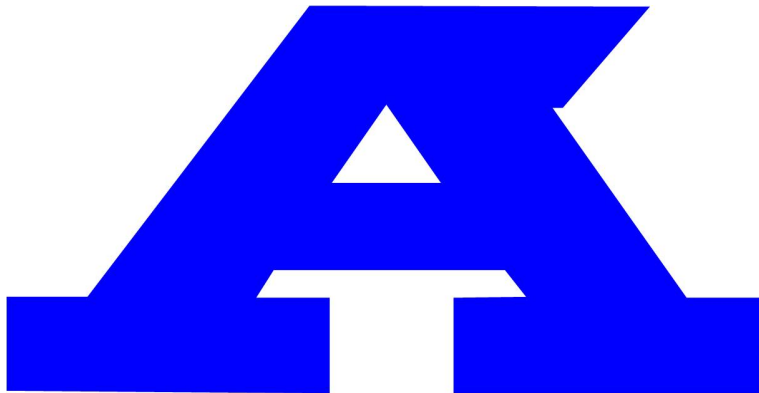


MIDDLE & HIGH SCHOOL
STUDENT HANDBOOK

AUBURNDALE SCHOOL DISTRICT



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2020 - 21 SCHOOL CALENDAR
SCHOOL DISTRICT OF AUBURNDALE

August 26	Open House 2:00 p.m. – 7:00 p.m.
September 1	Students First Day/First Day of First Quarter
September 7	NO SCHOOL – Labor Day
September 25	NO SCHOOL FOR STUDENTS Teacher In-Service Day
October 12	NO SCHOOL FOR STUDENTS Parent/Teacher Conferences 11:00 a.m. – 7:00 p.m.
October 23	NO SCHOOL FOR STUDENTS Teacher In-Service Day
November 3	Last Day of First Quarter
November 4	First Day of Second Quarter
November 25, 26, 27	NO SCHOOL – Thanksgiving Break
December 23-December 31	NO SCHOOL – Christmas Break
January 1	NO SCHOOL – New Year’s Day
January 4	School Resumes
January 15	Last Day of Second Quarter
January 18	NO SCHOOL FOR STUDENTS Teacher Work Day
January 19	First Day of Third Quarter
February 12	NO SCHOOL – Inclement Weather Day*
February 26	NO SCHOOL FOR STUDENTS Teacher In-Service Day
March 1	NO SCHOOL FOR STUDENTS Parent/Teacher Conferences 11:00 a.m. – 7:00 p.m.
March 19	NO SCHOOL – Inclement Weather Day*
March 24	Last Day of Third Quarter
March 25	First Day of Fourth Quarter
April 1-5	NO SCHOOL - Easter Break
April 23	NO SCHOOL FOR STUDENTS Teacher In-Service Day
May 10	NO SCHOOL – Inclement Weather Day*
May 21	Graduation Ceremony 6:30 p.m.
May 31	NO SCHOOL – Memorial Day
June 2	Last Day for Students/End of Fourth Quarter
June 3	Teacher Work Day

*Inclement Weather Day – These days will be school days if we have more than one snow day. Any additional student make-up days due to inclement weather, emergencies or athletic contest will be scheduled before the last teacher day.

MESSAGE FROM THE PRINCIPAL

2020-2021 Word of the Year;

Flexibility

Dear Parents/Guardians and Students,

I am looking forward to the 2020-21 school year. We have made a number of modifications to the school day. These modifications all have one thing in common – we are looking to keep our community healthy. Students have been accustomed to a certain structure in the school day, and we are changing some of that structure. This will require our students to be flexible and adapt to these changes.

These changes to structure have been identified in the body of the handbook by the word (MODIFIED). The changes are outlined at the end of the handbook in COVID-19 HANDBOOK ADDENDUM.

While the beginning of the school year will look different than other years due to these changes, we will have a lot of unknowns. Because of those unknowns, I ask in advance for flexibility from students and parents. Please be ready for changes during the school year, in the event that we need to make changes.

This year we are asking for understanding and patience, as we begin the 2020-21 school year. Thank you for all of your support at the end of last year and at the start of this year.

Go Eagles!

Mr. Steven Van Wyhe, Principal
Auburndale Middle and High Schools
Auburndale School District

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STAFF DIRECTORY

Staff Name	Subject	Email Address
Mrs. Anderson	HS Social Studies	janderson@abschools.com
Ms. Batién	HS Science	ebatién@abschools.com
Ms. Binder	MS/HS School Counselor	jbinder@abschools.com
Mrs. Brown	Special Education Teacher	kbrown@abschools.com
Mr. Christianson	6 th Grade	achristianson@abschools.com
Mr. Cournoyer	Agriculture	mcournoyer@abschools.com
Mr. Czysón	6 th Grade	dczyscon@abschools.com
Mrs. Damerell	Special Education Teacher	ddamerell@abschools.com
Mrs. Drevlow	Spanish	kdrevlow@abschools.com
Mr. Farrell	HS Science	jfarrell@abschools.com
Mrs. Guldan	7/8 English	aguldan@abschools.com
Mr. Gunderman	HS English	tgunderman@abschools.com
Mrs. Hellner	7/8 Lang. Arts & At-Risk Coord.	shellner@abschools.com
Mrs. Hilgart	HS Business	thilgart@abschools.com
Mr. Jicinsky	Business Education	djicinsky@abschools.com
Mr. Karl	HS Social Studies	jkarl@abschools.com
Mr. Kleinschmidt	HS Math	tkleinschmidt@abschools.com
Mr. Krings	Technical Education	jkrings@abschools.com
Mrs. Lasiewicz	Art	klasiewicz@abschools.com
Mr. Low	Special Education Teacher	slow@abschools.com
Mrs. Meidl	6 th Grade	cmeidl@abschools.com
Mr. Meidl	HS Math	smeidl@abschools.com
Mrs. Mocadlo	Speech Pathologist	cmocadlo@abschools.com
Mrs. Neve	Dean of Students/Curriculum	tneve@abschools.com
Mrs. Nueske	Band	jnueske@abschools.com
Mrs. Olsen	Special Education Teacher	aolsen@abschools.com
Mrs. S. Raab	7/8 Math	sraab@abschools.com
Mrs. V. Raab	Library Assistant	vraab@abschools.com
Mrs. Reissmann	HS English	rreissmann@abschools.com
Mr. Schmidt	7/8 Social Studies	cschmidt@abschools.com
Mr. Schulte	Physical Education	mschulte@abschools.com
Mrs. Sturzl	Vocal Music	csturzl@abschools.com
Mrs. Urban	Physical Education /Health 8	durban@abschools.com
Mr. Van Wyhe	Principal	svanwyhe@abschools.com
Mr. Vanderwyst	Technical Education	cvanderwyst@abschools.com
Mrs. Xiong	7/8 Science	jxiong@abschools.com
Ms. Zick	Family & Consumer Sciences	mzick@abschools.com

VISION

To be a leader in academic excellence and community service in a small school setting.

