

2009-2010

# STUDENT/PARENT HANDBOOK



## **NORTHERN LIGHTS ELEMENTARY**

1201 N 28<sup>TH</sup> St  
Superior, Wisconsin 54880

**All School District of Superior policies are available on the Internet at  
[www.neola.com/superior-wi](http://www.neola.com/superior-wi).**

*The School District of Superior does not discriminate in employment decisions based on age, race, creed, color, handicap, marital status, sex, sexual orientation, national origin, ancestry, arrest record, conviction record, or membership in the National Guard or military forces of the United States.*

# Northern Lights Elementary

SY - 2009-2010

Phone: 395-6066

FAX: 395-6072

rev: 9.8.09

Last	First	Position	Phone Ext	Rm No
A Wing Tchr Res Rm			138	
Adult Learning Center	ALC		435	D135
After School Program	ASP		508	E108
Alternative Recess	Jan Kroll		318	C118
Art Office			504	Art Office
B Wing Tchr Res Rm			227	
Baker	Lisa	D/HH	409	D109
Berg	Linda	Tchr-Multiage (1,2,3)	224	B114
Bjork	Jennifer	Tchr-1	100	A100
Black	Leslie	Tchr-Music	507	Music Rm
Brozic	Jess	Tchr-3	315	C115
Cherney	Anna	Tchr-K	112	A112
Collins	Susan	Tchr-Title I Math		
Conf Room	Fish Bowl	Hub/Office	430	D130
Computer Lab			434	Library
Copy Room	(off of Lib)		431	Library
Custodians			301	C101
Dahl	Rita	Parent Inv Coord	419	D119
Davis	Danielle	Speech/Lang	217	B119
Deshayes	Robyn	Principal	412	D112
Edwards	Joan	Tchr-1	203	B103
Erickson	Pat	Tchr Asst	329	C129
Family Resource Center		Direct Line: 395-5657	508	E108
Farmakes	Carol	ECH Psych	127	A127
Ferg	Martine	Tchr-K	107	A107
Feyen	Ann	Psych	414	D114
Flaten	Laveda	Tchr Asst	219	B119
Focus Room			411	D111
Foley	Lori	Tchr-3	303	C103
Food Service	Kitchen		517/523	
Gamache	Becky	Tchr-4K	127	A127
Gronski	Anne	Tchr-4	307	C107
Gross	Rose	Tchr-K	147	A147
Haggard	Tracy	Tchr-2	206	B106
Heier	Danielle	Tchr-K	108	A108
Helenius	Jennifer	Tchr-2	204	B105
Hollingsworth	Sarah	Tchr-K	106	A106
Hurt	Cindy	PT	134	A132
Isabella	Melissa	Tchr-2	215	B115
Jarnis	Jack	Asst Principal	413	D113
Jensen	David	Tchr-2	216	B116
Jobin	Kelly	Tchr-K	111	A111
Johnson	Breanna	Tchr-ECH	113	A113
Johnson	Tim	Tchr-3	212	B112
Kelly	Linda	Vision/Speech	134	A132
Kiel	Kim	Parent Inv Coord	419	D119
Kiel	Kim	Schl Asst-lunch hour focus room	411	D111
Kohlhaas	Kim	Tchr-1	105	A105
Kohlhaas	Nancy	Spec Ed (EBD)	116	A116
Kolanek	Rick	Engineer	301	C101

Kosey	Kris	Tchr-1	103	A103
Larson	Melissa	Secretary-Main Office	425	D125
Ledin	Ada	Counselor	137	A137
Leopold	Kris	Tchr-PE	535	E135 (Gym)
Library Copy Room			431	Library
Lottig	Margot	Spec Ed	219	B119
Lounge	Staff		530	
Mail Room	Main Office		427	D127
Matlock	Donna	Family Resource Center	508	E108
McKinnon	Jon	Police Liaison Officer	420	D120
Milroy	Julie	Tchr-2	204	B105
Monaghan	Pam	Tchr-K	120	A120
Moon	Julie	Tchr Asst	137	A137
Moss	Kristie	Family Resource Center	508	E108
Murray	Lori	COTA	134	A132
Nicholas	Karin	Tchr-4K	104	A104
Nosan	Krista	Tchr-1	102	A102
Olson	Blaine	Spec Ed Resource	319	C121
Olson	Corey	Tchr-PE	535	E135 (Gym)
Olson	Justin	Tchr-5	312	C112
Olson	Teresa	Tchr-Spec Ed	149	A149
Parent Inv Coord	Rita Dahl/Kim Kiel		419	D119
Pitt	Joanne	Health Asst	422	D123
Plasch	Kryssi	Counselor	329	C129
Polson	Kathryn	Speech	130	A130
Radtke	Pam	Tchr-3	211	B111
Rickman	Robin	Tchr-3	213	B113
Rudnicki	Jodie	Tchr-1	101	A101
Ruhnke	Deb	Speech/Lang (Spec Ed)	322	C122
Scheufeli	Katie	ECH	127	A127
Schilling	Erin	Tchr-5	310	C110
Schilling	Nathan	Tchr-4	304	C104
Schultz	Deb	Occ Therapy	134	A132
Sears	Carol	Title I	220	B120
Setterstrom	Deb	Secretary-Main Office	400	D124
Shane	Jill	Tchr-5	311	C111
Shea	Sharon	Tchr-1	201	B101
Skoog	Britta	Tchr-4	306	C106
Suo	Erika	Tchr-4	305	C105
Tharp	Angela	Tchr-Art	504	Office
Theisen	Shelly	Spec Ed Resource	319	C121
Trianoski	Kristin	Tchr-5	313	C113
Vogt	Susan	Tchr-2	207	B107
Winek	Kay	Librarian	433	Library
Wolfe	Jennifer	Tchr-Multiage (1,2,3)	224	B114
Zastrow	Mary	Tchr-3	208	B108
Zauhar	Kirstie	Tchr-K	120	A120

