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## SECTION 1 – GENERAL INFORMATION

### INTRODUCTION

This handbook provides students, faculty, staff, and families with general information, rules, regulations, policies, and expectations supporting the operation of Stoughton High School. This book is the result of the cooperative efforts of students, families, faculty, and administrators. After reading this handbook, keep it in a place where it can be referred to throughout the school year. We look forward to working with you this year! Welcome to Stoughton High School.

Mr. Michael Kruse, Principal	877-5601
Mr. Brian Shimon, Associate Principal (Students A-K)	877-5605
Mr. Brad Ashmore, Associate Principal (Students L-Z)	877-5603



### STOUGHTON HIGH SCHOOL COLORS PURPLE and WHITE 'VIKINGS'

### BADGER CONFERENCE SCHOOLS

Northern Badger  
*Baraboo Thunderbirds*  
*Deforest Norskies*  
*Mt. Horeb Vikings*  
*Portage Warriors*  
*Reedsburg Beavers*  
*Sauk Prairie Eagles*  
*Waunakee Warriors*

Southern Badger  
*Edgewood Crusaders*  
*Ft. Atkinson Blackhawks*  
*Milton Red Hawks*  
*Monona Grove Silver Eagles*  
*Monroe Cheesemakers*  
*Oregon Panthers*  
**STOUGHTON VIKINGS**

**NONDISCRIMINATION STATEMENT**

It is the Policy of the Stoughton Area School District that no person may be denied admission to any public school in this District or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extra-curricular, pupil service, recreational, or other program or activity because of the person’s sex, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability as required by Wis. Stats s.118.13. The District also prohibits discrimination on any basis prohibited by applicable state or federal law, including Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973 (handicap). In addition, the District prohibits discrimination on the basis of transgender status including gender expression, gender identity and gender non-conformity.

All vocational education programs follow the District’s policies of nondiscrimination. In addition, arrangements will be made to ensure that the lack of English language skills is not a barrier to admission or participation.

The District encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is also available, to address allegations of violations of the policy in the Stoughton Area School District. The informal and formal complaint procedures are outline in Series 600 of the Board Policies.

Any questions concerning Wis. Stats s.118.13, Title IX, or Title VI of the Education Amendments of 1972, which prohibit discrimination, should be directed to:

Director of Human Resources  
Stoughton Area School District  
Stoughton, WI 53589  
(608) 877-5021

Inquiries related to Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap, should be directed to:

Director of Student Services  
Stoughton Area School District  
Stoughton, WI 53589  
(608) 877-5041

Cross Reference: Policy 502.00 Harassment and Related Forms of Misconduct.  
Policy 600.00 Complaint Procedures

Legal Reference: Wisconsin Stats. 111.31 - 111.395, 118.13, 118.195, 118.20  
Title VI, Civil Rights Act of 1964  
Title IX, Education Amendments of 1972  
Section 504, Rehabilitation Act of 1973  
WIAA Pupil Nondiscrimination Guidelines for Athletics and Transgender Participation Policy

## **Notice of Rules, Procedures and Regulations**

Each student/parent shall receive a copy of the SHS and SASD Student-Parent Handbooks at the beginning of the school year. High school students are asked to take the handbooks home to their family. Copies may also be obtained by contacting the High School Attendance Office at 877-5600. Students, families, and faculty have a responsibility to inform themselves of the rules and procedures in these publications.

These publications do not constitute all rules and responsibilities. Additional policies can be viewed in the state statutes and Stoughton Area School District school board policies.

### WI State Statutes:

<http://www.legis.state.wi.us/rsb/stats.html>

### SASD School Board Policies:

<http://www.stoughton.k12.wi.us/policies.cfm>

Students have the general responsibility to refrain from any act, which materially and substantially interferes with the normal activities of the school or infringes upon the rights of others, though it may not be specifically stated in this handbook.

### Other sources of information that may be pertinent are:

- District Handbook
- SHS Athletic Handbook
- Department of Public Instruction Educational Standards
- Parent Newsletter
- Principal's Newsletter
- Counseling Department Newsletter
- Registration Handbook
- School Board Policies
- Federal, State, and Municipal Laws

## ASSISTANCE DIRECTORY

The list below indicates some of the subjects students and parents most frequently inquire about and the person to ask. The specific names and phone numbers are listed on the following pages.

Accident Insurance	Health Assist.
Activity Card	Main Office Admin. Assist.
Athletic Eligibility	Athletic Director
Attendance	Attendance Office
Bus Transportation	Transportation Director
Change of Address	Registrar
Changing Schools	Registrar
College Information	Counseling Department
Fees - Activity	Main Office Admin. Assist.
Fines	Main Office Admin. Assist.
Grades	Counseling Department
Good Student Discount on Auto Insurance	Counseling Department
Honor Roll	Counseling Department
Homework Request - Extended Illness	Counseling Department Admin. Assist.
Illness - Absence	Attendance Office
Illness - Health Questions	District Nurse, Health Assist,
Illness - Call in before 9:00 am	Attendance Office
Locker Problems	Campus Supervisor
Lost and Found	High School Office
Part-time Jobs	Bulletin Board/Counseling Office
Personal Problems/Questions	Counselors/Principals/Staff
Procedure-Interpretation/Questions	Principals/Counselors/Staff
Pool Questions	Aquatics Director
Schedule Problems	Counseling Department
Study Questions	Teachers/Counselors
Transcripts	Registrar
Visitor Pass	Principal
W.I.A.A. Insurance	Athletic Director Admin. Assist.
Work Permits	Main Office Admin. Assist.

## 2015-2016 SHS ADMIN & OFFICE STAFF DIRECTORY

### Administrators

Mr. Michael Kruse	Principal	877-5601
Mr. Brian Shimon	Associate Principal (Students A-K)	877-5605
Mr. Brad Ashmore	Associate Principal (Students L-Z)	877-5603

### Office Support Staff

Ms. Julie Sackmann	Administrative Assistant	877-5602
Ms. Katy O'Shea	Registrar	877-5607
Ms. Kristen Dow	Attendance Administrative Assistant	877-5608
Ms. Stephanie Stokes	Educational Assistant	877-5654
Ms. Lauree Holtan	Educational Assistant, Health Assistant	877-5664
Ms. Patty Nelson	Attendance/AP Administrative Assistant	877-5604

### Health Services

Ms. Laurel Gretebeck	District Nurse	877-5538
Ms. Lauree Holtan	Health Assistant	877-5664

### Athletic Department

Mr. Mel Dow	Director of Athletics/Student Activities	877-5621
Ms. Amy LeMoine	Administrative Assistant	877-5622
Ms. Sally MacLaren-Meuer	Aquatics Director	877-5627

### Pupil Services

*Student counselor assignments are made alphabetically according to last names.*

Ms. Mary Grace Ott	Psychologist	877-5611
Mr. Andrew Burke	A-G Counselor	877-5609
Ms. Ann Cook	H-N Counselor/Dept. Chair	877-5612
Ms. Kristin Natzke	O-Z Counselor	877-5614
Ms. Julie Incitti	Social Worker (Pre-K-12)	877-5613
Officer Sargent	School Resource Officer	877-5610
Ms. Lori Olson	Administrative Assistant	877-5618

## SECTION 2 – STUDENT SERVICES

2015-16 Bell Schedule	
Period	Time
1	7:50-8:45
2	8:50-9:45
3	9:50-10:40
4	10:45-11:35
A Lunch (9 <sup>th</sup> & 11 <sup>th</sup> Grades*)	Lunch 11:35-12:05 AHR 12:05-12:30
(10 <sup>th</sup> & 12 <sup>th</sup> Grades*) B Lunch	AHR 11:40-12:05 Lunch 12:05-12:35
5	12:35-1:25
6	1:30-2:20
7	2:25-3:20

\*11<sup>th</sup> and 12<sup>th</sup> Graders not assigned a Homeroom will have an extended lunch from 11:35-12:35.

