



2020-2021 Middle School High School

CASSVILLE



Student Handbook

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JUNIOR HIGH & HIGH SCHOOL STAFF

Name	Dept.	Co-Curricular Assignment
Bahls, Hanni	Bookkeeper	
Baker, Hilary	Vocal Music	Co-Musical Director
Beer, Travis	Art/Technical Education	Assistant Boys' Basketball
Bernetzke, Jacob	Math	Student Council, Head Boys' Basketball
Bernetzke, Jennifer		Head Cross Country
Blaeser, Jared	Social Studies	
Breuer, Derek	Custodian	
Breuer, Rachele	Special Education / S.E. Director	
Churchill, Lisa	Educational Assistant	
Dependable Solutions	Technology Services	
Fishnick, Holly		Middle School Track
Fleming, Kathleen	English	Forensics
Gille, Brant	Special Education	
Glass, Mary	Cook	
Gotzinger, Mike	Custodian	
Hach, Morgan	English/Math	
Hauk, Katie	District/H.S. Secretary	Cheerleading
Hertrampf, Cindy	Cook	
Infield, Chad	Dean of Students /Title I	Activities Director
Kress, Melissa	Guidance	NHS Advisor
Leibfried, Tony	Media Specialist	Head Baseball, Asst. Football
Luster, John	Superintendent/Principal	
Maahs, Erica	Cook	
Maahs, Terry	Educational Assistant	
Mai, Rebecca	Spanish/Social Studies	Assistant Volleyball
Martin, Valerie	Business Ed./I.T. & Testing support	Newspaper, Yearbook
McDonald, Tina		Co-Head Track
McNett, Max	Instrumental Music	Pep Band, Co-Musical Director
Okey, Andrea		Head Volleyball
Reising, Jerry	Phy. Ed. /Health	
Rouse, Robin	Educational Assistant	
Schauer, Tiffany	Agriculture	FFA Advisor
Schuler, Jessica	School Nurse	
Wagner, Jennifer	Food Service Director	
Walsh, Angele	School Psychologist	
<u>Bus Drivers</u>		
Eugene Adrian	Mark Adrian	
Ron Hampton	Arlene Maring	Cliff Tennesen

GENERAL INFORMATION

Bell Schedules

Regular Day

Period 1	8:00–9:33
Period 2	9:40-11:13
Period 3	11:13-11:43
Period 4	11:43-12:13
Period 5	12:13-12:43
Period 6	12:43-1:13
Period 7	1:20-2:53

Shortened Day

Period 1	8:00–8:55
Period 2	9:00-9:55
Period 3	10:00-10:55
Period 4	11:00-11:30
Period 5	11:30-12:00
Period 6	12:00-12:30
Period 7	12:30-1:00

Late Start- 2 hour Delay

Period 1	10:00–10:55
Period 3	11:00-11:30
Period 4	11:30-12:00
Period 5	12:00-12:30
Period 6	12:30-1:00
Period 2	1:00-1:55
Period 7	2:00-2:53

Surveillance Cameras

To help ensure the safety of our students and staff and the security of the building surveillance cameras have been installed in the school. Tapes documenting a problem may be kept indefinitely. Tapes will not be available for viewing by the public, employees, media, or other individuals. Students who are disciplined based on video evidence and/or their parents/guardians with the principal and his/her designee in attendance, may view the segment of the video that documents the incident for which the disciplinary action was taken.

Inclement Weather and Mass Notifications

Cassville School District will be using Skylert for our mass notification system. This system contacts our families using phone numbers, cellphone numbers, and e-mails. It is extremely important you provide these numbers to us through the annual registration form. Please remember to contact us should any of your numbers or email address change. This system will be used to notify items like school closings, emergencies, and any last minute schedule changes that warrant mass notifications.

In case of extreme weather conditions, involving cancellations or delays, announcements will be made over these stations: (Students will also be sent home when the heat index is about 105 degrees.)

WGLR	Lancaster	1280	WISC TV	Madison	Channel 3
KAT	Dubuque	92.9	KCRG TV	Cedar Rapids/Waterloo	Channel 9
WPRE	Prairie du Chien	980	WMTV TV	Madison	Channel 15
KGAN TV	Cedar Rapids/Dubuque	Channel 2	WKOW TV	Madison	Channel 27

The decision to call off or delay school opening is made jointly by the District Administrator and the bus manager.

Change of Address or Phone Number

Students are to report any change of address or phone numbers (including cell phone numbers) to the office as soon as the new information becomes effective.

Course Fees

Some elective classes require materials that must be paid for by the student. If a student decides to enroll in one of these classes they will be billed a course fee. Fees include:

\$20.00 - Book Rental Fee	\$1.00 - Class Fee	\$20.00 - Art Class Fee
\$20.00 - Tech Ed. Class Fee	\$20.00 - Welding Class Fee	\$20.00 - Food Science
\$20.00 - Extracurricular Fee*	\$10.00 - Solo/Ensemble Fee	\$20.00 - Instrumental Music Fee (per sem.)

*Extracurricular fees will be charged for each activity with a cap of \$125 per family.

Textbooks—Students will be charged replacement cost for books that are lost or damaged. Textbooks cost an average \$85.00.

Closed Campus

The Cassville School District is a closed campus during the school day (8:00 a.m. – 2:53 p.m.). Once they enter school, students are not allowed to leave the school building except during a field trip, appointment, or other reason approved in advance by the office. Students are required to attend all scheduled classes, assemblies, activities and study halls, unless they have permission and a pass approved by an administrator or designee. Students who leave their designated area (including school property) without administrative approval may be considered unexcused or truant and subject to discipline.

Breakfast Program

We offer a universal free breakfast program in the high school for all public school students each morning.

Lunch Tickets

The Cassville School District offers a hot lunch program for all public/parochial students in the high school cafeteria. The price for MS/HS lunch (including milk) is \$2.85. Additional milks are \$0.35 each. We also offer an extra entrée for an additional \$1.20. Free and reduced lunch prices follow all federal guidelines. All families should fill out application forms for free and reduced lunches annually. (Even if you think that you may not qualify). Lunch money is to be turned in to the office before school Monday through Friday, although Monday is preferred.

Keys to Success

Success in school is measured not only by the knowledge gained, but also by work habits, citizenship, and character traits developed. Following are the responsibilities of students:

- Get involved! This is YOUR education and YOUR future!
- Arrive to school on time.
- Be in your seat when the class bell rings.
- Bring needed materials to class (books, paper, pen or pencil).
- Listen attentively.
- Participate in class discussions.
- Keep an assignment notebook if needed.
- Prepare all assignments carefully and completely.
- Study material to be understood and digested.
- Prepare all written assignments neatly and legibly.
- Be courteous and respectful to teachers and classmates.
- Reflect high standards of behavior. Be aware of the importance of good citizenship.
- Respect school and individual property.
- Conduct yourself in an acceptable manner at all times- keep your hands to yourself!
- Remain on campus at all times, unless approved in advance by the office.
- Clothing should be appropriate to a learning environment with consideration given to health, safety, and standards of good taste.

ACADEMICS

Graduation Policy

In order for a student to graduate from the Cassville High School, the student must meet the graduation requirements listed below. Only students who are eligible to receive a diploma may participate in the district's graduation ceremonies unless prior approval by the School Board. When scheduling classes, students are encouraged to see the guidance counselor and/or administration to be sure that the proper requirements will be met. The responsibility for meeting requirements ultimately rests with the student/parent.

Graduation Requirements

Students will have attended four full years of high school. (Note exception on policy IKFA –Early graduation) While attending Cassville High School, each student must carry at least 6.5 credits each year unless the school principal has approved other arrangements.

Students must successfully complete (earn) 26 credits of study that must include:

4 English	3 Social Studies
3(4) Science	3(4) Mathematics
2 Physical Education	1 Business
.5 Health	8.5 Credits to be selected by the student

*Civics Exam of 65% or higher

Students with special needs who have qualified for an IEP may have alternate requirements for graduation as determined by the recommendation of the student's IEP Team.

