Cadott Community Schools

Middle and High School Student/Parent Handbook

2026-2027

We will work together to provide a great experience for everyone and make a positive impact in each child's life.

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*The Student/Parent Handbook and Media opt –out forms are available online at the Cadott Community Schools webpage or in hard copy at the Cadott High School Office.

**All Policies referenced in this handbook are based on the most updated versions.

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SCHOOL BOARD ENDORSEMENT

This handbook is endorsed by the Cadott School Board as a vital part of the school's written policy.

BOARD OF EDUCATION

President	Karen Winchell
Vice President	Todd Rykal
Clerk	Holly Pretzman
Treasurer	Andrew Falkenberg
Director	Jenni Handrick
Director	Cory LaNou
Director	Andrea Wahl

SCHOOL BOARD MEETINGS

All school board meetings including regular and special meetings are posted in the following areas:

1. Cadott Citizens State Bank
2. Cadott Junior/Senior School Office
3. Cadott Elementary School
4. Cadott School District Office

Regular school board meetings are held on the second Monday of each month and begin at 7:00 p.m.

Please note that the School Board Policies may change throughout the school year. You can find the most updated policies on our website.

Cadott Middle and High School

MESSAGE FROM THE PRINCIPAL

Welcome to another exciting year at Cadott Middle and High School! I am thrilled to welcome both returning and new students and families as we begin another year of learning, growth, and new opportunities.

Last year was filled with many successes, from strong attendance and continued improvements in student behavior to the positive impact of our Privilege Card program. Those accomplishments are a reflection of the incredible students, staff, and families who make Cadott such a special place.

My hope is that every student feels challenged, supported, and connected throughout the school year. Get involved, try something new, encourage one another, and make the most of every opportunity. We are proud to be your school and look forward to celebrating all that you'll accomplish this year.

Have a fantastic school year!

Go Hornets!

Mrs. Christi Machler
Principal, Cadott Middle and High School

YOUR INVOLVEMENT AS A PARENT - Working Together as a Team

A child's education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Your involvement in the partnership may include:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides. Be sure your child comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all school activities and academic programs, including special programs offered by the District. Discuss with the counselor or principal questions you may have about the options and opportunities available to your child.
- Monitor your child's academic progress by using available district resources such as the Skyward Family Access system. Contact teachers, administrators and Student Services Departments to monitor and intervene if your child experiences academic, social or emotional difficulty.
- Become a school volunteer. For further information, please contact your child's school.
- Participate in parent organizations (PACE, Booster Clubs, Senior Lock-in Organization, etc.)
- Attend Board of Education meetings to learn more about District operations. (Meetings are held the second and fourth Tuesdays of each month).

Equal Education Opportunities

It is the policy of the School District of Cadott Community that no person may be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, color, sexual orientation, or physical, mental, emotional, or learning disability. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, national origin), and Section 504 of the Rehabilitation Act of 1973 (handicap) and the Americans Disabilities Act of 1990.

The district shall provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Request for accommodations shall be made in writing and approved by the building principal. Accommodations may include, but not necessarily be limited to, exclusion from participation in an activity, alternative assignments released from school to participate in religious activities and opportunities to make up work missed due to religious observances. Any accommodations granted under this policy shall be provided to students without prejudicial effect.

Students who have been identified as having a handicap or disability, under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act, shall be provided with reasonable accommodations in education services programs. Students may be considered handicapped or disabled under this policy even if they are not covered under the District special education policies and procedures.

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in the District shall have equal access to the same free, appropriate public education, including comparable services, as provided to other children and youth who reside in the District. Homeless children and youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

The district encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the policy in the Cadott Community School District.

Any questions concerning s.118.13, Wis. Stats., or title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, or Section 504 of the Rehabilitation Act of 1973 and the American Disabilities Act of 1990, which prohibits discrimination on the basis of handicap, should be direct to: District Administrator, School District of Cadott Community, P.O. Box 310, Cadott, WI 54727. (715) 289-3795.

Equal Educational Opportunities
Pupil Discrimination Complaint Procedure

If any person believes that the School District or any part of the school organization has inadequately applied the principles and/or regulations of Title VI, Title IX, Section 504 or Americans with Disabilities Act or in some way discriminates on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, parental or marital status, sexual orientation, physical, learning, mental or emotional disability or handicap, she/he may bring forward a complaint to the Title XI, Section 504 or equal opportunity coordinator at his/her office in the Cadott Community School District, Cadott, WI, or contact the building principal by phone at his/her office.

Informal Procedure

The person who believes he/she has a valid basis for complaint shall discuss the concern with the building principal, the local Title IX, Section 504 or equal opportunity coordinator, who shall in turn investigate the complaint and reply to the complainant in writing and the acknowledgement of the student discrimination complaint within 45 days of receipt of the written complaint. The determination of the complaint is to be made within 90 days of receipt of the written complaint unless the parties agree to an extension of time. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the steps listed.

Formal Grievance Procedures

Step 1: A written statement of the grievance shall be prepared by the complainant and signed. This grievance

shall be presented to the building principal, the local Title IX, Section 504 or equal opportunity coordinator within ten (10) school/business days of receipt of the written reply to the informal complaint. The coordinator shall further investigate the matters of the grievance and replay in writing to the complainant within twenty (20) school/business days.

Step 2 If the complainant wishes to appeal the decision of the building principal, local Title IX, Section 504 or equal opportunity coordinator, he/she may submit a signed statement of appeal to the school district's administrator within ten (10) school/ business days after receipt of the local coordinator's response to the grievance. The school district administrator shall meet with all parties involved, formulate a conclusion, and respond in writing to the grievance within twenty (20) school/business days.

Step 3 If a complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Board of Education within ten (10) school/business days of his/her receipt of the school district administrator's response to Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representatives at the next regular Board meeting or within thirty (30) school/business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent by the Board Clerk to each concerned party within twenty (20) school/business days of this meeting. The complainant shall also be given notice of his/her right to appeal the Board's determination, within 30 days, to the State Superintendent of Public Instruction.

Step 4 If, at this point, the grievance has not been satisfactorily settled, further appeal may be made within 30 days to the Department of Public Instruction, Equal Educational Opportunity Office, P.O. Box 7841, Madison, WI 53707.

A complaint or appeal may also be made on some of the above bases (Title IX, Title VI, Section 504, Americans with Disabilities Act) to the Office of Civil Rights, U.S. Department of Education, 111 N. Canal Street, Room 1053 Chicago, Illinois, 60606.

Grievance Procedure – Special Education

Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a child with a disability shall be processed in accordance with established appeal procedures outlined in the district's special education handbook.

Grievance Procedure – Federal Programs

Discrimination complaints relating to programs specifically governed by federal law or regulation shall be referred directly to the State Superintendent of Public Instruction.

Dissemination of Discrimination Grievance Procedures

The adopted discrimination grievance procedure shall be disseminated to students, parents, employees and others to inform them about the proper process of making a complaint. The information shall be published in student/parent/staff handbooks, news articles before the start of school and other appropriate times, and Board policies made available to staff.

Maintenance of Grievance Records

Records shall be kept of all formal and informal discrimination complaints for the purpose of documenting compliance and past practice. The records shall include information on all levels of the complaint and any appeals. The records should include:

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

INDIVIDUALIZED EDUCATION PLAN

An Individualized Education Plan (IEP) may change any policy and/or procedure in this handbook.

ABUSE - REPORTING CHILD ABUSE

As a social resource the school is second only to the family unit in its potential for sustained, thorough involvement in a child's life. Because of this sustained contact, school personnel are in an excellent position to identify abused or neglected children and to refer them for treatment and protection.

To combat the child abuse and neglect problem and in compliance with state law, any district teacher, counselor, nurse, social worker or administrator having reasonable cause to suspect that a child seen in the course of professional duties has been abused or neglected shall immediately contact the county social services department, the county sheriff or the city police and inform the agency contacted of the facts and circumstances which lead to the filing of the report.

It is not the responsibility of school personnel to prove that the child has been abused or neglected, nor to determine whether the child is in need of protection. School personnel shall not contact the child's family or any other person to determine the cause of any suspected abuse or neglect.

No district employee shall be discharged from employment for making such a report. In addition, state law guarantees immunity from civil or criminal liability that may result from making a report on child abuse or neglect. State law provides for the protection of the identity of any individual who makes such a report. (School Board Policy 8462)

ACADEMIC INTEGRITY CODE- PLAGIARISM AND CHEATING

Academic dishonesty—including plagiarism, cheating or copying the work of another, using technology for illicit purposes, or any unauthorized communication between students for the purpose of gaining advantage in any academic setting—is strictly prohibited. The Cadott Senior High School Integrity Policy covers all school-related class work, class assignments, and assessments, both in and out of class. The purpose of the Integrity Policy is to prepare students for the reality created by technology, and to be college and career ready, where cheating and plagiarism have serious consequences.

Plagiarism is not the same as cooperation or collaboration. Teachers often expect, and even encourage, students to work on assignments collectively as long as the work is clearly presented. If they use work from another source, it must be cited. If it is not cited, it would be considered plagiarism.

Students will "Restart" each academic year back to "Level 0". Unless the issue becomes chronic, in which case, a meeting with the principal and superintendent will be necessary.

- **Collaboration** is to work together (with permission) in a *joint* intellectual effort.

- **Plagiarism** is to commit literary theft; to steal and pass off as one's own ideas or words, and to create the production of another. When using someone else's wording or verbiage, proper citation must be included to give the writer, speaker, or source credit. When using revised or paraphrased words or ideas of someone else, proper citations must give the author credit. Anything available on-line is public domain, but words and ideas still belong to those who create and articulate them and must be properly cited to avoid plagiarism. Using words or ideas without giving credit to the originator is stealing and is considered an academic integrity violation.

- **Cheating** includes, but is not limited to, copying or giving an assignment to a student to be copied (unless explicitly permitted by the teacher). Cheating also includes using, supplying, or communicating in any way unauthorized materials, including textbooks, notes, calculators, computers, photos/screenshots, or other unauthorized technology, for or during an assessment or summative assignment.This also includes online google forms and assessments.

- **AI Acceptable Use Policy**: When allowed by a teacher, students may use AI and other technological tools for academic growth, provided they disclose and cite their usage appropriately. **Using AI technology to deceive or plagiarize is strictly prohibited.**

- **Forgery, fraud,** or **stealing** includes, but is not limited to, gaining unauthorized access to an assessment or answers to an assessment, altering computer or grade-book records, or forging signatures for the purpose of academic advantage.

The determination that a student has engaged in academic dishonesty shall be based on specific evidence provided by the classroom teacher or other supervising staff member, taking into consideration written materials, observation, or information from others. Any device in question of academic dishonesty will be confiscated and held in the office until retrieved by a parent or guardian. If multiple offenses occur, a student may lose technology privileges for designated length of time.

Students who engage in academic dishonesty shall be subject to disciplinary as well as academic penalties, as outlined below. All cases of academic dishonesty will be recorded in Skyward, per teacher discretion, cases of academic dishonesty may result in a loss of privileges as outlined below.

MISCONDUCT	FIRST INCIDENT (Level 1)	SECOND INCIDENT (Level 2)	THIRD INCIDENT (Level 3)
Copying or **plagiarizing classwork** or **homework**	• Zero credit on assignment • Opportunity to re-do for credit • Parent contact • Recorded in Skyward	• Zero credit on assignment • Opportunity to re-do for ½ credit. • Parent meeting with administration • Recorded in Skyward	• Academic referral • Academic suspension - No re-do • Potential removal or failure of course (advanced standing or elective course only) • Athletic/extracurricular suspension of practice and/or competition
Plagiarism or **cheating** on an **assessment** or **summative assignment**	• Zero credit on assessment • Opportunity to retake by teacher and administration decision and discretion • Parent contact • Recorded in Skyward	• Zero credit on assessment • Opportunity to re-do for ½ credit. • Meeting with student, parent, administration, and counselors • Athletic/extracurricular suspension of practice and/or competition	• Academic referral • Academic suspension - No re-do • Potential removal or failure of course • Possible dismissal from extracurricular activities, elected or appointed student offices, athletics, and/or senior privileges
Forgery or **stealing academic materials** or **documents**	• Academic referral • Meeting with student, parent, administration, and counselors • Athletic/extracurricular suspension of practice and/or competition	• Academic referral • Academic suspension • Potential removal or failure of course • Possible dismissal from extracurricular activities, elected or appointed student offices, athletics, and/or senior privileges	• Evaluation of academic standing by the School Board • Potential expulsion
Using AI technology to deceive or plagiarize	• Zero credit on assignment or assessment • Opportunity to re-do for credit • Parent contact • Recorded in Skyward	• Zero credit on assignment/ assessment • Opportunity to re-do for ½ credit. • Meeting with student, parent, administration, and counselors • Athletic/extracurricular suspension of practice and/or competition	• Academic referral • Academic suspension - No re-do • Potential removal or failure of course (advanced standing or elective course only) • Athletic/extracurricular suspension of practice and/or competition

ACADEMIC LETTER & LAMP OF KNOWLEDGE

At Cadott Junior/Senior High School, we pride ourselves in focusing on academic achievements of our students. One of the main celebrations for our Senior High School students is the Academic Letter. The first time a student earns placement on the honor roll at the senior high school, the student earns an academic certificate and academic points. Students accumulate academic points based on their placement on honor roll and high honor roll each semester during their senior high career which helps them progress toward earning an academic letter. Academic points are earned in the following manner ...

High Honor Roll (each semester) = 2 points (gold sticker) GPA 3.67 - 4.00
Honor Roll (each semester) = 1 point (silver sticker) GPA 3.00 - 3.66

A student who earns 7 academic points in their senior high career will be awarded an academic letter. For every 2 points after earning the academic latter, a student earns a lamp of knowledge pin to attach to this letter.

ACTIVITY ACCOUNTS

All organizational and class funds must be handled through the activity accounts because these funds are subject to audit and are of public interest. All high school activity accounts are under the jurisdiction of the principal. Each organization should have its treasurer keep its own books. The central business office personnel will mark deposits into your books, and a receipt will be placed in your book. It is recommended that students and advisors do not make expenditures without approval from the organization under whose name the funds are carried.

ADDRESS AND TELEPHONE NUMBER CHANGES

Any changes in address or telephone numbers should be reported to the main office as soon as possible so that the office has a correct information card on each student at all times, especially if an emergency should arise.

ANNOUNCEMENTS

Announcements will be read during our nutrition break and sent electronically on Fridays. Any student wishing to have an announcement read must have a written statement turned into the office secretary, signed by a teacher or activity advisor, prior to the day the announcements are to go out.

ATTENDANCE PHILOSOPHY AND WISCONSIN STATE STATUTES

1. PHILOSOPHY
   In accordance with state law, all children between 6 and 18 must attend school full time until the end of the term, quarter, or semester in which they become 18 years of age unless they have a legal excuse.

   Regular attendance and promptness are the essentials of good performance on any job. ***Absence from school is the greatest single cause of poor achievement in school.*** If a pupil is not regular in attendance, his/her performance lags, he/she loses interest and tends to fall behind. The home and the school should regard it a prime responsibility to assist young persons to develop good habits of attendance.

