

# Lomira High School Student Handbook

2018-2019

**Lomira High School**

PO Box 919  
1030 Fourth Street  
Lomira, WI 53048

Phone (920) 269-4026  
Fax (920) 269-4128

**Attendance 24-hour 269-4026**

District Web Page: [www.lomira.k12.wi.us](http://www.lomira.k12.wi.us)

**Principal**

Mrs. Debra Janke

**School Counselor**

Mrs. Maggie Fouliard

**Athletic Director**

Mr. Eric Schalk

**Administrative Assistant**

Ms. Leslie McDermott  
Mrs. Janel King



*Home of the Lions*

**LHS CLASS PERIODS**

Students should not arrive at school prior to 7:30 a.m. Students should be out of the building by 4:00 p.m. with the exception of the supervised activities.

**LHS SCHEDULE FOR 2018-2019 – AM resource**

Hours	Monday	Tuesday	Hours	Wednesday	Hours	Thursday	Hours	Friday
7:45 am			PLC's	Math, Science/AG Soc. Stud. & PE/HLth 7:45- 8:32(47)	PLC's	CTE, English, Fine Arts & World Langs 7:45 – 8:32 (47)		
1	8:00 – 8:47 (47) 3 minutes passing	8:00 – 8:47 (47) 3 minutes passing	R	8:00-8:32(32)  PLC teams & Resource Offerings	R	8:00-8:32 (32)  PLC teams & Resource Offerings	1	8:00 – 8:47 (47) 3 minutes passing
2	8:50 – 9:37 (47)	8:50 – 9:37 (47)		8:35 – 9:07 (32) Resource Offerings		8:35 – 9:07 (32) Resource Offerings	2	8:50 – 9:37 (47)
3	9:40 – 10:27 (47) 7 minutes passing	9:40 – 10:27 (47) 7 minutes passing	2	9:10-10:30 (80)  7 minutes passing	1	9:10-10:30 (80)  7 minutes passing	3	9:40 – 10:27 (47) 7 minutes passing
4	10:34– 11:21 (47) 3 minutes passing	10:34-11:21(47) 3 minutes passing		10:37-11:57 (80)	3	10:37-11:57 (80)	4	10:34–11:21 (47) 3 minutes passing
5	11:24- 12:11 (47)	11:24-12:11 (47)	4				5	11:24-12:11 (47)
	Lunch 12:11 – 12:45	Lunch 12:11-12:45		Lunch 11:57 – 12:27		Lunch 11:57 – 12:27		Lunch 12:11-12:45
6	12:48-1:35 (47) 3 minutes passing	12:48-1:35 (47) 3 minutes passing	6	12:30 - 1:50 (80)	5	12:30 -1:50 (80)	6	12:48-1:35 (47) 3 minutes passing
7	1:38-2:25 (47) 3 minutes passing	1:38-2:25 (47) 3 minutes passing					7	1:38-2:25 (47) 3 minutes passing
8	2:28-3:15 (47)	2:28-3:15 (47)	8	1:55 -3:15 (80)	7	1:55 – 3:15 (80)	8	2:28-3:15 (47)

Students at LHS attend a modified block schedule on Wednesdays and Thursdays. This time is needed to accommodate for individualized instruction, enrichment activities and planning for students who require additional coursework, academic support, or make-up time to complete tests and quizzes. Students are required by compulsory school attendance laws to report to all assigned resource periods and academic classes from 8:00am – 3:15pm every school day. Any student who does not attend when scheduled will face the regular attendance consequences including, but not limited to, truancy fines and for senior students, the inability to participate in the graduation ceremony. These academic resource periods are mandatory over all other academic programs including, but not limited to, work release, school-to-work positions and Youth Options courses.

## CALENDAR FOR 2018-2019

September 4	First Day of School
October 15	No School - Teacher In-service am, Parent/Teacher Conferences 1:00-7:00 pm
October 16	No School – Teacher In-service, Parent/Teacher Conferences 4:00-6:30 pm
November 2	12:30 Early Dismissal End of 1 <sup>st</sup> Quarter
November 21, 22, 23	No School, Thanksgiving Vacation
November 26	Classes Resume
December 7	12:30 Early Dismissal
December 24-January 1	No School, Christmas Vacation
January 2	Classes Resume
January 16-17	Final Exams for 9 <sup>th</sup> -12 <sup>th</sup> Grades
January 18	12:30 Early Dismissal End of 2 <sup>nd</sup> Quarter and 1 <sup>st</sup> Semester
February 18	No School, Teacher In-service am, Parent/Teacher Conferences 1:00-7:00 pm
February 19	No School, Teacher In-service pm, Parent/Teacher Conferences 8:00-10:00 am
March 2	12:30 Early Dismissal
March 22	End of 3 <sup>rd</sup> Quarter
March 25-29	Spring Break
April 2	Classes Resume
April 19	No School, Good Friday
May 23	Last Day of School for Graduating Seniors
May 24	Graduation practice for Seniors
May 24	Graduation
May 27	No School, Memorial Day
June 3 - June 4	Final exams for 9 <sup>th</sup> -11 <sup>th</sup> Grades
June 5	Last Day of School, Early Dismissal at 12:30 pm End of 4 <sup>th</sup> Quarter and 2 <sup>nd</sup> Semester
1 <sup>st</sup> Snow Day Makeup:	June 6
2 <sup>nd</sup> Snow Day Makeup:	June 7

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### **SCHOOL SONG**

OH WE'RE THE MIGHTY LIONS  
BRAVE ONES ARE WE  
WE'LL NEVER MEET DEFEAT  
ON TO VICTORY!  
U RAH RAH!!  
ON WE MARCH TOWARDS VICTORY  
ONWARDS TOWARD FAME  
HURRAY FOR THE....RED AND WHITE  
WE'LL WIN THIS GAME!

**LHS Staff E-mail and Telephone Extension Information**

<b>Name</b>	<b>e-mail address</b>	<b>Extension</b>
Mrs. Elizabeth Bauer	ebauer@lomira.k12.wi.us	153
Ms. Bridgette McDonald	bmcdonald@lomira.k12.wi.us	155
Mr. Korey Bengsch	kbensch@lomira.k12.wi.us	181
Mrs. Stacey Clark	sclark@lomira.k12.wi.us	150
Mr. Jerry Danner	jdanner@lomira.k12.wi.us	160
Mr. Patrick Davis	pdavis@lomira.k12.wi.us	168
Mr. Kevin Ditter	kditter@lomira.k12.wi.us	141
Mr. Rodd Eggert	reggert@lomira.k12.wi.us	120
Mrs. Nicole Feucht	nfeucht@lomira.k12.wi.us	147
Mrs. Maggie Fouliard	mfouliard@lomira.k12.wi.us	114
Mr. Josh James	jjames@lomira.k12.wi.us	169
Mrs. Debra Janke	djanke@lomira.k12.wi.us	109
Mrs. Brigitte Johnson	bjohnson@lomira.k12.wi.us	184
Ms. Kayla Koepp	kkoepp@lomira.k12.wi.us	142
Mrs. Janel King	jking@lomira.k12.wi.us	185
Ms. Angie Litterick	alitterick@lomira.k12.wi.us	230
Mr. Jon Marx	jmarx@lomira.k12.wi.us	115
Ms. Leslie McDermott	lmcdermott@lomira.k12.wi.us	108
Mr. Dave Meyer	dmeyer@lomira.k12.wi.us	151
Ms. Jennifer Milosch	jmilosch@lomira.k12.wi.us	163
Ms. Lauren Montclair	lmontclair@lomira.k12.wi.us	148
Mr. John Muentner	jmuentner@lomira.k12.wi.us	159
Mrs. Linda Radtke	lrادتke@lomira.k12.wi.us	189
Mr. Jeff Reindl	jreindl@lomira.k12.wi.us	152
Mr. Dan Robinson	drobinson@lomira.k12.wi.us	170
Mr. Eric Schalk	eschalk@lomira.k12.wi.us	134
Mrs. Lyndsy Schiegg	lschiegg@lomira.k12.wi.us	149
Mrs. Carly Salkowski	csalkowski@lomira.k12.wi.us	130
Mr. Shawn Schraufnagel	sschraufnagel@lomira.k12.wi.us	188
Mr. Bob Stangl	bstangl@lomira.k12.wi.us	164
Mr. Justin Stoegbauer	jstoegbauer@lomira.k12.wi.us	187
Mr. Chris Vander Pas	cvanderpas@lomira.k12.wi.us	157
Mrs. Amy Wilke	awilke@lomira.k12.wi.us	171
Mr. Tyler Witkowski	twitkowski@lomira.k12.wi.us	166
Mr. Josh Wolter	jwolter@lomira.k12.wi.us	146

**LOMIRA SCHOOL DISTRICT MISSION STATEMENT**

The mission of the School District of Lomira, a rapidly growing visionary district, is to guarantee an education that allows students to compete in a global community by providing optimal opportunities for individualized instruction in a trusting environment of mutual care and respect, by taking advantage of technological advances, and by effectively utilizing business and community partnerships.

**LOMIRA SCHOOL DISTRICT BELIEF STATEMENTS**

**Building a Foundation for the Future: Driving Beliefs**

The following educational beliefs have been derived from the set of values identified by the Lomira Board of Education:

- The Lomira Board of Education and entire educational staff guarantee each of our families and the community that we will provide all students a comprehensive curriculum that will engage each student in diverse, rigorous, and relevant learning activities; provide each student academic, social, and life skills; and effectively prepare each student for civic responsibility and the opportunity for success in their unknown future.
- Recognizing the value of technology as a tool for learning, the Lomira School District will make a concerted effort to provide all students with an understanding of and opportunity to apply these tools in the learning process.
- In our effort to be fiscally responsible, yet accountable for student achievement, educational decisions of the Lomira Board of Education will be made based on the district's foundation consisting of the Mission, Vision, and Values, and Driving Beliefs.
- The district will strive to create safe, clean, healthy, and attractive learning environments that maintain small class sizes in an effort to maximize student learning.
- With an understanding that it takes an entire village to educate a child, the Lomira School District will seek to create effective partnerships that engage students, staff, parents and community in the learning process.
- The Lomira School Board values their high quality educational staff and will seek to provide them with ongoing and relevant staff development opportunities.

**THE SCHOOL DISTRICT OF LOMIRA** is an equal opportunity employer and does not discriminate on the basis of race, handicap, color, religion, sex, national origin or age, marital status, arrest and conviction records, or any other basis prohibited by applicable law. This policy not only applies to employment but also to educational programs and activities. Inquiries concerning the application of or grievance procedures for Title VI (race discrimination), Title IX (sex discrimination), Section 504 of the Rehabilitation Act of 1973 (handicap discrimination), should be referred to the District Administrator, coordinator of these programs for the School District of Lomira, at: (920)-269-4396, PO Box 919,1030 Fourth Street, Lomira, WI 53048.