### **Homeroom:**

11:35-12:05 10<sup>th</sup> & 12<sup>th</sup> grade Homeroom (Lunch, 12:05-12:35)

12:05-12:30 9<sup>th</sup> & 11<sup>th</sup> grade Homeroom (Lunch, 11:35-12:05)

### **9<sup>th</sup> & 10<sup>th</sup> Grade Homeroom:**

- All 9<sup>th</sup> & 10<sup>th</sup> grade students will be assigned a Homeroom.
- The first week of each quarter all 9<sup>th</sup> & 10<sup>th</sup> grade students will be presented LinkCrew/PBIS lessons.
- 3 weeks of specific Core Curricular learning can be assigned (based on recommendation of the grade level teams).
- Students may access teachers/staff with pre- approval from receiving staff member.
- Open-campus lunch—students may access Cafetorium, LMC, Main Gym.

### **11<sup>th</sup> & 12<sup>th</sup> Grade Homeroom:**

- 11<sup>th</sup> & 12<sup>th</sup> grade students may have the privilege of a 60 minute lunch if all grades are C or better and with good attendance and behavior.
- 11<sup>th</sup> & 12<sup>th</sup> grade students may earn Homeroom with a grade of D or lower in any class, and for behavior or attendance concerns.
- Grades will be calculated every 9 weeks for placement into Homeroom.
- Students may access teachers/staff with pre-approval from receiving staff member.
- Open-campus lunch—students may access the Cafetorium, Main Gym and the LMC.
- Extended lunch is a privilege and may be removed at any time by administration for school rule violations including discipline and attendance issues. Depending on the severity of the issue, extended lunch privilege may be immediately removed for any length of time, up to a calendar year.



### **Accident Report**

If an accident occurs while in school or on the school grounds during the day or if an accident occurs while participating in an activity under the direction of the school, it is necessary to report any accident promptly:

- to the teacher in charge and
- to the campus supervisor, in the attendance office.

Accident reports should be filled out according to the following guidelines:

- any accident that requires medical attention,
- any accident in which the student has to go home,
- any accident that causes the student to be unable to participate in school activities.

### **Activity Cards/Fees**

Activity cards are sold at the beginning of each year for students to use throughout the year as a pass to school activities. See the athletic office (or call 877-5622) if you have questions.

### **Alternative Programming**

Periodically, students and/or families will request permission for alternative academic programming during the school year. These requests take a variety of forms that require joint review by the teachers, counselors, and administrators involved in the academic program areas. Alternative programming requests will be reviewed in the following manner:

- A student's family must provide the appropriate school counselor with a written statement outlining the nature of the request.
- The school counselor will arrange a joint meeting between the necessary teachers, department chairpersons, the Talented & Gifted Coordinator, and administrators.
- The school counselor will notify the student and his/her family of the action taken.

### **General Education Diploma Option (GEDO) 2**

The GEDO 2 Program allows the Stoughton Area School District to use the GED test battery to measure proficiency in lieu of high school credit for students enrolled in an alternative education program. A student who passes the GED tests and completes all GEDO 2 program requirements, including the 90% attendance rate and 80% grade in Careers, Civics and Personal Finance is entitled to the traditional high school diploma.

There are specific Department of Public Instruction (DPI) assurances and programming requirements that Stoughton High School must meet in order to offer the GED Option 2 Program. Some of these include:

- Students served will be at least 17 years of age.
- Students will be at least one year behind their 9th grade class in credits earned.
- Students served will demonstrate an ability to read at or above the 9th grade level.
- Formal meetings will be held before a student is allowed to begin the GEDO 2 program.

For additional information regarding the GEDO 2 program, please contact students' counselor.

FAQ for this program - please see the website link.

[alternatived.dpi.wi.gov/sites/default/files/imce/.../pdf/gedo2faq.pdf](http://alternatived.dpi.wi.gov/sites/default/files/imce/.../pdf/gedo2faq.pdf)

### **Announcements**

Brief announcements will be read every day at the beginning of 2<sup>nd</sup> hour, as well as at the beginning of 7<sup>th</sup> hour. Announcements will be posted on the school webpage and displayed throughout the school.

### **Assemblies**

Time from the regular school day is taken for assemblies because they are considered to be of educational value for every student. All students are expected to behave with respect and dignity toward themselves and others.

### **Bulletin Boards**

Bulletin boards will be used for posting information pertaining to school affairs or as designated by a principal/activity advisor. All announcements or posters must be pre-approved by administration.

### **Computers**

Students of SHS have access to computers owned by the school district at the High School as well as at the Public Library and Youth Center.

Teachers may sign out desktop computer labs, laptops, Chromebooks and iPads for student use through the LMC. There are also desktops, laptops and Chromebooks in the LMC which are available for student use. Wireless access is available for all users.

Students who bring their personal devices to school are expected to follow the same rules that apply to students using district-owned technology.

**Student Sign-Up:** Study hall students who need access to computers may report directly to the LMC prior to the class bell. Students assigned to a class who need access to computers may report to the LMC with a pass from their classroom teacher.

### **Student Use:**

- No food or drink near the computers.
- All computer use must be curriculum related.
- No game playing (unless you have a teacher pass verifying that the game is being used for curriculum purposes).
- No personal programs or downloading from the Internet.
- No social networking sites (ex. Facebook, Twitter, et al) unless it is for a class related project.
- Students must sign out both desktop & laptop computers before using them. Vandalism will be charged to the person assigned to that machine.
- Please clean up around your computer station before leaving. Throw all your scrap paper in the recycling basket.

**Consequences** for breaking these rules will be discussed with an administrator and will be assigned according to severity of the incident.

## Counseling Services

The high school counseling services team (counselors, psychologist, social worker, and school resource officer) addresses the academic, career, personal/social, and mental health needs and development of all students. The school counselors, school social worker, and school psychologist work collaboratively with teachers, administrators, parent/families, and community partners to provide comprehensive, coordinated, integrated, and customized supports. Services provided include: assessment, screening, and evaluation; individual and small group counseling; classroom instruction; collaboration and partnerships with community-based systems; and services for staff.

Students are assigned a counselor alphabetically, as indicated in staff directory. The counselor will work with the student throughout his or her high school experience. The school psychologist and social worker are available to all students and families upon request.

**Scheduling Procedures;** Students are expected to take a minimum course load a 5 ½ credits per year. Students are expected to take a minimum course load or 6 credits per year Class of 2017 and beyond.

### **Andrew Burke (Students A-G)**

**(608)877-5609**

[andrew.burke@stoughton.k12.wi.us](mailto:andrew.burke@stoughton.k12.wi.us)

### **Ann Cook (Students H-N)**

**(608)877-5612**

[ann.cook@stoughton.k12.wi.us](mailto:ann.cook@stoughton.k12.wi.us)

### **Kristin Natzke (Students O-Z)**

**(608) 877-5614**

[kristin.natzke@stoughton.k12.wi.us](mailto:kristin.natzke@stoughton.k12.wi.us)

Students **may** change their original course requests for the following reason:

- To resolve class conflicts (e.g., two classes scheduled during the same period)
- To meet graduation requirements
- To remove students from classes they are not eligible to take
- To balance class sizes

Students **may not** change a course for the these reasons:

- To accommodate student preferences for teachers
- To accommodate student preference for class times
- For social reason (e.g., to be with friends)

## Adding Classes

- Please note that students are encouraged to change their schedule prior to the start of school.
- Counselors are available to revise schedules during registration days and other published summer days.
- Students are not permitted to audit or take classes for no credit.
- Students may add classes within the first three (3) school days of each semester.

## Dropping Classes

- Students who drop classes within the first five (5) days of each semester will be withdrawn without academic penalty.
- After the 5 day grace period, all drops will be reviewed on a case by case basis.

## Exceptions

- Exceptions and appeals to scheduling policies are made to and approved by the High School Principal.
- Only those exceptions that are recommended by a counselor will be considered.
- The credit load requirement may be modified if student is enrolled in a work-based learning program such as Youth Apprenticeship or Work Experience. The modification must be recommended by a counselor and approved by the Principal.

## **Extra-Curricular Activities**

Extra-Curricular Activity Agreement Form (available in the SHS main office)

Students who have the privilege of publicly representing SHS also have the responsibility to be a credit to their families, school, and community. Therefore, all Stoughton High School extra-curricular participants are expected to honor the following code throughout the school year.

As the ones whose responsibility is the education and development of the Stoughton community's youth, the Stoughton Area School Board, and the faculty and administration established this code of behavior in order to maintain the integrity of the fine extra-curricular programs at SHS.