2. SCHOOL ATTENDANCE OFFICER

   For the purposes of this policy and Wisconsin Statute 118.16, building principals/Dean of Students are designated as attendance officers for the Cadott Community School District.

3. DEFINITIONS
   a. Absence
      i. Absence is defined as missing part or all of one or more days; excused or unexcused.

   b. Excused Absence
      i. An excused absence must be acceptable according to state guidelines, which include illness, doctor appointments, death in the family, religious observances, court appearances, extreme weather conditions, and emergency or pre-arranged absences approved by the principal. Students are limited to 10 absences per school year (principal's discretion).
      ii. Excused absences must be documented by a written explanation at the time the student returns to school unless the absence has received approval in advance from the principal. Students have 3 days after they return to school to turn in a note or excused absence turns into truancy. Doctor, dentist, court, etc. need professional verification (unless the student is signed in or out by a parent/guardian for the appointments) after the 10 excused absence limit has been reached.
      iii. A pre-arranged absence is defined as a student being absent for other than an excused reason and having received approval **in advance** from the principal (principal's discretion) Examples of pre-arranged absences are: Deer hunting and extended family vacations with one or both parents. Students must be passing all classes in order to be approved for pre-arranged absences. (This would include special pre-arranged trips such as band trips, incentive trips, or other non-academic field trips).
      iv. Student/Parent should always sign in and out at the school building office when they leave and return to school.
   c. Unexcused Absence/Truancy
      i. An Absence is considered unexcused if it does not qualify as an excused or pre-arranged absence.
      ii. Unexcused absences include, but are not limited to:
         1. Work, except for approved school board programs.
         2. Babysitting, shopping, haircuts, beauty appointments, job interviews, car trouble, and oversleeping.
         3. Personal business
      iii. Failure to make arrangements in advance will result in an unexcused absence.
   d. Habitual Truancy
      i. Students who are absent from school without an acceptable excuse:
         1. "Habitual truant" means a pupil who is absent from school without an acceptable excuse under sub. (4) and s. 118.15 for part or all of 5 or more days on which school is held during a school semester.
   e. Responsibilities for Attendance
      i. Parent(s)/Guardian Responsibility
         When a student is absent, his/her parent(s) or guardian shall contact the school during the day by the time established at each school building. Failure to contact the school may result in a telephone call to the home or work place of the parent or guardian.

Parents or guardians are required to provide a written explanation of absences at the time the student returns to school, or in the case of anticipated absences, prior to the absence. Anticipated absences must receive prior approval of the school attendance officer or designee.

ii. Student Responsibility
Students are required to attend all of their scheduled classes, study halls and lunch periods, unless they have obtained parental permission and a pass approved by the student attendance officer of designee.
A student who has been absent, or is anticipating being absent, shall be expected to provide a written explanation of the absence signed by his/her parent(s) or guardian.

Students should always check in and out at the school building office where they leave and return to school.

iii. Teacher Responsibility
Teachers are required to emphasize the importance and necessity of good attendance. Classroom procedures and grading requirements will be developed which reflect the importance of daily assignments, classroom discussion and examinations in grading students.

Teachers are required by law to take daily attendance in their classes and maintain a record of absences.

iv. Principal Responsibility
Principals shall request from each teacher the procedures used for grading students who are absent from school. All grading systems throughout the school district should reflect the importance of daily assignments and classroom discussion in grading students.
Principals shall maintain office records for all excused and unexcused absences that occur in their school building.

4. MAKE-UP WORK
   a. Students with excused absences are entitled to make up the work missed and are responsible for doing so.
   b. Students will have the number of days absent plus one for make-up time.
   c. Students with unexcused absences will be allowed to make up daily work. Students may take major exams and turn in projects following an unexcused absence.
   d. For pre-arranged absences, the student is obligated to make arrangements with his/her teacher in advance regarding make-up work. Any student excused in writing by his or her parents before the absence (pre-arranged). **A child may not be excused for more than 10 days in a school year under this paragraph. 118.15(3) ©**
   e. Absence from school during the last two weeks of the school year is strongly discouraged. Excused absences from school prior to the end of the school year will be granted only after approval by the school principal. Such requests must be supported by valid reasons and written parental requests.

5. ADMINISTRATIVE PROCEDURE - Unexcused Absences/Truancy/Excessive Absences

Parents/guardians will be notified as soon as it has been determined that an attendance problem does exist. This will occur after the students' 3rd unexcused absence or as determined by the school attendance officer. A letter will be sent to the parents to meet with the administrator to discuss the truancy issue. After the 5th unexcused absence, a letter will be sent to the parent/guardian, which identifies the student as a habitual truant and that a legal referral will be made to Chippewa County Juvenile Intake.

6. CO-CURRICULAR PARTICIPATION AND ATTENDANCE

An unexcused absence of any kind during the day will cause a student to be ineligible to practice, perform, or compete that same day. A student who misses any part of class during 4 th or 5 th period will be ineligible to practice, perform, or compete on that same day. Exceptions to this will be medical or legal appointments, school-related trips or events, or as pre-approved by the Athletic Director and/or Building Principal.

7. HOME NOTIFICATION OF ABSENCE

The day students are absent from school, the parent or guardian is requested to notify the school of this absence between 7:30 a.m. and 9:00 a.m. While calling their children in absent, a parent may request homework at this time. for grades K-6. Homework cannot be gotten for the current day if the phone request is received after 10:00 a.m. For grades 7-12 the students can email their teachers for the homework. If the school has not received a call or email from the home, the school will call or email the home to insure the continued education of students who are ill. By state statute, parents/guardians are required to submit a written explanation for any absence. Written notification must accompany the child when they return to school.

8. ABSENCE DURING THE DAY APPOINTMENTS

Whenever possible, students and parents are requested to schedule medical, dental and other appointments during non-school hours.

a. High School Procedures:
If an absence should be required during school hours, the student must present an excuse from a parent or guardian to the Attendance Secretary, stating the nature, time and date of the appointment. A follow-up phone call to the parent/guardian may be made at this time by a school official, and an administrator may be consulted to verify the excuse. A pass to leave the building will then be issued. The time listed on the pass is the time the student will be dismissed from school. The student is to show this pass to the teacher in charge during the hour in which the student asks to be dismissed. This pass must be signed by an adult at the destination listed on the pass. Upon returning to school, the student must present this signed pass to the Attendance Secretary. The student will then be given a pass for admittance to class.

b. Elementary School Procedures:
If an absence should be required during school hours, the parent or guardian must call or the student must present an excuse from a parent or guardian to the Attendance Secretary, stating the nature, time and date of the appointment. If the student is leaving for an appointment, the parent or guardian must come into the school to sign the student out. If the student is returning from an appointment, the parent or guardian must come into the school to sign the student back in. Please be sure to also leave documentation if the absence is due to a doctor/dentist appointment.

BACKPACKS

Students may bring backpacks into the building. However, backpacks/fanny packs must be stored in the student's locker at all times. Backpacks may be removed from lockers at the conclusion of the school day and when the student is leaving the building.

BELL SCHEDULES

Middle School Schedules

Regular Schedule (Tuesday-Friday)			Monday Schedule (Late Start)	
Period 1	8:05 - 9:12	67	Nutrition Break	8:15 - 8:25
Nutrition Break	9:12 - 9:22	10	Period 1	8:30 - 9:34
Period 2	9:24 - 10:31	67	Period 2	9:38 - 10:42
Period 3	10:35 -11:42	67	Period 3	10:46 -11:50
IE	11:46 - 12:19	33	IE	11:54 - 12:24
MS Lunch	12:23 - 12:53	30	MS Lunch	12:28 - 12:58
6 Band/Choir/TT	12:57 - 1:47	50	6 Band/Choir/TT	1:02 - 1:51
7&8 Core 3	12:57 - 2:04	67	7&8 Core 3	1:02 - 2:09
6 Core 3	1:51 - 2:58	67	6 Core 3	1:55 - 3:02
7&8 Band/Choir/TT	2:08 - 2:58	50	7&8 Band/Choir/TT	2:13 - 3:02
Resource	3:02 - 3:30	28	Resource	3:06 - 3:30

High School Schedules

Regular Schedule (Tuesday-Friday)			Monday Schedule (Late Start)	
Period 1	8:05 - 9:12	67	Nutrition Break	8:15 - 8:25
Nutrition Break	9:12 - 9:22	10	Period 1	8:30 - 9:34
Period 2	9:24 - 10:31	67	Period 2	9:38 - 10:42
Period 3	10:35 -11:42	67	Period 3	10:46 -11:50
HS Lunch	11:42 - 12:12	30	HS Lunch	11:50 - 12:20
HS Seminar	12:14 - 12:39	25	HS Seminar	12:22 - 12:46
Period 4	12:43 - 1:49	65	Period 4	12:50 - 1:54
Period 5	1:53 - 2:58	65	Period 5	1:58 - 3:02
Resource	3:02 - 3:30	28	Resource	3:06 - 3:30

BULLYING

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

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

Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet – also known as cyber bullying)

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

Procedure for Reporting/Retaliation
All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal (or guidance counselor in the event that the principal is not available).

Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to the building principal (or guidance counselor in the event that the principal is not available).

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

The school official receiving a report of bullying shall immediately notify the school district employee assigned to investigate the report.

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

Procedure for investigating reports of bullying
The person assigned by the district to conduct an investigation of the bullying report shall, within one school day (that the person(s) are available), interview the person(s) who are the victim(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report.
Parents and/or guardians of each pupil involved in the bullying will be notified prior to the conclusion of the investigation. The district shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

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

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

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy. An annual summary report shall be prepared and kept on file, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior.

BUS - GENERAL INFORMATION

CADOTT SCHOOL BOARD POLICY: Transportation (8600)

While the law requires the school district to furnish transportation, it does not relieve parents of students from the responsibility of supervision.

Once the student boards the bus--and only at that time--does he or she become the responsibility of the school district. Such responsibility shall end when the student is delivered to the regular bus stop at the close of the school day.

In view of the fact that a bus is an extension of the classroom, the School Committee (i.e., Board) shall require students to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. In cases when a student does not conduct himself properly on a bus, such instances are to be brought to the attention of the transportation supervisor by the bus driver. Habitual offenses and/or offenses considered as being serious will be reported to the principal by the transportation supervisor.
Students who become a serious disciplinary problem on the school bus may have their riding privileges denied by the principal. In such cases, the parents of the children involved become responsible for safely transporting their children to and from school.

The following guidelines will also be followed:

1. Grades kindergarten through third grade will be picked up at home in the morning, but may be requested to walk up to one-fourth mile at night with weather, wind chill factor and road safety considered.
2. Grades 4-12 will be picked up in the morning, but may be requested to walk up to one mile at night. If the shortened route saves turnaround, weather, wind chill factor, and road safety will be considered.
3. Your loading zone in the morning will be your home driveway. At night your unloading zone could be a crossroad corner or a side road corner. Again, road safety, weather, temperature and wind chill factor will be considered.
4. BEFORE LOADING:
    a. Be on time at designated school bus stops.
    b. Stay off the road at all times while waiting for the bus. NO horseplay. It leads to accidents.
    c. Wait until the bus comes to a complete stop before moving toward the bus. This also applies to loading zone at the school.
    d. <u>BE COURTEOUS</u> at all times.
    e. There will be pick up in the Cadott Village limits at designated areas.
5. The driver will not discharge riders at any other place than the regular bus stop at home or at school unless he has been properly authorized to do so by the school. There are no exceptions, so please do not ask your driver to violate this rule.
6. STUDENT RIDING SLIPS: If a student desires to go home with someone else, regardless if on his bus or on a different bus, he must bring a note from his parents. If elementary, a pass will be issued signed by the principal or by office personnel. If a junior or senior high student, the note is to be signed by the principal or by office personnel. If there is not enough seating on the bus, final approval rests with the transportation supervisor or the bus driver.
7. EXCEPTIONS FOR HEALTH AND SAFETY:
    a. When a medical doctor, in a letter, declares the health of a student such that door-to-door pickup is imperative, these rules may be altered by board action.
    b. In unusual safety conditions, rule exception may be acted upon by the board.
8. An adequate turn-around must be provided for the bus if your home is at the end of a route or at a turn-around. The driveway must be wide enough for turning into and backing out to be made in one motion, so the bus may proceed ahead.

9. STUDENTS ATTENDING PRIVATE SCHOOL: Transportation will be provided to students on the same basis set forth for students attending public school.
10. CO-CURRICULAR BUS: A student leaving school on a co-curricular bus will return to school on the same bus.

    EXCEPTION: If the student lives on the route traveled and the bus goes right by his or her house, the student must bring a note from parents or guardians to the principal and a pass may be issued.
    Highways to be used on trips: Buses to Chippewa Falls & Eau Claire will travel west on highway 29. Buses to Boyd, Stanley, and Thorp will use highway 29. Buses to Augusta and Osseo will use highway 27. Buses to Fall Creek will use County K and buses north to Cornell and Gilman will use highways 27 and 64.

11. **SAFETY EVACUATIONS DRILLS: Safety drills, including the use of the emergency door, will be conducted at least twice a year. The driver will select helpers for the drill. The emergency door should never be used except for drills and in case of emergency. **Drivers: See evacuation procedures.
12. Any damage done to seats or other bus equipment by the rider must be paid for by the rider or his parents or guardian.

BUS LOADING ZONE

Any bus rider who leaves the school grounds and does not go directly to the school building after getting off the bus, or any bus rider who leaves the school grounds and does not go directly to the school bus after school has been dismissed will not be permitted to ride the bus on the day of the incident and will receive a disciplinary referral. Any other student (non-bus rider) who is near the bus loading zone or in the road during bus arrival or departure will also receive a disciplinary referral.

BUS RIDER RULES & DISCIPLINARY PROCEDURES **(School Board Policy-8600)**

1. Bus riders shall conform to the same standards of conduct and cleanliness that are expected of them in school.
2. Riders are to obey the bus driver promptly. Refusal to do so is sufficient reason for being denied transportation.
3. All riders will have assigned seats.
4. Animals and pets are not permitted on the bus except as required by law.
5. Damage to seats or other bus equipment by the rider must be paid for by the rider or his parents or guardians.
6. Keep head, hands and arms inside the bus.
7. Remain seated when the bus is in motion. This means stopping and starting.
8. Loud talking, shouting, whistling or boisterous conduct will not be permitted.
9. Do not litter the bus with debris. This includes no eating, drinking or gum chewing. Smoking and other tobacco use is forbidden
10. *ALL* talking shall *cease while approaching and crossing railroad tracks.*
11. Riders are expected to be on time at bus stops. The bus will come to a full stop*, but will not wait for students.*
12. Riders will not throw anything out of the windows at any time. This would be littering the highway and you could be fined for this.

    a. First offense, the driver will call the parent/guardian to discuss the complaint and will also write a misconduct report. In the case of a serious infraction students may be dealt with in the same manner as a second offense.
    b. Second offense, the driver will write a misconduct report and the school official will inform the parent or guardian by letter or telephone call of discipline and/or actions taken. Student could be denied transportation
    c. Third offense, the driver will write a misconduct report and the school official will ask for a conference with the parent or guardian. Riding could be denied for a period of time.

