



# *Pecatonica MS/HS*

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## *Student and Activities Handbook*

**2018-2019**

*The Pecatonica Area School District will provide each student a diverse education in a safe, supportive environment that challenges and equips students to become productive and innovative learners, leaders, and citizens in our ever-changing global community.*

PECATONICA MIDDLE/HIGH SCHOOL

STUDENT HANDBOOK

**I. ATTENDANCE**

Compulsory Student Attendance

In accordance with state law, all children between six and eighteen years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen years of age unless the student falls under the exceptions outlined in state law or has graduated from high school.

Any student that has reached the age of sixteen may be excused from school attendance under established conditions to participate in programs leading to high school graduation or high school equivalency.

Ordinances and/or legislation developed at the municipal, county, or state level shall be adhered to as it affects school attendance.

Student Attendance Guidelines

A. School notification of absence by parent/guardian

1. The responsibility for regular attendance of a student rests with the student's parents/guardians. Parents are expected to telephone their student's school informing the school of any absences as soon as possible.
2. Parents/Guardians of middle/high school students are requested to telephone the school attendance office no later than 8:30 on the day of the absence to report student absence/tardy. Failure to contact the school may result in the absence being recorded as unexcused.

B. Types of Absences

1. Absences authorized by parent/guardian
  - a. A student is excused from school attendance if their parent/guardian calls the school prior to the student's absence from school. A student may be excused under this provision for not more than ten days in the school year. Any partial day of absence will be counted as one day under this provision. A student excused under this provision is required to complete the course work missed during the absence.
  - b. If a student will knowingly be absent from school for two or more consecutive days they will need to complete a Planned Absence Form. This process MUST be started with their parent/guardian calling the school office to report the days the student will be absent. The student will then be able to pick up a form in the office to take to all of their teachers. This form is meant for communication between the student and their teachers listing the homework that will need to be completed during the absence. This form does NOT need to be turned into the office.

## 2. School-Excused absences

- a. Except as noted in (a) above, the school not the parent/guardian excuses the student from school attendance. The following reasons are classified as school excused absences:
  1. Personal illness;
  2. Impassable roads due to inclement weather;
  3. Accidents or illness in the student's family for which the student is needed at home;
  4. Suspensions from school;
  5. Other times where in the judgment of school administration it is in the best interest of the student to be absent from school. Such absences will be judged on the merits of each individual case, such consideration will only be made after ten parent excused days are exhausted.
- Any student missing school due to an appointment (doctor, dentist, orthodontist, etc) shall bring a signed slip from that agency showing time and date of appointment. Students with his documentation will result in an "excused absence", but without the documentation it will result in an "unexcused absence."

## C. Unexcused Absences

1. These are absences from school for reasons other than those listed in (A) and (B) above.
2. The administration, or person designated by the administration, will deal directly with the student absent for reasons classified as unexcused and will use judgment and discretion in dealing with each individual case. Administration may use any or all of the following methods in dealing with students who have an unexcused absence.
  - a. Conference and counseling with student and/or parent/guardian
  - b. Referral to local law enforcement for issuance of truancy ticket
  - c. Make up of missed time
  - d. Make up of missed work is the student's responsibility. The student should contact the teacher to set up a time and place for completion of work and/or exams.
  - e. In-School suspension
  - f. Suspension from school not to exceed five days
  - g. Suspension from extra-curricular activities
  - h. Referral to appropriate agency or to a court of law under state compulsory attendance/truancy laws

## D. Truancy

1. Truancy means any absence of part or all of one or more days from school during which the school district has not been notified of the legal cause of such absence by the parent/guardian of the absent student. It also includes the intermittent attendance carried on for the purpose of defeating the state's compulsory school attendance law.

Truancy notices shall be sent to the student's parent/guardian in accordance with state law requirements.

E. Habitual Truancy

1. 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.
2. Notice of habitual truancy shall be sent to a student's parent/guardian in accordance with state law requirements. Habitual truants will be referred to the courts in accordance with state law and provisions of the Pecatonica Area School District's truancy plan. This process will automatically start after a student reaches ten (10) unexcused absences.

F. Parental Notice

1. Parents will receive a letter after five absences and again after ten absences. The letters will be notification of student attendance guidelines.

**II. ACADEMIC REQUIREMENTS**

Graduation Requirements

English	4.0
Math	3.0
Science	3.0
Social Studies	3.0
Additional Credit or combination of credit from English, Math, Science or Social Studies	1.0
Personal Finance	0.5
Phy. Ed.	1.5
Health	0.5
Required	<hr/> 16.5
Electives	9.0
Total	<hr/> 25.5

### High School Honor Roll

Students in grades 6-12 will be eligible for honor roll provided:

- A. they take a minimum of 6 courses or school sanctioned activities
- B. have no grade of D or lower
- C. earn a grade average of 3.5 or higher for high honor roll
- D. earn a grade average of 3.0 - 3.49 for honor roll.

### Honor Stoles & Honor Cords

Graduating seniors who have achieved a seven semester cumulative grade point average of 3.5 or above shall be awarded an honor stole. Graduating seniors who have achieved a seven semester cumulative grade point average of 3.00-3.499 shall be awarded an honor cord.