**SCHOOL DISTRICT OF SUPERIOR**  
**School Calendar**  
**SY2009-2010**

August	17-20	New Teacher Training
August	31	Staff Development Day
September	1	Classes begin for students
September	7	Labor Day (holiday)
September	29	Staff Development Day
October	29-30	Designated parent-teacher conference days
November	11	Staff Development Day
November	24	Thanksgiving Break (close of school hours)
November	30	Classes resume
December	18	Winter Break (close of school hours)
January	4	Classes resume
January	22	Staff Development Day
March	4	Staff Development Day
March	12	Spring Break (close of school hours)
March	22	Classes resume
April	2	Designated parent-teacher conference day
April	5	Staff Development Day
May	14	Staff Development Day
May	31	Memorial Day (holiday)
June	16	Staff Development Day
June	--	School Term ending date to be determined

**Elementary School, Middle School and High School**

<u>Grading Periods:</u>	<u>Weeks</u>	<u>Contract Days</u>	<u>Contact Days</u>	<u>Report Cards</u>
1 <sup>st</sup> quarter: Aug. 31 – Oct. 30	9	45	42	November 6
2 <sup>nd</sup> quarter: Nov. 2 - Jan. 22	10	47	45	January 29
3 <sup>rd</sup> quarter: Jan. 25 – Apr. 2	9	45	44	April 9
4 <sup>th</sup> quarter: April 5 - June --	<u>10</u>	<u>53</u>	<u>49</u>	June ?--
	38	187	180	

**Parent Conferences Fall/Spring**

Each school will schedule eighteen (18) hours of parent conferences in the fall and the spring during non-school hours.

**TABLE OF CONTENTS** **PAGE #**

Foreword ..... 1  
Mission Statement ..... 2  
Equal Education Opportunity/Anti-Harassment ..... 3  
Sexual Harassment ..... 4  
Student Harassment Complaint Form..... 5  
Aggressive Behavior Toward Students ..... 6  
Injury and Illness ..... 6

**Section I - General Information**

Scheduling and Assignment ..... 7  
Early Dismissal..... 7  
Use of Medications ..... 7  
Use of Nonprescribed Medications ..... 8  
Direct Contact Communicable Diseases..... 8  
Special Education ..... 8  
Student Records ..... 8  
Emergency Closings and Delays ..... 9  
Visitors ..... 9  
Cell Phones and Electronic Communication Devices ..... 9

**Section II - Academics**

Student Network and Internet Acceptable Use and Safety .....10  
Student Assessment.....10

**Section III - Student Conduct**

Attendance .....10  
Code of Conduct .....14  
Student Conduct.....14  
Drug Abuse Prevention.....15  
Use of Tobacco Prohibited .....16  
Student Code of Classroom Conduct-Removal From Class .....16  
Other Forms of Discipline.....18  
Suspension And Expulsion.....19  
Search and Seizure .....22  
Random Drug Testing of Students .....22  
Student Rights of Expression .....23

**Section IV - Transportation**

Bus Transportation to School .....24  
Bus Conduct.....24  
Videotapes on School Buses .....25  
Penalties for Infractions.....25

List of Board of Education Members.....26

## **FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of a school year. This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior student handbook.

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for your and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your Principal. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

## **SCHOOL DISTRICT OF SUPERIOR MISSION STATEMENT**

### **Mission**

Provide all children with the relevant tools to develop a foundation for living, learning and working successfully.

### **Vision**

The School District of Superior is a learning community characterized by a responsive, child-centered philosophy that respects diversity and supports high expectations for the learning of all in a safe, sustainable environment.

### **GOAL 1**

***All members of the learning community will develop learning environments that are inclusive, accepting of differences, non-judgmental, encouraging and nurturing.***

- The learning community includes students, staff, parents, Board and school partners;
- Acknowledge and accommodate diverse needs of the learning community;
- Create and sustain an environment that is accepting of differences;
- Create and sustain an environment that encourages and nurtures growth in all members of the learning community.

### **GOAL 2**

***All members of the learning community will base decisions on the individual and developmental needs of all children.***

- Planning and decisions will be based on research;
- There will be continuous measurement of individual and group growth;
- There will be clear communications surrounding child's needs;
- Decisions will be child-driven;
- There will be an appropriate educational plan for each child.

### **GOAL 3**

***All members of the learning community will be responsible and accountable for creating and maintaining high expectations for learning, teaching and working.***

- Assessment and evaluation will measure proficiency of learning, teaching and working;
- A belief that all students are capable of achieving academic standards and community values;
- High expectations include clear communication about expectations and results;
- Information will be readily shared and easily accessed by all;
- Actively seek information and use information to direct work and learning;
- Seek feedback through self-assessment and use the feedback to continuously improve.

### **GOAL 4**

***All members of the learning community will develop and maintain a healthy and sustainable physical and emotional environment.***

- Focus on proper nutrition for all children;
- Buildings and grounds clean and well-maintained;
- Sense of belonging for all community;
- Support proper health care for all community members;
- Ownership – these are “our” children;
- Positive behaviors modeled by all;
- Respect for self, others and property;
- Pro-active crisis planning;
- Maintain a safe environment.
- Incorporate sustainable practices in all our activities.

**EQUAL EDUCATION OPPORTUNITY/ANTI-HARASSMENT**

It is the policy of this District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's race, color, creed, age, physical, mental, or emotional disability, sexual orientation, marital or parental status, religion, gender, ancestry, national origin, or other protected characteristics as well as place of residence within District boundaries, or social or economic background.

Students who have been identified as having an impairment or disability, under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act, shall be provided with appropriate educational services. Parents who have questions should contact Dr. Kathy Hinders at 394-8704.