MISSION

To provide a safe environment to encourage the desire for life-long learning and success while utilizing resources effectively and efficiently.

EQUAL EDUCATIONAL OPPORTUNITIES (School Board Policy (SBP) 411)

The District is committed and dedicated to the task of providing the best education possible for every student in the District.

The right of the student to be admitted to school and to participate fully in curricular, co-curricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's sex, race, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability/handicap.

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

The District shall provide appropriate educational services and/or programs for students who have been identified as having a handicap or disability, regardless of the nature or severity of the handicap or disability.

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

Complaints regarding the interpretation or application of this policy shall be referred to the District Administrator and processed in accordance with established procedures.

Notice of this policy and its accompanying complaint procedures shall be published at the beginning of each school year in the District's official newspaper and posted in each school building in the District. In addition, a student nondiscrimination statement shall be included in student and staff handbooks, course selection handbooks and other published materials distributed to the public describing school activities and opportunities.

DAILY CLASS SCHEDULE - MODIFIED

7:55— 8:43	1 st
8:46—9:29	2 nd
9:32—10:15	3 rd
10:18—11:01	4 th
11:01—11:28	MS Lunch
11:31—12:14	MS 5 th
11:04—11:47	HS 5 th
11:47—12:14	HS Lunch
12:17—12:52	PRIDE
12:55—1:38	6 th
1:41—2:29	7 th
2:32—3:15	8 th

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 high school office and obtain a parking permit. This must be done within the first two weeks of the school year or promptly at the time they begin driving to school. Student drivers are to:

- Follow all traffic rules and signs
- Observe a 10-mph speed limit
- Park between the lines
- Keep their vehicle locked at all times
- Practice safe and courteous driving habits
- Maintain total control of their vehicle at all times
- Observe speed limits on local roads
- Avoid creating excessive noise on and around the school campus

If it is necessary to retrieve something from your parked car during the school day, you must have office permission first.

Students that do not abide by the rules will have their parking privileges revoked, be towed from the parking lot at their own expense, and may be referred to local law enforcement. (If lost pass; must pay \$20.00 to replace)

ARRIVALS AND DEPARTURES

All students and visitors are required to enter the building through the doors nearest the high school office. All other doors will remain locked during the school day for security purposes. Students must stay in the cafeteria or lobby until the first bell unless they are working with a teacher or are involved in a school activity.

After the final bell for the day, students are expected to leave school promptly unless they are working with a teacher or involved in a school activity. If students must stay in the building after 3:15 p.m., they must remain in the lobby of the Tim Anderson Gym.

PASSES

Hall passes will be given to students using official passes. If a student needs to see another teacher during class or study hall a pre-written pass from the receiving teacher is required. Students will not be out of class without a legitimate pass from a staff member.

At the middle school, students will use their planner as a passport. A student will not be able to leave without a properly filled out pass in their planner.

NO PASS LIST

Students that are having academic or behavior problems will be placed on a restricted pass list. Students on this list will only be allowed to leave class for academic reasons. It is the student's responsibility to monitor the current status of their grades and to complete work necessary to regain pass privileges.

STUDY HALLS

Regular Study Hall:

- Held in Commons, Library, or classroom
- A quiet work environment will be expected and maintained by the study hall supervisor

Honors Study Hall:

- Juniors & Seniors Only
- No disciplinary write-ups
- Located in foyer outside library
- Students exercise great independence in deciding how to use their time
- Student must have a 3.600 cumulative GPA

LUNCH/BREAKFAST PROGRAM

Breakfast is available between 7:40 a.m. and 7:55 a.m.

Students may charge up to three lunches without a positive balance and are expected to repay each charge promptly. Students with three unpaid charges will be denied additional charges.

Free and reduced lunches are available to students of qualifying families. Applications are available at the school office and must be filled out each school year in order to receive free or reduced-price lunches.

Once students have finished eating they must stay in authorized areas until the start of their next period.

FOOD/BEVERAGES - MODIFIED

All food and beverages are to be consumed in the cafeteria. No soda, coffee, or energy drinks will be allowed in school outside of student lockers or the cafeteria. Only water in clear bottles will be allowed outside the cafeteria. No food or beverages are allowed in the gymnasium at lunch.

MEDICATION AT SCHOOL (SBP 453.4)

Prescription medications require a written consent from physician and parent/guardian. The consent will contain the date, name of student, name of medication, dose, route or site of application, and time to be given. No prescription medications will be given with verbal consent. Prescription medications must be brought to school in the original marked or labeled container.

Non-prescription medications require written consent from the parent/guardian. The consent will contain the date, name of student, name of medication, dose, route or site of application, and time to be given. Non-prescription medications must be supplied by the parent/guardian in the manufacturer's package and the package must list the ingredients and recommended therapeutic dose in a legible format. A student may be administered a nonprescription drug product in a dosage other than the recommended therapeutic dose only if the request to do so is accompanied by the written approval of the student's practitioner.

A student may possess an asthmatic inhaler, either metered dose inhaler or dry powder inhaler, at school or while at a school-sponsored activity if all of the following criteria are met: (a) Use is before exercise to prevent onset of asthmatic symptoms or to alleviate asthmatic symptoms; (b) Written approval has been provided by a physician and the parent or guardian; and (c) A copy of the written approval has been provided to the medical assistant.

TEXTBOOKS/LIBRARY MATERIALS

Students are responsible for textbooks assigned to them as well as library materials they check out. If a textbook or library material is lost they will report it to the teacher or librarian. After all attempts to locate the item have been made, a prorated price based on age and condition will be charged to the student.

VISITORS - MODIFIED

Students who wish to bring a visitor to school with them must fill out the visitor request form and obtain approval from the principal 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.

DANCES

Dance attendance is a privilege, not a right. All school rules are still in effect while at a school-sponsored dance.

- To bring a student from another school or who is graduated from high school, Auburndale students must fill out the dance visitor request form and obtain permission from the high school office.
- High school dances are for high school students only.
- It is the responsibility of the organization sponsoring the dance to assist chaperones in identifying those individuals who do not belong at the dance.
- The school reserves the right to refuse admission at its discretion.
- All student conduct will be appropriate for a public setting.
- Inappropriate dancing or behavior will not be allowed.
- Students creating a disturbance will be removed.

