

**School District  
of Phillips  
6-12 Campus**

**Student Handbook  
And  
Technology Policy**

**2023-2024**

**Updated 8/17/2023**

# TABLE OF CONTENTS

## SECTION I – MIDDLE SCHOOL & HIGH SCHOOL

Academics	Page 4
Attendance	Pages 5-6
Discipline	Pages 8-14
Bus Policy	Page 15
Health	Page 16
Miscellaneous	Pages 17-20

## SECTION II – MIDDLE SCHOOL

Academics	Page 22
Extra-Curricular Activities	Page 21
Open Gym/Recess Behavior Matrix	Page 22

## SECTION III – HIGH SCHOOL

Academics	Pages 23-28
Driving and Vehicle Use	Page 29
Miscellaneous	Page 30
Extra-Curricular Advisors	Page 31
Class Advisors	Page 31

## SECTION IV – POLICIES

Notice of Nondiscrimination Policy	Pages 32-33
Harassment Policy	Pages 33-36
Bullying Policy	Pages 37-38
Technology Policy	Pages 38-45

## 6-12 Campus Staff

<u>Principal</u>	Kevin Wellman	<u>Music</u>	Jayden Gustafson Alex Kirch
<u>Attendance</u>	Mike Eggebrecht		
<u>School Counselor</u>	Dan Livingston	<u>Paraprofessionals</u>	Dominique Kleinhans Connie Martinovich Brenda Miller Amanda Obadal
<u>Athletic Director</u>	Mike Eggebrecht		
<u>Behavior Intervention</u>	Nikki Sidenbender	<u>Physical Education</u>	Amy Ring Tyler Ring
<u>Clerical Staff</u>			
	Kay Sue Belan	<u>Science</u>	Ron Cerveny Cristina Errickson Kyrstin Gabay Sara Huggard Marc Peterson
<u>Art</u>	Garith Pipkorn		
<u>Business Education</u>	Wesley Kovarik Mike Eggebrecht		
<u>District Technology</u>	Bill McCormick	<u>School Psychologist</u>	Roni Tobias
<u>Family/Consumer Ed.</u>	Holly DeGroot	<u>Social Studies</u>	Evan Evenson Emily Knipp Amanda Momont Floyd Mootz
<u>Dir. SpED</u>	Kate Peterson		
<u>Health</u>	Tyler Ring	<u>Special Services</u>	Tammy Holman Erik Johnson Jennie Kleinhans Erik Olson Jen Quinnell
<u>Language Arts</u>	Brent Edwards Caitlyn Dittel Mike McCardle Stacie Mollman Floyd Mootz Heather Ringersma Anna Vollendorf	<u>Technology Education</u>	Troy Makovsky Eric Winter
<u>Reading</u>	Brandi Smith	<u>Food Service</u>	Landra Denruiter Jean Grant Kayla Meyer Stephanie Scarbrough Andrea Sippel
<u>Library/Media</u>	Gail Guldan Anna Vollendorf		
<u>Math</u>	Brent Edwards Angie Ericksen Kim Fuhr Jack Hoogland Rebecca Schilling	<u>Maintenance</u>	Dave Berens Shaina DeVries Clint Falk Brandy Lyon Robin Mahn Sasha Priest Pam Toelle
		<u>Police Liaison</u>	Al Cummings

## SECTION I – 6-12 CAMPUS

### ACADEMICS

#### **PROGRESS REPORTS / WEBSITE ACCESS**

Parents now have the ability to access their students' grades, attendance and lunch balances via the internet. Usernames and passwords are mailed multiple times a year.

We are attempting to become more efficient by having guardians check their student's grades on Powerschool regularly. If you do not have access to the Internet you may contact the school or the public library to use a computer. A report card will be sent home at the end of each quarter.

#### **PARENT TEACHER CONFERENCES**

Direct contact or e-mails to teachers regarding student progress can be made any time and is encouraged. Scheduled parent teacher conferences will be held throughout the year. There are limited school-wide scheduled Parent Teacher Conferences. Parents are encouraged to electronically monitor their children's progress and contact teachers as necessary.

#### **INCOMPLETE GRADES**

A student may receive an incomplete grade on his/her report card for various reasons (illness, absence, failure to turn in required work, etc.). Incompletes must be made up within one week of the end of the grading period for credit to be given. Exceptions to this policy for extenuating circumstances must be approved by the principal.

#### **ACADEMIC DISHONESTY**

Any student found cheating on a test, quiz, or homework assignment may receive the following consequences:

**1<sup>st</sup> offense** - zero - parents contacted

**2<sup>nd</sup> offense** - failure for the quarter

Individual classroom teachers may employ their own variations to this policy.

Additional consequences for athletes (see athletic handbook).

#### **EXTRA HELP & LOGGER TIME/CREW**

Students may always seek additional help from their teachers. Logger Time is designed for students to receive instruction and/or intervention based on student needs. Logger Time is Phillips' way to support student learning. This will be scheduled weekly on Tuesday, Wednesday, Thursday, and Friday. On Mondays, Logger Crew sessions will be held. During Logger Crew each teacher will be assigned groups of students. Social/emotional topics including goal setting, communication, teamwork, problem solving, adaptability, conflict resolution, critical observation, integrity, and Academic Career Planning will be explored. These activities are designed to bring the school and community together and promote shared understandings.

Students who need extra help should arrange a conference with their teacher before or after school or at a time convenient to both of them. A teacher may request a student to stay after school on an occasion if it is apparent the student is having difficulties with his/her work. This is not to be thought of as punishment, but rather a desire of the teacher to help the student progress academically. Special education services are available to students. For more information, contact the counselor. In some cases it may be possible to arrange tutoring before or after school for students needing extra help. Please stop in the counselor's office to make a request and check availability.

#### **COUNSELOR'S OFFICE**

The purpose of the school counseling program is to provide aid for students in the areas of educational, personal, and career concerns. All students should feel free to contact the counselor for information and support. Services available include: pre-admission and orientation services, a program of counseling services, the supplying of educational and vocational information, aiding the student in promoting personal and social guidance, and a program of placement and follow-up services. Other areas include student scheduling, school withdrawals, transfers, and academic progress.

#### **LATE ASSIGNMENT PROCEDURES**

Faculty will establish consequences for assignments submitted after an announced deadline. This consequence may result in the student earning zero credit for the assignment.

## **ACADEMIC CAREER PLANNING**

The mission of the School District of Phillips is to inspire and empower all students to reach their greatest potential. We believe by implementing and cultivating a powerful Academic and Career Planning Program we continue to support our students, families, and our mission.

### **Our Vision**

TO INSPIRE AND EMPOWER ALL STUDENTS TO REACH THEIR GREATEST POTENTIAL

ACP is a gradual process that builds from one year to the next and supports the unique development of each student's academics, social-emotional skills, and career readiness.

- Gain a better understanding of their interests and how that relates to a career path.
- An increase in the ability to plan and follow through on goals.
- Be more involved in their academic plan to reach career goals.
- Build connections with local businesses and are more aware of opportunities in Price County that are in their career path.

### **2023 ACP Goals**

- Improve our District's ACP Scope and Sequence
- Improve Family Engagement
- *Middle School Specific:* Integrate ACP/Career Readiness into all classrooms
- *High School Specific:* Improve ACP Career Readiness Professional Development for all staff in our district.

# ATTENDANCE

## **ATTENDANCE PROCEDURE**

Regular daily attendance is expected of all students. The Laws of Wisconsin relating to school attendance shall be enforced. The responsibility for regular attendance of a child rests upon the child's parent(s)/legal guardian. Any legal proceedings brought against a child or against a child's parent or guardian shall be processed according to Wisconsin State Statutes. All teachers shall be required to submit to the attendance officer a daily attendance report on all students under their charge. Each absence shall be classified as excused or unexcused.

## **PARENT-EXCUSED ABSENCE:**

Current state law provides that a parent or legal guardian may excuse his/her child from school for not more than ten (10) days during the calendar year. Parent excused absences beyond 10 may be allowed with a note from a doctor, death of immediate family member, or for special circumstances that are approved in advanced. The school administration may grant additional absences for extenuating circumstances per board policy.

## **EXCUSED ABSENCE PROCEDURE**

### *Parent(s)/Legal Guardian Responsibility*

If a student is absent from school, the parents will call school before 8:00 a.m., at 715-339-2141, ext. 5001. Voicemail is available from 4:00 p.m. until 7:30 a.m. Parents must indicate who is calling, name of student, length of absence, reason for absence, and number calling from. If a question arises regarding legitimacy of the call, the attendance officer or principal will return a call for verification. Failure to contact the school will result in a telephone call to the home or work place of the parent(s)/guardian. If contact is not made, individuals listed on the emergency card will be called. If no information is obtained, the building administrator or designee (police officer or Human Services personnel help may also be contacted) will drive to the residence. Failure to identify the location of the student will result in the notification of law enforcement officials. Students whose parents called will be admitted to class without a written excuse. Their name will be on the excused list. For an anticipated absence, the parent(s)/legal guardian shall provide the attendance officer with a written explanation of the absence prior to the absence.

### *Student Responsibility*

Students without a parental call must report to the office on their return for a written excuse to allow them to return to class. If the parent did not call or send a note, the absence will be considered unexcused until proper documentation is received. Reasons for the absence must be documented with the office no later than the day following the first day of return to school. Any time after this, the absence will automatically be recorded as unexcused. It will be up to the student to clear this unexcused absence with the attendance officer or principal.

## **UNEXCUSED ABSENCE:**

An absence will be considered unexcused for the following reasons:

1. Prior written notice was not provided for a parent-excused absence.
2. The absence does not qualify as a school-excused or parent-excused absence.
3. Attendance procedures were not followed.

## **PROCEDURE FOR MAKE-UP WORK**

It is the responsibility of the student to contact teachers for the purpose of arranging make-up work assignments. The student will have the following time frame in which to make up the assignments:

**Anticipated Absences:** (any absence that has been arranged in advance, i.e. athletic events, class trips, parent-excused absences, etc.) Assignments, including tests, are due on the day of return, unless previous arrangements have been made with the teacher.

**Unanticipated Absences:** (illness, emergency) The deadline for all make-up work will be equal to the number of days absent (i.e. a student who is absent for 3 days will have 3 days to make up the missed assignments). If a student is absent on the day of a test, the student will make up the test on the first day that he/she returns, unless other arrangements are made with the teacher.

**Unexcused Absences:** May result in a "o" for any work missed.

### **PERMITS TO LEAVE BUILDING (Green Slips, less than 1 full day)**

Permits to leave the building (green slips) will be issued for abbreviated absences with parent permission. The green slip must be signed with the appointment time indicated by the person the student has the appointment with, and returned to the office. Failure to follow this procedure may result in the absence being declared unexcused. Written requests for green slips, bus passes, and other permission requests should be turned in as soon as possible. Any student entering or leaving school other than at the regular time **MUST sign in or out in the office.** Students **MAY NOT** leave school without permission. Leaving without permission will result in the absence being declared unexcused.

**Pre-arranged absences (one full day or more):** Please complete a yellow work completion slip.

### **PROCEDURE FOR LATE ARRIVING STUDENTS**

All late arriving students should report to the office for a pass. Students arriving late to school due to transportation problems will fall into one of the following categories:

1. **Late Arrival Due to District Transportation System:** This category includes late running buses, mechanical problems with the bus, bus drivers missing stops, etc. **Consequences:** There will be no consequences for tardiness due to District-related transportation problems.
2. **Late Arrivals Due to Personal Reasons:** This category includes tardiness due to personal or family problems, or issues with other chosen options of transportation other than the District transportation offered. Examples include: dead batteries, going in the ditch, driving slow for icy conditions, etc. **Consequences:** These types of cases will be officially listed as 'tardy unexcused' or if 10+ minutes unexcused, since the student would have arrived on time with school transportation.
3. **Special Circumstances That Show Exceptional Cause:** This category is reserved for those exceptions to the rule decided at the discretion of the principal or attendance officer. This is for those extraordinary situations that do not fit the usual policy.

Students and parents are reminded that **if alternate transportation to school is chosen it is their responsibility to be here on time.** It is far too difficult and unfair for everybody to excuse some tardies and not others based on whether or not the school feels the excuse is legitimate. This policy is intended to eliminate the misuse of the "car trouble" excuse.

### **TARDINESS**

It is the student's responsibility to be in class on time. If a student's tardiness disrupts learning, the tardy will be unexcused.

### **TRUANCY**

Any student who is absent from a scheduled class for ten minutes or more without a legitimate excuse shall be declared unexcused and truant. Disciplinary action will be taken for these absences. A student who is absent from the school without an acceptable excuse for part or all of five (5) or more days on which school is held during a semester shall be declared a habitual truant per state statute. A student who is considered habitually truant will be referred to the Price County Law Enforcement Office and District Attorney for legal action.

### **COMPULSORY SCHOOL ATTENDANCE**

Any child's parent or guardian, or the child if the parent or guardian is notified, may request the school board, in writing, to provide the child with program or curriculum modifications, as outlined in section 118.15(1)(d) of the state statutes. The decision making process to be used in responding to such requests are outlined in sections 118.15(1)(dm) and (e) of the state statutes. Contact the District office for more information.

### **PERFECT ATTENDANCE**

At the time of graduation, a student may receive a perfect attendance certificate if he or she has been absent from school for an aggregate total of less than one day during the four years of high school. Any student who has reached his/her senior year and who has a record of perfect attendance in high school shall be permitted to have one school day to visit a post-secondary institution without having that day count as an absence against his/her perfect attendance record. All of the regular school procedures must be followed if the absence is to be so classified.