Any person who believes that the school or any staff person has discriminated against them in violation of this policy may file a complaint. A formal complaint can be made in writing to a School Compliance officer listed below:

Monica Tikkanen  
School District of Superior  
3025 Tower Avenue  
Superior, Wisconsin 54880

or

Rebecca Lovejoy (3<sup>rd</sup> party)  
Attorney  
1411 Catlin Avenue  
Superior, Wisconsin 54880

The complaint will be investigated and a written acknowledgement given to the complainant within forty-five (45) days of receipt of a written complaint and a determination of the complaint within ninety (90) days, unless the parties agree to an extension, or unless the complaint is within the procedures of Chapter 115 of the Wisconsin Statutes governing exceptional educational needs. EDGAR complaints shall be referred directly to the State Superintendent. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

The Superior School District is committed to an educational environment that is free of harassment of any form. The Superior School District will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the school district community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

Harassment means behavior toward a student or group of students based, in whole or in part, on the their sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or any other characteristic protected under state, federal or local law, which substantially interferes with the student's school or academic performance or creates an intimidating, hostile or offensive school environment. Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-to-female. Examples of conduct that may constitute harassment include:

- A. Graffiti containing offensive language;
- B. Name calling, jokes or rumors;
- C. Threatening or intimidating conduct directed at another because of the other's protected characteristic (e.g., sex, race, learning disability);
- D. Notes or cartoons;
- E. Slurs, negative stereotypes, and hostile acts which are based upon another's protected characteristic;
- F. Written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;

- G. A physical act of aggression or assault upon another because of, or in a manner reasonably related to, the individual's protected characteristic; or
- H. Other kinds of aggressive conduct such as theft or damage to property, which is motivated by a protected characteristic.

### **SEXUAL HARASSMENT**

Sexual harassment deserves special mention. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- A. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education; or
- B. Submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education; or
- C. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile or offensive educational environment.

Sexual harassment may include, but is not limited to:

- A. Unwelcome verbal harassment or abuse;
- B. Unwelcome pressure for sexual activity;
- C. Unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of students by teachers, administrators or other school personnel to avoid physical harm to persons or property;
- D. Unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- E. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status; or
- F. Unwelcome behavior or words directed at an individual because of gender.

Sexual harassment examples include, but are not limited to:

- A. Repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
- B. Rating a person's sexuality or attractiveness;
- C. Staring or leering at various parts of another person's body;
- D. Spreading rumors about a person's sexuality;
- E. Letters, notes, telephone calls or materials of a sexual nature; and
- F. Displaying pictures, calendars, cartoons or other materials with sexual content.

It is further the policy of the Superior School District that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the school, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student.

**STUDENT HARASSMENT COMPLAINT FORM**

\_\_\_\_\_  
Name Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Telephone (Home) Telephone (School or Work)

Name of individual filing complaint: \_\_\_\_\_

Student  Employee  Parent  Other Please Specify \_\_\_\_\_

The complaint alleges harassment on the basis of: \_\_\_\_\_

Statement of Complaint. Please describe as best you can exactly what happened to you that leads you to believe that you have been harassed. Include dates, if you can, and the names of everyone who was involved in the harassment or saw or heard what happened. If there was more than one incident of harassment, please describe each incident separately. You may use the back of this form or another sheet of paper (if necessary).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This complaint is based upon my honest belief that \_\_\_\_\_ has harassed me or another person. I certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge.

I authorize the Superior School District to conduct an investigation into this complaint, including reviewing this complaint with the accused individual.

\_\_\_\_\_  
Signature of Parent/Guardian Date

\_\_\_\_\_  
Signature of Student Date

Adopted: 12/12/94  
Revised: 7/17/95  
6/10/02

## **AGGRESSIVE BEHAVIOR TOWARD STUDENTS**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, or physical, mental, emotional or learning disability. It would include, but not be limited to, such behaviors as stalking, bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student that believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the District Administrator. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the District Administrator. Complaints against the District Administrator should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated.

If the investigation finds an instance of aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any officer position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

## **INJURY AND ILLNESS**

The Board of Education believes that school personnel have certain responsibilities in case of accidents which occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, notification of administration personnel, notification of parents, and the filing of accident reports.

Employees should administer first aid within the limits of their knowledge of recommended practices. All employees should make an effort to increase their understanding of the proper steps to be taken in the event of an accident. However, any staff member or volunteer who, in good faith, renders emergency care to a student is immune from civil liability for his/her acts or omissions in rendering such emergency care.

## **SECTION I - GENERAL INFORMATION**

### **SCHEDULING AND ASSIGNMENT**

*(Elementary level)*

The principal will assign each student to the appropriate classroom and the program in which the student will be participating. Any questions or concerns about the assignment should be discussed with the principal.

*(Secondary level)*

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the principal/counselor. It is important to note that some courses may be denied because of limited space or the need to complete prerequisite courses. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

### **EARLY DISMISSAL**

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent or a person whose signature is on file in the school office or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a permission note signed by the custodial parent(s) or guardian.

### **USE OF MEDICATIONS**

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed.

- A. Parents should, with their physician's advice, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. A Physician's Order for Medical Administration and a Parent/Guardian Medication and/or Procedure Consent Form must be filed with the principal/nurse before a student will be allowed to begin taking any medication during school hours. The forms are available in the school office.
- C. All medications must be registered with the Nurse's office.
- D. Medication that is brought to the office will be properly secured.
- E. Medication may be conveyed to school directly by the parent.
- F. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
- G. Any unused medication unclaimed by the parent will be destroyed by School personnel when a prescription is no longer to be administered or at the end of a School year.
- H. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

## **USE OF NONPRESCRIBED (OVER-THE-COUNTER) MEDICATIONS**

Staff and volunteers will not be permitted to dispense nonprescribed, over-the-counter (OTC) medication to any student without written parental consent.

### *Elementary (Grades K to 5)*

Parents may authorize the school to administer a nonprescribed medication using a form which is available at the school office. A physician does not have to authorize such medication, but all of the other conditions described above under Use of Prescribed Medications will also apply to nonprescribed medications. The student may be authorized on the request form by his/her parent to self-administer the medication in the presence of a school staff member. No other exceptions will be made to these requirements.