FIELD TRIPS/ATHLETIC CONTESTS

When bus or other school sponsored transportation is arranged for a group, all members are required to travel with the supervisor or coach. Students may ride home from events with their parent/guardian. The parent/guardian must notify the supervisor or coach and sign their student out. Students may ride home from events with adults other than their parent only with pre-approval from both their parent/guardian and the principal.

SEVERE WEATHER CANCELLATIONS

In the event severe weather threatens the health and safety of the Auburndale School District students, it may become necessary to cancel school or delay the start time for the buses. Once school is in session, extreme caution is used to cancel classes for the day as many children will be returning to an empty household.

If early dismissal becomes necessary, it is important for families with younger children to have a pre-arranged plan of what to do if school is let out earlier than the normal time due to severe weather conditions or other emergency.

The decision to cancel school is immediately relayed to local television and radio stations. Please listen to one of these stations for announcements. A call home will also be made using School Reach. Please do not call the schools or the bus contractor. This will keep phone lines open between the school and the bus contractor for decision-making communications.

VIDEO SURVEILLANCE (SBP 731)

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

LOCKS - MODIFIED

Security at school is of the utmost importance. It is essential that we keep lockers locked so that nothing may be stolen and so that no one may place something in lockers that should not be there.

To that end, students are provided a locker with a lock. The lock is the property of the school. Students will be charged five dollars to replace lost or damaged locks. Students will keep their locker locked at all times. Students will not share their combination with other students. Students that fail to lock their locker will have another lock placed on their locker in order to secure theirs and the school's property. A one-dollar fee will be assessed to have a lock removed from a student's locker if it was not properly secured.

ATTENDANCE

ABSENCE NOTIFICATION

Parents/guardians shall make every effort to notify the school prior to a student's absence. Otherwise, the school should be notified the day of the absence. Upon return to school, the student will bring with them a signed, specific, written excuse explaining their absence. If this excuse is not received on the day of the student's return, the absence may be considered unexcused.

If the student is gone for more than one day, parents may request homework to be picked up at the end of the school day. This request must be submitted by 9:00 a.m. the day of their absence.

STUDENT ATTENDANCE (SBP 431) - MODIFIED

In accordance with Wisconsin State Statutes, all children between six and eighteen years of age must attend school full time until the end of the term, quarter or semester in which they become eighteen years of age unless they have received a legal excuse as defined by District policy, have graduated from High School or fall under one of the exceptions outlined in the State Statutes. It is the parent's responsibility to ensure that each student is present within the classroom setting.

School board policy defines excused absences and will be applied as follows:

- Medical appointments with an appointment card or doctor's note
- 10 Pre-excused absences per year, for any reason (with a pre-excused form filled out)
- Parent note for up to five days in a semester or ten days in a school year for illness in which a doctor is not seen, family emergency, or death in the family. Absences with a parent note beyond this limit will be considered unexcused.

The student will contact the teacher(s) to make arrangements to make up missed assignment, class work and tests. The student will be allowed the number of days absent plus one to complete missed assignments, class work and tests without penalty. Exceptions may only be granted by the Principal.

If a student exceeds five unexcused absences in a semester or ten unexcused absences in a year are subject to local ordinances, state laws, and may be taken to truancy court. Parents and students could face penalties if found in violation of the law.

Truancy is defined as any absence, regardless of the length of time, from school which the Principal has not been notified of the absence by the parent. Habitual truant is defined as a student who is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a school semester. Per legal precedence "school" is defined as the assigned and expected functions of a system of education as much as it is a building or location.

Students must attend at least one-half of the school day in order to participate in after-school events, including athletic contests or practices, held that day. The reason for the absence must be "excused".

- The student must be at school by 11:30 a.m. to be considered present for a half day.
- Students may not attend after school activities if they were not present for the afternoon session of school.

PRE-EXCUSED ABSENCES

Students must bring in a parent note or have their parent sign the form after it is completed. Students will fill out a pre-excused absence form and have it signed by each of their teachers. This will be turned into the office prior to the pre-excused absence.

TRUANCY PROCEDURES

A student who has been truant for three days will be referred to law enforcement. A student who has been truant for four days will be cited by law enforcement under county ordinance. A student who has been truant for five or more days will be referred to human services for truancy court.

TARDY POLICY

Arriving to class late reflects improper planning and time management. Both of these skills are important for life after school. It is important that students are in their assigned classroom on time for two reasons

1. So that the student has a every opportunity to succeed academically, and
2. So, there is less disruption to other students.

Definition

Tardy – anytime a student arrives in their assigned classroom, without a legitimate pass, after the bell has rung for the start of class. Students must be seated at the bell.

Procedure

- Tardies will be reported to the office by teachers.
- Students that are late for the start of school will report to the office to check in. The office staff will give the student a pass to report to class and mark them excused, unexcused absent, or tardy.
- If a student arrives to first period without a pass from the office the teacher is to mark them tardy/absent.
- If a student arrives with a pass from another teacher, guidance counselor, administrator, teacher assistant, or secretarial staff, the student will be marked present.
- Tardies are cumulative for each class.
- Tardies are reset at the start of each semester to zero.

Consequences

Three and six tardies will result in a detention, nine in a half day in school suspension and 12 in a full day suspension.

LEAVING SCHOOL DUE TO ILLNESS - MODIFIED

Students leaving school due to illness may not leave until they have been evaluated by the school medical assistant or the office secretary. Parents will be contacted through the office prior to their departure for home. If the student is deemed capable of returning to class and still leaves for home, the absence will not be considered medically excused.

SKIPPING CLASS

Students that skip individual classes will be marked unexcused absent and will also have to make up that time after school. If a student skips part or all of a class, the student will serve a 45 minute after school detention. These unexcused absences are subject to truancy law.

SECOND SEMESTER SENIOR ATTENDANCE

Seniors who are absent from school for more than 80 class periods during the second semester of their senior year (excused or unexcused) will not be able to participate in formal graduation exercises. The principal may waive this requirement in severe circumstances.

ACADEMICS

REGISTRATION

For registration information see the Course Description & Registration Handbook as well as the school counselor.

STUDENT CLASS SCHEDULE CHANGES (SBP 343.11)

High School students will have the opportunity to change their class schedules prior to the start of the new school year. The school counselor will provide students with a schedule of days/times when changes may be made.

