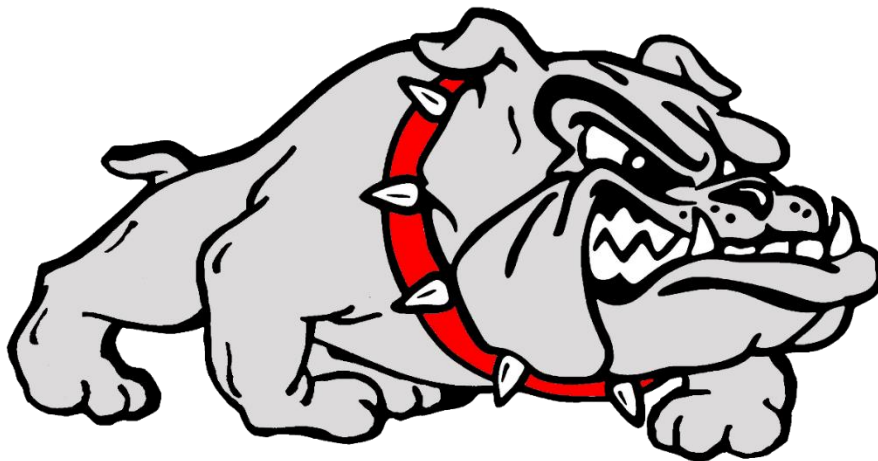


**BOSCOBEL AREA SCHOOLS  
MIDDLE/HIGH SCHOOL**

**STUDENT HANDBOOK  
&  
CO-CURRICULAR CODE OF CONDUCT  
2022-2023**



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**Boscobel Area Schools Strategic Plan**  
**Lead. Engage. Discover.**  
*Developing today's child for tomorrow's world.*

**Effective Personal:**

- Implement evidence-based teaching practices
- Recruit and retain student centered staff

**Excellence in Academics:**

- Provide a guaranteed and viable curriculum
- Prepare all student for college and career readiness

**Efficient Operations:**

- Ensure fiscal responsibility
- Develop a transparent and sustainable financial plan

**Engagement of Community:**

- Connect with stakeholders through effective communication
- Promote the district through collaboration

**AT BOSCOBEL AREA SCHOOLS WE BELIEVE:**

- We deliver an inclusive curriculum that is consistent, rigorous, and viable that fosters student growth through innovative instruction.
- We partner and collaborate with families and the community to build trust in an effort to engage in lifelong learning.
- We support all levels of learning and diversity while encouraging student individuality through differentiation of instruction in a respectful, safe educational environment.
- We are fiscally responsible through implantation and utilization of long-term planning that will improve the operational efficiency for the sustainability of the district.
- We strive for academic excellence through rigorous course offerings enhanced through fine arts and co-curricular activities in order to develop the whole student.
- We support professional development opportunities that provide evidence-based, best practice, teaching and data-driven strategies that improve student outcomes.
- We cultivate academic excellence through a culturally responsive multilevel system that encompasses the whole child.
- We integrate higher level skills: problem solving, critical thinking, and intellectual risk taking.
- We effectively communicate and partner with the community to develop informed and responsible citizens.

**SCHOOL SONG**

Onward to victory, Boscobel High.  
 We'll show this other team  
 That we are shooting high, high, high, high.  
 Red, white our banners fly, Boscobel's pride.  
 Not many know us now  
 But wait until we give our foe a slide.  
 U-RAH-RAH  
 Onward to victory, fight for the goal.  
 You've got the pep Bulldogs,  
 So make that ball just roll, roll, roll, roll.  
 Roll out the score Bulldogs,  
 We'll rise to fame.  
 You've never let us down,  
 So carry on just carry on our name.

## **INCLEMENT WEATHER**

A SKYLERT will be sent out with information about inclement weather. You can also listen to the following radio or TV stations for school delays or cancellations or check school website & social media outlet.

### **Radio Stations**

WDMP-Dodgeville  
WIZM-La Crosse  
WPVL-Platteville

WVRQ-Viroqua  
WPRE-Prairie du Chien  
WRCO-Richland Center

WGLR-Lancaster  
WJTY-Lancaster  
KDTH-Dubuque

### **TV Stations**

WKOW TV27

WISC TV3

NBC 15

WKBT TV8

## **NON-DISCRIMINATION POLICY (POLICY 2260)**

Boscobel Area Schools is committed to providing an equal educational opportunity for all students in the District. The District does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including gender status, change of sex or gender identity), or physical, mental, emotional, or learning disability (Protected Classes) in any of its student program and activities. This policy is intended to support and promote nondiscriminatory practices in all District and school activities.

## **SCHOOL EXPECTATIONS**

Boscobel Middle/High School is an educational institution. Every student, from the time he/she gets on a school bus or comes on school property, is expected to meet the behavior standards set by the school district. Actions that injure others, damage private or public property, or which impede or obstruct the learning process and/or operation of the school are not characteristic of a responsible citizen. These actions will not be tolerated.

Students are expected to do their best on all assignments, tests, and projects. They are expected to meet all requirements for each course in order to receive a passing grade.

## **RECORDS AND REPORTS TO PARENTS**

Permanent records are kept for all students who attend the Boscobel Area Schools. These records are kept in the high school. A copy of the records will be mailed when a student transfers to another school. A refund of one-half of the student fee will be made when a student transfers during the first semester. No refunds will be made for a student transferring during the second semester.

Parents are informed of a student's progress by report cards every nine weeks. Parents are urged to confer with the teacher whenever there is a question regarding the student's progress. Reports of unsatisfactory work are sent to the parents each mid-nine week period. Failure to receive a mid-nine week report does not guarantee that you will pass for a particular grading period. With proper photo ID, parents/guardians may sign up to access their child's student records over the internet through Family Access in Skyward.

The School Board may disclose personally identifiable information from the pupil records of an adult pupil to the parents or guardian of the adult pupil without the written consent of the adult pupil, if the pupil is a dependent of his or her parents or guardian. The adult pupil may, however, inform the school in writing that the information may not be disclosed.

Most everything you do during your time in school goes on your permanent records.

## **ADULT STATUS OF EIGHTEEN-YEAR-OLD STUDENTS**

All Boscobel Middle/High School students, regardless of age, must abide by the rules of the school district and the school. This includes regular school attendance. Students emancipated from parental authority can assume responsibility for their attendance by completing the eighteen-year-old adult status form and meeting with the high school principal. Forms may be obtained from the high school office.

## **RELEASE OF DIRECTORY DATA**

As per state statute 118.125 (2) (J) certain personally identifiable information contained in a student's record is "directory data" and may be disclosed without prior written consent.

Directory information-directory data means those student records, which include:

1. The student names
2. Address
3. Telephone listing

4. Date and place of birth
5. Participation in officially recognized activities and sports
6. Weight and height of members of athletic teams
7. Dates of attendance
8. Photograph
9. Degrees and awards received
10. The name of the school most recently previously attended by the student

Directory data may be disclosed to any person provided parents, adult students, legal guardian or guardian ad litem have been notified of the intent to release information and have been given a reasonable time to deny release of all or part of directory information. Annually, within the first two (2) weeks of school, the District Administrator shall publish in the Boscobel Dial and the student handbook a notice to release directory data. **Parents, adult students, legal guardians or guardian ad litem may deny release of directory data if they inform, in writing, the Building Administrator or District Administrator within two (2) weeks of the publication of the notice.**

### REGULAR BELL SCHEDULE 2022-2023

#### A or B DAY SCHEDULE

<u>Monday, Tuesday, Thursday, and Friday</u>		<u>Wednesdays (65 Minute Classes)</u>	
7:50	First Bell	7:55	First Bell
7:55 - 8:00	Pledge/Announcements	8:00 – 8:05	Pledge/Announcements
8:00 - 9:28	1st Block	8:05 – 9:10	1 <sup>st</sup> Block
9:33- 11:00	2nd Block	9:15 – 10:20	2 <sup>nd</sup> Block
11:00 - 11:30	6 & 7 Lunch	10:25 – 11:30	3 <sup>rd</sup> Block
11:00 - 11:05	Passing time 8 - 12	11:30 – 12:00	6-7 Lunch
11:05 - 11:45	8 - 12 RTI	11:30 – 11:35	Passing time 8-12
11:30 - 11:35	Passing time 6 & 7	11:35 – 12:20	8-12 RTI
11:35 - 12:15	6 & 7 RTI	12:00 – 12:05	Passing time 6-7
11:45 - 12:15	8 - 12 Lunch	12:05 – 12:50	6-7 RTI
12:20 - 1:48	3rd Block	12:20 – 12:50	8-12 Lunch
1:53 - 3:20	4th Block	12:55 – 2:05	4 <sup>th</sup> Block

#### ACADEMIC INFORMATION

Letter Grade	Percent (%)	Grade Points
A	93 - 100	4.0
A-	90 – 92.99	3.7
B+	87 – 89.99	3.3
B	83 – 86.99	3.0
B-	80 – 82.99	2.7
C+	77 – 79.99	2.3
C	73 – 76.99	2.0
C-	70 – 72.99	1.7
D+	67 – 69.99	1.3
D	63 – 66.99	1.0
D-	60 – 62.99	0.7
F	0 – 59.99	0

Incomplete – Required work has not been completed due to extenuating circumstances.

## GRADE POINT AVERAGE

Grades 9-12: All high school coursework will be included in grade point average. (Includes high school coursework from a Wisconsin approved accredited high school completion program and distance learning courses from another high school.)

Coursework from a non-accredited high school, technical college, college/university, correspondence, teacher aide, tutor, and all courses included in the work-based learning program will apply toward high school credit only and will not be included in GPA.

LAUDE SYSTEM: The Laude System is a way to recognize academic honors in graduates. The BHS Laude System is a point-based system that combines honor points (based off of designated honors courses taken) and cumulative grade point average to create a Laude Score.

