Monies collected shall be put into an instrument repair and replacement fund.

**Fines**

Students must pay any financial obligations they have incurred as a result of overdue library materials, misused school materials, damaged equipment, non-returned uniforms, etc. Students are notified of their fines and may pay them directly to the staff member who issued the fine or the school office. Privileges may be withdrawn and disciplinary action may be taken for nonpayment of fines. Students are reminded that the best way to take care of a fine is to be careful and responsible enough not to be fined.

**FIELD TRIPS**

Field trips are an educational experience; however, they do not exempt a student from being accountable for what was covered in the missed classes during the absence. Students should expect to make up work missed outside of the regular hours, arranging to use time before school, after school, or during their lunch or free period.

**FRIEND POLICY**

Elcho students wanting a friend/family member to visit must get permission at least 24 hours in advance. Check with the school office for appropriate forms and regulations prior to bringing them to school.

**GRADE PROMOTION**

High School Student Classification

Students acquire grade classifications by earning the stated number of credits prior to the start of each academic year. Students may be required to retake failed classes. Students may be offered credit recovery opportunities during Summer School.

**Meeting High School Graduate Requirements**

<b>Grade</b>	<b>Credits</b>
<b>9</b>	<b>Promotion from grade 8</b>
<b>10</b>	<b>minimum 6 credits</b>
<b>11</b>	<b>minimum 12 credits</b>
<b>12</b>	<b>minimum 18 credits</b>
<b>Graduate</b>	<b>Meeting all high school graduation requirements (Policy #345.6)</b>

\*\*This is the equivalent to completing at least 3 credits per semester to maintain current class rank and status.

Promotion/retention determination may be appealed to the Superintendent. The Superintendent's decision is final.

### **SUPPORT AND COUNSELING**

The Elcho School District has a school counselor on staff to assist students with their academic and minor emotional support needs. The counseling office is located in the main school office. Students who are experiencing difficulties in classes, or having social problems, such as bullying or harassment, should feel free to see the school counselor at any time. Passes can be obtained from the school office, the school counselor or a teacher.

**IF AT ANY TIME A STUDENT FEELS THEY ARE BEING HARASSED OR BULLIED THEY SHOULD REPORT THAT TO ANY STAFF MEMBER!**

### **HIGH SCHOOL HORNET HOUR**

Each day students will report to their Hornet Hour assignment that will include a 30 minute lunch and an additional assignment. This additional assignments will be determined by the school every 3 weeks and will be based on a student's current academic needs, behavioral standing, and school achievement data.

#### Programs/Activities and Assignments during Hornet Hour

Students will be assigned to a combination of the following for the 63 minute Hornet Hour period. This will also include a 30 minute lunch.

- 30 minute Lunch Period for all students.
  - Students will be served only for the first 20 minutes of their assigned lunch period.
  - The cafeteria will only be open for 30 minutes.
- Commons, Work Area and Gym Open for 63 minutes.
  - All students may access during their lunch period.
  - Closed to all students assigned to interventions.
  - Students may move between all three areas at will.
  - Each area has individual expectations for behavior that will be expected.
  - Students may not be in other parts of the building without a valid pass from a staff member.
- Hornet Intervention - 30 Min.
  - See descriptions and expectations below.
- Alternative placement as assigned by staff or administration. - 30 minutes
  - Some students will be assigned an alternative location for intervention time. Students with this alternative assignment are expected to report to that location until such time as

staff or administration change that assignment.

- Detention (During Lunch)- 30 Minutes.
  - Students report to the detention room at the start of lunch.
  - Staff will escort or allow students to get their lunch from the cafeteria and return to the detention room.
  - Students will eat their lunch and remain silent during detention.
  - Students will be expected to work on homework or read from a printed source during detention and should be prepared to do so. No electronic devices will be allowed in detention.
  - Students failing to meet these expectations and other instructions from staff will be removed from detention and will not receive credit for their time. Removal from detention will also result in additional disciplinary consequences assigned by the administration.
  
- Teacher Request - Teachers and staff can request that students report to them for any reason during Hornet Hour. Teachers or staff will provide a pass in the student's planner when making this request. Students who do not report when requested will be held accountable as appropriate by the staff. Students with a teacher request pass must report to their assigned location prior to reporting to the requesting teacher or staff member.