At the completion of the third quarter of the senior year, the school shall notify, in writing, students who definitely will not meet requirements above and, therefore, will not graduate that year. The school shall mail a copy of such written notification to the student's parent or guardian.

Academic Requirements

Four years of enrollment are necessary except for those students who will have completed 3 ½ years and are approved to leave early to enroll in the Armed Forces or an institution of higher learning. Enlistment papers are required.

Courses offered on a yearly basis will earn 1 credit toward graduation. Those offered on a semester basis will earn ½ credit toward graduation with the exception of those courses, which meet two to three times per week, which earn ¼ credit per semester towards graduation.

A student who fails a required course must repeat that course or an equivalent course.

A student may take as much work in a specific field as seems profitable to him/her and his/her parents. Students and parents should carefully consider the present and future needs and interests as the graduation requirements indicate.

A student must carry a minimum of seven subjects for credit unless permission is granted by the administrator to do otherwise. This permission will only be granted in exceptional cases and on an individual basis.

Once a student passes a course and receives credit for it, the student cannot take the course a second time for credit, with the exception of Phy. Ed.

Grading

Teachers will assign grades based on the established grading system. For each subject taken, a student will receive one of the following grades:

Written Explanation	Standard Scale	Math / Modified Scale	Grade	GPA
Excellent	95-100	92-100	A	4.00
Excellent	93-94	90-91	A-	3.67
Above Average	91-92	88-89	B+	3.33
Above Average	87-90	82-87	B	3.00
Above Average	85-86	80-81	B-	2.67
Average	83-84	78-79	C+	2.33
Average	79-82	72-77	C	2.00
Average	77-78	70-71	C-	1.67
Below Average	75-76	68-69	D+	1.33
Below Average	72-74	62-67	D	1.00
Below Average	70-71	60-61	D-	.67
Not Passing	69 and below	59 and below	F	0
Incomplete			I	
Non-Graded	Pass / Fail	Pass / Fail	P / F	NA
Withdrew			W	

Grade percentages will not be rounded.

Report cards will be issued at the end of each nine weeks listed on the school calendar. If a student has a grade of “Incomplete”, it will be replaced by an “F” if it is not made up within two weeks from the end of the quarter (except for special circumstances approved by the administrator). Fourth quarter incompletes must be finished by 3:00 PM on the last day of teacher in-service. **This is the student’s responsibility.**

Progress reports will be issued to all students following the fourth week of each quarter.

Classes that meet every other day are assigned one-half of the grade point value when figuring the honor roll. The official standing of seniors is calculated after seven full semesters and the final standing placed on a student’s transcript is determined after graduation.

An Honor Roll will be established at the end of each nine-week and semester grading period to award recognition for high academic achievement. The four-point scale above relates to the honor roll as follows:

- **Distinguished Honors** 3.75 to 4.00
- **High Honors** 3.5 to 3.74
- **Honors** 3.00 to 3.49

Academic Awards

An academic achievement award system has been established to:

- **Promote** excellence in scholarship as the primary goal of education
- **Reward** those students who exhibit excellence and strive for high achievement
- **Encourage** all students to try harder to achieve excellence

Criteria: Points will be earned based on the quarterly honor roll level the student has achieved.

- **Distinguished Honors** 3.75 or higher = 5 points
- **High Honors** 3.5-3.74 = 4 points
- **Honors** 3.0-3.49 = 3 points

10 points = Certificate

20 points = Academic Letter

30 points = Star

40 points = Silver Bar

50 points = Gold Bar

60 points = Bronze Medal

70 points = Silver Medal

80 points = Gold Medal

Junior High Retention

Core classes are identified as math, science, language arts, and social studies. A copy of the retention policy is available from the office. At the end of the first quarter, staff will contact parents of students with grades in their individual classes that suggest retention could be an issue. Parents will be contacted in writing by administration if students receive a failing grade for a semester. A copy of the retention policy will be included in that mailing.

By the third quarter, if a student is still in danger of being retained, a meeting will be requested that will include the student, his/her parents, staff, counselor and administration. The next step in this process is given in the following policy.

Promotion Policy (from grade 8 to grade 9)

No student will be promoted from grade 8 to grade 9, unless the student meets at least two of the three criteria presented below.

1. The student receives a score of “basic” or above on at least five of the six sections of the Wisconsin Knowledge and Concepts Exams which are given in grade 8. The sections of the Knowledge and Concepts Exam are as follows:

Language Arts
Reading

Mathematics
Writing (a score of 3 on a scale of 5)

Social Studies
Science

2. The student (during grade 8) receiving a passing final grade in all subject areas or maintains an overall grade point average of at least 2.0 on a 4.0 point scale covering all subjects.
3. For Grade 8- Regular Education Students

The student receives the recommendation of the middle school faculty as demonstrated by a simple majority vote of teachers who have taught the student during grades 7 and 8. In considering their recommendation, the middle school faculty must assess the student’s readiness to be successful in his or her high school studies. The faculty may confer with the parents or guardian of the student and may take into consideration their attitude toward the promotion or retention of the student. The faculty vote will occur within 48 hours of the deadline that has been set for final grades being delivered to the office.

Students with special needs who have qualified for an IEP may have alternative requirements for promotion based on the recommendation of the student’s IEP Team.

Teacher Aides/Student Tutors/Student Trustees

The student library trustees, student tutors, and teacher aides will receive one-quarter credit per semester for daily attendance and successful assistance with aiding teachers. Grades will be given on a pass/fail basis. These programs are open to students that obtain written permission from the teacher and also approved by administration.

A maximum of one full credit can be earned during the student’s high school career. Students will be eligible for these special service programs only if they are eligible academically following the extra-curricular code guidelines. EEN students will be handled on a case-by-case basis. Any student receiving an F or Fs on his/her report card will not continue with the Special Service Contract.

Start College Now (SCN) and Early College Credit Program (ECCP) allows public high school juniors and seniors who meet certain requirements (3.5 GPA and senior status is the criteria for UW-Platteville) to take post-secondary courses at a UW institution, a Wisconsin technical college or one of the state’s participating private nonprofit institutions of higher education. Approved courses can count toward high school graduation as well as for college credit.

Students who wish to enroll in technical school or college courses as part of Youth Options must notify the School Board (complete form PI-8700A) of the student’s intention to enroll no later than March 1st for a course to be taken in the fall semester and October 1st for a spring course. For clarification or questions on this program, please see the administrator or guidance counselor.

Wisconsin Academic Excellence Scholarship

The recipient of the Academic Excellence Scholarship will have the highest academic ranking in the class, according to the guidelines set forth by the Higher Education Aids board and the School District of Cassville.

In the event of a tie using the 4.0 system (refer to policy IKAB) co-valedictorians will be named, but only one scholarship can be given. In addition to the above-listed guidelines the following criteria, in rank order, shall be used to determine the scholarship recipient:

- The student must attend a college, university, or technical college (private or public) located in the State of Wisconsin;
- The student with the highest American College Test (ACT) score available at the end of the first semester of the student's senior year;
- The student with the highest percentage from the last three semesters of the four-core academic areas: math, science, social studies and English
- The student who has earned the most credits through seven semesters.
- In the event of still a tie; the school board president shall flip a coin.

National Honor Society

Students having a G.P.A. of 3.33 or better are eligible to be considered as candidates for membership in the Nelson Dewey Chapter of the National Honor Society. The four qualifications for membership are: Scholarship, Character, Leadership, and Service. Candidates will have spent at least one term in Cassville High School and are members of the sophomore, junior or senior class. Candidates must meet the membership qualifications of: Scholarship, Character, Leadership, and Service.