All participants are expected to:

- Display effort and cooperation in the classroom.
- Adhere to school attendance requirements.
- Display respect for those in authority.
- Abide by municipal, school board, and administrative policies.
- Use language that is socially acceptable.
- Follow the rules of the advisor/coach, the Student-Parent Handbook and the Athletic/Activity Handbook for Parents and Students/Athletes.

Student participants also have a responsibility to themselves. For health, safety, and citizenship reasons, extra-curricular participants are expected to refrain from the following and will be subject to disciplinary action at any time for the following violations:

- Drinking or possession of alcoholic beverages.
- Smoking, chewing, or possessing tobacco products.
- Using or possessing drugs prohibited by law.
- Use, possession, buying or selling of controlled substances, street drugs, and performance enhancing substances (PES).
- Behavior in violation of the state criminal code that does not result in the student/athlete being charged with a felony.
- Attendances at a party where underage drinking or illegal drugs are being used.
- Behavior in violation of School Board Procedure, Student Parent Handbook and the Athletic/Activity Handbook for Parents and Students/Athletes.

Violations of the above expectations will result in disciplinary action being taken including a designated time of suspension from school, activities and/or leadership positions/offices (ie. Student Senate, homecoming/prom court, being a senior speaker, etc.).

### National Honor Society (NHS)

The Stoughton Viking Chapter of the National Honor Society is based upon excellence in four areas: scholarship, leadership, service and character. Membership into the National Honor Society is both an honor and a responsibility. Students selected for membership are expected to continue to uphold excellence in the four areas of scholarship, leadership, service and character during their membership. Membership is open for all juniors and seniors with a cumulative grade point average of 3.5 or higher. These students will be invited to complete the candidate selection packet during the fall of their junior year with the induction ceremony occurring in spring. Juniors who are not admitted will be invited to complete the candidate selection packet during their senior year if they continue to meet the cumulative grade point average requirement of 3.5. Students will be required to complete the packet and follow the selection process as outlined below. All questions regarding this process or membership can be directed to Kristin Natzke, advisor at 877-5614.

### NHS Selection Process

Juniors and seniors, who have earned a cumulative GPA of 3.5 or higher, are now eligible to go through the NHS selection process. This process is detailed below:

Your **first** step is to choose five teachers to complete the confidential Character rating sheets. These raters can't be related to you. These rating sheets must be handed out to your teachers. Documentation of whom those rating sheets were given to is due in the Counseling office. All rating sheets are to be completed by raters and returned to Guidance. Each teacher will be rating you in eight areas. In order, to remain eligible for membership in NHS, you must receive a total of 32 plusses from five different teachers. Students are responsible for informing their raters of these deadlines.

Your **second** step is to complete the Leadership Statement form given to two different sources to show leadership situations participated in. These sources cannot be related to you. The leadership documentation form must be returned to the Guidance office. Students are responsible for informing their completers of these deadlines.

Your **third** step is to complete the Community Activity Information form. This form must be completed to show 15 hours of service that was completed in order to be eligible for consideration. An adult that is not related to you must verify all hours. The community activity information form must be returned to the Counseling office. Students are responsible for informing their advisors of these deadlines. Service cannot be more than 7 ½ hours of school related activity hours. For example, a Student Council member can only count 7 ½ hours of food drive hours. In order for service to be valid students must not receive pay, school, or court-ordered credit for their hours of work.

Your **fourth** step is to complete the Data Form.

The Faculty Council reviews the character rating sheets, leadership statement forms, community activity sheets, attendance, discipline records resulting in suspension, and athletic code violations. The council's obligation is to select exemplary students for membership. The five-council members will vote on each eligible student. Students will be informed in writing whether they were selected into the National Honor Society.

Once selected, members will be asked to review the Stoughton Viking Chapter bylaws. If the student feels he/she can live up to the obligations of the chapter, he/she designates agreement with a signature and a parent signature. Any member who does not live up to those obligations is subject to dismissal.

Members are required to complete 30 hours of community service on their own and to participate in various fundraising activities that will pay for future NHS projects and induction costs. Students must also participate in one major NHS project.

### **Grade Reports to Families**

The Stoughton schools have four grade reporting periods each year. SHS also holds parent-teacher conferences twice each year to give the opportunity to visit with teachers near the end of the first and third quarters.

In addition, additional reports are located on the SASD website through the Infinite Campus Parent Portal. Please do not hesitate to contact teachers directly to request additional grade updates or discuss your concerns.

Conferences at other times may be requested by either the family or the teacher. SHS believes that close home-school cooperation is vital for your student's successful learning. We encourage and welcome your requests for additional conferences.

### **Library Media Center (LMC)**

The purpose of the LMC program is to "ensure that students and teachers are effective users of ideas and information." This is carried out by providing "physical and intellectual access to information, providing learning experiences that encourage users to become discriminating consumers and skilled creators of information, providing leadership, instructional consultation in the use of instructional and information technology, providing resources and activities that contribute to lifelong learning, and providing a facility that functions as the information center of the school."

### **LMC Guidelines**

The SHS LMC provides access to technology, research facilities, and general reading materials to all high school students, faculty, and staff. The following guidelines will be used to help staff and students maintain an environment conducive to learning, research, and reading.

- Students should report directly to the LMC prior to the beginning of the class period in which they wish access instead of going to their assigned study hall.
- Students coming from a class during the period will need a pass from the subject area teacher.
- LMC staff members have the right to send students back to study hall or class if there is an overflow of students or if there are behavior issues.
- The LMC staff reserve the right to seat students.
- No student may leave the LMC during the class period without permission from a LMC staff member.
- Light snacks and beverages are allowed in the LMC, but students may not place them near the computers.
- Activities and speech disruptive to other people may result in the suspension of LMC privileges for an appropriate amount of time.
- Cell phones are allowed in the LMC only with permission from a LMC staff member.
- Students using technology for applications not related to curriculum (i.e. games, Facebook) will be asked to log off immediately. They may be restricted from the use of library computers and / or sent back to study hall or class at the discretion of the LMC staff.

The LMC staff may adopt other rules and procedures as necessary to provide an environment that is conducive to learning.

**LMC Hours**                      Mon-Thur 7:15a.m. to 3:45 p.m.  
Friday 7:15 a.m. to 3:30 p.m.

**LMC hours subject to change based on staff availability.**

### LMC Procedures for Overdue, Lost, Damaged and Vandalized Materials

All general LMC materials (books & magazines) circulate for 3 weeks with one renewal allowed. There is a 5-cent per school day charge on overdue materials.

All reference materials are normally given overnight circulation and are due before 1st hour unless a special arrangement has been made with the LMC staff.

Lost materials are assessed a replacement fee based on the current purchase price of the material(s). The fee for damaged and vandalized materials is based on the condition and the cost of the item(s).

### LMC Noon Hour Guidelines

The LMC is open over the noon hour so students may have a quiet place to study and to access resources. Students coming into the LMC during their lunch period must sign in for safety reasons. Students are not allowed to eat their lunches in the LMC.

### Consequences:

1st offense – Warning

2nd offense - Suspension from the LMC for up to 1 week

3rd offense - Student sent out of LMC and suspension from the LMC pending a readmittance conference with an administrator.

### Meal Program & Procedures

All food and beverage consumption by students during the noon hour is restricted to the following areas:

- The exhibition hallway area west of the small cafetorium doors.
- The 1000's hallway west of room 410A to the lunch-line entrance
- Cafetorium (large and small)

### Meal Prices:

Student Breakfast - \$1.60, Lunch - \$2.50, Milk - \$0.40

Adult Lunch - \$3.75, Milk - \$0.40

### Study Hall/Homeroom

Successful learning requires concentrated and thoughtful study outside of the classroom. When reporting to Study Hall/Homeroom, students have the following responsibilities/privileges:

- Arrive on time with proper materials and take assigned seat
- Students may use personal electronic devices with teacher permission
- Students may not talk on cell phones
- Students may work cooperatively with teacher permission
- Homeroom students do not have LMC or Testing Center privileges during homeroom.

### Study Hall Only - LMC Check in Procedure

- Report to LMC during study hall period (instead of study hall)
- Check in at the front desk
- Sign the LMC Study Hall Roster. This roster verifies your attendance for the period.
- Remain in LMC for the entire period

### Telephone Use -- Office

Students have access to a phone located in the Attendance Office. Students must obtain permission and a pass from a teacher or the office to use the telephone during the day. Student use of cell phones during class time is prohibited at SHS.

