

Auburndale Middle & Senior High School

2009-2010

Student/Parent Handbook

Auburndale Middle & Senior High School
10629 North Road, P.O. Box 190
Auburndale, WI 54412
(715) 652-2115

Auburndale Middle School & Senior High School Student Handbook & “Passport”

PLEASE NOTE: This planner is only valid as a passport if ALL pages are intact and the student’s name is clearly visible. Planners missing pages cannot be used as passports.

The school building and school grounds are under video surveillance. Video surveillance may occur on any school property or on any transportation vehicle in the School District of Auburndale. Review of video recordings is subject to authorization by the administration of the School District of Auburndale.

School District of Auburndale
Vision, Mission, and Goals

Vision

To establish a caring partnership of home, school, and community to insure personal and academic excellence so every child can reach their full potential.

Mission

To produce life-long learners with the capacity to succeed in the global community and to enable students to contribute as productive citizens in a changing society.

Goals

To maximize each student's learning by:

- Partnering with parents, community & businesses;
- Implementing high quality, focused curriculum addressing essential learning;
- Ensuring best practices in instruction & assessment;
- Using data to drive instructional decision-making;
- Recognizing and meeting the unique needs of individuals;
- Inspiring lifelong learning for all students and staff; and
- Promoting character traits of honesty, respect, responsibility, kindness, and fairness.

INTRODUCTION

STUDENT BODY

Students at Auburndale Middle/Senior High School are expected to act as young adults with education and respect for others as their top priority. Good attendance, solid study habits, sound citizenship, and sportsmanship are qualities that are expected from each student.

STAFF

The school administration, counselors, teachers, clerical staff, custodians, cooks, bus drivers, and other support staff are here for the benefit of all of our students. Please take advantage of the services they provide and please treat them with respect.

STUDENT SERVICES/PROGRAMS

Auburndale Middle/Senior High School has a multitude of programs and services to make your school years purposeful and enjoyable. Get involved and take advantage of the many opportunities provided for you.

SCHOOL DISTRICT OF AUBURNDALE WEB PAGE

Correspondence with teachers, administration, support staff, and school board members can be done using the School District of Auburndale’s web page, www.aubschools.com. The website contains information regarding school cancellations, extra-curricular events, policies, and memberships as well as links to Powerschool and teacher web pages.

NONDISCRIMINATION/AFFIRMATIVE ACTION

The School District of Auburndale is committed to a policy of nondiscrimination in relation to race, religion, sex, age, national origin, ancestry, creed, pregnancy, parental or marital status, sexual orientation or physical, learning, emotional or mental disability. This policy will prevail in all matters concerning staff, students, the public, educational programs and services, and individuals with whom the Board does business.

The school district shall establish and maintain an atmosphere in which all persons can develop attitudes and skills for effective, cooperative living, including:

- Respect for the individual regardless of economic status, intellectual ability, race, creed, color, religion, sex, or age
- Respect for cultural differences
- Respect for economic, political, and social rights of others
- Respect for the right of others to seek and maintain their own identities.

The school district shall continue to reexamine thoroughly all parts of the curriculum to make sure that it emphasizes positive human relationships. The instructional materials used in the schools must accurately portray the history, contributions, and culture of the various ethnic groups in our society.

In keeping with the requirements of federal and state law, the School District of Auburndale shall strive to remove any vestige of discrimination in employment, assignment, compensation, and promotion of personnel; in educational opportunities and services offered students, in their assignment to schools and classes, and in their discipline; in location and use of facilities; in educational offerings and materials.

Any complaint shall be reported in writing to the District Administrator if the complaint cannot be resolved through informal discussions with building level staff. All written complaints will have response within fifteen (15) school days. A Board hearing may be requested in writing if the administrative response is unsatisfactory.

ATTENDANCE

Philosophy: The entire process of education depends upon three critical factors: An appropriate learning climate, activities adequately presented by professional educators, and the personal participation by the student in a regular regimen of instruction. The School District of Auburndale, and the State of Wisconsin, place major emphasis on regular school attendance. Students must be physically present to experience the interaction between teacher/student, student/student, and classroom material to receive the maximum benefit of his/her educational experience. Classroom participation, direct involvement in learning experiences, and dedicated study are a necessary part of a child's education. Students who miss school frequently experience great difficulty in achieving the maximum benefit of the classroom and the entire school's educational program. Make up assignments cannot duplicate the learning experience present within each classroom's daily environment.

It remains the student's and parent's primary responsibility to ensure that each student is present within the classroom setting. In accordance with the State of Wisconsin, the Wood County Truancy Committee, and the School District of Auburndale, all children between six (6) and eighteen (18) years of age must attend school on a daily basis unless they have received a legal excuse as defined by the District policy on excused and unexcused absences, or fall under one of the exceptions outlined in state statutes, or have graduated from high school.

Students must be in attendance at least one-half of the school day in order to attend and/or participate in any after-school event, including athletic contests and/or practice, held that day. Also, the reason for the absence must be "excused".

Procedures shall be developed by the administration to enhance the full attendance requirement and to determine appropriate action to serve as a deterrent to truancy. These procedures shall be in accordance with Wood County Board. The School District of Auburndale shall not deny student credit in a course or subject solely because of a student's absences.

Enforcement of student attendance policies and truancy procedures shall be a shared responsibility between the schools, social service agencies, law enforcement officials, students, parents, and the community at large.

LEGAL REFERENCES: Wisconsin Statutes; Sections 118.15, 118.153, 118.16, 118.165 Wood County Ordinances

RESPONSIBILITY FOR ATTENDANCE

Parent(s)/Guardian Responsibility

- When a student is absent, his/her parent or guardian shall contact the school between 7:30 and 8:30 A.M. **If the student will be missing for more than one school day, parents/guardians may request homework at the time of making this call.**
- The district will phone the home or parent/guardian's workplace if no call is received. If the parent/guardian cannot be reached, the student will be considered unexcused until written explanation is received.
- Parents or guardians are required to provide a specific, written explanation of the reason(s) a child was absent. **"An appointment" is not specific enough.** If satisfactory specific written explanation is not received within 48 hours, the absence will be considered unexcused.
- Upon arrival at school, students are to enter the building. Students arriving after 8:05 A.M. or leaving before 3:10 P.M. must sign in/out in the office.

SCHOOL DISTRICT OF AUBURNDALE'S DETERMINATION OF EXCUSED AND UNEXCUSED ABSENCES

Wisconsin Statutes 118.15 Compulsory School Attendance...Any person having under their control a child who is between the ages of six (6) and eighteen (18) years shall cause the child to attend school regularly during the full period and hours, religious holidays excepted, that the public or private school in which the child should be enrolled is in session until the end of the school term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age.

EXCUSED/ UNEXCUSED ABSENCES:

When students will be absent for reasons other than illness, it is the responsibility of the parent/guardian to communicate with the attendance office in writing, prior to the day(s) of the absence. This written communication must specify the reason(s) for the absence as well as the number of days the student will not be in attendance. Statute 118.15 (3)(c)

According to district policy and state law, each student is allowed to miss 5 days in a semester/10 days per year due to parental, written excuses. This would include any illness in which a doctor was not seen, family vacations, emergencies, deaths in the family, or other special instances when a student must miss class. Due to the limited number of days allowed-5 days in a semester/10 days per year -students are encouraged and expected to bring in medical or professional appointment cards whenever services are rendered. Absences that are verified with a medical or professional appointment card are exempt from the allowable 5 days in a semester/10 days per year. This includes court appointments as well. A fax from the medical or professional service provider will also serve as an acceptable form of documentation. If absences due to illness exceed 5 days in a semester/10 days per year, the school reserves the right to expect a doctor's note before an absence is excused due to illness.

Absences beyond the 5 days in a semester/10 days per year that cannot be cleared with an acceptable form of documentation will be considered truant days and may be subject to local ordinances, state laws, and subsequent legal sanctions. (Statute 118.15 and 118.116). In-school and out-of-school suspensions are excused according to the law. It is the student's responsibility to contact the teacher(s) to make arrangements for making up assignments missed during an absence from school.

For excused absences, students are allowed the number of days absent plus one day to make up all missed assignments without penalty. Exceptions may only be granted by the building principal.

For attendance purposes, missing all or part of one class period is considered having missed one-half of a school day.

Students whose absences are recognized as unexcused may complete class work that is missed, but will not receive credit. All students have the obligation to obtain, understand, and retain for future reference and use, all materials presented during a period of absence.

In accordance with State Statutes, no student will be denied credit in a course or subject solely because of unexcused absences from school and shall be permitted to take any quarterly, semester or grading period examinations missed during any absence.

The school reserves the right to determine whether an absence from school is excused or unexcused - State Statute 118.15 (3).

PRE-EXCUSED ABSENCES:

During the course of the year, parents may request their student be absent from school for various reasons. Students should bring a written note from home stating the days and reasons for the absence a **minimum** of 24 hours/one full school day **prior** to the student leaving. A pre-excused form will then be obtained from the office to be circulated and signed by all the teachers in whose class(es) the student is currently registered. When all of the student's teachers have signed the form, it is returned to the office for administrative approval. Once approved, the student is **excused** for the duration of the absence. Pre-excused absences will not be granted retroactively, i.e. after the student has already been absent. According to district policy, pre-excused absences do not count against the 10 days of student absence per year due to parental, written excuses.