Students who are eligible scholastically to be considered for membership will be notified by the counselor. They will complete the Student Activity Information Form for further consideration in the selection process. Then, the students distribute rating sheets to five teachers, of their choice; they have had of which three must be from "academic" areas, (English, Social Studies, Math and Science).

Once an eligibility list has been determined, all faculty members have an opportunity to review the nominees in regard to "character." If any two teachers report indiscretions of character, the nominee will be disqualified for membership in the society. "Indiscretions of character" (lying, misconduct in regard to government laws, cheating, failing to meet responsibilities, etc.) will only be considered if they took place in the immediately previous and present school year. Upon completion of all forms, the faculty selection committee reviews such forms and determines membership by the rules outlined above.

After membership has been established, should there be violations of NHS expectations a hearing will be conducted to determine the action(s) to be taken, if any. The NHS national office will provide the format and guidelines for a hearing and actions taken. Consequences for those members found to be in violation of the standards of NHS could be up to and including removal from the NHS chapter along with all rights and privileges accompanying membership.

Students who wish to obtain more information about NHS should see the guidance counselor to receive an NHS Handbook.

Student Council

Membership is open to any student in grades 9-12. Prospective members will submit an application to the Student Council advisors. Members must maintain passing grades and must conform to all school rules of conduct. Any member may be removed due to behavior deemed inappropriate by the Activity Code.

Officers will consist of a president, vice president, and secretary. They will be elected to their positions by a majority vote within the student council.

Purpose and Objectives:

- Represent the entire student body (including School Board Meetings when needed)
- Inform the student body of upcoming events

- Act as representatives of student interests with administration
- Plan and organize homecoming and other student events
- Promote positive school spirit by demonstrating positive leadership for the school
- Promote and plan activities for the improvement of the school

Guidance

Guidance services are available for every student. These services include assistance with educational planning; interpretation of test scores, occupational and career information, study help, assistance with home, school and/or social concerns or any questions the student feels he/she would like to discuss with the counselor. Students should arrange a time and obtain a pass prior to leaving class or study hall to see the guidance counselor. In a guidance emergency, students should report to the office so the counselor can be contacted.

ATTENDANCE

Definitions

Tardy: Not sitting in your seat before the bell to start class has rung.

Absence:

- Arriving to school (in the office) after 9:00 a.m.
- Being away from your assigned schedule for more than five (5) minutes once you have arrived at school.
 - This includes lunch and lunch detentions.

Simple Truancy:

- Being absent for part or all of a school day without a valid excuse.
 - The building administration has the right to refer the student for a “simple truancy” fine.

Habitual Truancy:

- Accumulating five (5) or more unexcused absences in a semester.
 - The administration has the right to refer the student for “habitual truancy” charges.

Philosophy

In the Cassville School District, the focal point of the educational process is the classroom. Although the classroom is not the only learning center within the school, the classroom is the primary contact point in the teaching-learning experience. The entire process of education requires continuity of instruction, classroom participation, and study for each student to derive maximum educational benefits. The regular contact of the student with other students in the classroom and participation in well-planned instructional activities under the tutelage of a competent teacher are vital to the purpose. Frequent absences from regular classroom learning experiences disrupt the continuity of the instructional process. The benefit of regular classroom instruction is lost and cannot be entirely regained even by extra after-class instruction.

Any absences, regardless of the reason, deprive the student of an opportunity to learn. Attendance is a responsibility that should be shared by the student, parents/guardians and the school. All absences, whether excused or unexcused, can have a detrimental effect on the student’s grades.

Compulsory Student Attendance

In accordance with the state law, all children between six and eighteen years of age shall attend school unless he/she has been excused temporarily for physical or mental reasons, or other reasons defined by the Board or has been excused by his/her parent/guardian prior to an absence in accordance with state law.

It is the responsibility of any person having under his/her control such a student to ensure regular attendance during the full period and hours that school is in session until the end of the semester of the school year in which the student becomes 18 years of age. Adult students over the age of 18 are also expected to be in regular attendance. **It is the responsibility of the parent/guardian to notify the school of student absences in accordance with established district procedures.** When students are absent from school, parents/guardians assume full responsibility for their activities. It is the responsibility of the administrator or designee to determine whether the absence is acceptable (excused) or not acceptable (truant).

Student Absences and Excuses

Excused absences

All pre-excused absences require that written verification be provided by the parent/guardian to the school attendance officer or designee 24 hours in advance of the absence prior to re-admittance to school.

A student may be excused by the parent/guardian under this provision for not more than 10 days in the school year.

A doctors/physicians note will be required after three consecutive days of school are missed. Absences more than four periods shall be considered a whole day. Anything less than four hour (periods) equals one-half day.

The school attendance officer or designee is authorized to approve a legal excuse for any student that is not in proper physical or mental condition to attend school or an educational program. For a child to be excused, the school must receive a phone call or note by 9:00 a.m. on the day of absence. The district may request the parent/guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental 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. Students who have already had their parents excuse them for 10 days will be expected to bring such a statement. Otherwise, the student will be expected to come to school to be evaluated by the administrator.

Unexcused absences

Absences that occur without a proper parent excuse 24 hours in advance or by a phone call by 9:00 a.m. will be unexcused. Also, absences that occur after the 10 parent excused days without proper proof or administrative approval will be considered unexcused.

Unexcused Absences (Truancy) Penalties/Procedures

1st-2nd Offense

- Detention(s) or suspension(s)
- Zero or reduced credit for make-up work
- Parent notification
- Possible I.E.P. evaluation

3rd-5th Offense

- Detention(s) or suspension(s)
- Zero or reduced credit for make-up work
- Parent notification and official truancy meeting held
- Possible I.E.P. evaluation
- Possible Simple Truancy Fine

6th Offense

- Detention(s) or suspension(s)
- Zero or reduced credit for make-up work
- Parent notification of habitual truancy
- Possible I.E.P. evaluation
- Referral to court system for habitual truancy charges

Make-up Work

Credit in a course or subject shall not be denied solely because of a student's unexcused absence from school. All students with absences shall be given the opportunity to make up examinations and work. Work missed during an unexcused absence may be given zero or reduced credit as determined by the teacher.

Student missing school for an excused reason (including suspension) will be allowed the number of days gone plus one to make up any work and/or tests that were missed. Projects and tests that were assigned to the student before they were absent may be required to be completed/made up on the day that the student returns to school.

Age of Majority

All students at Cassville High School are subject to school rules. Students who have reached their 18th birthday and are still under the domain of their parents are not permitted to generate their own excuse for absence, fieldtrip

permission or class permission slips unless the office receives a written agreement allowing it signed between the parent(s) and student. Students who have reached the age of majority and have established independence will also need to follow school rules and attendance procedures. Students who are 18 years entering a semester may be put on an attendance contract which could remove them from the roll if they continue to violate attendance expectations.

Attendance at State Tournaments

The Cassville School District recognizes that the participation of a team or an individual participant in the state tournament is the ultimate goal of every participant and/or coach. This goal will be realized through hard work and adherence to the principles of good sportsmanship. Anything less is unacceptable. There are two avenues by which students attend state tournaments, either as a participant or as a spectator. Unless provided for elsewhere, attendance at state tournaments by students who are not athletes is the responsibility of the student's parent or guardian. Any students who attend must have a pre-excused absence form completed and turned into the office at least one day prior to leaving.

STUDENT CONDUCT

The District is committed to maintaining a favorable academic atmosphere. Teachers are expected to create a positive learning climate for students in their classrooms and to maintain proper order. Students are expected to behave in such a manner that allows teachers to effectively carry out their lesson plans and students to participate in learning activities. Students are also expected to abide by all rules of behavior established by the Board, administration and their classroom teachers.

Student behavior that is dangerous, disruptive or unruly, or that interferes with other students' rights to a free and appropriate education will not be tolerated. Any student who engages in such behavior may be subject to discipline procedures outlined below. In addition, the student may be subject to disciplinary action in accordance with established Board policies and school rules. While it is our goal to handle such problems in house, when students violate state laws or municipal ordinances, or when students and/or parents refuse to work within established policies of the district and school, or where the security of person or property appears to be in jeopardy we will not hesitate to call the police and initiate arrest and prosecution proceedings.