Parents or guardians and students are to be aware that in any of the above actions, they have the right of due process. School officials may refuse transportation on first offense considering circumstances of student's conduct, but no student will be put off the bus except at school or at home. Driver will not put a student off his/her bus unless authorized by a school official.

BUSING TO/FROM EVENTS

1. Students must ride the provided mode of transportation to and from a school-sponsored event. The only exception will be when parents or guardians specifically request that their son or daughter be released to them at the event, with the chaperone's permission.
2. The only students that will be dropped off along the route are those who have direct access to their home and who have a signed note by the parent or guardian and the building principal.
3. Exceptions to the above will be considered in advance only by a direct request to the building principal by the parent or guardian.

CADOTT HIGH SCHOOL PRIVILEGE CARD SYSTEM

The Cadott High School Privilege Card is a way for us to track attendance, behavior, and academic performance. It reflects our belief in recognizing and rewarding positive choices instead of focusing only on consequences for negative ones.

The system encourages students to take responsibility; skills they'll need both in school and after graduation. The Privilege Card represents qualities that lead to success, such as accountability, respect, and meeting expectations. This system is built on the belief that students understand the difference between right and wrong. It serves as a guide to help them make good decisions about attending school regularly, behaving appropriately, and completing class requirements.

Privilege Card status will be reviewed every three weeks. Students earning a D+ or below will not be allowed to participate in contests until their grades are C- or better or they show a consistent effort to improve, as determined by administration.

A complete list of Privilege Card benefits and requirements will be provided to students on the first day of school each year, as updates may occur.

Click the link to view the full Privilege System description for High School.

Click the link to view the full Privilege System description for Middle School.

CELL PHONE - PERSONAL COMMUNICATION DEVICES (PCD)

Per Wisconsin State Statute 118.258(1), each school board may adopt rules prohibiting a pupil from using or possessing an electronic communication device while on premises owned or rented by or under the control of a public school.

Personal Communication Devices (PCD) use is prohibited in classrooms, bathrooms, locker rooms, the LMC and hallways during class time. The use of a PCD to capture photos or videos in a locker room or bathroom constitutes a serious violation that may involve law enforcement and shall commence with no less than a Step 3 disciplinary action.

Personal Communication Devices Board Policy 5136

Infraction: Any cell phone (or other communication device) use that violates any of the cell phone (or other communication device) use provisions above.
1st offense: 1. PCD is turned over to the staff member and taken to the office 2. Parent/Guardian will be notified 3. The student may pick it up at the end of the day from the office 4. Disciplinary referral is recorded in Nextpath as documentation 2nd offense: 1. PCD is turned over to the staff member and taken to the office 2. Parent/Guardian will be notified 3. The student may pick up PCD at the end of the day from the office 4. Disciplinary Referral is recorded in Nextpath as a minor 3rd offense: 1. PCD is turned over to the staff member and taken to the office 2. Parent/Guardian will be notified 3. Parent/Guardian is required to pick up PCD 4. Disciplinary Referral is recorded in Nextpath as a major 5. Students will be required to turn in their PCD to the office daily for the remainder of the school year *Refusal to turn the cell phone over to staff when told to do so could result in an out-of-school suspension.

CLASSROOM CONDUCT (School Board Policy 5500)

The District recognizes and accepts its responsibility to create, foster and maintain an orderly and safe school environment, conducive to the teaching and learning process. Staff, including administrators and teachers, must use their training, experience and authority to create schools and classes where effective learning is possible. Students are expected to come to school and to each class ready and willing to learn. Students should be able to attend school and classes as free as reasonably possible from unnecessary and unwarranted distraction and disruption. Such behavior can interfere with the classroom environment and will not be tolerated. A student who engages in conduct or behavior as outlined in this code may be removed from class by a staff member and placed in an alternative setting in accordance with established procedures. While this code of conduct allows for removal of a student from the classroom, this code does not preclude disciplinary measures or any staff member from sending a student to the office for such. Disciplinary measures, including but not limited to, detention, suspension or expulsion may be pursued or implemented by the administration for conduct for which the student has been removed. Behavioral interventions including peer or staff mediation may, at times, also be considered. The code of conduct is applicable to all students in all school situations of student participation under the control or direction of school authorities.

1. Reasons for Removal from Class

   Student removal from class is a serious measure and should not be imposed in an arbitrary, casual or inconsistent manner. Behavioral expectations are always more constructive and more likely to be followed, when they are communicated as clearly as possible to students and staff. However, it is neither possible nor necessary to specify every type of improper or inappropriate behavior, or every inappropriate circumstance that would justify a student's removal from class under this code. It is a teacher's responsibility to maintain an appropriate educational environment for the class as a whole. Therefore, notwithstanding the provisions of this code, in every circumstance the teacher should exercise his/her best judgment in deciding whether it is appropriate to remove a student from class.

   Except as otherwise provided, a teacher may remove a student from class for the following conduct or behavior:

   a. Conduct covered by the District's policies regarding suspension and expulsion (e.g., conduct rule violations, possessing a firearm, knowingly conveying a threat to destroy any school property) and other student conduct policies/procedures requiring a student's suspension or expulsion from school (e.g. student alcohol and other drug use).

   b. Disruptive, dangerous or unruly behavior. The following behavior, by way of example and without limitation, may be determined to be disruptive, dangerous or unruly:
      i. Inappropriate physical contact intended or likely to hurt, distract or annoy others such as hitting, biting, pushing, shoving, poking, pinching or grabbing.
      ii. Inappropriate verbal conduct intended or likely to upset, distract or annoy others such as name calling, teasing, baiting or bullying.
      iii. Behavior that may constitute sexual, racial or other harassment.
      iv. Inappropriate verbal conduct likely to disrupt the educational environment.
      v. Throwing any object, particularly one likely to cause harm or damage such as books, pencils, scissors, etc.
      vi. Inciting other students to act inappropriately or to disobey the teacher or school or class rules, including without limitation inciting others to walk out.
      vii. Destroying the property of the school, a staff member, a volunteer or another student.
      viii. Loud, obnoxious or outrageous behavior.

   c. Conduct which otherwise interferes with the ability of the teacher to teach effectively. Students are required to cooperate with the teacher by listening attentively, obeying all instructions promptly and responding appropriately when called upon. A student's noncompliance may, in turn, distract others either by setting a bad example or by diverting the class from the lesson to the student's inappropriate behavior. By way of example and without limitation, this behavior includes:
      i. Open defiance of the teacher, manifest in words, gestures or other overt behavior.
      ii. Open disrespect of the teacher, manifest in words, gestures or other overt behavior.
      iii. Other behavior likely or intended to sabotage or undermine classroom instruction.

   d. Conduct which is incompatible with effective teaching and learning in the class. In some cases, a teacher may believe that a student should be removed from the class for the good of the student and in the best interest of the class as a whole. Such reasons may, but need not be disciplinary in nature, and include for purposes of illustration and without limitation irreconcilable personality differences or issues between students in the class.

2. Procedures to be followed for Removing a Student from Class and Parent/Guardian Notification
   Except where the behavior is extreme, a teacher should generally warn a student that continued misbehavior may lead to removal from class. When the teacher determines that removal is appropriate, the teacher should take one (1) of the following courses of action:
   a. Instruct the student to go to the main school office. In such case the teacher should communicate with the office the reason for the student's removal.
   b. Obtain coverage for the class and escort the student to the main school office. The teacher shall inform the building principal or designee of the reason for the student's removal from class.
   c. Seek assistance from the main school office or other available staff. When assistance arrives, the teacher or the other staff member should accompany the student to the main office. The building principal or designee shall be informed of the reason

for the student's removal.

When the student arrives at the main office, the building principal or designee shall give the student an opportunity to briefly explain the situation. If the building principal or designee is not available immediately upon the student's arrival, the student should be taken to the designated short-term removal area and the building principal or designee should speak to the student as soon as practicable.

Within twenty-four (24) hours of the student's removal from the class, the teacher shall submit to the building principal or designee a short and concise written explanation of the basis for the student's removal from class.

The building principal or designee shall notify the student's parent/guardian that the student was removed from class. The notice shall specify the class from which the student was removed, the duration of the removal and the basis for the removal as stated by the teacher. If the student's removal from class is also subject to disciplinary action for the particular classroom conduct (i.e., suspension or expulsion), the student's parent/ guardian shall also be notified of the disciplinary action in accordance with legal and policy requirements.

3. Placement Procedures

a. Short-Term Placement

Each building principal shall designate a room or other suitable place in the school that will serve as the short-term removal area.

Following referral to the main office, a student who has been removed from class may be placed in the designated short-term removal area as determined appropriate by the teacher of the class the student was removed from. At the discretion of the building principal or designee, the student may be placed in another appropriate class, program or educational setting, provided the students are supervised in such alternative setting.

Students placed in the short-term removal area shall be supervised. During their time of placement, students should be required to do work of an academic nature. Such work should ordinarily be related to the work in the class from which the student was removed or may be related to the student's misconduct. In no event should a student's time in the short-term removal area be recreation or other free time.

In most cases, a student shall remain in the short-term removal area for at least the duration of the class from which he/she was removed. Prior to allowing the student to resume his/her normal schedule, the building principal or designee shall speak to the student to determine whether the student is, or appears to be, ready and able to return to class without recurrence of the behavior for which the student was removed. In the event it is not deemed appropriate to return the student to regular classes, the building principal or designee may consider a different placement option as outlined below.

b. Long-Term Placement

Long-term placement in an alternative setting is an extremely serious step that should not be undertaken hastily or for less than compelling reasons. Such a step could have profound consequences for the affected student and his/her class, as well as any new class or teacher to which the student may then be assigned. For these reasons, long-term placement should not ordinarily be considered or implemented except after a thorough consideration of alternatives by the building principal or designee. The building principal or designee shall make all long-term placement decisions under this code.

If a classroom teacher believes that the best interests of the student and/or the class require the student's long-term placement in an alternative setting, the teacher should so notify the building principal in writing. Such statement should set forth as clearly and completely as possible: (a) the basis for the placement request; (b) the alternatives, approaches and other steps considered or taken to avoid the need for the student's removal from class; (c) the impact, positive and negative, on the removed student; and, (d) the impact, positive or negative, on the rest of the class.

Upon receipt of such statement, the building principal or designee, may at his/her discretion, consult with the teacher and/or other district staff. In most cases, it is also appropriate to inform and consult with the student's parent/guardian and the student involved in the request for a long-term placement in an alternative setting.

Following consideration of the teacher's statement and any other information, the building principal or designee shall, at his/her discretion, take one (1) of the following steps:

i. Place the student in an alternative education program as defined by law;
ii. Place the student in another area in the school or in another appropriate place in the school;
iii. Place the student in another instructional setting; or
iv. Return the student to the class from which the student was removed if the building principal or designee determines that readmission to the class is the best or only alternative.

The student and/or the student's parent/guardian will have the opportunity to meet with the building principal or designee and/or the teacher(s) who made the request for the student's long-term placement in an alternative setting. Where possible, this meeting shall take place within five (5) days of the request for a meeting. The building principal or designee has the authority to make a determination regarding the student's placement and implement the placement plan.

4. Removal and Placement Procedures for Students with Disabilities

   A student with a disability may be removed from a class by a teacher and placed in an alternative educational setting only to the extent authorized by state law and federal law (e.g., Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act and related regulations).

5. Code Dissemination

   Students, parents/guardians and teachers shall be informed of this code of classroom conduct annually.

Suspension Procedures

1. While on suspension, a student is assigned to the Office unless the infraction warrants mandatory out-of-school suspension, or when the student's presence in the building poses a threat to the orderly operation of the school. Students assigned to in-school suspension must obtain assignments from their teachers and complete the work by the time they return to class. In case of lab situations, makeup work is due at the discretion of the teacher. If work is not completed on time, the teacher may require the student to come in after school and complete the work. All other rules pertaining to conduct in the Office are applicable. Students who are suspended may not attend any school events home or away or be on school grounds while on suspension.
2. Students who are suspended out of school may complete their missed work. Students need to talk to their teachers and the absence (Attendance see page policy) will apply to days they have to complete and turn in their work.
3. No suspension from school shall be imposed without an administrative conference with the pupil, except where it appears that the pupil will create an immediate and substantial danger to himself/herself or to persons or property around the student.
4. Notice of the grounds for suspension shall be given to the pupil at the suspension conference. His or her parent or guardian shall also be notified of this information and the suspension.
5. In the event a student is suspended without an administrative conference, written notice shall be mailed to the pupil and his/her parent/guardian within 24 hours of the suspension. Whenever possible, however, the parents or guardians shall first be notified by telephone or personal contact at the time of suspension.

Expulsion Procedures

1. For these reasons the school administration believes the interest of the school demands the student's expulsion:
2. The student is guilty of REPEATED refusal or neglect to obey school rules, OR
3. The student 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, OR
4. The student engaged in conduct while at school or while under the supervision of a school authority which endangered the property, health or safety of others, OR
5. The student while not at school or while not under the supervision of a school authority engaged in conduct which endangered the property, health or safety of others at school or under the supervision of a school authority, OR
6. The student endangered the property, health or safety of any employee or school board member of the school district in which the pupil is enrolled, OR
7. The student (being at least 16 years old) 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 does not constitute grounds for expulsion under any of the other five categories listed above, OR
8. The student, while at school or while under the supervision of a school authority, possessed a firearm in which case the student shall be expelled not less than one year.

CO-CURRICULAR PROGRAMS

When participating in a co-curricular activity, remember that you are a representative of the Cadott School District. It is our duty to extend courtesy to other school representatives. Our co-curricular offerings are:

Archery	Drama	Golf	Student Council
Art Club	Equestrian Club	Gymnastics	Trap Shooting Club
Baseball	FBLA (Future Business Leaders of America)	HOSA (Health Occupations Students of America)	Travel Club
Basketball	FCCLA (Family, Career and Community Leaders of America)	Math Club	Track
Best Buddies Club	FFA	NHS (National Honor Society)	Volleyball
Cross Country	Football	Science Olympiad	Wrestling
Dance	Forensics	SkillsUSA	
Debate Club	Gaming Club	Softball	

CO-CURRICULAR RULES FOR PARTICIPATION

1. A student must carry the minimum credits required per trimester (See Credit Requirements).
2. A student (non athletic-see list above) who fails in more than one subject for any nine-week period shall be ineligible for a period of fifteen consecutive school days from the date the ineligibility list is posted. The student will regain eligibility upon proof of passing from the instructor.
3. Athletes must be passing all of their classes to be eligible. Trimester grades will be used to determine eligibility. If an athlete failed to do passing work in classes at the end of the quarter grading period, he or she will be ineligible. (See Athletic Handbook)
4. A position of leadership carries with it the responsibility of a good example: therefore, any disciplinary infraction is reason for becoming ineligible and dropped from a position of leadership. Students receiving a major disciplinary referral may be removed from leadership positions and be ineligible for club specific scholarships.
5. Students must be in school all day if they are to practice or participate in any co-curricular activity that day. Medical and other appointments will be acceptable if approved by school officials in advance. This includes band, choir/musical, forensics, drama, FFA, FBLA, athletics, etc.