Under this pre-excused absence policy, assignments are to be completed **prior** to the absence or turned in within 1-2 days after the student returns. The time allotted will be determined **cooperatively** between the student and each of their teachers.

Students earning failing grades in any of the classes in which they are registered will not receive permission for a pre-excused absence and will have non-pre-excused absences count toward the 5 days in a semester/10 days per year of allowable absence permitted by school policy and state law.

A student trip without parent/guardian accompaniment will not be considered a valid reason for a pre-excused absence.

LEAVING SCHOOL PRIOR TO THE AGE OF EIGHTEEN

STUDENTS WHO DESIRE TO LEAVE SCHOOL PRIOR TO THE AGE OF EIGHTEEN (18) YEARS OF AGE MAY BE DENIED BY LAW UNLESS ALL OF THE FOLLOWING CRITERIA ARE MET:

- The student must have reached the age of sixteen (16) to be excused from school attendance by the Board of Education.
- The student and parent/guardian have submitted a written request to the Auburndale High School requesting the student be excused from further school attendance. This request will be retained as part of the student's permanent record.
- The student and his/her parent/guardian agree in writing that the student will pursue further education in accordance with State law and requirements, until she/he reaches eighteen (18) years of age. The name of the institution, exact date of enrollment and a detailed plan for completion of his/her educational curriculum leading to a high school diploma is required.
- The written agreement is to be submitted to and approved by a majority vote of the Board of Education.
- The student must comply with the written agreement. In the situation of noncompliance by the student with this agreement, she/he will be required to resume normal attendance in the Auburndale Schools or become subject to truancy petition in accordance with the Wood County Ordinances.

LEGAL REFERENCE: Wisconsin Statutes, 118.15, 118.153, 118.16, 118.162, 118.165

GENERAL INFORMATION

ENTERING THE BUILDING

All students are required to enter the school from the front of the building, near the high school office. Only the center and south doors will be open. Parents driving their students to school are asked to use the parking lot at the south end of the building. Students can then enter at the double doors at the southeast corner of the building. All other doors will remain locked during the school.

Students must stay in the lobby area, the front hallway, and/or the cafeteria until the 7:55 A.M. bell.

SCHOOL HOURS

Classes run from 8:05 a.m. to 3:10 p.m. each regularly scheduled school day. Students may come to school any time after 7:50 a.m. but must leave the building by 3:20 p.m. unless they are working with a teacher, studying in the library, or involved in a school activity.

On those days when school is dismissed early for teachers' meetings, students are expected to leave the building unless they are under the direct supervision of a staff member. Students are expected to arrange for prompt transportation following the completion of a school day and shall not loiter in the school building.

DAILY SCHEDULE

3:10 Dismissal Schedule

8:05 - 8:49	First Period
8:52 - 9:14	Second Period: Homeroom
9:17 - 10:01	Third Period
10:04 - 10:48	Fourth Period
10:51 - 11:35	Fifth Period
11:35 - 12:02	Lunch A: Grades 7-9
12:05 - 12:49	Period 6A: Grades 7-9
11:38 - 12:22	Period 6B: Grades 10-12
12:22 - 12:49	Lunch B: Grades 10-12
12:52 - 1:36	Seventh Period
1:39 - 2:23	Eighth Period
2:26 - 3:10	Ninth Period

1:00 Dismissal Schedule

8:05 - 8:34	First Period
8:37 - 8:49	Second Period: Homeroom
8:52 - 9:21	Third Period
9:24 - 9:53	Fourth Period
9:56 - 10:25	Fifth Period
10:28 - 10:57	Seventh Period
11:00 - 11:29	Eighth Period
11:59 - 12:28	Period 6A
11:32 - 12:01	Period 6B
11:29 - 11:56	Lunch A
12:01 - 12:28	Lunch B
12:31 - 1:00	Ninth Period

2:00 Dismissal Schedule

8:05 - 8:42	First Period
8:45 - 8:53	Second Period: Homeroom
8:56 - 9:33	Third Period
9:36 - 10:13	Fourth Period
10:16 - 10:53	Fifth Period
10:56 - 11:33	Seventh Period
12:03 - 12:40	Period 6A
11:36 - 12:13	Period 6B
11:33 - 12:00	Lunch A
12:13 - 2:40	Lunch B
12:43 - 1:20	Eighth Period
1:23 - 2:00	Ninth Period

ANNOUNCEMENTS

Announcements are read during homeroom and at 3:05 P.M. each day. There should be no talking or other disturbances which keep students and teachers from hearing announcements. Students are accountable for information contained in these announcements.

LUNCHROOM PROCEDURES

Lunches and/or breakfasts served to Auburndale students, including ala carte, are in compliance with the district's wellness policy and state regulations governing school food service. Free and reduced lunches/breakfasts are available for students of qualifying families. Applications for free or reduced lunch/breakfast are available at the school office and must be filled out each new school year and returned in order for a student to receive free or reduced-price lunches.

Secondary students who have no money in their family lunch/breakfast account may be allowed to charge a maximum of three lunches/ breakfasts at the main office without penalty per semester under the following procedures: Students are expected to repay each lunch/ breakfast charge promptly, and will be billed for failure to repay prior to the end of each grading period. The parents of all students who utilize two lunch/ breakfast charges will receive written notification that their child has one additional charge during the current semester. All students who

utilize a third lunch/ breakfast charge will be denied additional lunch charges. A written notice will be sent to the parents/guardians notifying them that their child is no longer entitled to charge lunches/ breakfasts.

The cafeteria is open to all students, whether they bring their lunches from home or buy hot lunch at school. Students carrying lunches from home may buy milk in the cafeteria if they desire. Students are to attend one lunch shift per day. As students go through the lunch line, they are to enter their lunch identification number, and then proceed when verified by the lunch clerk. All lunches/ breakfasts shall be eaten in designated, supervised areas. The cafeteria, main hallway, the area outside of the front doors, and other designated, supervised areas (the gym, if available) are locations students may go during lunch period. **Open gym time during lunch is a privilege.** Individuals will be denied access to the gym for inappropriate behavior as deemed by the supervisor and/or principal.

STUDY HALLS: Regular & Honors

Regular Study Hall: A quiet atmosphere for study is not only expected; it is required. Students are expected to work during study hall. Students are to be in their seats before the bell rings, having with them all necessary materials to work the entire class period. Students tardy more than three times will earn a detention to be served with the study hall supervisor. In order to be excused to go to another room, students must have their passport signed by the classroom teacher receiving the student. Students shall not be late to study hall due to obtaining the receiving teacher's signature. Plan ahead. Students may sign out to go to the library provided they are not on the restricted pass list. Students on the restricted pass list must have a pass written from the teacher who is requiring the library work to be completed. All students must receive permission before leaving study hall. Failure to do so without a reasonable excuse will result in detention for having left the classroom without permission.

Honors Study Hall: Juniors and seniors who meet and maintain the following requirements and standards will be allowed the privilege of signing out from regular study hall to honors study hall:

Students must earn and maintain a 3.25 grade point average in order to be eligible. 1st quarter honors study hall eligibility will be determined by the student's final 4th quarter grade point average from the proceeding school year. GPA eligibility lists will be generated on the first day of the school week to determine that school week's pool of eligible students. The list generated is in effect for the entire duration of that school week.

In addition to grade point requirements and given the fact that extended privileges are being given to an honors study hall student, a much higher expectation for exemplary behavior, self-control, and self-supervision is required of the student. Although a student may have earned a 3.25 grade point, the student may lose honors study hall privileges for the following behavioral and/or disciplinary reasons:

- In-school or out-of-school suspension
- Any office disciplinary and/or bus referral where a student is assigned a detention
- Upon the recommendation of two or more adult staff members (to include the principal), a student may be removed from honors study hall for having demonstrated a lack of respect to and consideration for fellow students and any adult staff members. This expectation is in effect before, during, and after school, any time the student is on school grounds, and at any school-sponsored event, home or away.
- The minimum time a student will be removed for behavioral/disciplinary reasons will be four and one-half weeks from the date the student was removed from the honors study hall eligibility list. Students who earn a suspension will be ineligible a minimum of nine weeks from the date the student was removed from the honors study hall eligibility list. In certain cases, a student may lose eligibility for the remainder of the year.
- If a student loses the honors study hall privileges due to his/her behavior, the student must meet with the principal before regaining honors study hall eligibility.

It is a basic and accepted belief that most students will not only meet but also exceed these academic and behavioral expectations for being afforded the privilege of Honors Study Hall (HSH).

Other procedural requirements:

- Students must ask permission and sign-out at the office attendance window if they leave the designated HSH area (the high school lunchroom, and only when necessary, the new gym commons area). The reason for leaving the designated area must be purposeful and legitimate.
- The teacher retains the right to deny a pass to any honors study hall student who was not specifically requested by that teacher.
- There will be no student-initiated signing out to the gym/P.E. class. The P.E. teacher must make the request.
- Failure to follow sign-out procedures will mean loss of HSH eligibility.