After the first day of school any change in a student’s class schedule will require a meeting between the student and the school counselor to determine if the cause for the change is educationally related and the result will meet the student’s individual learning plan.

Students may be allowed to drop classes if they make the request during the first five (5) days of each semester and if they continue to have a minimum of 7 credits on their schedule for the school year without the dropped class. Students adding a class or classes within the first five (5) days are responsible for the work/assignments missed during this time.

All schedule changes after the first five (5) days of the semester will require teachers’ and parent/guardian signatures and may result in a failure or withdrawal being recorded for the course being dropped.

EARLY COLLEGE CREDIT PROGRAM & START COLLEGE NOW

Early College Credit Program allows high school students the opportunity to take courses at the University of Wisconsin System or Wisconsin Private Colleges. Start College Now Program allows 11th and 12th grade students the opportunity to take courses at the Wisconsin Technical Colleges. Students must apply through the Counseling Office by March 1st for Fall Semester and October 1st for Spring Semester. Students approved for the ECCP and Start College Now Program are allowed to take college courses and the school district will cover tuition and textbooks. See the Counseling Office for more information. (SBP 343.4 & 343.5)

MAKE-UP WORK (SBP 345.11)

Students will not be denied the opportunity to take any quarterly, semester or grading period examinations or to complete course work missed due to excused absences, unexcused absences, or suspensions. Make up course work or tests missed because of absences are the responsibility of the student with the cooperation of the teacher.

COURSE MAKE-UP OPPORTUNITIES (SBP 345.14)

Students may repeat course work if they have not satisfactorily mastered course content. A grade lower than C or an instructor's recommendation gives the student the option to repeat the course for increased mastery and a higher grade which would replace the lower grade that qualified the student to make up the class. A student may not receive a grade higher than a B+ for repeated classes.

GRADING SYSTEM (SBP 345.11)

All quarter and semester grades will be calculated on numerical value. Semester grades will be determined by averaging the percentage grades from the two quarters. The semester final percentage will be the percentage used for the student’s semester letter grade and that grade will be used for the student’s cumulative grade point.

Reporting of student performance will be accomplished by means of a letter grade. Numerical values in the four-point system assigned to each letter and percentage should be used or converted to as follows:

Letter Grade	4.0 Scale	Honors 4.25 Scale	AP/College Credit Scale
A	4.0	4.25	4.5
A-	3.7	3.95	4.2
B+	3.3	3.55	3.8
B	3.0	3.25	3.5
B-	2.7	2.95	3.2
C+	2.3	2.55	2.8
C	2.0	2.25	2.5
C-	1.7	1.95	2.2
D+	1.3	1.55	1.8
D	1.0	1.25	1.5
D-	0.7	0.95	1.2
F	0	0	0

Grade point will be determined by adding the grade points for each course and then dividing by the total number of credits taken.

HONOR ROLL (SBP 345.11)

The honor roll will be published at semester

- High Honors At least a 3.7 GPA
- Honors At least a 3.0 GPA

A Student may not have any Fs in the grading period to make the Honor Roll.

ACADEMIC ACHIEVEMENT LETTER (SBP 345)

Academic preparation of students remains the primary objective of the Auburndale Jr/Sr High School. To acknowledge, reward, and honor students with high academic achievement, the Auburndale Board of Education has designated the academic Letter as an official recognition of those students. See School Board Policy 345 for details on how this distinction is earned.

Eligible Criteria – Senior High

- A. Any student whose academic achievement indicates a minimum of 3.60 grade point average or above on a 4.00-point scale for two semesters of an academic year in grades nine through twelve will be awarded an Academic Letter and Certificate. Only those grades received by students while enrolled at Auburndale High School are eligible.
- B. All students receiving a fourth Academic Letter will also receive the distinction of being named Captain.

COURSE OPTIONS

Any student enrolled full-time in a public school in the District may apply to take a course(s) in another education institution under the “Course Options” program in accordance with state law. A student may attend no more than two courses in any semester in another educational institution under this program. Please see school board policies for more information. (SBP 343.4)

CLASS RANK, SCHOLARSHIP DESIGNEES, VALEDICTORIAN, SALUTATORIAN (SBP 345.11)

High School class rank will be determined utilizing grades from all completed semesters. The first seven semesters are used to determine scholarship designees, valedictorian, and salutatorian. For specifics on how the valedictorian is determined and who receives the Academic Excellence Award see School Board Policy 345.52.

GRADUATION REQUIREMENTS (SBP 345.6)

The Auburndale School Board has adopted the following minimum standards by which a student shall meet the criteria for a high school diploma.

- Students must be enrolled in a minimum of seven classes per semester.
- Students must earn a minimum of 25 credits for graduation.

Credit Requirements:

Subject	Credits
English	4
Math	3
Science	3
Social Studies	3
Physical Education	1.5
Healthy Choices	0.5
Fine Arts	0.5
Personal Finance	0.5
Technical Arts	0.5
Additional Elective Credits	8.5
Total	25.0

One credit is defined as an approved class which is offered 5 days for 2 semesters. (1/2 credit = class meeting 5 days per week for 1 semester).

EIGHTH GRADE STUDENTS EARNING HIGH SCHOOL CREDITS

Middle school students who take high school level courses will receive high school credit toward graduation upon successful completion of such courses. The grade achieved will not count toward high school honor roll, accumulated grade point average, or class rank. These classes will be counted as completed classes toward junior high school class advancement and will be calculated in the student’s junior high school grade point average. (SBP 345.42)

EARLY GRADUATION (SBP 345.61)

The Auburndale School District will permit early graduation following completion of the junior year or first semester of the senior year dependent upon the following factors:

1. The student must submit a signed letter of intent from themselves as well as a signed letter of permission from their parents.
2. The pupil demonstrates a feasible plan designed to satisfactorily fulfill the required courses for graduation.
3. The pupil presents a plan which outlines their future plans and how early graduation facilitates these plans.
4. The building principal and high school counselor have granted permission following conferences with the student and parent(s). (Social and emotional factors are to be evaluated in addition to academic achievements.)

GRADUATION CEREMONY (SBP 345.62)

The following are minimum criteria that must be observed at each graduation ceremony.