PBIS (POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS)

IN A SCHOOL SETTING, WHERE HUNDREDS OF TEENAGERS INTERACT DAILY, AN EFFECTIVE, CONSISTENT AND EFFICIENT SYSTEM OF EXPECTATIONS IS NECESSARY TO KEEP ORDER AND BALANCE IN THE ENVIRONMENT. THE MISSION OF THE PBIS PROGRAM AT LHS IS TO CULTIVATE AND MODEL APPROPRIATE BEHAVIORS & ATTITUDES IN STUDENTS AND STAFF THROUGH POSITIVE EXAMPLES, ACTIVITIES, AND REINFORCEMENT. ON THE FOLLOWING PAGES YOU WILL FIND A MATRIX THAT IS USED IN CONJUNCTION WITH OUR PBIS MODE

CLASSROOMS

<p><b>P</b>ERSONAL RESPONSIBILITY To be accountable for actions, choices and the results</p>	<ul style="list-style-type: none"><li>Be on time</li><li>Be prepared</li><li>Be safe</li><li>Complete and submit assignments on time</li><li>Use personal technology when instructed</li></ul>
<p><b>R</b>ESPECT To show consideration, appreciation and acceptance</p>	<ul style="list-style-type: none"><li>Be an active learner</li><li>Consider other peoples' viewpoints</li><li>Stay focused on the topic of discussion</li><li>Use professional language</li><li>Follow dress code policy</li></ul>
<p><b>I</b>NTEGRITY To be honest, sincere, and kind in words and in actions</p>	<ul style="list-style-type: none"><li>Do your own work</li><li>Be patient with yourself and others</li><li>Share responsibilities</li><li>Use professional language</li><li>Follow dress code policy</li></ul>
<p><b>D</b>ETERMINATION To set goals and meet expectations</p>	<ul style="list-style-type: none"><li>Be organized—plan time to do work or study</li><li>Learn from mistakes, overcome adversity, challenge yourself</li><li>Ask for help when you need it</li></ul>
<p><b>E</b>XCELLENCE To strive to do the best at all times</p>	<ul style="list-style-type: none"><li>Produce quality work</li><li>Challenge yourself to take a chance</li><li>Use school resources</li><li>Strive for perfect attendance</li></ul>

## COMMON AREAS

## COMMUTING

- /// Clean up after yourself
- /// Go Green—recycle
- /// Use the bathroom between classes
- /// Wash your hands
- /// Use personal technology responsibly

- /// Use the bathroom & get a drink between classes
- /// Gather & transport all materials to your next class
- /// Enter/Exit parking lot safely & drive safely

- /// Use conversational volume
- /// Be polite to others
- /// Use professional language
- /// Allow privacy for others
- /// Follow dress code policy

- /// Use conversational language and volume
- /// Be considerate of other's space & property
- /// Move to the side to let others pass by
- /// Avoid interrupting classes
- /// Follow dress code policy

- /// Wait your turn
- /// Be welcoming and include others
- /// Keep hands, lips, and body parts to self
- /// Use professional language
- /// Follow dress code policy

- /// Have a pass if out of class
- /// Exit the building after school day or approved school activities
- /// Keep hands, lips, and body parts to self
- /// Be courteous to community members

- /// Take PRIDE in your environment
- /// Make healthy lifestyle choices
- /// Be good to yourself

- /// Move promptly to class
- /// Arrive on time prepared

- /// Encourage your friends to clean up
- /// Return to class promptly and quietly

- /// If you see litter, help by picking it up
- /// If you see a visitor, say hello and offer assistance
- /// Serve the community in a positive way

## GENERAL CONDUCT

*Welcome to Lomira High School.* You are now a high school student. It is taken for granted that you know how to behave properly. Please obey the following four general conduct rules which align with School Board Policy and PBIS expectations.

1. Your actions should never disturb others or interfere with the educational process that is the sole reason for your being in school.
2. You should be capable of accepting responsibility for your actions or the results of your actions.
3. You should respect the rights of others as you wish them to respect yours.
4. Once in school, you do not leave without first receiving permission from the office to do so. If you go home for the noon meal and cannot return, it is your responsibility to call and inform the office of your absence. It is suggested that you have your parents call, whenever possible. Afternoon absences may be counted as unexcused if communication from parents is not made.

There are five specific areas of conduct that will be mentioned because of their severity and will result in immediate suspension from school, no extra-curricular participation, and possible further consequences:

1. Abusive or belligerent behavior by a student toward any staff member or school employee.
2. Fighting in school or at a school-sponsored activity.
3. Possession and/or use of tobacco, electronic smoking devices, drugs, drug paraphernalia, misuse or solicitation of prescription drugs, or alcohol in the building, on campus, at school activities, or coming to school under the influence of alcohol or any drug.
4. Activating the fire alarm system when it is not necessary.
5. No person shall possess or use a weapon or look-alike weapon in school buildings, on school premises, in a district-owned vehicle or at any school-sponsored function or event.

A school employee, or law enforcement officer, authorized by the school, may require a student to provide a sample of his/her breath to determine the presence of alcohol whenever there is a suspicion that the student is under the influence of alcohol while on school premises, in a motor vehicle on school premises, or while participating in or attending a school-sponsored activity.

The results of the breath screening device or the fact that the student refused to submit to breath testing shall be made available for use in any hearing regarding the discipline of a student for alcohol use.

## STUDENT ATTENDANCE

Students are subject to all attendance laws of the State of Wisconsin, which the school is legally required to enforce. There are four general rules to follow when you know you will be absent or have been absent.

1. All absences should be reported to the high school office the day of the absence. Students that do not return to school from lunchtime must have their parent call the high school office in regards to the absence by the end of the school day.
  - Parents may call the high school office during the office hours of 7:30 a.m. to 4:00 p.m. at 269-4026, ext. 108. – OR –
  - Parents may call the school between 4:00 p.m. and 7:30 a.m. direct at 269-4026 and choose 1 from the menu for the high school and leave a message. Be sure to state the date of the call, the student's name, and reason for absence, who is calling and a number a parent may be reached during the day. – OR –
  - Students, whose parent did not contact the school, may bring a written note of explanation from the parent the school day following the absence. The student should stop in the high school office before 1<sup>st</sup> hour and receive an excused slip.
2. Students with absences that have been excused the day of the absence do not need to stop in the office for an excused slip. Those excused students may go directly to class. If students are unsure of their absence status, they should stop in the high school office before 1<sup>st</sup> hour.
3. Students who are notified of a single class period absence will be expected to either speak to their instructor or parent to rectify the absence within one school day or be issued disciplinary consequences. Two 30-minute detentions will be assigned for each regular class period missed with an unexcused absence.
4. Students who have an unexcused absence will be expected to serve detention time to make up the time for a first offense. Every additional unexcused absence within a school year may result in a referral for truancy citation. If an absence is unexcused, students may not be permitted to make up the missed work for credit.
5. All planned absences must be supported by a written note of explanation from the parents prior to the absence. The student should report to the office before 1<sup>st</sup> hour and receive a pre-Planned Absence Slip to be completed by the classroom teachers affected by the absence. The Pre-Planned Absence Slip should be returned to the office before the student leaves school. The student is also required to sign out in the office before leaving the school building. Students will not be allowed to leave the school building without parental permission.
6. In all situations that a student is to leave the school building, they must sign out in the high school office.
7. If a student requests permission to leave school because of an unexpected situation, such as illness, the student will be required to telephone their parent/guardian/or emergency contact person at home/work prior to being released from school. If no one is able to respond to the student's call, the principal or his/her designee will determine if the student should be allowed to leave school grounds. After being allowed to leave the school building, the student must sign out in the office. Students should never leave the school building without office permission as we need to be accountable for his/her whereabouts during school hours.
8. If a student is absent three consecutive days or more, a doctor's note is required to excuse the absences.
9. Due to Wisconsin Compulsory Attendance Law (Wis. Statute 118.16), parents do not excuse students, only the school administration, which are so designated by a properly elected school board, may excuse students. Parents can only request that the absence be excused. If you don't know whether the reason for an absence is acceptable, call the school before the absence or before plans are made.

10. If a student is absent for all or part of 10 days in a school year, the principal may notify the student and their parent/guardian that any future absence must be verified with a note from the court, a physician, or other medical professional (i.e. mental health provide, chiropractor, dentist, etc.). Failure to do so will result in an unexcused absence and may result in referral for truancy.
11. Students wanting to be excused for **deer hunting** must be passing all classes to be eligible for an approved pre-excused absence. Any student that is not passing and does not attend school for deer hunting will have their absence considered unexcused and must be asked to make up the time missed.
12. Students in the work release or School-to-Work program are expected to attend school, not their jobs, on early dismissal days, shortened days of school and Resource assignments. It is the students responsibility to communicate this schedule to their employer.
13. Students that oversleep and are late for school cannot be excused by their parent/guardian. The first time a student oversleeps, they will be issued a lunch detention. For every additional offense within a school year, students will be expected to make up every minute they miss or may be issued truancy citations.
14. Homework requests may be made on the 2<sup>nd</sup> day of a student's absence. No requests will be made on the 1<sup>st</sup> day of a student's absence; students can meet with their teachers after their absence for assignments. Also, missed assignments can be found on Skyward through the district's website. Emailing teachers directly is the most effective way to discuss missed assignments when you are not in the building.

### **18 YEAR-OLD ADULT CONTRACT**

Students that are 18 years old may request to meet with the principal and their parents about the possibility of signing into an LHS Adult Contract for attendance. The parents must communicate with the principal their understanding of the contract by attending a meeting. This contract does not relinquish responsibility to attend; rather the student becomes the primary caretaker and still falls under all state, district, and school policies.

### **STATE ATTENDANCE LAW**

The Wisconsin State Legislature has passed a revised Attendance Statute (Section 118.51). It still holds the parent or guardian responsible for ensuring that their child is in attendance regularly until the child's 18<sup>th</sup> birthday. In order for the absence to be considered excused, the parents must follow the LHS attendance policy. Additionally, as stated above, in Lomira High School all absences must be verified by either telephone or written notification within one full school day after the absence or the absence is considered "unexcused." A complete Attendance Statute policy is on file in the high school office and the administration office.

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## **GENERAL POLICIES**

### **ACADEMIC LETTERS**

Academic letters are awarded to students for academic excellence. Freshmen qualify by having a GPA of 3.70 and above for the first semester of their freshman year. Upper classmen qualify by having two consecutive semesters with a GPA of 3.50 or above. These two semesters will be the second semester of the previous year and the first semester of the current year. First time recipients are awarded a chenille academic letter and an academic pin each of the following years that they qualify.

### **ACCESS TO STUDENT RECORDS VIA INTERNET**

Through Skyward, parents/guardians and students may regularly access the student's grades, attendance, schedule, and discipline information via the internet 24 hours a day. Grades are updated weekly to allow parents/guardians to stay well-informed of the student's progress.

Each parent/guardian will be given a Skyward log-in code and a password. The passwords are available in the high school office. **Only parents may pick up the parent login code and password.** Students have their own passwords. Instructions are available on the district website at the [Parent](#) link.