CONDUCT AT EVENTS

1. All students shall be ready to stand at attention during the playing of the *Star Spangled Banner* - which will take place just prior to the start of each varsity contest.
2. Students should not leave the bleachers while the game is in progress.
3. There shall be no "horseplay" in the stands, on the field or in the gym.
4. Students are not to be on the football field or gym floor the evening of a contest.
5. Stomping on bleachers is prohibited.
6. There shall be no booing or other unsportsmanlike conduct by students at an athletic contest.
7. Attending athletic contests is a privilege. Students who do not behave at athletic contests will lose the privilege of attending future contests.
8. Adults are asked to abide by the above rules and set a good example for students.
9. Students assigned to After School Study Club, or who are failing courses, are not allowed to attend events until their academic status has been satisfactorily resolved.
10. Students must be in attendance at school for the full day in order to attend an after school event (unless the absence is approved by the principal).

COUNSELING/STUDENT SERVICES

The Wisconsin Developmental Guidance Model provides the basis for the Cadott School Counseling Program. Students are provided opportunities to develop competencies in the learning/educational, personal/social, and career vocational areas through classroom instruction, small groups, and individual counseling. The expertise of the school staff, parents, community, agencies, and business and industry is enlisted to assist in delivering this program. Interviews are confidential. You do not have to have a "problem" to see your counselor. Your school counselor will not make decisions for you, but will help you to get information and

to think through your decisions. Student Services is available with information on jobs, colleges, vocational schools, etc. Set up an appointment today.

The Cadott Community School District also has a partnership with community-based mental health providers to expand upon our school-based mental health framework to promote relationships, engagement, and learning. This partnership supports our district's development of a continuum of supports for students with mental health needs by providing intensive, ongoing strategies to support those with significant needs. Payment/Insurance options for services are coordinated by families and providers. Interested families can contact the Pupil Services Department for additional information.

CREDIT REQUIREMENTS FOR HIGH SCHOOL

ENGLISH-4 CREDITS
English 9
English 10
English 11 or AP/TC English
English 12 or AP/TC English

MATHEMATICS-3 CREDITS
1. At least one freshman course:
Algebra A&B
2. Geometry A&B
3. 1 additional math credit
4. Additional math is highly recommended.

SOCIAL STUDIES-3 CREDITS
American Government or AP Government
World History or U.S. History
1 additional social studies course.

SCIENCE-3 CREDITS
1 credit Biology
1 credit Physical Science
1 additional science credit

PHYSICAL EDUCATION-1 1/2
½ credit in grade 9 (required)
1 additional credit
*½ Credit may be waived with a PE waiver through participation in a WIAA sanctioned sport

PERSONAL FINANCE - ½ CREDIT
May be taken in Grades 10 - 12

HEALTH EDUCATION
½ credit required, grade 9 through 12

ATTENDANCE
Four full years - to be qualified for a diploma from in attendance on all regularly scheduled school days except for approved absences during four entire school years. Exceptions must be approved by the Board of Education through petition in advance.

CREDIT REQUIREMENTS
26.5 credits needed for graduation for class of 2027
Maximum Credit load - 2.5 per trimester

School policy permits ONE additional credit per semester, which may be earned outside the regular day.

DANCES

School dances and other school functions are held to provide organized and supervised and wholesome activity for high school students in grades 9-12. Junior high students may not attend high school dances. Arrangements for social functions must receive approval by the principal. Teachers and/or parents, including both genders, must be at all school dances. A police officer may be required to prevent outside interference with the social event. The sponsoring group will pay the cost of hiring the police officer.

The following regulations will be in effect:

1. All school dances are closed to the public. Current Cadott students may bring a guest as long as the guest is a current high school student and has completed the Cadott High School Guest Permission Form with permission from their principal.
2. Students over the age of 19 are not permitted, unless they are a current CHS student in good standing.
3. A student leaving the building will not be allowed to re-enter.
4. The sponsoring organization will set and publish the dress standards as well as attendance standards. School appropriate attire is required at all times.
5. Students and guests will refrain from excessive public displays of affection. This includes dancing in a manner that is deemed unacceptable (sexual in nature).
6. Hours for the function must be pre-approved by the principal.

HOMECOMING:

Homecoming is a tradition that dates back to a time when travel was limited and alumni gathered to watch the home team play football, and to celebrate their reunion. At this celebration, a homecoming King and Queen and a court were selected to represent the student body to the alumni and community. Each year Homecoming week culminates in a dance and Royalty is presented to the community.

WINTER DANCE (Snowball / Cabin Fever):

Snowball is an optional dance that requires annual permission from the principal. Traditionally it has been a "Snowball" celebration.

PROM:

The Junior Prom is a spring formal. Once again, this is an opportunity for students to interact socially. Each year, the junior class selects a theme for their prom, and crowns a King and Queen.

VOTING:

The following criteria should be considered when voting for royalty:

1. Practice good citizenship by exercising your right to vote.
2. Vote according to personal beliefs for the person you believe best represents our student body.
3. Students may represent their class on court as many times as they are voted on. **A student may be crowned king/queen once during their high school years.**

DRESS CODE

Acceptable Dress & Grooming
Your dress or grooming will meet the general decency standards of our community and school
Your dress or grooming will not endanger the public health and safety of other students
Shoes that are designed for outdoor wear
Students will wear clothing that covers their stomachs, chests, backs, buttocks, and undergarments
Hats must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff, and may not cover the ears
Special classes (shops, labs, etc.) may establish additional rules for dress and hair

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Non- Acceptable Dress & Grooming
Wearing of insignia, buttons, etc. which are derogatory to other persons, groups, etc.
Hoods are not allowed to be worn as they can cover up ear buds which are not allowed during instruction
Clothing articles that cause undue school maintenance problems, such as shoes that cause excessive floor marking
Clothing articles that advertise products that are illegal to minors such as alcohol, tobacco, etc. or articles of clothing or jewelry counter to our educational message (principal's discretion)
The wearing of outdoor coats and jackets that are meant for cool or cold weather from 8:00 am to 3:30 pm
Clothing articles with indecent writing/graphics, or any messages intended to intimidate others
Half shirts, tube tops, tops that expose the wearer's midriff or undergarments, bottoms that expose the wearer's pelvic bones/region, a portion of the wearer's buttocks, or undergarments
Any shirt that is ripped, torn, or cut more than one inch below the armpit
Flags to be worn as a cape or as an article of clothing

Any article of clothing or attire that causes a substantial disruption to the learning of others may result in the student being asked to remove the article of clothing or cover it up. Students who violate the rules for school dress and grooming will be asked to change or further disciplinary action may follow. In cases of dispute, the Building Administration will have the final say on what is deemed inappropriate attire. These expectations will be enforced during the school day and at all school-sponsored events.

EMERGENCY SCHOOL CLOSINGS

If it is necessary to close the school because of inclement weather or some other reason, it will be announced on the air as soon as a decision is made. Students will be dismissed as usual. Please turn your radio or TV on, as these are the stations that will be contacted:

WEAU-TV 13	WAXX - 104.5	WEAQ - 96	WBIZ - 100
WQOW - 18	WWIB - 103.7	WAYY - 1100	I-94 - 94

SCHOOL CLOSINGS

The following procedures will be followed if a storm develops and school must be closed.

1. The weather forecasts and road conditions are checked well in advance of any closing.
2. Announcements of closing of school will be made via local radio stations and television stations between 6 and 7 a.m. or during the day if a storm develops after the students arrive.
3. If weather is questionable and there is a delay in school starting, announcements will be made via radio and television stations as to bus and school starting time and kindergarten classes.
4. If a storm develops while students are in school and they would have to start home early, the local radio and television stations would be used to alert the parents of an early dismissal.
5. The following stations will carry closing information: WEAU-TV; WEAQ; WWIB; WAXX; AND WBIZ.

FIELD TRIPS, CLASS TRIPS and ATTENDING SPECIAL EVENTS

Field trips, class trips, and attending special events are part of the total educational program in the Cadott Community School District. They are also considered privileges to be earned. Students will earn the privilege of participating in the above activities by demonstrating good conduct throughout the school year. A student may be denied the privilege of some or all of these activities due to misconduct or missing schoolwork. Teachers will inform parent of trip particulars and possible costs as they occur. Parents should understand that if they choose not to have their child participate in a field trip opportunity, the child is expected to attend school as it is still considered an official school attendance day. If a child is denied a field trip opportunity because of misbehavior or unfinished schoolwork, he/she must still attend school. It is considered an official day of attendance.

Chaperones - We welcome parents who can take the time to chaperone field trips and teachers will contact parents as the various opportunities arise. There are several guidelines that need to be in place for the safety of all:

- Students who are participating in a field trip activity are to report to school as usual and leave on the bus with the rest of the class.
- Parents who are chaperoning also need to come to school to get the information needed for the trip and travel on the bus with the children unless an exception is made by the principal.
- Neither the student nor the parent/chaperone should be meeting a class at the trip destination.

There are several reasons for these guidelines. First of all attendance needs to be taken, instructions need to be given to both the students and chaperones, and students need to know who their particular chaperone is. Chaperones need to know which students they are responsible for, what the expectations are for helping the teacher and the students, and the parameters of the trip.

FOOD GUIDELINES

A nutrition break and a hot lunch are provided for students. Students may bring their breakfast/lunch and purchase milk. Lunches are to be eaten only in the lunchroom with the exception of if a student has a pass to bring their food to a classroom. Students may not leave the school during the school day or during lunch unless the office has approved this or they have senior privilege.

Students may only bring water into the classrooms. No caffeinated beverages, energy drinks, or coffees are permitted.

FOOD SERVICE - HOT LUNCH PROGRAM

We have a very good hot lunch program and hope the children will take advantage of it. The state designates a meal program called offer vs. serve. A student is required to take at least three of the five dishes or items that are available.

Opening Your Lunch Account - We ask for your cooperation in getting the program started each year. We are requesting a minimum of $30.00 to be deposited to your account. You will be notified that the account is nearing a zero balance.

Maintaining Your Account - As your account balance reaches a certain point the student will be notified that the account is nearing a zero balance. Money may be sent to the Administrative Office or brought in to the elementary office. Please do not include monies for other activities in this check. Please keep a balance in your account. You may also check your account through Family Access on our website.

Milk - Each student will receive one carton of milk with their hot lunch. Additional cartons of milk or milk without a hot lunch may be purchased. The amount will be deducted from the account.

Refund Policy - There will be no refunds on account balances at the end of the year. The balance will be carried over to the next school year unless your student is moving from the district or graduating.

Using Someone's Number - Students will not be allowed to use another student's number. When the number is entered into the computer the name of the person to which that number has been assigned will come up on the computer screen.

Free or Reduced Price Meals - Free or reduced price meals are available according to government established financial need forms. Families who plan to apply for this program are required to fill out and return the proper application forms, which are available at the school office. All information on the application as well as student participation in the program is kept in the strictest confidence. The application must be made EACH YEAR even if a family was on the program previously, and must be approved by the superintendent of schools. Free and reduced number will be handled in the same manner as the regular priced meals.

GRADING SCALE

Cadott Junior/Senior High School utilizes a uniform grading scale for all of the classes. Maximum GPA credit per semester course is .5.

A	93%-100%	C	73%-76%
A-	90%-92%	C-	70%-72%
B+	87%-89%	D+	67%-69%
B	83%-86%	D	63%-66%
B-	80%-82%	D-	60%-62%
C+	77%-79%	F	59% and under

GRADE POINT AVERAGE (GPA)

High school classes that are approved by the board for graduation credit are calculated in the GPA except the following:

1. Service activites
2. Classes that give a grade of pass or fail.

Courses will be identified as:

Honors: Courses that are part of the Advanced Placement (AP) program and courses that are articulated to allow Advance Standing (AS) or Transcripted Credit (TC) at post-secondary institutions. Honors courses will be included in GPA calculation regardless of location taken.

Regular: All courses that are not identified as "Honors" courses.

Grade point averages is figured with the following letter values:

LETTER GRADE	HONORS COURSE	REGULAR
A	5.000	4.000
A-	4.584	3.667
B+	4.166	3.333
B	3.750	3.000
B-	3.334	2.667
C+	2.916	2.333
C	2.500	2.000
C-	2.084	1.667
D+	1.666	1.333
D	1.250	1.000
D-	0.834	0.667
F	0.000	0.000

GRADUATION REQUIREMENTS/EXERCISES

All credits required for graduation must be earned with a passing grade by the end of the last scheduled senior school day that precedes graduation practice. A grade of "F" or "I" (incomplete) is not a passing grade and will eliminate a senior from graduation practice and the graduation commencement ceremony. Seniors must be in good standing, with all obligations met (fines, fees, suspensions served, etc.) in order to participate in the graduation ceremony.

The junior male with the highest G.P.A. and the junior female with the highest female G.P.A. in their class will be invited to participate in the graduation ceremony as junior marshals. If they decline the invitation the next student of their gender in line will be extended the invitation.

HARASSMENT

The Cadott Community School District believes strongly in the dignity and respect of each individual. Therefore, we are committed to maintaining a work and educational environment free from sexual and other forms of unlawful harassment. The District is also committed to maintaining a workplace free from all forms of harassment and conduct that adversely affect an employee's productivity. The District prohibits and will not tolerate harassment of any employee or student. Everyone should be able to work and attend school in an environment free of harassment whether from internal or external sources.

It is the responsibility of each and every student and employee to strive to maintain a working and learning environment free of all inappropriate and unwelcome conduct or communication of an offensive nature. To help in this effort, every student and employee should become familiar with this policy, report alleged incidents of harassment in accordance with established District procedures, and conduct himself/herself in a manner, which is expected of all students and employees. If a student is found to have engaged in harassment in violation of this policy, he/she will be subject to school disciplinary action, up to and including suspension and/or expulsion from school. If an employee is found to have engaged in harassment, he/she will be subject to disciplinary action up to and including termination from employment. If a supervisor is aware of harassment of students or employees, and fails to take immediate action against it, the supervisor shall be subject to discipline, up to and including termination from employment.

There shall be no retaliation against any employee or student who files a harassment complaint, or who cooperates in the investigation of a harassment complaint, under this policy. Any person who engages in retaliatory conduct in violation of this policy will be subject to disciplinary action.
This policy and accompanying complaint procedures will be made available to all students and District employees on an annual basis.

HARASSMENT PROCEDURES

Harassment may be sexual in nature or may relate to other forms of unlawful discrimination in the workplace. Harassment may be in verbal, non-verbal or written form. All forms of harassment are impermissible. Harassment may occur; student-to-student, student to staff, staff to student, staff to staff, male to female, or female to male. In such a case, all suspect conduct will be subject to immediate, confidential investigation and action.
Sexual harassment in the work and education environment is a violation of state and federal law. Sexual harassment in the work and education environment is a violation of state and federal law. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term of condition of an individual's employment or education.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual; or,
3. Such conduct has the purpose or effect of unreasonably interfering with an employee/student work/school performance or creating an intimidating, hostile, or offensive working/educational environment.