### **HORNET INTERVENTION**

Students who are in need of academic or behavioral intervention will be assigned to a Hornet Intervention location during the Hornet Hour and not during lunch. Students should report to their assigned location on time and ready to work with either homework, a book, or other intervention materials. This time is considered academic recovery time. Students are encouraged to use the teachers and staff as a resource to assist in their completion of work and/or materials during this time.

Students are selected for Hornet Intervention and Interventions based on the academic and behavioral performance as measured by:

- Grades
- STAR assessment progress in reading and math
- Teacher, staff or administrative recommendation based on classroom performance, teacher observations, parent requests and state and national assessment data.

Students are assigned to Intervention for a minimum of three weeks. Every three weeks a student's progress will be analyzed and they may continue in the Hornet Intervention or be granted Hornet Free Time or Hornet Honors.

Once in Intervention students can be pulled by staff to work on specific things related to improving their academic performance.

### **HORNET FREE TIME**

**A student can earn Hornet Free Time every 3 weeks. Students earn Free Time by meeting the following requirements:**

- All academic posted grades must be at or above a C- every 3 weeks when grades are checked for both semester and quarter grades.
- Students must be on track and making progress on local reading and math assessments (STAR tests) as well as state and national assessments. (WKCE, ACT, ASPIRE, ACCUPLACER, ACT)
- Students can not have any office referrals that result in detention, or suspension of any kind. Privileges will be lost for the next 3 week period.
- Have no unexcused absences and tardies.
- Adhere to the District Honor Code in all academic endeavors.
- Follow all school rules, regulations and policies.
- Meet the expectations of an established behavior contract created in cooperation with an alternative placement teacher and approved by the school administration.

Earning Hornet Free Time will allow a student to use the Hornet Hour time in the manner they see most useful. Students are allowed to move freely between any of the open areas during Hornet Hour. Students are not allowed to be in other locations without a valid pass signed by staff.

Lunch - The cafeteria will be open for 30 minutes during your assigned lunch. Serving will take place the first 20 minutes the cafeteria is open.

Open Gym - Students can use the gym to play pick-up games of various sports or visit with friends.

- No food or drink allowed in the Gym.
- No rough games with wrestling or tackling will be allowed.
- No sitting on or in the bleachers or on the stage.
- Only approved footwear will be allowed on the athletic court surface.

Commons Area – Middle School students can do homework or hang out with friends.

- Food and drink is allowed here as long as students clean up after themselves.
- Students cannot interfere with other classes or people coming and going from the building.
- With permission students may be outside on the school entrance area. Permission must be obtained from staff before exiting the commons area
  - Students cannot use the school gazebo or the playground during Hornet Hour.

Academic Work Area - This is a quiet area may be in the library where students can read, use their personal electronic devices, or do homework in a quiet environment. Additional computers, project supplies and work tables for group projects will be available. Students must follow library rules and must stay in sight of supervision staff at all times or they will be asked to leave.

**During Hornet Free Time students may use their personal electronic devices or school devices as long as they meet school technology policies and expectations.**

**Students can lose Hornet Free Time at any time at the discretion of school administration.**

### **HORNET HONORS**

Students in Grades 11 and 12 ONLY who have Hornet Free Time can also earn “Hornet Honors” Students with Hornet Honors can leave campus for the entirety of the period or have access to a special Hornet Honors location for the period as long as they also meet the following requirements:

- Students must have a B- or better all of their classes at the check time of a three-week grading period.
- Have no outstanding detentions, or office referrals and be in good behavioral standing with all staff in every three-week grading period.
- Have no unexcused absences and tardies.
- Adhere to the District Honor Code in all academic endeavors.
- Follow all school rules, regulations and policies.

Students with Hornet Honors leaving campus must abide by the following rules:

- Students may not drive to any location or be picked up by anyone other than a parent/guardian during Hornet Hour.
- Students must meet all school behavioral guidelines while off campus.
- Students must have a parent/guardian complete their off campus permission slip prior to earning Hornet Honors and leaving campus.
- Students may not profit from or sell materials to other students that they acquire while being off campus.
- Students cannot knowingly allow a student who does not have Hornet Honors to leave campus with them.