**BOSCOBEL HIGH SCHOOL - LAUDE POINTS SYSTEM GRAPH**

GPA	4	3.9	3.8	3.7	3.6	3.5	3.4
25	100	97.50	95.00	92.50	90.00	87.50	85.00
25	98	95.55	93.10	90.65	88.20	85.75	83.30
24	96	93.60	91.20	88.80	86.40	84.00	81.60
24	94	91.65	89.30	86.95	84.60	82.25	79.90
23	92	89.70	87.40	85.10	82.80	80.50	78.20
23	90	87.75	85.50	83.25	81.00	78.75	76.50
22	88	85.80	83.60	81.40	79.20	77.00	74.80
22	86	83.85	81.70	79.55	77.40	75.25	73.10
21	84	81.90	79.80	77.70	75.60	73.50	71.40
21	82	79.95	77.90	75.85	73.80	71.75	69.70
20	80	78.00	76.00	74.00	72.00	70.00	68.00
20	78	76.05	74.10	72.15	70.20	68.25	66.30
19	76	74.10	72.20	70.30	68.40	66.50	64.60
19	74	72.15	70.30	68.45	66.60	64.75	62.90
18	72	70.20	68.40	66.60	64.80	63.00	61.20
18	70	68.25	66.50	64.75	63.00	61.25	59.50
17	68	66.30	64.60	62.90	61.20	59.50	57.80
17	66	64.35	62.70	61.05	59.40	57.75	56.10
16	64	62.40	60.80	59.20	57.60	56.00	54.40
16	62	60.45	58.90	57.35	55.80	54.25	52.70
15	60	58.50	57.00	55.50	54.00	52.50	51.00
15	58	56.55	55.10	53.65	52.20	50.75	49.30
14	56	54.60	53.20	51.80	50.40	49.00	47.60
14	54	52.65	51.30	49.95	48.60	47.25	45.90
13	52	50.70	49.40	48.10	46.80	45.50	44.20
13	50	48.75	47.50	46.25	45.00	43.75	42.50
12	48	46.80	45.60	44.40	43.20	42.00	40.80
12	46	44.85	43.70	42.55	41.40	40.25	39.10
11	44	42.90	41.80	40.70	39.60	38.50	37.40
11	42	40.95	39.90	38.85	37.80	36.75	35.70
10	40	39.00	38.00	37.00	36.00	35.00	34.00
9.5	38	37.05	36.10	35.15	34.20	33.25	32.30
9	36	35.10	34.20	33.30	32.40	31.50	30.60
8.5	34	33.15	32.30	31.45	30.60	29.75	28.90
8	32	31.20	30.40	29.60	28.80	28.00	27.20
7.5	30	29.25	28.50	27.75	27.00	26.25	25.50
7	28	27.30	26.60	25.90	25.20	24.50	23.80
6.5	26	25.35	24.70	24.05	23.40	22.75	22.10
6	24	23.40	22.80	22.20	21.60	21.00	20.40
5.5	22	21.45	20.90	20.35	19.80	19.25	18.70
5	20	19.50	19.00	18.50	18.00	17.50	17.00

Grades 6-8: All coursework will be included in GPA.

### HONOR ROLL

High honors are awarded to students whose grade average in coursework is between 3.5 & 4.0. Honors are awarded to students whose average in course work is between 3.0 & 3.49. All grades must be at a C- or higher level.

### ACADEMIC AWARDS

Scholastic School Letter: A scholastic school letter will be awarded to students who attain 3.0 average or better for each of two consecutive semesters (grades 9-12). A metal insert will be given for each subsequent qualifying period, no semester grade to be D or below. Other academic awards may include the following:

Middle School Academic Award: Student must have a 3.0 scholastic average or better for each of three semesters, with no semester grade of D or below.

National Honor Society: Open to juniors and seniors with at least a 3.25 scholastic average. Faculty members make recommendations for membership based on scholarship, service, leadership, and character.

### PROMOTION

#### Promotion from Grade 4 and Grade 8

A student shall be promoted from 4th to 5th grade when the student meets the following criteria:

- A. the student's score on the 4th-grade examination, unless the student has been excused from taking the examination;
- B. the student's academic performance;
- C. recommendations of teachers, which are based solely on the student's academic performance.

A student shall be promoted from 8th to 9th grade when the student meets the following criteria:

- A. the student's score on the 8th-grade examination, unless the student has been excused from taking the examination;
- B. the student's academic performance;
- C. recommendations of teachers, which are based solely on the student's academic performance.

Students that do not meet the above criteria will not be promoted to 5th or 9th grade.

### ACADEMIC SUPPORT PROGRAM

The goal of this program is to provide academic support for students for improved learning and to address learning loss during the pandemic and beyond. Schedule for the program is Monday – Thursday, 3:30 – 6:00 pm.

### REQUIREMENTS FOR GRADUATION

A total of 28 credits earned in grades 9-12 are required for graduation with the Block 8 schedule. A credit represents one 86-minute class period that meets every other day for one school year (1/2 credit issued for semester-long classes). Students are expected to be enrolled in eight (8) periods of coursework and attending all classes regularly. The 28 credits shall include the following minimum requirements, but do not guarantee college admission:

<u>English:</u>	4 credits English (English 9, 10, 11 & 1 credit Elective)
<u>Social Studies:</u>	3.5 credits (U.S. History I & II, World History, and Democratic Foundations)
<u>Mathematics:</u>	3 credits
<u>Science:</u>	3 credits (1 Biology, 1 Physical Science, and 1 credit of Elective Science)
<u>Health:</u>	.5 credit
<u>Physical Ed.:</u>	1.5 credits

Each student is responsible for making certain all graduation requirements have been met. Students who drop out of school, have excessive unexcused absences, or have fewer than the required credits for graduation at the end of their senior year will not participate in graduation exercises. Students who are credit deficient will have the option of taking part in graduation exercises the year in which they complete the required credits for a high school diploma.



## GRADUATION ACTIVITIES AND CEREMONY

A student may be denied participation in graduation activities for disciplinary reasons and/or for non-payment of fees. The District Administrator and high school principal may establish additional requirements for participation in the graduation activities and may organize said activities to have the appearance and decorum deemed reflective of the District.

### EARLY GRADUATION

A student who wishes to graduate in less than the normal four years of instruction may do so by fulfilling the following requirements (Board Policy 5464):

1. Attend high school in grades 9-12 and complete seven semesters.
2. Earn the required credits including all required classes.
3. Write a letter to the Principal requesting early graduation and indicate in the letter of application: credits earned after 6 semesters, grade average to date (6 semesters), age, and immediate future plans. Parent(s) must attach letter of application giving approval for student's early graduation.
4. Application is to be submitted by the July 31<sup>st</sup> prior to the start of the student's senior year.
5. Other information:
  - a. Personal hardship cases where the requirements listed above could not be met may be approved at the discretion of the building administrator.
  - b. Mid-year completions will officially be included with the class of graduates in the spring and will receive the official diploma at the regular spring graduation program, in person or in absentia.
  - c. Students must be enrolled for the full day during this final semester.
  - d. Students who complete mid-year graduation will not be permitted to participate in extra-curricular activities during the second semester.
  - e. Final class rank will be determined with the graduating class at the end of the seventh semester.
  - f. The student must be responsible for keeping in touch with the high school Principal's office after leaving school in order to facilitate graduation plans.
  - g. If a student fails to complete requirements for early graduation during the seventh semester, the student must meet with the principal and guidance counselor and gain approval for a course of study needed to complete required work.

### SCHEDULE CHANGES

Through the guidance department, schedules are set in the spring for the next school year. Schedule changes will only be considered in extenuating circumstances.

### YOUTH APPRENTICESHIPS

A Youth Apprenticeship is a two-year program beginning in the 11th grade, offering students guided learning and work experience within an industry. The student will acquire the high skills necessary for the jobs of tomorrow and a linkage between secondary and post-secondary education. Apprenticeships are available in a number of fields, such as Agriculture, Health, and Finance. To be eligible and/or for further information, contact the school counselor during your sophomore year. Failure to successfully complete the coursework or work experience may result in denial of future youth apprenticeship requests, **and the student/parents will be required to reimburse the District for the costs.**

### START COLLEGE NOW

Students in Grades 11-12 are provided the opportunity to enroll at an institution of higher education in Wisconsin and take courses that lead to credit granted toward high school graduation. Applications for enrollment for obtaining high school credit courses must be made by March 1 for the fall semester, and by October 1 for the spring semester. Contact the school counselor for further information. Failure to successfully complete Start College Now coursework may result in denial of future youth options requests, **and the student/parents will be required to reimburse the District for the costs.**

### CollEdge UP COURSES

Distance learning courses are available to students as a supplement to course offerings at Boscobel High School. Students may not enroll in courses currently offered at BHS.

### COLLEGE REQUIREMENTS

Entrance requirements vary with different colleges and universities. If you know you are going to attend a certain college or university when you graduate from high school, you should check the catalog of the college (which you will find in the

school counselor's office), and then plan your high school program accordingly. By selecting your courses from college curriculums listed in the guidance office, you should fulfill requirements for any college or university you might want to attend. Most colleges now require a minimum of 17 basic credits (English, science, math, history, and a foreign language) for entrance.

### **SCHOLARSHIPS**

Academic scholarships are available annually to seniors who have achieved excellence in studies or co-curricular activities. Complete information for applications may be obtained from the school counselor's office.

### **SCHOOL COUNSELOR**

The guidance and counseling program assists all students in career choices and in making informed and individually appropriate social, educational and vocational choices. Students are encouraged to make an appointment with a counselor to become acquainted and learn about the services available. This can be an introduction to future visits as needs arise. Students who wish to see a counselor during class or RTI are to obtain a pass from the counseling office before class begins.

### **LOCKERS/LOCKS**

Student lockers are assigned for student convenience for storage of school materials and coats. All lockers are the property of the school and **NOT** the students' private property and may be randomly searched. (Board Policy No. 501.15) The Building Administrator or other faculty members designated by him/her are authorized to open lockers and search their contents including personal belongings of students when there is reasonable cause to believe that the search will provide evidence that the student has violated or is violating the law or school rules that may threaten the safety, health or welfare of students. Students maintain the decision to keep their lockers locked or unlocked but **THE SCHOOL WILL NOT BE RESPONSIBLE FOR MISSING OR STOLEN ITEMS**. Only school locks are to be used on lockers. Combinations are kept on file in the office.

All lockers should be kept neat and clean at all times. Students who damage lockers will be held accountable.

### **RESPONSE TO INTERVENTION (RTI)**

Students will meet in RTI daily. If it becomes necessary to leave RTI, a pass must be obtained in advance.