Specific actions that can be viewed as harassment include:

- Unsolicited verbal sexual comments and harassment;
- Subtle pressure for sexual activity;
- Sexist remarks about a person's body or sexual activities;
- Patting, pinching or unnecessary touching;
- Sexual or racially oriented jokes, stories and materials (i.e. calendars, posters, magazines);
- Demanding sexual favors accompanied by implied or overt threats concerning one's employment;
- Attempted or actual physical assault.

Harassment can also be found to occur where no adverse employment or education disruption has occurred, but where the working/education environment has become hostile and intolerable.

Procedure:

The Cadott Community School District is committed to give all employees/students to someone in administration whom they can talk confidentially with about a harassment concern. For persons who believe they have experienced or observed harassment, there are several ways to deal with the issue. There are a number of options. Contact any of the following people:

- A supervisor
- A school principal
- A school counselor
- School District Administrator
- The district's Equal Opportunity Coordinator
- Members of the District Health and Safety Committee

Informal Action:

It is not necessary to take any action before filing a formal grievance. Verbal and written approaches to the harasser are only suggested for those who want to try to resolve the issue themselves.

To make a verbal request, we suggest that thoughts are put in writing first. Whichever course taken, written or verbal, outline the following:

1. State the facts. Be as precise as possible and give times and dates possible.
2. Describe personal feelings or reactions to the incident(s).
3. State what should happen next. To stop the behavior, and then state just that – stop that behavior.

Document the meeting by including harasser's reaction to the request. If sending a written request, deliver the letter to the alleged harasser personally or have someone accompany you to witness the delivery. The witness need not know the content of the letter.

Several objectives can be accomplished by utilizing the informal recourse:

- Letting the individual see the offensive behavior from your perspective;
- Giving that person a chance to correct the situation or to explain the behavior;
- Providing a fair warning to those accused of inappropriate behavior (direct and clear examples stated);
- Allowing you to present a clear response to the alleged harasser's behavior;
- Allowing you to deal with the actions in a non-threatening manner and environment

In the event an informal approach is not utilized or is unsuccessful, more formal action is required.

Formal Complaint Procedure

Confidentiality: All personnel involved in the investigation of a complaint shall keep information confidential in order to protect the parties involved in the investigation and authorized by law to have access to the information.

Employees/students who believe they have been sexually harassed or otherwise unlawfully harassed in violation of Board policy 5517 should file a written complaint with any of the individuals listed above. The written complaint should contain as much specific factual information as the employee/student can provide along with suggestions as to what that person would like to see done to resolve the problem. The recipient of the written complaint shall refer the matter to the Building Principal or if the Building Principal is the source of the complaint, to the District Administrator. The complaint shall be thoroughly investigated. In all cases, the complaining employee/student will be advised as to the results of the District's investigation and the remedial action the District intends to taken, if any.

In the event the employee/student is not satisfied with the result of the investigation, the employee/student may appeal the decision to the District Administrator. In all cases, the complaining employee/student will be advised as to the results of the District's investigation and the remedial action the District intends to take, if any.

In the event the employee/student is not satisfied with the District Administrator's recommendation, he/she may appeal the decision to the District Health and Safety Committee. In all cases, the complaining employee/student will be advised as to the results of the District's investigation and the remedial action the District intends to take, if any.

District Health and Safety Committee: The District Health and Safety Committee shall hear complaints of harassment. The District Health and Safety Committee shall also meet periodically to implement the education and training of students/staff regarding the existence of Board policy 5517 and to consider suggestions regarding modifications to or improvements of Board policy 5517.

In the event the employee/student is not satisfied with the District Health and Safety Committee's recommendation, he/she may appeal the decision to the Board. In all cases, the complaining employee/student will be advised as to the results of the District's investigation and the remedial action the District intends to take, if any.

The above procedures do not limit access to alternative actions or appeals available to the complaining party under state or federal law.

HEALTH AND WELNESS

ILLNESS IN SCHOOL

1. If you become ill, you should tell a teacher and then report directly to the OFFICE. After thirty minutes on the sick bed, arrangements will be made to transport the student home, to a doctor, or the student will return to class.

2. In the case of severe injury, the office should be contacted immediately. The school will then aid the student and make arrangements for transportation.

IMMUNIZATION SCHEDULE

Age/Grade	Number of Doses					
2 yrs – 4 yrs	4DTP/DTaP/DT		3 Polio	3 Hep B	1 MMR	1 Var*
Grades K – 4	4 DTP/DTaP/DT/Td		4 Polio	3 Hep B	2 MMR	2 Var
Grade 5	4 DTP/DTaP/DT/Td		4 Polio	3 Hep B	2 MMR	1 Var
Grades 6-10	4 DTP/DTaP/DT/Td	1 Tdap	4 Polio	3 Hep B	2 MMR	2 Var
Grade 11	4 DTP/DTaP/DT/Td	1 Tdap	4 Polio	3 Hep B	2 MMR	1 Var
Grade 11	4 DTP/DTaP/DT/Td	1 Tdap	4 Polio	3 Hep B	2 MMR	2 Var

**Var means Varicella (chickenpox). A history of chickenpox disease is also acceptable.*

MEDICATION

If your child is required to receive medication during school hours, school personnel must administer it.

An **Authorization to Administer Prescription Medication** by School Personnel form must be completed and signed by the parent/guardian before any medications are administered. If the medication is a prescription medication, a doctor must sign the form as well. The **original** prescription container with label affixed **must** accompany this form. Forms may be obtained from the school office.

HONOR ROLL

The Cadott scholastic honor roll is based on a 4.0 point system with A earning 4.0; and A- earning 3.67, B+ earning 3.33; a B earning 3.0 and so on. High school students must be carrying a 6.75 credit class load to be eligible for the honor roll. Any high school student who receives a D or an F for the semester is disqualified. Any junior high student who receives a D or an F for the trimester is disqualified.

The high school honor roll is compiled at the end of the first semester and at the end of the school year. The junior high honor roll is compiled every trimester.

A student receiving a rating of 3.67-4.0 receives a rating of High Honors. A student receiving a composite score of 3.00-3.66 receives a rating of Honorable Mention. All subjects are included in the composite score with the exception of post secondary option courses and service activities (office worker, tutor, teacher assistant, and LMC worker).

Cadott High School Administration shall honor the top two students of each graduating class based upon grade point averages through the completion of the 2nd trimester of the senior year. . Averages will be carried to the 1000th place and rounded to the 100th place. If co-valedictorians are named, no salutatorian(s) will be named. However, if one valedictorian is named, any ties for salutatorian will be awarded.

Seniors with a cumulative grade point average of 3.67 or better at the end of the 2nd trimester will receive honor cords for graduation.

INCOMPLETE GRADES

Any grade recorded at the end of the marking period (trimester) is to be changed no later than two weeks (10 days; Monday-Friday) after the grading period is completed.

“I” (Incomplete). This mark is normally used for students who have had excused absences at the end of the marking period and have not had sufficient time to make up work necessary to receive a grade. Normally, incompletes must be made up within two weeks (10 calendar days) after the end of the trimester. Make-up work in case of extended absences due to illness will be given special consideration proportionate to the length of the illness.

- Students needing additional time to complete assessments need to be encouraged to discuss and make arrangements (plans to complete the work) directly with their teacher – learning and practicing good communication skills. An “incomplete” may then be assigned.
- Following the 10 day period, the student’s progress toward completion will be assessed and a final grade must be assigned.
- In cases of error, miscalculation, submission of completed work, a teacher may, at their discretion, modify a grade utilizing established building procedures after the final grade has been submitted.

INDEPENDENT STUDY AND SERVICE ACTIVITIES

High school students who enroll in a service activity or independent study must meet all of the following criteria;

1. No final trimester grades of "F" during the trimester grading period prior to the service activity or independent study.
2. No truancies during trimester prior to service activity or independent study.
3. No out-of-school suspension (Step 5) during the trimester prior to the service activity or independent study.
4. Cannot be behind in credits for graduation.
5. Juniors or seniors may take an independent study to replace an elective class once per year only.

LIBRARY MEDIA CENTER RULES

The LMC is a place where students and teachers may research a project or read recreationally from the many magazines and books that are provided. So everyone is assured of a quiet place to carry out these activities, the library staff will ask disruptive students to leave. Books and materials may be checked out for a designated amount of time. Students who return materials late will be fined. Lost materials will be charged the cost of replacement.

LOCKERS

A student locker is provided by the school for the convenience of the student. THE LOCKER IS TO BE USED SOLELY AND EXCLUSIVELY FOR THE STORAGE OF OUTER GARMENTS, FOOTWEAR, AND SCHOOL RELATED MATERIALS AND NO STUDENT SHALL USE THE LOCKER FOR ANY OTHER PURPOSE. Open containers such as pop bottles, cans, etc. are not permitted.

Locker signs must be school activity related (or approved by the principal), and must be secured to the lockers with painter's tape and approved in advance, by the principal. Locker signs that don't meet these criteria will be removed.

The locker is the property of the Cadott School District. **The student's locker may be opened and inspected by school authorities**. Unauthorized items found in the locker may be removed and held by the school for return to the parents or guardian of the student. If the inspection authority suspects that possession or storage of unauthorized items found in the locker involves a violation of the law, such items shall be turned over to law enforcement officials, parents of students shall be notified of such action.

STUDENTS MUST KEEP LOCKERS LOCKED

MONEY-MAKING PROJECTS

Any class or organization wishing to sponsor a money making activity must have the approval of the principal. This activity must have an educational basis, not just be for fun. Any damages incurred during the activity must be paid for by the sponsoring organization.

MUSIC PROGRAMS/LESSONS

The Cadott School District considers instrumental and vocal music an integral part of the educational experience for all students. The district offers lessons during the school day to enhance the class learning of these students. Music students in grades 5 - 12 are not allowed to have

lessons scheduled during their math, reading or english language arts classes but may have lessons scheduled during other times of the school day.

PASS/CREDIT REMEDIATION

PASS is an alternate educational program that may be used for high school students who are short credits for graduation. Students may earn a grade of D (60%) only. Work must be completed in all five booklets. Students must pass three of the five tests with a score of 70% or better. Completion of the above requirements will earn .50 credits toward graduation. The grade will be figured into the GPA.

PEP ASSEMBLIES

Pep assemblies may be held as special needs might indicate. They will be sponsored by organizations, coaches, and advisors and will primarily consist of the Pep Band and skit or speaker. These assemblies should be planned in advance and not be a spur of the moment activity. All skits must be approved in advance by the advisor and principal.

PETS (Policy 8390)

Pets are not allowed in school, on school grounds, or at school functions unless permission has been given by the principal.

The Board of Education recognizes that there are many occasions when animals are present on District property and many reasons for those animals' presence. Animals are commonly utilized by teachers during classroom presentations and are often housed in classrooms and other locations on campus. Additionally, employees, students, parents, vendors, and other members of the public may be accompanied at school by a service animal in accordance with Federal and State law and this policy.

This policy shall apply to all animals on District property, including service animals.

Definitions

A. "Animal": Includes any living creature that is not a human being.

B. "Service animal": any guide dog, signal dog, or other animal that is individually trained or being trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone or fallen objects, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

   The Americans with Disabilities Act (ADA) has also specifically defined a miniature horse as an animal that can serve as a service animal, so long as the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability. To better determine whether the Board must allow for the use or a miniature horse or make modifications to buildings, the Board should refer to Section 35.136 (c) through (h) of the ADA.

Vaccination, Licensing and/or Veterinary Requirements

Animals housed on District property or brought on District property for any school purpose, such as to conduct random searches for illegal substances or to support classroom activities, or brought on to District property on a regular basis for any purpose, including service animals, must meet every veterinary requirements set forth in State law and County regulation/ordinance, including but not limited to rabies vaccination or other inoculations required for the animal to be properly licensed.

Non-Service Animals in Schools and Elsewhere on District Property

Animals permitted in schools and elsewhere on District property shall be limited to those necessary to support specific curriculum- related projects and activities, those that provide assistance to a student or staff member due to a disability (e.g., seizure disorder), or those that serve as

service animals as required by Federal and State law. Taking into consideration that some animals can cause or exacerbate allergic reactions, spread bacterial infections, or cause damage and create a hazard if they escape from confinement, the Principal may permit non-service animals to be present in classrooms to support curriculum-related projects and activities only under the following conditions:

A. the staff member seeking approval to have a non-service animal in his/her classroom shall:
B.
    1. provide a current satisfactory health certificate or report of examination from a veterinarian for the animal, if required by applicable law or ordinance;
    2. take precautions deemed necessary to protect the health and safety of students and other staff;
    3. ensure that the animal is treated humanely, keeping it in a healthy condition and in appropriate housing (e.g., a cage or tank) that is properly cleaned and maintained;
    4. keep the surrounding areas in a clean and sanitary condition at all times; and
    5. other staff members and parents of students in areas potentially affected by animals have been notified in writing and adjustments have been made to accommodate verified health-related or other concerns.

Except where required by law, the presence of a non-service animal shall be disallowed if documented health concerns of a student or staff member cannot be accommodated.

Service Animals for Students

A service animal is permitted to accompany a student with a disability to whom the animal is assigned anywhere on the school campus where students are permitted to be. A service animal is the personal property of the student and/or parents. The Board does not assume responsibility for training, daily care, or healthcare of service animals. The Board does not assume responsibility for personal injury or property damage arising out of or relating to the presence or use of service animals on District property or at District-sponsored events.

A service animal that meets the definitions set forth in the ADA and this policy shall be under the control of the student with a disability, or a separate handler if the student is unable to control the animal. A service animal shall have a harness, leash, or other tether, unless either the student with a disability is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the student's control (e.g., voice control, signals, or other effective means), or under the control of a handler other than the student.

If the student with a disability is unable to control the service animal and another person serves as the animal's handler, that individual shall be treated as a volunteer and, as such, will be subject to Policy 8120.

Removing and/or Excluding a Student's Service Animal

If a service animal demonstrates that it is not under the control of the student or its handler, the Principal is responsible for documenting such behavior and for determining if and when the service animal is to be removed and/or excluded from school property. Similarly, in instances when the service animal demonstrated that it is not housebroken, the Principal shall document such behavior and determine whether the service animal is to be removed and/or excluded from school property.

The Principal should notify the District Administrator prior to or as soon thereafter as is practicable when a service animal has been removed and/or excluded, and, immediately subsequent to such notification, document the reasons for the removal and/or exclusion. The Principal's decision to remove and/or exclude a service animal from school property may be appealed in accordance with the complaint procedure set forth in Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity.

The procedures set forth in Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity does not intend to interfere with the rights of a student and his/her parents or an eligible student to pursue a complaint of legally prohibited discrimination with the United States Department of Education's Office for Civil Rights or the Department of Justice.

Eligibility of a Student's Service Animal for Transportation

A student with a disability shall be permitted to access School District transportation with his/her service animal. There may also be a need for the service animal's handler, if the handler is someone other than the student, to also access School District transportation. When a service animal is going to ride on a school bus owned, leased, or contracted for by the District, the student and his/her parents, or eligible student, and the handler, if s/he is someone other than the student, shall at the discretion of the Principal, an orientation will take place for students and staff who will be riding the bus/vehicle with the service animal regarding the animal's functions and how students should interact with the animal.