Grade Point Average (GPA) is determined from the following grading scale:

Grade Points							
A+/A	4.00	B+	3.33	C+	2.33	D+	1.33
A-	3.67	B	3.00	C	2.00	D	1.00
		B-	2.67	C-	1.67	D-	.67
		F =	Failing, no grade points				

Grade point average is determined by adding the grade points from all regular courses and dividing by the number of courses. A regular class is defined as one that meets face to face with the instructor every day that the class is scheduled to be in session. Courses taken as audit shall be graded on a pass/fail basis; these courses may be awarded high school credit but they will not be part of a student's GPA.

### Class Rank

Only semester grades are used in computing cumulative grade point averages. Class rank is determined by rank ordering the cumulative grade point averages of all the students in a class. For graduation and some scholarship competitions (including the Academic Excellence scholarship), the class rank at the end of the first semester of the senior year is the official class rank.

This same rank is then used to determine the valedictorian and salutatorian. The Academic Excellence Scholarship is awarded to the valedictorian in a process determined by Wisconsin Statute.

## Pecatonica Grading Policy

The faculty, administration and school board recognize that the evaluation of each student's performance is a necessary and important part of the educational experience. The grading of student performance will be based on a variety of assessment strategies, keeping the individualization of learning styles in mind. Teachers' grading systems shall be explained to students and written copies made available to them at the beginning of each course. Also, copies of these grading systems will be available, upon request, for parents to review.

Appropriate grading systems will be determined at each K-5 grade level by the principal and the instructional staff.

Letter grades of A, B, C, D, and F, with a plus or minus will be used for most courses 6-12. Some specialized courses will be graded on a P/F basis. The four-point scale will be the accepted grading system. It makes plus and minus grades more meaningful to the student, and allows for a more accurate translation of letter grades to numerical grades.

The following system will be used to compute grade point averages (GPA):

A+/A=4.00	B+ =3.33	C+ =2.33	D+ =1.33	P/F =not used
A- =3.67	B =3.00	C =2.00	D =1.00	
	B- =2.67	C- =1.67	D- =0.67	

### Determination of Class Valedictorian/Salutatorian and the Wisconsin Academic Excellence Scholarship

The valedictorian shall be the student who has the highest grade point average at the end of seven high school semesters according to the following guidelines. The salutatorian will be the second ranked. He/she must have attended school in Pecatonica for at least one complete high school year (any two complete semesters) prior to the senior year.

No grade from any course taken on a Pass/Fail (P/F) basis will be considered in determining grade point average.

The highest grade point average will be determined by all regular (A, B, C, D, F) semester grades in all courses taken during grades 9-11 and first semester grade 12 that are accepted for credit in the Pecatonica School District.

All accepted courses/grades will be weighted equally except for Advanced Placement courses. Advanced Placement courses will be weighted as follows:

A =5.00	B+ =4.16	C+ = 2.92	D+ =1.66	F =0.0
A- =4.58	B =3.75	C =2.5	D =1.25	
	B- =3.33	C- =2.08	D- =.84	

The Wisconsin Academic Excellence Scholarship will be awarded to the valedictorian. In the event the valedictorian does not attend a qualified Wisconsin school, the Wisconsin Academic Excellence Scholarship will be awarded to the next highest ranked student who is attending a qualified Wisconsin school.

### TIE-BREAKER SYSTEM

In the event two or more eligible students have identical grade point averages at the completion of seven semesters, the following criteria will be used to determine class valedictorian.

The student with the highest composite score from the American College Test (ACT) on file with the School District by February 1st of the student's senior year shall be the valedictorian.

If a tie still exists, the student with the highest total composite score from the 10<sup>th</sup> grade Language Arts, Math, Science & Social Studies WKCE assessments shall be the valedictorian.

In the event two or more students are tied for the Wisconsin All-State Scholars/Robert C. Byrd Scholarship Program, the following criteria will be used to break the tie:

The student with the highest Pecatonica grade point average after the completion of seven semesters shall be the recipient.

If a tie still exists, the student with the highest composite score from the American College Test (ACT) on file with the School District by February 1st of the student's senior year shall be the recipient.

If a tie still exists, the student with the highest total composite score from the 10<sup>th</sup> grade Language Arts, Math, Science & Social Studies WKCE assessments shall be the recipient.

The District shall not discriminate in the methods, practices and materials used for evaluating students on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability. Discrimination complaints shall be processed in accordance with established procedures.

### National Honor Society

The National Honor Society is an organization made up of students who exemplify academic excellence, strong leadership, good character, and the willingness to serve others.

Selection for membership is based on academic excellence, leadership, service, and character. Applicants will be rated in these areas by the entire faculty, with the final decisions made by a faculty council.

Students are eligible to apply for membership in the National Honor Society in their junior and senior year, provided they have a cumulative grade point average of at least 3.33. To apply, eligible students are asked to complete an information form, write a short essay about their involvement in school and community and explain how, if selected for membership; they plan to use this honor to serve others. In addition, students are asked to obtain 3 references.