## **Textbooks**

Students and families are responsible for the care of district textbooks or library books that have been assigned or loaned to students. If a book is lost, students will be responsible for their actions that damage, deface, or destroy the property of the District or other individuals, and will be required to pay the replacement cost for the lost/damaged material.

## **Transportation**

Please direct your transportation questions to Mr. Rob Riley, District Transportation Coordinator, at 877-5061.

## **Parking**

### *Parking Regulations—Motor Vehicles:*

Students who drive to school are reminded to observe the motor vehicle and parking regulations established for the safety and convenience of students, staff, and school visitors.

#### *Automobiles/Motorcycles:*

- Will abide by state and local traffic regulations which include:
  - obeying traffic signals and signs
  - obeying speed limits (5 mph on school grounds)
  - not exceeding the carrying capacity of the vehicle
  - meeting minimum vehicle safety regulations
  - respecting right of way for pedestrians and other vehicles
  - obtaining proper registration
  - signaling turns
  - not allowing students to ride on the outside of a vehicle
- Will be parked in designated school areas
- Will follow designated traffic pattern
- Will remain in the assigned area for the duration of the school day unless the driver has proper authorization to leave school premises
- Will not transport other students unexcused from school

Student parking areas are furnished by the school district as a courtesy to those students who elect to drive to school and may be revoked by administration at any time for Student Handbook violations. Student parking regulations will be monitored and enforced on a daily basis by the Campus Supervisors. Following are some general rules that apply:

- The east/west parking lots are only to be used during the school day by students who have purchased a parking permit from the campus supervisors. Each lot is posted and reserved for individuals with the proper parking permit.
- Students parking in the lot must observe the yellow lines, no parking areas, reserved visitor parking, and handicapped parking.
- Students are not to be in the parking lot or cars during the school day unless they are leaving and have properly checked out at the attendance office. Students found loitering in the parking lot or in parked cars during school will be subject to disciplinary action and referred to the School Resource Officer.
- Students who have not followed proper procedure are subject to being ticketed for unauthorized presence on school property by the School Resource Officer. Violators of school rules, state or civil laws will be disciplined accordingly.
- Reckless driving or violating city, state, or federal laws will not be tolerated and violators will be subject to school disciplinary action and/or referral to the School Resource Officer.
- Students who drive and/or park on school property may have their vehicle inspected by the principal/designee for the purpose of detecting the suspected presence of illegal or look-alike drugs/alcohol, or stolen property. This applies to both day and night activities.



Students who are given permission to park in one of the school's lots are required to pay an annual parking fee of \$40.00. Students who pay this fee will be issued a parking permit for either the east or west lot. This permit must be displayed on the inside rearview mirror at all times. Replacement permits may be issued for \$5.00 if the original permit is lost or stolen. Parking fees will not be refunded. *Remaining available parking permits at the start of Semester 2 can be purchased for \$20.00.*

#### *Motorcycles:*

- Motorcycles shall park in the east or west parking lots in designated parking stalls.
- Motorcycles may park two to a stall, maximum.
- Students riding a motorcycle to school must purchase a \$40.00 parking permit to park on school district property.
- Students operating motorcycles on campus must abide by all school policies adopted for motor vehicles.

If you have any questions regarding motorcycle parking, please contact a campus supervisor in the testing center.

General guidelines for vehicle offenses on school property are the following:

- Moving Violations: Using a motor vehicle in a reckless manner that endangers the health or safety of others, to include but not limited to, speeding, irresponsible maneuvers, and repeated violations.
  - Range of Consequences: Written behavioral referral to principal, parent notification, parent conference, School Resource Officer referral, restitution for damages, in or out of school suspension. Repeated offenses will result in permit revocation for a minimum of 9 weeks and may result in expulsion.
- Parking Violations – Permit Holders: Failure to display a permit, parking in the wrong lot, improper parking; i.e. on the grass, parking in two stalls, parking in a no parking zone, parking in a handicapped stall, and failure to abide by the parking agreement.
- Range of Consequences:
  - 1<sup>st</sup> infraction: personal conference/verbal warning from campus supervisor
  - 2<sup>nd</sup> infraction: office referral and conference with administrator
  - 3<sup>rd</sup> infraction: loss of permit for 3 weeks, suspension, referral to School Resource Officer
  - 4<sup>th</sup>+ infraction: loss of permit for 9 weeks or more, suspension, loss of privilege for the following year, referral to School Resource Officer

Parking Violations – Students Without Permits: students parking on school grounds without a permit during school hours and/or using a permit assigned to another student.

- Range of Consequences:
  - 1<sup>st</sup> infraction: verbal warning with conference and office referral
  - 2<sup>nd</sup> infraction: office referral, suspension, referral to School Resource Officer
  - 3<sup>rd</sup> infraction: loss of future privileges, suspension, referral to School Resource Officer

#### Parking Regulations--Street Parking

When parking on the street, please observe the following municipal laws and ordinances enforced by the Stoughton Police Department:

Do Not Park...

- Where restricted by signs
- Within 10 feet of a fire hydrant
- Within 4 feet of any driveway
- On the street for more than 48 hours

Do Park...

- At least 15 feet away to near limits of a crosswalk
- Facing the same direction as traffic
- Within 12 inches of the curb
- At least 2 feet from another vehicle
- In clearly marked stalls

Additionally, mopeds may be parked on sidewalk areas designated for parking bicycles, but motorcycles must occupy a parking stall.

### **Work Permits**

Work permits may be obtained from an administrative assistant in the main office during the school day. Work permits may be suspended for disciplinary or attendance purposes.

The following is required by state law before a permit can be issued:

- A job.
- A letter from the employer verifying employment.
- A letter from the family giving permission to work
- Copy of Birth Certificate, Baptismal Certificate (Baptismal Certificate must include Date of Birth), or Driver's License.
- Copy of Social Security card.
- Home Address and phone number.
- Payment of \$10.00 (to be reimbursed by the employer).

### **Youth Options Program**

The Youth Options program (Wis. State Statute 118.55) entitles qualified public school students in 11th or 12th grade to enroll and take courses at a Wisconsin institution of higher education (IHE). This includes technical colleges, UW system schools, tribally-controlled colleges, and private, non-profit institutions. Successful completion of the IHE course may count toward high school graduation credit(s) and/or IHE credit(s). The law requires that the school pay the actual cost of tuition, books, and other necessary materials directly related to IHE courses if the school does not offer a comparable course and the course is taken for high school credit.

Youth Options (YO) is a great opportunity for students who are interested in starting their post-secondary studies while still in high school and also for those who want to gain skills and knowledge needed to enter the workforce directly after high school graduation.

Additional Information:

- The student must complete and submit an application for admittance into this program no later than March 1 for fall semester enrollment and October 1 for spring semester enrollment.
- The student is responsible to pay all transportation expenses incurred while taking a YO course.
- The school board may refuse to permit a pupil with exceptional needs (EEN) from attending a technical college under the youth options program if the school board determines that the additional cost of support services would impose an undue financial burden on the district.
- Students may not take remedial programs and courses through youth options.
- Once a student achieves senior status, he/she is only eligible to participate in youth options for two consecutive semesters.
- If the student drops or fails a course taken through youth options, the student is responsible to reimburse the school district for course costs.

To learn more about youth options or to begin the application process, contact Cindy Vaughn, School to Career Coordinator, (608) 877-5677 or [cindy.vaughn@stoughton.k12.wi.us](mailto:cindy.vaughn@stoughton.k12.wi.us). You may also visit the DPI website at <http://youthoptions.dpi.wi.gov/>

## SECTION 3 - ATTENDANCE POLICIES

### Attendance General Info

Students are required to attend all scheduled classes, study halls, and homerooms. In accordance with state law, all children between five and eighteen years of age must attend school full-time until the end of the term, quarter or semester in which they become eighteen years of age, unless they have a legal excuse, fall under one of the exemptions outlined in the state statutes, or have graduated from high school.