Remember ~ Honors Study Hall is a Privilege.

LIBRARY

Library hours are from 7:30 A.M. to 3:30 P.M. Students are asked to check out all library materials at the circulation desk. Students are responsible for any materials they check out of the library. The main purpose of the library is for research purposes, but students are encouraged to enjoy the reading of magazines, newspapers, and to check out both fiction and nonfiction books. Books will be due on a specific date. A fine of 10 cents a day is levied for each overdue book. The maximum fine is 50 cents per overdue book.

Internet access in the library will be extended to all students who comply with the district's internet access/acceptable use policy. It may be necessary to place time restrictions on internet use to accommodate student access during periods of peak demand. Internet access will be denied to any student who violates the district's internet access/acceptable use policy.

SCHOOL BUS TRANSPORTATION

Students are provided transportation to and from activities and events. They must also return from those activities with the group unless they are directly released to a parent or guardian who has provided a written note of responsibility to administration prior to the event.

School Bus Rules: Failure to follow these rules **will** result in an office referral and disciplinary action, to include the possible suspension of bus riding privileges:

- Students must comply with the driver's instructions. Each driver is responsible for rider safety and therefore has the final authority concerning appropriate student behavior on their bus. All students shall follow all reasonable requests of their bus driver.
- No eating, drinking, loud talking, or profanity.
- Keep your head, hands, feet, and objects to yourself and inside the bus.
- Stay in your seat at all times.
- Be at your pick-up point on time.

****Bus ridership is a privilege and it may be revoked for violation of the rules listed above and other directives made by bus drivers, the bus service, and other adult staff members. Detention and suspension may be imposed as well. If bus ridership is revoked, students are still legally obligated to be in attendance at school. See "Middle/Senior High School Discipline Plan."**

STUDENT DRIVERS/PARKING LOT

Parking for student vehicles is provided on the east side of the building. All student drivers are required to register their cars with the principal's office, using their car's license number to obtain a parking permit. Students must secure a parking permit from the high school office within the first two weeks of the school year or promptly at that time in which they begin driving to school. The district reserves the right to tow, at owner's expense, any vehicle that is improperly parked or does not have a parking permit properly affixed. Student drivers are directed to park between the lines, reminded to keep their vehicles locked at all times, are to observe a 10 mph speed limit, practice safe and courteous driving habits, and maintain total control of their vehicle at all times.

Upon arrival at school, students are to enter the building. Students are not to leave school grounds unless excused by the principal's office. If it is necessary to retrieve something from your parked car during the school day, please come to the office and seek permission first. Reasonable requests will be granted.

Students using school parking facilities are expected to know and comply with all adopted rules and regulations. Failure to comply with these rules and regulations will result in suspension from school and/or loss of parking privileges on school property. When exiting the parking lot, students are expected to adhere to the following procedures so as to provide for a safe, orderly, and efficient way to leave school grounds:

- Students may not exit the parking lot area until the buses begin to leave.
- Once the buses are moving to leave school grounds, all vehicles will wait until the buses have cleared the area. Watch for the supervisors' directions and exit in the direction indicated.
- Students are not permitted to loiter in the parking lot.

The school district provides transportation for students, therefore tardiness to school due to car problems will be considered unexcused.

TELEPHONES

Personal phone calls are to be made in the office. During the school day, students will be allowed to make necessary calls with their cell phones in the high school office. Permission is required prior to placing any calls.

USE OF SCHOOL FACILITIES

Individual students or groups of students must have the supervision of an Auburndale Middle/Senior High School faculty member when using the school building and facilities after regular school hours. Students are not allowed to loiter in the building following the completion of the school day.

ADDRESS OR TELEPHONE NUMBER CHANGES

Any change in parent/guardian mailing address or home and emergency phone numbers should be reported to the Principal's Office. It is necessary that the school have accurate contact information.

HALLWAY AND PHY. ED. LOCKERS

You will be assigned an individual locker. Students are NOT to share hallway lockers or move to a different locker unless approved by the principal. Students are responsible for keeping their lockers locked. Students are expected to secure their own property by making sure their lockers are locked at all times. Locker trouble should be reported to the Principal's Office immediately. Lockers are considered school property and the school reserves the right to inspect lockers at any time for any reason. Periodic checks will be made to insure that all students are using their assigned lockers appropriately. Students are reminded to keep their locker combinations confidential at all times.

Lockers will be checked when school starts and when it concludes at the end of the year. Students will be responsible for any damage done to the locker during the course of the year, including any writing or markings. Under no circumstances should any tape be placed on the inside or outside of the lockers.

ELEVATOR USE

The elevator is available for students to use provided they have secured teacher/administrative permission. Use of the elevator without school permission is prohibited and subject to disciplinary action.

FIELD TRIPS

Some school groups require competitions or other group learning experiences away from school. It is policy of the school to first approve and then make transportation arrangements for such activities. When bus transportation is arranged for the entire group, all members are required to travel with the coach, organization advisor, or faculty representative. This requirement also applies to the return trip. When groups travel by automobile, the faculty representative or advisor will make appropriate seating arrangements. **When students miss classes due to fieldtrips, they are responsible for making arrangements for making up missed assignments/activities in their regularly schedule classes prior to the fieldtrip if at all possible.**

LOST AND FOUND

Articles found in and around the school should be turned in to the main office, where owners may claim their property by identifying it.

PASSES

Passes to leave the building are given only in the Principal's Office. Student planners will be your hallway pass. Teachers will write all information pertinent to your travel during class time. Do not leave a class without a pass! Students are expected to be in the location to where the pass was written.

VISITORS

Parents/guardians are welcomed visitors at Auburndale Middle/Senior High School. If parents would like to visit the school or see a teacher, counselor, or administrator, please call to make an appointment. Visitors are required to obtain a visitor's badge from the Main Office upon entering the building. The visitor badge is to be worn and visible at all times.

Students who wish to bring a visitor to school with them must obtain administrative approval prior to the date of the visit. The following rules will apply:

- The visitor must be of middle school age to attend with a middle school student or high school age to attend with a high school student.
- The visitor must be someone who is visiting your family from out of town and staying with you.
- The host student is responsible for the behavior of the visitor.

EMERGENCY SCHOOL CLOSINGS

Emergency school closings will be announced over WDLB, WFHR, WIFC, and WAXX radio and television channels 7 & 9 between 6:00 and 7:00 A.M.

MESSAGES

We understand that certain messages must be delivered to students in case of emergency. However, we cannot interrupt classes, nor do we have the facilities or the staff to be a messenger service for non-emergency calls. Please restrict phone messages to students to emergency situations only.

GENERAL REGULATIONS

APPROPRIATE DRESS FOR SCHOOL

The fundamental purpose of the School District of Auburndale is to provide a safe, orderly school that minimizes distractions and maximizes the learning environment. Therefore, the development of a policy on dress code is for the protection of the health and safety of the students and to remove any disruptions from the daily educational process. District students should always be neat and clean in their dress and appearance. If students have selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents a risk to themselves or others, the students will be required to change or cover up inappropriate clothing before returning to class. **The administration has the final authority on all matters relating to the dress code.**

All students (elementary and middle/senior high school), male and female, will be required to observe student dress code guidelines as approved by the Board of Education. Staff and administrators are instructed to equally apply and enforce this policy in all grades and with all students regardless of gender. Acceptable guidelines are defined as follows:

- Responsibility for the personal appearance of students enrolled in the District shall normally rest with the students themselves and their parents/guardians. Student dress and grooming should be in good taste and appropriate for the occasion and not: (a) affect the health or safety of students, or (b) disruptive to the learning process within the classroom or school.
- **The main torso (stomach, side, front, shoulders, or back) from above chest cleavage down to mid-thigh of the body shall not be visible.** Shirts that do not cover the stomach will not be allowed. This rule is in effect at all school activities, **including physical education classes.** Therefore, the wearing of mesh shirts would be inappropriate without an appropriate shirt worn under the mesh shirt. Shorts must be mid-thigh in length.
- Spaghetti strap tops are not to be worn, unless covered at all times by an outer garment. Tank tops must have at least 2 inches of strap clearly covering all undergarments.

- Waistbands on pants or shorts shall be worn above the hips at the waist. At no time shall undergarments shall be visible. Pants must be appropriately sized for the wearer's normal waist size and hemmed to a safe length, not hindering a student's ability to move about easily and safely. Pants shall have no holes or rips above mid-thigh.
- No student shall be permitted to wear, possess or display any gang insignia or identifiers that are normally associated with a gang or gang-related activities for example, gang-related colors, clothing, accessories, headwear, tattoos, medallions and jewelry.
- No student shall be permitted to wear clothing or accessories that contain pictures and/or writing referring to alcoholic beverages, tobacco products, sexual references or symbols, profanity and/or illegal drugs.
- Hats, coats and headwear (i.e. scarves, bandannas, finger gloves) are to be placed in lockers when school is in session. Hats are to be removed when in the building. Hoods shall not be worn. The wearing of outer garments and headwear will be permitted in school vehicles and school activities when appropriate.
- Any articles of clothing or accessories that display profanity, violence, discriminatory messages, or sexually suggestive phrases are not to be worn at school activities. Accessories such as jewelry with spikes, dog collars, wallet chains, or chains worn as belts, which may cause injury to another student may not be worn to school or school functions.
- Shoes must be worn at all times. Shoes with laces should be laced and tied at all times. Safety standards will dictate the type of footwear/clothing/accessories to be worn in the classroom. Students in Tech. Ed. and Phy. Ed. are reminded that the personal safety of all students demands that appropriate footwear be worn.
- Purses, handbags, and backpacks are to be left in the student's locker and not brought into classrooms.