### Academic Awards

Students achieving academic excellence will receive awards determined by their semester grade point averages. Points involved in the program to be awarded on the following basis:

High Honor Roll	(3.5 and up GPA)	3 points
Honor Roll	(3.0-3.49 GPA)	2 points

Awards include the following:

Certificate awarded the first time a student makes either honor roll or high honor roll

Academic Letter awarded after a student earns 8 points

Silver or Gold Pins awarded after a student earns an academic letter

Honor Roll = Silver Pin

High Honor Roll = Gold Pin

Plaque awarded after a student earns 21 points

Points will be kept through all eight semesters

### Correspondence Courses

The approval of the guidance counselor and administration is required before a student may take any correspondence courses.

### College Entrance Requirements

Both two and four year colleges in Wisconsin continue to revise their entrance requirements. Consult with your counselor early in your high school career to make sure you are taking the proper high school courses.

### Academic Imperative

Weekly grade checks identify students struggling in all academic areas, if a student is earning a D+ or lower in any class a letter will be sent to the parent/guardian notifying them of their student's progress. If a student has a failing grade at this point they will have one week to get all courses to a passing level or they will lose all eligibility until they are passing all courses. The weekly grade checks will begin the third week of each quarter.

Students that are identified by the weekly grade checks are referred for extra help after school if necessary, and may be assigned to a guided study hall during their regular study hall time.

## **III. GENERAL INFORMATION**

### Lunch

Pecatonica Middle and High School students are prohibited from leaving campus. Students must eat in the commons unless working with a teacher or attending a meeting. Following lunch, students will be allowed to remain in the commons, athletic hallway, stage, or use the gym when available. Students who are in other areas during this time without permission may be subject to disciplinary actions.

### Lunch Tickets

All students will have an automated lunch account with an individual pin number. All food service purchases will be made through these accounts. Deposits to the accounts may be made in the district office.



### Gym Use During Lunch

It is a privilege for students to use the gym during lunch, not a right. When using the gym students are expected to wear appropriate shoes that will not damage or leave marks on the floor. In addition, students will engage in games or activities that are safe. Students that engage in unsafe activities will be removed from the gym until the supervisor gives them permission to return.

### Student Valuables

Students are responsible for their personal property. Students should not leave valuable items or money in their locker. When it is necessary to bring large and/or valuable items to school, students are encouraged to check these items into the office for safekeeping. This applies to academic and physical education/athletic lockers. Students should always keep their lockers locked.

### Administering Medication to Students

Parents of students requiring medication during the school day should contact the building principal, who in turn shall assume the authority of designating school personnel to administer any medication needs. Prescription or non-prescription drugs should not be kept in student lockers. Prescribed medication shall be kept in a safe location in the school office. A signed written statement from the parent/guardian and a signed written instruction sheet from the medical practitioner must be on file at school authorizing school personnel to administer any medication.

The statement must include:

- \*Student name & date of birth
- \*Medication name, dosage, route, frequency, time/conditions, & duration of medication
- \*Reason for medication
- \*Name of Practitioner/Doctor
- \*Parent/Guardian & Practitioner/Doctor signatures
- \*Date

**\*NOTE-** Many of the short-term medications do not need to be given at school. For example, medication taken three times per day may be given before school, immediately after school, and at bedtime.

### Student Injuries

If a student is injured in class or during a school-related activity, the student should report the injury to the supervising individual so that an injury report may be filled out and filed with the office. If a student must go to the doctor, the student must provide the office with the name of the doctor. An insurance form will then be sent to the parent/guardian at their request. When forms are sent in they should be sent to the insurance company along with the doctor and/or hospital bills.

### Leaving the Building

Students that leave the building during the school day must sign out in the office. In order to sign out parent/guardian permission must be given to the office. This includes students that have reached the age of eighteen. In emergency situations students will be allowed to leave the building after administration has contacted a parent/guardian or other emergency contact.

### Telephone

Students will be called out of class only for emergency situations. A student phone is available in the office for limited use with permission only. A phone is also available in the lower lobby for local calls only after 3:25 PM.

### Lockers

School lockers are the property of Pecatonica Area Schools. At no time does the Pecatonica School District relinquish its exclusive control of lockers provided for the convenience of students. Periodic general inspections of lockers may be conducted by school personnel for any reason at any time, without notice, student consent, or a search warrant. Students will be charged repair costs for damaged lockers.

Only school appropriate pictures or slogans that are free from violence, racial, gender, ethnic or any other discriminatory topics will be allowed to be posted on lockers.

### Security Cameras on Premises

Please be aware that security cameras have been installed throughout the Pecatonica MS/HS parking lot and campus building to ensure student and staff safety. Footage is only reviewed if there is cause to, particularly in relation to law enforcement proceedings for purposes authorized by the student's code of conduct and related laws. Surveillance footage is for administrative use only and will not be provided to media or other outlets.

If a student is questioned in relation to something criminal in nature caught on the video surveillance, parents or guardians will be requested to view the footage with the administrative team and student.

### Cell Phones

The Pecatonica Area School District shall allow middle school and high school students to possess cell phones on school premises during the school day and at sponsored activities under the following conditions:

\*Students who bring cell phones to school are responsible for keeping their phones TURNED OFF AND OUT OF SIGHT during the instructional day (7:55am-3:25pm).