### **ACCIDENTS**

In case of an accident, it is the student's responsibility to report this situation to his/her coach, advisor, or teacher. An accident report should be completed and given to the building principal as soon as possible following the report of the incident (no later than 24 hours). Accident report forms are available in all school offices and in the school nurse's office. Coaches and teachers should also keep accident forms available for their immediate use.

### **ADD/DROP POLICY FOR COURSES**

Students and their parents should give serious consideration when selecting courses. The master schedule is constructed and faculty is assigned classes based on the number of original student course requests during registration. Therefore, this Add/Drop Policy is created to give students, parents, and faculty an opportunity to make timely, efficient and intelligent decisions about students adding and dropping classes.

1. Students will be provided with a tentative schedule for the upcoming school year in late spring. Adjustments to the schedule should be made as soon as possible. **No adjustments may be made to a schedule after the end of the 1<sup>st</sup> full week of the new school year.**
2. No requests will be honored for change of class periods or teacher preference.
3. Changes at the beginning of the school year should be limited to errors only (i.e. student failed a prerequisite, student failed a required course, student did not complete summer school, insufficient credits, etc.) Changes can only be done during a student's study hall, before or after school, or at lunch. The school counselor will make these changes.
4. Non-error changes can be made at the beginning of the semester, if the current instructor, the desired new instructor, the parent, and the school counselor approve the change. Students must attend their scheduled class until all parties have approved the change.
5. No changes will be made after the Friday of the first full week unless initiated by a staff member.
6. Any withdrawals after the first two weeks of the semester will receive an "F" for the semester on the student's transcript.
7. Students cannot alter their schedule if the change would result in having more than two study halls in a school calendar year.
8. Students are allowed to register for no more 1 study hall per semester.
9. Individual circumstances will be reviewed on a case-by-case basis with appeals to the principal.

### **ADVANCED PLACEMENT and CAPP COURSES**

Advanced Placement and CAPP courses help prepare students for the advanced placement and CAPP examinations that may permit a student to receive college credit and/or placement. Students interested in taking advanced placement and CAPP courses should communicate with both their classroom instructors and the high school counseling office. Students are responsible for the cost of taking advance placement exams and CAPP courses.

## **ANNOUNCEMENTS**

Any announcements to be posted during the school day to the student body and staff should be e-mailed to the office by 9:00 a.m. on the day they are to be read. Announcements are to be authorized by an advisor or staff member. A written copy of the day's announcements will be e-mailed to each instructor for their use. Additionally, the day's announcements will be posted on the district web site, posted on the Announcement Board in the main hallway and posted to TVs. Announcements made during other scheduled class periods will be given consideration only on an "emergency" basis. Students and staff should not abuse classroom instruction by asking for "late" announcements during the regular school day.

## **ASSEMBLIES**

Each year we attempt to present a series of assemblies for both educational and recreational purposes. It is important that all of our students learn those behaviors that are appropriate for establishing a reputation of courteous behavior in a public forum. With this goal in mind, we ask that our students respect the efforts of all performers and show their appreciation for those efforts through their applause. Students that display difficulty in dealing with the less "formal" atmosphere of school assemblies will be removed so they do not interfere with the enjoyment of others. Additional consequences may be imposed.

## **ATHLETIC CONTESTS**

Students who have entered the building are expected to remain in the building. Students should not loiter in the hall or lobby when the contest is in progress. Concession materials are not permitted in the gyms and should be consumed in the commons area. Students refusing to comply will be asked to leave the school grounds.

Student Athletic Passes for all home school athletic events are available for purchase in the high school office. The cost of a student athletic pass is \$20.00 and an adult pass is \$35.00. Students are encouraged to purchase their passes at registration so the pass is noted on the student ID's. Passes purchased later after ID processing will be a given a laminated paper pass. These passes are not transferable to another person. Transferred passes will be revoked.

## **BOMB THREATS, FIRE ALARMS, AND 911 CALLS**

Any student who reports a false bomb threat, or false fire alarm call will be suspended from school, referred to the police, and recommended to the Lomira Board of Education for expulsion from school. Erroneous 911 calls will also be treated in a similar manner. This would also apply to any student starting a fire or attempting to start a fire on school premises.

## **CANINE SEARCH**

For the safety of all students and staff, random locker, classroom, and parking lot searches may occur during the school year using specifically trained dogs. Students will be notified of a "non-emergency" lockdown when searches occur and should remain in their classrooms until their instructors give them permission to leave.

## **CELL PHONES AND ELECTRONIC DEVICES**

The use of cell phones, electronic two-way communication devices (text messaging, photo sharing, etc), music players, headphones, and/or any other similar electronic devices are **prohibited** during the academic day and in the classroom setting unless requested, as part of a lesson, directly by the course instructor. Students should not have these devices on them during the academic day and should keep them locked in their personal lockers. Cell phones may be used in the high school end of the building during the lunch period and during passing periods. Any "emergency messages" should come through the main high school office. The building principal may authorize a student to use and/or carry a cell phone for medical, vocational or other purposes as deemed necessary.

Students who violate this policy will have their electronic device taken away and will be allowed to pick it up in the high school office after school for a first offense. Any subsequent offense will require a parent conference to have it returned on a future date, not less than one full academic day after the violation and after a lunch detention has been served and may result in further disciplinary issues. Continued violations may result in the permanent loss of device privileges including the inability to bring it into the school building and confiscation of the device for an indefinite time period.

## **PLAGIARISM / CHEATING**

Each individual classroom instructor should present classroom policies and rules at the beginning of the school year and review those guidelines periodically during the course of the year. Students that are caught cheating in any form may receive a "zero" for the assignment. In addition, the offense of cheating may result in the student failing the unit, quarter, or even the semester. In all cases, we encourage our students to learn to complete their own work. If students have a question about working with another student on any given assignment or about sharing notes and materials, they should first check with their instructor.

Plagiarism is the taking of ideas, writing, etc. from another individual and presenting them as one's own. Plagiarism implies dishonesty and deception and will be handled in the same manner as cheating. All instructors must report incidents of cheating and plagiarism to both the office and to parents/guardians in writing.

## **CLASS FUNDS**

1. No class dues may be collected.
2. All money earned by any class goes into the class fund. There will be no money credited to an individual. Any drives, etc., are to be credited to the organization.
3. All class fund drives must have prior approval from the principal. To avoid conflicts between various organizations, it is critical that all fund-raising activities be documented on the official school calendar in the high school office. General information about fund-raising may be answered by referring to School Board Policy, Article 357.
4. The school will not accept responsibility for items charged by a class unless prior approval has been given and a receipt is returned to the principal.
5. All class funds shall be deposited in the district office immediately following the activity from which the funds were gathered. All monies received shall be receipted and all expenses paid by check from the district office. Only class officers or class advisors may submit account invoices to the office for reimbursement. All monies shall be audited annually.



## **CODE OF CONDUCT**

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

In order to meet these goals, the School District of Lomira has established a Student Code of Conduct. A copy of the complete policy is on file in each principal's office and in the school district office. Please reference the PBIS matrix on pages 4 & 5 for additional information.

## **COMPLAINTS OR CONCERNS**

Any student or parent that has a concern about any school policy, activity, or employee, should refer to the following procedure in order to resolve the problem in the most efficient manner.

1. Contact the person/instructor who is most closely linked with your concern. This will allow both sides to clarify and discuss the situation.
2. A parent/guardian should schedule a meeting to discuss the concern and seek a resolution.
3. If the situation cannot be resolved at this level, notify the building principal.
4. If the situation is still not resolved, notify the district administrator.
5. Finally, if unresolved, ask the district administrator to place the concern before the Board of Education.

## **COMPUTER USE AGREEMENT**

The School District of Lomira is pleased to offer students access to computer and the Internet. Access, however, is a privilege, not a right. All students under the age of 18 must obtain parental permission to use the Internet. The Computer Use Agreement must be signed online before any computer use is allowed in the school building or with school technology. Students 18 and over may sign their own forms.

The computer network of the School District of Lomira is a valuable tool in the learning process. Student's use of this tool is a privilege, not a right. As a result, the School District is authorized to limit student access to the network due to inappropriate use or abuse. All students are required to have a Computer Use Agreement signed by themselves and their parent/guardian on file with the library to be granted authorization to use the school's computer, network and Internet. Students who physically damage or alter the hardware, software, or network in any way or inappropriately use them are in violation of these guidelines and are subject to disciplinary consequences including, but not limited to: loss of computer privileges, detention, and suspension. There is a possibility that a student would be permanently removed from computer use for the remainder of their high school career or expelled for either serious or repeated violations. A student will be responsible for financial remuneration for damages.

As much as possible, access to district Internet information resources will be designed in ways that point students to those sites that have been reviewed and evaluated prior to use. While students may be able to move beyond those resources to others that have not been evaluated by staff, they will be provided with guidelines and lists of resources particularly suited to the learning objectives.

Access to the Internet will enable students to explore thousands of informational resources. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to student access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But, ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the School District of Lomira supports and respects each family's right to decide whether or not to grant permission to Internet access.

Because the computer network is a privilege and is provided for students who have an educational purpose, access to network services is given to students who have teacher permission and who agree to act in a considerate and responsible manner. Privilege entails responsibility. The district does not guarantee computer access and if a student violates the Computer Use Agreement, it could result in a student receiving an "F" grade for an assignment or even a quarter, or semester grade.

Individual users of the district computer networks are responsible for their own behavior and communications over these networks. It is presumed that users will comply with district standards and will honor the agreement they have signed. However, if an individual violates any of these standards, that individual is solely responsible for any consequences, which may arise.

Network storage areas may be treated like school lockers. Network administrators may review files and communications. Users should not expect files to be private.

Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them into appropriate materials and teachers of older students will have specific assignments. Outside of school, families bear the same responsibility for such guidance just as they do with information sources such as television, telephones, movies, radio, and other potentially offensive media.

The following are some GENERAL examples of inappropriate use:

- Sending or displaying offensive messages or pictures
- Using and viewing obscene language
- Harassing, insulting, or attacking others
- Violating copyright laws
- Intentionally wasting network resources or bandwidth
- Employing the network for commercial purposes or personal reasons without permission from school district personnel

The following are some SPECIFIC examples of inappropriate use:

- Inappropriate Internet searches (Including Google Images)
- Downloading any software without permission
- Playing games on the computer or online (yahoo, ESPN, etc.)
- Accessing the Internet in any way without internet privileges
- Logging in using someone else's account
- Giving out your password to another student
- Accessing/adding/removing any programs or files from a computer without permission
- Using E-Mail without permission
- Downloading any music or videos

- Intentionally changing computer or TV settings
- Using or installing instant messaging programs (IM)
- Accessing or viewing pornographic material
- Damaging computers or computer accessories
- Entering into chat rooms

### COPYRIGHT POLICY

Students are expected to abide by the Federal Copyright Law (Title 17, United States Code) as it applies to copyrighted works, computer, and software. It is the policy of the School District of Lomira:

- No student shall use or cause to be used on any district computer any software that is not owned by the district or that has been approved by the building principal or his/her designee.
- There is to be no copying of data or copyrighted software on any district computer.
- Any destruction or obstruction of computers, data, and/or hardware may be met with legal and/or disciplinary action.