### **SCHOOL CLOSINGS**

In the event that school is closed all day or dismissed early due to inclement weather or any other emergency, several local television and radio stations will be notified. Also, the school messenger system will contact you with the information. Please keep phone numbers updated with the school office.

*See board policy 431 for complete attendance policy.*

*See Section 118.15 Wisconsin Statutes on attendance & truancy*

# DISCIPLINE

## **STUDENT DISCIPLINE POLICY**

It is the responsibility of the school board, administrators, teachers, and employees to safeguard the health and safety of each student. Parents and guardians have the legal responsibility for the behavior of their children as determined by law and community practice. Parent(s)/legal guardians are expected to exercise the required controls so that student behavior will be conducive to the development of self-discipline, and will not be disruptive to the school's education program.

## **DISCIPLINE GUIDELINES**

Our goal in the School District of Phillips is to provide an environment that is conducive to both teaching and learning. All students have the right to a learning atmosphere that is free from disruption. Individual student behavior must be such that it does not interfere with another student's ability to learn or a teacher's ability to teach. We believe that having the chance to make choices teaches self-discipline and responsibility. Students must choose whether they will abide by the policies of the school and its teachers. Since students are held accountable for their actions, the choice students make determine whether consequences will be positive or negative.

## **LOGGER PRIDE (Positive Behavior Interventions and Supports - PBIS)**

PBIS is a proactive, systematic approach for creating and maintaining safe and effective learning environments in school, and ensuring that all students have the social/emotional skills needed to support their success at school and beyond. PBIS is an approach where desired behaviors are taught. Student behavior is expected to be **responsible, respectful, and safe**. The objective of PBIS is to reduce problem behaviors and to improve students' adaptive skills. Ultimately PBIS may increase opportunities for an enhanced quality of life.

## **Goals of PBIS:**

- \*Consistent use of positive teaching and reinforcement strategies at school-wide, classroom and individual levels.
- \*Reduction in use of reactive discipline measures.
- \*Data-based decision-making as the core method of determining appropriate interventions.
- \*Implement effective supports/services/interventions for students.

## **Expected Student Behaviors:**

Expected student behaviors have been established on the Expected Behavior Matrix. All students have the social and emotional skills needed to ensure their success at school and beyond. To maintain a safe and effective learning environment the following behavior matrix has been established to inform students of expected behavior in school. This matrix will be on display in each classroom. Staff members will follow the Student Behavior Flow Chart in dealing with behavior that is not Respectful, Responsible and/or Safe. A list of unacceptable behaviors can be found on this chart. This is not an all-inclusive list. For teacher managed behaviors, teacher FYI forms will be sent to the office to be recorded; these forms usually are not sent home. For office managed behaviors, an office discipline form will be completed, recorded, and mailed home. Any teacher managed behavior may become office managed after repeated violations and after the teacher has tried to resolve the matter first in the classroom and with parents/guardians. Disciplinary action may include, but is not limited to, the following: detention, loss of school privileges, parent conference with school personnel, modified school program, removal from class, suspension (in- or out-of school), expulsion, and referral to law enforcement agencies. Acknowledgements will be in place for students displaying positive behavior.

For your convenience the Office Referral form, Teacher FYI form, Expected Behavior Matrix and Student Behavior Flow Chart are published in this handbook.

All referrals are recorded in our School-Wide Information System (SWIS). The purpose of SWIS is to provide us with accurate, timely, and practical information for making decisions regarding behavior support systems, targeted interventions for problem areas, and individual student behavior support systems. An example of using SWIS would be to establish behavior plans for an individual student based upon the quantity and severity of discipline referrals.

We have organized a 6-12 student PBIS committee to compliment the current staff PBIS committee that meets monthly to evaluate SWIS data and determine student acknowledgements. The purpose of this committee is to consistently implement the features of a proactive, systematic approach to preventing and responding to school-wide discipline problems.



## CODE OF STUDENT CONDUCT POLICY

### **REASONS A TEACHER MAY REMOVE A STUDENT FROM CLASS**

A student may be removed from class for conduct or behavior which:

- a) violates the District's policies regarding suspension or expulsion;
- b) violates the behavioral rules and expectations set forth in the Behavior Matrix;
- c) is disruptive, dangerous or unruly or which otherwise interferes with the ability of the teacher to teach effectively;
- d) or which is incompatible with effective teaching and learning in the class.

\*students who been removed from class will be placed in the office. Attempt(s) will be made to contact parents/guardians.

### **SPECIFIC EXPLANATIONS**

#### **ALCOHOL, TOBACCO, AND OTHER DRUG ABUSE BY PUPILS (Revised 11/19/18)**

It is the policy of the School District of Phillips that pupils have the right to attend school in an environment that is free from the non-medical use of alcohol, tobacco (including e-cigarettes/vaping), other drugs, and mood-altering substances. These substances are harmful and interfere with the learning environment and performance of pupils.

The School District of Phillips prohibits the unlawful manufacture, distribution, sale, purchase, possession or use of illicit drugs, alcohol, or tobacco products(including e-cigarettes/vaping), in the school building or on school premises; in any school-owned vehicle or vehicle authorized to transport pupils to and from school or school activities; on or off school property during any school-sponsored or approved activity, event, or function where pupils are under the jurisdiction of the School District. The School District of Phillips is committed to a program to prevent the use/abuse of alcohol and tobacco products (including e-cigarettes/vaping), or the illegal use of a controlled substance by pupils.

All pupils enrolled in the School District of Phillips are required to abide by the terms of this policy. Any violation of this policy may result in disciplinary action including suspension, expulsion, and referral to law enforcement officials.

Any student exhibiting a continuing problem or suspected of being under the influence of drugs or intoxicants is to be referred to the building administrator.

For the first offense by a pupil, the building administrator will contact the pupil's parents, and may also suspend, refer to law enforcement officials, and/or recommend expulsion. The student will be referred to the School District's P.A.L. Program Coordinator for assessment for the first and subsequent offenses.

Subsequent offenses will result in parent notification and referral to law enforcement officials. The building administrator may also suspend and/or recommend the student be expelled.

According to the Board Policy, students and parents should be aware that possession and/or consumption of alcohol on school premises or at school-sponsored events (football games for example) is BOTH A VIOLATION OF SCHOOL RULES AND OF CHAPTER 331 WISCONSIN STATUTES. **IT IS THE DISTRICT'S PRACTICE TO REFER SUCH INCIDENTS TO THE POLICE DEPARTMENT AS WELL AS APPLYING SCHOOL CONSEQUENCES. THE SCHOOL DISTRICT RESERVES THE RIGHT TO REQUEST THAT LAW ENFORCEMENT OFFICIALS ADMINISTER A BREATHALYZER TEST TO STUDENTS WHO DISPLAY EVIDENCE OF ALCOHOL CONSUMPTION.**

### **EXPULSION**

Under extremely serious circumstances, or when there is a gross violation of rules, or a pattern of incidents leads to the conclusion that there is habitual neglect of or unwillingness to accept school rules, the administration may recommend expulsion from school.

### **VANDALISM-DESTRUCTION OF PROPERTY**

In the case of accidental or intentional damage to school or personal property resulting from misbehavior, negligence, or carelessness, a student will be responsible for the financial reimbursement necessary to repair or replace the damage. Failure to provide restitution may result in extended detention or suspension, loss of extra-curricular activities, withholding of report cards, or referral to law enforcement/county court.

Vandalism (willful destruction of property) will result in penalties ranging from detention and clean up to AUTOMATIC SUSPENSION for more serious acts. The student and his/her parent(s)/legal guardian are responsible for the cost, in time and

money, of repairing or replacing the damaged property. Serious incidents will require referral to law enforcement agencies. This includes vandalism to private as well as school property and damage done to school grounds.

### **Guidelines for Dealing with Vandalism**

1. Referral to law enforcement agencies, if the administration so determines.
2. Restitution for damages and/or expense incurred by the school, school personnel, or school district. The amount of restitution shall be determined by either the administration or the courts or both, depending on the circumstances of the case. Expenses incurred will include the recovery of reward money paid out, where applicable.
3. Immediate suspension from school for up to five days.
4. Suspension from all participation in and, at the discretion of the administration, all attendance at extra-curricular activities for a period of up to 45 school days (the equivalent of one-quarter of the school year).
5. Up to 20 non-school hours to be spent helping to clean up the school in other ways. The hours must be completed within six months of the date on which the student was informed of the punishment.
6. Repeated offenses or extremely serious and dangerous acts will lead to additional punishment, up to and including the recommendation for expulsion from school.

### **WEAPONS**

Any student found in possession of a weapon, including laser pointers, at school, on the school bus, or at any school-sponsored activity is subject to the following:

1. Immediate confiscation of the weapon. The principal/designee shall determine whether or not the item is returned at a later date.
2. Parent/guardian notification.
3. Conference with the principal/designee. The principal/designee shall determine the degree of danger and severity of the weapon possession, as well as the intent of the student, and implement one or more of the consequences listed below:
  - a. Referral to counseling/school psychologist
  - b. Detention and/or suspension
  - c. Referral to law enforcement officials
  - d. Recommendation for expulsion

A weapon is defined as any object possessed or used, that was designed or intended for injuring another person, whether accidentally or intentionally.

### **FIREARMS**

Any student found to be responsible in any way for a firearm being stored, possessed, or used on school property, school transportation, or at school events without the direct prior approval of the school administration shall be referred to the Phillips Board of Education for **expulsion** from school. The student will also be referred to law enforcement officials.

# Be Logger SHARP

<b>All Settings</b>	<ul style="list-style-type: none"> <li>➤ Be prepared and on <u>time</u></li> <li>➤ Be honest</li> <li>➤ Pick up after yourself</li> <li>➤ Use appropriate language</li> <li>➤ Respect yourself</li> <li>➤ Respect property of others</li> <li>➤ Use all equipment properly</li> <li>➤ Keep hands, feet, and objects to self</li> <li>➤ Practice good hygiene</li> <li>➤ Follow technology use guidelines</li> </ul>
<b>Hallway - Passing</b>	<ul style="list-style-type: none"> <li>➤ Keep your locker clean</li> <li>➤ Use inside voice</li> <li>➤ Open &amp; close lockers quietly</li> <li>➤ Use trash cans/recycle</li> <li>➤ Keep the middle of the hallway open</li> <li>➤ Walk on the right side of the hallway</li> <li>➤ Respect others' personal space</li> </ul>
<b>Hallway - during instruction</b>	<ul style="list-style-type: none"> <li>➤ Keep pass visible</li> <li>➤ Use the pass for its intended purpose</li> <li>➤ Use inside voice</li> <li>➤ Open and close locker quietly</li> <li>➤ Enter and leave quietly</li> </ul>
<b>Bathroom/Locker Room</b>	<ul style="list-style-type: none"> <li>➤ Make sure toilet flushes</li> <li>➤ Report property/equipment damage to staff</li> <li>➤ Honors everyone's right to privacy (no cell phones)</li> <li>➤ Use inside voice</li> <li>➤ Wash hands</li> <li>➤ Throw away trash in appropriate place</li> <li>➤ Respect ALL property</li> <li>➤ Report any injuries</li> <li>➤ Use gym lock (locker room)</li> </ul>
<b>Events</b>	<ul style="list-style-type: none"> <li>➤ Sit in designated area</li> <li>➤ Follow all staff direction</li> <li>➤ Use appropriate volume</li> <li>➤ Use appropriate language</li> <li>➤ Give full attention to presenter(s)</li> <li>➤ Enter and leave quietly at appropriate times</li> </ul>

<b>Bus</b>	Read, sign, and follow signed bus rules contract
<b>Recess</b>	<ul style="list-style-type: none"> <li>➤ Solve conflict or walk away</li> <li>➤ Ask supervisor for assistance when necessary</li> <li>➤ Play fairly</li> <li>➤ Treat others' creations/activities/property with care</li> <li>➤ Keep hands, feet, and body to yourself</li> <li>➤ Report any injuries</li> <li>➤ Report broken or unsafe playground equipment</li> <li>➤ Return all equipment to bins</li> <li>➤ Use equipment appropriately</li> <li>➤ Keep snow on the ground</li> </ul>
<b>Commons</b>	<ul style="list-style-type: none"> <li>➤ Keep tabletops and floor <u>clean</u></li> <li>➤ Use inside <u>voice</u></li> <li>➤ Follow all staff <u>directions</u></li> <li>➤ Remain in designated <u>area</u></li> <li>➤ Return trays and silverware to appropriate <u>bin</u></li> <li>➤ Throw away trash in appropriate <u>place</u></li> <li>➤ Your food is your <u>food</u></li> </ul>
<b>IMC</b>	<ul style="list-style-type: none"> <li>➤ Return materials on <u>time</u></li> <li>➤ Stay on <u>task</u></li> <li>➤ Use inside <u>voice</u></li> <li>➤ Maintain a distraction free <u>environment</u></li> <li>➤ Care for property and materials</li> <li>➤ Pass REQUIRED unless with <u>class</u></li> </ul>
<b>Chromebooks</b>	<ul style="list-style-type: none"> <li>➤ Come prepared with charged <u>Chromebook</u></li> <li>➤ Keep track of your charger</li> <li>➤ Treat Chromebook and charger appropriately</li> <li>➤ Use equipment as intended</li> </ul>