### **PHYSICAL EDUCATION**

All students in grades 6-11 are required to take physical education. In case of inability, a doctor's statement must be presented to the Building Administrator. Students who are participating in athletics must also take physical education. It is an elective the senior year. Street shoes should not be worn on either gym floor. Other rules will be given by the instructors in charge. All valuables, such as money, watches, etc., put in the students' lockers is at their own risk. **Valuables should be locked in the student's personal locker before class.**

### **EMERGENCY PROCEDURES**

#### **FIRE DRILL**

Fire drills will be held periodically during the school year. Their purpose is to give you practice in the most efficient procedure for vacating the building in case of a real fire. For your own safety and the safety of others, please follow these procedures whenever the fire alarm rings.

1. Cease work immediately!
2. Pass quietly in an orderly manner out of your classroom by rows. All windows should be closed. The last person out should close the door.
3. Proceed in a single file along the right-hand side of the hallways quickly and quietly. Directions for the fire drills are posted in every classroom near the exit door of the various rooms.
4. All students and teachers must leave the building: go across one-way street or parking lot, or to athletic field depending on exit used.
5. Remain outside the building until directed to return to your room. Return to your class in an orderly manner.

#### **TORNADO AND OTHER DISASTERS**

The following plan has been established for survival in the event of a disaster. The school has a disaster alert network operating continuously to afford the maximum warning time in the event of a tornado or other disaster.

1. If a warning is provided, instructions will be given over the public-address system.

2. If there is no advance warning, all personnel will move away from windows and glassed-in areas, and assume the safety position: kneeling, head to knees and hands on back of head.
3. Students should move quickly, quietly and orderly to the assigned areas.
4. Upon reaching assigned areas assume safety position and remain quiet so instructions can be heard.
5. Teachers should place themselves in strategic positions and take charge.
6. Doors should be left open.
7. Avoid second floors if at all possible.
8. Tornadoes usually approach from the west or southwest.

### **BUS TRANSPORTATION**

Any concerns or problems with transportation should be referred to the Transportation Director at 375-5834.

In accordance with state statutes, the Boscobel Area Schools provides free transportation for students living two (2) or miles from the school. The authority of the bus driver to direct student behavior must be accepted by all students. This can include assignment of seats for individual students for the purpose of maintaining order. Students should remain in their seats, be quiet and orderly, and respect the rights of the other passengers. Aisles should be kept clear and heads, arms, and legs kept inside of the bus at all times.

1. Bus drivers must keep written records of bus rules, violators and their violations.
2. Parents/guardians will be notified of continuous misbehavior.
3. Continued misbehavior may lead to suspension of bus transportation privileges. In a case where a child has been suspended from the bus, the parent/guardian may be responsible for transporting the child to/from school.
4. Middle/High School students are not to board the bus at the grade school.
5. Extra-curricular Activity Trips:
  - a) Pupils shall respect the wishes of the adult advisors/coaches, chaperones and bus driver at all times.
  - b) It is recommended that all students ride school vehicles to and from school sponsored activities. However, if the need arises for a parent to transport his/her child to the activity, written permission signed by the Building Administrator must be secured and submitted to the coach/advisor prior to the activity. Parents/guardians who wish to transport their children home from an away activity must see the coach/advisor to sign them out. **(Permission will only be granted to ride with parent/guardian.)**
  - c) Emergency Bus Transportation: In emergency situations, death in family or illness, the District Administrator or the Head of Transportation may allow bus drivers to pick up and drop off students at parent and/or guardian designated home other than the students home. Such emergencies will be less than two (2) weeks in duration and would be subject to seating space being available on the bus.

### **LIBRARY MEDIA CENTER**

The Media Center is maintained for the use of students and faculty. It is serving its purpose best when you are taking advantage of its facilities. Suggestions for new materials are welcome.

The Media Center is open from 7:30 a.m. until 3:30pm.

1. The Library Media Center is to be used for research, reference work, reading and computer use. Students wishing to access the LMC must have a written pass from the teacher assigning the work or the homeroom teacher.
2. A quiet atmosphere must be maintained in the LMC. Student conduct must not interfere nor infringe upon the rights of others. The Media Center is not to be used as a commons area to visit with friends.
3. Please return all materials on time or have them renewed, as others may need the materials. There is no charge for overdue materials; however, no additional items may be checked out until the overdue materials are returned. Students will be charged for lost materials. Reference material may be checked out for a single class period and must be returned at the end of that period.

### **SCHOOL NURSE**

Available in the Middle/High School on an as needed basis.

### **SCHOOL VISITORS**

All visitors are to report to the school office to obtain permission to be in the building. Students are not to be contacted by visitors unless permission is granted by the office. Students who attend another middle or high school are not permitted to attend classes on the BM/HS campus at any point during our instructional day.

## STUDENT FEES

Students in grades 6-12 may pay their fees at the office if not paid online. Student athletic season tickets are available for purchase for \$25. Adult season tickets are \$40 and a family pass is \$115. Fines will be assessed for books damaged and lost textbooks will have to be paid for. The teachers will issue books to students and collect them at the end of the year. Chromebook damage or replacement fees will be the responsibility of the student and parents.

## COMPUTER/NETWORK USE

Computer networks, including the Internet, offer vast, diverse, and unique resources to both students and teachers. Our goal in providing these services to staff and students is to promote learning by facilitating resource sharing, innovation, and communication.

The smooth operation of the network relies upon the proper conduct of the end users that must adhere to strict guidelines. In general, this requires efficient, ethical and legal utilization of the network resources for academic purposes only. The user is ultimately responsible for her or his actions in accessing network services, and for adhering to district use policies, procedures and guidelines in the Acceptable Use Policy that is available to students and parents/guardians annually during online registration. (School Board Policy 7540 & 7540.03) **See the Acceptable Use Policy that is available on the website at [boscobel.k12.wi.us](http://boscobel.k12.wi.us) under the Families Tab.**

### Consequences for Violations:

1. If a Boscobel Area Schools user violates these provisions, their account may be terminated and future access could be limited or denied.

## DANCE CODE

1. Those who wish to attend Prom or Homecoming Dances, and are not students at our high school, must be registered and approved at the high school office at least three days in advance of the dance.
2. Dances have a closed-door policy. Once you leave, you cannot re-enter the dance.
3. Prom is a formal, and students are to wear formal or semi-formal attire. This means dresses, skirts, dress slacks and blouses or sweaters for the girls and tuxedos (for Prom) or dress slacks, dress button-down shirts or dress sweaters for the boys.
4. Recommend that students (including the court) wear semi-formal attire for Homecoming.
5. After game dances may be held providing the sponsoring class or club:
  - a) Arranges for the dance in advance so that chaperones may be notified.
  - b) Prepare the gym for the dance; clean up after the dance.
  - c) Invite parents or adult supervisors.
6. 7th and 8th grade students may attend Homecoming and Prom dances as spectators only until the completion of the grand march.
7. Faculty supervisors have the authority to regulate behavior, to deny admission, to require leaving and such necessary responsibilities as may be needed to supervise the dance.

## TELEPHONE

The telephone in the lobby is a free local phone for students' use with a pass from a teacher or before school, after school, or during lunch. Students may use the office phone with permission from the office staff.

## BOMB THREATS

Bomb threats are a violation of state and federal law, and if convicted violators would be guilty of a Class E felony. Individuals responsible for making bomb threats will be prosecuted to the fullest extent permitted by law and recommended to the School Board for expulsion. School time missed due to threats will be made up.

## **GANG ACTIVITY**

No gang related insignia may be worn, possessed, used, distributed, displayed, carried or sold by any student on school grounds, in school vehicles, or at school related activities at any time. Students are not permitted to send gang signs either through body language or in the manner in which they wear their clothing. (Board Policy 502.15)

### **PARKING- AUTOS, MOTORBIKES, BIKES, UTVs**

1. Students park in the far north and northwest or southeast parking lots.
2. Student's vehicles are not to be parked next to the building. Student vehicles should not be parked in restricted areas such as handicap parking spaces, fire lanes, or areas designated for staff/visitors unless displaying appropriate permits on the vehicle.
3. Bicycles are to be kept in the bike stands provided. Students are encouraged to padlock bikes to the bike stands.
4. Students are to use extreme caution when entering/leaving the parking lot.

#### **Consequences for Violations:**

1. Student vehicles that are parked illegally could be towed at owner's expense and could lose parking privileges.
2. The school reserves the right to deny any or all parking privileges.

### **RULES FOR BEHAVIOR AT ATHLETIC EVENTS**

The policy on crowd behavior is to provide participants, citizens and spectators with all the respect that is due them and to ensure their safety. We believe that the following rules and recommendations will assist in meeting that goal.

1. All fans are expected to be in the designated spectator area during the extra-curricular event.
2. No loitering is allowed.
3. Abusive language and gestures toward officials, participants and spectators are prohibited.
4. Antics involving paper airplanes, coin throwing or similar behavior are not allowed. The possession of any type of projectile is prohibited; i.e., toilet paper.
5. Use or possession of any controlled substance or alcoholic beverage is prohibited. Smoking and/or the use of any tobacco product is not allowed on school district grounds or at school events.
6. Any cheers that ridicule, insult or use profanity are prohibited.
7. All types of noisemakers are prohibited in the gymnasium.
8. Any noisemaker which may interfere with the progress of an outdoor extra-curricular event will be prohibited, i.e., whistle.
9. Any action that endangers the safety of participants, spectators or officials is prohibited.

#### **Consequences for Violations:**

1. Immediate ejection from the event.
2. Referral to law enforcement when necessary.
3. Suspension from school (for students).
4. Further suspension as determined by Activities Director and Principal. This could range from one event to total ban from all further events.
5. Any packages containing noisemakers, beverages, projectiles, etc. will be confiscated.

Appeal to any decisions as determined by Activities Director and Principal would follow the established method as published in this handbook.

### **STUDENT ATTIRE/DRESS CODE (POLICY 5511)**

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

Accordingly, the District Administrator shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes.

Such guidelines shall apply to the dress requirements for members of the athletic teams, bands, and other school groups when representing the District at a public event. Where appropriate, a uniform or specific dress requirement shall be used for students when representing the District as described.

In enforcing the dress code, the following procedures shall be used:

- A. the principal shall serve as the initial as the arbiter of student dress and grooming in their building;
- B. before taking action to enforce dress code requirements, including by requiring that a student remove, cover, or otherwise conceal the item or depiction at issue, the principal shall determine whether the item constitutes protected speech in so far as the item independently makes a statement of a discernable nature to the observer by depiction, words, or combination of the two that does not require separate explanation.