### *Secondary (Grades 6 to 12)*

If a student is found using or possessing a nonprescribed medication without parent authorization, s/he will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and may be disciplined in accordance with the drug-use provision of the Code.

## **DIRECT CONTACT COMMUNICABLE DISEASES**

In the case of noncasual-contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Noncasual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency Virus), Hepatitis B, and other diseases that may be specified by the Wisconsin Department of Health and Human Services.

As required by federal and state law, parents may be required to have their child's blood checked for HIV and HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

## **SPECIAL EDUCATION**

The School District of Superior provides a variety of Special Education programs and services for students qualifying for such services under state and federal law.

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is generally required. More important, the School District of Superior encourages parents to be active participants. To inquire about Special Education programs and services, a parent should contact Dr. Kathy Hinders at 394-8704.

## **STUDENT RECORDS**

The origination and maintenance of appropriate student records are essential to the effective operation of the District and meeting the educational interests of students. The rights and responsibilities of students, parents and the District with respect to student records are governed by State and Federal law. Many student records are kept by teachers, counselors, and administrative staff. There are two (2) basic kinds of student records -- directory information and confidential records.

Directory data can be given to any person or organization for non-commercial or non-business purposes when requested, unless the parents of the student object in writing to the disclosure as required under school policy and state and federal law. Directory data includes those student records which identify a student's name, address, telephone number, date of birth, participation in officially recognized activities and

sports, weight and height of members of athletic teams, dates of attendance, photographs, name of school most recently previously attended, and degrees and awards received.

Student records are generally considered confidential under state and federal law and may not be released to third parties unless the student's parents consent in writing. However, there are exceptions to confidentiality, and requests for records within these exceptions may be granted without a parent's written consent. If you have questions about the confidentiality of student records and/or the release of student records to third-parties, please contact the principal or consult the Board's Student Records Policy.

Parents and students are reminded of: 1) their rights to inspect, review and obtain copies of students records; 2) their rights to request the amendment of the student's school records if they believe the records are inaccurate or misleading; 3) their rights to consent to the disclosure of the student's school records except to the extent state and federal law authorizes disclosure without consent; 4) the categories of student record information which have been designated as directory data and their right to deny the release of such information; and 5) their right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

[FERPA@ED.Gov](mailto:FERPA@ED.Gov); and  
[PPRA@ED.Gov](mailto:PPRA@ED.Gov).

### **EMERGENCY CLOSINGS AND DELAYS**

If the schools must be closed because of inclement weather or other conditions, the district will notify the following radio and television stations: KDAL, KRBR, KTCO, KKCB, WEBC, KLDJ, KUSZ, KQDS, KISS, KZIO, KBJR, and WDIO.

Parents and students are responsible for knowing about emergency closings and delays.

### **VISITORS**

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School, in order to prevent any inconvenience.

The school reserves the right to restrict access to classrooms if such access adversely impacts the educational environment of the school.

Students may not bring visitors to school without first obtaining written permission from the principal.

### **CELL PHONES AND ELECTRONIC COMMUNICATION DEVICES \*\***

Students are generally prohibited from using or displaying in plain sight electronic communication devices including, but not limited to, cell phones and pagers during the school day, in school buildings and vehicles, and at all school sponsored activities. However, possession and use of electronic communication devices may be permitted if use by the student is determined to be for a medical, school, educational, vocational, or other legitimate use at the discretion of school administration. Such possession or use of an electronic communication device may not, in any way, disrupt the educational process in the School District, endanger

the health or safety of the student or anyone else, invade the rights of others at school, and/or involve illegal or prohibited conduct of any kind.

The use or possession of an ECD or recording device in locker rooms is prohibited. "Recording device" means a camera, a video recorder, or any device that may be used to record or transfer images.

Possession of a cellular telephone or other electronic communication device by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of District Policy 5518, or otherwise engages in misuse of this privilege. Violations of this policy may result in disciplinary action against the student, up to and including expulsion.

\*\* THE SCHOOL BOARD IS RECONSIDERING THIS POLICY. PLEASE VISIT THE SCHOOL DISTRICT WEBSITE FOR UPDATED INFORMATION.

## **SECTION II - ACADEMICS**

### **STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY**

Students are encouraged to use the school's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of the school's policies and administrative guidelines, may result in cancellation of the privilege, disciplinary action consistent with the school's rules, and civil or criminal liability. Smooth operation of the school's network relies upon users adhering to the school's policies and administrative guidelines.

### **STUDENT ASSESSMENT**

To measure student progress, students will be tested in accordance with state standards and district policy.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance staff.

Depending on the type of testing, specific information, and/or parent consent may need to be obtained. The School District of Superior will not violate the rights of consent and privacy of a student participating in any form of evaluation.

## **SECTION III - STUDENT CONDUCT**

### **ATTENDANCE**

The school requires all students enrolled to attend school regularly in accordance with the laws of the State. The school's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the guidance of a competent teacher are vital to this purpose.

#### Compulsory Student Attendance

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session. All

students must attend until the end of the term, quarter or semester of the school year in which the child becomes eighteen (18) years of age unless they fall under an exception outlined in the district's Administrative Guidelines.

#### Excuse for Absence

A student who is absent shall submit a written, dated, signed statement indicating the reason for and the time period of the absence. This statement must be submitted prior to the absence if the absence is foreseeable. If the absence is not foreseeable, the statement must be submitted prior to the student's readmission to school. The statement shall be submitted to the School Attendance Officer and filed in the student's school record. The district reserves the right to verify statements and investigate absences from school.

#### Excused Absences

A student shall be excused from school for the following reasons:

##### Physical or Mental Condition

The student is temporarily not in proper physical or mental condition to attend a school program.

##### Obtaining Religious Instruction

Students may wish to obtain religious instruction outside the school during the required school period. Such absences must be at least 60 minutes but not more than 180 minutes per week. Requests for absence under this paragraph shall be denied if the student fails to attend religious instruction after requesting to be absent from his or her regular school. The supervisor of such religious instruction shall report monthly, to the principal of the school regularly attended, the names of the students who attended such weekly religious instruction. See Policy 5223 (Religious Instruction) for further details.