The service animal shall board the bus by the steps with the student, not a lift, unless the student uses the lift to enter and exit the bus. The service animal must participate in bus evacuation drills with the student. While the bus is in motion, the service animal shall remain positioned on the floor, at the student's feet. A determination shall also be made regarding whether the service animal should be secured on the bus with a tether or harness.

Situations that would cause cessation of transportation privileges for the service animal include:

A. the student, or handler, is unable to control the service animal's behavior, which poses a threat to the health or safety of others; or
B. the service animal urinates or defecates on the bus.

The student and his/her parents shall be informed of behaviors that could result in cessation of transportation privileges for the service animal, in writing, prior to the first day of transportation. If it is necessary to suspend transportation privileges for the service animal for any of the above reasons, the decision may be appealed to the Principal.

Although transportation may be suspended for the service animal, it remains the District's responsibility to transport the student. Furthermore, unless the behavior that resulted in the service animal's removal from the bus is also documented during the school day, the service animal may still accompany the student in school.

Service Animals for Employees

In accordance with Policy 1623, Policy 3123, and Policy 4123 - -Section 504/ADA Prohibition Against Disability Discrimination in Employment, the Board provides qualified individuals with disabilities with reasonable accommodation(s). An employee with a disability may request authorization to use a service animal while on duty as such an accommodation. The request will be handled in accordance with the ADA mandated interactive process.

Service Animals for Parents, Vendors, Visitors, and Others

Individuals with disabilities who are accompanied by their service animals are permitted access to all areas of the District's facilities where members of the public, as participants in services, programs or activities, as vendors, or as invitees, are permitted to go. Individuals who will access any area of the District's facilities with their service animals should follow the building's standard visitor registration procedures and are encouraged to notify the Principal that their service animal will accompany them during their visit.

An individual with a disability who attends a school event will be permitted to be accompanied by his/her service animal in accordance with Policy 9160 - Public Attendance at School Events.

PHYSICAL/PUBLIC DISPLAY OF AFFECTION (PDA)

Physical/public displays of affection between students is not considered acceptable behavior in school or on the school grounds. Students have the responsibility to conduct their behavior in such a way that it does not disrupt the learning environment or offend others. This includes inappropriate public displays of affection. Holding hands is allowed. Other, inappropriate, actions such as; kissing, hugging, etc. is not allowed and will be dealt with through the Disciplinary Infractions section of the handbook – specifically G-3 – Necking, groping and other inappropriate displays of affection.

PROMOTION/RETENTION POLICY

The Board of Education recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement and growth that is with his/her own development.

Such pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each.

A student will be promoted to the succeeding grade level when s/he has:

- completed the course requirements at the presently assigned grade;
- in the opinion of the professional staff, achieved the instructional objectives set for the present grade;
- demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
- demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

Following sound principles of child guidance, the Board discourages the skipping of grades.

PROPERTY DAMAGE

It is the policy of the Cadott Board of Education (Board Policy 5513) that students pay for damage to school property caused by carelessness or deliberate acts of violence and vandalism.The school furnishes all textbooks, workbooks or computer devices. Any damaged or lost books will be assessed and the student is expected to pay for them at replacement cost.

RECORDS (Board Policy 8330)

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

Except for data identified by policy as "directory data," student "personally identifiable information" includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees.

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

The Board may enter into a memorandum of understanding with a county department underState statutes (s. 46.215, 46.22 or 46.23) or a tribal organization, as defined under Federal law, that permits disclosure of information contained in student records as provided under State law in cases in which the student's parent, if the student is a minor, or the student, if the student is an adult, does not grant permission for such disclosure.

The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older.

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of eligible students, parents may be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code, and with respect to personally identifiable information, has not informed the school, in writing, that the information may not be disclosed.

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, or medical consultant); a contractor, consultant, volunteer or other party to whom the Board has outsourced a service otherwise performed by Board employees (e.g. a therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers).

"Legitimate educational interest" is defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

The Board authorizes the administration to:

A. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a private or public school or school district in which a student of this District is enrolled, seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis, upon condition that:
    1. a reasonable attempt is made to notify the student's parent or eligible student of the transfer (unless the disclosure is initiated by the parent or eligible student; or the Board's annual notification - Form 8330 F9 - includes a notice that the Board will forward education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer);

2. the parent or eligible student, upon request, receives a copy of the record; and
3. the parent or eligible student, upon request, has an opportunity for a hearing to challenge the content of the record;
4. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a juvenile detention facility in which the student has been placed, or a juvenile court that has taken jurisdiction of the student;
5. disclose student records that are pertinent to addressing a student's educational needs to a caseworker or other representative of the department of children and families, a county department under s. 46.215, 46.22, or 46.23, or a tribal organization, as defined in 25 USC 450b(L), that is legally responsible for the care and protection of the student, if the caseworker or other representative is authorized by that department, county department, or tribal organization to access the student's case plan;

B. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;

C. report a crime committed by a child to appropriate authorities, and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;

D. release de-identified records and information in accordance with Federal regulations;

E. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than representative of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study. (See Form 8330 F14.

This written agreement must include: (1) specification of the purpose, scope, duration of the study, and the information to be disclosed; (2) a statement requiring the organization to use the personally identifiable information only to meet the purpose of the study; (3) a statement requiring the organization to prohibit personal identification of parents and students by anyone other than a representative of the organization with legitimate interests; and (4) a requirement that the organization destroy all personally identifiable information when it is no longer needed for the study, along with a specific time period in which the information must be destroyed.

While the disclosure of personally identifiable information without consent is allowed under this exception, it is recommended that whenever possible the administration either release de-identified information or remove the students' names and social security identification numbers to reduce the risk of unauthorized disclosure of personally identifiable information.

disclose personally identifiable information from education records without consent, to authorized representatives of the Federal government, as well as State and local educational authorities;

The disclosed records must be used to audit or evaluate a Federal or State supported education program, or to enforce or comply with Federal requirements related to those education programs. A written agreement between the parties is required under this exception. (See Form 8330 F16)

This written agreement must include: (1) designation of the receiving entity as an authorized representative; (2) specification of the information to be disclosed; (3) specification that the purpose of the disclosure is to carry out an audit or evaluation of a government -supported educational program or to enforce or comply with the program's legal requirements; (4) a summary of the activity that includes a description of methodology and an explanation of why personally identifiable information is necessary to accomplish the activity; (5) a statement requiring the organization to destroy all personally identifiable information when it is no longer needed for the study, along with a specific time period in which the information must be destroyed; and (6) a statement of policies and procedures that will protect personally identifiable information from further disclosure or unauthorized use.

Under the audit exception, the District will use "reasonable methods" to verify that the authorized representative complies with FERPA regulations. Specifically, the District will verify, to the greatest extent practical, that the personally identifiable information is used only for the audit, evaluation or enforcement of a government-supported educational program. The District will also ascertain the legitimacy of the audit or evaluation and will only disclose the specific records that the authorized representative needs. Further, the District will require the authorized representative to use the records only for the specified purpose and not to disclose the information any further, such as for another audit or evaluation. Finally, the District will verify that the information is destroyed when no longer needed for the audit, evaluation or compliance activity.

F. request each person or party requesting access to a student's record to abide by Federal regulations and State laws concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, or otherwise restricted, and the viewer may be charged a fee equivalent to

the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records.

The Board shall maintain a record of each request for access and each disclosure of personally identifiable information. Such disclosure records will indicate the student, person viewing the record, their legitimate interest in the information, information disclosed, date of disclosure, and date parental/eligible student consent was obtained (if required).

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent, or, if the student is an eligible student, without the written consent of the student, except as provided by applicable law.

DIRECTORY INFORMATION

Each year the District Administrator shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information":

A. a student's name;
B. photograph;
C. participation in officially-recognized activities and sports;
D. height and/or weight, if a member of an athletic team;
E. awards received;

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within fourteen (14) days after receipt of the District Administrator's annual public notice or enrollment of the student into the District if such enrollment occurs after the annual public notice. Any parent or eligible student that refuses to allow disclosure of directory data that participates in extra-curricular activity must complete Form 2431 F1 – Parent Acknowledgement of Risk and Release, which includes a limitation on the refusal to disclose directory information obtained during the course of the student's participation in extra-curricular activities.

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces." The District Administrator is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of "directory information," either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the District Administrator shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory information," on former students without student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board shall not collect or use personal information obtained from students or their parents for the purpose of marketing or for selling that information.

INSPECTION OF INFORMATION COLLECTION INSTRUMENT

The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as individually identifiable information including a student or parent's first and last name, a home or other physical address (including street name and the name of the city or town), a telephone number, or a Social Security identification number. In order to review the instrument, the parent or eligible student must submit a written request to the building principal at least fourteen (14) business days before the scheduled date of the activity. The instrument will be provided to the parent or eligible student within fourteen (14) business days of the principal receiving the request.

The District Administrator shall directly notify the parent(s) of a student and eligible students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.

This section does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

A. college or other postsecondary education recruitment, or military recruitment
B. book clubs, magazine, and programs providing access to low-cost literary products
C. curriculum and instructional materials used by elementary and secondary schools

D. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent
E. analysis and public release of the aggregate data from such tests and assessments
F. the sale by students of products or services to raise funds for school- related or education-related activities
G. student recognition programs

The Board authorizes the use of the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this Board as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with the Board delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be re-disclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board. See Form 8330 F14 and Form 8330 F16 for additional contract requirements.

RECYCLING

Cadott Junior/Senior High School is dedicated to recycling. Recycling containers are found in all classrooms, offices and other prominent areas in the building. Containers are available for aluminum cans, plastic bottles and paper.

RESOURCE HOUR EXPECTATIONS

Resource Time is a dedicated academic period intended for test preparation, coursework completion, and reteaching or remediation. It is a valuable opportunity for both students and teachers to focus on academic success.

1. **Academic Purpose:** Students must use this time productively for academic tasks. Students should not use this time to sit and socialize. If a student has no assigned work, they are expected to have reading materials or study for upcoming assessments.

2. **Teacher Access:** Students may only visit teachers they currently have for class, Homeroom, or club-related activities unless they have a written pass from another teacher.

3. **Academic Support:** Students earning a D or F in any class are required to report to that teacher during Resource until their grade improves or the teacher determines otherwise.

4. **Phones:** Phone use is only allowed during Privilege Resource. All other students should keep phones put away.

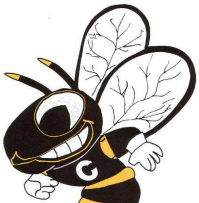
5. **Attendance:** Students must check into one room for the entire Resource period and remain there. Leaving the classroom is only permitted in emergencies, and only with staff permission.

SAFETY DRILLS

All Safety Drills and Information can be found in the Cadott Community Crisis Response Plan. This can be found under the district tab on the school's website.

SCHEDULE CHANGES

All new-year schedule changes for grades 6 - 12 must be made by the end of the current school year. Trimester schedule changes must be made before the start of finals of the trimester before. Students who drop a class after the third day of a trimester may receive an F in that class and be assigned to a virtual class. The F may count in the grade point average. All F's earned in required class will be made up the next trimester the class is offered whenever possible. Exceptions on dropping classes and class schedule changes will be made for extenuating circumstances on an individual basis by the principal with input from the school counselor. The student is still responsible for carrying a full class load.



SCHOOL INFORMATION

TEAM NICKNAME:	Hornets
CONFERENCE:	Cloverbelt
COLORS:	Black and Gold
SCHOOL SONG:	Go You Hornets!

SEARCH AND SEIZURES - VEHICLE, LOCKERS, AND STUDENT (BOARD POLICY 5771)

The authority granted educators and schools under the Wisconsin State Statutes provides school authorities with the right to inspect students' lockers, student owned and operated vehicles parked on school grounds, and/or articles carried on their person during the school day or at related school-sponsored activities. Desks will be subject to the same search standards as lockers. Principals, teachers, custodians, secretaries, educational assistants, and other administrative personnel may conduct searches as part of their overall responsibilities.

Searches may be conducted if school officials reasonably suspect that the search will yield contraband, evidence of a school rule violation, ordinance or crime. Searches may also be conducted without reasonable suspicion if school officials have obtained consent from the student and in the case of random locker or desk searches conducted by school authorities.

Vehicles:
Parking on school property is a privilege, not a right. Searches of a vehicle located on District property, including searches of a student's personal property located within the vehicle, may be conducted when school personnel have a reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Searches may also be conducted without reasonable suspicion if school officials have reasonable grounds to suspect that the search will reveal evidence of violation of either the law or school rules. Students are responsible for the contents of their vehicles.

Lockers and Desks:
The school provides lockers for students' convenience to be used solely and exclusively for the storage of outer garments, footwear, and school-related material. The school retains ownership and possession control over all school lockers. Lockers are the sole property of the District and are always under the control of its agents. Students are responsible for the assigned lockers and its contents. Students are prohibited from putting private locks on their assigned lockers. School authorities for any reason may conduct periodic general or, random inspections of lockers at any time, without notice, without student's consent, and without a search warrant. Desks are subject to the same search standards as lockers.

Student's Person and/or Personal Belongings:
While school officials are statutorily prohibited from conducting strip searches, student and/or their personal belongings may be subject to search. Principals shall provide a copy of this policy to each student enrolled via the student handbook or other means annually.

* Items found to be inappropriate to our educational message will be confiscated.

SECURITY

The Cadott Elementary and Middle and High Schools are equipped with video surveillance cameras and controlled entrances to enhance student and building safety and security.

SENIOR SPECIFIC PRIVILEGES

Senior-Specific Responsibilities and Privileges:

1. Open Campus Lunch may be earned Fridays only 1st and 2nd trimester and Thursdays and Fridays during 3rd trimester.
2. Open Campus Resource starts after the first grade check of trimester 1. Students must follow all rules and guidelines in order to attain and maintain eligibility.

Eligibility:

1. A student must be classified as a Senior based on his/her credit status at the beginning of the school year.
2. A senior student will gain eligibility for the open campus privileges if s/he has 0-2 infractions of school rules his/her senior year. Such infractions may include:
    - Unexcused absences related to skipping school for any class period
    - Tardiness resulting in action taken by the office or staff

- Any behavior violating the discipline policy [as outlined in the handbook]
- Any attempt to circumvent the provisions of the Open Campus Lunch and Resource program

3. A student must maintain the following grades to be eligible for Open Campus Lunch/Resource Release Privileges:
   - A student must maintain grades of "C-" in all of his/her classes to be eligible for Resource privileges.
   - Friday Open Campus Lunch privileges 1st and 2nd trimester (and Th/F 3rd trimester) requires a grade of "C-" or better.
4. A student must maintain good attendance as determined by the principal.