1. Only those senior level students who have satisfactorily completed the graduation requirements established and approved by the School District of Auburndale shall be allowed to participate in graduation ceremonies.
2. Those senior students who are passing classes needed/required for graduation at the end of the 3rd quarter, but who subsequently fail to earn sufficient credit to graduate at the end of the 4th quarter, will be allowed to participate in graduation ceremonies. Their diploma, however, will be removed prior to the ceremony and an empty diploma cover substituted until such time all credits required are earned.
3. Seniors who have deficiencies of one credit or more at the end of the second semester of their senior year and upon the completion of the senior final exam period will not be able to participate in formal graduation exercises.
4. Seniors who are absent from school for more than 80 class periods during the second semester of their senior year (excused or unexcused) will not be able to participate in formal graduation exercises. The principal may waive this requirement in severe circumstances.
5. Seniors with detention obligations at the time of graduation will not be allowed to participate in the graduation ceremony until the obligation is taken care of.
6. Participation in graduation ceremonies is also contingent upon student behavior. Should a student be suspended during the last week of school, participation in graduation ceremonies would be denied. Graduation is a school activity and student participation in school activities is denied during the period of suspension.
7. Students who exhibit rowdy behavior, symptoms of alcohol, or other controlled substance use will be immediately removed from participation in graduation ceremonies.
8. All graduation ceremony plans and activities, including the speaker(s), must receive prior approval from the Senior Class Advisors, Graduation Chairperson, and the High School Principal.
9. All students who choose to participate in the Auburndale High School graduation ceremony are required to wear a cap and gown. Neither the cap nor the gown shall be decorated with slogans, personal items and/or symbols. All students are to wear clothing that meets the Auburndale dress code. Students failing to meet this standard will not be allowed to participate in the graduation ceremony.

STUDENT CONDUCT

CODE OF STUDENT CONDUCT (SBP 443)

Students enrolled in the School District of Auburndale are expected to conduct themselves in such a manner that their behavior will reflect favorably on themselves and on the school district. Student behavior shall be based on respect and consideration for the rights of others. Each student must recognize their individual responsibilities and obligations and are expected to abide by the behavioral expectations contained in the student handbook and the Board's approved code of student conduct.

Any student who violates the code of student conduct or other school rules governing student behavior shall be subject to removal from the class and/or disciplinary action in accordance with school district policy.

STUDENT DRESS CODE (SBP 443.1) – MODIFIED – MASKS/FACE COVERING REQUIRED

The fundamental purpose of the School District of Auburndale is to provide a safe, orderly school, which 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 a student has 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 student 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 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:

1. 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) affecting the health or safety of students, or (b) disrupting to the learning process within the classroom or school. The main torso (stomach, side, front, shoulders, or back) of the body should not be visible. Therefore, the wearing of mesh shirts would be inappropriate without an appropriate shirt worn under the mesh shirt. The wearing of garments considered as tank tops or tops with spaghetti straps is inappropriate. Waistbands shall be worn at or above the hips. Undergarments shall not be visible. Pants must be appropriately sized

for width and hemmed to a safe length, not hindering a student's ability to move about easily and safely. Jeans should be free of holes in the seat and thigh area.

2. 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 such as, for example, gang-related colors, clothing, accessories, headwear, tattoos, medallions and jewelry.

3. 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.

4. Hats, coats and headwear other than headbands, are to be placed in lockers before school and taken out only when leaving the building. Hats are to be removed when in the building. The wearing of outer garments and headwear will be permitted in school vehicles and school activities when appropriate.

5. Any article 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, chains worn as belts, that may cause injury to another student may not be worn to school or school functions.

6. 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.

7. Purses, handbags, and backpacks should be left in lockers and not brought into classrooms.

This policy is in force during the school day, in school vehicles, and at all school activities.

While fashion changes, 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 cannot be permitted. Personal expression is permitted within these general guidelines.

Students should consider the following questions when dressing for school:

- Does my clothing expose too much?
- Does my clothing advertise something that is prohibited to minors?
- Does my clothing contain obscene, profane, drug-related, or inflammatory messages?
- Is my clothing appropriate for the weather?

If there is a disagreement between students and/or parents/guardians and the staff regarding the appropriateness of clothing, the principal or other school administrator will use his/her discretion to make the appropriate decision regarding the student's dress.

STUDENT CONDUCT ON SCHOOL BUSES (SBP 443.2) MODIFIED – MASKS/FACE COVERING REQUIRED

A school bus is considered an extension of the school building/site. Therefore, anyone riding on a school bus in under school jurisdiction the entire time they are on the bus.

Students will ride only on their assigned buses and be left off at their assigned stop. Students will not be allowed to ride any other bus except for extenuating circumstances as determined by the Principal or his/her designee. A waiver form to get off at a different stop on your assigned route can be obtained from the Principal's office. This must be done at least one day before the new departure occurs.

- Students will sit in their assigned seats. Students are expected to conduct themselves in a manner that will not distract a driver from driving the bus.
- The district's "No Bullying Policy" will be enforced on all buses.
- The person or persons responsible for damage to the personal property of others will be held accountable to make restitution to the grieved parties.
- Food and beverages are not allowed on daily bus routes. They may be allowed on extra-curricular trips if deemed necessary by the trip coordinator and only if the bus is kept clean.
- Quiet is required at all railroad crossings.
- Cooperate with your bus driver and keep noise levels at a minimum at all times.

Bus ridership is a privilege and may be revoked for violation of the rules. Other consequences may be imposed as well. If bus ridership is revoked, students are still legally responsible for attending school.

DANGEROUS WEAPONS (SBP 443.6)

Dangerous Weapons Directive

No one shall possess a dangerous weapon on school premises, except as otherwise specifically provided. According to state law, any person who knowingly possesses a weapon is guilty of a misdemeanor or a felony, depending upon the seriousness of the offense.

In addition, any student who is determined to have a weapon in the school and/or on the school premises will be referred to the criminal justice or juvenile delinquency system. Also, state law requires the Board expel a pupil from school for a period of not less than one year, "whenever it finds that the pupil, while at school or while under the supervision of a school authority, possessed a firearm."

Definition of Dangerous Weapons

The Board defines dangerous weapon as a firearm, knife, razor, karate stick, metal knuckle, or any other object which, by the manner in which it is used or intended to be used, is capable of inflicting bodily harm.

Weapons shall also be defined as instruments whose original design was non-violent, but which manner of application is taunted in an attempt to inflict bodily harm and/or intimidation. Examples include, but are not limited to, belts, combs, pencils, files, compasses, aerosol sprays, scissors, lighters, etc.

A "facsimile firearm" is defined as any "replica, toy, starter pistol, or other object that bears a reasonable resemblance to, or that reasonably can be perceived to be an actual firearm." No student may carry or display a facsimile firearm or facsimile weapon that could reasonably be expected to alarm, intimidate, threaten, or terrify another person.