Expressive dress may not be protected speech if it involves:

- A. obscenity
- B. language or depictions intended to incite violence or foment hatred of others

Dress that is protected speech may still be prohibited if it is likely to cause a substantial disruption to the educational environment. This may include dress that includes the use of vulgarity, discriminatory language including racial or ethnic slurs, negative stereotypes, violence, or other communication when the clear intent is to invoke strong reactions in observers so as to impair the ability of teachers and/or students to engage in educational pursuit.

No protected speech may be prohibited on the basis of disagreement by District officials with the specific point of view expressed if the topic is otherwise permitted (e.g. permitting depictions of support for one political party, but prohibiting depictions of support for the other).

Students who violate the foregoing rules will not be admitted to class and may be subject to additional consequences

If the clothing cannot be removed or concealed, the student may be sent home after contact is made with the student's parent/guardian.

### **BACKPACKS/BAGS**

Students must keep backpacks in their lockers at school. Keeping backpacks/bags in lockers will prevent tripping in classrooms and promote safety during emergencies and emergency drills. Backpacks/bags left in hallways or unattended in other areas are not allowed and they will be confiscated.

### **SCHOOL LUNCH PROGRAM**

1. The school provides a state approved hot lunch program.
2. All lunches must be prepaid.

### **NOON HOUR**

Grades 6-8: Closed - no one is to leave without permission from the office.

Grades 9-12: Open noon hour.

**Open Noon Hour** - The Board of Education continues to support the open noon hour for grades 9-12. Students are expected to act responsibly. Individuals observed abusing the noon hour through illegal behaviors, i.e.: smoking, littering, reckless driving, loitering on streets/alleys, etc. may be subject to loss of open noon hour. Students who are repeatedly late to their first class after lunch will lose the privilege of leaving school grounds for lunch.

### **ATTENDANCE (POLICY 5200)**

Middle/High School students must be in the classroom by 7:55 am and remain in school until dismissal in order to be counted as present for the full day. **Unexpected absences should be phoned in to the school by 9:00 am on the day of the absence. If notice is not received by 9:00 am, the absence will be considered unexcused.**

The Board will enforce regular student attendance in the District's program in which each student is enrolled as required pursuant to State law. Further, the Board recognizes that the District's educational program is predicated upon the participation of each student in the program of instruction in which the student is enrolled and required to attend. Student success requires continuity of instruction and program participation. For purposes of this policy, the regular period and hours of instruction including both those periods and hours a student's program require that they are in school as well as

any attendance requirements defined as part of a course of virtual instruction, or a combination of the more than one type of instructional delivery.

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age, unless they fall under an exception under State law, this policy, or administrative guideline issued under this policy. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays accepted, during the full period and hours that kindergarten is in session until the end of the school term.

### **Parent Notification of Absence Required**

The District Administrator shall require, from the parent of each student or from an adult student, who has been absent for any reason either a written or oral notification stating the reason for the absence and the time period covered by the absence. The Board reserves the right to verify such statements and to investigate the cause of each single absence; prolonged absence; or repeated unexplained absence and tardiness.

### **School Attendance Officer**

The District Administrator shall designate an administrator at each school to be the School Attendance Officer. The School Attendance Officer shall perform any duties and responsibilities as required by State law, this policy, and any administrative guidelines issued by the school. The duties of the School Attendance Officer shall include, but not be limited to, the following:

- A. Determining daily from attendance reports submitted by teachers which students enrolled in the school are absent from school, or failed to fulfill the attendance requirements of a virtual instruction program component, and whether the absence is excused.
- B. Submitting to the District Administrator, on or before August 1st of each year, a report of the number of students enrolled in the school who were absent in the previous year and whether the absences were excused. The District Administrator shall then submit this information to the State Superintendent. To the extent feasible, absentee data shall be separated by absences for in-person instruction periods and absences based on virtual instruction attendance requirements.
- C. Providing student attendance information to individuals and agencies for purposes authorized by State law and the Board's Policy 8330 - Student Records.

### **Excused Absences**

As required under State law, a student shall be excused from school for the following reasons:

- A. Physical or Mental Condition** - The student is temporarily not in proper physical or mental condition to attend a school program.
- B. Obtaining Religious Instruction** - To enable the student to obtain religious instruction outside the school during the required school period (see Policy 5223 - Absences for Religious Instruction).
- C. Permission of Parent** - The student has been excused by their parent(s) before the absence for any or no reason. A student may not be excused for more than ten (10) days per school year under this paragraph and must complete any course work missed during the absence.
- D. Religious Holiday** - For observance of a religious holiday consistent with the student's creed or belief.
- E. Suspension or Expulsion** - The student has been suspended or expelled.
- F. Program or Curriculum Modification** - The Board has excused the student from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.
- G. High School Equivalency – Secured Facilities** - The Board has excused a student from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secure detention facility, or a juvenile portion of a county jail, and the student and their parent(s) agrees that the student will continue to participate in such a program.
- H. Child at Risk** - The student is a "child at risk" as defined under State law and is participating in a program at a technical college on either a part-time or full-time basis leading to high school graduation, as provided under State law.

- I. **Election Day Official** - A high school student, including students enrolled in private schools and students enrolled in home-based private education, age sixteen (16) or seventeen (17) is permitted to be excused to serve as an election official provided that the following criteria are met: (1) the student has the permission of their parent to serve as an election official on election day; (2) the student has signed up and the municipal clerk has informed the principal that the student has been assigned to serve in this capacity; and (3) the student has at least a 3.0 grade point average or equivalent, or has met alternative criteria established by Board, if any. The principal shall promptly notify the municipal clerk or the board of election commissioners of the municipality that appointed the child as an election official if the child no longer has at least a 3.0 grade point average or the equivalent, or no longer meets the established alternative requirements. A student's absence to serve as an election official under this policy shall be treated as an excused absence. Where possible students are encouraged to provide advance notice as much as possible. Students are responsible for completing any missed schoolwork and responsible for making appropriate arrangements to do so.
- J. **Virtual Access** - The student is unable to access virtual instruction programming due to a temporary disruption in the student's access to necessary technological systems (i.e. internet outage, computer failure, software malfunction, etc.) as communicated by the student's parent.

A student may be excused from school, as determined by the School Attendance Officer, or their designee, for quarantine of the student's home by a public health officer.

### **Unexcused Absences**

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The District Administrator shall address unexcused absences.

### **Tuancy**

A student is considered truant if he/she is absent without an acceptable excuse for all or part of one or more days during which school is held. A student qualifies to be habitually truant when he/she is absent without an acceptable excuse all or part of five or more days in a school semester, Wis. Stat. sec. 118.16(1)(a) and (c)

The school attendance officer must notify the parent(s) and direct the parent to return the child to school or provide an excuse. Notification must occur by the end of the second school day after receiving a report of the unexcused absence. The notice may be made by personal contact, mail, or telephone call of which a written record is kept, except that notice by personal contact or telephone call shall be attempted before notice by mail may be given, Wis. Stat. sec. 118.16(2)(c).

If a student misses part or all of five (5) or more days without an acceptable excuse in a school semester, the student is "habitually truant" and a truancy referral may be made by the school against the student under Wis. Stat. sec. 118.16(5), to the juvenile court intake worker or municipal court.

### **Notice of Habitual Truancy**

When a student initially becomes a habitual truant, the School Attendance Officer shall provide a notice to the student's parent, by registered or certified mail, or by 1st class mail. The School Attendance Officer may simultaneously notify the parent of the habitually truant student by an electronic communication. The notice must contain the following:

- A. a statement of the parent's responsibility under State law to cause the student to attend school regularly
- B. a statement that the parent or student may request program or curriculum modifications for the student under State law and that the student may be eligible for enrollment in a program for children at risk
- C. a request that the parent meet with the appropriate school personnel to discuss the student's truancy

The notice shall include the name of the school personnel with whom the parent should meet, a date, time, and place for the meeting and the name, address, and telephone number of a person to contact to arrange a different date, time, or place. The date for the meeting shall be within five (5) school days after the date that the notice is sent, except that with the consent of the student's parent the date for the meeting may be extended for an additional five (5) school days.

- D. a statement of the penalties, under State law or local ordinances that may be imposed on the parent upon failure to cause the child to attend school regularly as required by State law.



The School Attendance Officer will also continue to notify the parent of a habitual truant's subsequent unexcused absences.

### **Referral to the District Attorney**

Truancy cases will be referred to the District Attorney as provided in the County Truancy Committee Plan. The School Attendance Officer will ensure that appropriate school personnel have done the following before any case is referred to the District Attorney:

- A. met with the student's parent to discuss the student's truancy or attempted to meet with the student's parent and received no response or were refused
- B. provided an opportunity for educational counseling to the student to determine whether a change in the student's curriculum would resolve the student's truancy and have curriculum modifications under State law
- C. evaluated the student to determine whether learning problems may be a cause of the student's truancy and, if so, have taken steps to overcome the learning problems, except that the student need not be evaluated if tests administered to the student within the previous year indicate that the student is performing at grade level
- D. conducted an evaluation to determine whether social problems may be a cause of the student's truancy and, if so, have taken appropriate action or made appropriate referrals

Note that paragraph A. is not required if the meeting between school personnel, the student, and the student's parent, which was requested in the Notice of Habitual Truancy to the parent, did not occur within ten (10) school days after the Notice was sent. Paragraphs B., C., and D. are not required if appropriate school personnel were unable to carry out the activity due to the student's absences from school.

### **Make-up Course Work and Examinations**

Students who are absent from school, whether the absence was excused or unexcused, shall be permitted to make-up course work and examinations missed during the absence when they return to school. It is the student's responsibility to contact their teachers to determine what course work and examinations must be made-up. Teachers shall have the discretion to assign substitute coursework and examinations. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence unless extended by the principal based upon extenuating circumstances.

Students with unexcused absences shall be permitted to make-up coursework.

### **LEAVING/RETURNING TO SCHOOL**

1. No student may leave school during the regular school day without receiving permission/pass from the office. A written request or a telephone call by the parent/guardian will be necessary prior to receiving a pass. Students are encouraged to obtain passes from the attendance officer/designee prior to 1<sup>st</sup> hour.
2. If taken ill during school hours, report to the office.