\*Students may responsibly use cell phones:

- Before school prior to the 7:55am bell which is then the signal to TURN OFF CELL PHONES

- During the lunch period for **high school students** once they get to the Commons (but not while they are in the lunch line)

- After school when the 3:25pm bell rings

\***Cell phones are not to be visible in classrooms, hallways, or any other academic areas at any point during the school day.** Exceptions for medical, educational, vocational or extra-curricular uses must be requested and approved by the administration on an individual basis.

\*Parents/Guardians are asked not to text or call students during the school. If there is a need to to get the student a message, the parent should contact the office and the office will deliver the message. If there is an emergency, parents/guardians should contact the office so that the student can be brought to the office to call home with privacy.

\*The Pecatonica School District prohibits students from using cell phones, cameras, or recording devices to take pictures while on school premises, unless approved by administration. **These devices are not allowed to be used in locker rooms or restrooms.**

\*Teachers may require students to turn in cell phones before each class period or have students place their cell phones or other electronic device on a desk/table during the class period.

**\*If a student is observed using a cell phone without teacher/administrator permission:**

**-1st Offense- The phone will be confiscated and returned at the end of the day by either the teacher or administrator.**

**-2nd Offense- The phone will be confiscated and returned after the administrator contacts a parent/guardian to discuss the violation . At that point the student will also turn their phone in daily for one week to an administrator.**

**-3rd Offense- The phone will be confiscated until a parent/guardian can retrieve it. The student will serve a detention with the administrator and turn their phone in daily for a month.**

**-Any further violations will be considered persistent misbehavior, noncompliance with a school rule, and/or insubordination and may result in more serious consequences such as ISS, OSS and/or permanent suspension of cell phone privileges at school.**

**NOTE: Failure to hand phone over to the teacher or administrator will result in a more serious consequence.**

#### Personal Electronic Devices

Personal electronic devices are not allowed at school during school hours

#### Food/Drink/Candy Guidelines

Everyone in the building is responsible for properly disposing of waste, and keeping personal and community spaces clean.

\* Pop and Soda are not allowed in the school building. These items cannot be sold to students, provided to students by staff, or brought into school from home. The only exception is that soda can be allowed in the commons area after 4:00pm.

\*Clear water bottles are permissible except around computers. Safety and/or equipment issues may require additional guidelines to be set by individual teachers.

\*Responsible, non-disruptive use of gum/hard candy is allowed except in music, band, chorus, physical education, lab situations, and at teacher discretion.

\*Food may be kept in and consumed at academic lockers between classes, but may not be taken into the classroom, locker rooms, or gymnasium.

Quality control guidelines:

\*Classroom disruptions do not occur

\*Hallways must stay clean

\*Lockers stay clean (periodic checks may be made)

\*Extra work not required of custodians

When students and staff remember to clean up after themselves, it certainly helps to keep our building looking great. Custodians are not here to clean up after students, they are here to maintain and clean the school. We have a great facility so we all need to do our part to keep it looking great.

#### Textbook Fines

When textbooks are issued to students, staff will enter their evaluation of the condition of the book (new, excellent, good, fair, or poor). When the books are collected each student will be responsible for turning in the book in similar condition, normal wear is expected.

Students will be charged for damages to textbooks according to the following schedule:

- \*Book is no longer usable = cost of replacement
- \*Book needs rebinding = cost of rebinding
- \*Book is damaged but still usable = one half the cost of replacement

#### Student Schedule Changes

All schedule changes must be done through the guidance department.

#### Voter Registration

Voter registration is done when a student is eighteen years of age at your local municipality or township polling location.

### **III. TRANSPORTATION**

- A. The Pecatonica Board of Education will provide transportation to students who qualify in accordance with State Statute and Board Policy.
- B. Students may not change their regularly scheduled bus route without first obtaining a route change form from First Student Bus Service.
- C. All school regulations and rules apply to all students at all times they are being transported by school bus or any other form of school provided transportation. This includes the guidelines set forth in this student handbook.
- D. School buses are equipped with video cameras. Footage is only reviewed if there is cause to, particularly in relation to safety, handbook violation or law enforcement proceedings. Surveillance footage is for administrative use only and will not be provided to media or other outlets. If a student is questioned in relation to something criminal in nature caught on the video surveillance, parents or guardians will be requested to view the footage with the administrative team and student.
- E. Student Vehicles
  - a. Because of safety issues and supervision concerns, students who drive to school are required to keep their vehicles parked until the end of the school day. Also, students are expected to stay out of their vehicles during the school day; this also includes the student's lunch period. In order to move a vehicle during the school day a student must receive permission from the principal.

- b. Students who drive to school are required to register their vehicle(s) in Skyward and must park in those areas designated for students only.

#### IV. STUDENT BEHAVIOR

##### Philosophy

The School Board firmly believes that learning can best take place in an orderly environment and that students can best learn individual and collective responsibility and gain maturity if they are provided opportunities in which to exercise responsibility within the school setting. This School Discipline Policy is not intended to be punitive, but rather to communicate expectations regarding acceptable conduct in school in order to provide a positive learning environment for all students.