##### Permission of Parent or Guardian

The student may be excused by his or her parent or guardian before the absence for any or no reason. A student may not be excused for more than five (5) days per semester (10 days in a school year) under this paragraph and must complete any course work missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:

1. Professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside the school day
2. To attend the funeral of a relative
3. Legal proceedings that require the student's presence
4. College visits
5. Job fairs
6. Vacations

##### Religious Holiday

The student wishes to observe a religious holiday consistent with the student's creed or belief.

##### Suspension or Expulsion

The student has been suspended or expelled.

##### Program or Curriculum Modification (high school only)

Students may be excused from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by state law.

#### High School Equivalency – Secured Facilities (high school only)

A student may be excused from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secured detention facility, or a juvenile portion of a county jail. The student and his/her parent or guardian must agree that the student will continue to participate in such a program.

#### Child at Risk (high school only)

The student is a “child at risk” as defined under state law and is participating in a program at a technical college on either a part-time or full-time basis leading to high school graduation, as provided under state law.

A student may be excused from school, as determined by the School Attendance Officer, for the following reasons: quarantine, illness of an immediate family member, emergency, work at home due to absence of parents.

#### Truancy

A student will be considered truant if he or she is absent part or all of one or more days from school during which the School Attendance Officer, principal, or a teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student. A student will also be considered truant if he or she has been absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance statute – Sec. 118.15, Wis. Stat.

When a student is truant, the School Attendance Officer shall ensure that all applicable provisions of the District’s Truancy Plan are carried out.

#### Unexcused Absences

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The principal will determine on a case-by-case basis the appropriate methods to deal with unexcused absences. The following methods may be considered: counseling the student, requiring the student to make-up lost time, requiring the student to make-up course work and/or examinations, conferring with the student’s parents, suspending the student from school, referring the student to an appropriate agency for assistance.

Administrative action to address unexcused absences shall be in accord with due process, as defined in Policy 5611, the Student Code of Conduct, and other applicable Board Policies.

#### Habitual Truancy

A student is considered a habitual truant if he or she is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester.

When a student initially becomes a habitual truant, the School Attendance Officer shall ensure that all applicable provisions of the Districts’ Truancy Plan are carried out.

#### Parent/Guardian Responsibilities

It is the responsibility of the student’s parent or guardian to ensure that their child attends school regularly. Parents are expected to provide a written excuse for all absences.

#### Student Responsibilities

Students are required to attend all classes and other school activities on their daily schedule, unless they have been excused from school.

### Students Leaving School During the School Day

As a general rule, no staff member shall permit or cause any student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the principal and with the knowledge and approval of the student's parents.

### Make-Up Course Work and Examinations

#### Excused Absences

A student whose absence from school was excused, except for an expelled student, shall be permitted to make-up course work and any quarterly, semester or grading period examinations missed during the absence when they return to school. It is the student's responsibility to contact his or her teachers to determine what course work and examinations must be made up. Teachers shall have the discretion to assign substitute course work and examinations. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence, unless extended by the principal based upon extenuating circumstances.

#### Unexcused Absences

Credit in a course or subject shall not be denied solely because of a student's unexcused absence from school.

A student whose absence from school was unexcused shall be permitted to make-up course work and quarterly, semester or grading period examinations missed during the absence if the student is at risk of receiving no credit in a course or subject if the work is not made up.

Subject to the immediately preceding two paragraphs, credit may, but is not required to be given for the completion of make-up work. Further, credit for make-up work may be given only after the student has satisfied consequences imposed for unexcused absences. The extent to which make-up credit is given shall be determined on a case-by-case basis by the principal and the respective teachers. If make-up work is allowed, it is the student's responsibility to contact his or her teachers to determine what course work and examinations must be made-up. Teachers shall have the discretion to assign substitute course work and examinations. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence, unless extended by the principal based upon extenuating circumstances.

#### Tardiness

- A. Students who are not in their homeroom or in class when the late bell rings are considered tardy.
- B. All students who are tardy to school must report to the principal's office to sign in.
- C. When a teacher detains a student after class, s/he shall issue a late pass for the student's next class.
- D. Teachers are requested to refer cases of chronic tardiness to the principal
- E. When a high school/middle school student has been tardy to homeroom or to a class Saturday detention may be assigned by the principal.

## **CODE OF CONDUCT**

A major component of the educational program is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

### Expected Behaviors

Each student shall be expected to: Abide by national, state and local laws as well as the rules of the school; respect the civil rights of others; act courteously to adults and fellow students; be prompt to school and attentive in class; work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background; complete assigned tasks on time and as directed; help maintain a school environment that is safe, friendly, and productive; and act at all times in a manner that reflects pride in self, family and in the school.

### Dress and Grooming (Policy 5511)

The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools.

Dress and grooming guidelines are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. District guidelines prohibit student dress or grooming practices which:

- A. present a hazard to the health or safety of the student or to others in the school;
- B. interfere with school work, create disorder, or disrupt the educational program;
- C. cause excessive wear or damage to school property;
- D. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

The principal is the arbiter of student dress and grooming in his/her school building.

### Care of Property (Policy 5513)

Students are responsible for the care of their own personal property. The school will not be responsible for the loss of personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Code of Conduct.

## **STUDENT CONDUCT**

The Board of Education has adopted the following Student Code of Conduct. The Code includes the types of behavior that will subject a student to disciplinary action. It is important to remember that the school's rules apply at school, on school property, at school-sponsored events, and on school transportation.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the words "safe" and "orderly." Discipline is within the sound discretion of the schools' staff and administration. Disciplinary action will be decided on a case by case basis and imposed only after review of the facts and/or special circumstances of the situation.

Each of the behaviors described below may subject the student to disciplinary action including, but not limited to, suspension and/or expulsion from school.