Law enforcement officers will be contacted in the event of a violation of this board policy by a student. The student who violates this board policy will be automatically suspended for a minimum of three days.

TOBACCO (SBP 443.3)

Use or possession of tobacco products and/or vapor pens (electronic cigarette)/ tobacco products in all vehicles on school property, or under the supervision of school authorities, and on premises owned, rented by, or under the supervision of school authorities is prohibited. This applies to any type of school function, whether it is on or off the school campus.

Use or possession of tobacco products is against the law and the consequences for using or possessing tobacco products and/or vapor pens (electronic cigarette) on school grounds is as follows:

First Offense: A one-day suspension from school with a parent conference required before re-admittance.

Second Offense: A three-day suspension from school and a parent conference with a committee made up of the principal and administrator.

Third offense: A referral to the School Board for expulsion.

Students or adults may be referred to law enforcement for possession of tobacco on school grounds.

ALCOHOL AND OTHER DRUG USE (SBP 443.4)

Drinking or possession of alcoholic beverages by students on school property or at any school function under supervision of school authority, whether it is on or off school campus, is forbidden.

No student who has had an alcoholic beverage to drink may come to any function of the school. Evidence of consumption of alcoholic beverages is sufficient reason to be denied permission to attend classes or school sponsored events. Students may also be detained pending notification of parents and law enforcement authorities. The consequences for such action starts with a three-day suspension from school, a student and parent meeting with a committee made up of the principal and administrator prior to re-admittance.

Subsequent offenses will result in an automatic referral to the School Board for expulsion.

No student shall possess, use, be under the influence of, sell or distribute alcohol or controlled substances, or be involved in incidents

A student may be required to submit to a breath test to determine the presence of alcohol if a school official or law enforcement officer has reasonable suspicion that the student has alcohol in his/her system in violation of this policy. Such test shall be administered by a law enforcement officer and shall meet state law requirements. A student may be disciplined for refusing to submit to such test.

Prior to the administration of a breath test the building principal or designee shall make a reasonable attempt to contact the student's parent(s)/guardian(s). However, the inability to reach a parent or guardian will not restrict or prohibit the administration of a breath test.

CHEATING/PLAGIARISM

Students are expected to conduct themselves with integrity and honesty in completing their schoolwork. All work submitted for the purpose of meeting course requirements should represent the individual efforts of each student. Any form of academic dishonesty is prohibited.

Examples of academic dishonesty include, but are not limited to: copying answers during a test, stealing someone else's work, completing another person's work for them, allowing your work to be copied, copying work verbatim from another author, and the use of electronic devices to send, receive, or find answers when not allowed to.

Students may receive limited or no credit for their work, may be given a failing grade for the quarter or semester, and may receive other consequences as well.

PHYSICAL DISPLAYS OF AFFECTION

Physical displays of affection are not appropriate in a work/educational setting. They fail to respect the personal space of others who are present. Students are to refrain from such displays while in school or during school sponsored activities. Handholding is the only acceptable form of affection allowed in school. Students and faculty have the right to request that such displays stop, and their request needs to be honored. Failure to honor the request will result in disciplinary action.

BULLYING_ (SBP 443.71)

The intent of this anti-bullying policy is to ensure that pupils learn in a supportive, caring, and safe environment without fear of being bullied at school or school related activities. Bullying is anti-social behavior and affects everyone; it is unacceptable and will not be tolerated. Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased, contracted or used by the school district. Educational environments include, but are not limited to, every activity under school supervision.

Bullying is defined as deliberately hurtful behavior and usually repetitive, where it is difficult for those being bullied to defend them self. Bullying may be done by anyone. The three main types of bullying are:

- Physical (Physical bullying involves harmful actions against a person's body. Some examples are hitting, pinching, kicking, tripping, spitting, touching inappropriately. It also involves interfering with another person's property and stealing.)
- Verbal (Verbal bullying is speaking to a person or about a person in a way that is unkind and hurtful to that person e.g. teasing, name calling, insulting, threatening, spreading rumors, and making racist remarks.)
- Non-verbal (Non-verbal bullying refers to the types of behaviors that upset, exclude or embarrass another person e.g. leaving a person out of a game or activity on purpose, making rude gestures such as poking out tongue, writing hate notes about a person that will be upsetting to that person, using technology in a hurtful manner, cyber bullying, etc.)

Cyber bullying is the use of any electronic communication device to convey a message in any form (text, image, audio or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate in a deliberate, repeated or hostile and unwanted manner under a person's true or false identity. Any communication of this form which disrupts or prevents a safe and positive educational environment may be considered cyber bullying. Cyber bullying is unacceptable and a violation of the district's technology acceptable use policy and procedures.

Students who are being bullied may show changes in behavior, such as becoming shy and nervous, feigning illness, taking unusual absences, or clinging to adults. There may be evidence of changes in work patterns, lack of concentration, or truancy from school. Students must be encouraged to report bullying in schools. There shall be no retaliation against the complainant. Any person who engages in retaliatory conduct against a complainant shall be disciplined.

Teaching and support staff must be alert to and aware of the signs of bullying and act promptly and firmly against it in accordance with this policy. If bullying is suspected or reported, staff will deal with the incident immediately.

Reporting Bullying

Victims of bullying, observers of bullying, and parents or guardians of students who have been bullied are encouraged to report incidents of bullying to the building principal, a school guidance counselor or other school employee. All reports of bullying shall be taken seriously, treated fairly and promptly and thoroughly investigated. Retaliation against individuals for filing reports under this policy or assisting in the investigation of such reports is prohibited.

Implementation

SCHOOLS - The following steps will be taken as appropriate when dealing with incidents:

- A clear account of the incident will be recorded and given to the principal.
- The principal will interview all concerned and will record the incident.
- Parents will be kept informed.
- Punitive measures will be used as appropriate and in consultation with all parties concerned.

STUDENTS - Students who have been bullied will be supported by:

- Being offered an immediate opportunity to discuss the experience with a guidance counselor/school social worker or other staff of their choice.
- Offering ongoing support with the goal of restoring self-esteem and confidence.

Students who have bullied will be helped by:

- Being offered an immediate opportunity to discuss the experience with a guidance counselor/school social worker or other staff of their choice.
- Discovering why the student became involved.
- Identifying the bullying behavior and the need to change.
- Developing a plan to make amends for the incident.
- Informing parents or guardians to help change the attitude/behavior of the student.

The following disciplinary steps may be taken as appropriate:

- Official warnings to cease the offending behavior.
- Detention.
- Exclusion from certain areas of school premises.
- Short-term in-school suspension.
- Out-of-school suspension.
- Expulsion.