In the event a student must miss school for an excused absence the following procedures should be followed:

- **The 24-hour attendance phone number is 877-5600, please try to call by 9am.** The absence must be verified by a call from parents/guardians/students with “adult status” or the absence will be considered unexcused. Call-in information must include: the absent student’s name, grade, date, and periods of absence, and reason for absence. To be excused, absences must be consistent with School Board Procedure. If this Procedure causes a hardship, contact the appropriate principal to develop an alternative notification system. Any student falsifying a call will have disciplinary actions assigned by an administrator.
- Upon their return to school, students have the responsibility to confer with their teachers for those classes missed and determine work to be completed. Teachers will allow students the number of days absent plus one for make-up time for excused absences.
- The school reserves the right to determine whether an absence will be considered excused or unexcused.
- A record of attendance is required by law and is carefully noted (excused and unexcused) on the student’s permanent record.

### **Absences Matter!**

From preschool through high school, absenteeism has serious implications for students’ academic outcomes. Students who are absent have lower test scores, lower likelihood of being on-track in high school, lower likelihood of graduating, and lower course grades. Each week of absence per semester in 9<sup>th</sup> grade, lowers the likelihood of graduating by 25 percentage points (ccsr.uchicago.edu). The district attendance policies are designed to develop students’ punctuality, self-discipline, responsibility, and to meet the requirements of state attendance laws. All students are required to attend all classes on their daily schedule, unless they have obtained approval by the building principal, or designee, and have parent/guardian permission.

Stoughton High School takes a proactive approach to preventing truancy through a multi-level system of positive behavior interventions and supports, including school-wide reinforcements and re-teaching, proactive lessons, individual student meetings, group work, attendance improvement plans, and problem solving teams.

### Absences: Excused & Unexcused

#### **Excused Absence**

A student may be excused by the parent/guardian for 10 partial or full days per school year. When a student is more than 10 minutes late for class, or leaves class more than 10 minutes early, the student is marked absent. One absent period in one day contributes to the 10 excused absences a student may have each year.

Beyond the 10 days, the following list also constitutes an excused absence:

- Evidence that the student is not in proper physical or psychological condition to attend school or an educational program. The District may request the parent/guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or psychological condition of the student. Such excuse shall be in writing and shall state the period of time (not to exceed 30 days) for which it is valid.
- Medical/dental/therapy appointments that cannot be scheduled outside of the school day (with a signed letter from the provider or *stamped* outside permit, no signatures on outside permits are accepted at the high school).
- A court appearance or other legal procedure that requires the student's presence.
- An emergency in the family or other crisis that requires the absence of the student because of family responsibilities.
- A death in the immediate family or funerals for relatives or close friends.
- Religious holiday.
- Absence from school during a period of suspension or expulsion.
- Approved school activities during class time.
- Special circumstances that show good cause and which are approved by the school attendance officer or designee
- Serving as an election official (16 years or older).
- Sounding taps.

### **Student Vacations and Family Trips**

Student vacations or family trips contribute to the 10 parent-excused absences allowed per year. It may happen that a student has exhausted all 10 parent-excuses in one school year and yet something occurs that requires the student to be absent from school another time. In the case where the parent/guardian feels that additional absences are necessary, they may contact an administrator **in advance** of the absence to ask that the future absence be excused. The school reserves the right to determine whether an absence will be considered excused or unexcused. Absences will not be administratively excused after the absence occurs, except in emergency or crisis situations.

### **Unexcused Absence**

When a student does not appear in class, is more than 10 minutes late for class, or leaves class more than 10 minutes early, the student is marked absent. One absent period in one day contributes to the 10 excused absences a student may have each year. After all 10 parent/guardian excused absences have been used, the student is marked unexcused. However, please call to inform the school of absences each time your student will be out.

When a student is marked unexcused without parental notification, an automated phone call may be sent to the parent/guardian to notify them of the absence within 24 hours.

## **Habitual Truancy**

Students who have 5 or more partial or whole days with unexcused absences per semester are considered by the board and state to be habitually truant.

- When students have their 5th unexcused absence a meeting may be called between school staff and the parent/guardian and student to examine reasons for absence and to make a supportive plan for improvement.
- If little or no improvements are made in attendance after this meeting, the school may refer a student to the municipal court for habitual truancy.
- Students may be required to make up unexcused absences in a location and manner determined by an administrator.

The City of Stoughton in collaboration with school officials has developed and implemented a Municipal Truancy Ordinance System regarding habitual truancy. Specifically, Stoughton High School, after exhausting school programming options, may file a student compulsory attendance petition with the Stoughton Police Department. The petition is then filed with the city attorney, who petitions the student and parent/guardian to appear in municipal court before a judge for violating compulsory attendance laws. Some consequences considered by the court include fines, community service, loss of driver's license or DNR license, work permit suspension, court supervision of attendance, and future court appearances as determined by city officials.

## **Tardiness**

Tardiness to a class is defined as **not being in the room when the bell rings** and without an excused pass from a staff member. Missing more than 10 minutes of a class period is considered an absence.

### *Students Who are Tardy for a Class:*

*First Tardy*—Teachers will speak with the student.

*Second Tardy*—Teachers will call the student's family.

*Third Tardy or more*—Teachers will inform an administrator, who may assign a 30-minute detention to the student. Detentions not served may result in disciplinary actions.

## **Leaving During School Day**

### **Illness During the School Day**

Students who become ill should request permission from their teacher to go to the health office. Students will have a 20-minute evaluation period with a health assistant. At that time, determination will be made to call parents/guardians depending on the severity of the issue. If the health assistant *requires* that the student go home due to illness based on the health guidelines, the absence may be excused by an administrator.

## **Outside Permits**

Every effort should be made to schedule personal appointments during non-school time. Since this is not always possible, permits to leave school are granted for appointments with health professionals. Appointments during the school day should be scheduled during the student's study hall periods whenever possible.

### **How to Obtain an Outside Permit**

- The parent/guardian/student with "adult status" must state the specific release time when calling. Only the stated time period on the Outside Permit will be excused.
- The parent/guardian must state the general nature of the appointment when calling in the absence. Students must check-out at the attendance office to receive the Outside Permit.
- If students must leave during the day, they must check out at the attendance office after the parent/guardian/student with "adult status" has called in, or the absence will be considered unexcused.
- Students must check in with the attendance office upon returning to school and prior to reporting to class.
- Failure to follow the proper procedure will result in an unexcused absence.

### **Outside Permits for Off Campus Driver's Education**

Students may be administratively excused for off campus driver's education during the school day during study hall only. A student must obtain pre-approval by submitting the required form with appropriate signatures to the attendance office.

### **Extracurricular Attendance Requirements**

- Students/Athletes are prohibited from participation in school activities on the day of an unexcused absence. An athlete would be exempt from Board Procedure if he/she has made advanced personal contact and received prior permission from the athletic/activities director or designee for an excused absence(s) from school. Students may not report to school for practices, games, or events only.
- If a student/athlete wishes to leave school during the day of a contest or practice, he/she must gain permission from the athletic/activities director. If this procedure is not followed, the student/athlete is considered unexcused and will not be eligible to practice, compete, or participate.
- Unexcused absence from school may be reviewed by the administration as an athletic code violation. It is the student/athlete's responsibility to clear an unexcused absence within 48 hours to maintain eligibility.

### **Graduation Requirements**

- Seniors will need to have a 90% attendance rate for all classes (study hall is a class) during the fourth quarter. Furthermore, all non-excused absences and detentions must be made up to be eligible for participation in the graduation ceremony.
- 90% attendance rate for participation in the graduation ceremony is common practice in most, if not all Badger Conference schools.
- All required course work must be completed prior to the graduation ceremony.

## **Work Completion Policies - Excused & Unexcused Absences**

### **Work Completion & Extended Illness**

If an absence extends for more than a few days, arrangements for homework may be made in the Counseling Department at 877-5618. If the student does not choose to, or cannot do, homework while ill, it will be the student's responsibility to obtain all make-up work from their teachers immediately upon returning to school.

### **Work Completion & Excused Absences**

Students with excused absences will be given the opportunity to make up work missed in accordance with the following guidelines:

- Students must be responsible to contact their teacher to make arrangements for making up work missed during an absence from school. This must be done in a timely manner.
- Students who miss classes for reasons that are excused will be given the opportunity, whenever possible, to make up work missed when they return to school. If it is impossible to make up missed work, the teacher may substitute an equivalent assignment. In no case shall students be penalized solely for the excused absence.
- Teachers will allow students the number of days absent plus one for make-up time. Teachers have the discretion to extend the make-up timeline to support student learning opportunities. This provision applies to all work assigned during absence.
- Examinations missed during an excused absence will be permitted to be taken at a time mutually agreed upon by the student and the teacher. If the student and the teacher cannot mutually agree, the student, teacher, and principal will meet to work out an acceptable arrangement.