Students who have special needs and have an IEP may have an alternate behavior plan. Those students will still be expected to behave in a manner that does not jeopardize the health and safety of the students and staff of the Cassville School District.

The expectations contained in this handbook are not all-inclusive, meaning that they do not cover each and every situation which may arise. However, when those situations do arise, they will be dealt with in a comparable manner. In the event that a student needs to be disciplined, the following discipline will be used:

Detention

- May be assigned at the administrator's discretion before school, after school and/or during lunch.

In School Suspension (ISS)

- The student will spend a day isolated from classroom activities. He/She will be given the opportunity to turn in work from the day for full credit. The student must stay busy reading, writing or working on school work. The student will not be allowed on school grounds or at school events during the period of suspension. This includes extracurricular activities.

Out of School Suspension (OSS)

- The student will not be allowed on school grounds or at school events during the period of suspension. This includes extracurricular activities. The duration of suspension will last until the day that the student is allowed back in school. *(Ex. A student who is suspended for one day on Friday will not be allowed on school grounds or events until the next day of school- Monday.)*

Expulsion

- The legal expulsion procedure will be followed to ensure parent and student rights. The administration, at their discretion pending the circumstance, may implement a conditional expulsion that includes conditions that the student must follow in order to remain in school.

Major Rule Infractions

- Disorderly conduct (inappropriate language and/or actions that cause a disturbance)
- Verbal and/or physical assaults
- Tobacco/drugs/alcohol
- **Electronic/vaporized devices/parts containing product in violation of the drug-free standards/policy.**
- Vandalism/theft
- Harassment
- Major telecommunication violations
- Threats made toward another student or school personnel
- Possession of cell phones and/or cameras in locker rooms and/or bathrooms
- Repeated minor rule infractions.

Major Rule Infraction Penalties

Step 1

- ISS or OSS 1-2 days
- Parent notification and/or conference
- Law enforcement notification
- Restitution for damages if applicable
- Revocation from computer network if applicable
- Possible movement to Step 3 if administration deems necessary
- Possible expulsion

Step 2

- ISS or OSS 1-3 days
- Parent notification with conference
- Law enforcement notification
- Restitution for damages if applicable
- Revocation from computer network if applicable
- Possible movement to Step 3 if administration deems necessary
- Possible expulsion

Step 3

- ISS or OSS 4-5 days
- Parent notification with conference
- Law enforcement notification
- Restitution for damages if applicable
- Recommendation for expulsion

Minor Rule Infractions

- Vehicle/parking lot violations
- Tardiness
- Truancy (Abide by truancy code)
- Failure to serve detention(s)
- Public display of affection
- Minor telecommunication violations (second violation – lunch detention)
- Improper use of pass system
- Violation of the dress code
- Possession of open food/drink in hallway

- Defiance, disobedience, disruptive, disrespectful behavior
- Possession/use of cell phones and other electronic devices in class

Minor Rule Infraction Penalties

- Detention(s) and/or ISS per semester
 - 1st - 3rd detentions – lunch detention
 - 4th detention – ISS
 - 5th - 6th detentions – after school detentions
 - 7th and beyond – ISS
- Parent notification with a possible conference
- Restitution if applicable
- Possible revoking of parking privileges
- Possible law enforcement notification

Academic Honesty Conduct

The Cassville School District expects academic integrity from students. Academic integrity requires that course work a student presents to an instructor honestly and accurately indicates the student's own academic efforts.

Academic dishonesty includes, but is not limited to: plagiarism, forgery, copying or stealing another person's work, allowing another person to copy one's own work, doing another person's class work, creating more than one copy of one's work for distribution intentionally accessing another's material for the purpose of using it as one's own, downloading information from other sources and presenting it as one's own or unauthorized copying of software. School personnel will have the responsibility for monitoring the above actions. In the event that a student has been documented by school personnel as having committed academic dishonesty, the following will apply:

1st Offense

- Student will receive a 0% on the project, assignment, quiz or test.
- One day of ISS (In School Suspension).
- Student will be subject to the Activity Code
- Parent will be contacted.

2nd Offense (same semester)

- Student will receive a failing grade for the semester in the subject.
- Student will receive a one-day of ISS.
- Student will be subject to the Activity Code.
- Student will be removed from class for the remainder of the semester.
- Parent will be contacted.

Classroom Discipline

Teachers will review behavior expectations with students. A three step system will be used when dealing with student discipline:

- | | |
|---------------|--|
| Step 1 | The student/class will be warned. |
| Step 2 | The teacher will assign a detention or other minor discipline measure. |
| Step 3 | The student will be removed from class. |

Students who engage in actions of vulgarity or extreme disrespect may go directly to Step 3 and be sent to the office immediately. Students are encouraged to observe teacher cues to avoid inappropriate behavior. If a student does not feel that they are being treated fairly, they may ask the teacher for permission to go to the office. If the teacher does not grant permission at that time, the student should wait until the end of class and then report to the office.

BUSING

Boarding and Waiting Regulations

- All children of the same family must be at the stop at the correct time.
- If you are not riding the bus, be sure to let the driver know beforehand.
- The bus need not wait for the students in the morning.
- The bus driver will only stop if the students are at the pick-up place.
- Students should stay off the road at all times while waiting for the bus.
- Bus riders should conduct themselves in a safe manner while waiting.
- Students should not attempt to enter the bus until it comes to a complete stop.
- Students should always approach the bus with care.
- Elementary supervisors will monitor students at dismissal while loading the bus.
- No students will be allowed to get off the bus except at his/her home unless he/she has a written note from his/her parents that has been approved by the office.

Rules While on the Bus

- All students must assist in keeping the bus safe and sanitary at all times.
- Damage to seats, etc. will be paid for by the offenders.
- Older students should help look after the safety and comfort of smaller children.
- Bus riders are expected to be courteous to fellow students, the driver, the patrol officers, and drivers' assistants.
- Horseplay is not permitted around or on the school bus.
- Bus riders must keep their hands and head inside the bus at all times.
- Bus riders throwing anything out of the bus windows will face disciplinary action.
- Bus riders are not permitted to leave their seats while the bus is in motion.
- Bus riders must keep books, packages, coats and other objects out of the aisles and in their seats with them.
- Bus riders should remember that loud talking and laughter or unnecessary confusion diverts the driver's attention and may result in a serious accident.
- All students must be absolutely quiet when the bus approaches a railroad-crossing stop.
- Bus riders should not leave any books, packages, or other articles on the bus.
- All students are to remain in the bus in the case of a road emergency.
- No bus riders are allowed to use the back door except in case of emergency and when told to do so by the bus driver.
- The seating arrangement of the bus is up to the driver.
- The bus driver will enforce discipline on the bus. The names of all students who misbehave will be turned in to the administrator. Discipline up to and including the loss of riding privileges will be considered.
- Walkmans, radios, boom boxes, etc. with earphones are strictly prohibited.
- Notes to the bus driver need to be signed by the office before a student can be left off at a particular place.

Leaving the Bus

- Students should cross the road, when necessary, after getting off the bus (at least 6 feet in front of the bus) but only after a clear signal and after they are sure that no traffic is approaching from either direction.
- Older students should always help younger brothers and sisters cross the road.
- Students should always be alert to the danger signal from the driver.

Bus Rider Discipline Policy

Rules are necessary to insure the safety of the students. In the event a student does not obey the "Bus Rider Safety Rules," the following procedure will be followed:

- Step 1** The student will be notified, by the bus driver, of any infraction of the "Bus Rider Safety Rules". At this time the bus driver will fill out a "School Bus Rider Safety Report". The student will take the report to his/her parents to have it signed by them. Thus, the parents will be made aware of any misconduct of their child. The signed report must then be returned to the school bus driver by

the next time the student rides the bus. This report will be filed in the office and student will be moved a step in accordance with the school-wide discipline code.