This policy is in force upon students arriving on school grounds, during the school day, in school vehicles, and at all school activities.

NOTE: While fashions change, the reason for being in school does not. Students are in school to learn. Any fashion that disrupts the educational process or presents a safety risk can not and will not be permitted. Personal expression is permitted within the aforementioned guidelines. Students are expected to consider and respond appropriately to the following questions when dressing for school:

- Does my clothing clearly violate the district dress code? If so, I will make the appropriate change.
- Does my clothing expose too much? If so, I will make the appropriate change.
- Does my clothing advertise something that is prohibited by the dress code? If so, I will make the appropriate change.
- Does my clothing contain obscene, profane, drug- related, gang-related, or inflammatory messages? If so, I will make the appropriate change.
- Is my clothing appropriate for the weather? If not, I will make the appropriate change.

If there is a disagreement between students and/or parents/guardians and the staff regarding the appropriateness of clothing or clothing accessory, the principal or other school administrator will use his/her authority and discretion in making the appropriate decision regarding the student's dress. Students are expected to comply with that administrative decision.

LEGAL REFERENCE: Section 120.13(1) Wisconsin Statutes

BULLETIN BOARDS

Bulletin boards are located throughout the school. Check with the principal's office prior to placing announcements or posters within the building. Posters or paper placed on walls without permission will be removed.

ELECTRONIC EQUIPMENT: RADIOS/CASSETTE & DISC PLAYERS/ELECTRONIC GAMES

IPods, personal radios, tapes, disc, MP3, or cassette players, and/or any other electronic equipment/games are not allowed in regular study hall or classes. Keep them at home where they will be safe and you can use them for your own personal use and enjoyment.

BEVERAGES

Beverages are to be consumed in the cafeteria, provided this area is kept clean. Open containers (once a can or bottle is opened, it is considered an "open container") are not to be kept in student lockers. Students are not allowed to walk around the building and consume beverages. No beverage containers (including water) will be allowed in the classroom. Proper disposal of bottles, cans, and various containers is mandatory. Cleanup of spills is the student's responsibility and will be done in a manner that is non-confrontational or a report will be made to the principal's office. Consumption of beverages in the classroom and locker room is prohibited. Beverage consumption in the classroom will only be allowed if it involves a special activity prearranged through the principal's office. All beverage consumption privileges (including access to the soda and juice machines) can be revoked by administration at any time if there is a lack of cooperation from the student body.

FOOD/CANDY

All food (including any type of candy) will be consumed in the cafeteria only. No food of any type will be consumed while students are at their lockers. Students are not allowed to walk around the building eating. Proper disposal of all garbage is required. Food consumption in the classroom will only be allowed if it involves a special activity prearranged through the principal's office. All food consumption privileges can be revoked by administration at any time if there is a lack of cooperation from the student body.

LASER PENS/POINTERS/LIGHTS

Laser pens, pointers, or lights are not to be possessed by students during school hours or any school functions. Such devices used for legitimate educational purposes must receive the approval of the principal. Should any such device be found in the possession of a student it will be confiscated.

CELL PHONES

Digital phones or any cell phones capable of taking pictures are prohibited in all areas of the building. Cell phones cannot be used during school hours. Cell phones brought into the building must be turned off and left in lockers throughout the school day. Failure to follow this rule and to willfully use a cell phone will result in the confiscation of the cell phone.

First violation will result in confiscation of the cell phone for the remainder of the school day and a two-hour after school detention.

Second violation will result in confiscation of the cell phone, require that a parent or guardian come in to pick up the phone the next school day, and a one day minimum in-school suspension. **A student whose cell phone is confiscated in a restroom or locker room will begin at this step.**

A third violation will result in a permanent confiscation of the cell phone and a one-day minimum in-school suspension.

- **Students who refuse to surrender their cell phone due to violation of this rule will be subject to immediate in-school suspension for one or more days.**
- **Do not allow another student to use your cell phone during the school day. It is still subject to confiscation and will count against your total number of violations.**
- **These rules regarding cell phones are in compliance with Board Policy and state law prohibiting cell phone use in schools.**

CLASS DUES AND OTHER FEES

Students are required to pay \$5.00 for class dues by the mid-term of the first quarter. Students who are delinquent in paying book/lock fees, class dues or other required fees will be excluded from participating and/or attending all extracurricular and co-curricular events, dances, and activities until all delinquent financial obligations are fulfilled.

CHEATING/PLAGIARIZING

Students cheating, plagiarizing, or who are found to be assisting someone to cheat will receive reduced or no credit for the assignment, test, or project at the discretion of the classroom teacher and/or principal. In extreme cases the student may receive a failing grade for the quarter or semester. Examples of plagiarizing include, but are not limited to: Work copied verbatim from an original author, work copied with minimal alterations from the original author without proper citation, and/or copying answers from another's paper.

WITHDRAWAL

Students planning to move out of the district must obtain a sign-out sheet from the Principal's Office. The sign-out sheet must be signed by the counselor, librarian, and each of the student's teachers, and then turned in to the Principal's Office. All books and school materials must be returned and fines/fees paid prior to checking out of school.

DISCIPLINE PROCEDURES

Auburndale Middle/Senior High School prides itself with the overall behavior of its students, yet specific disciplinary procedures are in place for those students who have difficulty following the reasonable rules and regulations of the school. Students are expected to know and comply with both the letter and spirit of the rules contained in this student handbook in addition to any reasonable and purposeful direction given by any adult staff member.

Tardies

Being on time is an important element of life and school. Students are expected to be on time and everything possible will be done to encourage punctuality. Anyone arriving late to 1st hour must report to the office. The school district provides transportation for students, therefore tardiness to school due to car problems will be considered unexcused. Students with first hour tardies will be assigned lunch detention(s), then afterschool detention(s) if the problem persists. In-school suspension and truancy citations are options for chronic offenders.

Tardiness to classes after 1st period will be dealt with in the following manner:

- The teacher will work with the student to correct the problem. A discussion with the student, parental contact, and detention with the teacher is all appropriate responses to tardiness.
- A fourth tardy to class will result in a referral to the office. Students who refuse to serve detention time (due to tardiness) with the teacher will normally be assigned a 45 minute after school office detention minimum.
- Suspension will result for a student's refusal to serve office detention.

Corrective Measures Guidelines (Middle/Senior High School Discipline Plan)

General Violations: As a general rule, any failure to comply with both the letter and the spirit of the following guidelines and/or the reasonable request of any adult staff member warrants a corrective response on the part of the student. Students who choose not to change their behavior and comply with school rules and adult directives will be subject to a disciplinary consequence. Inappropriate behaviors include but are not limited to the following:

- | | | |
|-----------------------|-------------------------|---|
| -Disrupting class | -Throwing items | -Disrespect to teacher/adult staff |
| -Insubordination | -Property damage | -Improperly checking in to school if late |
| -Bus referral | -Disrespect to students | -Leaving a classroom without permission |
| -Dress code violation | -Horseplay | -Being in restricted areas without permission, <u>especially</u> HS students in MS areas/stairwells |

In order to be consistent, the violations listed above and consequences listed below are applied to each student in each of the classes the student is enrolled in. Students are expected to know and willingly follow all behavioral guidelines. When a student chooses to violate school rules, he/she is also accepting responsibility for the consequences of their actions. At this point, a detention and/or suspension may be come necessary.

The purpose of a suspension is to place the responsibility for the student's action in the hands of the parents since the student's problem resulted from an inability to accept the normal mode of control expected of students. Suspension is never considered as a convenient means of punishing a student or denying the student the right to an education, but only as a corrective tool. Depending on the situation, the circumstances, and the severity of the infraction committed, the principal/administrator reserves the right to assign the offending student a more severe consequence even if it is the student's first offense.

Violation/Step:

- 1st Office Detention. Meet with teacher, principal, report to parents.
- 2nd One, two, or three day in-school suspension. Student conference with principal, Report to parents.
- 3rd One, two, or three day in-school suspension. Student conference with principal, Report to parents.
- 4th Three-day out-of-school suspension. Possible removal from classroom setting Meet with parents.
- 5th Three-day out-of-school suspension. Possible removal from classroom setting. Meet with parents.
- 6th Conference with principal, Report to parents, Out-of-school suspension, Possible expulsion hearing. Expulsion.