Revised 2023

**ADMINISTRATOR-MANAGED (MAJOR) REFERRAL FORM**

**Student:** \_\_\_\_\_ **Referred By:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

<b>LOCATION (choose one)</b>	<b>PERCEIVED MOTIVATION</b>	<b>BEHAVIOR (choose one)</b>		<b>PREVIOUS ACTIONS FOR STAFF-MANAGED BEHAVIORS (choose all that apply)</b>
__ Auditorium __ Commons __ Hallway __ Classroom __ Bathroom __ IMC __ Computer Lab __ Gymnasium __ Locker Room __ Office __ Bus __ Event __ Pool __ Other _____ __ Outside, dismissal or arrival __ Lunch recess	__ Obtain Peer Attention __ Obtain Adult Attention __ Obtain items/activities/sensory __ Escape/avoid tasks/activities/sensory __ Avoid Peers __ Avoid Adult __ Unknown  <b><u>SECLUSION/RESTRAINT</u></b> __ Restraint __ Seclusion __ Restraint and Seclusion __ None	__ Abusive/Inappropriate Language/Profanity __ Academic Dishonesty __ Alcohol __ Arson __ Assault __ Bomb Threat/False Alarm __ Bullying __ Cutting Class (Skipping) __ Defiance/Insubordination/Non Compliance __ Disrespect __ Disruption __ Dress Code Non-Compliance __ Fighting __ Forgery/Theft __ Gang Representation __ Inappropriate display of affection <input type="checkbox"/> Documented Chronic Minor Behavior (3+) _____ (list behavior)	__ Inappropriate location/out of bounds __ Harassment __ Sexual __ Verbal Threat __ Physical Threat __ Lying __ Physical Aggression __ Restricted Substances/Drugs __ Tardy to Class __ Technology Violation __ Electronics __ Cell Phones __ Computer Misuse __ Tobacco __ Truancy __ Use/Possession of combustibles __ Vandalism/Property Damage __ Weapons __ Other _____	__ 1 <sup>st</sup> Incidence __ Warning __ Verbal redirection __ Guidance referral __ Re-teaching/modeling __ Required to continue activity __ Modified assignment __ Time-out in room (duration _____) __ Separation of students __ Lost time on recess/activity __ Lost access to items __ Guardian phone call __ Date Attempted: _____ __ Date Left Message: _____ __ Date Made Contact: _____ __ Guardian conference Date _____ __ Guardian email Date Response back: _____ __ Other _____

**DESCRIPTION OF INCIDENT** \_\_\_\_\_

**ACTION TAKEN**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Detention*                | <input type="checkbox"/> Referral to Law Enforcement | <input type="checkbox"/> Conference with Student       |
| <input type="checkbox"/> In-School Suspension*     | <input type="checkbox"/> Recommend Expulsion         | <input type="checkbox"/> Phone call to Parent by _____ |
| <input type="checkbox"/> Out-of-School Suspension* | <input type="checkbox"/> Time in Office              | <input type="checkbox"/> Guidance Counselor Referral   |
| <input type="checkbox"/> Loss of Privileges        | <input type="checkbox"/> Other _____                 |  |

\*Detention Dates and Hours \_\_\_\_\_  
 \*Suspension Dates & Hours \_\_\_\_\_

**Corrective Action Plan:** \_\_\_\_\_  
**Principal/Designee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## STAFF-MANAGED (FYI) REFERRAL FORM

Student: \_\_\_\_\_ Referred By: \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_ Grade: \_\_\_\_\_

<p><b><u>LOCATION (choose one)</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Auditorium</li> <li><input type="checkbox"/> Commons</li> <li><input type="checkbox"/> Hallway</li> <li><input type="checkbox"/> Classroom</li> <li><input type="checkbox"/> Bathroom</li> <li><input type="checkbox"/> IMC</li> <li><input type="checkbox"/> Computer Lab</li> <li><input type="checkbox"/> Gymnasium</li> <li><input type="checkbox"/> Locker Room</li> <li><input type="checkbox"/> Office</li> <li><input type="checkbox"/> Bus</li> <li><input type="checkbox"/> Event</li> <li><input type="checkbox"/> Pool</li> <li><input type="checkbox"/> Other _____             <ul style="list-style-type: none"> <li>o Outside, dismissal or arrival</li> <li>o Lunch Recess</li> </ul> </li> </ul>	<p><b><u>PERCEIVED MOTIVATION</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Obtain Peer Attention</li> <li><input type="checkbox"/> Escape/Avoid Tasks/Activities/Sensory</li> <li><input type="checkbox"/> Obtain Items/Activities/Sensory</li> <li><input type="checkbox"/> Obtain Adult Attention</li> <li><input type="checkbox"/> Escape/Avoid Adult(s)</li> <li><input type="checkbox"/> Escape/Avoid Peer(s)</li> <li><input type="checkbox"/> Unknown Motivation</li> </ul>	<p><b><u>BEHAVIOR (choose one)</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Defiance/Non-Compliance             <ul style="list-style-type: none"> <li>o Cheating/Plagiarism</li> <li>o Dishonesty/Lying</li> <li>o Drinks/Food</li> <li>o Insubordination</li> </ul> </li> <li><input type="checkbox"/> Disrespect</li> <li><input type="checkbox"/> Disruption             <ul style="list-style-type: none"> <li>o Excessive talking</li> <li>o Not prepared for class</li> <li>o Off task</li> <li>o Passing Notes</li> </ul> </li> <li><input type="checkbox"/> Inappropriate Language</li> <li><input type="checkbox"/> Property Misuse</li> <li><input type="checkbox"/> Physical Contact             <ul style="list-style-type: none"> <li>o Touching/PDA</li> <li>o Rough housing</li> </ul> </li> <li><input type="checkbox"/> Hall Pass Violation             <ul style="list-style-type: none"> <li>o In hallway w/o pass</li> <li>o Abuse of pass (taking too long, not going to the correct area, etc)</li> </ul> </li> <li><input type="checkbox"/> Dress Code Violation - Compliant</li> </ul>	<p><b><u>PREVIOUS ACTIONS FOR STAFF-MANAGED BEHAVIORS (choose all that apply)</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1<sup>st</sup> Incidence</li> <li><input type="checkbox"/> Warning</li> <li><input type="checkbox"/> Verbal redirection</li> <li><input type="checkbox"/> Guidance referral</li> <li><input type="checkbox"/> Re-teaching/modeling</li> <li><input type="checkbox"/> Required to continue activity</li> <li><input type="checkbox"/> Modified assignment</li> <li><input type="checkbox"/> Time-out in room             <ul style="list-style-type: none"> <li>o (duration _____)</li> </ul> </li> <li><input type="checkbox"/> Separation of students</li> <li><input type="checkbox"/> Lost time on recess/activity</li> <li><input type="checkbox"/> Lost access to items</li> <li><input type="checkbox"/> Guardian phone call             <ul style="list-style-type: none"> <li>o Date Attempted: _____</li> <li>o Date Left Message: _____</li> <li>o Date Made Contact: _____</li> </ul> </li> <li><input type="checkbox"/> Guardian conference             <ul style="list-style-type: none"> <li>o Date _____</li> </ul> </li> <li><input type="checkbox"/> Guardian email             <ul style="list-style-type: none"> <li>o Date Response back: _____</li> </ul> </li> <li><input type="checkbox"/> Other _____</li> </ul>
---	---	--	--

DESCRIPTION OF INCIDENT \_\_\_\_\_

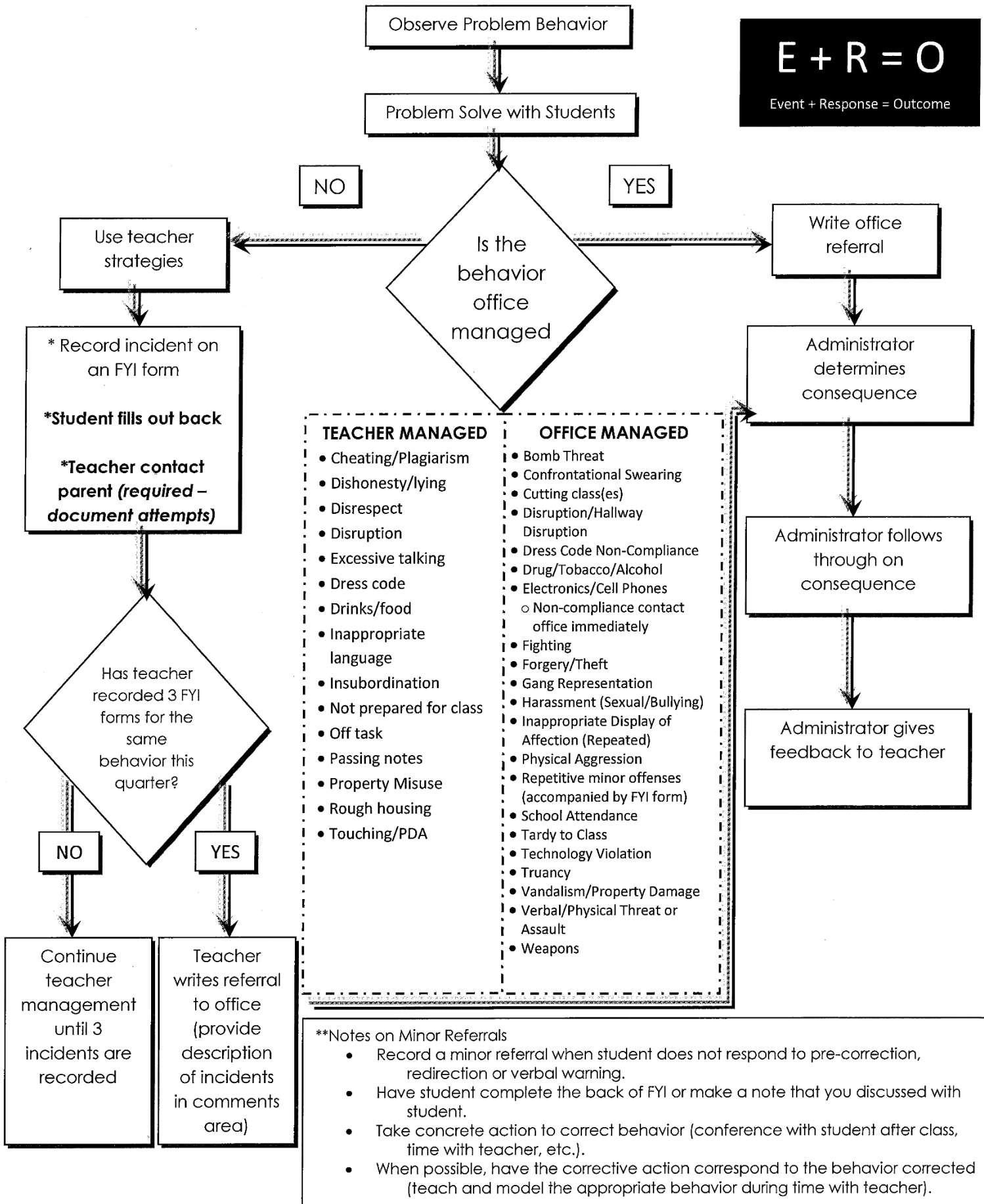
ACTION TAKEN  Conference with Student  Other \_\_\_\_\_

Teacher Signature \_\_\_\_\_

# Phillips 6-12 Campus Student Behavior Management Process

$$E + R = O$$

Event + Response = Outcome



## BUS POLICY

The school bus policy requires suspension from riding for serious offenses and for chronic referrals in one school year. Parents will receive a copy of all bus referrals, and a conference with the driver and principal may be required.

### **BUS PASSES**

Students wishing to ride the bus to a destination other than home must have a written note from their parent(s)/legal guardian. Students will bring this note to the office to receive a bus pass. Students will not be allowed to ride the bus or get off at a different destination unless the pass is presented to the bus driver. If extenuating circumstances require you to call the office for a pass, please do so as early as possible.

### **BUS RULES**

- Obey the bus driver
- Occupy seats toward the front of the bus (the back two seats stay open)
- Remain seated while the bus is in motion
- The following will not be allowed:
  - Loud or profane language
  - Fighting
  - Throwing objects
  - Any food or beverages (unless bus driver gives permission)
  - Alcoholic beverages
  - Drugs
  - Tobacco products (including vapes)
  - Weapons
  - Any other items that may endanger the safety of oneself or others (matches, lighters, etc)
  - Any behavior causing the distraction of the driver
- Any damage to the bus by students will be paid for by the students causing the damage

1<sup>st</sup> offense: Warning by the driver

2<sup>nd</sup> offense: Driver reports student to the Transportation Supervisor for discipline by Principal and possible suspension of bus privileges.

Gross violation of the rules may result in automatic suspension of bus privileges.

### **STUDENT SPECTATOR BUSES**

In the interest of conserving energy and finances, no student spectator buses shall be authorized for out-of-town games unless at least 40 students will ride and pay the established fee.

# HEALTH

## IMMUNIZATIONS

All students must present evidence that they have received at least the first dose of each type of vaccine required for their grade level within 30 school days after admission to school. Waivers are available for health (signed by a physician), religious, or personal conviction (signed by parent) reasons.

## ADMINISTERING MEDICINE TO STUDENTS

Medications should be administered to students at home rather than at school whenever possible. Designated school personnel may administer medications to students under established conditions. They shall not be required to administer medication to a student by any means other than ingestion.

**PRESCRIPTION MEDICATIONS:** those that are obtainable only by prescription of a licensed physician or health care professional. The following procedures will be followed in order to ensure that the prescribing physician retains the power to oversee the administration of prescribed medication:

1. Consent Form: No medications will be administered by school personnel or their agents until medication consent forms from the physician and parent/guardian are completed and returned to the office.
2. Medication Information: Medication to be administered at school must have the following information printed in language understandable to the lay person on the original prescription container: student's full name, name of drug and dosage, time and quantity to be given, physician's name, and date prescription was filled.
3. Personnel designated to administer medications may indicate a willingness to provide medications in an emergency by means other than ingestion. Such personnel shall receive appropriate instruction in administering medications by parental means.