- Step 2** In the event the student continues to disobey the “Bus Rider Safety Rules”, the procedure indicated in “Step 1” will, again, be followed. In addition, students will lose bus-riding privileges for one school day. The student will be referred to administration.
- Step 3** In the event the student continues to disobey the “Bus Rider Safety Rules”, the procedure in “Step 1” will, again, be followed. The student will understand that he/she will lose bus-riding privileges for three school days. The student will be referred to the administration.
- Step 4** Should the student disobey the “Bus Rider Safety Rules”, after having been removed from the bus for three (3) school days, the student will lose his/her bus riding privileges for ten (10) school days. A conference between the principal, student, parents, and driver will be held.
- Step 5** Should the student disobey the “Bus Rider Safety Rules”, after having been removed from the bus for ten (10) school days, the student will lose his/her bus riding privileges for one calendar year.

In the event that a student behaves in a manner that is especially vulgar, disobedient and/or dangerous, they may be placed on whatever step the administrator deems to be appropriate.

OTHER POLICIES AND DISCLAIMERS

Corridor Passes

Whenever students leave a classroom to go to the restroom, office, another classroom, their lockers, they should obtain a corridor pass. If you would like to visit a teacher or the guidance office, you need to obtain a pass prior to your desired appointment. Abuse of this privilege may result in loss of pass privileges as well as an appropriate step on the discipline code.

Bathroom/Hallway use during class.

Allowed sparingly. With classes only 93 minutes long, it is crucial that teachers are able to utilize class time for learning. If a student must leave during class, they must sign-out. Sign-outs are in all classrooms. It must include: **Student name, destination, leave time & return time.**

Lunchroom Procedures

Students will be expected to follow the following procedures:

- During the lunch period all students are to report to the cafeteria, whether or not they eat lunch.
- Moving ahead of other students in the lunch line is unacceptable behavior.
- All students will spend the first fifteen minutes of the lunch period in the lunchroom.
- Soft drinks will not be allowed during the lunch period including pop brought from home.
- Students are not allowed to call out to order food to be brought in unless approved in advance by administration.
- Students will be respectful, courteous, and well-mannered to staff and each other in the lunchroom.

Note: Any infraction of lunchroom rules may result in loss of hot lunch privileges as well as disciplinary action.

Copy Machine Use

The use of copy machines by students is prohibited except under the following circumstances:

- The student is a teacher assistant and has been trained on the use of the copy machine.
- The student has permission from the media center staff for the media center copy machine.
- The student has permission from the office staff for use of the copy machines in the office.

School Telephone

The school telephones located in the main office, in other offices, and in classrooms are business phones and are not for student use unless permission has been granted by a supervising staff member. Student emergencies or calls related to discipline measures are handled through the office phone. Students are asked to limit all calls to no longer than three minutes.

Student Lockers

The school provides a student locker for the convenience of the student, to be used exclusively for the storage of outer garments, footwear, and school-related materials. No student shall use the locker for any other purpose.

School lockers are the property of Cassville Public Schools. At no time does the Cassville School District relinquish its exclusive control of lockers provided for the convenience of students. School authorities under reasonable suspicion, may conduct inspections of lockers at any time, without notice, without student consent, and without a search warrant.

IMC Rules and Regulations

- Any student coming to the IMC must have a pink pass from a teacher.
- Students coming from study hall must sign out of study hall and give the pass to the librarian or supervisor and sign into the IMC. Students going back to study hall must have their pass signed with the librarian or supervisor putting time on it. Students are to report directly to study hall or IMC with no stops anywhere.
- Students coming to the IMC must have a reason to use the IMC. Anyone not using IMC materials will be sent back to study hall.
- The IMC is a classroom. There is limited locker & bathroom travel.
- The IMC is a place of quiet. Anyone abusing these rules will lose privileges.
- Students will be responsible for the replacement cost of items that are not returned and/or lost.
- Students must have permission **before** printing documents in the IMC.

Study Halls

Study hall is a place for quiet individual study. Students may be allowed, with permission, to discuss class work with other students. Any questions about class work should be brought to the teacher. The teacher then can help the student with the question or allow for another student to explain the problem.

- All students are expected to report to their assigned study halls. Failure to report to study hall will count as an unexcused absence and will be treated as any other attendance problem.
- Tardiness will be handled the same way as class tardiness.
- Use of Study Hall passes:
 - Other passes should be obtained ahead of time. Passes will not be given unless prior approval has been granted.
 - Students who need to use the computer lab should have a pass from a classroom teacher.
- Any discipline problems in study hall should be handled as a classroom problem would be handled.
- Students wishing to go to the library during study hall will report directly to the study hall and must sign-out and sign-in when leaving or returning to study hall. They must also sign-in and sign-out at their destination.
- On days that the library is reserved by a class, an announcement will be made in the study hall letting students know what periods the library is in use. If the library is reserved, students will not be allowed to go there.

Student Parking Rules

- Student vehicles should use only the student parking lot in front of the school. (This includes parking for practices and ball games.) They should not be in the office staff lot or in the staff lot behind school. The markings in the lot are to allow the maximum and safe use of this parking privilege. Cars parked illegally or with tires on lawn are subject to a parking ticket from the village and disciplinary as described in the school discipline code. Repeat offenders may be denied access to the lot.
- Students should only load into cars that are parked in a designate parking stall. No holding up traffic or jumping in a moving vehicle.

- The student parking lot is to be visited during school hours only by those students with office or lunch supervisor permission. Vehicles should be locked during the school day to help prevent theft and/or damage.
- Students should not use the public streets for parking. This is in effect within three (3) blocks of the school between the hours of 7:30 a.m. and 4:00 p.m. The only exception is if the student is parking at his or her own family residence.
- By state statute, no vehicles may be parked on the school side of the street anywhere on the school grounds.
- **Vehicles will be ticketed without warning.**
- It is illegal to have items such as tobacco, drugs, alcohol, guns, knives, etc. in your car while it is parked on school grounds. Violators will be dealt with as prescribed in the disciplinary code.
- Please be sure to give the right-of-way to pedestrians.
- Squealing of tires and other displays of excessive power will not be tolerated.

Dress Code

The guidelines for our dress code stress responsibility by the individual to maintain reasonable dress and grooming. A student's appearance adds or distracts from the overall school morale. We want all of our students to reflect pride in their appearance at school, in the school community, and when visiting other schools. Consideration must be given to students' health, safety, and school decorum. The following guidelines concerning grooming and dress should be followed:

- Students must follow the state mandate to wear facemasks. Students who are wearing facemasks that are deemed inappropriate will be given one warning to change it with a school provided facemasks. If the student is uncooperative administration will decide on appropriate disciplinary action.
- Students will be expected to attend school in clothing that is neat, clean, and considered appropriate by the administration.
- Coats and hats may not be worn in school unless approved by the administrator. This includes kerchiefs and other head coverings that may be deemed unacceptable.
- Halters, mesh or see-through materials, T-shirts with the sleeves cut off, shirts with the midriff or lower back showing (while standing or seated), and low-cut shirts (front and back) are not allowed. Underwear including underpants and bras should not be visible. Undershirts, where parts are visible when covered with a regular shirt, may be acceptable.
- Skirts and shorts must be appropriate length as determined by the administration.
- Clothing worn at school will not include advertisements of tobacco, alcohol, drugs or establishments that engage in the sale of these items. This further includes any items with obscene or suggestive messages.
- Chains, spikes, dog collars and other materials that the administration deems inappropriate will be prohibited.
- Students who are wearing clothes deemed inappropriate will be given one warning to change, cover or turn the garment inside-out. A second warning will result in a minor violation.
- Students who miss class due to a dress code violation will be considered unexcused. Attendance procedures will be followed.