1. Possession or use of a weapon or look-alike or other item that might cause bodily harm to persons.
2. Being under the influence of alcohol or controlled substances or otherwise violating the District alcohol and drug policy.
3. Behavior that interferes with a person's work or school performance or creates an intimidating, hostile, harassing, or offensive classroom environment.
4. Arguing, taunting, baiting, bullying, cyber-bullying, inciting or encouraging an argument or disruption or group posturing to provoke altercations or confrontations.
5. Disruption or intimidation caused by gang or group symbols or gestures, or gang or group posturing to provoke altercations or confrontations.
6. Pushing, striking, or other inappropriate physical contact with a student or staff member.
7. Interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means.
8. Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work, or creates classroom disorder.
9. Restricting another person's freedom to properly utilize classroom facilities or equipment.
10. Repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions.
11. Throwing objects in the classroom.
12. Repeated disruptions or violations of classroom rules, or excessive or disruptive talking.
13. Behavior that causes the teacher or other students fear of physical or psychological harm.
14. Willful damage to or theft of school property or the property of others.
15. Repeated use of profanity.
16. Using tobacco.
17. Failure to report knowledge of a weapon, bullying or threat of violence.
18. Purposely setting a fire.
19. Gambling.
20. Plagiarism and falsification of identification or school documents.

#### **DRUG ABUSE PREVENTION**

The administration and staff recognize that the misuse is a serious problem with legal, physical, and social implications for the entire school community. The School District of Superior strives to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For purposes of this policy, "drugs" shall mean:

- A. All dangerous controlled substances as so designated and prohibited by Wisconsin statute;
- B. All chemicals which release toxic vapors;
- C. All alcoholic beverages;

- D. Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- E. “look-alikes”;
- F. Anabolic steroids;
- G. Any other illegal substances so designated and prohibited by law.

The use, possession, concealment, or distribution of any drug, drug look-alike and any drug-paraphernalia at any time on school property or at any school-related event is prohibited. Disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school’s drug abuse guidelines.

**USE OF TOBACCO IS PROHIBITED**

The Board prohibits students from using or possessing tobacco in any form, including but not limited to cigarettes, cigars, snuff, and chewing tobacco on school premises, in school vehicles, within any indoor facility owned or leased by the school district.

**STUDENT CODE OF CLASSROOM CONDUCT -- REMOVAL FROM CLASS**

The district is committed to maintaining an orderly and safe academic atmosphere. Teachers are expected to create a positive learning environment and to maintain proper order in the classroom. Students are expected to behave in the classroom in a manner that allows teachers to effectively carry out their lessons and allows students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the School and their classroom teachers.

To ensure adherence to these expectations and principles, the Board of Education has adopted this Student Code of Classroom Conduct, which applies to all students.

Grounds for Removal of a Student From Class

Disturbances that interrupt the learning process cannot be permitted by any teacher. A teacher may temporarily remove a student from the teacher’s class if the student violates the Code of Conduct. Additionally, the student may be removed from the class for a longer period of time within the discretion of the building principal. A student removed from class may also be placed in an alternative education setting.

Removal of a student from class for violating the Code of Conduct or placement of the student in an alternative educational setting does not prohibit the school from further disciplining the student for the conduct that caused removal or placement including, but not limited to, suspending or expelling the student.

It is neither possible nor necessary to specify every type of improper or inappropriate behavior for which a teacher may remove a student from class. Provided below, however, are examples of reasons a student may be removed from class. A teacher may remove a student from class for conduct or behavior that:

- A. would result in suspension or expulsion under the Board’s policies and procedures;
- B. violates the behavioral rules and expectations of the school;
- C. is dangerous, disruptive or unruly. Such behavior includes, but is not limited to the following:
  - 1. Possession or use of a weapon or look-alike or other item that might cause bodily harm to persons in the classroom.
  - 2. Being under the influence of alcohol or controlled substances or otherwise violating the District alcohol and drug policy.

3. Behavior that interferes with a person's work or school performance or creates an intimidating, hostile, harassing, or offensive classroom environment.
  4. Arguing, taunting, baiting, inciting or encouraging an argument or disruption or group posturing to provoke altercations or confrontations.
  5. Disruption or intimidation caused by gang or group symbols or gestures, or gang or group posturing to provoke altercations or confrontations.
  6. Pushing, striking, or other inappropriate physical contact with a student or staff member.
  7. Interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means.
  8. Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work, or creates classroom disorder.
  9. Restricting another person's freedom to properly utilize classroom facilities or equipment.
  10. Repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions.
  11. Throwing objects in the classroom.
  12. Repeated disruptions or violations of classroom rules, or excessive or disruptive talking.
  13. Behavior that causes the teacher or other students fear of physical or psychological harm.
  14. Willful damage to or theft of school property or the property of others.
  15. Repeated use of profanity.
- D. interferes with the ability of the teacher to teach effectively. Such conduct includes, but is not limited to, the following:
1. Repeated reporting to class without bringing necessary materials to participate in class activities.
  2. Possession of personal property by school rules or otherwise disruptive to the teaching and learning of others.
- E shows disrespect or defiance of the teacher, exhibited in words, gestures or other behavior;
- F. is inconsistent with class decorum and the ability of others to learn. Such behavior includes, but is not limited to, sleeping in class, blatant inattention, or other overt or passive refusal or inability to engage in class activities.

#### Procedure For Student Removal From Class

When a student is removed from class, the teacher shall send or escort the student to the principal and inform the principal of the reason for the student's removal from class. The teacher shall provide the principal with a written explanation of the reasons for removal of the student within twenty-four (24) hours of the student's removal from class.

The principal will generally give the student an opportunity to briefly explain the situation. The principal shall then determine the appropriate educational placement for the student.

### Student Placement

The principal shall place the student, who has been removed from a class by a teacher, in one of the following alternative educational settings:

- A. an alternative education program approved by the Board under state law;
- B. another instructional setting, time-out, in-school suspension or out-of-school suspension; or
- C. the class from which the student was removed if, after weighing the interests of the student, the other students in the class, and the teacher, the principal determines that readmission to the class is the best or only alternative.