It is a responsibility of the School Board, administrators and school staff to safeguard the health and safety of each student. As a result, it is the responsibility of the School Board and administrators to make reasonable rules and regulations for the governing of student behavior and conduct.

##### A. Code of Conduct

- a. Disciplinary action may be taken as a result of any behavior which is unsafe, disruptive of good order, or which violates the rights of others. The following acts are examples of unacceptable behavior and subject to disciplinary action in Pecatonica Secondary School, on school buses, and at school sponsored activities.
- b. The listing of minimum actions does not imply or require that an administrator employ a “step-by-step” progression of increasing severity in dealing with a violation. However, there shall be a logical relationship between the severity of the offense and the administrative action.

Fighting - Mutual combat in which both parties have contributed to the situation by verbal and/or physical action.

**Minimum Action:** Student conference/Suspension

**Maximum Action:** Expulsion or Exclusion

Harassment - Participating in, or conspiring for others to engage in harassing acts that injure, degrade, or disgrace other individuals.

**Minimum Action:** Student conference and/or parent/guardian contact

**Alternate Action:** Referral to appropriate law enforcement agency

**Maximum Action:** Expulsion or Exclusion

Sexual Harassment - Unwelcome, unwanted sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature.

**Minimum Action:** Student conference and/or parent/guardian contact.

**Alternate Action:** Referral to appropriate law enforcement agency.

**Maximum Action:** Expulsion or Exclusion.

Abusive Language - (1)Disrespectful language to others. (2)Threatening language to others

**Minimum Action:** Student conference and/or parent/guardian contact

**Maximum Action:** Expulsion or Exclusion

Disruptive Behavior - Actions which interfere with effective operations of a classroom or the school, including refusal to follow school rules or a request by any staff member.

**Minimum Action:** Student conference and/or parent/guardian contact

**Maximum Action:** Expulsion or Exclusion

Leaving School Building or Grounds - Leaving school grounds during school hours without proper clearance. Students must sign out in the high school office in the presence of a school official, after receiving permission to leave.

**Minimum Action:** Student conference and/or parent/guardian contact

**Maximum Action:** Expulsion or Exclusion

Chronic and Unexcused Tardiness

**Minimum Action:** Teacher or administration detention

**Maximum Action:** Suspension

Trespassing - Physically present on a school campus or at a school activity after being requested to leave by school principal or other persons lawfully responsible for the control of the campus or event. **This includes students who are serving out of school suspensions.**

**Minimum Action:** Referral to police or juvenile authorities

**Maximum Action:** Expulsion or Exclusion

Possession of Weapons Which Could Cause Harm

**Minimum Action:** Student conference, parent/guardian contact, suspension and possible notification of police.

**Maximum Action:** Expulsion or Exclusion\*

\*(State law requires expulsion for any student possessing a gun at school or school activity.)

Assault - "Assault" is doing an act with intent to cause fear in another of immediate bodily harm or death or intentionally inflicting or attempting to inflict bodily harm upon another.

**Minimum Action:** Student conference/Suspension and possible notification of police.

**Maximum Action:** Expulsion or Exclusion

Disorderly Conduct – Engaging in offensive, obscene, or abusive language or in boisterous and noisy conduct.

**Minimum Action:** Student conference and parent/guardian contact

**Alternate Action:** Referral to appropriate law enforcement agency.

**Maximum Action:** Expulsion

Use, possession, distribution, or sale of tobacco or tobacco products, electronic cigarettes/vaping products

Use of and/or possession of tobacco products by any student regardless of age will be governed by Wisconsin Statute, Village Ordinances, and School Board Policy.

**Minimum Action:** Suspension from school sponsored athletics/activities and

referral to appropriate law enforcement agency.

**Maximum Action:** Expulsion

Use, possession, distribution, or sale of alcohol, or other drugs

Regardless of age, use of and/or possession of alcohol or other drugs will be governed by Wisconsin Statute, Village Ordinances, and School Board Policy.

**Minimum Action:** Suspension from school and school sponsored athletics/activities and referral to appropriate law enforcement agency.

**Maximum Action:** Expulsion

Fire Alarms – The sounding of false fire alarms.

**Minimum Action:** Student conference, parent/guardian contact, and notification of appropriate police and fire department officials.

**Maximum Action:** Expulsion or Exclusion

Willful Damage of School Property or Property of Others

**Minimum Action:** Parent/guardian contact and recommended restitution

**Maximum Action:** Expulsion or Exclusion

Theft - The unauthorized taking of the property of another.

**Minimum Action:** Student conference, parent/guardian contact, and possible notification of police or juvenile authorities.

**Maximum Action:** Expulsion or Exclusion

Robbery/Extortion - The obtaining of property from another where his/her consent was induced by a use of force or a threat of force.

**Minimum Action:** Suspension, parent/guardian conference and possible notification of police.

**Maximum Action:** Expulsion or Exclusion

Tampering with Food or Beverages - Adding or attempting to add foreign substances to food or beverages.

**Minimum Action:** Student conference and/or parent/guardian contact

**Maximum Action:** Expulsion or Exclusion

Parking - Parking in an unauthorized area of school property.

**Minimum Action:** Student conference

**Maximum Action:** Vehicle will be ticketed and possibly towed.

Reckless or Careless Driving - Driving on school property in such a manner as to endanger persons or property.