### **Work Completion & Unexcused Absences**

All students with unexcused absences shall be given the opportunity to make up work missed in accordance with the following guidelines:

- Credit in a course or subject shall not be denied solely because of a student's unexcused absence from school.
- Students with unexcused absences shall be permitted to make up major examinations if course credit is at risk. Examination make-up date(s) shall be determined by administrator/teacher discretion. Students in this circumstance shall be prepared to make up the exam on the day of return.
- Credit for make-up work can be given only after the student has satisfied the terms of any consequences imposed for unexcused absences. The extent to which make-up work credit can be applied shall be judged on an individual basis. The building principal and respective teachers are to apply professional discretion as to make-up work assigned and the degree of credit and/or grades given.
- Students are responsible for all material presented during the unexcused absence.

## SECTION 4 - RULES, PROCEDURES AND REGULATIONS

### **Address Change**

Report a change of address or telephone number during the school year to the registrar, 877-5607.

### **Adult Status**

Wisconsin State Statutes indicate that people reach legal adulthood at eighteen years of age. Students who have reached their eighteenth birthday are no longer required by law to have parental permission or supervision. SHS students may choose to assume independent adult status regarding school matters, or may continue to involve their parents in their school affairs. To participate, students must obtain an adult status form from the attendance office, and students must discuss the responsibilities entailed in assuming adult status with an administrator. The student, parent/guardian, and administrator will sign the adult status form to activate adult status.

Students and parents/guardians who wish to know more about adult status or obtain a form may contact the High School Attendance Office at 877-5604.

### **Alcohol, Tobacco, and Other Drug Addiction (ATODA) Related Issues: Prevention and Early Intervention**

Students found in possession of alcohol or under the influence of alcohol or other drugs and/or in possession of drug paraphernalia while on school premises or at a school activity will be subject to disciplinary consequences including, but not limited to: expulsion, suspension, AODA Contract, Behavior Plan, referral to School Resource Officer, and counseling support.

The Stoughton Area School District recognizes the importance of substance abuse prevention and early intervention. Administrators will work with families, law enforcement, students, staff, and the broader community to create and maintain a safe alcohol and drug free school environment. Although the primary focus of these efforts will be on prevention, instructional services and support, the building administrator may, on occasions of reasonable suspicion of violations of the district's student behavior Procedure, also employ strategies that focus on monitoring students and the school environment for the presence of intoxicants, drugs and/or paraphernalia. The strategies may include, but are not limited to: searches of lockers, personal items of clothing, student owned and operated vehicles parked on school grounds; the use of drug detection devices; and requests to families to seek a urinalysis or other medical tests (for the student) from an appropriate agency.

### **Definition of Terms:**

**Drug:** All controlled substances, prescription drugs, nonprescription drugs or other substances (when used, portrayed, or distributed inappropriately).

**Intoxicant:** All fermented malt beverages and liquors as defined by Wisconsin law (§125.04).

**Under the influence:** Defined as any student consumption of an alcoholic beverage and/or a controlled substance that would result in a positive urinalysis and/or breathalyzer test.



## Consequences for Violation of Student AODA Procedure

a) A student who is charged for being under the influence or in possession of alcohol as a first-time offender while on school premises that includes school owned property, vehicles on school property, or any other property that is used for a school sponsored activity, event or function shall be subject to a disciplinary conference with an administrator/designee and his/her family. The student will be suspended for up to five school days and referred to the police department. Upon returning to the school, the student and parent/guardian will be referred to the school psychologist for an alcohol or other drug conference resulting in a recommendation/referral for alcohol or other drug assessment at the family's expense or, but not limited to, a formal screening conducted by a certified alcohol and drug abuse counselor. In addition, the student may also be required to follow an individual behavioral plan developed and monitored by building administrators.

b) A student who is charged for possession of marijuana or any other illegal drug as a first-time offender while on school premises that includes school owned property, vehicles on school property, or any other property that is used for a school sponsored activity, event or function shall be subject to a pre-expulsion conference. A building administrator and the Superintendent shall conduct a pre-expulsion conference with the student and family. The student and family will be invited and encouraged to attend, but not legally required to attend. The administration shall schedule a pre-expulsion conference for the purpose of exchanging facts related to the incident, ensuring the rights of the student and family, and making a decision concerning the incident. The meeting will be scheduled during the student's five-day suspension. If the family and/or student choose not to participate with the re-entry plan, the administration will proceed with an expulsion hearing and the student will receive an extended suspension allowed by Wisconsin law not to exceed a total of 15 days.

The pre-expulsion conference, conducted by the Superintendent or designee, will include the following:

- A presentation by the building administrator outlining evidence and charges of the case.
- An opportunity for the student and/or family to present testimony on their behalf.
- Review the stipulation of the facts of the incident.
- Seek a willingness on part of the student and family to accept a voluntary opportunity to avoid expulsion.
- Establish an agreement by the student and family, if less than 18 years of age, to complete a re-entry plan. The superintendent in collaboration with appropriate professional staff may make additional requirements to the following minimum plan components:
  - Undertaking an alcohol or other drug assessment that must include a urine drug screen, a comprehensive drug/alcohol history, a review of specific adverse consequences resulting from use, full student and family cooperation with the district, including the release of information regarding this assessment to the building principal. The student/family will assume the cost of this assessment and subsequent treatment, if recommended.
  - Demonstrating compliance with alcohol and other drug assessment.
  - Attending an alcohol and other drug class at the expense of the student and/or family.
  - Submitting to mandatory, unannounced drug screens as requested by the principal. The student/family will assume the cost and present the evidence of the screen to the principal or designee.
  - Remaining on school grounds throughout the entire school day, including a closed campus lunch, attending all classes, and/or following school rules as deemed necessary by a student behavior plan.
  - Having on-school parking privileges revoked, if applicable.
  - Not engaging in similar behavior for the remainder of his/her enrollment in the Stoughton School District.

- The expulsion will be held in abeyance if the student and/or family agree to the above conditions. The original expulsion process will be brought forward to the Board of Education for an expulsion hearing if one or more conditions are not met.
- Any record of the pre-expulsion conference and conditions will be expunged from his/her record if the student does not violate the conditions of the pre-expulsion conference during the remainder of their Stoughton school experience.

### Tobacco

Students, in the best interests of their health (as well as the health and welfare of others) including the interest of safety, shall not be allowed the use or possession of tobacco within a school district owned building or vehicle, nor on school property.

Students must be aware that possessing, using, and purchasing cigarettes and other tobacco products is illegal in the state of Wisconsin for those under the age of 18 years; school and municipal consequences will apply.

*Note: For students observed on adjacent properties (i.e., across the street), referral to the School Resource Officer.*

### Athletic Code

The code of conduct for student athletes includes the following:

#### Citizenship Requirements

Student-Athletes are required to...

- Comply with state, municipal, W.I.A.A., school board, and building policies and procedures.
- Display respect for themselves, their peers, teachers, coaches, administrators, families, and the community.
- Display appropriate behavior, language, effort, and sportsmanship in the classroom, traveling to and from contests, and in interscholastic competition.
- Not attend functions where underage drinking or illegal drug use is known to occur.

#### Health, Safety and Behavioral Requirements

Student-Athletes are required to follow the school's code of conduct on a year-round (12 month) basis. Student athletes will be disciplined through athletic sanctions if they engage in any of the following behaviors:

- Drinking or possessing alcoholic beverages.
- Using or possessing drugs prohibited by law.
- Smoking, chewing, or possessing tobacco products.
- Stealing, vandalism, or destruction of equipment and property.
- Behavior in violation of the State Criminal Code.
- Behavior in violation of school board Procedure, Student-Parent Handbook, and the Athletic Handbook for Parents and Student/Athletes.
- Use, possession, buying or selling of controlled substances, street drugs and performance enhancing substances.