Severe Violations: Severe behavioral violations include but are not limited to the following:

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|--------------------------------|---|--|
| -Disorderly conduct** | -Use/Possession of Alcohol | -Vandalism |
| -Swearing/profanity | -Use/Possession of Tobacco | -Theft |
| -Fighting or provoking a fight | -Leaving school without permission | -Disruption of an assembly |
| -Harassment | -Severe disrespect to teacher/adult staff | - <u>Interfering with a teacher/adult who is correcting another student's behavior</u> |
| -Weapon in school | -Use/Possession of controlled substance | |
| -Forging a signature | | |

Severe violations will result in immediate suspension and possible expulsion with disregard to the number of previous violations. A suspension due to a severe violation may be from one to five days in length and may include a referral to law enforcement. In the case of a severe violation, a conference with the parents and principal will be scheduled prior to the student returning to school. The purpose of a suspension is to place the responsibility for the student's action in the hands of the parents since the student's problem resulted from an inability to accept the normal mode of control expected of students. Suspension is never considered as a convenient means of punishing a student or denying the student the right to an education, but only as a corrective tool.

Repeated refusal/neglect to obey school rules/bus ridership rules including an accumulation of 6 or more total violations (general and/or severe) per year may result in expulsion.

** WI Statute 947.01 - Disorderly Conduct: "Whoever, in a public or private place, engages in violent, abusive, indecent, profane, boisterous, unruly, unreasonably loud, or otherwise disorderly conduct under circumstances in which the conduct causes or tends to cause or provoke a disturbance."

See Auburndale School District Policy 443 and 447

CLASSROOM DISCIPLINE

A teacher employed by the District may temporarily remove a pupil from class if the pupil violates the terms of the District's Code of Conduct Policy. It should be understood that long-term removal of the student might follow. The specifics of this policy will be explained to all students at the beginning of the school year. The policy is available on the District's website and is also available upon request.

Each classroom teacher/supervisor is responsible for the discipline of the students in his/her classroom. Teachers will compose and discuss their classroom rules with their students at the beginning of the year and readdress them as necessary throughout the school year. Teachers will post their classroom rules in their classrooms and make written copies of their rules available to parents upon request. Teachers/supervisors will initiate contact with the parents/guardians of a student who is making inappropriate behavioral choices. Teachers will document corrective measures/steps taken and parent contacts made. Most disciplinary measures and corrective actions taken will occur at the classroom level. The principal will deal with major behavioral infractions and multiple refusals to follow classroom and/or school rules.

The general expectations of students are that they will arrive in class on time, prepared for class with all appropriate materials at hand, be involved in the activities of the class, and meet the behavioral expectations of the teacher/supervisor.

Personal behavior and interpersonal relationships are expected to be appropriate and in keeping with the school community standards of propriety. For example, briefly holding the hand of a "significant other" is acceptable; extended hand-holding, lavish and/or prolonged displays of affection are not acceptable. Students are expected to comply with the request of an adult staff member who asks that the behavior be "toned down" or discontinued. See Auburndale School District Policy 443

TOBACCO USE

The use or possession of any tobacco product (smoking or chewing tobacco) is prohibited. Violators will be suspended from school and the local authorities may be notified for appropriate action. After a parental conference, the student will reenter his/her regular school day. Regulations will be enforced on school grounds at any time and at all school related activities on or off school grounds.

USE AND/OR POSSESSION OF A CONTROLLED SUBSTANCE

Students who consume or who are under the influence of a controlled substance (prescription drugs, alcohol, marijuana, or any other nonprescription drug) will be suspended from school and the local authorities will be notified for appropriate action. This also includes any look-alike drugs and/or any inhalants, pills, liquid, or powder which could endanger the health and safety of students. Students in possession of any controlled substance will also be subject to the same disciplinary action. Students are not allowed to self-medicate with nonprescription/over-the-counter medications. All medications must be dispensed to students through the nurse's office.

Selling, dealing, or dispensing any controlled substance (to include prescription, nonprescription, or over-the-counter drugs) will result in immediate notification to the sheriff's department with suspension and/or expulsion proceedings to follow.

The Auburndale School District is a Drug Free School Zone. Wisconsin Statutes; Section 2421161.49 to Section 2425 161.495 apply on our grounds.

DANGEROUS WEAPONS POSSESSION IN SCHOOL

The School District of Auburndale is responsible to maintain an atmosphere that promotes a safe, healthful, and educationally sound environment for all the students, staff, and community members who are participants in the District's educational programs.

No person shall possess a dangerous weapon while he/she is either on district property or while participating in a district-sponsored activity. Exemptions are in place for Law Enforcement Officers who are functioning in an official capacity or to persons who have received prior permission from the Superintendent, or his/her designee, to possess a weapon for a legitimate educational demonstration/activity. In no event will live ammunition be permitted to be in possession when permission has been granted for a legitimate educational demonstration/activity.

A student found in possession of a weapon, who verbalizes the potential violent use of a weapon, and/or implements the use of a weapon against another human being and/or physical facilities within the school system, its annexes, and bus system, including district sponsored activities, will be immediately suspended from school. The students' parents are to be contacted, and an automatic recommendation will be made for an expulsion hearing scheduled before the Board of Education Expulsion Panel. Law enforcement officers and the Superintendent shall be contacted as soon as possible when a person is identified as being in possession of a weapon. The weapon, whenever possible, is to be confiscated and a report of such confiscation is to be made to law enforcement personnel.

Weapons shall be defined as firearms, (manufactured, homemade, armed, unarmed or blank) knives, clubs, BB guns, toy imitations, replicas, and/or any apparatus used or designed to inflict bodily harm and/or to intimidate other persons.

Weapons shall also be defined as instruments whose original design was nonviolent, but through use and application are employed to taunt, threaten, inflict bodily harm, or otherwise intimidate. Examples include, but not limited to lighters, belts, combs, pencils, files, compasses, aerosol sprays, scissors, etc.

RESPECT FOR PROPERTY

Marking or scratching or otherwise destroying school property is inexcusable. Students will be suspended and fined when willful destruction is committed.

Marring of the building or its corridors shows lack of school pride. Every member of the student body should help to preserve the building and keep it clean. Students should leave each classroom in a neat and orderly manner.

DETENTION

Teachers and/or school administrators may assign detentions. Detentions assigned by teachers will be served with the assigning teacher. The staff member and student will determine the date to be served. Students are to report for detention with study materials and work silently throughout the time and date of detention. Teacher-assigned detentions shall be made up within a reasonable amount of time. If a student fails to serve a detention assigned by a teacher within the agreed upon time frame, the detention will be referred to the school administration. Students should expect additional time to be assigned by the principal and/or administrator for insubordination when the student has failed to serve assigned time with the assigning teacher. Office detentions will be served on Tuesday's and Thursday's after school. Students may be given the option of serving detention from 7:00-8:00 a.m. in the office if the detention is 60 minutes or less. Students placed on detention by the principal's office are to report to the office/prearranged detention hall location at the prearranged time. The date, the time of detention (no later than 5:15 p.m.), and the duration of time to be served will be determined by school administration. A student assigned detention will be given 48 hours to notify parents and make transportation arrangements prior to being required to serve detention. A formal letter notifying the parents of the nature of the offense, and the date and time of the detention, will be mailed to the parents to confirm the detention. As long as the students have received 48 hours notice and a written communication has been sent to the parents, students will be required to serve the detention on the day and time stated in the notification. Students will have the right to contact their parents on their own if they choose to serve detention prior to the required detention date. Failure to serve assigned office detention will result in the student being suspended (in-school) for a minimum of one day.

As per Auburndale School Board policy 345.62, seniors with detention obligations (including making up time for unexcused absences) at the time of graduation will not be allowed to participate in the graduation ceremony until the obligation is taken care of.

NO PASS LIST

Students that are having academic (including missing assignments) and/or behavior problems will be placed on a restricted pass list. Students earning any type of “D” or “F”, or those students with more than one missing assignment per class, will be placed on the no pass list from study hall until all of the student’s grades are “C-“ and /or the missing assignments have been completed, corrected, and grades recorded. This no pass list is intended to encourage students who are struggling in their classes to change behaviors/habits that are causing the deficiencies. Students will be allowed to leave study hall for academic reasons only. It is the student’s responsibility to monitor the current status of their grades and completion of assigned graded activities in order to regain pass privileges. The no pass list will be generated on the first day of the school week. The list generated is in effect for the entire duration of that school week.

IN-SCHOOL SUSPENSION

In-school suspension means that a student will not be allowed to attend his/her regular classes but will remain in school under supervision. In-school suspensions are served under the supervision of classroom teachers or the office of the principal. While suspended, students are required to bring their books, pencils, paper and/or any necessary educational materials to the assigned room. Students who write on walls or desks or damage school property will make restitution. Any misconduct during an in-school suspension may result in additional disciplinary action and/or a suspension from school. Students who are suspended (both in-school and out-of-school) are to be excluded from all school activities and participation in sports until the next school day or the period of suspension is completed. Students are provided work to do during their suspension and will earn academic credit for work completed during the time of suspension (with the exception of that which is earned by participation).

OUT-OF-SCHOOL SUSPENSION

Recurring discipline problems or serious individual offenses will be dealt with by suspension. Students can be removed for one to five days depending on the severity of the offense. Some cases may require a parent/guardian conference with the principal and teacher(s) before reentry. Suspension is considered an excused absence and all work can be made up. All students have the obligation to obtain, understand, and retain for future reference and use, all materials presented during this period of absence. Students under suspension are expected to make up all assignments. Students who are suspended (both in-school and out-of-school) are to be excluded from all school activities and participation in sports until the next school day or the period of suspension is completed.