Any violation of the above or any infractions that result in a student losing their Hornet Honors status will also result in them losing their off campus privileges in addition to any other disciplinary action as deemed appropriate by school administration.

**Students can lose Hornet Free Time or Hornet Honors at any time at the discretion of school administration.**

### **LOCKERS/LOCKS**

Student lockers are school property and remain, at all times, under the control of the school (District Policy 445.0); however, students are expected to assume full responsibility for the security of their lockers. Periodic inspection of school or gym lockers may be conducted by school administrators for any reason at any time without notice, without student consent, and without a search warrant.

If in the course of a properly conducted search a student is found in the possession of illegal or

contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

Students are required to use their assigned locker with a school lock only. Those students using their own locks will be warned to remove them. Failure to do so will result in having the lock removed by the administration. Locks can be checked out in the school office for a \$5.00 deposit. When students return the locks at the end of the school year the \$5.00 will be refunded. Use of school locks is ENCOURAGED for all lockers, but is mandatory for physical education lockers.

Desks, lockers, books, and equipment loaned to students remain school property while in possession of the student. Students will be expected to reimburse the school district for damage to school property, or the loss or theft of such property. Do not place stickers on desks or lockers.

Students will be expected to exercise discretion in bringing personal items to school, recognizing that any personal items in their lockers, desks or clothing which constitutes evidence of an illegal act or school rule violation, shall be subject to seizure, and could lead to school consequences and a law enforcement referral.

**The school cannot be responsible for items lost from lockers.** Keep them locked and do not share your combination with others. The Board of Education approved the use of canine, trained to detect contraband on/in school property, provided the building Principal and District Administrator determine there is a need to use the said canine.

Students bringing personal items to school will be responsible for these items. If a personal item is lost or stolen the school will not be responsible for finding or replacing the lost or stolen item.

Lockers are to be kept clean and organized. Students are not to store food, snacks or food wrappers in their lockers overnight. Students will regularly be given the opportunity to clean their lockers. Students who fail to keep their locker clean will be subject to disciplinary action.

Locker decorations are to be kept inside the locker, unless it was placed there as part of a school sponsored event or activity. Locker decorations inside lockers are expected to conform with all school behavior and decency policies including those related to alcohol and tobacco related advertising.

### **LOST AND FOUND**

Should students lose any item of value, they should report it to the School Office as soon as possible. Lost and found articles will be kept in the School Office for a reasonable period of time after which the school disposes of them. Teachers who find objects of value in their classroom will turn it into the office as soon as possible. **Should you find an item, please turn it into the office.**

### **LIBRARY**

The library is available to students throughout the day. A full schedule of availability will be developed at the beginning of the school year. Students who wish to use the library should request to do so from

their teacher.

If the library is available to be used during Guided Study the student must ask the library to request them ahead of time. All teacher requests will be placed ahead of library requests.

### **FOOD SERVICE**

Elcho School has a Free or Reduced Federal Hot Lunch/Breakfast Program. Students who qualify may receive free or reduced meal prices. Applications for free and reduced price meals may be obtained in the District Office.

In order to facilitate our breakfast and lunch payment program, we are asking parents to send money to school in an envelope marked with their child's name and telephone number. This will eliminate disrupting K-6 classes to collect money. Grades 7-12 money will be collected in lunch line if the student's name is on the envelope. If you have more than one child in school, be sure to designate whom the money is for.

Lunch and breakfast costs for students and staff shall be invoiced on a monthly basis.

### **Breakfast**

Elcho provides students universally free breakfast. Breakfast for students in grades 6 -8 is served in either the multipurpose room from 7:40 - 8:00 a.m. or in the cafeteria.

### **Lunch**

Students will be offered a variety of menu options throughout the month. The menus will be posted throughout the school, read on the announcements each morning, and be available on the district's website.

Students wishing to not eat school should bring their own lunches. Milk is available for sale to those that wish to purchase it.

### **PASSES**

Students are not to be loitering in the hallways or going to their lockers during class time, including the lunch hours. Books and/or lunches are to be taken with students from lockers before the bell rings which signals the start of a class hour, at which time hallways are to be cleared. A valid student pass in the student's planner is required for students to be in the hallways once classes have begun. The only exception is during designated lunch hours where students are allowed in main corridor and the gymnasium. A pass may be obtained from an appropriate staff member or the school office.