**Upon returning to school after an absence, report to the office to receive an admit slip. Students are responsible for seeing that work missed is made up by the next scheduled class period, not the next day.**

### **TARDINESS**

A student is considered tardy if they are late by ten (10) minutes or less. Students tardy to any class hour will be sent to the office for a tardy pass. Any faculty member who keeps a student late is to issue a pass for admittance to the next hour class.

### **Consequences for Violations (per semester):**

1<sup>st</sup> tardy – no consequences

2<sup>nd</sup> tardy – verbal Warning

3<sup>rd</sup> tardy – 30 minute detention

4<sup>th</sup> tardy – 60 minute detention

5<sup>th</sup> tardy – truancy warning & any student who receives 5 office tardies per semester will serve an in-school suspension.

6<sup>th</sup> tardy & beyond - Truancy Citation

### **ALTERNATIVE TO BHS ATTENDANCE OPTIONS:**

Student withdrawal from school (age 16) may be excused under the following conditions upon the approval of the building administrator:

1. Attendance at a technical school in lieu of high school or on a part-time basis.
2. Modifications within current academic program.
3. A Boscobel Area Schools work training or work study program.
4. Enrollment in an alternative public school or program within the Boscobel Area Schools.
5. Enrollment in any non-sectarian private school.
6. Home-bound study in an approved program meeting the required classroom contact hours and in the core subjects as stipulated by the Department of Public Instruction's standards.
7. Enrollment in any public educational program outside the school district.

### **STUDENT RESPONSIBILITIES AND DUE PROCESS**

A student referred to the Principal's office for violating a rule or regulation of Boscobel Middle/High School will be notified of the unacceptable behavior. It shall be recorded and the appropriate corrective action will be given at that time.

Reasonable effort will be made to notify parent/guardian prior to any disciplinary action being taken.

Further violations of rules and regulations will necessitate the individual being notified of the unacceptable behavior, the behavior being recorded, the appropriate corrective action, and a letter being sent home to the parent/guardian stating that any further violation of school rules/regulations may result in suspension.

Continued failure to comply with any rules or regulations may result in formal suspension for the purpose of bringing the pupil, parent/guardian, and school official together in the hopes of resolving the pupil's academic and disciplinary problems. Repeated refusal or failure to follow school rules or regulations may result in expulsion if that proceeding is in the best interest of school property and in maintaining a safe and orderly school environment.

### **APPEAL PROCESS**

Any alleged act of unfairness or any decision made by school personnel that students and/or parents/guardians believe to be unjust or in violation of pertinent policies of the Board of Education or individual school rules is subject to appeal. This procedure is not designed to hear appeals related to penalties. Any such attempt will result in a denial for an appeal hearing. The following guidelines are established for the presentation of student appeals:

1. The student will meet with the person against whom he/she has the appeal within five (5) school days of the alleged offense in an effort to resolve the problem.
2. If the appeal is not resolved to the satisfaction of the student, the student must request a conference with the appropriate Principal within five (5) school days. All statements concerning the appeal and any information previously concerning the appeal and any information previously obtained shall be reviewed by the Principal. The student's parent/guardian may be involved. The decision of the Principal shall be delivered in writing, within five (5) school days after conference with Principal to the student and/or his/her parent/guardian, if appropriate.
3. If the appeal remains unresolved to the satisfaction of the student, the student may appeal to the District Administrator by submitting his/her appeal and all reasons for the appeal in writing, within five (5) school days of the Principal's decision. The District Administrator/Designee shall review the written documentation of the preceding steps and conduct interviews as he/she deems appropriate. The student and his/her parent/guardian shall be informed of the District Administrator's decision, in writing within five (5) school days after the hearing before the District Administrator.
4. In the event the matter is not resolved to the satisfaction of the student through the preceding steps, he/she may appeal the decision of the District Administrator/designee to the Board of Education. The student will submit a written request to the Board of Education within thirty (30) days of the District Administrator's/Designee's decision. A written decision shall be rendered by the School Board at the next regularly scheduled school board meeting, but not later than twenty (20) days after a request for a hearing.
5. THE DECISION OF THE BOARD OF EDUCATION WILL BE FINAL.

## **SUSPENSION AND EXPULSION (POLICY 5610)**

The Board of Education recognizes that exclusion from educational programs of the School District, by suspension or expulsion, is a substantial sanction and that such action must comply with the student's due process rights.

### **SUSPENSION**

For purposes of this policy, "suspension" shall be the short-term exclusion of a student from a regular District program.

The District Administrator, the principal, or a teacher designated by the District Administrator may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days, or ten (10) consecutive school days for each incident if the student is eligible for special education services under Chapter 115, Wis. Stats.

The suspension must be reasonably justified based upon the grounds authorized under Sec. 120.13, Wis. Stats., which include, but are not limited to: noncompliance with school rules or Board rules; knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; conduct by the student while at school or while under the supervision of a school authority that endangers the property, health, or safety of others; conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of others at school or under the supervision of a school authority; or conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of any employee or School Board member of the District in which the student is enrolled.

The District Administrator, the principal, or a teacher designated by the School District Administrator shall suspend a student if the student possessed a firearm, as defined in 18 U.S.C. 921(a)(3), while at school or while under the supervision of a school authority.

The parent of a suspended minor must be given prompt notice of the suspension and the reason for the suspension. The student's suspension from school shall be entered in the student's record as required by the rules adopted by the Board concerning the content of the student records. The suspended student or the student's parent or guardian may, within five (5) school days following the commencement of the suspension, have a conference with the District Administrator, who shall be someone other than a principal, administrator or teacher in the suspended student's school, to discuss removing from the student's records reference to the suspension. Reference to the suspension on the student's school record shall be removed if the District Administrator finds that: the student was suspended unfairly or unjustly; the suspension was inappropriate, given the nature of the alleged offense; or the student suffered undue consequences or penalties as a result of the suspension.

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

In the event a student is classified as Homeless, the building principal shall consult with the Homeless Coordinator to determine whether the conduct is a result of homelessness. The Homeless Coordinator will assist administration and the student's parents or guardian in correcting conduct subject to disciplinary action that is caused by homelessness.

### **EXPULSION**

Under this policy, expulsion shall mean the Board will not permit a student to attend school at all, including any school-sponsored events or activities, for a specified period of time. If the student is expelled, the Board will determine the length of the expulsion period, which may extend at a maximum to the student's 21st birthday. The Board's expulsion order may include the opportunity for the student to return to school prior to expiration of the term of expulsion under a specified set of early reinstatement condition(s) which are related to the conduct for which the student was expelled. The condition(s), once set forth in an expulsion order, shall be administered at the discretion of the District Administrator who shall have the authority to deny early reinstatement if any early reinstatement condition is not met prior to reinstatement or to revoke it for the remainder of the expulsion period if any enrollment conditions applicable to the student's attendance during a period of expulsion under early reinstatement, or conditional enrollment, are deemed by the District Administrator to have been violated. The decision to revoke a student's conditional enrollment shall be explained in writing. The student or student's parent may request a conference with the District Administrator within five (5) school days of a decision to revoke early reinstatement. The District Administrator shall meet with the student and/or parents within five (5) school days of a request. The District Administrator's decision is final.

The District Administrator may designate another School District employee to perform the functions pertaining to a student's early reinstatement, but may not designate someone that is an administrator or teacher in the student's school.

The Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and only when the student: repeatedly refused or neglected to obey the rules established by the School District; knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; engaged in conduct while at school while under the supervision of a school authority that endangered the property, health, or safety of others; engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health, or safety of others at school or under the supervision of a school authority or endangered the property, health, or safety of any employee or Board member of the School District in which the student is enrolled; or was at least sixteen (16) years old and had repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion. For purposes of this policy, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

The School Board shall hold an expulsion hearing in the event a student is in possession of a firearm while at school or under the supervision of school authorities and shall expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm to school or, while at school or while under the supervision of a school authority, possessed a firearm, as defined in 18 U.S.C. 921(a) (3), unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. Any such finding by the Board shall be in writing. This does not include any circumstance in which a student possessed a firearm while lawfully hunting on school forest land.

The District shall refer any student who brings a firearm (as defined in 18 U.S.C. 921(a)(3)) or a weapon to school to law enforcement.

As required by 20 U.S.C. 7151, the District Administrator will ensure that the following information is sent to the Wisconsin Department of Public Instruction: a copy of this policy; a description of the circumstances surrounding any expulsion(s) for violating the above- stated firearms policy; the name of the school; the number of students expelled; and the types of firearms involved.

Prior to expelling a student, the Board shall provide the student with a hearing. Prior written notice of the hearing must be sent separately to both the student and if the student is a minor, to his/her parent(s) or guardian(s). The notice must be sent at least five (5) days prior to the date of hearing, not counting the date notice is sent. The notice must also satisfy the requirements of Sec. 120.13(1) (c) 4, Wis. Stats.

An expelled student or, if the student is a minor, the student's parent(s) or guardian(s) may appeal the Board's expulsion decision to the Wisconsin Department of Public Instruction. An appeal from the decision of the Department may be taken within thirty (30) days to the circuit court for the county in which the school is located.

In the event a student is classified as Homeless, the building principal shall consult with the Homeless Coordinator to determine whether the conduct is a result of homelessness. The District will not expel a homeless student for conduct that is caused by the student's homelessness. The Homeless Coordinator will assist administration and the student's parents or guardians in correcting conduct subject to disciplinary action that is caused by homelessness. If the conduct in question is determined not to be caused by the student's homelessness, the District shall proceed with expulsion proceedings as outlined in this policy.

### **CORPORAL PUNISHMENT (POLICY 5630)**

While recognizing that students may require disciplinary action in various forms, the Board of Education cannot condone the use of unreasonable force and fear as an appropriate procedure in student discipline.

Professional staff should not find it necessary to resort to physical force or violence to compel obedience. If all other means fail, staff members may always resort to the removal of the student from the classroom or school through suspension, expulsion, or other disciplinary intervention.

Professional staff as well as support staff, within the scope of their employment, may use and apply reasonable and necessary force to:

1. quell a disturbance threatening physical injury to self or others;
2. obtain possession of weapons or other dangerous objects upon or within the control of the student;
3. use self-defense or defend others;

4. protect property;
5. remove a disruptive student from school premises, a school-related activity, or a District vehicle;
6. prevent a student from inflicting harm on himself/herself;
7. protect the safety of others

In addition, staff members may use or apply incidental, minor, or reasonable physical contact designed to maintain order and control within the scope of employment.