### DANCE COURTS

Lomira High School allows three formal dances over the course of the school year. Homecoming, Winterfest, and Junior Prom. These dances celebrate the efforts students put forth both in and out of the classroom. Some of these dances have a court, which is voted on by the student body. Candidates for court must be in good standing to represent Lomira High School. The definition of good standing includes:

- Good attendance. Students must have an attendance rate of 90% or higher to participate.
- Students must be passing all classes to be eligible for the election to court on the date determined by building administration.
- Co-Curricular Code Violations: Students who have had a co-curricular violation within the six (6) months prior to court election are not eligible. Students elected to court who violate the Co-Curricular Code prior to the dance will be removed from the court. The six (6) month period begins on the date of the co-curricular suspension notice.
- Students who have been suspended from school for any behavior/discipline issues six (6) months prior to court election are not eligible. The six (6) month period begins on the date of the school suspension.
- School registration fees and all other monetary obligations must be paid in full to be eligible. Financial appeal to the building principal.
- To be eligible for Junior Prom court, students must be in full Junior status with a minimum of 15 credits earned through the second semester of their Junior year.
- Junior Prom is an event to celebrate the entire Junior class. All Junior students will be encouraged to participate in the Grand March. No student will be eligible for Prom Court more than one time, including transfer students.

Students are not permitted to leave during the school day to take care of any dance business (i.e. tux rental/return, dress shopping, etc.).

### DANCES

All dances must be approved by the principal. Informal dances following school-sponsored events must be concluded and all students out of the building no later than 12:00 p.m. on Friday or Saturday nights.

All dances must be chaperoned by at least two adults approved by the building principal. Once a student is in the building and then leaves, they will not be readmitted unless they had received prior permission from a chaperone. All dances are high school events and only high school students will be allowed to participate. Elementary and Junior High students from Lomira **are not** eligible to be in attendance at high school dances. Students are expected to wear clothing consistent with the formal nature of the event. Students are not permitted to wear: shorts, jeans, tank tops, etc. There will be no locker access during the dance however, a "coat check" area may be available at specific dances for a nominal fee. No beverages of any type may be brought into the dance. Students are not allowed to bring bags, other than purses, to the dance. Dance supervisors may inspect purses at any time during the dance.

For all dances at Lomira High School, guests who do not attend Lomira High School, must be pre-registered by the Lomira student one week prior to the dance. Each Lomira High School student may bring one guest to the dance. In order for a LHS student to bring such a guest, the Lomira student must be in good standing and have all fees paid (registration, fines, sport fees, etc.). Guests must be high-school- aged, in good standing at their high school, or a previous LHS graduate that is not older than 20 years old. The registration process includes completing a form obtained from the high school office that lists the student's name, guest's name, signatures of the guest's parents and the guest's school verification of good standing signed by the Principal or Associate Principal of the guests school. The form must be returned or faxed to LHS no later than one week prior to the dance. The Lomira High School principal will then determine if the guest is eligible to attend the dance or not.

### DETENTION TIME

Students that have difficulty following school policies may be issued detention time in order to communicate with the appropriate individual regarding those rules. In most cases, detention time assigned by an individual instructor should be served with that instructor either before school, during the student's lunch break, or after school. Students that earn lunch break detention will be allowed sufficient time to eat. Students should be respectful of all school rules while serving detention time, they must turn in their cell phones and all electronic devices to the detention supervisor, they must bring something to read or academic work to complete while in detention or the time will not be counted. Students that continue to earn detention time may be assigned to meet with the building principal. Office detentions may be assigned by the principal for skipping class, study hall or school, habitual tardiness, misconduct, failure to serve teacher-assigned detentions, use of profanity or vulgarity or lack of respect for persons or property. Conflicts that cannot be resolved during these meetings may result in more serious disciplinary consequences, including potential suspension/expulsion.

## DRESS CODE

The policy of the Lomira School District states that the principal will **use their discretion regarding the appropriateness of any clothing**. It is the mission of the school to help teach students what type of clothing is appropriate for different settings to help prepare students for post-secondary goals.

Lomira High School student dress or grooming should not:

- a. Affect the health or safety of any individual within the school
- b. Be disruptive to the learning process within the classroom or at any other school function.
- c. Distract from the primary mission of Lomira High School, which promotes high ideals related to conduct, education, and study.

Student dress and grooming guidelines are:

- Clothing and/or jewelry that contain pictures and/or writing referring to alcoholic beverages, tobacco products, sexual references, profanity and/or illegal drugs are inappropriate for the educational setting and will not be allowed.
- For the safety and security of all of our students, chains (usually used to link items carried in student's pockets with their pants/belts) & and spikes on wristbands will not be allowed.
- Backpacks, totebags and/or purses will not be allowed in any classroom without the request of building administration for health reasons (i.e. due to student injury).
- All head coverings are not allowed. Head coverings include, but are not limited to: caps, hats, hoods, and bandanas.
- No pajamas or skimpy lounge wear allowed. Clothing with holes or tears that reveal too much as deemed by the principal will also be unacceptable.
- Students should bring warm enough clothing (i.e. sweatshirt, sweaters, etc.) for them to adapt to the variable temperature of a large building. For safety reasons (i.e. the ability to conceal materials), coats/jackets will not be allowed in classrooms.
- Clothing must cover all undergarments completely at **all times** for both male and female students. Mini-skirts, short-shorts, and saggy pants are prohibited. Student tops that are worn must have straps, cover the front, sides and back of the upper body (from the middle of the shoulder blades down at a minimum, and meet (touch) the pants (trousers, jeans, shorts, skirt) at the waist when the student is standing straight and tall).
- No students will be allowed to wear any clothing which is identified with gangs or gang-related activities (e.g., gang-related colors, insignias, hats/caps, jackets, bandanas tied on clothing, etc.)

It is recommended that students dress moderately to avoid problems, remembering that this is a school and by the nature of the environment a certain type/quality of dress is required. Students found in violation of these administrative rules will be asked to change into approved attire immediately. Students should **not** anticipate using school time to fix dress code violations. If students have to go home to change, they will be charged the time gone as unexcused and given detention time to make up for the lost instructional minutes. Repeated violations may be punished by suspension. This policy shall be enforced during the regular school day and at all school-sponsored activities.

## DRIVING AND THE SCHOOL PARKING LOT

The school parking lot will be subject to the provision of the Village of Lomira Ordinance No. 171, which regulates the operation and parking of motor vehicles on school property and gives police department officials authority to arrest and fine persons who violate.

Students are permitted to use the student school parking lot at no cost during the school day and during school authorized events. All vehicles must appropriately display a school issued parking sticker for identification purposes. Stickers can be obtained in the high school office at no charge. This is a privilege and the privilege can be revoked. Students must park cars and other appropriate vehicles in the lined areas designated for student parking. No vehicles should be parked in such a manner that they take more than one parking space. It is critical that students do not park in any areas that will interfere with the movement of school busses. It is the responsibility of all students to keep the parking lot clean and safe. Students that fail to follow all parking regulations will lose parking privileges and may face suspension and/or legal action.

**To protect the health and safety of all our students and staff, vehicles driven to school by a student parked on school property are subject to search by any authorized school personnel or law enforcement agencies.**

Students that do not wish to comply with any/all parking lot rules and regulations are advised to leave vehicles at home or to park somewhere other than on school property. Students may not park in the teacher/staff parking areas without prior approval of designated school personnel. Students that have any questions about parking lot rules are encouraged to check with the building principal or designee prior to encountering any difficulties.

## ELECTION OF CLASS OFFICERS

Students will elect Class Officers and Student Council officers by secret ballot in a spring election. The president of the Student Council must be a senior, and the vice-president will be either a senior or junior. Papers explaining the procedure can be obtained from the Student Counsel advisor.

Students who violate this policy will have their electronic device taken away and will be allowed to pick up the device in the high school office for a first offense. Any subsequent offense will require a parent conference to have the device returned and may result in further disciplinary issues. (Legal reference: Wisconsin State Statute 118.258) See specific cell phone policy earlier in this handbook.

## FIELD TRIPS

Students attending an enhancement field trip/activity during the instructional day need to have passing grades in all courses in order to be eligible to attend. Grades are updated regularly and posted on Skyward. These grades will be used to determine eligibility. Field trips that are deemed to have necessary academic value based on the course content and standards may be approved for attendance by pre-approval only.

## FIREWORKS

The possession and/or use of any type of fireworks on school premises, in school vehicles, or at any school-sponsored activities are prohibited. Violators will be suspended from school and referred to the police.

## GRADUATION CEREMONY AND SENIOR ATTENDANCE

Participation in the graduation ceremony is a **privilege** for seniors who complete the necessary coursework by the end of their second semester during their senior year. This privilege can be lost if a student has a serious violation of school policy (i.e. any act that results in suspension such as vandalism, fighting, drugs/weapons, etc.) or any unexcused absences during the second semester of their senior year. Organized senior "skip days" are an automatic suspension of participation privilege. If a student is expelled during any part of their senior year they will not be allowed to participate in the graduation ceremony.

In order to participate in graduation ceremonies, seniors must also: have paid all fees in full, completed all course requirements, served all detentions, have participated in graduation practice, and have a cap, gown and tassel to wear in the ceremony. Senior students who are hoping to participate in the graduation ceremony must have all absences during the last month of school pre-approved directly with the building principal or excused with a medical/professional note.

## GRADUATION CREDITS

Students of a graduating class are required to have a minimum of 24 semester credits. Credit is presently given for all scheduled courses offered and approved alternatives (i.e. Edmentum coursework, etc.).

## STUDENT HANDBOOK

The Student Handbook is a collection of general rules, guidelines, and information for student use. Each student is responsible for knowing and abiding by the regulations in the Student Handbook. Other rules and regulations may also exist within the school district that have not been printed in the handbook, such as the Lomira School Board Policy Student Code of Conduct. Questions regarding any materials printed in the handbook should be directed to the building principal for clarification. A copy of the handbook can be found on the Lomira School website. There is a replacement fee of \$5.00 for a book if lost.

## HARASSMENT / BULLYING POLICY

School District of Lomira, Article 411.1

The Lomira School District Board of Education supports an educational environment that is supportive, caring, and safe. It is, therefore, the policy of the Lomira School District that neither students nor employees will be permitted to engage in any form of bullying and/or harassment behavior. Such behavior is unacceptable and will not be tolerated.

The educational environment is defined as consisting of every activity under the supervision of each school. For purposes of this policy, harassment and/or bullying is defined as any conscious, willful, or deliberate act or attempted act, through the use of words or actions, which are intended to cause physical injury, emotional distress/suffering, or property damage, which impact the learning environment.