Students found without a valid pass in their planners will be sent back to their assigned location to get a pass. Repeated instances of being found without a pass will result in disciplinary consequences.

### **PLANNERS**

Students will be issued one student planner for the year. Students are expected to have their planner in

all classes and in the halls between classes. Planners are required for issuing passes while in class, in the halls and at lunch. Students will produce their planner when asked by any staff member. All planners must have the student's name written legibly in permanent marker somewhere on the planner. This name should be readable throughout the year.

If a planner is lost or misplaced students will be required to purchase a replacement planner in the office within 1 week of not having a planner. Repeated failure to not have a planner will result in disciplinary action.

#### Cost for Replacement Planners

Semester 1: \$4.00

Semester 2: \$2.00

Students are not to use their planners as a place for graffiti and passing notes. Most guided study teachers will expect students to fill out their planners as part of the guided study period.

#### **INFINITE CAMPUS INFORMATION**

Students are encouraged to regularly check Infinite Campus to see their academic progress. Parents too can use this program to check up on their student. The specific login information will be provided at the beginning of the school year, but can be obtained at any time from the main school office. Parents without internet access can request computer access in the school office to check their student's progress. Please call ahead for this so that arrangements can be made.

Teachers are expected to keep student records updated regularly. The general expectation is that student assignments should be updated in Infinite Campus in 5 -7 school days. There are instances when this is not possible, so if a parent has a concern with when grades are updated they should first contact the teacher in question.

#### **PUBLIC ADDRESS (P.A.) SYSTEM**

The Public Address System will be used for morning announcements at approximately 8:10 to 8:15, to release activity groups, and occasional afternoon announcements at 3:10. Other uses of the system will be for school notification of drills or an emergency. Every effort will be made to not interrupt classes unless approved by the District Administrator or Principal.

#### **REMIND 101**

Students, parents and staff will utilize the web texting application Remind 101 to send out mass communication emails/texts. Information for subscription will be distributed for students and parents at the beginning of the year with instructions to subscribe. Additional copies of this information will be available in the office.

Teachers will also be encouraged to use this for their individual class. Information for this will be distributed by the respective teacher.

Students, parents and staff requesting to send messages out via Remind 101 to parents, students or staff should make that request in writing a minimum of four (4) hours before the message is to be transmitted so that it can be approved by the school administration based on school communication and information dissemination policies

### **CLASS DOJO**

High School teachers will have the option to utilize the online program Classroom Dojo to promote positive behavior and to better communicate with parents. Parents are encouraged to use this as a way to communicate with teachers who choose to use this to better monitor student performance in the classroom.

### **REPORT CARDS**

Students will receive a report card every nine weeks. During the parent/teacher conferences, report cards may be picked up by the parent/guardian. Report cards not picked up will be mailed home. Should the parents or students have any questions about a report card, the teacher(s) involved should be contacted.

### **STUDENT COUNCIL**

The Student Council is the student governing body. It is made up of elected representatives from each grade. Student Council elections are held each spring. Students are encouraged to take an active role in shaping their education through active support of their Student Council.

### **STUDENTS/SUBSTITUTE TEACHERS**

During the course of the school year it becomes necessary for substitute teachers to take over instruction for the regular classroom teachers. Students are expected to be helpful to the substitute by cooperating with and following that person's instructions. Should a student elect not to be cooperative and helpful with the substitute teacher, the student may be referred to the School Office for disciplinary action.

### **TELEPHONE REGULATIONS**

**The office and classroom telephones are business phones and shall not be used by students.**

In case of emergencies, office personnel will make the necessary call for a student. Students are expected to make social arrangements/plans with friends outside of school time. Students will not be called from classes to talk to parent/relatives unless an emergency situation exists. The office will not deliver phone messages unless it is an emergency. Students will NOT be allowed to leave class to make personal calls even on their own device unless deemed reasonable by staff.