**Minimum Action:** Student conference and possible loss of parking privileges on school grounds.

**Maximum Action:** Suspension and/or referral to police or juvenile authorities

B. Corrective Measures

Discipline should not be confused with punishment. The goal of discipline is a self-disciplined individual, with mature attitudes and socially acceptable standards of conduct.

**Corrective measures used will depend upon the nature of the behavior, the frequency, and the degree to which the student is willing to try to correct undesirable behavior.**

Corrective measures will normally begin at a minimal level and then proceed to more serious levels. These procedures may include but are not limited to the following:

Student Conference/Due Process - Conferences will be conducted with students regarding disciplinary matters to insure due process. Each student facing the imposition of disciplinary action under this Code of Conduct must be informed, orally or in writing, of the facts and the nature of the conduct which has been challenged and be given an opportunity to explain his or her version of the facts or conduct which has been challenged prior to the imposition of discipline.

Parent/Guardian Contact - Depending on the violation and the seriousness of the action, a student's parent/guardian may be contacted by telephone or mail in addition to a student conference. The intent of the contact is to inform the parent/guardian of the violation and the student's **attitude** during the conference and to elicit parent/guardian support for correcting the unacceptable behavior.

Parent/Guardian Conference - The principal, counselor, or teacher may request a parent/guardian conference, with or without the student present, to insure parent/guardian understanding of the student's academic and/or behavior problem and to mobilize a cooperative effort to correct the difficulty.

Detention - Detention may be required of a student during lunchtime or after school for one or more breaches of the Code of Conduct or other school guidelines.

1. Student failure to serve detention on the assigned date(s) will result in either an increased term of detention, referral to the principal or designee, or suspension.
2. Students who have detention are not to participate in extra-curricular activities on any given day until the detention assignment has been completed.
3. A student assigned detention has the responsibility to inform their parents/guardians and arrange for transportation if necessary.
4. Students will have one school day to make these arrangements prior to serving a detention

Teacher Detention - A teacher may detain a student to correct a student's unacceptable behavior. Students who are assigned detention by more than one teacher must inform all teachers concerned.

Administration Detention - Students may be detained by the administration for the following reasons:

1. Excessive tardiness to school or class.
2. Unexcused absence from school or class.
3. Deliberate disrespect and/or insubordination.
4. Disciplinary reasons in the school or classroom.



In-School Monitoring - Students may be required to have an hourly report signed by their teachers verifying their movement in the building during the day. The report will be picked up daily from a designated person and returned to a designated person at the end of the day for verification of the student's movements. Parents/Guardians are often notified of this arrangement.

Suspension

"Suspension" means an action taken by the school administration prohibiting a student from attending school for a period of not more than five consecutive school days. The suspension period may be extended an additional ten days when it is determined that the student will create an immediate and substantial danger to persons or property around him/her. The purpose of suspension is to remove the student from the school environment and to provide time for the professional staff, parent/guardian and student to discuss the matter and bring about an agreement on future conduct.

Expulsion

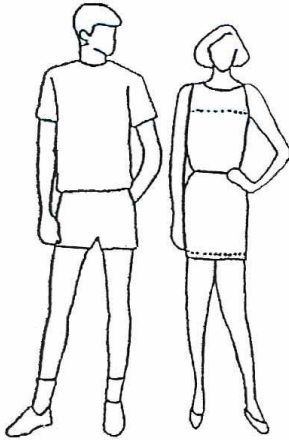
"Expulsion" means an action taken by the School Board to prohibit an enrolled student from further attendance for a designated period.

Referral to Police or Juvenile Authorities

If a student's misbehavior is so extreme that a law violation is involved, administration or a designated representative will contact police or juvenile authorities. Every reasonable attempt shall be made to notify parents/guardians at the same time juvenile authorities are called. If the officer indicates that he/she is arresting the student, with or without a warrant, that officer shall have complete jurisdiction and responsibility in the matter and the administration shall not interfere with the student's removal from the building. It is expected that the contact with the student shall be arranged in a manner to make it as unobtrusive as possible. The parent/guardian and the Superintendent shall be notified by telephone or letter as soon as the officer takes the student from the building.

## V. PERSONAL APPEARANCE

- A. Dress and behavior issues are reasonably related to valid educational purposes of Pecatonica Area Schools as a way of maintaining order and protecting the health, safety and educational well being of all students and staff. Consequently, it is expected that the dress and grooming of students will not endanger the public health and safety of either students or staff. Also, student dress or grooming will not disrupt the education of other students. Students are expected to use good judgment in the matters of personal appearance. For health and safety reasons, shoes (not slippers) must be worn in school, and outside coats must be kept in the locker.



Students at Pecatonica shall have no skin or undergarments exposed from mid-thigh to the armpit line \*\* (see drawing example.) See through shirts or blouses, bare midriffs, strapless and/ or backless outfits, spandex and beachwear are prohibited.

\*\* Mid-thigh – the point where fingertips touch the thigh when arms are relaxed and at the sides.

\*\* Armpit line – the line that connects the upper armpits across the chest and around the back. A string or tape measure can be used in evaluation.