A school employee may use an epinephrine auto-injector to administer epinephrine to any pupil who appears to be experiencing a severe allergic reaction if, as soon as practical, the employee reports the allergic reaction by dialing "911". **An employee is immune from civil liabilities for his or her acts or omissions in administering a drug to a pupil unless the act or omission constitutes a high degree of negligence.**

Students may self-administer certain emergency prescription medications such as epinephrine's for allergic reaction, and inhalers for asthma while at school or school activities only under the supervision of school staff. Medication consent forms must be completed as detailed above for prescription medications. Such medications may be kept in a secure place by the individual student, only if deemed appropriate by the student's teacher, principal and/or health services supervisor. In such cases where it is not deemed appropriate, the emergency medication will be kept in a secure place by the teacher or principal, taking into consideration the need for emergency access to the medication.

**NON-PRESCRIPTION MEDICATIONS:** those that can be obtained over the counter. Students in grades 9-12 may self-administer oral non-prescription medications while at school. The individual student may keep such medications. Parents may request school staff to monitor student self-administration. In such cases a medication consent form shall be completed by parent/guardian, and the medications shall be stored in the office. **(Students in grades 6-8 should have a medication consent form completed. The medication will be kept in the office.)**

The principal will designate a member of the office staff to be responsible for dispensing medication for students. Failure to provide the school with the documents listed above will result in the school returning the medication to the parent until such time as the requirements for administration of the medication are met.

## PROCEDURE IN CASE OF ILLNESS OR INJURY

**INJURIES SHOULD BE REPORTED AT ONCE TO THE OFFICE** If a student is injured or becomes ill while at school, they should notify the teacher in charge who will contact the office. If they become ill between classes, unless it is an emergency, they should go to their next class and inform the teacher. **THEY SHOULD NOT REPORT DIRECTLY TO THE OFFICE** unless it is a situation that demands immediate attention.

The sick room serves two major functions – the dispensing of minor first aid, and as a place for a student to wait while parents are coming. In the event that a student is too ill to attend class, if after 45 minutes the student remains ill, the parents will be notified and the student will be released to the parent. **IN MOST CASES, IF A STUDENT IS UNABLE TO ATTEND CLASS, THE PROPER PLACE FOR HIM/HER IS AT HOME.** If the illness or injury requires that the student leave school, they must check out through the office; **THEY MAY NOT JUST LEAVE!** The law requires that the school contact the parents before allowing a student to leave.



## MISCELLANEOUS

### **CELL PHONES/MOBILE DEVICES MIDDLE SCHOOL**

Phillips School District recognizes the importance of communication and collaboration, and provides devices for students to be productive in the classroom. To keep the focus on academics and to reduce unnecessary distractions, the school enforces the following:

- Cell phones and all mobile devices shall be kept in a student's backpack or locker – not in clothing pockets
- Cell phones and all mobile devices are not allowed to be used during the school day, unless directed by a teacher for educational purposes
- Cell phones and all mobile devices can be used at the end of school day to communicate directly with parents/friends who are assisting in transportation
- Cell phones and all mobile devices are not allowed to be used during transition times or between classes

If a student needs to make an emergency call during the day, they are to come up to the office

First offense....Device will be taken to the front office for the remainder of the day and may be picked up when a student is ready to leave school after communicating with an administrator about expectations.

Second offense....Device will be taken to the front office and must be picked up by a parent/guardian, communication about expectations will also be addressed.

Third offense....Device will be taken to the front office and a meeting will be set up and may result in the device to be left in the front office daily.

### **CELL PHONES/MOBILE DEVICES HIGH SCHOOL**

Phillips School District recognizes the importance of communication and collaboration, and provides devices for students to be productive in the classroom. To keep the focus on academics and to reduce unnecessary distractions, the school enforces the following: devices must be silenced and out of sight in the classroom. Students are DISCOURAGED from bringing these devices to school. If a student chooses to bring the device to school, he/she is ultimately responsible for the security of that device. Students are encouraged to lock devices in their lockers. Students may use devices before school, after school and during lunch. High School students may also use devices during passing time. Students are expected to use devices appropriately. This means:

- Get to class on time
- Don't use device to bully or harass
- Don't use the device in the bathroom
- Don't use the device in any way that disrupts the learning environment

The use of devices is a privilege that may be revoked. Coaches/supervisors or bus drivers may allow devices to be used on the bus.

### **FIRE AND TORNADO DRILLS**

By law, monthly fire drills must be held in each school. Students should note the evacuation directions posted in each classroom and the difference between the fire evacuation and tornado shelter areas. The school will have several drills throughout the year.

### **LUNCH PROCEDURE**

1. Students will deposit money into their lunch accounts in the school office. Students should bring cash or a check made out to School District of Phillips. No change will be given for deposits into the lunch accounts. Parents may use e funds to deposit money using a credit card or checking account (see district webpage).
2. A series of letters will be sent to a student's parent(s)/guardian informing of negative lunch balances.
3. Families are encouraged to take advantage of the free and reduced lunch program if they are eligible. To determine eligibility the form included in the student packet should be filled out and sent back to school. Only one form per family is necessary. Families who qualify will be notified. Free and reduced applications are available in all school offices and online.
4. The School District of Phillips participates in the National School Breakfast program.
5. Each student is to use only his/her lunch ID number.

6. The lunch account balances carry over to the next school year. Balances will be returned to families that no longer have students in the school. Balances may be donated.

### **STUDENT NONDISCRIMINATION FOOD SERVICES**

Students in the School District of Phillips shall have an opportunity to participate in school lunch and milk programs. These programs shall be administered by the superintendent, or designee, in accordance with established guidelines.

Food service prices shall be established by the Board annually. In accordance with federal guidelines, the District shall offer free and reduced price food benefits to students who qualify.

Individual student account balances will be reviewed on a case-by-case basis. The director of food service in partnership with the building administration office staff will prepare a monthly report of all negative balances to the superintendent's office. Negative balance accounts determined to need communication will receive written notice of the account statement which will include the contact person assigned for assistance. Students in grades 4K- grade 8 will continue to receive school-provided meals during the process of review. Students in grades 9-12 may be denied access to school-provided meals only by the superintendent or his/her designee.

Vending machines may be installed in District schools when approved by the Board.

The School District of Phillips shall not discriminate in school-sponsored food service programs on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability, or handicap.

LEGAL REF.: Sections 118.13, 120.10(16), 120.13(6) & (10) Wis. Statutes  
Pl 9.03(1) of the Wisconsin Administrative Code

CROSS REF.: Discrimination Complaint Procedures

Approved: 07/14/87

Revised: 06/19/00

Revised: 08/21/17

Revised: 06/17/19

### **IMC - LIBRARY**

The IMC is a Reference Center. In order to go to the IMC, students must have a specific research purpose or task. Once that task is completed, students will be sent back to class. The rules of the IMC will be posted and/or distributed. If students violate these rules, they are subject to a loss of library privileges and/or detention, etc.

### **IMPROPER DISPLAY OF AFFECTION**

Students are expected to exercise self-control while choosing to share their affection with other students. Acceptable displays of affection are kind words and handshakes, holding hands is acceptable for high school students. More intimate touching and kissing will leave others uncomfortable. Students are expected to use common sense with their degree of intimacy. If faculty members feel that students are getting too intimate, they have been instructed to warn the students. If the problem occurs again, the students will be penalized. The school asks students to remember there is a time and place for everything. Habitual offenders or extreme situations will receive an office referral.

### **OPEN CAMPUS**

Only seniors are allowed to leave campus during their lunch period. Underclassmen (grades 9-11) will only be allowed to leave campus with a parent note/phone call. This is intended for extenuating circumstances, not to be an everyday occurrence.

**Consequences:** First offense: Underclassmen leaving campus will receive an office referral. Underclassmen driving off campus will lose parking privilege for 3 weeks. Seniors transporting underclassmen will lose parking privilege and open campus for 3 weeks.

## **STUDENT DRESS PROCEDURES**

Students are expected to wear clothing that covers them adequately and sufficiently as to not disrupt the school environment.

### **School Board Policy 443.1**

The subject of student attire and grooming is determined to be a personal matter between child and parent or guardian; however, in those instances in which the safety of the health and welfare of the student or other students is jeopardized, or if educational distraction becomes a factor, or if damage to school property is involved, the principal shall determine the suitability of the attire and grooming.

## **STUDENT PASSES**

Students should have a pass to use the bathroom or move to another area when it is not a scheduled passing time. Students wishing to go to another classroom should have a pre-arranged pass from that teacher. If a teacher receives a written (e-mail or hard copy) list that requests students, the teacher will allow the student to leave with a pass. A pass will be required upon the student's return to class.

## **VISITORS**

All individuals not normally part of the routine operation of the school must report to the principal's office for permission to be on campus. A written pass will be given to these individuals if permission is granted by the principal. Teachers should not permit visitors into their classes without a pass from the office. Non-students are not allowed in the student parking lot at any time without permission. Visitors who refuse or repeatedly fail to comply with this policy may be reported to law enforcement officials. Visitors should park in the upper parking lot or along the drive. All visitors must sign in and out of the office.

## **SCHOOL-SPONSORED TRIPS**

Whenever students are on school-sponsored, chaperoned trips, the following rules will apply:

1. The chaperon's instructions will be followed in accordance with regular school rules.
2. Use or possession of alcohol or controlled substances is strictly prohibited; this rule applies to all students, regardless of age. Students who violate the above will be subject to the following:
  - a. The chaperon will refer the individual to police (chpt.31) and contact the parent(s)/legal guardian. It will be their responsibility to come and get the student.
  - b. School Board policies apply, including suspension, conference, possible mandatory counseling, and loss of privileges.
  - c. All awards or honors associated with the trip on which the violation occurred would be removed.
  - d. The student involved will be banned from all extracurricular trips for one calendar year from the date of the violation.
3. Students who are arrested or detained by police for other reasons (for example, shoplifting) will be subject to all of the provisions under 2.
4. Anyone who does not accept the direction of the chaperon will be subject to any of the above (2), depending on the severity of the behavior; and will be referred to the principal.
5. Students may NOT drive or ride in vehicles other than school or commercial transportation. (In unusual circumstances, exceptions may be granted only upon authorization of the principal.)
6. All students transported to a location by school transportation shall return on school transportation unless prior arrangements have been made for the parent or guardian to transport. The principal or designee may only authorize exceptions.
7. Teachers/chaperons will provide a list of names of those students attending at least 2 days prior to the trip. Attendance may be denied a student at the request of any teacher.
8. School trips are on a tight schedule; any students who delay the schedule are subject to disciplinary action.

## **OVERNIGHT TRIPS**

All of the provisions above apply to overnight trips. In addition, the following special rules apply:

1. The chaperons will be responsible for and have authority to make rules of conduct as fit the situation.
2. The chaperons will establish a curfew time at which all students must be in and remain in their rooms. A suggested time is 10:00 p.m., although this may be adjusted to fit special circumstances.
3. If conditions warrant some “free” or unsupervised time, students must keep chaperons advised of their plans, and students MUST pair up so that they have a specific “buddy” who they will stay with until they report back to the chaperons.
4. Girls and boys shall be housed in separate, unconnected rooms, and a time shall be set after which there will be NO boys in girls rooms and vice-versa. At any time there are mixed students, room doors shall be open.
5. No outside or non-participating persons shall be permitted in any student rooms without specific permission of the chaperon; and except for parents, no outsiders are permitted in any student room after 9 p.m.

## **ANNOUNCEMENTS**

All announcements must be typed, signed by a faculty sponsor, and turned in to the office. Daily announcements will be read over the intercom each morning and will be posted in StudentSquare each day. Students are responsible to ensure that they are QUIET AND ATTENTIVE while announcements are read.

## **ASSEMBLIES**

Student attendance at assemblies is required.

## **CARE OF BUILDING AND GROUNDS**

The Board of Education and the taxpayers of the school community have provided excellent facilities. Everyone must accept the responsibility in respecting this property and treat it as his/her own.

## **FUND RAISING**

*All class or organization fund raising must be cleared with the principal.*

Fund raising forms are available in the office. Common means of raising funds include dues, dances, car washes, selling items, etc. ANY FUND RAISING ACTIVITIES WHICH INVOLVE THE COMMUNITY (for example, selling items or requesting donations) MUST HAVE APPROVAL OF AND BE SCHEDULED BY THE SUPERINTENDENT.

## **LOCKERS**

Lockers are the property of the school and are made available to students for storage of books, coats, etc. The school reserves the right to inspect lockers, individually or generally. For the student’s protection, it is suggested that valuables and money NOT be kept in school lockers. If it is necessary for a student to carry a large amount of money for some reason, the school suggests to place it in the school safe. **PHYSICAL EDUCATION LOCKERS ARE ESPECIALLY VULNERABLE. THESE LOCKERS SHOULD BE LOCKED AT ALL TIMES!** STUDENTS SHOULD NOT GIVE THE COMBINATION TO OTHERS OR ALLOW PEOPLE TO WATCH OVER THEIR SHOULDER.

Locks may be obtained in the office for a refundable \$5.00 deposit.

**Locker Searches:** School lockers are the property of the School District of Phillips. At no time does the School District of Phillips relinquish its exclusive control of lockers provided for the convenience of students. Periodic, general inspections of lockers may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant. **LOCKERS ARE SUBJECT TO SEARCH UNDER THE REASONABLE SUSPICION SEARCH STANDARD.**

## SECTION II – MIDDLE SCHOOL

### ACADEMICS

#### Report Cards

Report cards are issued at the end of each quarter. All courses are marked with the standard grades of A through F.