**DEFINITION:** Harassment and/or bullying can include, but is not limited to:

1. Intimidation and/or harassment such as teasing, put-downs, cruel rumors, false accusations, hazing, name-calling or making threats
2. Social alienation, exclusion and isolation such as shunning or spreading rumors
3. Extortion
4. Written notes, phone calls or electronic messages that are offensive, hurtful, slanderous, threatening, embarrassing, intimidating, insulting, degrading stereotyping
5. Verbal aggression or verbal assaults, which are offensive, hurtful, slanderous, threatening, embarrassing, intimidating, insulting, degrading, stereotyping
6. Nonverbal or emotional threats or intimidation, behaviors that upset, exclude or embarrass others
7. Any act attempted act or threat of physical aggression such as assaults on a student or attacks on a student's property. Examples include, but are not limited to: hitting, pinching, poking, pulling hair, choking, kicking, tripping, spitting, hazing, biting and inappropriate touching.
8. Any act which threatens or intimidates any person or group because of sex, race, religion, national origin, color, pregnancy, marital status, disability, sexual orientation, age, gender, identity, social, socio-economic or family status, physical attributes, disability/handicap or other protected status.

**CYBERSPACE:** All forms of harassment and/or bullying in cyberspace commonly referred to as cyber bullying are unacceptable and viewed as a violation of this policy. Cyber bullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening or terrorizing another person or group of people by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images or website postings, including blogs, or any other messages via cyberspace. For purposes of this policy, cyberspace is defined as a global domain within the information environment consisting of the interdependent network of information technology infrastructures, including the Internet, telecommunications networks, computer systems, and embedded processors and controllers.

In situations in which cyber harassment and/or bullying originated off school property or from a non-school computer or telecommunication device but is brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly impedes the day-to-day operations of a school. Such conduct includes, but is not limited to harassment, bullying or making a threat off school grounds through cyberspace that is intended to endanger the health, safety, or property of others at school such as a district employee or a school board member.

**PROHIBITION:** Harassment and/or bullying behavior by students and staff is prohibited whether it is of the nature of student(s) to student(s), staff members to staff member, staff member to student or student to staff members. Harassment and/or bullying is prohibited at school, on school premises, during school-sponsored activities, on school buses, at bus stops, in all district owned or leased vehicles and anywhere students are under the jurisdiction of the Lomira School District. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting harassment and/or bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. Bullying is also prohibited through the use of electronics, computers, and telecommunications messaging devices (cyber bullying).

The act of harassment and/or bullying applies not only to students who directly engage in an act of harassment and/or bullying but also to the students, who, by their indirect behavior, condone or support another student's act of harassment and/or bullying. This policy also applies to any student whose conduct constitutes harassment and/or bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees, as well as harassment and/or bullying by an adult staff member bullying a student or another staff member.

**COMPLAINT PROCEDURE:** It is considered a responsibility of all students and staff members to watch for and report acts of harassment and/or bullying in any of the above-described situations to a member of the school staff or administration. Students are requested and encouraged to report acts of harassment and/or bullying to a school staff members, building principal, or other adult. All school district staff members are required to report acts of harassment and/or bullying to their immediate supervisor and/or building principal.

All reports are to be taken seriously by the party designated by policy to receive such reports. School staff and administrators will support students and coworkers making such reports and protect against any potential retaliation for making such a report.

Filing a report in good faith will not reflect upon the individual's status. Nor, will it affect his or her grades if the complainant is a student or employment status by the district if the complainant is an adult staff member.

A clear account of the incident will be recorded in writing using the *Bullying Incident Report*.

The principal or designee will investigate to determine the facts in order to verify the validity and seriousness of the report. Interviews will be conducted and the results of the investigation will be documented.

**CONSEQUENCES:** Where it is determined that students participated in harassment and/or bullying behavior in violation of the policy, the school may take disciplinary actions including suspension, expulsion, and referral to law enforcement for legal action when deemed appropriate. Employees found to have participated in harassment and/or bullying behavior, or having become aware that bullying was taking place and failed to address or to report the behavior, are considered to be in violation of the prohibition expressed by the policy. Therefore, the person(s) are subject to disciplinary action consistent with the staff handbook.

### **HARASSMENT / SEXUAL HARASSMENT OF STUDENTS POLICY**

School District of Lomira, Article 411.2

Sexual harassment of students shall not be tolerated in the Lomira School District. For purposes of this policy, sexual harassment means any verbal, nonverbal or physical, sexually-oriented conduct which creates an offensive, hostile or intimidating school environment, or substantially interferes with a student's school performance.

Some examples of conduct which create such an environment or interference are as follows:

1. Verbal harassment: This may include, but is not limited to, discussing sexual activity, commenting about an individual's body or appearance where such comments go beyond mere courtesy, telling sexual jokes or any other tasteless sexual-oriented comments, innuendos, gestures or actions that may offend others.
2. Display of inappropriate gestures or sexually graphic or illicit materials: This includes, but is not limited to: photographs, drawings, movies, videos, websites, cell phones, posters and so forth, regardless of their form.
3. Engaging in sexual activity in the presence of others: This includes, but is not limited to: touching oneself or others in a sexually suggestive or sexually gratifying manner.
4. Request or demands for sexual favors: This includes, but is not limited to: subtle or blatant expectations, pressures or request for any type of sexual favor which may or may not be accompanied by an implied, stated promise of preferential treatment or threat of negative consequences.
5. Unwelcome physical contact: This includes, but is not limited to: inappropriate touching, patting, pinching, hugging, intentionally brushing against another's body, pulling at another's clothing, or forcing another to a wall or corner through body position or movement.

Any student (or the parent/guardian of a student) who believes he/she has been subjected to sexual harassment by another student, school employee, or other person, should report the incident in accordance with established complaint procedures. The complainant may report the alleged harassment to any principal, teacher, counselor, social worker, or other district employee, who shall be responsible for forwarding the complaint to the building administrator for review and action as necessary.

All sexual harassment complaints and allegations will be promptly investigated and processed objectively and in a timely manner. The district shall take prompt and effective action to end the harassment and prevent its recurrence. Individuals reporting incidents will be protected from retaliation or reprisals, including, but not limited to: harassment escalation, unsatisfactory academic evaluation, threats, differences in academic treatment, sarcasm, or unwanted comments to or by peers. Any individual who engages in sexual harassment or in retaliatory conduct against a complainant will be subject to disciplinary action or referral to community-based agencies.

The district shall also investigate a complaint of any behavior or situation that is or may be considered sexual harassment received indirectly from sources such as a member of the school staff, another student, a member of the educational or local community, or the media. Further, an anonymous notice of sexual harassment of students will be investigated to the best of the district's ability with information provided. It is not necessary that the incident or situation be reported to the district as sexual harassment for an investigation to begin.

If a school employee directly observes sexual harassment of a student or is made aware of an incident, he/she is responsible for reporting the incident in accordance with established procedures.

### **HONOR ROLL**

The Honor Roll is figured on a 4.0 grade point average scale. The Honor Roll is composed of students who have obtained a grade point average of 3.25 or better. Senior students who have accumulated an overall GPA of 3.5 or higher after 7 semesters will be awarded High Honor Cords to wear to their graduation ceremony. This is a stable number and is the absolute minimum grade point average required to earn these cords.

### **INSURANCE FOR STUDENTS**

The School District of Lomira **does not provide** any type of health or accident **insurance** to cover injuries incurred by your child at school. The School District is not responsible for hospital or doctor bills contracted due to accidents that happen on the school premises or at school sponsored activities. However, students and parents are given the opportunity to enroll in a low-cost accident benefit plan that covers accidents and injuries at school and at school sponsored activities. Enrollment brochures are distributed at registration and are available in the high school office at any time during the school year. Families interested in purchasing this insurance need to complete the form, include payment, and return it to the high school office.

All students should immediately report any injury they receive to both their coach/teacher and the high school office. Copies of injury/accident report forms are available in the high school office. The School District of Lomira offers equal employment and educational opportunity. Policy questions should be directed to the district administrator.

## LIBRARY SERVICES

Students who use the library should do so with the purpose of making use of reference materials or a quiet study space. In order to facilitate the use of the library, all students will be restricted to one class period per day, unless they have a special pass from a teacher for the purpose of working on an assignment that requires the use of the library materials.

Students who have a study period and wish to use the library facilities should report directly to their study hall. After checking out of the study hall students may then proceed to the library and sign in on a sheet provided at the librarian's desk. Students are eligible to be in the library during their study hall based on their academic grades. Students with an "F" in a subject, as noted in the PRL, are prohibited from being in the library during their study halls. Any misconduct can result in revoking the privilege to use the library and/or detention after school. Library computers will not be used for gaming in any manner other than approved academic competitions. Students who are asked to log-off games while in the library may lose library privileges or computer access privileges indefinitely.

## LOCKERS

Each student will be issued a locker and a school-owned lock at the beginning of the school year. You are responsible for your own personal belongings and those items belonging to the school that are under your care. The school is not responsible for the loss of any materials from a student locker. Students should use and remain in their assigned lockers during the school year. A nominal lock rental fee is included in student fee at the start of the year. Students wishing to exchange their locks for any reason during the school year may request a new lock.

During the course of the school year it is the responsibility of the student that is assigned to a locker to report any/all damage that may occur. The interior of each locker is the responsibility of the individual student (because the locker should be locked at all times). Damage to the exterior should be reported to the high school office immediately after it is discovered. In most cases, the student may be asked to clean graffiti from the exterior of a locker/lockers to avoid additional vandalism. Any deliberate damage to lockers will result in that student being assessed an appropriate fine for repair. **Remember, that the locker is the property of the school district and may be inspected at any time by authorized school officials. (Wisconsin Assembly Bill 910.)**

In order to deter theft in the high school, the following policies and recommendations have been established:

1. Do not leave valuables of any kind in your locker. If valuables must be brought to school, keep them in the office for the day. Remember that you are the one responsible for your personal property and items in your care (books, fund-raising items, co-curricular materials, etc.)
  2. Keep your lockers locked at all times. This includes your gym locker. Do not tell your combination to anyone! Your friend today may decide to trash your locker at some future date when you are no longer friends. If you feel that another student knows your combination, you may exchange your lock at the high school office.
  3. If something is stolen, report it immediately! The longer you wait to report that an item is missing, the lower the odds of recovery.
  4. Report anyone that you know is guilty of theft. The concept of being a "snitch" is one that was developed by thieves and liars to try to protect their dishonest actions from discovery. Honest individuals don't worry about the facts being known.
- Lost or broken locks must be replaced. Students will be charged a \$5.00 fee for lost locks.

## LOST AND FOUND

Items lost by students are often turned into the office. Announcements are made periodically pertaining to recovery of missing articles. The lost and found storage area outside of the school can be checked at any time.

## LUNCH

The school lunch program provides lunches to all students who desire them. Student hot lunch cost is \$2.45 a day. Extra milk is \$.25 per carton. The hot lunch includes the hot lunch of the day, or a salad bar, or a combination (meal deal) on the ala-carte line. Additionally, there are single priced items on the ala-carte line daily.

An automated lunch payment system is used. Each student will have a food service account and will be able to automatically withdraw funds when a lunch or food item is purchased. Each student will be given a 4-digit numeric code to enter into the computer in the cafeteria to pay for their lunch. Additionally, eFunds, an electronic program, is available for families to pay their food service accounts online. Please see the district website for more information. Deposits to lunch accounts may be made daily in the high school office.