### Parent/Guardian Notification Procedures

The principal shall provide the parent or guardian of a student removed from class with written notice of the removal and the reason(s) for the removal. The notification shall be made as soon as practicable, but no later than 2 school days after the student's removal from class. The notice shall also include the reasons for the student's removal and the placement made by the principal. If the removal from class and change of educational placement involves a student with a disability, the parent notification shall be made consistent with state and federal laws and regulations applicable to disabled students.

If the student removed from a class is subject to disciplinary action up to and including suspension or expulsion, for the particular classroom conduct and/or other disciplinary incidents, the parent shall also be notified of the disciplinary action in accordance with legal and policy requirements.

### Students With Disabilities

A student with a disability under the Individuals With Disabilities Education Act, Section 504 of the Rehabilitation Act, and Section 115.758, Wis. Stat. may be removed from class and placed in an alternative educational setting only to the extent authorized under law.

### Definitions

"Student" means any student enrolled in the District, an exchange student, or a student visitor to the District's schools.

"Teacher" means a person holding a license or permit issued by the State Superintendent whose employment by a school district requires that he or she hold that license or permit.

"Class" or "classroom" means any class, meeting or activity which students attend, or in which they participate while in school under the control or direction of the District. This definition of "class" includes, without limitation, regular classes, special classes, resource room sessions, labs, library time, counseling groups, assemblies, study halls, lunch, or recess. "Class" also includes regularly scheduled District-sponsored extracurricular activities, either during or outside of school hours. Such activities include, by example and without limitation, District sponsored field trips, after-school clubs, and sporting activities.

### **OTHER FORMS OF DISCIPLINE**

School rules apply at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

### Informal Discipline

Informal discipline takes place within the school. It includes writing assignments, change of seating or location, lunch-time or after-school detention, and in-school restriction.

## Detentions

A student may be detained after school or asked to come to school early by a teacher after giving the student and his/her parents one day's notice. The student or his/her parents are responsible for transportation.

## **SUSPENSION AND EXPULSION**

### A. Suspension

#### 1. Duration and Grounds for Suspension

The principal or a person designated by the principal may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days or ten (10) consecutive school days if the student is eligible for special education services under Chapter 115, Wis. Stats., if the suspension is reasonably justified and based upon any of the following misconduct:

- a. Noncompliance with school or School Board rules;
- b. Knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- c. Conduct by the student while at school or while under the supervision of a school authority that endangers the property, health or safety of others;
- d. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of others at school or under the supervision of a school authority;
- e. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of any employee or School Board member of the school district in which the student is enrolled.
- f. Under paragraphs c, d, and e above, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

The district administrator, or any principal or teacher designated by the district administrator, shall suspend a student if the student possessed a firearm while at school or while under the supervision of a school authority.

The suspension period applies to "school days." Thus, a suspension period does not include weekend days or vacation days.

#### 2. Suspension Procedure

Prior to being suspended, on the day of the alleged infraction or as soon thereafter as is practicable, the student will be advised orally or in writing of the reason for the proposed suspension and given an opportunity to explain his or her conduct.

The principal, within his or her discretion, may also inform the student's parents or guardian of the reason for the proposed suspension prior to suspending the student.

#### 3. Notice of Suspension

The parent or guardian of a suspended minor student shall be given prompt written notice of the suspension and the reason for the suspension by mail and by sending

a copy of the notice home with the student. Oral notice may also be given to the student's parent or guardian; however, it will be confirmed in writing.

4. Sending a Student Home on the day of the Suspension

Generally, the student should remain in school on the day of the suspension until school is dismissed for the day. Except as provided below, if the situation requires that the student be removed from the premises before school is dismissed, the principal shall attempt to contact the student's parent or guardian to request that s/he pick up the student. If the parent/guardian is unable to pick up the student, the student should remain under the school's supervision until school is dismissed, or in the event law enforcement is involved, under law enforcement supervision.

5. Opportunity to Complete School Work

A suspended student shall not be denied the opportunity to take any quarterly, semester or grading period examinations or to complete course work missed during the suspension period. Such work shall be completed pursuant to the procedures established by the School Board.

6. Reference to the Suspension in the Student's Record

The student's suspension from school shall be entered in the student's record as required by the rules adopted by the School Board concerning the content of student records.

The suspended student or the student's parent or guardian may, within five (5) school days following the commencement of the suspension, have a conference with the District Administrator or his or her designee, who shall be someone other than a principal, administrator or teacher in the suspended student's school, to discuss removing reference to the suspension from the student's records.

Reference to the suspension in the student's school record shall be removed if the District Administrator finds that:

- a. The student was suspended unfairly or unjustly;
- b. The suspension was inappropriate, given the nature of the alleged offense; or
- c. The student suffered undue consequences or penalties as a result of the suspension.

The District Administrator, or the administrator's designee, shall make his or her finding within fifteen (15) days of the conference.

7. Co-Curricular or Extra Curricular Participation

A student's participation in co-curricular or extra curricular activities during a suspension shall be determined on a case-by-case basis.

B. Expulsion

1. Grounds for Expulsion

The School Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and it finds that the student:

- A. Repeatedly refused or neglected to obey the rules established by the School District;

- B. Knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- C. Engaged in conduct while at school or while under the supervision of a school authority that endangered the property, health or safety of others;
- D. Engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health or safety of others at school or under the supervision of a school authority or endangered the property, health or safety of any employee or School Board member of the School District in which the student is enrolled; or
- E. Was at least 16 years old and had repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion.

Under this section, conduct that endangers a person or property includes threatening the health or safety of a person or threatening to damage property.

2. Expulsion for Bringing a Firearm to School

The School Board shall expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm to school or, while at school or while under the supervision of a school authority, possessed a firearm, unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. Any such finding by the Board shall be in writing.