Visitors to the School

The Cassville Board of Education welcomes parents and other interested members of the community to visit our schools. Citizens are urged to visit school facilities, observe the children's classrooms, and join with the Board to acknowledge strengths and weaknesses within the system. Unfortunately, with the COVID-19 pandemic we will be limiting visitors, but hope to encourage visitors the next school year.

All visitors must report either to the elementary or high school office and obtain a visitor pass. Visitors are given a name badge to wear for the duration of the visit to our school. Visitors without a name badge will be asked to check in at the office. The only exceptions are concerts or assembly programs.

Visitors may be removed from school premises. The staff may remove persons they believe are disturbing the school's educational programs or are on school premises for the purpose of committing an illegal act. They may also remove persons who are disturbing teachers or students on school premises. The school may contact law enforcement authorities if necessary.

High school or junior high students **must** get administrative approval at least two days in advance of the visit. Parents and/or guardians must also agree to be responsible for their child's guest while they are visiting. Their hosts must accompany guests at all times. Student visits will not be approved unless administration feels that the visit will aid in the overall education of the students in the district.

Police Canine Searches

The Cassville School District authorizes the use of canine units to detect prohibited substances or drug paraphernalia in school buildings and on grounds, and to perform other tasks for which the canine unit is trained in order to maintain a safe and drug free environment. Planned, non-emergency searches will be conducted at the discretion of the administration. Searches may be conducted without prior notification to students and/or school personnel.

Individuals found to be in possession of prohibited substances or paraphernalia will be subject to prosecution by civil authorities and disciplinary consequences from the Cassville School District.

Students and school personnel will follow lock down procedures when a canine search takes place. Office personnel will communicate pertinent information regarding the start and conclusion of the canine search. Students should only be released to go to the restroom or office with an escort from administration or staff. Administration will be present whenever a canine search is conducted in the Cassville School District.

Police use of PBT (personal breath tester)

In the event the building principal or designee suspects a student may have consumed alcohol or is under the influence, a breath test may be administered at the school by the local police department. Civil and school district procedures and penalties will apply in the event of a positive reading.

Gun/Weapon Free Schools

It is the policy of the School District of Cassville to provide a safe and healthy environment for all persons (other than law officers on duty) on its premises or attending any of its activities or functions. To that end, the District shall strictly enforce a policy that no person shall possess or use a dangerous weapon on school premises, school buses or other school transportation, or at any school-related event.

A dangerous weapon is defined as firearms (loaded or unloaded), BB and pellet-firing guns, paintball guns, knives with a blade over two and a half inches long, razors, martial arts devices, explosive devices, metal knuckles, or any other objects which are used or intended to be used to inflict bodily harm. This would also include look alike weapons and any other objects used in a manner to intimidate or inflict serious bodily harm.

Any student violating this policy with the intent to harm shall be subject to immediate suspension from school, law enforcement authorities and parents shall be notified, and the student shall be recommended to the school board for expulsion as outlined in state and federal law. Weapons will be confiscated and turned over to law enforcement, and the student will reimburse the district for any damage done to district property.

Law enforcement officers will be summoned to the school in a situation involving a weapon that represents an immediate threat to safety. If the situation does not allow an opportunity to contact law enforcement officials immediately, school staff and administration shall attempt to diffuse and control the situation until law enforcement officials can be summoned.

Drug Free Work Place Policy

In order to protect the health, welfare, and safety of students and employees, no Cassville School employee or student shall during work hours manufacture, distribute, dispense, possess, or use a controlled substance, illegal street drug or paraphernalia in any school building or on school premises; or in any school-owned vehicle used to transport students to and from school or school activities; or off school property during any school-sponsored or school-approved activity, event, or function where students are under the jurisdiction of the school district.

Students who violate this policy will follow this discipline procedure:

1. OSS (Out of School Suspension) 3-5 days*
2. Parent Notification
3. Law Enforcement Notification

4. Recommendation for expulsion

*Suspension may be extended pending the findings and result of an expulsion hearing.

Tobacco Free

The use of all tobacco products, smoking or non-smoking, is prohibited at all times on school premises. "School Premises" include all property owned by, rented by or under the control of the School District of Cassville. This includes persons 18 years old or older. Students who use and/or possess tobacco on school premises can expect to be suspended from school and referred to law enforcement for a ticket.

Cell Phone/Electronic Devices

Cell phones, game boys, iPods, and other electrical devices are not to be used or possessed by students during classes. Students who bring these items to school will be required to follow classroom rules from 8:00 a.m. to 2:53p.m. Students (7-12) are allowed to use their cell phones and other electrical devices during the lunch break and during passing time. Due to the sensitivity of student privacy issues it will be a major violation if a cell phone or camera is on in a bathroom or locker room. The administration reserves the right to confiscate these items.

Medication Policy

In accordance with the policy of the Wisconsin Division of Health and the State Medical Society, **no prescription drugs of any type shall be given by school personnel without written consent from a physician.** If it is necessary for a student to receive medication during the school day, the office shall be notified. Designated school personnel will administer the medication providing the following criteria are met:

- Medication to be given in school must have:
 - A written order from the physician
 - Full name on the original container
 - Name of drug and dose
 - Time to be given
 - Parent/legal guardian permission
 - Date
 - Phone number
 - All drugs are to be taken directly to the office. Students are not allowed to keep medication, whether prescriptions or over-the-counter drugs, in their desk, locker, and book bag, etc.
- The student will take medication at a designated time while supervised by authorized personnel.
- Limited quantities of the medication should be kept at school.
- All medication administered at school will be stored in a locked cabinet.
- Parents must notify the school when the dosage or time is changed. If medication is resumed, a new order must be received.
- The school shall establish an accurate and confidential record keeping system for each pupil receiving medication.
- No aspirin or other over-the-counter medication will be administered unless the medication is in the original container provided by the parent and accompanied with a written parental permission slip that includes instructions.
- For students on long-term medication, written orders for medication by the physician must be renewed annually.
- An asthmatic pupil may possess and use a metered dose inhaler or dry powder inhaler while in school, at school sponsored activity or under the supervision of a school authority.

A medication form is included at the back of this handbook.

Work Permits

Any student who is under the age of 16 must have a work permit in order to obtain employment.

The Cassville School District reserves the right to remove a work permit on any student for the following reasons:

- A student who is receiving two or more Fs at the time that report cards are issued.

- A student who has accumulated more than five days of unexcused absences.
- A student who has reached step three on the major violation discipline plan.
- A student who has a difference of five or more absences (excused or unexcused) in school attendance verses work attendance.

In the event that the work permit is removed the student's employer will be contacted. The work permit will be pulled until the end of the semester and will be reevaluated at the beginning of a new semester.

Students with special circumstances may be able to make arrangements with the administrator.

Students with special needs who have qualified for and IEP may have alternate expectations as determined by the student's IEP team.

Technology Acceptable Use & Internet Safety

The School District of Cassville has invested significantly in technology that offers vast, diverse, and unique resources to students and staff. The district's goal in providing these services is to promote educational excellence by facilitating resource sharing, innovation, and communication.

The district supports access by students and staff to rich information resources along with the development of appropriate skills to analyze and evaluate resources. In today's world, access to and manipulation of information is a critical skill. Staff and students will have available to them appropriate technological tools necessary to explore the world both from inside and outside the classroom walls.

Technology Defined

The use of technology that is owned or leased by the School District of Cassville is subject to the terms of this policy. Technology is defined under this policy as including, but not limited to, the use of audio, video and computer software, computers, chrome books, peripherals, network and communications equipment and related hardware and video and audio equipment. District technology is to be used to enhance instruction, support learning and to develop professionally.