## LUNCH REGULATIONS

When students are finished eating, they are required to clean up their area and returned garbage or utensils to their proper location. Students will then have an option to stay in the cafeteria for the remainder of the period, designated areas, instructional areas, or move to the high school gym and wait for the bell. Students are not allowed in the hallways or classrooms with food during lunch time unless they are invited by a teacher to a meeting or gathering that has been pre-determined.

Students are not to be in any other area of the building during their lunch break unless they have a specific pass or purpose (class/activity meeting). Students will be asked to leave the building if any disturbance occurs.

Special meetings or activities may necessitate the need for students to meet during the lunch period. Student leaders/advisors shall be present for any lunch period meetings. Permission to hold meetings during the lunch break should be received from the building principal. Students wishing to use the library during the lunch break may do so only by following the posted library schedule or by making arrangements with the library staff. Students may return to their lockers after the bell to end the lunch period. Students that continue to violate this policy will lose their lunch hour privileges.

## MEDICATION

Should a student need to take a prescription medication at school, a signed consent form by the prescribing doctor and parent/guardian must be on file. This medication must be in the current/correct pharmacy bottle when brought in and must be stored in a locked cabinet with the school nurse. Prescription medication of any kind is not allowed to be in a student's locker or on their person. The school nurse or a delegated staff member will give the medication to the student. A record will be maintained of all prescribed medications given at the school. If students need an inhaler or Epi-Pen, a signed consent form by the doctor and parents must be on file, and then the students may carry their inhaler or Epi-Pen on their person.

Prescription medication is for the prescribed individual only! Due to the increase of abuse of prescription medication, we ask that parents/guardians personally transport any medication that is to be given at school. Incidents of students asking for another's medication will be reported to administration immediately. Any misuse of prescription drugs (giving them away, selling, buying, taking, etc.) will result in suspension and/or expulsion.

By Wisconsin law, beginning January 1, 2011, schools in Wisconsin will no longer supply over-the-counter medications to students. No Tylenol, Ibuprofen, throat lozenges or any other type of over-the-counter medications will be provided by the school. Any over-the-counter medication must be provided by the parent/guardian. High school students may keep over-the-counter medication in their locked locker and is for their personal use only.

### **MESSAGES**

It is not the responsibility of the high school office to deliver personal messages for students. Parents that need to contact their children in cases of an emergency may leave a message for them in the high school office. Students will be contacted at the earliest convenient moment.

### **OUT-OF-SCHOOL CONDUCT**

Per WI State Statute Sec. 120.13(1)(c) 1, students that engage in conduct that endangers the property, health, or safety of any school district employee or engages in conduct which has an adverse and direct effect on the welfare of another student or school operations while NOT in school or under the supervision of a school authority may face school disciplinary consequences, including expulsion. This would include posting inappropriate or false information to social networking sites (i.e. Facebook, Twitter, SnapChat, etc.) and/or sending inappropriate messages/pictures via technology resources. A full investigation will occur prior to any determination regarding the consequences for such actions.

### **PARENT/TEACHER CONFERENCES**

Regularly scheduled parent/teacher conferences will be posted on school calendars. Individual conferences with teachers may be arranged any time during the year. Parents are encouraged to call school or e-mail teachers whenever they feel they need to communicate with members of the educational staff.

### **PARTIES/SPECIAL ACTIVITIES**

School parties during regular school hours are not encouraged. In most cases, it is best if parties or "special activities" are held after regular school hours. Teachers/advisors should inform the office in advance of any special activities involving students and/or the use of school facilities.

### **PASSES**

Students that are outside of their regularly assigned classroom should have their planner books or a teacher's pass at all times in the hallway when class is in session. Planners are NOT to be shared with other people and can be confiscated if misused. Students wishing to leave their study hall should have a teacher-issued pass in their student planner book prior to their arrival at their study hall. Study hall supervisors may refuse privileges to any student that does not have an appropriate pass. If passes are misused (i.e. a student is found in a place other than where the pass was given for) or if a student wanders the building without permission, a student's right to leave the classroom during non-passing periods will be revoked until such time as the building principal determines. Passport sheets removed from the planner are void and cannot be used for a pass. Students are allowed one library pass per day.

### **POLICE**

School authorities are commonly asked by law enforcement agencies, Social Services, Child Protection Agencies, and others for permission to speak to our students as part of their investigative procedures. It is the position of the Lomira School District to cooperate with these requests.

### **PRIVILEGE RESTRICTION LIST**

As the staff of Lomira High School attempt to help students focus on their academic performance, the appropriate use of student time becomes a critical element. Students that receive an "F" grade in any subject area on specified "grade-check" dates, shall be placed on the student "Privilege Restriction List" (which restricts students to stay in their study hall unless they have a subject-specific pass).

### **USE OF PROFANE OR VULGAR LANGUAGE AND/OR GESTURES**

Students are not to use profane or vulgar language/gestures while in school or attending any school activity. Those violating this policy will have their parents contacted, may be suspended and/or reported to the police for a citation for disorderly conduct. PBIS expectations for professional behavior and language apply.

### **PUBLIC DISPLAYS OF AFFECTION**

Students that display any degree of affection toward each other that are disruptive to the educational function of the school or its personnel should be reported immediately to the high school office. Parents will be informed of such situations and will be asked for their cooperation in directing their sons/daughters towards appropriate degrees of public behavior. Students refusing to comply with suggestions/directions will face disciplinary consequences and a parent/principal conference arranged. PBIS expectations for professional & school appropriate behaviors apply.

### **RECREATION FACILITY USE GUIDELINES**

Students may only use the weight room or gym facility under the direct supervision of a staff member or other school-designated community supervisor at all times.

District employees may individually use the weight room or gym facility at their discretion. If district employees choose to supervise students or other adult community members, it is their responsibility to secure the area and ensure that all individuals have left the facility when the employee has finished. Adult community members may use the facility only under the direct supervision of a district employee or school-designated community supervisor.

### **RELEASE OF INFORMATION**

State law allows for the school to publish and release certain information about students without consent unless it has been requested, on-line or in writing, that the school does not release information. Specifically, what can be released about students is: name, date of birth, participation in activities, dates of attendance, photographs, awards, and the name of the school most recently attended. To exempt a student from the law that allows the school to release the above information, a parent/guardian must request that we do not include the student's name. A parent/guardian must do so, on-line, prior to the end of the second week of school.

### **RESOURCE**

Students are each assigned individual log-ins to the software to request which Resources they would like to attend. Resource registration must be completed by each individual student weekly anytime between Friday morning and Monday by midnight. Students who do not take care of scheduling their requests during this time may be issued lunch detentions or specially designed resources after several reminders. All resource assignments will be posted through the software site and will reflect the most pressing requests.

### **RESTROOM PRIVILEGES**

Each individual classroom instructor should present classroom policies and rules at the beginning of the school year and review those guidelines periodically during the course of the year. Included in these rules should be information regarding bathroom privileges. Unfortunately, some students abuse these privileges and create situations where teachers place restrictions on movement in and out of the classroom. Students that have a medical reason for needing to leave the classroom are instructed to file a letter from a medical professional in the high school office indicating their individual circumstances.

## **SCHOLARSHIP INFORMATION**

Students seeking information on any of the numerous scholarships available from both the school and the community should check with the high school counseling office. Scholarship materials and new opportunities are often updated, so it is important for students to check these materials on a weekly basis.

## **SCHOOL CLOSINGS**

When school must be cancelled or delayed due to severe weather or other unforeseen reason, the decision will be made by the Administration as early as possible. Notice will be sent through the emergency texting system that parents are encouraged to sign up for and also broadcast over the following radio stations:

620 WTMJ Milwaukee	1470 WBKV West Bend	97.7 WFDL Fond du Lac
1170 WMRH Waupun	1540 WTKM Hartford	98.7 WMDC Mayville
1430 WBEV Beaver Dam	1450 KFIZ Fond du Lac	99.5 WPKR Oshkosh
104.9 WTKM Hartford	107.1 KFIZ Fond du Lac	

**If all Lomira Public and Parochial schools are closed, all after school activities will be cancelled.**

## **SCHOOL FEES**

The Lomira School District makes every attempt to keep school fees reasonable for families while balancing the needs of the programs that the district offers. Students are expected to pay their school fees or arrange a payment plan with the district during the school registration days held in August. Families with extreme circumstances can apply for a waiver with the superintendent no later than **September 30<sup>th</sup>**. When a family does not take care of this obligation, a letter is sent the first week in October and then a second notice the first week in November, if necessary.

Students that fail to pay their fees will not:

- Be able to participate in athletics (middle school and high school).
- Be able to participate in school-sponsored conferences
- Be able to secure work permits at school
- Be able to participate in graduation or other senior activities
- Be able to participate in Homecoming, Winterfest and Prom

## **SENIOR CLASS TRIP**

A Senior Class Trip will be held during 4<sup>th</sup> quarter for all senior students who are eligible. In order to be eligible, a student must be on-track to graduate and be passing both their 4<sup>th</sup> quarter and 2<sup>nd</sup> semester courses by the deadline date determined by administration. The class officers will determine the destination of the class trip with input from their classmates. The purpose of the Senior Class Trip is to give students a chance to spend quality time with their peers prior to graduation. The loss of instructional time is not taken lightly and, therefore, students who chose not to attend the class trip are expected to be in school on the day of the trip. Students who do not attend school on the day of the trip and are not excused per the district attendance policy, will forfeit their graduation privilege. Any absences that are not professionally excused between the senior trip and graduation may result in forfeiture of graduation privileges as well.

## **SPORTSMANSHIP**

Students are expected to display the following sportsmanship guidelines:

### **FLYWAY CONFERENCE SPORTSMANSHIP CODE**

1. AS A SPECTATOR I WILL RESPECT:  
Players and Coaches, Game Officials, Cheerleaders, Other Spectators, School Property and School Authority.
2. I WILL DEMONSTRATE GOOD SPORTSMANSHIP BY:
  - a. Acknowledging efforts of all players.
  - b. Accepting decision of officials.
  - c. Refraining from profanity, obscene gestures, taunting and/or throwing objects.

Students refusing to comply will be asked to leave the school grounds and maybe suspended from future extra-curricular attendance.

## **STUDENT HEALTH**

Lomira School District has a school nurse on staff to address minor health issues and is available to students. Students must receive a pass from their instructor to the office, if they desire to see the nurse. Students who are light headed or unsteady should request an escort to the office for safety reasons.

## **STUDY HALL PROCEDURES**

Each study hall supervisor is expected to present a written set of rules/procedures for the students in their study hall. These lists of rules should be reviewed with the building principal prior to the first day of school. Students are allowed one library pass per day. Study hall supervisors are expected to meet weekly with their assigned students to keep track of grades and missing assignments.

## **SUSPENSIONS/EXPULSIONS**

The School District of Lomira School Board Policy will follow the 1995 Wisconsin Act 235 dealing with students' rights.