EXPULSION

After other forms of discipline have been tried and a particular student is still unable to follow school rules and regulations, the administration will go to the school board and the district administrator (superintendent) to begin expulsion proceedings. This would remove the student’s privilege to attend school and to be on school premises for the remainder of the school year.

ACADEMIC GRADING AND GRADUATION REQUIREMENTS

REPORT CARDS

Grading periods will be nine weeks in length. First and third quarter report cards will be available during Parent/Teacher Conferences or will be mailed to those who are unable to attend. Second and fourth quarter report cards will be mailed shortly after the completion of the quarter.

MARKING SYSTEM - HONOR ROLL

The academic grades used on report cards and student records will appear in letter form. All classes except student services will be considered in determining a student’s grade point average.

We publish an honor roll at the end of each quarter. If a parent does not wish to have the name of their son/daughter published, please notify the principal’s office in writing.

The high school honor roll consists of the two following categories:

- High Honors- students with a report card indicating an average of 3.7 or higher
- Honors - students with a report card indicating an average of 3.0 to 3.69.

Each student’s average can be calculated by adding grade points as listed below for each grade and then dividing by the number of credits attempted.

A = 4.0	A- = 3.7	B+ = 3.3	B = 3.0	B- = 2.7	C+ = 2.3	C = 2.0
C- = 1.7	D+ = 1.3	D = 1.0	D- = 0.7	E = 0.7	F = 0.0	

ACADEMIC ACHIEVEMENT

Academic preparation of young women/men remains the primary objective of the Auburndale Middle/Senior High School. To acknowledge, reward, and designate proper recognition of these students, the Auburndale Board of Education has implemented the Academic Letter as its official recognition of those young women/men who have obtained the Highest Academic Achievement within their educational career.

Eligible Criteria:

- Any student whose Academic Achievement indicates a minimum of 3.60 grade point average or above on a 4.00 point scale for any three semesters during his/her enrollment in grades nine (9) through twelve (12) will be awarded an Academic Letter and Certificate. Only those grades received by students while enrolled at Auburndale High School are eligible.
- Transfer students who have been enrolled for three semesters or less are eligible to petition to receive an Academic Letter on the basis of two semesters of 3.60 GPA or above.
- Students receiving the Academic Letter shall be eligible to participate in all Club/Activities currently restricted to Athletic Letter winners.
- All students receiving two Academic Letters will also receive the distinction of being named Captain.
- Junior High students will receive this award when they have completed any 4 quarters with the required GPA.

HIGH SCHOOL DIPLOMA REQUIREMENTS

To assure that each child educated in the Auburndale Public Schools is exposed to a body of knowledge that will assist them in their life long learning, the Auburndale School Board adopts the following minimum standards by which a student shall meet the criteria for a high school diploma.

Credit and Core Class Requirements:

- All students will be required to complete a minimum number of core curriculum classes.
- One credit is defined as an approved class that is offered 5 days for 2 semesters. One-half credit is defined as a class that meets 5 days per week for one semester.
- Students identified as having been appropriately staffed into a special education program will have individual I.E.P.'s designed to incorporate as many requirements as deemed appropriate for their placement.
- Class Requirements for students are as follows:
 - Enrolled in a minimum of seven classes per semester
 - Four years of English
 - Three years of math
 - Three years of science
 - Three years of social studies
 - 1.5 credits of physical education that must include Physical Education 9, 10, and 11
 - 0.5 credit in Health II
 - 0.5 credit in fine arts (art, band, choir, or foreign language)
 - 0.5 credit in keyboarding
 - 0.5 credit in technical arts (business, technical education, agriculture, family and consumer education, or computer science)
 - An additional 8.5 credits in any area
 - A student must earn a minimum of 25 credits for graduation

CLASS SCHEDULING AND CLASS CHANGES

All students scheduling will be with the assistance of the high school guidance counselor. Any schedule changes made will be done so after showing good cause. Schedule changes may be made by seeing the guidance counselor to obtain a "Request a Change in Class Schedule" form. Students will be allowed to drop classes if they make the request during the first 10 days of each semester and if they continue to have a minimum of 7 credits on their schedule for the school year with the dropped class. If they need to add a class to reach 7 credits, the class must be added during the first 10 days of the semester, must be approved by the teacher and parent, and must fit into their schedule without moving other classes. All of the paperwork associated with the dropping/adding of courses must be completed in its entirety within the allowable drop/add period. Failure to complete the paperwork within the allowable time will result in a failure being recorded for the course being dropped. Students adding a class or classes within the first 10 days of a semester are responsible for the work/assignments missed during this time.

Students withdrawing from courses after the first 10 days of the semester will receive one of the following grades at the discretion of the teacher:

- W: Withdraw. No credit given, does not count against GPA.
- WP: Withdraw/Passing. No credit given, does not count against GPA.
- WF: Withdraw/Failing. No credit given, counts against GPA.
- F: Failing. No credit given, counts against GPA.

HEALTH SERVICES

For illnesses occurring at school, the health care coordinator or office secretary will telephone the parents to arrange for the child's transportation home. When the parents cannot be reached, we will phone the emergency contact person. Please remember to keep the health care coordinator informed and updated regarding contact information and health concerns as they relate to your student(s). This includes any changes that occur during the school year, for example asthma, migraine headaches, etc.

Students not feeling well at school will be allowed to rest in the health room for one class period only. At that time the student will have to return to class or if not improved will then be sent home. Exceptions to this will be made at the discretion of the office if necessary. Students

needing to see the district's health care coordinator during the school day must see their regular classroom teacher for a referral to the health office.

If a student should need to take medication during the school day, this medication must be sent to school in the original container identifying the student, the medication, and instructions as directed by physician and pharmacist, and accompanied by a written note signed by the parent. Students often come to the office requesting non-prescription over the counter drugs (Tylenol, Acetaminophen, etc.). All such requests are to go through the district's health care coordinator. Non-prescription over the counter drugs will NOT be distributed without a current permission form.

When an injury occurs, the building principal is to be notified and an accident report (form P1-1945) must be completed by the health care coordinator or teacher/coach who was present at the time of the injury. Copies of these accident reports are sent to Society Insurance Company on a monthly basis. Any injuries/accidents that result in three or more days of absence from school must be reported to the Department of Public Instruction on a yearly basis.

If a student is involved in an accident that results in an injury, normal and necessary first aid will be administered by directed school officials. If the injury should require further medical attention, every effort to contact the parents or other designated emergency contact person will be made. The School District of Auburndale utilizes the Marshfield Fire Department Ambulance Service and St. Joseph's Hospital for emergency care of students and staff.

Student immunization is now required by state statute. Please keep the district's health care coordinator informed of your student's immunization dates so that appropriate records can be maintained.

ATHLETIC, CO/EXTRA-CURRICULAR PROGRAMS

STUDENT GOVERNMENT - STUDENT COUNCIL

The Student Council is the student self-governing body through which you can exercise your right to help make your school the kind you wish it to be. As stated in its constitution, the purpose of the Student Council is to: Develop attitudes of, and practice in, good citizenship; promote harmonious relations throughout the entire school; improve student-teacher relationships; improve school morale; assist in the management of the school; provide a forum for student expression; provide orderly direction of school activities; charter school clubs and other organizations; and promote the general welfare of the school. During the year the council has many responsibilities. The council sponsors the fall homecoming, student assembly programs, helps finance various projects, sends delegates to leadership and training conferences, and is involved in other various activities in the school.

CLUBS

The following clubs are for the purpose of encouraging participation in activities not possible in the classroom:

- FFA - This is an organization whose membership consists of students interested in agriculture and related fields.
- DECA - This is an organization whose membership consists of students enrolled in marketing and business-related classes.
- "A" Club - Any boy or girl who earns an athletic or academic letter is eligible for membership. Members sponsor the creation of active participation and interest in the co-curricular programs of the school.
- Spanish Club - This is an organization whose membership consists of students interested in the Spanish language and cultures.

All student fund raising must have administrative approval and conform to expectations stated at the time approval was granted. Class advisors are to monitor and supervise all fund raising activities.

HONOR ORGANIZATION

National Honor Society - One of the highest honors that a student can receive is membership in the National Honor Society. Requirements for membership are character, service, leadership, and scholarship, as set forth by the national organization. Installation ceremonies are held each year for elected members of the junior and senior classes. This organization has provided scholarships and promoted student leadership in various school and community served organizations.

STUDENT PUBLICATIONS

The school year is climaxed by the publication of the school yearbooks, THE AUBURN for the high school students and the JUNIOR AUBURN for the middle school students. In both pictures and words, it contains a record of the highlights of the school year.

MUSIC ACTIVITIES

The school maintains several instrumental and choral groups. From time to time these organizations appear in public concerts and represent the school in competition.

CO-CURRICULAR PROGRAMS

Activities that are scheduled to occur outside of the normal academic day and setting, hereby are defined as being co-curricular in design are considered to be a vital part of the total development of children and of the district educational program.