- B. Samples of unsuitable/unacceptable dress are:

1. Hats, Bandannas, Helmets, Hoods, or Homemade Headgear.
2. Clothing adorned with improper writing or pictures
3. Clothing or adornments with inappropriate or negative messages regarding alcohol, drugs, sex, race, or gender.
4. Clothing with "double meaning" expressions about any of the previously mentioned items are also not acceptable in school.

**NOTE:** Students who come to school improperly attired will be asked to change into extra clothing that will be available in the Principal's or Guidance Counselor's office. Any school time lost may be unexcused. This regulation is not limited by any of the above examples.

**VII. AGE OF MAJORITY**

Pecatonica High School recognizes the legal right of eighteen-year-old students. Students in this category will be directly responsible for all actions taken or imposed by the school. It should be understood that all rules and guidelines set forth by the school as applied to students in general are applicable to eighteen-year-old students as well.

**VIII. REMOVAL OF PUPILS FROM CLASS**

A teacher employed by the District may temporarily remove a pupil from the teacher's class or school function if the pupil violates the terms of the Code of Student Conduct. Removal from class under this Code does not prohibit the District from pursuing or implementing other disciplinary measures, including but not limited to detention, suspension or expulsion for the conduct the student was removed.

The building principal or designee shall place a student who has been removed from a class by a teacher in one of the following alternative educational settings:

1. An alternative education program approved by the Board. State law defines this as an instructional program approved by the school board that utilizes successful alternate or adaptive school structures and teaching techniques and that is incorporated into existing, traditional classrooms or regularly scheduled curricular programs or that is offered in place of regularly scheduled curricular programs.
2. Another class in the school or another appropriate place in the school.
3. Another instructional setting
4. The class from which the student was removed if, after weighing the interests of the removed student, the other students in the class and the teacher, the principal or designee determines that readmission to the class is the best or only alternative.

When making placement decisions, the building principal or designee shall consider the following factors.

1. The reason the student was removed from the class or the severity of the offense
2. Limitations of the district such as cost and space
3. The estimated length of time of the placement
4. The student's individual needs and interests
5. Whether or not the student has been removed before
6. The relationship of the placement to any disciplinary action. (Is a suspension the result of the student's conduct?)

All placement decisions shall be made consistent with established Board policies and in accordance with state and federal laws and regulations. The parent/guardian of a minor student shall be notified of a student's placement in an alternative educational setting.

## IX. ACADEMIC HONESTY

It is expected that all school work submitted for the purpose of meeting course or class requirements represent the original efforts of the individual student. It is important that all involved in the educational process -- administration, faculty, students and their parents/guardians – understand their integral role in helping to promote a climate of academic honesty.

The **administration** will:

1. Promote and encourage the staff on an ongoing basis to educate students regarding the district’s academic integrity policy.
2. With staff and student input, determine appropriate consequences for policy violations.

The **staff** will:

1. Educate students and offer continued guidance regarding acceptable and unacceptable behavior in areas that shall include, but not be limited to, test taking, research techniques, written work, and use of library and computer resources.
2. Encourage the demonstration of knowledge, the honing of research skills, and self-expression in student work.
3. Promote circumstances in the classroom that will reinforce academic honor and promote original and focused responses from students.
4. Evaluate effectiveness of their own efforts.

The **students** will not:

1. Plagiarize in written, creative or oral work.
2. Submit work that is not original, copy or “borrow” from another source and give it as one’s own work. These are all unacceptable practices.
3. **Give** or **receive** unauthorized assistance on exams.
4. Alter grades or other academic records, give false information or forge any documents.

The **parents/guardians** will:

1. Discuss the district’s academic honesty policy with their children.
2. Promote circumstances that will help to uphold the district’s policy.

**Cheating** means taking credit for work that is not yours. Plagiarism, copying, borrowing, and forging are all forms of cheating.

	<b>Consequences for Cheating</b>	=	<b>Grade</b>	
1.	Cheat on quiz/test	=	0	parent/guardian notification
2.	Blatant copying of homework	=	0	parent/guardian notification
3.	Those that knowingly allow another student(s) to cheat	=	0	parent/guardian notification
4.	Plagiarism	=	0	parent/guardian notification

\*\* Certain group assignments, group projects or any kind of collaborative effort as a group may allow or require different parameters for defining what is really “one’s own work”; this is best covered by the teacher and the students before the project is begun. Students need to know the ground rules before the work or project is actually started.

## IX. ACCEPTABLE USE POLICY--COMPUTERS AND NETWORKS

School technology (computers, chromebooks, iPads, etc) are the property of Pecatonica Area Schools. At no time does the Pecatonica School District relinquish its exclusive control of the technology provided for the convenience of students. Periodic general inspections of technology may be conducted by school personnel for any reason at any time, without notice, student consent, or a search warrant. Students will be charged repair costs for damaged technology.

Only school appropriate pictures or slogans that are free from violence, racial, gender, ethnic or any other discriminatory topics will be allowed to be set as screen savers or profile pictures. The school has the authority to have students change to the default setting.