Procedure:

1. Behavior, attendance, and academic records of senior students will be reviewed regularly throughout the year to determine eligibility for each trimester.
2. Students deemed eligible based on the eligibility criteria must complete a Waiver and Release of Liability form and return it to the high school office within the first week of the trimester they first meet eligibility requirements.
3. Students who meet all eligibility criteria, return a completed Waiver and Release of Liability form, and have their card, will be permitted to leave campus during the approved time. **All students must sign out in the office.**
4. When leaving the building for lunch or Resource, students are required to leave the building through Door iN only. A student leaving the building from any other exit will be considered to be skipping and in violation of the Privilege Program and will risk having his/her privileges revoked.
5. Students who are hard requested for interventions by a teacher cannot opt to leave campus. Failure to report to requested teacher may result in a revocation of privileges.
6. Being tardy to seminar after returning to campus from lunch will result in an automatic suspension of the student's lunch/resource pass for10 school days. A second instance will result in a 20 day suspension. A third instance will result in the termination of the student's access to Open Campus Lunch and Resource for the remainder of the school year.

SPECTATOR BUSSES

Cadott High School will send spectator buses to all athletic contests for which a sufficient number of students sign up. The cost to ride a spectator bus to games depends upon the distance. Groups wishing to take a bus must pay the cost of transportation determined by the bus supervisor.

STUDENT BEHAVIOR

SCHOOL WIDE EXPECTATIONS: **Be Safe, Be Respectful, Be Responsible, Be Productive**

Cafeteria Expectations 1. Follow directions of staff first time given 2. Food is not to be thrown 3. All trash and eating utensils are to be returned 4. Students must keep their hands, feet and objects to themselves at all times. 5. Remain in authorized areas.	**Consequences** 1. Lunch room clean-up 2. Office 3. Self-contained lunch period 4. Guidelines followed in Discipline Plan.
Corridor Expectations 1. Follow directions of staff first time given 2. Do not run in halls 3. Have a pass when in the hallways during class hour. 4. Stay to the right side of hallways to ensure smooth traffic pattern. 5. Refrain from littering. Put all litter in a proper receptacle.	**Consequences** 1. Warning or Office or Administrative Conference 2. Guidelines followed in Discipline Plan
Classroom Expectations 1. Follow directions of staff first time given 2. Come to class with all materials 3. Keep hands, feet and objects to self 4. Be in your assigned seat ready to work when the bell rings	**Consequences** 1. Warning - name recorded for teacher notation 2. After class discussion to resolve problem 3. Office; Work-it-out procedure 4. Severe infractions result in removal from class and a conference an administrator. 5. Students who fail to achieve passing grades in classes may be required to attend after school study

	hall. Failure to attend after school study hall, when assigned may result in a disciplinary referral

DISCIPLINARY INFRACTIONS:

A:ATTENDANCE

Right:	**Responsibility:**	**Policy:**
All students under age 21 living within the boundaries of the Cadott School District are entitled to a free public education through the twelfth grade.	Students are to attend school on a regular basis (Wis. Stat. 118.15)	Students will attend all classes, assemblies, required meetings, etc. unless properly excused by parent/guardian and principal as explained in Board Policy 5200. Students are required to report to school and classes on time and to remain on the school campus during regular school hours unless excused.

Infraction	**See page 27 for Step System Special Provisions**
A-1 Tardiness: Reporting late for school, class or other required activities without an acceptable excuse.	**1.** Teachers shall use their own classroom discipline plan to correct tardiness. The school discipline plan may be used if insubordination becomes an issue (C-1: insubordination on page).
A-2 Truancy: Being absent from classes part or all of a school day in violation of Board policy.	**2**. Step 1-3 Parents notified. In addition, habitual offenders will be referred to legal authorities under the provisions of s.s. 118.15.
A-3 Failure to Report to the Office	**3.** Step 3

B:STUDENT-TO-STUDENT RELATIONSHIP

Right:	**Responsibility:**	**Policy:**
Each student has the right to attend school and school activities without fear of threats against his/her feelings, property, or physical well-being	Each student is responsible to respect the feelings, property, and physical well-being of other students. This includes going to and from any activity under school sponsorship.	Students will refrain from physical and verbal abuse directed at other students, as well as any damage or theft of property of a fellow student

Infraction	**See page 27 for Step System Special Provisions**
B-1 Threatening or Intimidating Act: The act of threatening, verbally or by gesture, the well-being health or safety of any student.	**3-8** May be referred to police
B-2 Disrespect: To insult, call derogatory names, use obscenity toward, dishonor or in other manner abuse verbally or in writing.	**3-6** May be referred to police.
B-3 Shake Down: The act of extorting objects of value from a person, under pressure of either implied or expressed threats.	**3-6** Referral to police when appropriate.
B-4 Fighting: Any act of hostile bodily contact.	
B-4a Scuffle	**3-6** Both parties involved are to be equally disciplined and share in damages, unless self-defense can be shown on the part of one of the students.

B-4b Fight	**6-8** Referral to police when appropriate. Both parties involved are to be equally disciplined and share in damages, unless self-defense can be shown on the part of one of the students.
B-5 Physical Attack: The act of physically assaulting or in some manner attempting to injure any student on school property or going to or from school.	**6-8** Referral to police when appropriate.
B-6 Property Damage: of another student's property	**3-6** Restitution required through parental contact. Police referral.
B-7 Theft: From another student	**3-8** Restitution required through parental contact. Police referral.
B-8 Harassment	**3-8** Referral to police when appropriate
B-9 Bullying	**3-8** Referral to police when appropriate

C:STUDENT-TO-STAFF RELATIONSHIPS

Right:	**Responsibility:**	**Policy:**
Students and staff have a right to work study and teach in an atmosphere of mutual respect. They also have the right to free and responsible inquiry and expression while being mindful of the responsibilities listed below.	Students have the responsibility to respect authority, feelings, physical well-being, and property of members of the school staff.	Students shall refrain from disobedience, disrespect, threats, or attacks directed at members of the school staff, as well as damage to or theft of property belonging to school staff members

Infraction	**See page 27 for Step System Special Provision**
C-1 Insubordination: The willful failure to respond or carry out a reasonable request by authorized school personnel.	**3**
C-2 Disrespect: To insult, call derogatory names, use obscenity toward, dishonor or in other manner abuse verbally or in writing any member of the school staff.	**6-8** Police referral when appropriate.
C-3 Threatening or Intimidating Acts: Verbally or by gesture threatening the well-being, health, or safety of any member of the school staff.	**6-8** Notification of police when appropriate.
C-4 Physical Attack: The act of physically assaulting any member of the school staff.	**7-8** Notification of police
C-5 Disrespect for the Property of a Member of the School Staff.	
C-5a Damage	**3-8** Restitution required through parental contact. Police referral when appropriate.
C-5b Theft	**3-8** Referral to police. Restitution required through parental contact.
C-6 Harassment	**3-8** Referral to police when appropriate.

D: SCHOOL PROPERTY

Right: Each student is entitled to a well-equipped, well maintained, attractive school environment.	**Responsibility:** Each student is responsible to respect and help maintain the appearance of the building and the equipment therein.	**Policy:** Acts of vandalism, theft, and abuse of the school property, buildings, and grounds are prohibited.

Infraction	**See page 27 for Step System Special Provision**
D-1 Vandalism: The willful damage of property.	
D-1a Defacing: damage requiring cleaning or repair	**6-8** Restitution required
D-1b Abuse of printed materials or A-V materials	**3** Restitution required.
D-1c Destruction: to render unusable.	**6-8** Restitution required through parental contact. Referral to police.
D-2 Theft	**3-8** Restitution required through parental contact. Referral to police.
D-3 Littering	**1-3**
D-4 Abuse of Computer Privileges	1st - 20 school days computer suspension 2nd - 45 school days computer suspension 3rd - 90 school days computer suspension 4th - Loss of privilege for remainder of school career

E: PROTECTION OF THE PUBLIC SAFETY

Right: Each student and staff has a right to be safe and secure from physical harm while attending school.	**Responsibility:** Students and staff have a responsibility to conduct themselves in a manner as not to pose a threat to the health and safety of others.	**Policy:** The infractions listed below, as well as other acts that threaten the health and safety of students and/or staff is strictly forbidden.

Infraction	**See page 27 Step System Special Provisions**
E-1 Detonation of Explosive Devices	**6-8** Referral to police
E-2 False Alarms	
E-2a The act of initiating a fire alarm or initiating a report warning of a fire or other catastrophe without just cause.	**6-8** Referral to police.
E-2b Bomb threats	**7-8** Referral to police
E-3 Arson: the intentional burning of-or attempt to burn-any part of any building or any property of the school or of its staff or students	**7-8** Referral to police
E-4 Improper Use of Motor Vehicles	
E-4a Reckless Driving	**3-6** Referral to police when appropriate. Repeated violations will result in denial of parking privileges.
E-4b Unauthorized driving during school day	**3** Repeated violations of automobile policies will result in denial of parking privileges.

E-4c Parking in unauthorized areas or improper parking.	**1-3** Repeated violations
E-5 Weapon or any "look-alikes"	Dealt with upon administrative discretion.
E-5a Possession of a weapon or a determination that a student brought a weapon on to school premises.	**7-8** Referral to police
E-5b Threats involving a weapon.	**7-8** Referral to police.

F: ALCOHOL, TOBACCO, AND DRUGS

Assets: #20, #28, #29, #30, #31

Right:	**Responsibility:**	**Policy:**
Each student has the right to associate with students who are free from the influence of alcohol, tobacco and drugs, and participate in healthy environment.	Each student has the responsibility to keep his/her mind and body in a sound, healthy condition, and abide by established laws.	The possession, use, distribution, or sale of any non-prescription drugs, or prescription drugs not taken by the person they're prescribed to. alcoholic beverages, or tobacco is prohibited on school grounds, as well as during or before school or school-sponsored activities

Infraction	**See page 27 for Step System Step Provisions**
F-1 Alcohol and Drugs or any "look-alikes"	Dealt with upon administrative discretion
F-1a Possession of alcohol and drugs	**7-8** Referral to police and counselor
F-1b Possession of drug related paraphernalia	**7-8** Refer to police and counselor
F-1c Selling or transmitting alcohol or drugs	**7-8** Refer to police and counselor
F-1d Noticeably under the influence of alcohol or drugs, as indicated by obvious behavior and mood changes and/or the smell of substances on the person.	**7-8** Refer to police and counselor
F-1e Use of drugs/alcohol	**7-8** Refer to police and counselor
F-2 Tobacco: or any "look alikes"	Dealt with upon administrative discretion.
F-2a Use of tobacco products on school premises or at functions under the sponsorship of the school (includes both smoking and chewing)	6-8 Confiscate products and referral to police for minors
F-2b Possession of tobacco products (on person, in vehicle or locker)	**6-8** Confiscate products and referral to police.

G: CORRIDOR CONDUCT

Right:	**Responsibility:**	**Policy:**
Every member of the school community has the right to a safe and timely passage from one place to another within a clean and orderly school building.	Passing between classes should be done in an orderly and respectful manner. Every effort should be made to pass to a classroom, study or work area and be out of the corridor by the end of the allotted passing time. It will also be everyone's responsibility to maintain cleanliness	Behavior which disrupts or prevents.

	and order in the corridor.	

Infraction	See page 27 for Step System Step Provisions
G-1 Abusive, Offensive, or Inappropriate Language	**3-6** See also Student-to-Student and Student-to-Staff Relationships
G-2 Physical harassment and scuffling.	**3-8** See also Student-to-Student and Student-to-Staff Relationships
G-3 Necking, groping and other inappropriate displays of affection	**1-3**
G-4 Littering	**1-3**
G-5 Pass usage	
G-5a No Pass	**1-3**
G-5b Forged Pass	**3-6**
G-6 Running and other Horseplay	**3-6**
G-7 Water balloons, squirt guns, etc.	**1-3** Confiscate items.
G-8 Food and drink	
G-8a Use of food or candy in the corridor	**1-3** Confiscate items.
G-8b Open containers or consumption of drinks in areas other than the cafeteria or the commons	**1-3** Confiscate items.

H:OTHER DISCIPLINARY INFRACTIONS

Infraction	See page 27 for Step System Step Provisions
H-1 Repeated or serious classroom disruption	**3-8**
H-2 Disruption of school events, games, meetings, and assemblies	**3-8** Removal from event and possible exclusion from similar programs
H-3 Cheating: that extends beyond the bounds of the classroom (i.e. stealing a test, tampering with grade books, etc.)	**2-6**
H-4 Misrepresentation/Forgery: Written or spoken misrepresentation of the truth (i.e., forged passes, parent signatures, false phone calls, lies, etc.)	**3-6**
H-5 Misuse of food in the cafeteria; soda or food in other areas of the building	**3-6**
H-6 Radios, tape recorders, and personal stereos (unless during lunch or authorized by a teacher)	**1** confiscated and to be returned to parent/guardian
H-7 Being in an unauthorized area.	**1-3**
H-8 Being an accessory to a school rule violation.	**1-8** Step assignment at principal's discretion, depending upon level of involvement
H-9 Improper and/or disruptive behavior not covered elsewhere in this code.	**1-8** Step assignment at principal's discretion, depending upon level of involvement

H-10 Any offensive clothing, either in poor taste or suggestive or improper writing or logos will be immediately changed. If the student is unable to do so, he will be sent home. An unexcused absence will be recorded for the time missed.(see Dress Code page 49)	**1-3 See Dress Code page 37**
H-11 Being involved in sit-ins, walkouts, and other unauthorized demonstrations	**3-6**
H-12 Card playing at any time during the school day (except lunch time).	**1-3**

STEPS

When corrective actions taken by the classroom teacher have failed, or when incidents occur outside of the classroom, or when the rule infraction is of a serious nature, the incident shall be referred to a principal for investigation and action. The severity of the consequences applied by the principal depends upon two factors: 1) the seriousness of the progression of consequences (the step system) has been adopted. 2) A student who is referred for violating a rule with this code will receive at least the consequence that corresponds to the entry level step for that offense. With each successive referral the student advances at least one step depending upon the seriousness of the infraction. Community work may be accepted in lieu of out-of-school suspension at principal's discretion. The minimum consequences for each step are as follows:

Step 0:	Teacher and student use the Office to work out plan. No formal administrative consequences if plan is successful.
Step 1:	Administrative conference.
Step 2:	Administrative conference with written notification to parents following the conference.
Step 3	One-half (1/2) day to (1) day in-school suspension or one (1) after school activity suspension. (Principal's choice). Detentions may be assigned in lieu of suspension.
Step 4	Two (2) day in-school suspension (alternative: one of the student's parents may attend classes with the student for an entire day) or two (2) after school activity suspensions (Principal's choice). Detentions may be assigned in lieu of suspension.
Step 5:	Two (2) day out-of-school suspensions and two after school activity suspensions. Reentry conference with parent required.
Step 6:	Three (3) day out-of-school suspensions and (3) after school activity suspensions. Reentry conference with parent required.
Step 7:	Five (5) days out-of-school suspension and five after school activity suspensions. Discipline Review Committee hearing may be necessary. Reentry conference with parent required. Once a student reaches step 7, all succeeding violations will be treated as step 7, unless the student moves down the steps or the violation moves the student to step 8. IEP's will be convened for students with disabilities.
Step 8:	Up to fifteen (15) days out-of-school suspension pending expulsion hearing before the Board of Education. Step 8 will not be used as a progressive step unless the violation is warranted (step 3 to 8) or called for as a specific consequence of a state violation. Manifestation determination meetings will be convened for students with disabilities.