These co-curricular programs shall be designed to allow all students an equal opportunity to develop their interests, attitudes, and skills for future adult experiences. These programs' primary design is to complement academic programs and shall not at any time be perceived to exceed a child's academic development or responsibility. Involvement and competition within these co-curricular programs will be structured

to provide healthful, enjoyable experiences complementary to the positive mental, social and physical development of children. Sportsmanship and positive behavior is a priority of all activities subscribed to under this policy.

Student members, at both the middle and senior high school level, must comply with all rules and regulations established by the school district, W.I.A.A., and corresponding state and local guardian organizations.

All full time students are eligible to participate in student co-curricular organizations, associate organizations, and athletic teams providing they meet all academic and behavioral eligibility requirements. Individual organizations and co-curricular activities may institute entrance requirements only with the approval of the building administrator. These requirements must be based upon established and essential criteria necessary to permit enjoyment, understanding and comprehension of an activity.

The School District of Auburndale shall not discriminate against any person on the basis of student's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability in the educational programs or activities that it operates.

ATHLETIC PROGRAM

The district subscribes to the belief that athletic teams, organizations and associate activities, properly operated, provide additional child development experiences associated with successful human relations.

The school has a well-rounded program of athletic activities. You are encouraged to participate in them according to your interests, ability and time available. Boys' sports consist of cross country, football, basketball, wrestling, baseball, and track. Girls' sports include basketball, track, volleyball, softball, and cross country. Auburndale is a member of the Marawood Conference.

Athletic Eligibility Rules: Eligibility rules of the WIAA and the Auburndale High School Athletic Code and Letter of Intent as adopted by the Board of Education apply to all interested in athletic competition. These regulations are printed in the Athletic Handbook.

DANCES

A number of dances are scheduled during the year, usually after an athletic game. They are sponsored by various organizations of the school. The fee is nominal and all students are encouraged to attend. Regular school dress is appropriate for these occasions. Students are expected to adhere to the school dress code. Special announcements will be made prior to formal dances regarding the expected dress code. It is the responsibility of the organization sponsoring a dance to assist chaperones in identifying students who do not belong to the dance.

While all students are welcome to participate, the district wishes to maintain a separation between middle and senior high school students because of the unique social, emotional, and developmental needs of each age group. To facilitate this separation, senior high school students are not allowed to attend middle school events and middle school students are not allowed to participate in those events planned for senior high school students.

All guests (those persons not attending Auburndale Middle/Senior High School) must be signed up in the principal's office or with the sponsoring advisor, the week of the dance. All school rules are in effect at school dances. Since school dances are not public dances, the school reserves the right to refuse admission at its discretion.

STUDENT WELFARE/SEXUAL HARASSMENT

The School District of Auburndale does not tolerate sexual harassment in any form and will take all necessary and appropriate action to eliminate it, up to and including discipline of offenders. It is the policy of the school district to maintain and ensure a learning environment free of any form of sexual harassment or intimidation toward and between students.

It is, further, the policy of the district that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the work place, in that it interferes with the educational process and involves elements of coercion by reason of the relative status of a staff member to a student.

Sexual harassment is defined as any deliberate, repeated or unwanted verbal or physical sexual contact, sexually explicit derogatory statement, or sexually discriminating remark which is offensive or objectionable to the recipient or which causes the recipient discomfort or humiliation or which interferes with the recipients academic performance. Sexual harassment can take the form of any unwanted sexual attention, ranging from leering, pinching, patting, verbal comments, display of graphic or written sexual material and subtle or express pressure for sexual activity. In addition to the anxiety caused by sexual demands on the recipient, sexual harassment may include the implicit message from the alleged offender that noncompliance will lead to reprisals. Reprisals may include, but are not limited to, the possibilities of harassment escalation, unsatisfactory academic evaluations, and difference in academic treatment, sarcasm, or unwarranted comments to or by peers.

Any student who believes s/he has been subjected to sexual harassment or intimidation by another student or employee should report the incident to the building principal or guidance counselor. It is the intent of the district to create an atmosphere where complaints and alleged complaints will be treated fairly and quickly. If a student is not comfortable with making a complaint to the principal or counselor, the complaint may be made to any other adult employee. The employee will report the complaint to the principal or counselor, Director of Pupil Services where appropriate, or the designated pupil nondiscrimination employee. These complaints will be handled in accordance with the board policy procedure as identified under Student Welfare/Sexual Harassment and Complaint Procedure.

A program of education, intervention, and prevention shall exist for staff and students to ensure a learning environment free of any form of sexual harassment or intimidation toward and between students.

This policy and complaint procedure will be made available to all students on an annual basis. Employees will be informed of the policy on an annual basis.

ADMINISTRATIVE RULES/COMPLAINT PROCEDURE

Students who believe they are the victims of sexual harassment must report their concerns to the principal or guidance counselor. Students may report the concern to any teacher. To assure consistency in handling complaints, the teacher will report the complaint to the principal or guidance counselor.

The following procedure will be used:

1. Any complaint may be presented verbally or in writing to the principal or guidance counselor. The complaint should include the specific nature of the harassment, corresponding dates, and the action that they are seeking. The person making the complaint will need to provide his/her name, address and phone number. If the complaint is verbal, the principal or guidance counselor will make a written record and may request the complainant to sign such a written record.
2. The principal or guidance counselor shall thoroughly investigate the complaint, notify the person who has been accused of harassment, permit a response to the allegation and arrange a meeting to discuss the complaint with all concerned parties within ten (10) working days after receipt of the complaint, if deemed necessary. The principal or guidance counselor shall file a written response to the complaint within fifteen (15) working days after receipt of the complaint.
3. If the complainant is not satisfied with the response of the principal or guidance counselor, he/she may submit a written appeal to the superintendent indicating the nature of the disagreement. The appeal must be filed within twenty (20) working days after receipt of the principal or guidance counselor's answer. The superintendent shall give a written response to the complainant's appeal within fifteen (15) working days of the date the appeal is filed or fifteen (15) working days after the meeting, whichever is later.
4. If the complainant is not satisfied with the response of the superintendent, an appeal to the school board may be filed. The appeal must be filed within ten (10) working days of receipt of the superintendent's response. The school board shall conduct a hearing at its next regular meeting or at a special meeting called for the purpose of hearing the appeal. The school board shall give a written response within fifteen (15) working days of the completion of the hearing.
5. If the complainant is not satisfied with the response of the board, s/he may, as at any point in this process, file a complaint with the proper legal authorities.

All district and board policies are available upon request from the high school or district offices, or on the district website.

Auburndale Middle School Student Handbook and "Passport"

Middle School Addendum

Dear Students and Parents/Guardians:

Welcome to Middle School. We look forward to working with you and your child throughout the 2009-2010 school year. This year will provide many exciting, rewarding, and challenging experiences. The information contained within this handbook will help you and your child to become familiar with middle school programs, practices, and procedures.

Please feel free to contact any of the middle school teaching staff with any questions or concerns that may arise throughout the year.

Middle School Core Staff

Sheila Cherney	Ext. 259	Melissa DeVries	Ext. 257
Sheila Hellner	Ext. 256	Jennifer Xiong	Ext. 261
Sally Raab	Ext. 255		

Auburndale Middle School Staff

Tim Anderson	Amber Bubolz	Kara Lasiewicz	Sheila Cherney
Mark Cournoyer	Melissa DeVries	Kelly Drevlow	Sheila Hellner
Jill Rademan-Pugh	Lois Kremer	Jeremy Lamont	Margie Linzmeier
Sally Raab	Dawn Urban	Chad Vanderwyst	Karen Willfahrt
Jennifer Xiong	Paige Vanderwyst	Dave Peterson	Beth Richardson

Correspondence with the teachers, administration, support staff, and school board members can be done using the middle/senior high school's web page located at <http://hs.aubschools.com> the website is constantly changing with new items being added periodically. The website also

contains a link to PowerSchool, the student information system used in the district and teacher web pages. Information regarding weather related school cancellations, extra curricular events, policies, and memberships can also be found on the web page.

GRADING SCALE

All middle school students will be graded using the following scale:

100 – 90 = A 89 - 80 = B 79 - 70 = C 69 - 60 = D 59 - 0 = F

**The top three percentages in each grouping will receive a + and the bottom three percentages in each grouping will receive a -.

REPORT CARDS & PROGRESS REPORTS

Grading periods will be nine weeks in length. First and third quarter report cards will be available during Parent-Teacher Conferences or will be mailed to those who are unable to attend. Second and fourth quarter report cards will be mailed shortly after the completion of the quarter. Progress reports are sent home every three weeks and are to be returned to the respective teacher with a parent/guardian and student signature.

TEACHER WEB PAGES

Teacher web pages list specific assignments, goals, and expectations for the week, quarter, semester, and year. Web pages can be accessed through the high school's web page. If you do not have access to this information using the internet, feel free to call the school at 652-2115.

POWERSCHOOL ACCESS

Each student will be given a code consisting of numbers and letters that will allow them to access their grades, grade books, attendance, and lunch information via the schools student management system. This code will allow the student to know what their current grades are in any course and track missing assignments they may have. Parents/guardians will receive a separate code in which to monitor their student's progress. Contact with staff can be done by email through this access.