## Violations

Violations of the Code of Conduct for Student/Athletes will be presented to the athletic administrator for review and a determination. The athletic administrator will have the discretion to determine if a set of facts constitutes a violation. An appeal of the decision of the athletic administrator can be made to the Athletic Review Board.

Please refer to the Athletic Handbook for additional information regarding the Code of Conduct, athletic sanctions, reporting, and disciplinary consequences, or contact the athletic office at 877-5622.

## **Building and Grounds, Care of/Damage to**

Stoughton High School prides itself on the appearance of the school and school grounds.

We encourage personal responsibility in all students by picking up after themselves and by maintaining a clean and healthy environment that we can all be proud of.

Theft: Students found stealing or in illicit possession of other students', staff's, or school property will be subject to disciplinary consequences to include, but not be limited to, restitution, suspension, expulsion, and police charges.

## **Detention**

Students assigned detention will serve 30 minutes of time in an assigned space. Detentions can be served before school, during lunch, and/or after school. Failure to make up detentions may result in an additional detention time or in-school suspension.

### Detention Procedures:

- Students must report to detention on time.
- Noon hour students may bring a lunch.
- After the start of the detention period, students will not be admitted to detention.
- Study materials should be brought to detention.
- There is no talking during detention.
- Students who miss detention will need to meet with an administrator.

## **Fireworks/Explosives**

State and Federal laws prohibit the presence or use of any type of fireworks/explosives (smoke bomb, firecracker, etc.) on school property. Violations will be referred to the proper authorities for police action and school disciplinary consequences will be assigned at the discretion of the school administration.

## **Gambling**

Games of chance shall not be permitted at SHS.

## **Grading Procedure**

- Students are given a performance grade in each course at the end of each nine week period.
- Mid-way through each grading period, the families of students who are not performing up to their potential or who are in danger of failing a course are notified through the mail of the student's academic performance.
- Final semester grades are recorded on permanent records and are used to determine grade point average. The final semester grade is determined by averaging each semester in a ½ and ½ ratio.
- Students who drop classes within the first four (4) school days of each semester will be withdrawn without academic penalty. Students who drop classes, thereafter, will receive a failing grade for the quarter and semester. Exceptions to this Procedure may be appealed to the building principal.
- An honor roll is intended to encourage academic achievement and to reward those students who have achieved success. The Registrar is responsible for the honor roll. The Registrar identifies members of the honor roll and arranges for the names of those students to be publicized.

- Honor Roll: Students must be taking a minimum of two credits per quarter to be eligible for the honor roll. Students with a Grade Point Average (G.P.A.) above 3.5 will be acknowledged as having achieved honors. The honor roll will be published at the conclusion of each quarter.
- Grade Point Designators:  
 A= 4.0  
 B= 3.0  
 C= 2.0  
 D= 1.0  
 F= 0.0
- Incomplete grades:  
 Incompletes can be issued due to medical reasons and must have the approval of the principal. Students with a grade of incomplete will have 10 school days in which to finish the assigned coursework; that 10 school day period begins on the first day of the grading term (quarter or semester) following the term in which the student received the incomplete. Students with incomplete grades on their report cards are not eligible for the honor roll during a given grade report period. If an incomplete grade is made up between the time grades are reported and report cards issued, it is the responsibility of the teacher to notify the school counselor of any grade changes. Exceptions to this Procedure require advance approval of the building principal.

**Graduation Requirements**

Graduation requirements at Stoughton High School are established by the Board of Education.

**22.0 credits are required to graduate from Stoughton High School.  
 New for Class of 2017 and beyond: 24.0 credits are required to graduate.**

**Minimal Requirements to Participate in Graduation Ceremony:**

- All graduation requirements have been satisfactorily fulfilled. No student is permitted to participate in Commencement exercises unless all academic requirements are met in full.
- No major behavioral incidents during Fourth Quarter
- Minimum of 90% attendance in all assigned periods during Fourth Quarter

Students are expected to take a minimum course load of 5 ½ credits per year.

New for Class of 2017 & Beyond: Students are expected to take a minimum course load of 6 credits per year.

<b>Credit Requirements – Class of 2015 &amp; 2016</b>	
<b>Language Arts</b>	<b>4 credits</b>
Language Arts 9	1 credit
LA Composition 10	½ credit
LA Communications 10	½ credit
American Literature	½ credit
Electives	1 ½ credits
<b>Social Studies</b>	<b>3.5 credits</b>
American History Reconstruction to Present	1 credit

Ancient World Civilization	1 credit
Modern World	½ credit
American Government	½ credit
Economics	½ credit
<b>Science</b>	<b>2 credits</b>
Life Science	1 credit
Physical Science	1 credit
<b>Mathematics</b>	<b>2 credits</b>
<b>**Physical Education</b>	<b>1 ½ credits</b>
<b>Health</b>	<b>½ credit</b>
<b>Fine Arts</b>	<b>½ credit</b>
<b>Career &amp; Technical Education</b>	<b>½ credit</b>
<b>Additional Credits</b>	<b>7 ½ credits</b>

<b>Credit Requirements – Class of 2017 &amp; Beyond</b>	
<b>Language Arts</b>	<b>4 credits</b>
Language Arts 9	1 credit
Language Arts 10	1 credit
Electives	2 credits
<b>Social Studies</b>	<b>3.5 credits</b>
American History Reconstruction to Present	1 credit
Ancient World Civilization	1 credit
Modern World	½ credit
American Government	½ credit
Economics	½ credit
<b>Science</b>	<b>3 credits</b>
Life Science	1 credit
Physical Science	1 credit
Elective	1 credit
<b>Mathematics</b>	<b>3 credits</b>
<b>**Physical Education</b>	<b>1 ½ credits</b>
<b>Health</b>	<b>½ credit</b>
<b>Fine Arts</b>	<b>½ credit</b>
<b>Career &amp; Technical Education</b>	<b>½ credit</b>
<b>Additional Credits</b>	<b>7 ½ credits</b>

NOTE: Elective credits may include courses completed in the above areas beyond the minimum requirements.

This is the minimum credit load to graduate from Stoughton High School. A student planning for any post-high school education may need more extensive requirements for admission.

Graduation requirements at Stoughton High School are established by the Board of Education.

**No student is permitted to participate in commencement exercises unless all graduation requirements have been satisfactorily fulfilled.**

**Please review each requirement carefully and contact your school counselor if you have a question or are unsure about your current credit status.**

**\*\* Physical Education Credit Opportunities:**

Students who participate in a sport or other *organized physical activity* **sponsored by the District and supervised by District personnel** may complete an additional ½ credit in English, mathematics, science, social studies or health education course in lieu of ½ credit of the physical education requirements. Sports and other organized physical activity requirements (*parameters*) are defined below.

**Parameters:**

- Minimum of 75 hours of *organized physical activity* approved by administration – eligible activities for 2015-16 school year are: WIAA sports, Lacrosse, cheerleading, dance team and Norwegian Dancers.
- *Organized physical activity* in lieu of physical education must be completed between August 1st of the junior year and by the end of the first semester of the senior year (i.e., three semesters).
- *Organized physical activity* does NOT count for ½ credit; this simply allows a student to earn the ½ credit in English, mathematics, science, social studies or health education.
- A roster submitted by District personnel will indicate students who have completed an organized physical activity in good standing.
- In the case of injury, student must have been available to participate in at least one contest or performance and must continue to participate in team activities to the extent appropriate.
- Student had no activity code violations which led to a suspension during the season.
- Approval of special circumstances will be made by the high school administration on a case by case basis.

**Early Graduation - Mid Year**

In order to qualify for early graduation:

- By the end of the Junior year the student must have accomplished a minimum of 18 ½ credits for the class of 2015 & 2016, and a minimum of 20.5 credits for the class of 2017 and beyond.
- The student must have definite plans and acceptable purposes and goals for early graduation; i.e., entrance into college or technical college, full-time job commitment, enlistment into the armed forces, etc.
- It is understood that if the required courses cannot be scheduled, the student may not be able to graduate early.
- If the student's plans include attending a college or university, it is the student's and/or family's responsibility to contact his/her school to ensure that early graduation will not jeopardize admission and that minimum academic credit requirements are met.

Complete the application for early graduation by the end of the junior year and meet with your counselor to review the application and guidelines for early graduation.