In accordance with State law, corporal punishment shall not be permitted. If any staff member, full-time, part-time, or substitute intentionally inflicts, or causes to be inflicted, physical pain by hitting, paddling, spanking, slapping, forcing prolonged maintenance of physically-painful positions, or makes use of any other kind of physical force as a means of disciplining a student, s/he may be subject to discipline up to and including discharge by this Board and possibly criminal assault charges as well. This prohibition applies as well to volunteers and those with whom the District contracts for services.

In determining whether or not a person was acting within the exceptions noted above, if appropriate, deference may be given to reasonable, good faith judgments made by District employees or agents.

### **UNACCEPTABLE BEHAVIOR & CONSEQUENCES**

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty should be maintained in the schools of this District.

### **DISCIPLINE**

The Board of Education acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of students.

The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions.

The Board shall require each student of this District to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

- A. conform to reasonable standards of socially-acceptable behavior;
- B. respect the person and property of others;
- C. preserve the degree of order necessary to the educational program in which they are engaged;
- D. respect the rights of others;
- E. obey constituted authority and respond to those who hold that authority.

The Principal, Assistant Principal, or their designee shall apply consequences for infractions of the rules which shall:

- A. relate in kind and degree to the infraction;
- B. help the student learn to take responsibility for their actions;
- C. be directed, where possible, to reduce the effects of any harm which may have been caused by the student's misconduct.

The Principal, Assistant Principal, or designee shall have the authority to assign discipline to students, subject to the student's due process right to notice, hearing, and appeal.

Teachers and other employees of this Board having responsibility for the supervision of students shall have the authority to apply consequences to control the misconduct of students. Serious student misconduct shall be reported to the District Administrator for further action in all situations and in all places where such students are within the jurisdiction of this Board when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

## DETENTION

### Teacher Detentions:

1. Teachers are to administer disciplinary measures resulting from incidents in their own classrooms. A disciplinary referral should be completed by the teacher each time detention is issued. Teachers should record the referral in EdHandbook.
2. A student is to begin serving detention no later than the day following the receipt of the detention, unless special arrangements are made.
3. Teachers are to enforce detentions given in the classroom. If a student fails to serve the detention in the allotted time, the teacher will contact the parent.
4. If the student still does not serve the teacher detention within one week after the parent has been notified, the teacher will turn the detention over to the office where the detention will be doubled. If the detention is not served in a timely manner as prescribed by the Principal or Assistant principal the student will be assigned an in-school suspension.

**Students with teacher detentions may not be exempted from final exams in that teacher's class.**

### Office Detentions:

1. Students are to be assigned to detentions through the office for:
  - a. Administrative detentions: truancy and tardy. Any student who receives 5 office tardies per semester will serve an in-school suspension.
  - b. Detentions for non-classroom behavioral incidents (halls, cafeteria, school grounds, etc.)
2. One detention must be served each day, beginning no later than the day following the receipt of the detention, until the record is cleared.
3. Students are to report to the designated area with sufficient working materials.
4. Detentions start at 3:25 p.m. in the office and last until completed or 4:00 p.m. Students may also serve detentions in the office before school or over the lunch period.
5. The office will inform a student of the administrative detention.
6. Students can be excused from detention only with permission of the Principal or Assistant principal.
7. If the detention is not served within the guidelines listed above, the student will be assigned an in-school suspension.

**Students with office detentions not served by the start of semester exams may not be exempted from any exams and must serve during the first exam period in which they don't have an exam..**

## DISCIPLINARY INFRACTIONS AND GUIDELINES

The following unacceptable behaviors have been identified as "absolutes" and will not be tolerated in any school setting including gymnasium, athletic fields, buses, classrooms, etc.

1. Destruction of property/stealing.
2. Deliberate harm to another.
3. Sexual/Racial, or other forms of harassment or taunting.
4. Possession of any type of weapon, such as pocket knife or other knives, toy or real guns, numb-chucks, etc.
5. Deliberate endangerment of self through inappropriate use of equipment, rocks, and sticks and wood chips, or leaving the premises.
6. Excessive physical contact, i.e. tackle football, play fighting/wrestling, etc.
7. Chronic insolence or disrespect to supervising adults.
8. Use/possession of alcohol and/or drugs.
9. Serious classroom disruptions.
10. Foul language.

Identified behaviors will be addressed by prompt action which may include:

- Removal from the setting
- Referral to the Principal, Assistant Principal, or their designee
- Detention
- Referral to law enforcement

### **Referral to Principal, Assistant Principal, or their Designee**

When a child is referred to the principal for discipline, the child and the principal collaborate on a plan for subsequent success and restitution (fixing the problem). This generally includes:

1. Written and/or verbal contact with parent.
2. Plan for restitution.
3. Temporary suspension from activities and/or the classroom, and/or school.

Extreme or repeated misconduct or misbehavior may result in:

1. In-school detention or suspension
2. Referral to law enforcement
3. Out-of-school suspension (1-10 days per school board policy 5610)
4. Expulsion (per school board policy 5610)

Parents are always encouraged to dialogue with their children's teachers and with the principal whenever there is a concern regarding behavior and/or consequences.

**Food & soda consumption in the classroom** by students is inappropriate unless for a pre-scheduled project as determined by the instructor.

### **HARASSMENT & BULLYING (POLICY 5517)**

It is the policy of the Board of Education to maintain an educational environment that is free from all forms of bullying and harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of bullying and/or harassment.

#### **Definitions:**

Harassment includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of sex, (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws.

Bullying is defined as deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. Bullying need not be based on any Protected Characteristic. Bullying behavior rises to the level of harassment when the prohibited conduct is based upon the student's sex (including transgender status, change of sex, or gender identity), race color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation of physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights.

The Board designates the following individuals to serve as the District's "Compliance Officers"

Danelle Schmid  
Elementary Principal  
1110 Park Street  
Boscobel, WI 53805  
608-375-4165 Ext 2134  
[schmdane@boscobel.k12.wi.us](mailto:schmdane@boscobel.k12.wi.us)

Pete Schroeder  
Middle/High School Principal  
300 Brindley Street  
Boscobel, WI 53805  
608-375-4161 Ext 2314  
[byrnwall@boscobel.k12.wi.us](mailto:byrnwall@boscobel.k12.wi.us)

## **PROHIBITION**

Harassment/Bullying is prohibited. Individuals who, upon investigation, are determined to have engaged in harassment/bullying under the provision of this policy may be subject to disciplinary action. In the case of employees, this action may include, but not limited to, reprimand, suspension, or termination. In the case of students, this action will be consistent with student discipline. In the case of others engaged in the conduct at District programs and activities, discipline may include removal and prohibition from participation in such activities or programs.

## **RETALIATION**

Retaliatory or intimidating conduct against any individual who has made a harassment/bullying complaint or who has testified or assisted in any manner in an investigation are specifically prohibited and may provide grounds for a separate harassment/bullying complaint.

The initiation of a complaint of harassment/bullying will not reflect negatively on the student or staff who initiates the complaint nor will it affect the individual's status, rights or privileges.

Retaliation for harassment/bullying complaints, such as disciplining, changing classrooms or work assignments, providing inaccurate working information to, or refusing to cooperate or discuss school or work-related matters with any student or employee because that student or employee has complained about or resisted harassment/bullying.

**RETALIATION FOR HARASSMENT OR BULLYING COMPLAINTS WILL BE TREATED AS A VIOLATION OF THIS POLICY THAT IS EQUALLY SERIOUS AS THE HARASSMENT OR BULLYING ITSELF.**

## **FALSE COMPLAINTS**

The intentional filing of a complaint a person knows to be untrue or unfounded may also be deemed to be harassment/bullying. Nothing in this policy prohibits the taking of disciplinary action against any person knowingly filing a false, malicious or unfounded complaint.

## **APPLICABILITY**

This policy applies to all off-site school activities such trips and athletic events, or through the use of school equipment in the case of cyber bullying, etc. and at all times on school premises. This policy applies to all employees, students, and those participating in any and all programs in any manner.

## **Consequences for Violations:**

1. Can range from detentions, suspension, expulsion, law enforcement referral

## **STUDENT CONTROLLED SUBSTANCE ABUSE POLICY**

The primary goal of the Boscobel Area Schools is to educate all students. This goal is based on the broadest possible definition and philosophy of education. The Boscobel Area Schools also have an obligation to provide protection for all students. Alcohol and other drug abuse pose a serious threat to the academic, social and emotional well-being of all students in the Boscobel Area Schools. It is the responsibility of the Boscobel Area Schools to make every effort to reduce the threat of alcohol/other drug abuse. It is also the responsibility of the Boscobel Area Schools to help those students involved with alcohol/other drugs that want or need specific education and/or counseling.

The Boscobel Area Schools recognize harmful involvement with alcohol/other drugs can be a major reason for the lack of success of students in our school system. Some students may be using controlled substances in such a manner as to cause problems for themselves, other students and the school system in general. This use and abuse of alcohol/other drugs is harmful and detrimental to the welfare of the user, other students and staff. Primary responsibility for eliminating a student's abuse and use of alcohol/other drugs rest on the student and the student's parents or guardian.

The Boscobel Area Schools cannot ignore a student's involvement with alcohol/other drugs. The Boscobel Area Schools have a legitimate concern and obligation to the student involved with alcohol/other drugs. This concern and obligation extends to other students whose educational opportunities are affected by a student involved with drugs. The Boscobel Area Schools have a goal of eliminating the problem of alcohol/drug abuse and use.



## RESTRICTIONS

Students and staff of Boscobel Area Schools shall not possess, use, transmit, or be under the influence of any narcotic drugs, hallucinogenic drug, amphetamine, marijuana, alcoholic beverage or intoxicant of any nature at a school function on or off the school grounds. If a student of the Boscobel Area Schools possesses, uses, transmits, or is under the influence of any narcotic drug, hallucinogenic drug, amphetamine, marijuana, alcoholic beverage or intoxicant of any nature at a school function on or off the school grounds and such is a violation of criminal law the following will be notified: Principal, Superintendent, parents and the proper law enforcement authorities.

Student use of a drug authorized in accordance with a medical prescription or a patient medicine used under administrative supervision shall not be considered a violation of this policy provided the school nurse and/or respective Principal is notified using the Medication Authorization Form.