A	(4.0)	Outstanding	C	(2.0)	Satisfactory
A-	(3.667)		C-	(1.667)	
B+	(3.333)		D+	(1.333)	
B	(3.0)	Above Average	D	(1.0)	Below Average
B-	(2.667)		D-	(.667)	
C+	(2.333)		F	(0.0)	Unsatisfactory and failing

Promotion criterion exists for middle school students. Pupil academic performance, recommendation of teachers based upon academic performance, and other academic criteria as outlined in the Board of Education “Promotion / Advancement Policy”. Parents are always involved in the decision if retention seems warranted. See District policy 345.4.

#### Honor Roll

A student with a grade point average of 3.35 or better is on the honor roll. Students with an average of 3.65 or better will be considered a part of the High Honors group, the highest honor at Phillips Middle School.

### MIDDLE SCHOOL EXTRA-CURRICULAR ACTIVITIES

The Phillips Middle School sponsors the following extra-curricular activities: Football, Cross Country, Volleyball, Basketball, Wrestling, Track, Student Council (by election), Forensics, and Yearbook. Various club programs, not sponsored by school, are available to students (soccer, softball, baseball swim team, powerlifting, etc.).

#### Middle School Athletics

- I. An Athlete is defined as any boy or girl who participates in a school sponsored sport, including school recognized club sports. These eligibility rules include managers.
- II. Physical examination: Students must have a physical examination every two years, and return a WIAA card to the school office prior to beginning practice with a respective team. In alternating years, the WIAA Alternate Year Card must be submitted to the school office.
- III. Academic Eligibility:
  - a. Grades will be monitored. Poor grades may result in athlete being declared ineligible.
  - b. At the initiation of the principal and in consultation with parents, teachers, school counselor, and the student, the principal may allow for participation as part of a grade improvement or student motivation program. Any such program would involve “conditional eligibility”, be subject to revocation at any time, and be permissible only in those circumstances where professional judgment concludes that an exception to the rule is warranted.
- IV. Attendance
  - a. Students must maintain regular school attendance to be eligible for athletic participation. Chronic absenteeism is grounds for removal.
  - b. A student must be in attendance for the entire school day if he/she is to participate in an athletic event that afternoon or evening. Students attending school sponsored activities are considered to be “in attendance”. Students who are absent for a prearranged medical or other necessary appointment that constitutes an excused absences, and who are otherwise physically fit, will be allowed to participate.
- V. Behavior
  - a. Students who are “off activities”, or “on restrictions” or under suspension for misbehavior are not eligible to practice or participate in athletic activities.
  - b. Students are expected to follow team rules and exhibit a proper attitude for team participation. Failure to do so may result in disciplinary action restricting or eliminating student participation or eligibility.

Approved March 16, 1998

## OPEN GYM/RECESS BEHAVIOR EXPECTATIONS

<b>Be Responsible</b>	Follow supervisor's directions the first time given. Ask questions when necessary. Stay within sight of the supervisor. Keep shoes clean.
<b>Be Respectful</b>	Respect yourself, peers, and the supervisor. Use proper language, no putdowns. Stop playing on command (whistle).
<b>Be Safe</b>	Report injuries to the supervisor immediately. Report unsafe conditions. Pick up equipment and return to proper location. No levitating of snow.

## SECTION III: HIGH SCHOOL

### ACADEMICS

#### AWARDS AND HONORS

In the spring each year, an awards program is held during which scholarships and other awards are given. Many of these are the result of a cumulative accomplishment over the student's entire high school career. A partial list includes:

1. **College and Vocational Scholarships** - a number of scholarships are available from a variety of local and other sources. Some recipients are chosen by the organizations themselves, some by the faculty scholarship committee, and still others by a combination. Although each is different in its specific criteria, in general, these characteristics are considered: 4 year GPA, ACT score, involvement in school and community activities, citizenship and character, difficulty of curriculum, financial need. Most scholarships apply to accredited schools only.
1. **Other Honors and Awards**

Phillips High School Scholar Athlete	FBLA
Badger State Boys/Girls	High Quiz Bowl
Perfect Attendance	
3. **Scholastic Honors** - students who achieve a cumulative GPA of 3.35 over the first seven semesters are considered HONOR STUDENTS of their class. As such, they are individually recognized at the awards assembly and on the graduation program. The students who finish first and second in their class are the Valedictorian and Salutatorian respectively. They are privileged to speak on behalf of their class at graduation. When there are multiple Valedictorians, a Salutatorian will not be named.
3. **National Honor Society (NHS)** is an honorary organization which sophomores and juniors with cumulative grade point averages of 3.67 may be invited to join. NHS is a national organization whose membership is by invitation only; belonging is a significant achievement, one worth working for. Students must have been enrolled ONE academic year. The Induction Ceremony is held each spring with other awards presented.

Students who aspire to these and other awards need to begin preparation in their freshman year.

#### COURSE CHANGES AND WITHDRAWALS

It is anticipated that each student has given serious thought to his/her program of studies BEFORE registering for classes. We cannot make numerous class changes in the fall after teachers have been hired, class sizes determined and balanced, and books and materials ordered. In order to keep changes to a minimum, the following regulations shall be in effect:

1. Class changes may be considered upon written request from parent or guardian. Errors, upgrading, counselor judgment for mental or physical reasons is allowed.
2. Class changes will be handled through the counselor's office. Whether or not the change will be made will be determined on the basis of the reason for the change request, the class sizes involved, the counselor's recommendation, and the credit standing of the student.
3. The deadline for considering changes will be **two weeks prior** to the beginning of that quarter.
4. A student who withdraws or is removed from a course after the 15<sup>th</sup> day of the quarter, except for unusual circumstances, may receive an "F" grade for that course.

#### CRITERIA TO BE USED TO BREAK A TIE FOR STATE ACADEMIC SCHOLAR AWARD

The top academic student shall be determined by computing the highest cumulative grade point average (GPA) after the seventh semester. In the event of a tie in the GPA for the position of the top student, the student to receive the State Academic Excellence Scholarship shall be determined by using the following sequential criteria:

**Step 1:** Students will be given an opportunity to withdraw their names if they plan to attend school out of state or if they do not plan to attend a post high school training institution.

**Step 2:** ACT scores will be the next criterion to be used. The student with the highest ACT score (on a scale of 1-36) will be determined the recipient. Scores from ACT tests taken up to June 30 of the junior year will be considered. Any ACT taken after June 30 of the junior year will not be considered.

**Step 3:** If step two does not produce a recipient, the Superintendent will supervise a coin toss or drawing to determine the recipient.

2009 Senate Bill 407 passed May 12, 2010 now allows schools with an unweighted grading system to designate alternates. In past years, schools were not able to list alternates unless the students' GPA was exactly the same and the school used a district policy for determining ties. Schools are now allowed to list all students with a GPA of 3.8 or higher as alternates.

If the student with the highest GPA decides to forfeit the scholarship due to attending an out-of-state school or not pursue further education, they would still be identified as an Academic Excellence Scholar for that high school and receive the issued certificate from Wisconsin Higher Education Aids Board. The next alternate, based on GPA, who is attending either a Wisconsin public university, private university, or public technical college would be awarded the scholarship money.

Each of the students with GPAs 3.8 or higher would need to complete the Academic Excellence Scholar intent form (see Exhibit 461) to indicate their school of choice and provide necessary information. All students will be listed on the Wisconsin Higher Education Aids Board form.

In order to be eligible for consideration of the Academic Excellence Scholarship, the student must have attended Phillips High School as a full-time student both semesters of their junior and senior years. **(7-10-90) (Revised 4-13-93) (Revised 12-14-93) (Revised 10-20-08) (Revised 5-18-09) (Revised 12/19/2011) (Revised 6/17/2020)**

#### **DISTANCE EDUCATION (INCLUDING VIRTUAL SCHOOLS/ONLINE LEARNING)**

Students must be enrolled in the district to take advantage of online course work. Students must apply for permission to take online course work. The application must be completed by December 1 of each school year for second semester consideration. The deadline for first semester is May 1 of the previous academic year. These dates may be modified for extenuating circumstances.

Students must complete prerequisites and provide teacher/counselor recommendations to confirm that the student possesses the maturity level needed to function effectively in an online learning environment. In addition, approval by the building principal shall be obtained before a student enrolls in an online course. Online course work as part of an educational plan (special education, gifted/talented, 504, at-risk, ESL) will have to be approved by the plan team.

Students may take online courses off campus, or on campus (with the approval of the building administrator or the director of pupil services). Students working on course requirements at home will be in compliance with the compulsory attendance law. To meet the minimum attendance requirements, students must comply with timelines that have been established by the course supervisor and approved by administration. See district policy #343.7 for complete description.

#### **GRADES AND HONOR ROLL**

Letter grades are awarded in each class at the end of each quarter. Credits and grade point average for record purpose are calculated at the end of each semester. To be eligible for the honor roll, a student must earn a 3.35 grade point average for the semester. A student's grade point average and class rank are important parts of his/her record and may have long-lasting influence on a student's acceptability for future occupational and educational opportunities.

Students who receive an F grade for a course do not receive credit and must repeat the course if it is a graduation requirement or prerequisite.

Letter grades are awarded for correspondence courses and for credits earned through the Start College Now or Early College Credit Program and are used in calculation of GPA, class rank, and honor roll. These courses will be on the transcript listed as "Start College Now".

#### **INDEPENDENT STUDY**

The School District of Phillips Board of Education supports independent study programs to the extent that current staffing and other factors permit. Independent study courses are defined as courses that are either single section courses offered by our faculty that may not fit into the student's schedule, single section specialized courses provided by our staff based on student need/interest (i.e. Botany, Advanced Anatomy & Physiology) or individually designed courses that are based on student and supervising teacher's personal interest in the subject area (i.e. Health Media). Students will submit a proposal for Individually Designed classes. See district policy #343.3.



**HOW TO CALCULATE YOUR GPA**

Convert letter grades on the report card to honor points earned. Use the chart below for 0.5 credit courses. Add the honor points then divide the total by the number of credits attempted as shown on the report card (do not include classes with P or E grades). This number is the GPA for the quarter. **To determine class rank: if the 4<sup>th</sup> decimal is 5 or higher, round up.**

<b>Grade</b>	<b>0.5 Credit</b>
A	2.0000
A-	1.8333
B+	1.6666
B	1.5000
B-	1.3333
C+	1.1666
C	1.0000
C-	0.8333
D+	0.6666
D	0.5000
D-	0.3333
F	0.0000

## **GRADUATION REQUIREMENTS**

Beginning with the Class of 2019, in order to be granted a high school diploma the student must have completed 28.5 credits of coursework, been enrolled in a Board-approved activity for each class period of each school day during the high school grades, satisfied the following criteria, and been recommended to the School Board for a diploma by the Superintendent or his/her designee.

Each individual is personally responsible for ensuring that the courses they select meet the minimum credit requirements for their grade/class and for graduation. This includes the student's responsibility for rescheduling into any failed classes. Any student who is not sure of their status should see the counselor as soon as possible. ACT prep will be incorporated in core classes.

### **Required Courses/Credits**

English	4 credits including: English 9 (1), English 10 (1), English 11(1), English 12 (1) or AP English (1), or Written Communication (.5) and Oral Communication (.5)
Social Studies	3.5 credits including: American Global Marketplace (.5), Civics (.5), US History I & II (1), Senior Leadership (0.5), and <b>ONE</b> credit of Social Studies elective (1)
Science	3 credits including: Science 9 (1), Biology 1 (1), and Chemistry <u>OR</u> Applied Physical Science (1)
Math	3 credits (including .5 credit math Senior year)
Family & Consumer Ed	0.5 credit: Life Skills
Physical Education	1.5 credits: including PE 9 (0.5)
Business Education	1 credit: Computer Applications (0.5) and College/Career Readiness (CCR) (0.5)
Health	Taken in 8 <sup>th</sup> grade (0.5)

### **TOTAL NUMBER OF CREDITS NEEDED TO GRADUATE - INCLUDING REQUIRED COURSES: 28.5 CREDITS**

#### **Recommended For:**

##### **Freshmen – 8 credits**

1 credit of English 9  
1 credit of Social Studies (Am. Marketplace & US I)  
1 credit of Science 9  
1 credit of Math  
0.5 credit of Life Skills  
0.5 credit of Personal Fitness  
0.5 credit of Computer Applications  
2.5 credits of Electives

##### **Juniors – 8 credits**

1 credit of English 11  
0.5 credit Social Studies  
1 credit of Applied Physical Science or  
Chemistry  
0.5 credit of Math  
4 credits of Electives

##### **Sophomores – 8 credits**

1 credit of English 10  
1 credit of Biology I  
1 credit of Phy. Ed. (recommended)  
1 credit of Math  
1 credit of Social Studies (Civics, US II)  
0.5 credit of College/Career Readiness  
3 credits of Electives

##### **Seniors – 8 credits**

1 credit of English 12 or  
AP English  
0.5 credit of Social Studies  
0.5 credit of Sr. Leadership Seminar  
0.5 credit Math  
5.5 credits of Electives

1. The student has earned at least 11 diploma credits from the following areas:
  - o Elective credits: Credit will be awarded for each elective credit successfully earned beyond the 17.5 required credits.
  - o Citizenship credits: Up for four credits may be awarded based on the citizenship credit process, Rule 345.6
  - o Academic Performance: Students with exceptional educational interests, needs or requirements may be provided with an Individualized Education Program within their alternative education program for high school graduation. Such alternative education programs shall be established in accordance with state law requirements.

School administrators and staff shall help prepare students to satisfy the criteria, consistent with established District policies and procedures. The high school principal shall provide for a regular review of a student’s progress toward meeting the established diploma criteria and shall keep students and their parents/guardians informed of the student’s progress.