**Harassment and Related Forms of Misconduct**

**HARASSMENT AND RELATED FORMS OF MISCONDUCT**

The Board of Education of the Stoughton Area School District is committed to maintaining an environment in which the dignity of each member of its community is respected, and the working and learning environments are free from harassment and related forms of misconduct.

The District will not tolerate harassment or related forms of misconduct by anyone including, but not limited to, supervisors, other employees, students, Board members, agents, consultants, volunteers, or citizens in any curricular, extracurricular, pupil service, recreational or other program or District activity.

The Board of Education acknowledges all regulations, requirements, and responsibilities defined by state and federal laws.

Federal law prohibits employee harassment on the basis of: age, sex, race, national origin, color, religion, and qualified person with a disability. In addition state law prohibits harassment of employees on the basis of: marital status, ancestry, sexual orientation, political or religious affiliation, membership in the national guard, state defense force or any reserve component of the military forces of the United States or this state, use or non-use of lawful products off the employer's premises during nonworking hours, conviction record, or arrest record.

Federal law prohibits student harassment on the basis of: sex, race, color, national origin, or qualified person with a disability. In addition, state law prohibits harassment based on: ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability.

The Stoughton Area School District, for the purposes of this Procedure, defines misconduct as harassment-type conduct that interferes with any employee's ability to perform in the work environment including gross misconduct or interferes with any student's school performance and/or ability to access and benefit from the educational setting.

Harassment and related forms of misconduct may include but are not limited to:

- A. Verbal/expressive harassment: for purposes of this Procedure, verbal harassment is defined as verbal comments or other expressions which insult, degrade, or stereotype any group that occurs on school property or at a school sponsored event. This includes, but is not limited to, bullying, the misuse of telecommunications and/or display of offensive materials such as photographs or print material.
- B. Physical harassment is defined as bullying, hazing, or otherwise subjecting another person to unwanted physical contact, or attempting or threatening to do the same.
- C. Sexual harassment is defined as but is not limited to:
  - students: sexual advances, request(s), threats or demands for sexual favors, and/or other visual, verbal, written or physical conduct of a sexual nature directed at any person;
  - others: unwelcome sexual advances, request(s), threats, or demands for sexual favors, and/or other visual, verbal, written or physical conduct of a sexual nature directed at any person.

It is the responsibility of District employees, students, and Board members to foster a learning community free from such harassment or misconduct. Members of the District community, including employees, students, and community members, are expected to promptly report any conduct that could be in violation of this Procedure.

#### Disciplinary Procedures

- Students who engage in harassment or related forms of misconduct shall be subject to disciplinary action, up to and including expulsion. In addition, where appropriate, the District will consider referring the matter to proper legal authorities.
- Employees who engage in harassment or related forms of misconduct shall be subject to disciplinary action, up to and including termination. In addition, where appropriate, the District will consider referring the matter to proper legal authorities.
- Agents, consultants, and other third party providers who engage in harassment or related forms of misconduct may be subject to having their contract or agreement with the District terminated and the District will consider referring the matter to proper legal authorities.
- Volunteers or citizens involved in the school community and engaging in harassment or misconduct may have their participation restricted or terminated. The District may consider referring the matter to proper legal authorities.
- A false charge of harassment or related forms of misconduct will be treated as a serious offense and may result in disciplinary action, up to and including termination/expulsion. In addition, the District may consider referring the matter to proper legal authorities.
- Individuals reporting incidents of harassment or related forms of misconduct in good faith will be protected from retaliation or reprisals. Any person who engages in retaliatory conduct against a

## Behavior/Pupil Harassment

Students shall be expected to act in such a manner that their behavior will reflect favorably on the individual student and on the school, show consideration for fellow students, and create a harmonious school atmosphere. We recognize that learning can best take place in an orderly environment. Students can best learn individual and collective responsibility and gain maturity if they are provided opportunities in which to exercise responsibility within the school setting.

As required by PI-9.03(1)(b) the Stoughton Area School District shall not discriminate in standards and rules of behavior, including pupil harassment. "Pupil harassment" means behavior toward pupils based, in whole or in part, on sex, race, national origin, ancestry, religion, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability which substantially interferes with a pupil's school performance or creates an intimidating, hostile or offensive school environment. Discrimination complaints shall be processed in accordance with established procedures. (Revised 6/20/94)

Students are expected to abide by rules and regulations which apply equally to all students and are set forth by their teachers and principals. This approach allows schools to set standards of behavior and develop a range of instructional methods and/or consequences designed to achieve those standards.

## **BULLYING**

The Stoughton Area School District strives to provide a safe, secure and respectful learning environment for all students in school buildings and on school grounds, on school buses and at school-sponsored activities.

Bullying has harmful social, physical, psychological and academic impact on the bullies, the victims and the bystanders. The district consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

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);
- 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 use of an electronic communication device); or
- Between students and students, students and adults, or adults and adults.

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. Educational environments include, but are not limited to, every activity under school supervision.

## Procedure for Reporting/Retaliation

It is the responsibility of all school staff members, students, and concerned individuals who observe or become aware of acts of bullying to report these acts confidentially to a school staff member or administrator designated by the Board of Education to be a recipient of such reports. All such reports, either verbal or in writing are to be taken seriously and a clear account of the incident is to be documented. 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

An investigation of the facts and seriousness of a complaint or alleged incident will take place in a timely manner to verify the validity and the seriousness of the report. Affected parents and/or guardians will be notified that a report has been made. 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 a student or students participated in bullying behavior in violation of the Procedure, the principal may take disciplinary action, including: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate.
- Students found in violation of the bullying Procedure may be referred to pupil services staff for counseling or other educational programming designed to prevent subsequent bullying behavior.
- Employees found to have participated in bullying behavior, or having become aware that bullying was taking place and failed to report the behavior, are considered to be in violation of this Procedure. They may be subject to disciplinary action consistent with the collective bargaining agreement or disciplinary action established by Procedure or practice.

## Disclosure and Public Reporting

- The Procedure 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 Procedure 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 Procedure.

## **Sportsmanship & Spectator Behavior**

SHS expects good sportsmanship at all extra-curricular functions/competitions.

### Student and family spectators:

- with good attitudes,
  - who display self-control in the presence of a rivalry
  - with positive enthusiasm
  - who have courteous relations with all fans
  - who gracefully accept the results
- ...reflect well on SHS and adds to the positive reputation of our school.

Sportsmanship is shown in athletic contests, classrooms, student assemblies, and in many other areas of life at SHS.

Students who do not exhibit proper sportsmanship behavior will be subject to disciplinary action and/or censure from future activities.

It is important that students and families, as spectators at SHS, do the following:

- Stand at attention, facing the flag during the playing of “The Star Spangled Banner.”
- Know and demonstrate the fundamentals of good sportsmanship:
  - Respect, cooperate, and respond enthusiastically to the cheerleaders.
  - Encourage fellow students and family members to use appropriate behavior.
  - Respect the property of the school and the authority of school officials.
  - Do not heckle, jeer, or distract members of the opposing team.
  - Never criticize the players or coaches.
  - Do not use profane language or behave in an obnoxious manner.
- Failure to follow these rules will result in not being able to attend future contests. Let’s support all of our sports and academic teams in a sportsmanlike manner.

### **Weapons**

Knowing Possession, Handling, Transmission or Use (also see District Handbook)

Students are forbidden knowingly and voluntarily to possess, handle, transmit, or use any instruments in school, or school grounds or on school trips, that is ordinarily or generally considered a weapon, including look-alike weapons. Any object which could be used to injure another person and which has no school related purpose for being in school or on school grounds will be considered a weapon for purposes of this policy. Weapons include, but are not limited to firearms and/or look alikes, (including but not limited to, firearms as defined in 18 U.S.C. 921(a)(3), guns of any type, including air and gas-powered gun (whether loaded or unloaded), knives, razors, clubs, electric weapons, chemical sprays, metallic knuckles, martial arts weapons, ammunition, explosives, and bow and arrows.

Action: Suspension and/or expulsion, referral to School Resource Officer, and removal from school.

### **Withdrawal From School**

Families are requested to inform the school as soon as possible prior to a student's withdrawal from school so that student records, report cards, and textbook check-in can be completed in good order. The student will be issued a withdrawal form that will need a signature from the classroom teachers, the media center, the athletic director's office, and a principal. The completed form should be turned in to the registrar.