## **TARDINESS**

Any student in the hallway after the class bell is tardy. Students are to report directly to their appropriate class when they are late. Tardy penalties are as follows: a 1<sup>st</sup> and 2<sup>nd</sup> tardy will result in a warning from the instructor; a 3<sup>rd</sup> tardy and subsequent tardies will result in an office referral or detentions. Students that fail to serve their detention time with the instructor will have their detention time doubled by the principal and be responsible to serve future detentions in the office.

## **TELEPHONE**

The phone in the office is to be used only under limited circumstances and only after receiving permission. Parents and friends are asked not to call students at school except in cases of emergency. Phone calls and messages from parents on a students' personal cell phone that interrupt a students' focus in the classroom are not acceptable excuses for a cell phone use. Parents should call the high school office for all emergency or timely communications.



### **THEFT / VANDALISM / GRAFFETI**

No person may take or destroy property of the school or personal property of others. Theft should be reported to the high school office immediately! Every effort will be made to recover lost items. Items left in unlocked lockers generate a great deal of "interest" and are often impossible to recover if found missing. All students are encouraged to always lock their lockers.

The selling of stolen materials in school or on school property is prohibited and will result in disciplinary actions.

Any individual that is found to be defacing property at LHS will be subject to immediate suspension, restitution, potential police intervention, and the possibility of expulsion. Examples of such damage include, but are not limited to: writing on lockers, desks, walls, toilet papering, damage to surfaces, and spray paint.

### **TRANSFER/WITHDRAWAL**

If the situation arises during the school year that a student will be transferring and/or withdrawing from Lomira High School, a parent or guardian should contact the high school office immediately. Every effort will be made to make such a transition successful.

### **TRANSCRIPTS**

Current students may receive transcripts of their records free of charge. After Sept. 30<sup>th</sup> of their graduation year, all alumni will be charged a \$5 per transcript fee.

### **TRANSPORTATION**

All co-curricular participants are expected to use district transportation to and from the event. Parents may also personally transport students from an event by notifying the advisor/coach directly at the event. Exceptions to this rule (i.e. requests to have a student ride with another adult other than their parents) must be approved in writing by the building principal in advance of the event. Permission will only be granted in cases where students are being transported by an approved adult (i.e. another participant's parent, relative, etc.). Students refusing to follow school transportation guidelines may be excluded from participation and may face additional disciplinary action.

### **VENDING MACHINES AND CLASSROOM FOOD OR BEVERAGES**

Student eating in the classroom is prohibited, except for approved classroom activities. Classroom teachers, with the approval of the building principal, may make exceptions to this rule.

The soda vending machine will be turned off during the time classes are in session. It will be turned on after school. The vending machine that vends water, juice and milk, in accordance with the district's Wellness Policy, will vend during the periods that classes are in session and are allowed in classrooms. Clear water bottles containing regular drinking water will also be allowed in the building.

No glass containers are permitted in the school for reasons of safety. School personnel may immediately confiscate them.

### **VISITOR POLICY**

Students are not allowed to bring guests to the building unless prior approval has been granted by the building principal. Such provision will only be made in the event that the guest is attending for an educational purpose and prior contact with the guests parents has been made. Visitors must always report to the office when arriving to register and receive a visitor badge. Other non-students are not allowed in the school building or on school grounds during the school day, including lunch. Violators will be referred to the Lomira Police Department.

### **WEAPONS**

No person shall possess or use a weapon or look-alike weapon in school buildings, on school premises, in a district-owned vehicle or at any school-sponsored function or event.

**A weapon is defined as an object, which is used or intended to be used to inflict bodily harm. A look-alike weapon or an object, which could reasonably be mistaken for an actual weapon regardless of whether it is manufactured for that purpose, also falls within the scope of the definition.**

The following are two exceptions to this policy:

1. Weapons under the control of law enforcement personnel, and
2. Weapons that are registered and handled in a legal manner for the purpose of education as authorized by the principal and/or police liaison officer.

Weapons confiscated from a student shall be reported to parents/guardians and to law enforcement authorities, and disciplinary measures may include immediate suspension and referral to the Board of Education for possible expulsion from school.

Employees violating this policy shall be disciplined in accordance with employee policies and the Employee Handbook and shall be referred to law enforcement officials for prosecution. Any other persons violating this policy shall be referred to law enforcement officials for prosecution.

### **PROHIBITED ITEMS**

The following items are prohibited in school buildings and on school grounds, on school transportation, or at school events at all times:

1. Weapons, including all type of firearms, knives, bow and arrows, wrist rockets, chains, and fireworks of any type, even if legal in Wisconsin.
2. Laser pointers and all types of water and liquid propellant devices, including aerosol cans and similar devices, pepper spray and all camouflaging scents, liquid or other;

### **AUTHORIZED INSTRUCTIONAL AND WORK-RELATED EQUIPMENT AND TOOLS**

The severity of the suspension/expulsion will also be based upon the intentional and reckless use of the weapon or look-alike weapon by the student who may jeopardize the health and safety of students and staff. While this policy represents a "no tolerance" position on weapons and/or look-alike weapons, it is not meant to interfere with instruction or use of appropriate equipment and tools by employees and students. Such equipment, when properly used and stored, shall not be considered a weapon for purposes of this policy. Examples of this exception include the use of table knives in the cafeteria for eating purposes, the use of knives and scalpels in the science classroom for lab demonstrations and the use of tools in the shop for various instructional purposes. **IT IS IMPORTANT TO NOTE THAT COMMON SENSE AND REASON WILL BE THE GUIDING FACTORS AS THE LOMIRA BOARD OF EDUCATION DELIBERATES THE MERITS OF EACH INCIDENT AND SITUATION.**

## WELLNESS POLICY

Students who practice good nutrition attend school with minds and bodies ready to take advantage of their learning environment. Thus, the Lomira School District is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity.

The following are new guidelines for foods, beverages and fundraisers:

**Candy:** The vending of candy, candy bars, snack cakes/brownie will not be permitted nor will it be sold on the ala carte lunch line, vending machines or any school functions during the instructional periods. Candy is defined as any item that contains sugar listed as one of the first two ingredients.

**Beverage Items:** The vending or non-vending sale of soda, sports drink, and any form of energy drink or drink with less than 50% fruit juices will be prohibited during the instructional part of the day. These vending machines will be turned on at the conclusion of the instructional day. Milk, water and beverages containing at least 50% juice may be permitted both prior to and during the instructional day. These vending machine will be on all day.

**Fund Raisers:** Each extra-curricular club/team or class may, through the course of a school year, have a 3-day fundraiser that does not meet the wellness guidelines, per approval of the building principal and with an approved "Fundraiser Request Form".

## WORK PERMITS

The high school office administrative assistant is authorized to issue Child Work Permits, Street Trade Permits and Certificates of Age in accordance with Sections 103.27 to 103.32 and 103.64 to 103.82, Wisconsin Statutes, and Chapter Ind 70 and Ind 71, Wisconsin Administrative Code. Updated 5/2000.

The State of Wisconsin requirements the following items to be presented to the Permit Officer for completion of the Child Labor and Street Trade Permits are as follows:

1. Letter From The Employer stating the intent to employ the minor along with the job duties, hours of work, and the time of day the minor will be working.
2. Letter From The Minor's Parent, guardian, or court-ordered foster parent while the minor is under their care and supervision, consenting to the employment. As an alternative, the parent, guardian or foster parent may countersign the employer's letter.
3. Proof of Age – A duly attested Birth Record, a verified Baptismal Record, or Valid Operator's License or a Photo Identification Card issued by the Wisconsin Department of Transportation is needed. Birth Records may be obtained from the Register of Deeds in the county of birth. Baptismal Records may be secured from the pastor of the church in which the baptism took place.
4. The Minor's Social Security Card.
5. Address of the Minor and Address of the School or School District where the minor attends.
6. Statutory Permit Fee of \$10.00. The employer is required to pay the permit fee. If the minor advances the fee, the employer shall reimburse the minor no later than the minor's first paycheck.

NOTE: MINOR NEEDS TO BE PRESENT TO SIGN THE PERMIT.

## WORK RELEASE AND SCHOOL-TO-WORK

Students must be in a school approved school /work experience program in order to be released, for up to two periods a day, from school during the instructional day. Provisions for receiving permission to participate in these programs include:

- Must be a Senior with a minimum of 18 credits or a Junior/Senior in the School-To-Work Program.
- A minimum of a 2.0 cumulative grade point average.
- Passing grades in every class during the previous semester.
- Attendance rate of 90% or better during the previous semester with no reports of an Unexcused absence.
- Written documentation on file with the high school office indicating the student's employment opportunity.
- School requirements take precedent over work. Students who are called to a Resource for any academic purpose must make prior arrangements with their employer to be at school for these academic support periods.
- Must maintain passing grades throughout the work experience.

## YEARBOOKS - YEARBOOK PICTURES

Student yearbook pictures, grades 9-11, will be taken during the August summer registration dates. Seniors may have their graduation pictures taken at any studio or photographer of choice, but must provide the yearbook staff with a colored print by October 15<sup>th</sup> of their senior year. Seniors may also have their picture taken by the school photographer.

Yearbooks are sold online at the Jostens Logo "Order Yearbook" link on the district's website at [www.lomira.k12.wi.us](http://www.lomira.k12.wi.us) beginning after Sept, 1<sup>st</sup> of each school year. Order forms will also be distributed at registration if you do not wish to order online. Prices vary with additional features. The deadline for all yearbook orders is the last day of the first semester.

NO YEARBOOK ORDERS WILL BE ACCEPTED IN THE SPRING.

**SCHOOL DISTRICT OF LOMIRA**  
**CO-CURRICULAR CODE & OFFENSES POLICY**  
(Revised April 2014)

Dear Parents and Students:

Students enrolled in Lomira Schools grades 6-12 have the opportunity to participate in the many interscholastic sports and other co-curricular opportunities sponsored by the school. It is the philosophy of the school that these activities are important to the total educational development of participating students by providing opportunities to meet the following objectives:

1. Development of knowledge and interest in sports and a variety of other co-curricular activities.
2. Development of sportsmanship and academic growth through competition and participation.
3. Promotion of good health habits and concern for proper mental/physical conditioning and development.
4. To enable students to develop skills and find areas of endeavor in which to succeed.
5. To encourage social and civic responsibilities through identification with the school's programs.

The school district provides many opportunities for the individual student, but like all opportunities, there are also responsibilities, which each student must be willing to accept. The School District of Lomira has set standards of conduct, which each student is expected to follow. If rules are broken, the offender can expect disciplinary action. Certain major rules, such as those relating to violating state and local laws, smoking, use or possession of alcoholic beverages, electronic cigarettes and controlled substances (but not necessarily limited to these rules) require particular emphasis and uniform response.

I. **RULES OF CONDUCT**

The following shall be the standards of conduct, which must be observed by all students participating in all co-curriculars. Additional rules for each activity or sport shall be enforced in the manner determined appropriate by the advisor or coach.