STAFF - All adults involved with the school, including bus drivers, administrators, custodians, teachers, coaches, office personnel, paraprofessionals, and food service staff need to help in the prevention of bullying. Any adult witnessing any form of bullying must fill out an incident report and give it to the building principal.

If a District employee has been found to have bullied or retaliated against a student in violation of this policy, he/she shall be subject to disciplinary action up to and including discharge.

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

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

STUDENT HARASSMENT (SBP 443.72)

The School District of Auburndale seeks to provide a learning environment free of any form of harassment or intimidation toward and between students. Therefore, the District will not tolerate harassment in any form and will take all necessary and appropriate action to eliminate it, up to and including discipline of the offenders.

“Student harassment” means behavior toward students based, in whole or in part, on sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap which substantially interferes with a student’s school performance or creates an intimidating, hostile or offensive school environment.

It is the responsibility of students, staff and others to help enforce this policy so that these prohibited activities do not occur in our school environment. The principals are responsible for disciplining the offenders. The Board believes that when it comes to student discipline, each individual situation needs to be addressed according to the severity of the incident, along with the intellectual and emotional stage of each student as well as all of the relevant facts and circumstances.

Any student who believes that he/she has been the subject of harassment, or any parents/guardians who believe their child has been subjected to harassment, shall report the matter in accordance with established procedures. There shall be no retaliation against students who file reports under this policy. All reports shall be investigated in a timely manner.

In order to ensure dissemination of this policy, this policy will be included in all future student handbooks. Discussion of harassment shall be included at an age appropriate level through the District’s developmental guidance program. Rules, including the complaint procedure and associated form, will be given to any individual wishing to file a complaint.

LOCKER SEARCHES (SBP 446.1) MODIFIED – NO LOCKERS AT START OF YEAR

Students are responsible for the locker assigned to them as well as its contents.

A student locker is provided by the school for the convenience of the student, to be used solely and exclusively for the storage of outer garments, footwear, and school-related materials, and no student shall use the locker for any other purpose.

The locker assigned to a student is not the student's private property or under his/her exclusive possession and may be opened and inspected by school authorities (minimum of two individuals) assisted or unassisted by law enforcement officers at any time.

Any unauthorized item found in the locker may be removed.

Guidelines:

1. Items removed from the locker may be held by the school for return to the adult student, or the parent(s) or guardian of a minor student, without liability to the school for safekeeping.

a. The adult student, or the parent(s) or guardian of a minor student, shall be notified in writing by the inspecting authority of items removed from the locker.

b. The adult student, or a parent(s) or guardian of minor student, shall be informed in writing of his/her right to obtain items that may have been removed from the locker.

2. If the inspecting authority suspects that possession or storage of the unauthorized item found in the locker involves a violation of the law, the suspect material removed from the locker shall be turned over to law enforcement officials.

a. The adult student, or the parent(s) or guardian of a minor student, shall be notified in writing by the inspecting authority of items removed from the locker and of the delivery thereof to law enforcement officials.

b. The adult student, or the parent(s) or guardian of a minor student, shall be informed in writing of his/her right to obtain any other items that may have been removed from the locker.

CELL PHONES AND PORTABLE MEDIA PLAYERS

Cell phones may be used between classes and during lunch. Cell phones may also be used in the classroom with direct teacher permission. A student who refuses to surrender their phone when asked will be subject to more severe consequences.

The same rules apply for portable media players. These devices include, but are not limited to, iPods, radios, MP3 players, CD players, Gameboys, PSPs, iPads, Kindles, and e-readers. Students listening to music may not share headphones or music with another student. All content viewed and listened on any device during school, on school grounds, in a school vehicle, or at a school function must be appropriate for school.

Any student possessing a cell phone or other portable media player shall be responsible for its care. At no time shall the District be responsible for preventing theft, loss or damage to any cell phone or other electronic communication device.

CAMERAS

The use of cameras or other recording devices must be approved by the principal or other supervising teacher prior to use. Unauthorized use will result in the confiscation of the item in use.

LOCKER ROOMS (SBP 731.1)

Cell phones, cameras, video recorders or other devices that can be used to record or transfer images are not allowed in the locker room at any time. No person may use a cell phone, camera, video recorder, or other device to capture, record, or transfer a representation of a nude or partially nude person in the locker room, a rest room, or any other location on school premises or at a school sanctioned function. Students and staff violating this policy shall be subject to school disciplinary action and possible legal referral, if applicable.

LASER PENS/POINTERS/LIGHTS

Laser pens, pointers, and lights are prohibited and may be confiscated by staff.

INTERNET SAFETY AND ACCEPTABLE USE (SBP 363.2)

Students shall comply with the district policy regarding the acceptable, safe and responsible use of technology resources. This includes the use of school equipment as well as personal equipment use at school during the school day, on school grounds, in school vehicles, or at school events.

DISCIPLINE

DISCIPLINE (SBP 447, 443.01)

The District has an obligation to protect a student's right to an education without interference. Any student who violates schools' rules and regulations or behaves in a manner that interferes with the learning of others can expect to be disciplined.

A Student may be removed from class for conduct or behavior which:

- A. Violates the District's policies regarding suspension or expulsion.
- B. Violates the behavioral rules and expectations set forth in the Student Handbook.
- C. Is disruptive, dangerous, or unruly.
- D. Otherwise interfere with the ability of the teacher to teach effectively.
- E. Is incompatible with effective teaching and learning in the class.

The principal shall have the authority to clarify school board intent and to govern areas and situations not included in the student handbook.

The type of discipline administered will follow the concept of what is reasonable under the circumstances. Similar offenses may not receive the same consequences. The phrase, "Fair is not equal," applies. This means that consideration will be given to the:

- Age of the student
- Nature of the offense
- Number of times a student may have committed the same or similar offense
- Dignity of the student
- Seriousness of the infraction
- Need for positive motivation

Each disciplinary situation will be considered on an individual basis taking all available facts into account. Disciplinary decisions made by the principal may be appealed to the district administrator.

DETENTIONS (SBP 447.2)

Individual student behavior may warrant disciplinary action that would result in a before, during or after-school detention. When a student has been assigned a detention, the parent will be responsible for the transportation of their student to or from school. A student who fails to serve an assigned detention may be subject to further disciplinary action.

Completion of a detention shall take precedence over extra or co-curricular activities which the student may be participating in. (SBP 447)

Assigned class work is the only thing students may work on during detention. During detention there will be:

- No talking
- No sleeping
- No use of media players
- No reading of recreational material
- No food or drink (except for lunch detention)

If a student is late or does not comply with detention rules, they will finish the current detention and will be assigned another detention.