### **TRANSFER/WITHDRAWAL**

Parents who wish to withdraw or transfer their student from the school should notify the office. This notification should be in the form of a note identifying the date of withdrawal and authorizing the school to begin preparations for the student's withdrawal/transfer. Upon receiving this note, the School Office will prepare the necessary forms. The student will then have the withdrawal form signed by his/her teachers, return all books, school property, pay any fines, and return the form to the office. Final

clearance will be granted only after these procedures have been completed.

### **VISITOR/FRIEND POLICY**

All visitors must “sign-in” in the main office before going to their destination, and “check out” in the office before exiting the building. All visitors will be given a visitor pass that must be visible when they are in the building.

Elcho students wanting a friend/family member to visit must get permission at least 24 hours in advance. Check with the school office for appropriate forms and regulations prior to bringing them to school.

### **WORK PERMITS**

Applications for a student work permit can be made in the District Office from the District Secretary.

The following must be presented at the time of application:

1. Certified copy of Birth Certificate or a Baptismal Certificate or Driver’s License.
2. Letter from the employer on their business letterhead giving the hours to be worked and the duties to be performed.
3. Letter signed by parent/guardian giving permission for the student to accept the job.
4. Original Social Security Card.
5. \$10.00 fee (reimbursed by the employer).

### **RELIGIOUS TIME RELEASE**

Students are allowed, with written permission of a parent or guardian, to be absent from school at least 60 minutes but not more than 180 minutes per week to obtain religious instruction outside the school during the required school period. The supervisor of such religious instruction is required to report to the school the names of the pupils who attended such weekly religious instruction. The school may deny this privilege for students who fail to attend instruction.

## **ADDITIONAL DISTRICT POLICIES RELATING TO STUDENTS**

### **ADDITIONAL DISTRICT POLICIES RELATING TO STUDENTS**

#### **The Inappropriate Use of Drugs, Alcohol and Tobacco by Students (Policy #443.20)**

##### **Philosophy**

It is the policy of the Board of Education for the Elcho School District that students have the right to attend school in an environment that is free from the non-medical use of alcohol, tobacco and other controlled substances. These substances are harmful and interfere with the learning environment and performance of students. The Elcho School District is committed to activities that help to prevent the abuse and illegal or inappropriate use of alcohol, tobacco and other controlled substances.

##### **Conduct and Discipline**

The Elcho School District prohibits students from manufacturing, distributing, dispensing, possessing, using, or being under the influence of alcohol, tobacco or other controlled substances. These restrictions apply at any school sponsored activity being held on or off school property; on any school owned property; or in a school owned vehicle or any other vehicle being used to transport students to or from school sponsored events.

All students enrolled in the Elcho School District are required to abide by the terms of this policy. Any violations of this policy shall result in disciplinary action including, but not limited to expulsion and referral for prosecution. Appropriate action shall be taken in accordance with District disciplinary policies and/or state and federal laws.

##### **Prevention, Intervention and Treatment**

The District will provide alcohol, tobacco and substance abuse education to all students at the Elementary, Junior High and Senior High School levels. This education will be provided through a variety of activities. The District will also provide information and referral counseling to help students access alcohol, tobacco and other controlled substances counseling and rehabilitation programs. The District will network with non-school providers as appropriate to support students while they receive treatment and as they re-enter school from treatment.

##### **Procedures**

The following actions are prohibited by students in or on school property, in any District-owned or contracted vehicle or at school sponsored activities.

- The use, possession, dispensing, distribution, manufacture, transfer, sale, or possession with intent to sell controlled substances, alcohol, drugs or paraphernalia, (as defined by state and federal statutes) pertaining thereto, and any non prescribed inhalants such as e-cigarette or vaporizers.
- Being under the influence of alcohol or other controlled substance.

- The possession, distribution or sale of look-alike or counterfeit drugs and/or other controlled substances, designer drugs (e.g. performance enhancing substances) or look-alike alcohol or tobacco product.
- The distribution or sale of prescription or over the counter drugs and medicines.
- The use, possession, distribution, transfer or being under the influence of non-prescribed inhalants.

### **First Violation**

Any student found to be in violation of this policy shall be suspended from school for not less than 2 (Two) days and referred to local law enforcement agents. The administration may also recommend the student to the Board of Education for expulsion from school.