EMAIL/COMPUTER USE

Students will be given an email and computer access code to log onto the school's computers to complete assigned work. Students are expected to use the school's email account for classroom assignments only. Students are reminded that any information shared via email is the property of the School District of Auburndale. Any misuse of the computers or email will result in loss of computer access.

Middle School After-School Study Club

The Auburndale Middle School Study Club program is an opportunity for any student to seek extra assistance in a specific subject area, or who needs additional time or help to complete assignments.

What is it?

- Meets Tuesday's and Thursday's from 3:30 to 4:30 p.m.
- Held in a middle school classroom
- Staffed by middle school teacher(s)
- Transportation home for students is not provided
- There is no charge for this program
- There will be no After-School Study Club on nights before a vacation
- A snack will be provided

Student Expectations

- Program is open to all students in grades 6-8, whether on their own or by teacher recommendation.
- Students must come prepared to work.
- This is work time, not a social time.
- Computers may be used for homework (games are not allowed).
- Email is to be used for school purposes only.
- This is an extended school program; all rules that apply during the school day also apply during the after-school program.
- Student must sign in at the beginning of the program time and sign out if leaving prior to 4:30 p.m.
- Students will not be allowed to leave the program before 4:30 p.m. unless a parent/guardian contact is made.

TEACHING AND ENFORCING POSITIVE AND PRODUCTIVE BEHAVIORS

Students need a consistent environment in which to learn so they can develop successful long-term life skills. This program promotes the development of improved social and character skills, consistency between home and school, and quality expectations of the student.

BEHAVIOR EXPECTATIONS:

A. Be Prepared

- Bring needed materials
- Bring completed assignments

B. Respect Authority

- Listen to authority
- Follow directions promptly
- Accept responsibility for behavior

C. Respect Rights of Others

- Use appropriate voice and language
- Listen to the speaker
- Respect opinion and points of others
- Refrain from harassment

D. Respect Property

- Respect property of others
- Respect own property
- Respect school/district property

E. Display Appropriate Social Skills

- Cope (disagreement, teasing, failure)
- Display courtesy and tact
- Interact with others appropriately
- Remain on task
- Allow others to remain on task

F. Display Honest & Appropriate Character

- Take responsibility for your own work
- Display positive character
- Display productive character

The teachers have modified the program to include rewards for appropriate behaviors. Rewards are offered in a timely manner throughout the school year. Students who have demonstrated outstanding behavior will receive written recognition from administration. Students with no write-ups for each reward period will become eligible for a drawing each semester for a \$50 savings bond.

For students to qualify for the rewards, they must not have more than four write-ups from any one teacher or no more than seven from all teachers. In-school suspensions or out-of-school suspensions will disqualify students for that reward period. To qualify for the end of the year reward, students must qualify for three of the rewards periods throughout the year.

The following are examples of possible consequences for not meeting behavior or academic expectations. The initial step will depend on individual circumstances:

- Student warning
- Student-Teacher interaction
- Parent notification
- Student-Staff-Parent goal setting conference
- Meeting with administration
- Detention
- In-school suspension

Note: Modifications to this program for any student must be addressed in a separate education plan developed in cooperation with administration.

STUDENT PROMOTION

The School District of Auburndale recognizes that students must progress through school and advance through each level with the academic foundation to successfully master the next level of academic challenges. This progression will employ the best practices in instruction and assessment. Essential learning will be designed to meet the unique needs of all individual students. Partnering with parent(s)/guardian(s), the District will advance or promote students as they accomplish learning at each level.

PROMOTION OF STUDENTS (GRADE 6)

Students who have demonstrated acceptable progress in the instructional program shall be promoted to the next grade at the completion of each school year. Students who have failed to demonstrate acceptable progress shall be considered for retention.

A. The primary responsibility for deciding whether there will be retention, advancement, or grade acceleration will rest with the classroom teacher or teachers primarily responsible for the student's education, the Middle School Principal, and the parent(s)/guardian(s) of the student. When appropriate, the School Psychologist, the Student Services Director and the Guidance Counselor will assist in determining appropriate placement of the student. As noted in this policy, parent(s)/guardian(s) need to be involved in every step of the procedure.

B. When a student experiences difficulty in school, it is the responsibility of the teacher to keep parent(s)/guardian(s) informed of the problem areas and to make every effort to remediate learning problems. These efforts will be documented by the teacher before the procedure is considered.

C. If a student is being considered for retention, the following steps must be completed:

1. The student is referred by the classroom teacher to a Student Assistance Team Meeting by the middle of the third quarter. Team members may include the Middle School Principal, Special Education Teacher, Speech Pathologist, School Psychologist, Student Services Director, two teacher representatives, the referring teacher, parent(s)/guardian(s), Guidance Counselor, Reading Specialist, and Title I Teacher.
2. A conference is arranged with the parent(s)/guardian(s) to develop a plan to help the student become successful. The teacher will schedule the meeting within two weeks after the Student Assistance Team meeting. A written copy of the plan will be sent to the parent(s)/guardian(s) and placed in the student's file.
3. The final recommendation for retention will be made no later than the midpoint of the fourth quarter.

D. Before a student may enroll in the seventh grade, he/she must be recommended by the Middle School Principal. This recommendation will be based upon input from the appropriate elementary staff, School Psychologist, Student Services Director, and Guidance Counselor. Promotion or retention should be made on the basis of the placement that promises to serve the best interests of the individual student after a thorough consideration of his/her academic development, chronological age, cognitive ability, social and emotional maturity, physical characteristics and individual progress.

E. If a recommendation of retention is decided upon, the parent(s)/guardian(s) will be notified by the principal prior to the end of the school year. Parental/guardian acceptance or rejection of the recommendation will be documented in the student's permanent record folder.

F. Following the above procedures, if parent(s)/guardian(s) are in disagreement with the decision made by the team, they have the right to appeal to the District Administrator.

G. Disagreements with the District Administrator's decision may be appealed to the Board of Education.

PROMOTION OF STUDENTS (GRADES 7-8)

The School District of Auburndale recognizes the importance of a strong middle level education prior to the student's promotion into high school and his/her quest for the successful completion of course work leading to a high school diploma. Grades 7 & 8 will conform to a quarterly grading system and will not fall under the District's semester grading practices.

A. Prior to a student's enrollment in eighth (8th) and/or ninth (9th) grade, he/she must have passed all scheduled courses at Auburndale Middle School for each quarter and semester.

B. Students who are failing a course(s) after midterm grades are submitted for each quarter will be expected to attend a midterm Academic Improvement Meeting (AIM) to improve their academic status. An Academic Improvement Meeting (AIM) is an afterschool event designed to assist students to achieve at a passing or satisfactory grade level in a subject or class which they are failing. At the end of each quarter, students who have failed to earn a passing grade will be expected to attend AIM events until work is completed to meet passing expectations.

C. Parent(s)/guardian(s) will be notified at least one (1) week prior to scheduled AIM events if their student is failing in a subject or class and is expected to attend the upcoming AIM. Parent(s)/guardian(s) notification regarding concern for academic standing and possible retention will take place within ten (10) days of the conclusion of the first semester. Notification will be by letter from the Building Principal or his/her designee.

D. Variances from this policy for special education students will be specified in an individual educational program developed in cooperation with administration, the special education case manager, parent(s)/guardian(s) and classroom staff.

E. Variances from this policy for students under a Federal 504 Plan will be specified in student's accommodation plan.

F. Students who fail to complete the AIM requirements as specified in this policy will be recommended for placement in the following sequence of options by a team of staff members:

1. Summer School – Students will have the opportunity to obtain credit for a course(s) not completed during AIM. Parent(s)/guardian(s) will be notified by mail within ten (10) days after the conclusion of summer school as to the academic status of the student.
2. Correspondence Course – Students who did not complete summer school will have the opportunity to obtain credit through District approved study courses. The district or parent(s)/guardian(s), depending upon the situation, may assume financial responsibility for this course. The course must also be completed and verified prior to the start of the next school year.
3. Retention - Students would be retained in the specific subject in which he/she did not meet passing expectations. A team of staff members, which may be comprised of the student’s classroom teacher(s), School Psychologist, Student Services Director, Building Principal, and Guidance Counselor, would monitor student progress with possible promotion within the school year.

G. As noted throughout the policy, parents and guardians need to be involved in every step of the procedure. Following the procedure, if parent(s)/guardian(s) are in disagreement with the decision made by the team, they have the right to appeal to the District Administrator. Disagreements with the District Administrator's decision may be appealed to the Board of Education.

H. Timelines and Appeals: Final notification of the decision not to promote will be mailed to the parent(s)/guardian(s) within five (5) working days of the last day of school as identified on the yearly calendar approved by the Board of Education. Should the student be placed in a summer school curriculum, parent(s)/guardian(s) will be notified by mail within ten (10) days after the conclusion of summer school as to the retention/promotion of the student in question. Parent(s)/guardian(s) may appeal a decision of retention by contacting the District Administrator within five (5) working days of the receipt of the letter. The District Administrator will respond to such an appeal in writing. A final appeal may be made to the Board of Education within five (5) days of the receipt of the District Administrator’s decision. This appeal shall be made in writing and addressed to the Clerk of the Board of Education. After the receipt of this appeal, the Board of Education will make a final decision at the next scheduled Board Meeting.