Accommodations to these requirements may be made for students with exceptional education interests, needs, or requirements consistent with state law and established District policies and procedures. A student who successfully completes an Individualized Educational Program will be granted a high school diploma.

Before a student is granted a high school diploma, the high school principal shall determine whether the student has satisfied the diploma criteria outlined in the policy and any other District policy applicable to high school graduation.

A student may be eligible for a diploma if he/she does not satisfy these credit requirements if he/she has been enrolled in a Board-approved alternative program and the Superintendent or designee determines that the student has demonstrated a level of proficiency in English, social studies, mathematics, science, physical education, and health education equivalent to the proficiency which the student would have attained if he/she had completed the regular credit requirements.

**Attendance Requirement**

**Seniors are required to be in full attendance for 90% of all scheduled school days.** Extenuating circumstances will be considered on a case by case basis by the principal or his/her designee in conjunction with the student’s parents. Failure to comply with the attendance requirement will preclude that student from participating in the graduation ceremony and all days missed beyond the 90% must be made up in summer school and/or community service before a diploma will be issued.

Revised: 06/20/2016

**Citizenship Credits**

Points	0	0.5	1
Attendance	Attending less than 80% of total possible days in grades 9-12	Attending at least 80% of total possible days in grades 9-12	Attending at least 90% of total possible days in grades 9-12
School Involvement	No documentation of participation in a school activity, club or organization in grades 9-12	Documentation of participation in one school activity, club or organization in grades 9-12	Documentation of completion of two school activities, clubs or organizations in grades 9-12
Community Involvement	No documentation of participation in a community activity during grades 9-12	Documentation of participation in one community activity during grades 9-12	Documentation of participation in two community activities in grades 9-12
Work Readiness	No documentation of employment during grades 9-12	Documentation of employment for up to five months during grades 9-12	Documentation of employment for six months or longer at the same job during grades 9-12

**TRANSFER STUDENT GRADUATION CREDIT REQUIREMENTS**

See District Policy 345.6 Rule 1

**DIPLOMAS**

Seniors need to be aware that diplomas will be withheld until all obligations have been met. These include fines, books and materials, disciplinary penalties, etc.

### **EARLY GRADUATION (07-20-98)**

Early graduation from high school is not permitted. All credits and attendance requirements must be met before a diploma will be granted.

### **START COLLEGE NOW PROGRAM (TECH) AND EARLY COLLEGE CREDIT PROGRAM (UW)**

Students who have attained junior status (earned a minimum of 14 credits) are eligible to participate in the **Youth Options Program** and enroll in courses through post-secondary educational institutions such as the University of Wisconsin or the Wisconsin Technical College System (WTCS). Courses taken through the Start College Now or Early College Program must **not** be comparable to courses offered by the high school. Students who wish to take courses must be in good academic standing and must not have a record of disciplinary problems. Applications for the program and additional information can be requested through the counselor or principal. Applications for the fall semester must be received in the principal's office by March 1, or by October 1 for the spring semester. Students, parents and/or guardians need to be aware that any course that is taken from a technical college, university or college is a start of their post-secondary career. Their grades will be recorded on a transcript at the technical college, university or college. This transcript will be requested when applying to a two-year or four-year institution following high school.

## DRIVING AND VEHICLE USE

The student parking lot is to be used for student parking ONLY. SITTING IN PARKED VEHICLES OR LOITERING IN THE PARKING AREA IS PROHIBITED due to the difficulty of supervision. ALL CARS PARKED IN THE LOT MUST BE REGISTERED each year by filling out an application form in the school office. Parking must be in designated areas. Improperly parked vehicles will be subject to a fine. The school does not encourage the driving of cars to school, especially by underclassmen; however, recognizing that some students need to do so on a regular or irregular basis, the following rules apply to use of vehicles during the school day.

1. **UNDERCLASSMEN** - are not allowed to drive or ride in vehicles during the school day INCLUDING LUNCH PERIOD. Exceptions will be considered only with parent(s)/legal guardian consent for valid reasons.
2. **SENIORS** - are subject to the same restrictions except use of vehicles at lunch is permitted. Seniors caught transporting underclassmen may have their parking privileges revoked.

Student vehicles are to be parked in front of the 6-12 Campus in designated areas such as that they do not interfere with normal traffic routes. At no time before, during, or after school should any student park behind the school.

Vehicles improperly parked will be fined. Unpaid fines will double and privileges will be revoked until paid. Students are expected to pay attention to the painted lines when visible. When snow or sand obscures the lines, students are still expected to use common sense and park responsibly. Fines may be assessed for any violation to this policy.

School parking areas, driveways, etc. are school property. The school reserves the right to deny privileges to those who operate their vehicles in unsafe or irresponsible ways. The service driveway behind the school and the staff parking area are off-limits for student vehicles, except by special permission. In the event of complaints about off school-premises driving, but related to the school day, i.e. lunch periods and entering or leaving school, parent(s)/legal guardian may be contacted. Among the possible consequences for rule violations are revocation of the privilege and referral to law enforcement agencies. **THE SPEED LIMIT IN THE PARKING LOT IS 15 MPH.** THE CHOICE TO USE THE SCHOOL PARKING LOT IS THE STUDENT'S, AND THE SCHOOL DISTRICT IS NOT RESPONSIBLE FOR DAMAGE TO VEHICLES THERE. **VEHICLES ARE SUBJECT TO SEARCH UNDER THE REASONABLE SUSPICION SEARCH STANDARD.**

## MISCELLANEOUS

### CLASS DUES AND ACTIVITIES

1. Each class is responsible for electing its own officers. The offices are: President, Vice-President, Secretary, and Treasurer.
2. Monies are needed by classes for the various responsibilities and activities. These monies may be raised by class dues and/or by a variety of fund raising activities. (see Fund Raising) Class monies are used for the following kinds of activities:
  - a. Donations or flowers on the death of a class member or in the immediate family of a classmate (all classes)
  - b. Expenses associated with dances and activities
  - c. Preparing homecoming floats
  - d. Prom expenditures
  - e. Graduation flowers and decorations
  - f. Most classes try to leave a small balance to cover such items as mailing expenses for class reunions, etc.
3. Handling of class and organization funds is subject to AUDIT. Therefore, financial records must be carefully kept. Under no circumstances should class monies be carried around or left in lockers. Monies accumulated from class dues or activities should be deposited in the office DAILY or any time there is an accumulation of funds.
3. The financial status of each class is maintained in the office. Before making expenditures, check the class's financial status.
4. Expenditures of class funds must be authorized by the principal. Projects should be authorized by the class advisors. All expenditures of class or organization money are subject to annual audit. Therefore, all such transactions need to be clearly approved and easily checked. Be sure pre-approval forms are used for all purchases. DO NOT BUY FIRST AND CHECK LATER!
  - a. Purchases by mail: All non-local purchases MUST BE PRE-APPROVED BY THE ADVISOR AND PRINCIPAL and sent out through the office with a copy of the purchase order retained in the office. Such purchase orders must clearly state the class/organization responsible. When the order is received, the advisor must check it in, and bills must be approved for payment by both the advisor and the principal.
  - b. Local Purchases: Local purchases for materials (for example, paper for decoration) require an AUTHORIZATION FORM from the office to be presented to the local merchant. DO NOT SIMPLY BUY SOMETHING AT A LOCAL STORE AND EXPECT THE CLASS TO REIMBURSE YOU.

### DANCES

All dances are closed with the exceptions of the Homecoming dance and Prom. The following rules apply to dances:

1. A dance request form must be completed and submitted to the principal prior to the dance.
2. Dances are for students of Phillips High School. Dates of students must be cleared with the principal for any exceptions to this rule.
3. All school rules will be fully enforced. Infractions of rules or misconduct may mean suspension from one or more dances at the high school or appropriate penalties on the following school day.
4. Doors will be locked 45 minutes after the doors open. Exceptions must be cleared with the advisors of the dance. There will be no entering and leaving the dance.
5. Dances will end at or before 12:00 midnight. Ordinarily dances are restricted to Fridays. The principal must approve any exceptions.
6. Infractions of rules or misconduct may mean suspension from one or more dances at the high school or appropriate penalties on the following school day.
7. Organizations or classes conducting a dance will be responsible for making arrangements with the principal for sponsoring the dance. Appropriate adult (parent/faculty) supervision must be arranged. Such dances require three adult chaperons and must include at least two faculty members. The principal must clear exceptions.
8. Any class or organization holding a dance is required to notify the city police in advance and provide them with a specific date and time for the dance. If an officer is not available to work the dance the school parking lot will be patrolled more frequently.
9. Students will not be allowed to carry in soda, juice, etc.
10. Inappropriate music will not be allowed.

## EXTRACURRICULAR ACTIVITIES

Art  
 Club.....  
 Mr. Pipkorn

Forensics.....  
 High Quiz

Bowl.....Mr. Peterson  
 Mock Trial Team.....

Mr. Wirth  
 National Honor Society.....

Prom.....  
 Ms. Kleinhans

FBLA.....  
 Sources of Strength.....  
 Student Council.....

Mr. Evenson & Ms. Knipp  
 Teen

Court..... Ms.  
 Vollendorf

Wabasso (Yearbook)..... Ms. Mollman

## 2023-24 CLASS ADVISORS

Senior	Junior	Sophomore	Freshman
Ms. Mollman, Chair	Ms. Fuhr, Chair	Ms. Vollendorf, Chair	Ms. DeGroot, Chair
Ms. Gustafson	Mr. McCardle	Mr. Kovarik	Ms. Knipp
Mr. Winter	Mr. Makovsky	Mr. Evenson	Ms. Ring
Ms. Schilling	Mr. Kleinhans	Mr. Peterson	Ms. Errickson
Ms. Quinnell	Mr. Cerveny		Mr. Johnson

The chairperson's responsibility is to coordinate the efforts of the class and the advisory group. The chairperson is not the one to be left with all the work. All advisors are to help in the advising of the class and its endeavors. All advisors and class officers will be responsible for conducting orderly meetings.

## **SECTION IV: POLICIES**

### **NOTICE OF NONDISCRIMINATION POLICY**

It is the policy of School District of Phillips that no person shall, on the basis of sex, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability be excluded from participation in; be denied the benefits of, or be subjected to discrimination under any program or activity and in employment

Superintendent of Schools  
Title IX/Section 504 Coordinator  
PO Box 70, Phillips, WI 54555  
(715) 339-2141

All students attending the School District of Phillips may participate in education programs and activities, including but not limited to health, physical education, music and vocational and technical education (homemaking and consumer education, trades and industrial education, business and office education, etc.), regardless of sex, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability. All career and technical education opportunities will be offered on a non-discriminatory basis.

### **STUDENT NONDISCRIMINATION POLICY** **EQUAL EDUCATION OPPORTUNITIES**

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

The right of the student to be admitted to school and to participate fully in curricular, extracurricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's sex, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

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

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

#### **DISCRIMINATION COMPLAINT PROCEDURES**

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

1. Any student, parent, employee or resident of the district complaining of discrimination on the basis of sex, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability in school programs or activities shall report the complaint in writing to the district administrator.

Complaints can be filed with the above coordinator or with the Office of Civil Rights:

Office of Civil Rights - Region V  
300 South Wacker Drive, 8<sup>th</sup> Floor  
Chicago, IL 60606  
(312) 353-2520

2. The district administrator, upon receiving such a written complaint, shall immediately undertake an investigation of the suspected infraction. The district administrator will review with the principal or other appropriate persons, the facts comprising the alleged discrimination. Within 15 days after receiving the complaint, the district administrator shall decide the merits of the case, determine the action to be taken, if any, and report in writing the findings and the resolution of the case to the grievance.
3. If the grievant is dissatisfied with the decision of the district administrator, he/she may appeal the decision in writing to the Board. The Board shall hear the appeal at its next regular meeting, or a special meeting may be called for the purpose of



hearing the appeal. The Board shall make its decision in writing within 15 days after the hearing. Copies of the written decision shall be mailed or delivered to the grievant and the district administrator.

4. If the grievant is dissatisfied with the Board's decision, he/she may within 30 days appeal the decision in writing to the State Superintendent of Public Instruction.
5. Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a child with exceptional educational need shall be processed in accordance with established appeal procedures outlined in the district's special education handbook.
6. Discrimination complaints relating to programs specifically governed by federal law or regulation shall be referred directly to the State Superintendent of Public Instruction.

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

Legal Ref.: Section 118.13 Wisconsin Statutes  
PI 9 of the Wisconsin Administrative Code  
Title IX, Education Amendments of 1972  
Title VI, Civil Rights Act of 1964  
Section 504, Rehabilitation Act of 1973

Cross Ref.: Equal Education Opportunities  
Special Education Handbook  
School Board Policy, Section X

## HARASSMENT POLICY – STUDENT - 411.1

Subject: HARASSMENT/Bullying/Hazing (student)

The School District of Phillips shall strive to maintain and ensure a learning and working environment free of any form of harassment, bullying, hazing or intimidation toward or between students and employees.

### **Harassment**

Refers to physical or verbal conduct which interferes with a person's work or school performance, or which creates an intimidating, hostile or offensive school or work environment. Examples of conduct prohibited under this policy include, but are not limited to, the following:

- Physical or mental abuse.
- Verbal comments or other expressions which insult, degrade or stereotype any person or group because of sex, race, religion, national origin, color, disability, sexual orientation or other protected status.
- Unwelcome sexual advances. This includes but is not limited to acts such as patting, pinching, brushing up against, hugging, cornering, kissing or any similar physical contact that is considered unacceptable by another individual.
- Requests or demands for sexual favors. This includes subtle or blatant expectations, pressures or requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequence concerning one's employment or academic status.
- Verbal abuse or joking that is sexually oriented and considered unacceptable by another individual.
- Other unwelcome verbal or physical conduct of a sexual nature. "Sexual harassment" includes conduct directed by a person at another person of the same or opposite sex.