3. Expulsion Hearing

Prior to expelling a student, the School Board shall provide the student with a hearing. Prior written notice of the expulsion hearing must be sent separately both to the student, his or her parent(s) or guardian(s) if the student is a minor; otherwise just to the student. The notice will comply with the requirements of state law.

The student, or the student's parent if the student is a minor, has the right to request a closed hearing or the Board may choose to close the hearing. The student and, if the student is a minor, the student's parent or guardian, may be represented at the hearing by counsel.

4. Expulsion Order

The Board shall reduce its decision to writing in the form of a written order. If expulsion is ordered, the order must state the length of time that the student is to be expelled. The order should also state specific findings of fact and conclusions of law in support of the decision.

5. Student Records

The student's expulsion from school shall be entered in the student's record as required by the rules adopted by the School Board concerning the content of student records.

Discipline of Disabled Students

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

## **SEARCH AND SEIZURE**

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others or as otherwise permitted by law.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated.

## **RANDOM DRUG TESTING OF STUDENTS**

The Board of Education has established a program of random drug testing for district students in an effort to deter students from the use of illegal drugs and to identify students who are using illegal drugs in order to provide an opportunity for intervention and treatment.

### Student Eligibility

The following groups of students will be eligible for random suspicionless drug testing:

#### Spartan Pledge Makers

Superior High School students who are members of the "Spartan Pledge Makers" organization who sign a promise not to use illegal drugs. The student and at least one (1) parent must give a signed consent for drug testing.

#### Co-Curricular Participants

Superior High School students who choose to exercise the privilege of participating in co-curricular activities that are defined in the Co-Curricular Code of Conduct. Student participants registering for co-curricular activities will be provided with a consent form. The completion of the consent form by the student participant and, if the student is a minor, his/her parents or guardians, constitutes express permission and agreement that the student will submit to random suspicionless drug testing. Signing the consent, and adherence to the conditions thereafter, shall be a condition for participation in co-curricular activities.

#### Students Who Register to Park a Motor Vehicle in a Superior High School Parking Lot

Superior High School students who choose to exercise the privilege of parking a motor vehicle in a high school parking lot during the school day. High School students may apply for a parking permit. The parking permit application will include a consent agreement by which a student and at least one (1) parent or guardian, if the student is a minor, will agree the student is to be eligible for random suspicionless drug testing.

### Substances Tested

Any illegal drug including alcohol. This includes amphetamine, methamphetamine, barbiturates, cocaine, codeine/morphine, alcohol, benzodiazepines, phencyclidine, steroids, LSD and marijuana (THC). Drugs may be exempted if a legal and current prescription for use can be provided within forty-eight (48) hours of testing.

### Random Selection of Students Participating for Testing

Students eligible in each pool of students (Spartan Pledge Makers, co-curricular participants, students requesting parking permits) will be assigned a number by school administration. Random draws of

numbers will be conducted weekly. A designated number of student participant numbers will be drawn each week.

#### Relationship with Authorities

1. Any alcohol, illegal drugs, illegal controlled substance, or illegal items confiscated by school authorities in the course of an investigation will be turned over to the appropriate law enforcement authority.
2. After appropriate action has been taken, the school authorities may make a referral to an appropriate agency or student assistance program.

#### Confidentiality

The fact that a student has been found in violation of this policy, including the results of any drug or alcohol tests administered, shall be kept confidential and only disclosed to the extent allowed by state and federal law.

#### Positive Results/Consequences

Students who test positive for illegal drugs will be subject to consequences as outlined in the Student Code of Conduct.

#### Retesting

Students will have an opportunity within the twenty-four (24) hours of notification of the first positive test result to have the specimen re-tested in a certified laboratory of the family's choice and at the family's expense. The principal and/or administrative designee may consult with medical professionals to evaluate the results of the re-test, taking into consideration any evidence offered by the student and/or family. Should the re-test confirm a positive result, and there is not a satisfactory explanation for the positive results, all consequences specified will apply.

### **STUDENT'S RIGHTS OF EXPRESSION**

The Superior School District recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia except expression which:

1. is obscene to minors, libelous, indecent, or vulgar,
  2. advertises any product or service not permitted to minors by law,
  3. intends to be insulting or harassing,
  4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal twenty-four (24) hours prior to display.

## **SECTION V - TRANSPORTATION**

### **BUS TRANSPORTATION TO SCHOOL**

Bus transportation is provided for all eligible students. The bus schedule and routes are available by contacting the Director of Transportation at 394-8706.

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.

A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the principal stating the reason for the request and the duration of the change and the principal approves.

### **BUS CONDUCT**

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

Previous to loading (on the road and at school)

Each student shall:

- A. be on time at the designated loading zone (five minutes prior to scheduled stop);
- B. stay off the road at all times while walking to and waiting for the bus;
- C. line up single file off the roadway to enter;
- D. wait until the bus is completely stopped before moving forward to enter;
- E. refrain from crossing a highway until the bus driver signals it is safe;
- F. go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

#### During the trip

Each student shall:

- A. remain seated while the bus is in motion;
- B. keep head, hands, arms, and legs inside the bus at all times;
- C. not litter in the bus or throw anything from the bus;
- D. keep books, packages, coats, and all other objects out of the aisle;
- E. be courteous to the driver and to other bus riders;
- F. not eat, play games or play cards, etc.;
- G. not tamper with the bus or any of its equipment.

#### Leaving the bus

Each student shall:

- A. remain seated until the bus has stopped;
- B. cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;
- C. be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at School unless s/he has proper authorization from School officials.

#### **VIDEOTAPES ON SCHOOL BUSES**

The Board of Education has authorized the installation of video cameras on school buses for purposes of monitoring student behavior.

If a student is reported to have misbehaved on a bus and his/her actions were recorded on a videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with state and federal law.

#### **PENALTIES FOR INFRACTIONS**

A student who engages in misconduct on a bus shall be subject to discipline and may be deprived of the privilege of riding on the bus.