## PENALTY FOR ALCOHOL AND OTHER DRUG ABUSE

Any student suspected of violating the controlled substance policy will be referred to their respective Principal who shall investigate the incident and determine if a violation exists. If the investigation by the Principal determines a violation has occurred, the student(s) will be suspended from school immediately. As soon as the suspension is imposed, the student's parent/guardian and the local police will be notified of the situation.

A conference between the student's parent/guardian, the student and the respective Principal will be required before the student will be allowed to return to school.

During the above conference, a rehabilitation program may be established by school administration officials allowing the student to be reinstated in school. If the student refuses to participate in the recommended rehabilitation program once it has started without approval of the parents, counselor and school Principal, the student shall be suspended immediately from school pending a hearing before the Boscobel School Board for possible expulsion from school. An outside resource may be included in all or part of the conference.

If a student is found guilty of violating the Boscobel Area School's controlled substance policy a second time, the student will be suspended from school immediately. The student's parent/guardian, Superintendent and the proper law enforcement authorities will be notified and the student will be brought before the Boscobel Area School Board for possible expulsion proceedings.

If a student is found in possession of or having under his/her control any of the chemical substances described below in this policy with the intent of selling, giving away or otherwise distributing the same on school grounds or at any school function or activity, the student's parent/guardian, local law enforcement officials, Superintendent, and any counselor involved with the student will be notified. Furthermore, the student will be suspended from school in accordance with the interventions listed below.

## CONSEQUENCES

### Drugs

Possession, distribution, consumption (however large or small in amount and regardless of level of impairment), or use of any tobacco/nicotine product, alcoholic beverage, controlled substance, associated paraphernalia, vaping device, and/ or counterfeit drug, on all school grounds, inclusive of all school buildings and school vehicles, is prohibited. (This includes school events/activities held at other sites; violations of this policy are cumulative from grades 6-12.) Students who intentionally distribute any substance (over the counter and/or illegal drug) under a false pretense will also be held to the following interventions:

1. 1<sup>st</sup> Violation: Parent Notified. Five (5) days out of school suspension. Referred to law enforcement authorities. Provide literature to families regarding community agencies, which assist students with drug, alcohol, tobacco cessation, and peer pressuring counseling services. If electing to participate, parents would be responsible for payment of these services. Recommendation to the District Administrator for the consideration of expulsion from Boscobel Middle/High School.
2. 2<sup>nd</sup> Violation and Beyond: Parent Notified. Five (5) days out of school suspension. Referred to law enforcement authorities. Provide literature to families regarding community agencies, which assist students with drug, alcohol,

tobacco cessation, and peer pressuring counseling services. If electing to participate, parents would be responsible for payment of these services. Recommendation to the District Administrator for the consideration of expulsion from Boscobel Middle/High School.

### **Tobacco/Nicotine Products**

Student possession or use of tobacco/nicotine products (dip, chew, vaping devices and associated paraphernalia, cigarettes) will result in the following:

1. 1<sup>st</sup> Violation: Parent Notified; One (1) day in school suspension; Referred to law enforcement.
2. 2<sup>nd</sup> Violation: Parent Notified; Two (2) days of out of school suspension; Referred to law enforcement. Provide literature to families regarding community agencies that assist students with tobacco cessation counseling services. If electing to participate, parents would be responsible for payment of these services.
3. 3<sup>rd</sup> Violation: Parent Notified; Five (5) days out of school suspension; Referred to law enforcement. Provide literature to families regarding community agencies which assist students with tobacco cessation counseling services. If electing to participate, parents would be responsible for payment of these services.
4. 4<sup>th</sup> Violation: Parent Notified. Five (5) days out of school suspension; Referred to law enforcement. Provide literature to families regarding community agencies which assist students with tobacco cessation counseling services. If electing to participate, parents would be responsible for payment of these services. Recommendation to the District Administrator for the consideration of expulsion from Boscobel Middle/High School.

In addition, students may not possess lighters on school grounds. Students found in possession of a lighter/torch will be given a 60 minutes detention.

### **CELL PHONES AND ELECTRONICS**

To protect the privacy of students, non-staff access to locker rooms for the purpose of interviewing or seeking information from any student in the locker room is prohibited.

No images of a nude or partially nude person in the locker room may be captured, recorded, or transferred under any circumstances by any individual.

To protect the privacy of the District's students, parents, other adult residents of the community, and any public that may utilize the locker room facilities, no person may use a cell phone to capture, record, or to transfer a representation of a nude or partially nude person in the locker room.

Students who abuse the privilege of cell phone use will be addressed and consequences will be administered.

### **MIDDLE/HIGH SCHOOL CELL PHONE AND ELECTRONICS EXPECTATIONS**

The use of electronic devices is a major part of life in our current society. Therefore, the following policy has been adopted to allow for the use of cellular devices (Cell phones, earbuds, smartwatches, etc.) during the school day.

#### **HIGH SCHOOL**

- Cell phones, earbuds, smartwatches, etc. (cellular devices) may be used before and after school, in the hallway during the five minute passing time, and during lunch.
- Cellular devices may not be used, seen, or heard during class unless directed by the teacher for educational purposes only.
- Cellular devices may not be used at any time during scheduled class time.
- Per Wisconsin State Statute, it is illegal to use a cell phone, camera, video recorder, or other devices in the locker room, a restroom, or other dressing areas at any time.

#### **MIDDLE SCHOOL**

- Cell phones, earbuds, smartwatches, etc. (cellular devices) may be used before and after school, in the hallway during the five minute passing time, and during lunch.

- Cellular devices must be stored in your locker during class. Teachers may permit you to use a cellular device during class for educational purposes only.
- Cellular devices may not be used at any time during scheduled class time.
- Cellular devices are not allowed during field trips, parties, incentives, etc.
- Per Wisconsin State Statute, it is illegal to use a cell phone, camera, video recorder, or other devices in the locker room, a restroom, or other dressing areas at any time.

### **Consequences for Violations:**

- **1st Violation:** Device will be taken to the office and the student may pick up the device at the end of the school day, after a brief conference with the Principal or Assistant Principal.
- **2nd Violation:** Device will be taken to the office and the student may pick up the device at the end of the school day. Parents will be notified of the misuse of the cell phone. A detention will be assigned and served.
- **3rd Violation:** Device will be taken to the office and parents may pick up the device at the end of the school day. Parent meeting required. The student will face detention or suspension.
- **4th Violation and beyond:** Device will be taken to the office and parents may pick up the device at the end of the school day. Parent meeting required. The student will face detention or suspension and the student must turn the phone into the office before the first bell and will pick up the phone after the last bell for the remainder of the year.

**If a student is using the device for illegal purposes, or purposes of cheating the device may be turned over to law enforcement.** Parents will be called and parents will need to pick up the phone. If a student is using the device for illegal purposes they could serve detention, suspension, Saturday school, or recommendation for expulsion.

### **USDA NON-DISCRIMINATION STATEMENT**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

# **Boscobel Area Schools**

## **2022-2023 Co-Curricular Code of Conduct**

### **Grades 6 - 12**

Co-curricular activities have long been an established part of Boscobel Area Schools. Participation in activities provides students with learning experiences and opportunities not ordinarily available in the classroom. The purpose of this handbook is to inform students/parents of those participating in co-curricular activities to not only know the regulations governing their son's/daughter's participation but also to approve of the regulations.

The privilege to participate in extra-curricular activities is extended to all students of Boscobel Middle/High School. However, continued participation is a **PRIVILEGE** extended to students who meet activity requirements. With that privilege goes the greater responsibility of the student to be a positive representative for our school; that means you will need to live up to high standards.

#### **PARTICIPANT EXPECTATIONS**

1. Consider the visiting students, fans, and officials as guests.
2. Respect the rights of all spectators and your teammates.
3. Respect the property of the school and visiting schools.
4. Cheer on all activities in a courteous manner.
5. Recognize accomplishments by visiting and home activity members.
6. Support and respect cheerleaders.
7. Show self-control during and after activities.
8. Be modest in successes and gracious in defeat.
9. Become familiar with the rules of the activity and treat officials/judges with respect.
10. Consider it a privilege and a duty to encourage everyone, players and spectators alike, to live up to the spirit of the rules of fair play and sportsmanship.
11. **Practice sessions:** Students are expected to attend all practices. Only illness or injury will excuse you from practice. Injured participants are to attend practice sessions unless otherwise instructed by a physician or excused by the coach/advisor.

**Parents and participants must sign the Student Handbook/Co-Curricular Code of Conduct before being allowed to participate in any activities. By signing the Student Handbook/Co-Curricular Code of Conduct, you agree that you have read and will abide by the rules and policies of the District. The Co-Curricular Code of Conduct is in effect 12 months out of the year.**

#### **ACTIVITIES GOVERNED BY THIS CODE**

**GROUP 1:** All interscholastic athletics. These are: cross country, volleyball, football, basketball, wrestling, softball, baseball, track, cheerleading, dance, and student managers.

**GROUP 2:** All other co-curricular activities. These are: band/choir competitions, honors band/choir, forensics, drama, academic decathlon, Skills USA, FFA, homecoming/prom court, quiz bowl, math contests, FBLA/DECA, National Honor Society, or any other competition or activity that may be added or substituted during the school year as determined by the administration.