The District shall not tolerate any form of harassment and shall take necessary steps to prevent such harassment from occurring. Any employee or student who engages in harassment shall be disciplined in accordance with established procedures and/or provisions of the current employee agreement.

### **Bullying**

Bullying is defined as the repeated intimidation of others by the real or threatened infliction of physical or emotional abuse, through verbal, written, electronically transmitted means, or through attacks on the property of another. It may include, but is not limited to, action such as verbal taunts, spreading rumors, name-calling and put-downs, extortion of money or possessions and exclusion from peer groups within the school. Such conduct based on race, ethnicity, disability, gender or sexual orientation may contribute to harassment and discrimination in the school environment.



## HARASSMENT COMPLAINT PROCEDURES - 411.1 Rule 1

If any person believes that he/she has been harassed or has knowledge that a harassment policy violation has occurred, he/she may bring forward a complaint in accordance with the informal and/or formal procedure outlined below. The Board of Education encourages the informal resolution of harassment complaints to the extent possible.

### INFORMAL PROCEDURE

Any person who believes he/she has a valid basis for a harassment complaint may discuss the concern with the building principal. The principal will investigate the complaint and attempt to resolve the matter as appropriate to the situation. If the complainant is not satisfied with the principal's response and/or action, he/she may initiate a formal complaint according to the procedure listed below.

### FORMAL PROCEDURE

Step 1: A written statement regarding the harassment complaint shall be prepared by the complainant and signed. This complaint shall be presented to the high school principal, who serves as district Equity Coordinator, or to the elementary principal as an alternative. It shall be the responsibility of the Equity Coordinator to see that the complaint is promptly and thoroughly investigated. If the Equity Coordinator is the subject of the complaint, the complaint shall be referred to the District Administrator for investigation and action.

Upon completion of the investigation, the Equity Coordinator/designee shall be consistent with legal requirements and established Board policies. The Equity Coordinator/designee shall inform the complainant, in writing, of his/her determination regarding the complaint within ten (10) school/business days.

Step 2: If the complainant wishes to appeal the determination made in Step 1, he/she may submit a signed statement of appeal to the District Administrator within ten (10) school/business days after receipt of the Equity Coordinator's response to the complaint. (If the complaint was handled by the District Administrator in Step 1, the appeal shall go to the Board as outlined in Step 3.) The District Administrator shall meet with all parties involved, formulate a conclusion and respond in writing to the complainant within ten (10) school/business days.

Step 3: If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Board within ten (10) school/business days of his/her receipt of the District Administrator's response. In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives at a special Board meeting held within fifteen (15) school/business days of the receipt of such appeal. A copy of the Board's disposition of the appeal shall be sent by the District Clerk to each concerned party within ten (10) school/business days of this meeting.

Step 4: If, at this point, the complaint has not been satisfactorily settled, further appeal may be made to the appropriate governmental agency as applicable to the type of harassment complaint (e.g., State Superintendent of Public Instruction, Equal Rights Division of the Department of Workforce Development, U.S. Office of Civil Rights) and/or the court having proper jurisdiction.

### DISSEMINATION OF HARASSMENT COMPLAINT PROCEDURES

The adopted harassment complaint procedures shall be disseminated to students and employees annually to inform them about the process by which they can make a harassment complaint. The information shall be published in student and staff handbooks, or disseminated through other appropriate means determined by the building principal.

The Equity Coordinator/designee shall keep records of all formal harassment complaints for the purpose of documenting compliance and past practices. The records shall include information on all levels of the complaint and any appeals. The records should include:

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

Approved: 3/17/08

Revised: 8/16/10

Harassment Complaint Form

Name: \_\_\_\_\_

Date of Report: \_\_\_\_\_

Date of Incident: \_\_\_\_\_

I wish to register a complaint against (name of person, school: give department, program activity, etc.):

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

1. Specify your complaint by stating the problem as you see it. Describe the incident, participants, background to the incident and any attempts you have made to resolve the problem. Please note relevant dates, times and places.

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

2. List any witnesses:

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

3. Proposed solution: Indicate your opinion on how this problem might be resolved. Be as specific as possible.

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

I certify that there is no falsification of the above information and events are accurately depicted to the best of my knowledge.

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date

**Introduction**

The Phillips School District strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, and school buses and at school-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. The school district consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

**Definition**

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.

Bullying behavior can be:

Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)

Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)

Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet – also known as cyber bullying)

**Prohibition**

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the school district. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.

**Procedure for Reporting/Retaliation**

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal where the act occurred or director of pupil services.

Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to the building principal or director of pupil services.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

The school official receiving a report of bullying shall immediately notify the school district employee assigned to investigate the report. The following school district employees have been identified as investigators: Colin Hoogland, Roni Tobias, Dave Scholz, Vicki Lemke, and Rick Morgan.

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

**Procedure for investigating reports of bullying**

The person assigned by the district to conduct an investigation of the bullying report shall, within one school day, interview the person(s) who are the victim(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report.

Parents and/or guardians of each pupil involved in the bullying will be notified prior to the conclusion of the investigation. The district shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

**Sanctions and supports**

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school district administration and school board may take disciplinary action, including: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. Pupil services staff will provide support for the identified victim(s).

## Disclosure and Public Reporting

The policy will be distributed annually to all students enrolled in the school district, their parents and/or guardians and employees. It will also be distributed to organizations in the community having cooperative agreements with the schools. The school district will also provide a copy of the policy to any person who requests it.

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

An annual summary report shall be prepared and presented to the school board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public.

Approved: 08/16/10

## Communication and Computer Technology Student Behavior & Acceptable Use Policy 361.4

The District encourages educational use of all technology. It is the position of the School District of Phillips that the use of District computer technology is a privilege afforded to students who are expected to act on their good behavior and in full compliance with all rules and regulations of the District concerning the same. Correspondingly, misconduct shall result in disciplinary action to ensure the integrity of the system, to protect the District's investment in the system, and to ensure its continued availability to the staff and general student body of the District.

### Internet and Computer Uses, Rules, and Guidelines

The School District of Phillips offers the privilege of Internet access for student use. With this learning tool, students must understand and practice proper and ethical use. Parents/guardians shall be notified annually that their child may be using School District resources and accounts to access the Internet.

This document contains the Acceptable Use Policy for use of the Network and its associated components. The term "Network" is defined as all computer operations that are electronically sent to and out of an individual workstation or computer; this includes electronic mail. "Components" refers to any and all devices/materials used in technology, including computers, printers, scanners, cameras, data lines, software, etc.

- I. Educational Purpose
  - A. The Network has been established for appropriate educational purposes. The term "educational purpose" includes classroom activities and career development.
  - B. The Network has not been established as a public access service. The School District reserves the right to place restrictions on the material one may access or post through the system. Students are expected to follow the rules set forth in this policy and under the laws of the State of Wisconsin and United States with respect to their use of the Network. The School District further reserves the right to amend these regulations, from time-to-time, in which event it shall so notify users of the system.
  - C. Certain Web 2.0 services, such as social networking sites, wikis, podcasts, RSS feeds and blogs that emphasize on-line educational collaboration and sharing among users, may be permitted by the District under the supervision of an instructor. However, such use must be approved by the Technology Coordinator or designee, followed by training authorized by the District, which will include application and responsible use training. Users must comply with this policy as well as any other relevant policies and rules during such use.
  - D. Individuals may not use the Network for commercial purposes. This means individuals may not offer, or provide products or services through The Network. Individuals are not prohibited from using the Network to raise funds if both of the following conditions are met:
    - 1) the individual represents a recognized entity of the District, and
    - 2) the profits for said products or services return directly to the District.
  - E. Individuals may not use the Network for political lobbying. Individuals and/or classes may use the system to communicate with elected representatives, to express opinions on political issues, and to gather information related to governmental operations.

## II. Internet/Network Safety

The District's response to the Children's Internet Protection Act (CIPA), the Neighborhood Children's Internet Protection Act (N-CIPA) and the instructional curriculum for cyber bullying and safe use of social networking sites as required by the Broadband Data Improvement Act of October 2008 is recognized by identifying procedures to monitor access by minors to inappropriate matter on the Internet; identifying actions to promote safety and security of minors who use email, chat rooms and other forms of direct electronic communications; responding to unauthorized access, including "hacking", and other unlawful activities by minors online; preventing unauthorized disclosure, use, and dissemination of personal identification information regarding minors; and identifying measures designed to restrict access to materials harmful to minors.

### A. Student Internet Access

1. High School students shall have access to Internet information resources through their classroom, library, or school computer lab only upon receipt of written parental/guardian approval and assuming the privilege has not been revoked. High School students shall have "on site" supervision. On site supervision means that a staff member is physically present in the room in which the Network is being accessed/utilized by a student.
2. High school students and their parent(s)/guardian(s) must sign an Acceptable Use Policy Agreement to be granted access to the Internet using the Network. The student's parent(s)/guardian(s) can withdraw their approval at any time. Withdrawal of parental/guardian consent shall cause a revocation of a student's Internet use privileges.
3. Elementary and middle school students shall have Internet access only under the "direct supervision" of their teachers. Direct supervision is defined as eye contact with student screen, either electronically or physically, by a staff member.

### B. Safety and Security of Minors (Placing Self/Others at Risk)

- 1) Individuals shall not post personal contact information about him/herself or other people. Personal contact information may include one's address, telephone, school address, work address, photos, etc. Personal contact information may be posted for the purpose of filling out scholarship and college entrance forms, enrolling in on-line coursework and for career development activities, with approval from the building principal.
- 2) Individuals shall not agree to meet with someone contacted "on line" without parent/guardian approval. Parents/guardians are strongly encouraged to accompany students to such meetings.

### C. Unauthorized Use/Illegal Activities

- 1) Individuals shall not attempt to gain unauthorized access to the Network or to any other computer system through the Network or go beyond authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing."
- 2) Individuals shall not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
- 3) Individuals shall not use the Network to engage in any illegal act, such as arranging for a drug sale or the purchase of alcohol, participating in criminal gang activity, threatening the physical and/or emotional safety of another person, etc.

### D. System Security

- 1) Individuals are responsible for their personal account and should take all reasonable precautions to prevent others from being able to use that account. Under no conditions should one provide his/her passwords to another person.
- 2) Individuals shall not break into or attempt to break into secure areas of the Network. This includes breaking into or attempting to break into the District's Network, or any other secured network, including Internet sites.
- 3) Students shall immediately notify a teacher, the librarian, or the system administrator if a possible security problem has been detected. Seeking out security problems/issues may be construed as an illegal attempt to gain access and may result in the loss of future use of the Network. Students are not to show other students the security problem.
- 4) Users shall avoid the inadvertent spread of computer viruses by following the District's virus protection procedures.
- 5) Educational software has been installed for student and staff use. Only District personnel are to install software on workstations.

### E. Inappropriate Language

- 1) Restrictions regarding inappropriate language apply to public messages, private messages (email), and material posted on Web pages.

- 2) Individuals shall not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- 3) Individuals shall not post information that could cause damage or a danger of disruption.
- 4) Individuals shall not engage in personal attacks, including prejudicial or discriminatory attacks.
- 5) Individuals shall not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If one is told by a person to stop sending him/her messages, one must stop.
- 6) Individuals shall not knowingly or recklessly post false or defamatory information about a person or organization.

F. Dissemination of Personal Identification (Respect for Privacy)

- 1) Individuals shall not repost a message that was sent privately without the permission of the person who sent the original message.
- 2) Individuals shall not post private information about another person.

G. Respecting Network Resource Limits

- 1) Individuals shall use the system only for appropriate educational and career development activities.
- 2) Individuals shall not download large files unless absolutely necessary. If necessary, the data should be downloaded at a time when the system is not being heavily used. The file should immediately be removed from the system computer when finished. Storage capability is restricted.
- 3) Servers are provided for the purpose of saving files.
- 4) Users on the Network can expect to have individual storage capacity limited by the District in accordance with the needs of the District and the amount of usage made of the system. The District reserves the right to change the amount of capacity allowed to individual users, in its sole discretion.
- 5) Users may neither prevent others from accessing the system, nor unreasonably slow down the system.

H. Inappropriate Access to Material by Adults or Minors

Users may encounter material which is controversial and which the users, parents/guardians, teachers, or administrators may consider inappropriate or offensive. On a global network, it is impossible to effectively control the content of data. The School District of Phillips believes that the benefits to students from the Internet exceed the disadvantages. Nevertheless, students are cautioned about accessing such data within the school system.

- 1) Individuals shall not use the Network to access material that is profane or obscene (pornography), that advocates illegal acts, that advocates drug use, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made if the purpose is to conduct research, and both the teacher and parent/guardian have approved, in writing, such action prior to doing the research.
- 2) No inappropriate materials, as defined in the preceding paragraph, may be loaded onto District workstations, the Network, or printed from school printers.
- 3) If one mistakenly accesses inappropriate information, one should immediately discard the file, or move to another Web site and report the incident to the supervisor/teacher. This shall protect the individual against a claim that he/she has intentionally violated this Policy. If District personnel observe that a user has contacted such sites and information on more than one occasion, the individual shall be found in violation of this Policy and subject to potential discipline.
- 4) Failure to stop and/or failure to immediately turn the control of the computer over to district personnel for reviewing the history of one's Internet travels, or to view files, shall be declared as a deliberate attempt to cover up wrong doing.
- 5) Parents/guardians should instruct students if there is additional material they think would be inappropriate to access. The District fully expects that students shall follow parents'/guardians' instructions in this matter, as well as those of the District.