The administration may agree to hold the suspension/expulsion in abeyance if the student submits written evidence that the student participated or is participating in alcohol, drug and other controlled substance abuse counseling within 30 days of the violation. The district will not pay for this counseling. The counseling may be obtained from the following sources, if mutually agreed upon by the student and Principal before counseling begins: a law enforcement agency, a drug/alcohol prevention agency, or a non-school counselor. The District must be named to receive records of such counseling.

### **Second and/or Subsequent Violations**

Any student who violates the policy more than once during his/her enrollment in the District shall be suspended from school, referred to local law enforcement agents and recommended to the Board of Education for expulsion. If the student is expelled, the Board shall determine the length of the expulsion.

## HARASSMENT (BOARD POLICY #459)

IF AT ANY TIME A STUDENT FEELS THEY ARE BEING HARASSED OR BULLIED THEY SHOULD REPORT THAT TO ANY STAFF MEMBER!

Pupil harassment means behavior towards pupils based, in whole or in part, on sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability which substantially interferes with a pupil's school performance or creates an intimidating, hostile, or offensive school environment.

Any conduct that meets the three elements of harassment as described in the chart below constitutes harassment and will be dealt with accordingly. It is directed towards a pupil, because of protected class status, and is severe or pervasive enough to create a hostile environment.

EXAMPLES OF BEHAVIOR THAT CAN CONSTITUTE HARASSMENT:	DIRECTED TOWARDS A PUPIL BECAUSE OF:	CREATING A HOSTILE ENVIRONMENT:
name-calling making threats spreading rumors telling jokes making fun of someone gestures physical intimidation hitting touching pranks or hazing vandalism destruction of property	sex sexual orientation race religion national origin ancestry parental status physical disability mental disability emotional disability learning disability	The behavior is so severe (in view of all circumstances) or pervasive (occurs often, is part of a pattern of behaviors, permeates atmosphere) that it creates a hostile environment.

HARASSMENT COMPLAINT PROCEDURES - Elcho School District encourages reporting of all perceived incidents of harassment and/or retaliation, regardless of the alleged offender's identity or position. In addition, the District encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it stop immediately. Often this action alone will resolve the problem.

If for any reason a person believes that he/she has been the victim of, or has been witness to, conduct

constituting sexual harassment and/or retaliation by any staff member, student or contractor/vendor or agent of the District and does not wish to address the offender directly, or if such action does not successfully end the offensive conduct, the person should immediately report the alleged offensive behavior to his/her supervisor, counselor, teacher, or file a written complaint with the principal using the Discrimination/Harassment Complaint Form. In the event the principal is involved in the alleged offensive behavior, the person may report the incident and file a complaint with the Superintendent of the School District or school board president if needed.

All reports of harassment or retaliation will be investigated promptly. The investigation may include interviews with persons involved, and where necessary, with persons who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality of any information related to complaints, complaint investigations, and the identity of person(s) names in complaints will be maintained to the extent consistent with adequate investigation and appropriate corrective action.

The District will take appropriate corrective action, including disciplinary action, against any individual who engages in harassment, who impedes investigation of a harassment complaint, or who retaliates against any individual for reporting harassment or for assisting or participating in investigation of a harassment complaint. Corrective action may include, for example, training, referral to counseling, reassignment, and/or disciplinary action, as the District believes appropriate under the circumstances. Employees who violate this policy will be subject to disciplinary action at the discretion of management, including, without limitation, suspension and termination. Students who violate this policy will be subject to suspension and/or expulsion. Both employees and students who violate this policy may be referred to law enforcement agencies should there be an alleged violation of criminal law.

Nothing in this policy restricts the right of an individual to file a complaint with police authorities regarding sexual harassment. In fact, the Principal may request a complaint be filed by the individual with the authorities, as the result of his/her investigation of the complaint.

**HAZING** - No person may intentionally or recklessly engage in acts, which endanger the physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating in connection with a school, college, or university. Under those circumstances, prohibited acts may include any brutality of a physical nature, such as whipping, beating, branding, forced consumption of any food, liquor, drug or other substance, forced confinement or any other forced activity which endangers the physical health or safety of the student. Forced activity means any activity, which is a condition of initiation or admission into or affiliation with an organization, regardless of a student's willingness to participate in the activity.