## ELIGIBILITY REQUIREMENTS

### GROUP 1

1. **Prior to Beginning a Co-Curricular Activity Or Starting The Next Season:** Students who have outstanding school obligations (registration, activity, library, food service, lost equipment/uniforms, etc.) are expected fill out necessary forms and pay fees and fines. Please note that the District may consider limiting participation in co-curricular activities if you have outstanding debt to the school.
2. Per the WIAA, a student may not practice for or participate in interscholastic athletics until the school has written evidence on file in its office attesting to:-
  1. Parental permission each school year including an acknowledgment of receiving the current school year Co-Curricular Code of Conduct
  2. Acknowledgment of receiving the current year's WIAA Rules of Eligibility
  3. Athletic Emergency form, updated each year
  4. Current physical fitness to participate in sports
  5. Concussion and Sudden Cardiac Arrest Information Form
  6. Impact Testing Completion
  7. Consent to Treat Agreement
  8. And, per Boscobel School Board policy, a signed insurance waiver with proof (copy of card) of current medical insurance coverage (updated each year)
3. Students may not join a sports organization mid-season after being given a code violation for the purpose of serving the penalty.
4. High School Academic Eligibility
  - a. Students with a failing grade at progress report time (4 weeks) will
    - i. no longer be eligible for competitions until proof of passing courses is provided using a grade check sheet
    - ii. be assigned to Academic Support Program for two hours per week for two weeks
    - iii. grades must be passing for the remainder of the quarter to remain eligible for competitions
  - b. Students with a D or D- at progress report time (4 weeks) will be assigned to Academic Support Program for two hours per week for two weeks.
  - c. Students with a failing quarter grade will
    1. (Winter/Spring) be ineligible for competitions for a minimum of 15 consecutive school days with a minimum of (1) one competition suspension
    2. (Fall) be ineligible for a minimum of 21 calendar days from the earliest allowed game/meet, or one-third of the maximum contests allowed in sport per WIAA regulations. Students who fail 4<sup>th</sup> quarter classes can regain eligibility by enrolling in a summer course approved in advance by the Building Principal. Any courses taken for this reason must be paid for by the student and must be equivalent to the class(s) failed. Students will still have to sit out (1) one competition.
    3. (Incoming Freshman) will be ineligible for (1) one competition
    4. remain ineligible after 15 consecutive school days (21 calendar days - Fall) until proof of passing all courses is provided using a grade check sheet
    5. be assigned to Academic Support Program for two hours per week for three weeks
    6. complete grade checks until the next progress report is posted and must be passing all classes during that time to remain eligible for competitions
  - d. Students with an incomplete at the end of a quarter will be ineligible until proof of passing grade is provided using a grade check sheet.

## 5. Middle School Academic Eligibility

- a. Students with a failing grade at progress report time (4 weeks) will
  - i. no longer be eligible for competitions until proof of passing courses is provided using a grade check sheet
  - ii. be assigned to Academic Improvement Plan (See Student Handbook)
  - iii. grades must be passing for the remainder of the quarter to remain eligible for competitions
- b. Students with a failing quarter grade will
  - i. be ineligible for a minimum of (1) one competition
  - ii. remain ineligible until proof of passing all courses is provided using a grade check sheet
  - iii. be assigned to Academic Improvement Plan (See Student Handbook)
  - iv. complete grade checks until the next progress report is posted and must be passing all classes during that time to remain eligible for competitions

## GROUP 2

1. **Prior to Beginning a Co-Curricular Activity Or Starting The Next Season:** Students who have outstanding school obligations (registration, activity, library, food service, lost equipment/uniforms, etc.) are expected fill out necessary forms and pay fees and fines. Please note that the District may consider limiting participation in co-curricular activities if you have outstanding debt to the school.
2. Students in a co-curricular activity are ineligible to participate until
  1. Signed participation agreement/permission slip
  2. Emergency contact information
  3. Insurance coverage information or waiver signature
3. Students with a failing grade in the previous quarter prior to starting a co-curricular activity must be assigned to Academic Improvement Plan (see Student Handbook) for a minimum of two weeks and be passing all classes before being eligible to participate.

## ATTENDANCE

### Absences

1. A student must be present in school all day on the day of a contest unless excused, in writing, in advance of the activity (for reasons other than illness) by the Building Principal or designee. Examples of possible excused absences are
  1. Medical/Dental Appointment
  2. Bereavement
  3. Driver's Exam
2. A student that misses any part of the school day for an unexcused absence may not practice or participate in a competition/event. This includes skipping a class.
3. A student that misses any part of the day due to illness may not practice or participate in a competition/event.
4. A student that is suspended in or out of school is not eligible for practice or competition/event.
5. A student with detention accumulated is not eligible for practice or competition/event unless detention time is completed as scheduled.

## **MINOR VIOLATIONS**

### **Violations**

1. Multiple disciplinary referrals
2. Cheating/Plagiarism
3. Vulgar language, fighting, or truancy that results in a police referral
4. Lying about a possible violation
5. Unsportsmanlike conduct to a crowd or opposing players
6. Offenses unbecoming of a co-curricular participant

### **Consequences**

1. Student suspended for (1) one competition/event
2. For activities with no competitions or events, a term of suspension will be determined and will be assigned by the administration.

## **MAJOR VIOLATIONS**

### **Violations**

1. Use or possession of alcohol, drugs, tobacco/nicotine/ vaping/paraphernalia
2. School violence (assault, weapons possession)
3. Harassment/Bullying
4. Vandalism
5. Criminal activity
6. 2nd and subsequent suspensions
7. Multiple minor violations

## **CONSEQUENCES\***

### **GROUP 1**

1. First Offense
  1. Suspension of 20% of the events scheduled for the current season
    1. Self-reporting: Self-reporting is an important step in taking responsibility. If a student self-reports, within the next school day after the violation occurred and before discovery by the administration, the suspension will be reduced to 10%. Self-reporting can only be used on the first offense.
  - b. If a violation includes illegal activity and/or alcohol, tobacco, drugs, and/or vaping, there must be a parent/student meeting with the school counselor and school administration before reinstatement.

#### Second Offense

- a. Suspension of 50% of the events scheduled for the current season
- b. Parent/student meeting with the school counselor and school administration before reinstatement. In this meeting, a plan will be developed to ensure no future violations, including identifying what has been done, and the plan to change the behavior.

#### Third Offense and Beyond

- a. Suspension of 12 months from all activities
- b. After one calendar year, the student may apply for reinstatement to a committee of the Principal, Activities Director, School Counselor, and parents.

### CARRYOVER RULE

If a consequence cannot be finished in the current season, the total games to be sat out in the next sport will be determined by the percentage of games yet to be served in the current sport, and then the remaining games/events will be sat out in the next sport an athlete participates in.

### ALL-CONFERENCE CONSIDERATION

Athletes who have major violations of the Co-Curricular Code of Conduct, and the action results in the student serving a suspension for major violations from the sport or activity during the season, will not be eligible to be nominated for All-Conference consideration for that season.

### WIAA FELONY REGULATIONS

Any student charged and/or convicted of a felony shall, upon the filing of felony charges, become ineligible for all further participation until the student has paid their debt to society and the courts consider the sentence served (including probation, community service, etc.).

## **GROUP 2**

### 1. First Offense and Beyond

1. A committee consisting of the Activities Director, Principal, and Activity Advisor will develop a restorative plan.
2. Parents and the participant will be notified in writing within 5 school days of the committee's plan for reinstatement to activity.

**\*Note:** A student begins High School starting over with "zero offenses"; however, any remaining suspensions not served from offenses in Middle School must be served.

## **RIGHT OF APPEAL**

Each student has the right to appeal any violation of the Co-Curricular Code of Conduct and will remain ineligible to compete until the decision is final. However, the purpose of an appeal will be to determine guilt or innocence. A student will NOT be allowed to appeal the length of a suspension.

## **APPEAL PROCESS**

Due process is a procedure that the courts of law recognize as a necessary part of any rules and regulations. It requires a notice of charges, a presentation of evidence at a hearing, a decision based upon evidence, and an appeals process in the event that an individual feels a wrong decision has been made. The appeals process outlined hereafter is the procedure for a student and parents to follow in appealing decisions relating to eligibility. Appeals may not be made for academic ineligibility. It should be understood that students and parents are expected to follow the due process steps in the event legal action should be initiated at some later date. Students are not eligible for participation during the appeal process.

After the Activities Director reaches a decision, parents will be notified by telephone, email, or letter. Parents may appeal the decision, in writing, to the Activities Director within (7) days from the date they are notified that their child is ineligible.

After an appeal has been received, a date for a hearing with the Co-Curricular Review Board will be established by the Activities Director no later than seven (7) days after the receipt of the written appeal. Present at the hearing shall be the Co-Curricular Review Board, the student, parent(s) or



guardian(s), and other persons as deemed necessary by the Activities Director. The Co-Curricular Review Board shall consist of three non-involved faculty members, one non-involved head coach, and one non-athletic activity advisor, and shall be chaired by the Activities Director. The student will be provided with an opportunity to testify and present other evidence on their behalf. The decision reached after the hearing will be put in writing and a copy will be mailed within three (3) days to the student and parent(s) and/or guardian(s).

### **PARTICIPATION IN SPORTS DURING THE SAME SEASON**

Athletes must apply for “dual participation” before the beginning of the season and must demonstrate a commitment to both programs in a meeting with the Activities Director, coaches, and parents/guardians. The athlete must also show they are capable of handling the classroom commitments during a busy season. Boscobel Area Schools reserves the right to deny dual sport participation for student-athletes because of academic concerns at any time during the season or beginning of the season. Athletes are expected to be in good standing. (Contact the Activities Director for more information)

### **TRAVEL TO CONTESTS/ACTIVITIES**

All students participating in contests/activities are required to ride in school vehicles to and from the events. The only exception is to be transported home by your own parent/guardian. A written note/sign-out sheet must be submitted by a parent/guardian at the event to the coach or advisor in charge. Students with 18-year-old adult status may sign themselves out but they must prearrange to do so with the coach/advisor and Activities Director. With regard to music students whose scheduled competitions are much later in the day than the bus time, an exception may be made to ride with a parent/guardian to the event as long as advance written permission has been granted from the Principal or Activities Director.

### **ATHLETIC EQUIPMENT AND FACILITIES**

Students and/or their parents will be held responsible for any lost, misplaced, or damaged school equipment issued to the student.

### **INJURIES AND THEIR CARE**

Any school-connected injury must be reported to either a coach/activities director/advisor by the next school day (morning). The parent/guardian must be notified, and the injury report form must be completed and returned to the MS/HS office by the next school day.

If any activity participant has a special medical problem, the coaches/advisors/activities director/school nurse must be notified of the medical problem.

Once a student receives medical attention from a physician, they cannot practice on any basis until a physician or certified athletic trainer gives a written release.

### **PARENT/STUDENT CONCERNS**

If students have any concerns/problems, they should first discuss them with their coach or advisor **in private**. Parents who wish to voice a concern will contact the coach/advisor to schedule a conference. **You must allow 24 hours after a contest/event before contacting the coach/advisor. There will be no tolerance for interaction with coaches/advisors during or immediately after competitions/events.** If the parent and student are not satisfied with the outcome of the meeting with the coach/advisor, they can request a meeting, first with the Activities Director, then the Building Principal, and then, if necessary, with the District Administrator, in order to attempt to resolve perceived problems.