I. Internet Filtering

- 1) The School District of Phillips employs hardware and software that is designed to filter and block inappropriate sites, and to a lesser degree, high-risk activities. The current filter will block sites that contain:
  - a) Nudity - The absence of clothing or exposing any and all parts of the human genitalia. Exceptions include "classical " nudes and swimsuit models.
  - b) Adult Content - Any material that has been publicly labeled as being strictly for adults.



- c) Sex - Description or depictions of all sexual acts and any erotic material.
  - d) Violence - Graphic depictions of all graphically violent acts including murder, rape, torture and/or serious injury.
  - e) Drug Use - Usage or encouraging usage of any recreational drugs, including tobacco and alcohol advertising. Exceptions include material with valid educational use, e.g., drug abuse statistics.
  - f) Bad Language - Crude or vulgar language or gestures.
  - g) Discrimination - Denigration of others' race, religion, gender, nationality, and/or sexual orientation.
  - h) Crime - Encouragement of, tools for, or advice on carrying out universally criminal acts. This includes lock-picking, bomb-making, and hacking information.
  - i) Tastelessness - Excretory functions, tasteless humor, graphic medical photos outside of medical context and some extreme forms of body modification, e.g., cutting, branding, genital piercing.
  - j) Chat Sites - Online chatting creates a situation in which the activity cannot be monitored. It further places the student at potential risk.
  - k) High Risk Events - Sites which lack editorial control. Some of these may fall into one of the other blocked categories.
  - l) Non-educational Sites - The District reserves the right to block other sites that do not support the goals of the Network, namely, the enhancement of classroom activities and career development. The District is further interested in preparing students for the work place. Therefore, sport and entertainment sites may also be blocked.
  - m) Auction sites – Auction sites do not monitor for weapons, sexual items, or other illegal merchandise unsuitable for minors.
- 2) The employment of an Internet filter shall not diminish the user's personal responsibility for appropriate use of the Network. Filtering is not infallible.
- J. Blocking Access to Sites
- 1) The District reserves the right to block sites that do not enhance classroom activities and/or career development.
  - 2) Staff and students are encouraged to contact the Technology Coordinator and/or the filtering vendor directly, should any one inadvertently access a site that is inappropriate for the school setting.
- K. Removing the Filter
- 1) Removing a site/activity from the blocked list will require a high level of justification. Anyone wishing a removal will put the request in writing. The request will be given to the building administrator. The committee will review the site/activity in question. The committee shall be composed of the following:
    - a) Building Administrator
    - b) Director of Instructional Services
    - c) Technology Coordinator
    - d) An uninvolved staff member
  - 2) The decision to remove the block on the site/activity will be based on the following criteria. Each of the criteria will be judged using contemporary community standards.
    - a) Does the educational value of the site/activity significantly outweigh the inappropriate nature of the site/activity?
    - b) Does the site/activity significantly enhance the curriculum?
    - c) Can the material/information be obtained from other more appropriate sources?
  - 3) Individuals will be notified of the approval or disapproval of the request in a timely manner. If the removal of the site/activity is granted, the committee will further indicate the length of time the block is to be removed.
- L. Web Pages and Social Media
- 1) The District maintains a web server for the purpose of disseminating information about District events, highlighting educational activities, and serves as a resource for students, staff, and community.
  - 2) Individuals whose names, photos, and the like, shall be incorporated into the Web page must give written authorization before such items can be used. (Minors must have a parent/guardian signature.) Businesses, organizations, etc. shall be granted the same right.
  - 3) The Web page shall not violate any part of this Policy.
  - 4) There shall be no links on the established Web page to sites that violate any part of this Policy.

- 5) Students shall not have access to the Web page password or the server on which the Web page resides.
- 6) The School District of Phillips' website will remain the district's primary internet presence. Content posted to the district's social media sites will also be available on the district's website and/or will include a link to the district's website.
- 7) The School District of Phillips recognizes the value of social media sites as a means of communication and education and authorizes the district use of such social media in accordance with established board policy to further the goals of the district.
- 8) All social media sites posted by district staff members will be subject to approval by the district administrator and the district's information technology director. The district reserves the right to restrict or remove any content that is deemed in violation of board policy or state law.
  - a. Visitors and users of district sponsored social media sites shall be notified that the intended purpose of the site is to serve as a form of communication between the district and the public.
  - b. Social media sites posted by district staff members will limit public interaction by restricting the public's involvement (ie. Limiting participation in social media sites to a "fan" type of status rather than a "friend" type of status).
  - c. Social media sites posted by district staff members will not permit others to identify any person included in photographs.
- 9) District and staff web pages, social media sites, articles and comments containing any of the following content will not be allowed:
  - d. Comments in support of or opposition to political campaigns or ballot measures
  - e. Profane language or content
  - f. Content that promotes, fosters, or perpetuates discrimination on the basis of factors including race, creed, religion, color, age, religion, sex, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation.
  - g. Sexual content or links to sexual content
  - h. Solicitation of commerce not related to authorized school district sponsored activities.
  - i. Conduct or encouragement of illegal activity
  - j. Information that may tend to compromise the safety or security of the district, district systems, students or staff
  - k. Any other inappropriate materials written or otherwise
- 10) District social media sites are subject to the Wisconsin public records laws. The person or department responsible for creating/maintaining a site will ensure that content is available in an accessible format that is easily produced in response to a request for public records. Each site must state that all requests for public records must be directed to the district administrator.
- 11) Persons/departments responsible for creating/maintaining a site will preserve records in accordance with established district records retention schedules.
- 12) For each social media tool approved for use by the district, the following documentation will be developed, adopted, and distributed to staffs: (a) operational use guidelines, (b) standards and processes for managing accounts on social media sites, (c) district and departmental branding standards, (d) district-wide design standards, and (e) standards for the administration of social media sites.

M. Cyber Bullying

Any form of harassment using electronic devices, commonly known as "cyber bullying" by students, staff or third parties is prohibited and will not be tolerated in the District. "Cyber bullying" is the use of any electronic communication device to convey a message in any form (text, image, audio or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner under a person's true or false identity. In addition, any communication of this form which disrupts or prevents a safe and positive educational or working environment may also be considered cyber bullying.

N. Cyber Bullying Awareness and Response

Prior to receiving authorization to access district owned devices, computers, or networks; students, staff and/or third parties will be made aware of our stance on cyber bullying by agreeing to the terms outlined in the communication and computer technology acceptable use policy.

Actions identified by district administration or its designee as cyber bullying will be handled in accordance with district policies, discipline procedures, and state law. Discipline can include verbal/written warning, suspension, expulsion, or referral to law enforcement.

O. Social networking training will include application and responsible use training. Users must comply with this policy as well as any other relevant policies and rules prior to obtaining authorization to use social networking sites.

### III. Plagiarism and Copyright Infringement

Individuals shall not plagiarize works that are found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were one's own. The District may, on occasion, use an Internet service that is designed to check for plagiarism.

Individuals shall respect the rights of copyright owners. Copyright infringement occurs when one inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, one should follow the expressed requirements. If there is uncertainty whether or not one can use a work, permission should be requested from the copyright owner.

The District will put in place measures to maintain compliance with State Statute Section 943.70(2), the Federal Copyright Act and the "fair use doctrine".

### IV. Hardware

#### A. Staff Computers and Phones

All computers and phones, except those designated for student use, are off limits to students. Students are not to use a staff member's computer or phone without consent.

#### B. Food and Beverage:

Fluids, foods, and computers don't mix. Individuals are not to bring food, beverage or candy into the labs or next to workstations.

#### C. CD's, DVD's, Computers, and other Peripheral Devices

- 1) The District will not be responsible for loss or damage to personal items used on the District's network/computers.
- 2) The playing of audio CD's/ DVD's for non-educational purposes is not permitted.
- 3) Students are prohibited from connecting their networkable, private (not school-owned) devices to the Network without consent of the building Principal and the Technology Coordinator. The exception to this rule is students are permitted to use flash drives. The same rules regarding down/uploading unauthorized data, programs or gaming programs through a flash drive is prohibited.

#### D. Printers

- 1) Students are free to use District printers for educational purposes. The printing of excessive multiple copies shall not be tolerated. Students must have teacher approval for printing large documents or large quantities of documents. If District personnel make observations of what they deem, under the circumstances, to be the printing of excessive multiple copies, the user shall be subject to discipline.
- 2) Students wanting personal black and white prints shall be charged 10 cents per page. Students wanting personal color prints shall be charged 25 cents per page. Teacher approval is necessary prior to printing such prints.

#### E. Physical Damage

Intentionally unplugging cables from computers, damaging mice or other peripherals, or engaging in other activities that can result in damage to equipment shall result in the loss of computer privileges.

#### F. Non-Supervised and Non-School Hours

Students are not to be in the labs using the equipment before and/or after school unless District personnel are present. Students are further instructed not to use any part of the Network without on site supervision by a faculty member. On site supervision means that a staff member is physically present in the room in which the Network is being accessed/utilized by a student.

**V. Consequences of Misuse**

- A. The failure or refusal to obey the directives of this policy shall result in the following progressive discipline action:
- 1) First Offense - loss of all computer use for 4 weeks
  - 2) Second Offense - loss of all computer use for 9 weeks
  - 3) Third Offense - loss of all computer use for one (1) calendar year

The School District of Phillips reserves the right to accelerate the progressive discipline or hand out more severe discipline on the basis of the seriousness and number of offenses with which a student has been charged and held to be in violation of this policy.

- B. Students who lose computer privileges shall be held to the same degree and standard as other students. Assignment requirements, will not diminish because of a student's loss of computer use.
- C. Depending upon the nature of the misconduct, the individual may face further consequences as a result of violations identified in the Student Handbook, and/or other appropriate Board Policy, and/or may be reported to local authorities.

**VI. Computer Games**

- A. The playing of a computer game by students will only be supported if the activity meets all three (3) of the follow criteria:
- 1) The game must fit into the current classroom topic and it must enhance/support the goals and objectives of the curriculum.
  - 2) The game is utilized under the supervision of an instructor and for a limited time.
  - 3) There is an expectation expressed by the instructor that the students will gather one or more concepts from the activity.

- B. Staff members are encouraged not to reward students with "computer time" that does not promote computers as educational, productive tools.

**VII. Your Rights**

**A. Free Speech**

The School District of Phillips reserves the right to regulate student speech disseminated under the auspices of the District. Thus, because student and staff use of the system is a component of the District curriculum and because the District desires to establish high standards for student speech which is disseminated under its auspices, it reserves the right to regulate student speech and to refuse to be associated with speech which is ungrammatical, poorly written, vulgar, profane or unsuitable for immature audiences. Subject to his/her reservation of rights in the School District and subject also to the exercise of free speech rights for purposes validly associated with an educational purpose and further subject to the Student Handbook, and/or other appropriate Board policy, students shall have the ability to exercise their rights of free speech in use of the system in the context of a limited public forum, which designation the District applies to the system.

**B. Search and Seizure**

All of the hardware and software associated with the District computer system and access to and use of the Internet are the property of the School District of Phillips. At no time does the District relinquish its exclusive control of any hardware or software provided for convenience of students and staff. Periodic inspections of software, email addresses, input and output (including personal files) may be made by school authorities for any reason at any time without notice, without user consent and without a search warrant so as to ensure compliance of use with this policy and the Student Handbook and to protect system security and to make certain that use conforms with the law. In addition, routine maintenance and monitoring of the system may lead to discovery of violations of a user's responsibilities. Furthermore, a specific search may be made by school authorities of a user's input, output, email

address, etc., if there is a reasonable suspicion that a particular user has violated this policy, the Student Handbook or the law.

**C. Due Process**

- 1) The District shall cooperate fully with local, state, and/or federal officials in any investigation related to any illegal activities conducted through the Network.
- 2) In the event there is a claim that a student has violated this Policy, the Student Handbook, and/or other appropriate Board policy regarding the use of the Network, the individual shall be provided with a verbal and/or written notice of the suspected violation and given an opportunity to present an explanation before the building administrator.
- 3) The building administrator shall deem what is inappropriate and the decision is final.
- 4) If the violation also involves a violation of other provisions of the Student Handbook, and/or other appropriate Board Policy it shall be handled in a manner described therein. Additional restrictions may be placed on the use of an Internet account and/or Network.
- 5) As a result of one's actions, legal action may be taken.

**VIII. Limitation of Liability**

The School District of Phillips makes no guarantee that the functions or the services provided by or through the District system shall be error-free or without defect. The District shall not be responsible for any damage one may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District shall not be responsible for financial obligations arising through the unauthorized use of the system, nor shall the District be responsible for damage done to personal devices, software, CD's, etc., as a result of using District equipment.

**IX. Personal/Social Responsibility**

- A. If an individual has knowledge that someone is engaging in or has engaged in unauthorized behavior on a computer, associated components, or with the Network, the individual is required to immediately report the behavior to school personnel. This can be an anonymous report. Failure to report the event/s is the same as contributing to the damaging behavior. As such, the individual shall be disciplined in the same manner as the original perpetrator. See Section V.
- B. When the District incurs a cost due to individual negligence or misuse, the individual shall be responsible for all costs associated with the repairs.

*Board Policy: 522.7 Communication and Computer Technology Behavior & Acceptable Use*

*411.1 Harassment: Bullying/Hazing*

*512 Employee Harassment: Bullying/Hazing*

*Approved: 07/21/97*

*Revised: 05/17/99*

*Revised: 05/15/00*

*Revised: 04/16/01*

*Revised: 05/19/03*

*Revised: 12/21/09*

*Revised: 02/20/12*