**GANG RELATED ACTIVITIES** - Students shall not be involved in anti-social, gang-related, or criminal activities that disrupt school or school sponsored activities. Gang activities that cause or may cause a disruption of school or school sponsored activities are prohibited.

**PROCEDURES FOR DEALING WITH HARASSING BEHAVIOR** - Students who have been seriously or repeatedly harassed by another student should tell an adult immediately. Severe situations will be

referred to administration. Parents/guardians of students may follow the procedures outlined in the complaint process above if they feel their child has been the victim of sexual harassment (sex discrimination). Students who harass others may be referred to the police. Students who feel they are being harassed by another student should do the following:

- Respond assertively (tell harasser to stop, or walk away).
- Document the situation (write down the date, time and location where and when the situation happened. Write down other people who saw/heard it. Write down your assertive response.) Keep this document.
- If the harassment is severe, or if it does not stop after you have dealt with it assertively, go to the teacher in counselor, principal). If you are afraid to speak to your teachers alone, take a friend along to help you. Teachers will keep parents informed of more serious situations of harassment. Severe situations will be referred to administration.

**DISCRIMINATION/HARASSMENT COMPLAINT FORM**

Name of person filing this complaint:

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Address:

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(Street) (City) (Zip)

Telephone:

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(Home) (School or Work Location)

Position of person filing complaint: \_\_\_\_\_ Student \_\_\_\_\_ Employee \_\_\_\_\_ Parent  
Other (Specify) \_\_\_\_\_

Name and position of person allegedly harassed (if other than person filing/harassed):

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Address: (If Known)

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Telephone:

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Statement of Complaint: 1) specify the type of discrimination/harassment you are alleging (e.g. discrimination based on race) and/or the policy or action that you believe may be in violation of the law; 2) describe the specific incident(s) of discrimination/ harassment, including the date(s) of each incident(s); and, 3) identify any person(s) involved in, or which you believe may be responsible for the incident(s), along with any witnesses to the incident(s): Please use the back if needed.

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If you believe that others are affected by the alleged discrimination/harassment, please provide their

names and positions:

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If you wish, please describe any corrective action you would like to be taken in response to this complaint:

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Signature of person filing complaint: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of person receiving complaint: \_\_\_\_\_ Date: \_\_\_\_\_

If you need any assistance completing this form or filing this complaint, please request assistance from the principal.

Submit all copies of the complaint to the Principal or their designee. The person receiving the complaint will sign and date the complaint. One copy will be returned to the complainant, one copy will be sent to the school, department, or individual named as the responsible party.

**Student Technology Use  
User Agreement**

**Student**

I understand and will abide by the Elcho School District Acceptable Use/Internet Safety Rules Policy and Rule. I further understand that any violation of the guidelines may result in the suspension or revocation of my access privileges. Other disciplinary action, including appropriate legal action if a violation constitutes a criminal offense, may also be taken. I will be held liable for malicious damage or misuse of any technology – hardware, software, Internet, etc.

**Parent**

As the parent/guardian of this student, I have read the Elcho School District Acceptable Use/Internet Safety Rules Policy and Rule. I understand that this access is designated for educational purposes. I also recognize that it is impossible for the Elcho School District to restrict access to all controversial materials, and I will not hold the District responsible for such materials acquired through the Systems. I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby understand and accept all rules and regulations set by the District's Acceptable Use/Internet Safety Rules policy and rule (363.2).

Student Name (Print Name): \_\_\_\_\_

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

Parent/Guardian Name (Print Name): \_\_\_\_\_

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

1<sup>st</sup> Reading: February 22, 2012  
2<sup>nd</sup> Reading & Adopt.: March 19, 2012

## **STUDENT HANDBOOK AGREEMENT**

I have read the 2017-2018 Elcho High School Student Handbook and agree to follow the rules and policies contained within.

Student's Name (printed): \_\_\_\_\_

Grade: \_\_\_\_\_

Student Signature \_\_\_\_\_

I have read and discussed the 2017-2018 Elcho High School Student Handbook with my child. I understand and agree to my student following all of the policies and rules contained within.

Parent/Guardian (printed): \_\_\_\_\_

Phone: \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_