1. No smoking or possession of tobacco products under any circumstances.
2. Use of or possession with intent to use or sell any alcoholic beverages is prohibited.
3. No use or unlawful possession of a controlled substance. A controlled substance is any illegal drug or other controlled substance enumerated in Wisconsin Statutes References Chapter 125 and Chapter 161 (1994 edition), as may be amended from time to time.
4. Any conduct unbecoming of a student representing the school and the community. This would include (but is not limited to) the violation of any state or local laws.
5. Repeated violation of reasonable standards of conduct necessary to the health or safety of the school community (i.e., repeated dangerous conduct in the locker room or verbal, physical, or sexual harassment of others).
6. Any form of theft or vandalism.
7. All students will be expected to abide by the minimum standards established by state and local laws and by the Wisconsin Interscholastic Athletic Association (WIAA) in addition to the above rules.

All reports of violations must be submitted to the principal in writing and signed by the person making the report. No action will be taken on anonymous reports.

Reports of violations posted on any social networking sites and brought to the attention of the principal, athletic director, advisor or staff member, will be investigated.

The Rules of Conduct for all students involved in co-curriculars apply continuously for the entire time that a student is in grades 7-12. This includes vacation periods and summer (WIAA mandate). Offenses accumulate during the student's high school career. Any student, who chooses to engage in athletics, or other co-curriculars will be subject to the Co-Curricular Code for the duration of his/her participation eligibility. Every student shall observe the training rules and agree to abide by them. His/her signature and that of the parents on the Co-Curricular Signature Sheet shall attest this. These signatures indicated that both the student and parent/guardian agree to support and enforce all aspects of the Co-Curricular Code.

All forms of recognition and awards will be given to the student who has earned the award for a sport or activity, and will not be affected by any suspension period.

II. **DISCIPLINARY ACTION**

In order to ensure fairness in the event of a violation of "major" district rules, and to underscore the seriousness of violations, the board has adopted certain disciplinary responses if these rules are violated. These responses are "automatic" unless the board determines otherwise due to extraordinary or compelling circumstances. The disciplinary actions prescribed by the school board for these major Rules of Conduct are as follows:

1. First Offense:  
ATHLETICS: The student may not participate in two (2) interscholastic contests of the team (squad) of which he/she is a member. If the offense happens between sport seasons, this suspension will apply to the first two (2) contests of the next sport in which he/she participates. Prior to the end of the suspension period, the student must submit to the Athletic Director a written request for reinstatement and continue to attend practice sessions of that sport to be eligible for reinstatement. The student must complete the sport season for the suspension to count (students cannot participate in a sport merely to serve a suspension and then quit). Students guilty of drug/alcohol offenses will also be required to participate in the school Student Assistance Program for reinstatement to be completed.

CO-CURRICULARS: Each school organization will administer penalties equivalent to the athletic code suspension guidelines (per written organization policies approved and on file in the high school office). Students must serve applicable penalties in each co-curricular activity to earn reinstatement. Sport and non-sport Co-Curricular Code penalties may be served concurrently. However, academic suspension must be served before Co-Curricular Code violations can be served. Students guilty of drug/alcohol offenses will also be required to participate in the school Student Assistance Program for reinstatement to be completed. Dance Courts fall under the Co-Curricular Code. Students who have a co-curricular violation within the six (6) months to election are not eligible. Students elected to court who violated the co-curricular code will be removed from the court. The six (6) month period begins on the date of the co-curricular suspension notice.

2. Second Offense: A student found to violate a rule a second time within one calendar year of the commission of the first offense will be suspended for one-half of the contests of that season or an equivalent number of contests during the next program participation by the student; if the violation occurs beyond one calendar year of the commission of the first offense, the student will be suspended for three (3) contests. Students guilty of alcohol/drug related offenses would also be asked to complete an alcohol/drug dependency assessment to determine possible placement (voluntary) in a treatment program for reinstatement to be completed.
3. Third Offense and Subsequent Offenses: In the event of a third offense by a student during his/her co-curricular eligibility in Lomira, the student will be dismissed from any participation in co-curriculars for an entire calendar year (meaning, if the violation occurs on September 15, he/she is not eligible until September 15 of the following year).
4. A student involved in an alcohol/drug abuse program will not be penalized with co-curricular suspension for their involvement in such groups. In other words, seeking treatment/counseling will not be considered a confession of a training violation. However, students observed in possession of alcohol, tobacco, or controlled substances or observed using such items will always be subject to the procedures and penalties outlined in the Co-Curricular Code, regardless of whether or not they are under treatment/counseling.

III. PROCEDURES TO ASCERTAIN VIOLATIONS OF THE RULES OF CONDUCT AND APPROPRIATE DISCIPLINE

A. Forums

1. Co-Curricular Panel

- a. A Co-Curricular Panel initially determines the accuracy of the reported violations of these rules. The Panel acts within three (3) school days of the report of violation when possible. All reports of violations must be submitted to the principal in writing and signed by the person making the report. No action will be taken on anonymous reports.
- b. The Co-Curricular Panel will be appointed as needed by the Athletic Director in instances of athletic violations and by the Student Council Advisor in all other co-curricular violations and shall consist of any three (3) school head coaches designated by the Athletic Director or three (3) school activity advisors. The Athletic Director or Student Council Advisor will be the chairman of the Panel, but not a voting member of it.

2. Co-Curricular Council

a. The Co-Curricular Council shall consist of:

- (1) All head coaches of the sports sponsored by the School District of Lomira (except any that served on the Panel involved in the initial review of the alleged violation); or in cases not involving athletics, all co-curricular advisors (except those involved in the initial review of the alleged violation)
- (2) Athletic Director or Student Council Advisor
- (3) High School Principal or designee

b. School Board

If the Co-Curricular Council supports the Panel's decision, the student may then appeal to the school board. The board will identify the relevant provisions set forth in the Co-Curricular Code, and then decide the appeal. Suspension under this code will take effect immediately upon receipt of the board's decision or the expiration of a period for appeal, whichever occurs first.

B. Procedures

1. The Co-Curricular Panel Chairman shall inform the student prior to Panel proceedings of the nature of the alleged violation, and the date, time and location of the subsequent Panel Meeting(s) regarding the alleged violation. The student may attend such meeting(s) except as otherwise directed by the panel. If witnesses are present, the other party may question such witnesses. The panel will proceed in such a manner as facilitates the presentation of all relevant facts. The Panel will preserve a taped record of its non-deliberative proceedings.
2.
  - a. A student dissatisfied with the Panel's decision may appeal the Panel's decision to the Co-Curricular Council by written appeal to the Athletic Director or Student Council Advisor within two (2) school days of receipt of the Panel's written decision. Failure to appeal in writing within two (2) school days means the Co-Curricular Panel's decision is final. The Athletic Director or Student Council Advisor will convene the Co-Curricular Council to review the case within seven (7) school days of receipt of the appeal.
  - b. The Athletic Director or Student Council Advisor will be the chairman. The Co-Curricular Council will review the record preserved by the Panel, and the Code, and issue a written notification of its decision. Because the Co-Curricular Council will only review the record made by the Panel, and the Code, no witnesses will be called unless otherwise directed by the Council after it has reviewed the Panel's record.
3.
  - a. A student dissatisfied with the Council's decision may appeal to the school board provided such appeal is filed with the district administrator in writing two (2) days of receipt of the council's decision. The Board of Education will limit its review to the record preserved by the Panel and Council unless the subsection (b) is applicable. The Board will conduct an appropriate proceeding. Written notice of the Board's decision will be sent to the student/parents within 72 hours of the Board's decision.
  - b. If a student desires to present further facts to the Board, such desire shall be indicated in the written appeal filed with the district administrator with a general description of what the additional facts are and an explanation as to why such facts were not presented to the Panel or Council. In such event, the Panel will be so notified and appropriate witness arrangements made. No new facts beyond those indicated in the appeal will be received.

- C. Adoption of this policy shall not extinguish previous violations or penalties. Except where the Board determines that fairness compels otherwise, a violation under prior district policy shall be considered a prior offense under this policy.

### **ACADEMIC STANDARDS**

One or more F's received by any student as a quarter grade would make that high school student ineligible for a period of fifteen (15) school days and a middle school student ineligible for a period of ten (10) days. A school day is equivalent to a "student day" on the district calendar. The student would be allowed to participate in practice or meetings, but would be ineligible for competition. Dance Courts fall under grade check rules as well. Students must be passing all classes to be eligible for the election to court.

All students in grades 7-12 must comply with all academic eligibility standards listed above. This includes students advancing both within the School District of Lomira and those students transferring into the district from any outside educational program. Students in grades 7-8 should refer to your Student Handbook for additional information.

Students on suspension can regain their eligibility by showing that they are doing passing work in all of their classes on the 15th school day after the end of the previous grading period. Students may become eligible to compete on the day following the suspension. (This is consistent with WIAA procedure.) If a student fails to regain his/her eligibility during the suspension period, they will remain ineligible for another 15 school days, after which they again have the opportunity to regain eligibility if they are passing all of their classes.

Fourth quarter grades will be used to determine eligibility in the fall sports at the beginning of the next school year. If a student receives one or more F's in the fourth quarter, that student will be ineligible for fall competition for the number of days specified by the WIAA Fall Sports Academic Ineligibility standards. This standard will be used only for the first grade check for the fall season. The traditional 15-day grade check will be used thereafter. If a student passes a summer school course that is equivalent to the course in which he/she earned a fourth quarter F, the student will regain athletic eligibility as soon as the grade/credit is officially recorded. This applies to credit earned either at school or through a school approved educational program.

If a student drops, or is removed from a class he/she is failing after the second week of the semester, he/she will be immediately penalized with the 15-school-day ineligibility period if they are currently involved in a co-curricular activity. If a student drops a class he/she is failing between sports seasons or co-curricular activities, he/she will be assessed a minimum of two-contest suspension when competition begins. (This suspension is waived if all classes are passed during the grading period prior to the athlete's next sport participation.)

### **ATTENDANCE**

Students must be present in school for four (4) full class periods to be eligible to compete that day. Saturday competition or school-related activities that cause absence from the classroom are exempt. Any classes unexcused will result in a suspension of practice or event the day the student misses class or the date of administrative attendance action. Any suspension (either in or out of school, part day or whole day) results in suspension from practice or event the day of the suspension. Students are required to be in attendance the school day following the previous evening's athletic event and on time. Students not attending school the following day may have consequences for their absence. Unique circumstances will be judged on their own merits by the building principal and will be communicated with the student, parent/guardian, Athletic Director, Student Council Advisor, and appropriate coaches.

### **PHYSICAL EXAMINATION**

In accordance with the WIAA, a student in the School District of Lomira may not practice for or participate in interscholastic athletics until the district's Athletic Director has written evidence on file in the high school office attesting to: (a) parental permission each school year including an acknowledgment of receiving the District of Lomira Co-Curricular Code & Offenses Policy, and (b) current physical fitness to participate in sports as determined by a licensed physician or Advance Practice Nurse Prescriber (APNP) no less than every other school year with April 1 the earliest date of examination. Also in accordance with the WIAA, the School District of Lomira determines when an athlete may return to competition following an injury, except where the WIAA Rule Book or WIAA tournament policies apply. Lomira School District requires a doctor's written permission on file with the Athletic Director for a student to return to athletics.