STEP PROVISION

1. A disciplinary file will be kept for each student referred to an administrator. A record of each violation, as well as the step assigned, will be maintained.
2. Parents will be notified in writing of all violations from Steps 2 through 8.
3. After a student has been placed on a step, the next infraction will result in the student being advanced at least to the next step. Steps may be "jumped" if the infraction calls for a higher entry level step. For example, a student will be advanced up the step system with each successive violation.
4. A student may work down the step system by demonstrating good behavior. Each period of 20 days without a referral results in a reduction of one step.

STEP PROCEDURES

1. Students sent to the Office are given a pass to report within three minutes.
2. While in the Office the student will complete any work from the assigning teacher followed by work for other teachers.

3. Failure to report to the Office will result in an automatic Step 3 suspension. Students who feel they have been sent to the Office unjustly must report as directed, then discuss the problem with an administrator later.
4. Disruptive behavior while in the Office or failure to cooperate with the Office personnel will result in automatic Step 3 suspension.

I:TRANSPORTATION INFRACTIONS

Student Conduct on School Buses
While the law requires the school district to furnish transportation, it does not relieve parents from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

Once a child boards the bus - and only at that time - does he or she becomes the responsibility of the school district. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the school day.

In view of the fact that a bus is an extension of the classroom, the School Committee (i.e., "Board") shall require children to conduct themselves on the bus in a manner consistent with established standards for classroom behavior.

In cases when a child does not conduct himself/herself properly on a bus, such instances are to be brought to the attention of the transportation supervisor by the bus driver. Habitual offenses and/or offenses considered as being serious will be reported to the principal by the transportation supervisor.

Children who become a serious disciplinary problem on the school bus may have their riding privileges suspended by the principal. In such cases, the parents of the children involved become responsible for seeing that their children get to and from school safely.

Bus Rider Rules and Discipline Procedures
A. Bus riders shall conform to the same standards of conduct and cleanliness that are expected of them in school. B. Riders are to obey the bus driver promptly. Refusal to do so is sufficient reason for being denied transportation. C. All riders will have assigned seats.
D. Animals and pets are not permitted on the bus.
E. Damage to seats or other bus equipment by the rider must be paid for by the rider or his parents or guardian. F. Keep head, hands and arms inside of the bus.
Remain seated while the bus is in motion. This means stopping and starting.
Loud talking, shouting, whistling or boisterous conduct will not be permitted.
Do not litter bus with debris. This includes no eating, drinking or gum chewing. Smoking is forbidden.
G. All talking shall cease while approaching and crossing railroad tracks.
H. Riders are expected to be on time at bus stops. The bus will come to a full stop, but will not wait for students. I. Riders will not throw anything out the windows at any time. This would be littering the highway and you could be fined for this.

Infraction	**See page 27 for Step System StepProvisions**
I-1 Any conduct that violates any of the bus rider rules and disciplinary procedures (School Board Policy – 8600)	1st Offense – Step 2 - The driver will call the parent/guardian to discuss the complaint and will also write a misconduct report. In the case of a serious infraction students may be dealt with in the same manner as a second offense. 2nd Offense – Step 3 – 8 The driver will write a misconduct report and the school official will inform the parent or guardian by letter or telephone call of discipline and/or actions taken. Student could be denied transportation. 3rd Offense – Step 3 - 8 – The driver will write a misconduct report and the school official will schedule a conference with the student and the parent/guardian. Transportation could be denied for a time.

STREAMING EVENTS

The school district will be live streaming events over the Internet that may be of interest to people outside the district who cannot make it to the event in person. Any event that is open to the public (parents, grandparents, friends, newspapers, community members, etc.) has the potential to be streamed live and archived on the district website under Hornet TV.

STUDENT ASSISTANCE PROGRAM

Cadott High School recognizes that students may experience problems, which can adversely affect school conduct or academic performance. The school therefore provides assistance when these problems interfere with a student's school experience, or educational opportunities. The purpose of assistance is to help students to become productive members of the student body and community. The Student Assistance Program will.

1. Relate to the prevention and intervention of abuse of alcohol/drugs.
2. Establish and maintain a continuing in-service education program for all staff members.
3. Define the steps that should be taken to bring problems of alcohol/drugs abuse of students to the attention of proper staff and/or authorities.
4. Maintain operational procedures which will provide proper assistance for students using/abusing alcohol or other drugs.
5. Establish and maintain operational procedures which will provide assistance for students who have concerns about use/abuse by significant others which interfere in their school performance.
6. Assist in providing chemically free alternatives.
7. Maintain procedures applicable to meet the legal requirements of confidentiality.
8. Cooperate with village, county, state and private agencies.

There are several ways to become a part of S.A.P.:

1. Talk to your school counselors.
2. Talk to a teacher of staff member whom you know facilitates groups.
3. Talk to your principal or any teacher with whom you feel comfortable.
4. Watch and listen for group sign up Groups usually occur when there has been indicated interest.

TICKETS FOR EVENTS

Events are free of charge to all School District of Cadott Community students and families.

TWO (2) WAY COMMUNICATION

See Disciplinary Infractions for Student Cell Phone Use Policy. State Statute Section 118.258 (1) states that each school board may adopt rules prohibiting a pupil from using or possessing an electronic communication device while on premises owned or rented by or under the control of the public school.

VEHICLES

Automobiles and cycles are allowed on school property provided they are used in accordance with Board and Administrative Policy. Anyone driving a car or other vehicle to school MUST LEAVE IT PARKED in the parking lot from the time he/she arrives in the morning until school is dismissed in the afternoon. This means CAR AND VEHICLES WILL REMAIN ON SCHOOL GROUNDS DURING THE NOON HOUR ALSO. If and when an exception is necessary, the office will issue a special permit. Spinning tires, fishtailing or other unsafe acts of cars driven in the parking lot or any place on school grounds will result in denial of driving a vehicle on school property. Students are not allowed to drive vehicles up the driveway on the east side of the school immediately after school hours, they must wait until after 4:00pm. Students are allowed to park their vehicle in the north parking lot only during the school day. This is to ensure the health and safety of the elementary students walking home through the tunnel under Highway 27. Students should park in authorized parking spaces only.

Students are not to be in any vehicle during the school day, *which includes noon hour.*

Students are required to obtain a parking pass from the high school office in order to park in the parking lot.

Seniors ONLY: When leaving the building for lunch or Resource, students are required to leave the building through Door 1N only. A student leaving the building from any other exit will be considered to be skipping and in violation of the Privilege Program and will risk having his/her privileges revoked.

VISITORS

1. Permission to be present during school or non-school hours in a school building or on school property is at the discretion of the principal or other designated personnel. VISITORS WHO RECEIVE APPROVAL TO BE PRESENT MUST WEAR A PLASTIC NAME TAG FOR IDENTIFICATION.
2. All individuals (other than enrolled students, invited parents, invited guests, employees, volunteers or service delivery personnel coming on a regular basis) who enter the school building or school property during school hours must make their presence known to the appropriate school office and properly identify themselves.
3. Use of the school facilities or grounds during non school hours by guests at approved activities is permitted if the conduct of individual(s) is acceptable according to school policy and the law.
4. The principal or other delegated personnel in their consideration to allow an individual(s) to be present in the school building or school grounds will consider the following:
    a. The normal school climate must be maintained.
    b. The safety and well being of all people must be maintained.
    c. Visitation to a classroom should be arranged in advance.
    d. Visitation to meet with a teacher should be arranged in advance.
    e. Denial for visitation may be reconsidered and rescheduled for another time.
    f. Student visitation from other PK-12 school districts is discouraged; however, the principal will consider request for approval following a possible background check.
5. Parents/caregivers who drop off or pick up students before and after school should be aware of the procedure established by the building principal.

All school staff members should report violations of this policy to the appropriate school office immediately.

VOLUNTEERISM

Volunteerism is founded on the principle of service and learning. Volunteerism is designed to give students an opportunity to develop and enhance interpersonal skills, job skills and work experience. It reveals to students the different types of people and social issues in the world outside the classroom. Students gain personal satisfaction in helping others and the community benefits from the energy of volunteers. This program also demonstrates how school resources can be used to address community problems and improve the quality of life for local residents, and foster better understanding between the school and community at large.

Students' grades 9 through 12 are encouraged to participate in volunteering. Scholarship applications often ask for community service participation and sometimes base their selection on students who are active in volunteering. **Information and forms may be obtained from Student Services.** Organization forms other than our standard form and/or letters are acceptable. A signature is needed by a member of the organization.

Upon graduation, students who volunteer 24.0 hours or more will receive an endorsement on their permanent record from the Board of Education of the School District of Cadott Community. Receiving an endorsement may also be valuable when seeking employment opportunities.

WEAPON REPORTING

(School Board Policies 5772 and 7217)

No person shall possess a dangerous weapon on school property, on school buses or at any school related event. A dangerous weapon is defined as any object that by design and/or use can cause bodily injury or property damage.

Any student violating this policy shall be subject to penalties outlined in state law (e.g. suspensions and expulsion from school). Any student who brings a firearm or weapon to a school facility in the district shall also be referred to law enforcement officers, or the criminal justice or juvenile delinquency system. The student's parent/guardian shall be notified.
The Department of Justice will operate a toll-free number for persons to provide information anonymously regarding dangerous weapons in schools, both public and private. That toll-free number is **1-800-622-3784**. As required by statute, this is the same number that has been used for many years for drug-related tips. An operator will be available to answer this toll-free number 24 hours a day, seven days a week.

Reports of dangerous weapons in schools will be provided immediately by the operator to both the school and district administrator and the local law enforcement agency. Protocols under school safety plans would then govern how the report is handled in each case. Section 2857g of 2001 of Wisconsin Act 16.

WORK PERMIT

Any student under the age of sixteen who desires employment must apply for a work permit. The procedure is as follows:
1. Secure a written statement from the prospective employer that the services are desired.
2. Obtain the written approval of a parent or guardian.

3. Bring these items together with a birth or baptismal certificate, driver's license and your social security card to the administrative office where the permits are issued. There is a $5.00 fee for issuance of the permit.

STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY (Policy 7540.03)

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides students with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students. The District's Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of the District's computers, laptops, tablets, personal communication devices (as defined by Policy 7530.02), network, and Internet connection and online educational services ("Education Technology" or "Ed-Tech"). The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

The Board encourages students to utilize Education Technology to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The instructional use of the Internet and online education services is guided by the Board's policy on instructional materials.

The Internet is a global information and communication network that provides a valuable opportunity to education and information resources to our students. The Internet connects computers and users in the District with computers and users worldwide. Through the Internet, students and staff can access relevant information that will enhance their learning and the education process. Further, the Education Technology provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such a vast quantity of information and resources brings with it, however, certain unique challenges.

The Board may not be able to technologically limit access to services through its Education Technology to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the District Administrator, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measures may not be disabled at any time that students may be using the Education Technology if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Board utilizes software and/or hardware to monitor online activity of students and to block/filter access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. "Harmful to minors" is a term defined by the Communications Act of 1934 (47 U.S.C. 254(h)(7)) as any picture, image, graphic image file, or other visual depiction that:

A. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
B. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
C. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

At the discretion of the Board or the District Administrator, the technology protection measure may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measure may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act.

The District Administrator or Library Media Specialist/Technology Coordinatormay temporarily or permanently unblock access to websites or online education containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measure. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measure.

Parents are advised that a determined user may be able to gain access to services on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they

and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

The District Administrator shall prepare guidelines which address students' safety and security while using e-mail, chat rooms, instant messaging and other forms of direct electronic communication, and prohibit disclosure of personal identification information of minors and unauthorized access (e.g., "hacking") and other unlawful activities by minors online.

Education Technology is provided as a tool for education. The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

Pursuant to Federal law, students shall receive education about the following:

A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
B. the dangers inherent with the online disclosure of personally identifiable information;
C. the consequences of unauthorized access (e.g., "hacking"), cyberbullying, and other unlawful or inappropriate activities by students online;
D. unauthorized disclosure, use, and dissemination of personal information regarding minors.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building Principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Education Technology. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students and staff members are responsible for good behavior on the Board's Education Technology just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Education Technology that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students shall not access social media for personal use from the District’s network, but shall be permitted to access social media for educational use in accordance with their teacher’s approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the Board's Education Technology are personally responsible and liable, both civilly and criminally, for uses of the Ed-Tech not authorized by this Board policy and its accompanying guidelines.

The Board designates the District Administrator and Library Media Specialist/Technology Coordinator as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of the District’s Education Technology.

Lunch Number: _____

PLEASE SIGN AND RETURN TO LIBRARY

2026-2027
CADOTT SCHOOLS
STUDENTS ACCEPTABLE USE POLICY FOR THE CADOTT COMPUTER NETWORK
(Including computer network and Internet privileges)

Student Name: _____ Grade: _____

School: _____

I have read the Student Acceptable Use Policy.

I agree to follow the rules contained in this Policy.

I understand that if I violate the rules, I may lose my computer network and Internet privileges according to the disciplinary procedure set forth in the Policy, and I may face other disciplinary measures.

Student Signature: _____ Date: _____

PARENT OR GUARDIAN SECTION

I have read the Student Acceptable Use Policy.

I hereby release the district, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the Computer Network, including, but not limited to claims that may arise from the unauthorized use of the Computer Network to purchase products or services.

I give permission to issue student access to the Computer Network and the Internet for my child and certify that the information contained in this form is correct.

Parent Signature: _____ Date: _____

Parent Name: _____ Phone: _____

Home Address: _____

2026-2027

CADOTT COMMUNITY SCHOOL DISTRICT CODE OF CONDUCT CONTRACT

As parents and staff of Cadott Junior/Senior High School, we expect a high standard of conduct on the part of all students as they practice self-control and accept responsibility for their actions to assure a safe and productive learning environment. Parents, staff, and students all share responsibilities for assuring appropriate student conduct.

As a student, I will

- Come to school ready to learn and do my best.
- Take responsibility for my actions and follow all of the rules of my classrooms and other areas of the school and bus.
- Use my talents and abilities to make Cadott School District a positive and safe place for all students.

As a staff member, I will

- Help each student grow to his or her potential.
- Believe that each child can learn and will communicate successes and concerns with students and parents.
- Provide a safe, positive, and healthy learning environment.

As a parent, I will

- Work with my child to help ensure their success.
- Communicate regularly with staff members responsible for my child.
- Provide an environment that encourages my child to learn.

I have read the Cadott Community School handbook, understand my responsibilities and will cooperate in every way with everyone I am involved with in the school. I understand that the expectations in the handbooks are to be followed.

Student Signature: **1.** _____

2. _____

3. _____

4. _____

5. _____

Parent Signature: _____

_____

Due to the school – September 8, 2025

This form can also be completed through Google Forms, which was sent out to parents at the beginning of the school year.