Purpose

Despite its significant value, it is possible to encounter materials and interactions on the network that are not consistent with the educational goals of the district. It is the purpose of this policy to provide guidelines for Internet safety and to identify examples of acceptable and unacceptable use of district technology and the Internet. Before the district provides network or Internet access, adult users and the parents/guardians of minor users must acknowledge their agreement to abide by this policy by submitting the accompanying signed agreement to the district.

Privacy

The district reserves the right to monitor, inspect, copy, review and remove at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District of Cassville and no user shall have any expectation of privacy regarding such materials. Use of technology, including the Internet, is a privilege, not a right, which may be revoked at any time for inappropriate conduct.

Internet Safety

All users are advised that access to the Internet includes the potential for access to materials that are inappropriate or harmful to minors. Every user must take responsibility for his or her use of the Internet and avoid sites and activities that are inappropriate or harmful to minors. Users who find sites that are inappropriate or harmful to minors shall report such sites to a room supervisor. Also, users who find other users visiting sites that are inappropriate or harmful to minors shall report such misuse to a designated official.

The following Internet Safety guidelines along with the Acceptable Use and Unacceptable Use examples serve as policy to be enforced by the district:

- Avoid material that is inappropriate or harmful to minors. By definition this includes any text, audio segment, picture, image, graphic image file, or other visual depiction that are pornographic or inappropriate by nature.
- Guard your personal safety. Users should not reveal personal information such as home address, telephone number, credit card numbers or social security numbers. Minors should not arrange face-to-face meetings with someone they have “met” on the Internet without permission of their teacher and parent or guardian.
- “Hacking” and other illegal activities are prohibited. Using the district’s computer network and Internet access to gain or to attempt to gain unauthorized access to other computers or computer systems is prohibited. Also prohibited is any use that violates a municipal ordinance, state or federal law relating to copyright, trade secrets, or the distribution of obscene or pornographic materials.
- E-mail accounts are issued upon request by students or are given as part of a class.
- Maintain the confidentiality of students. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of the adult student or a minor student’s parent or guardian.
- Web pages produced within classes will be published on the district server only.
- Web pages produced in classes may not include last names of students or identify students in photos on published web pages.
- Photos on web pages produced within a class may only be published with permission of a parent or guardian.

Acceptable Use

Examples of acceptable network use include but are not limited to:

- Use consistent with the mission of the School District of Cassville.
- Use of technology, including the Internet, for curriculum activities.
- Use that encourages efficient, cooperative and creative methods to perform the user’s job, duties, or educational tasks.
- Use in support of education, research, and professional development.
- Use that provides unique resources and collaborative projects with appropriate educational partners.
- Use for general communication.

Unacceptable Use

Examples of unacceptable use include but are not limited to:

- Use for a commercial enterprise or political lobbying unless specifically authorized by the district.
- Accessing or sending inappropriate material and messages such as obscene or abusive language, harassing or threatening messages, visual depictions that are obscene, pornographic or harmful to minors.
- Breaching security by sharing and/or using unauthorized passwords, or working from network accounts that are not assigned to the user.
- Unauthorized use of Internet chat rooms and free e-mail accounts.
- Use that causes congestion and disruption of networks and systems such as spreading viruses and attaching excessively large files.
- Deliberate damage to any district technology.
- Use of unauthorized software on district owned equipment.
- Unauthorized use of district technology for the production of non-school related materials.
- Student questions about what constitutes appropriate or inappropriate use of the network should be directed to the teacher or principal.

Consequences

Any student user who violates this policy will lose independent user privileges as stated below:

- 1st Offense** Network privileges may be revoked up to 18 weeks and a step on the school-wide discipline code. (This may include compensatory damages or referral to law enforcement authorities.)
- 2nd Offense** Network privileges may be revoked up to 36 weeks and a step on the school-wide discipline code. (This may include compensatory damages or referral to law enforcement authorities.)

3rd Offense Network privileges may be revoked up to one year and a step on the school-wide discipline code. (This may include compensatory damages or referral to law enforcement authorities.)

NOTE: Students at this step must apply to the Technology Review Board at the end of the revocation in order to reinstate privileges.

Appeals Process

Any user who has had their network privileges revoked may apply to the Technology Review Board for full or partial reinstatement.

Warranties and Indemnification

The School District of Cassville makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent (s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this policy. By signing this policy, the user and parent/guardian are agreeing to indemnify and hold the school, the School District of Cassville and the Internet provider that provides the computer and Internet access opportunity to the School District of Cassville and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchase of goods or services by the user. The user and parent/guardian agree to cooperate with the School District of Cassville in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside of the school district's network gaining access to the district's network.

Copyright

Users will respect copyright laws. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, users should request permission from the copyright owner.

Equal Educational Opportunities

The Cassville School District does not discriminate against pupils or staff on the basis of sex race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, religion, or handicap.

The School District is committed and dedicated to the task of providing the best education possible for every student in the district of as long as the student can benefit from attendance and the student conduct is compatible with the welfare of the entire student body. This includes students who may need reasonable accommodations with sincerely held religious beliefs with regard to examinations and other academic requirements.

Concerns regarding alleged violations of this policy shall be referred to the school administrator.

Equal Educational Opportunities Discrimination Complaint Procedures

If any person believes that the School District of Cassville or any part of the school organization has inadequately applied the principles and/or regulations of Title IX (sex) and Section 504 (handicap) or in some way discriminates on the basis of sex, race, religion, color, national origin, age, or handicap, he/she may bring forward a complaint to the Administration Office at the following address: 715 E. Amelia, Cassville, Wisconsin 53806.

Informal Complaint Procedure

The person who believes he/she has a valid basis for a complaint shall discuss the concern with the local Title IX or Section 504 coordinator who shall in turn investigate the complaint and reply to the complainant in writing within five (5) days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the steps listed.

Formal Complaint Procedure:

- Step 1** A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the local Title IX or Section 504 coordinator within five (5) business days of receipt of the written reply to the informal complaint. The coordinator shall further investigate the matters of the complaint and reply in writing to the complainant within five (5) business days.
- Step 2** If the complainant wishes to appeal the decision of the local Title IX or Section 504 coordinator, he/she may submit a signed statement of appeal to the superintendent of schools within five (5) business days after receipt of the local coordinator's response to the complaint. The superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complaint within ten (10) business days.
- Step 3** If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the school board within five (5) business days of her/his receipt of the superintendent's response in Step 2. In an attempt to resolve the complaint, the school board shall meet with the concerned parties and their representatives within 15 days of the receipt of such an appeal. The board secretary shall send a copy of the board's disposition of the appeal to each concerned party within ten (10) 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 Office for Civil Rights, U.S. Department of Education, 300 South Wacker Drive, 8th Floor, Chicago, Illinois 60606. If any person believes that the School District of Cassville or any part of the school organization has failed to follow the law and rules of section 118.13 Wisconsin Statutes, or in some way discriminates against pupils on the basis of sex, race, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability, he/she may bring or send a complaint to the Administration Office at the following address: 715 E. Amelia, Cassville, Wisconsin 53806.

Maintenance of Grievance Records

The coordinators (Section 118.13, Wisconsin Statutes, Title VI, Title IX and Section 504) shall keep records of all formal and informal 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:

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

Harassment Policy

In order to maintain a school environment that encourages optimum human growth and development for its students and employees, it is the policy of the Cassville School District to maintain and ensure a learning and working environment free of harassment or intimidation toward personnel and students. It is also the policy of the district not to permit other forms of harassment based upon sex, race, religion, creed, national origin, pregnancy, marital or parental status, or physical, learning, mental or emotional disability.

Any person who believes he/she has been harassed may file a complaint in accordance with procedures established for dealing with discrimination.

General Harassment

General harassment is defined as unwelcome, unwanted, and repeated attention, which is considered unacceptable by another individual. Harassment at school is illegal. It violates both the State and Federal equal rights laws. Harassment infringes upon equal respect in human relationships and causes serious harm to the individual and to the school community.