Types of detentions are before school, after school, and lunch detentions. Parents will be notified of before and after school detentions and will be arranged with the parent and student. If the parent cannot be reached, it will be the student's responsibility to arrange for transportation. Lunch detention will be served during the student's lunch period. Lunch will be brought immediately to the detention room and the student will not leave until the passing time for the next class.

IN-SCHOOL SUSPENSION

In-school detention (ISS) is considered more educationally sound than out-of-school suspension because it allows the student to be present in school under a very structured environment. The rules for ISS are the same as those for a detention.

OUT-OF-SCHOOL SUSPENSION

A student who has been suspended will not be allowed in the school building or on school grounds. During the suspension the student will be under the care of the parents or guardian during normal school hours. The suspended student will not be allowed to be involved in extracurricular activities as a spectator or participant.

DISORDERLY CONDUCT (Wisconsin State Statute 947.01)

Wisconsin State Statute 947.01 states, "Whoever, in a public or private place, engages in violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly conduct under circumstances in which the conduct tends to cause or provoke a disturbance is guilty of a Class B misdemeanor," and may be charged with disorderly conduct by local law enforcement.

EXPULSION (Wisconsin State Statute 120.13)

The school board may expel a pupil from school whenever:

- it finds the pupil guilty of repeated refusal or neglect to obey the rules,
- or finds that a pupil knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives,
- or finds that the pupil engaged in conduct while at school or while under the supervision of a school authority which endangered the property, health or safety of others,
- or finds that a pupil while not at school or while not under the supervision of a school authority engaged in conduct which endangered the property, health or safety of others at school or under the supervision of a school authority,
- or endangered the property, health or safety of any employee or school board member of the school district in which the pupil is enrolled,
- and is satisfied that the interest of the school demands the pupil's expulsion.

Conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

In addition, the school board may expel from school a pupil who is at least 16 years old if the school board finds that the pupil repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority.

The school board shall expel a pupil from school for not less than one year whenever it finds that the pupil, while at school or while under the supervision of a school authority, possessed a firearm.

COVID-19 HANDBOOK ADDENDUM

Covid-19 Rules for the 2020-21 School Year

These rules supersede the handbook policies and are put in place due to the Covid-19 pandemic. They will remain in place until decided by the administration. By signing the handbook form you acknowledge these rules. Please contact me if you have any questions about them.

Handbook attendance policies regarding attendance due to illness and requiring a doctor's note will be waived during this time for Covid-19 symptoms and quarantining. The following is based on Wood County Health Department Guidelines and School Reopening Guidelines and will be followed by the School District of Auburndale. Please see attached document from Wood County.

Covid-19 Protocols

If your child is sick or has symptoms, please keep them at home and if possible go into virtual learning mode. Please, as always, call Kelly and let her know. If you will be participating virtually let her know so she can relate the message to the teacher.

If your child has 1 of the following symptoms beyond baseline during the day:

- Cough
- Shortness of breath
- Difficulty breathing
- New loss of taste or smell

If your child has 2 of the following symptoms beyond baseline during the day:

- Fever or chills
- Muscle Aches
- Headache
- Sore throat
- Fatigue
- Congestion
- Runny Nose
- Nausea or vomiting
- Diarrhea

Your child will be sent home immediately and must stay home for 10 days and be fever-free without medication for 24 hours unless a verified negative Covid test is given to the school. (from DHS Wood County Guidance) During those 10 days you will be in virtual mode if your child is able to while battling their illness. Please come to the school parking lot and call 715-652-2115 and let Kelly know you are here and your child will come to you. They will be waiting in a safe spot in the lobby area with their belongings.

If your child is gone from school they are considered absent unless they are quarantined which would consider them a virtual student. When students are sick they are marked as sick from school. Families that have chosen virtual learning for the beginning of the year are also considered virtual in accordance with attendance.

If you have any questions, please call the school or nurse regarding positive results and close contacts. Watch for more information. If cases arise and quarantine rules go into effect for classes (cohorts) we will guide you through that process. Remember things can happen quickly so be prepared and have a plan for rapidly changing developments and changes.

Please do not send your child to school if they are sick.

Virtual Option - Students can attend school from home through the virtual live option. Students who wish to do this must contact the school office or the assumption is that they will be at school in physical attendance. Daily attendance for these students will be taken by the classroom teacher.

Face Mask/Face Coverings - Students and staff will be required to wear a face mask/face covering that covers the nose and mouth in the school building unless a medical note is provided.

Passing Times - Hallways and stairways will be one-way during passing times. Students and staff will be expected to follow signage during passing times.

School Day Start - The school building will open at 7:40 am each day. Buses will stagger their drop-offs so the students will not all be in the hallway at the same time. Students should report directly to their 1st classroom once the school day starts. Students who arrive in their classroom after 7:55 will be tardy.

End of the School Day - We will also be staggering the end of the school day for students. Half of the bus students will be dismissed at 3:05. Student drivers and those being picked up will be dismissed at 3:10. The second half of students and those walking will be dismissed at 3:15. Students should not loiter after school in the school building.

Study Halls - If students have a study hall at the start of the day or at the end of the day they can get parental permission to arrive late or leave early. The permission slip will need to be signed by a parent/guardian, and if students are behind in their classwork or failing, they will lose this privilege.

Open Campus - Provided seniors have the appropriate permission forms filled out, and meet the criteria, they will be allowed to leave school grounds during their lunch time. If seniors have a study hall before or after lunch they can extend that time. If students disobey the rules of open campus, they will lose that privilege.

Auburndale Park and Marleen Knutson Outdoor Learning Center - Students, under the direction of teachers, may be taken off of school grounds to the Auburndale Park and Marleen Knutson Outdoor Learning Center. This will allow students more time to be outdoors and spaced out.

Visitors - Visitors inside the school (outside of the main office area) will not be allowed during this time.

Lockers and Backpacks - Students will not be given lockers at the start of the 2020-21 school year. They will be allowed to bring a backpack with them from class to class. The backpack will be subject to search as lockers have been in the past.

Daily Bell Schedule – This will be the schedule we will be following at the start of the 2020-21 school year.

7:55— 9:24	1 st Block 1 st Hour
9:26—10:55	2 nd Block – 3 rd Hour
10:57-12:12	Lunch/Pride
12:14-1:43	3 rd Block – 5 th Hour
1:45-3:15	4 th Block – 7 th Hour