Sexual Harassment

Sexual harassment is illegal if it is based upon a protected group status. Sexual harassment is defined as any unwanted, deliberate or repeated unsolicited comments, gestures, graphic materials, physical contacts, or solicitation of favors which is based upon one's group membership when:

- Submission to conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submission to or rejection of the conduct by an individual is used as the basis for employment decisions affecting the individual; or
- The conduct has the purpose or effect of substantially interfering with an individual's performance or creating an intimidating, hostile or offensive environment.
- Sexual harassment is defined for purposes of this policy as:
 - Unwelcome or unwanted sexual advances. This includes patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact, which 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 status (for employees) and one's student/academic status (for students).
 - Verbal abuse or joking that is sexually oriented and considered unacceptable by another individual. This includes commenting about an individual's body or appearance where such comments go beyond mere courtesy; telling "dirty jokes" that are unwanted and considered offensive by others; or any other sexually oriented comments, innuendoes or actions that offend others.
 - Engaging in any type of sexually oriented conduct that would unreasonably interfere with the activities of an individual. This includes extending unwanted sexual attentions to someone such that personal productivity is reduced.
 - Creating an environment that is intimidating, hostile or offensive because of unwelcome or unwanted sexually oriented conversations, suggestions, requests, demands, physical contacts of attentions and because of the existence at the school site of sexually oriented materials including, but not limited to photographs and posters.

An employee/student who believes he/she has been the subject of harassment should report the matter as soon as possible to his/her building principal. If the employee/student believes that the building principal is involved in the harassment, the matter should be brought to the immediate attention of the superintendent. If the employee/student believes that the superintendent is involved in the harassment, the matter shall be brought to the attention of the principal/designee/Board President. An investigation will be undertaken to determine the facts.

After appropriate investigation, any supervisor or other employee found to have harassed another employee/student and any student found to have harassed another student/employee will be subject to appropriate action, termination of employment (for employees) and legal consequences brought by the victim through related criminal and/or civil charges.

Whether a particular action or incident is a purely personal, social matter without a discriminatory effect requires a factual determination based on the facts. False accusations of sexual harassment can have serious adverse effects. The Board expects all employees/students to act honestly and responsibly in complying with and enforcing this policy. Retaliation against persons who make harassment complaints or assist in bringing them will not be tolerated. It is the Board's desire to continue providing a pleasant working environment for all employees/students, free of harassment. It is the intention of the Board that confidentiality be maintained to the maximum extent possible in investigating allegations of harassment.

Harassment Complaint Procedures

Education

Each employee/student in the District will receive a copy, along with a cover memorandum of the policy and administrative rules on harassment. There will be an ongoing in-service program, which will provide participants an understanding of harassment.

Complaint Procedure

Employees/students who feel they are the victims of harassment should report their concerns to anyone in the administration. They, in no way, should feel that their first (or only) recourse is to their immediate supervisor. The following complaint procedure should be utilized if at all possible:

- Step 1** Complaints are to be presented to the building principal/designee. The Harassment Complaint Form may be completed by the complainant if he/she wishes.
- Step 2** The building principal/designee shall thoroughly investigate the complaint, notify the person who has been accused of discriminating, and permit a response to the allegation and arrange to meet and discuss the complaint with each concerned party within ten (10) working days after receipt of the written complaint, if deemed necessary. The building principal/designee shall give a written answer to the complainant within twenty (20) working days after receipt of the written complaint.
- Step 3** If the complainant is not satisfied with the answer of the building principal/designee, he/she may submit a written appeal to the superintendent/designee indicating with particularity the nature of the disagreement with the answer and reason underlying such disagreement. Such appeal must be filed within ten (10) working days after receipt of the building principal/designee's answer. The superintendent/designee shall give a written answer to the complainant's appeal within twenty (20) working days after receipt of the appeal.
- Step 4** If the complainant is not satisfied with the answer, a written appeal with the Board of Education may be filed within ten (10) working days after receipt of the Step 3 answer. The Board of Education shall, within twenty (20) working days, conduct a hearing, which will be held in executive session at which the complainant shall be given an opportunity to present the complaint. The Board shall give a written answer to complainant within twenty (20) working days following completion of the hearing.
- Step 5** If the complainant is not satisfied with the answer from the Board of Education, he/she may contact: Equal Employment Opportunity Commission, 310 West Wisconsin Avenue, Suite 800, Milwaukee, Wisconsin 53203.

SPECIAL EVENTS

Dances

These rules apply to all dances:

- A dance permit must be obtained from the Village Clerk at least two weeks prior to the dance. The price of the permit includes the wages of the deputy who must be on duty at the dance.
- Behavior appropriate to a school dance is required. If a person is excluded, that person may not return later to the dance. Anytime a chaperone says a person should be excluded that person will be excluded.
- Adequate chaperones (at least one male and one female) and ticket sellers and ticket takers must be supplied by the sponsoring school organization.
- Bands or disc jockeys are always paid via a school check. The sponsors must notify the office of the amount to be paid. A copy of the contract or other agreement must accompany the request for a check to be issued. This request must be in at least two days before the dance.
- The use of tobacco within the school building and alcoholic beverages on the school grounds are prohibited.
- Clean-up is the responsibility of the group sponsoring the dance and must be completed prior to the first school class period following the dance.

- Chaperones may call the Cassville Police (725-5229) or the Grant County Sheriff (723-2157) for help in emergency situations.
- Visitor's passes will be obtained from the office two weeks prior to the event and must be on file with the office the day of the event.

Homecoming

The Administrator in conjunction with the student council organizes homecoming activities. Elementary activities are arranged on a yearly basis. Inappropriate behavior that jeopardizes the health and safety of the student body or staff will result in homecoming activities being cancelled. The homecoming court will consist of two students from each class with two additional seniors. Students must be eligible under the co-curricular code and have paperwork turned into the office in order to be on homecoming court. Ties will be broken by last quarter's GPA.

Prom

The Prom is held on a Saturday night in the spring. The junior class, with the help of the administration and their advisors, will organize prom. This is a semi-formal event for which the court (including the king and queen) will be determined by the class under the direction of the advisors and administration. Students must refrain from having any major violations (student handbook and activity code) during the school year in order to be eligible for court. Law enforcement personnel and advisor(s)/designee will be in attendance should anyone try to gain admittance to the event while exhibiting signs of being under the influence of alcohol or a control substance. A detailed plan for prom must be submitted in writing to the Administrator for approval.

Senior Class Trip

The senior class trip is a reward for good behavior throughout the school year. Only students who have not had major violations and unexcused absences will be allowed to attend. The class trip is to be paid for by the class and planned in conjunction with the class advisor(s). A detailed plan must be turned in for administrative approval.

Fundraising Activities

Authorization must be obtained from the Administrator before proceeding with any fundraiser. The class or organization must provide the administrator a written plan/request for the fundraiser. The request must show a vote/agreement by the majority of such class or organization total membership and signed by the coach/advisor. There should be a specific purpose for any fundraising activity. The Cassville School District shall strive to safeguard the students and their parents from solicitation by organizations, commercial enterprises and individuals.

Fundraising activities will help to maintain student organizations and clubs that may otherwise be discontinued due to lack of funds. Fundraising activities may also provide for extended educational opportunities (study tours, etc.) that require financial assistance.

Excessive fundraising activity may place a financial burden on students' families and the community. Because of this, in school fundraisers, clubs, and organizations must limit the number of fundraising events, not to exceed one per year. If additional fundraisers are needed, these must have prior board approval.

Harassment Complaint Form

Employee's/Student's Name: _____

Dated: _____

Immediate Supervisor/Building Principal: _____

Who was responsible for the harassment? _____

Describe the harassment:

Approximate Date: _____

Time: _____

Place: _____

What was your reaction?

Were there any witnesses to the harassment?

I understand that these incidents will be investigated, but this form will be kept confidential as much as possible.

Employee's/Student's Signature

Date

Parent's Signature required if Student

Date