### Using Technology at Pecatonica Schools

Grade 6-12

Pecatonica Area Schools provides 1:1 Chromebooks to students K-12 along with a wide range of other technology resources for students to use. These technology resources are to be used for educational purposes only. The following agreement outlines the acceptable use and prohibited activities when using school accounts, resources and electronic devices through the school network. Every student is expected to follow all the rules and conditions listed, as well as any verbal instructions given by teachers or administrators, to demonstrate good technological citizenship and ethical behavior.

The filtering system we use monitors all internet use of the school network. This system is designed to prohibit access to educationally inappropriate sites, however, filtering systems are not perfect. Although we do our best, due to the quickly evolving nature of technology, we cannot guarantee that students will not reach inappropriate sites. It is the student's responsibility to report any inappropriate site.

Some online conduct that may constitute a violation of federal and/or state laws include regarding cyber crimes, but are not limited to:

**Criminal acts:** Hacking into another person's computer without permission, sending harassing email, sending threatening emails, cyber-stalking, vandalism, child pornography, using another person's identity and/or identity fraud and unauthorized tampering with computer systems.

**Libel laws:** Public defamation of any person by publishing material on the internet, email or any other digital means.

**Copyright violations:** Copying, printing, performing, selling, or dispersing copyrighted material without the permission of the author or publisher. Students should assume all material on the internet is protected under copyright laws and should cite materials properly. Plagiarism, passing off someone else's work as your own, is also a copyright violation.

## Acceptable Use Policy (AUP)

1. I am responsible for the Chromebook, charger and tote bag which is assigned to me, as well as any other school technology resource I use. I am also responsible for my computer account and email account. I understand that I am responsible for all activities done through my account. I will not allow others to use my account or try to use that of others. I understand that I will be in violation of the law if I attempt or use another person's account, pretending to be them.
2. I am responsible for my language. I will use appropriate language while on the internet, email, and other digital communications. I will not use profanity or vulgar language as determined by the school code of conduct.
3. I am responsible for how I treat other people. I will use digital communications with good citizenship. I will not send or post hateful or harassing mail, make discriminatory or derogatory remarks about others, or engage in bullying, harassment or other antisocial behaviors through the computer while in school or out of school.
4. I am responsible for my use of the school network. I will use the school computer resources responsibly. I will not search, retrieve, save, circulate or display hate-based, offensive or sexually explicit material. I will not search, retrieve, save or circulate images or information about weapons using any school computer resources unless authorized by a school teacher or administrator as part of a school assignment. I also understand the use of the school network for illegal or commercial activities is prohibited.
5. I am responsible for my conduct on all online sites. I understand that what I do on social networking websites should not negatively impact the school learning environment and/or my fellow students, teachers and administrators.
6. I am responsible to be honest while I am online. I understand that impersonating or pretending to be someone else is forbidden. This includes, but is not limited to, sending out email, creating accounts, or posting messages or other online content in someone else's name.
7. I am responsible for protecting the security of the school network. I will not attempt to bypass security settings or Internet filters, or interfere with the operation of the network by installing illegal software, apps, or extensions, including file sharing, shareware, or freeware on school devices.
8. I am responsible for protecting school property. I understand that vandalism is prohibited. This includes but is not limited to accessing, modifying, or destroying equipment, programs, files, or settings on any technology resource. I will securely transport Chromebooks in the closed position along with the power cord inside a closed messenger bag. I will charge the Chromebook nightly to be ready for use the next morning.
9. I am responsible for respecting other people's property online. I will obey copyright laws. I will not plagiarize or use other's work without proper citation and permission. I will not illegally download materials protected by copyright, including but not limited to. Music and movies.
10. I am responsible for following school rules whenever I publish anything online. I will follow all guidelines set forth by Pecatonica Area Schools and my teachers when publishing schoolwork online. I understand that it is unsafe to post any personal information about myself, including but not limited to: my name, address, phone number or school. I will not post photos or students with their first and last names on any online site, including but not limited to blogs, wikis, and discussion forums.

AUP Adapted from BPS Mass.

## PECATONICA AREA SCHOOL DISTRICT

### ATHLETIC/ACTIVITIES CODE

#### I. PHILOSOPHY

As an integral part of the school curriculum, the athletic and extra-curricular activities programs provide opportunities and goals difficult to duplicate in other school functions.

Therefore, the philosophy of the Pecatonica Area Schools Athletic/Activities Code emphasizes the following:

1. An athlete and/or activities participant must adhere to the academic and training rules set forth in this code.
2. In addition to representing themselves, students represent their school, their community, their fellow students, and their families.
3. Participation in the athletic and activities programs is a privilege which carries certain responsibilities. The responsibilities are outlined in this code.
4. All students involved in athletics and/or extra-curricular activities and a parent/guardian are required to sign a pledge sheet and pay their \$35 (MS)/\$50.00 (HS) athletic fee before the student may participate in any sport/activity.
5. In accordance with WIAA regulations, **enforcement of this handbook is the responsibility of the school, parents/guardians, and students on a YEAR ROUND BASIS.**

#### **Athletic Participation Philosophy**

The Pecatonica Athletic Participation Philosophy will cover sports that the Pecatonica School District sponsors at the middle school, junior varsity and varsity levels. It pertains to those sports during their regularly scheduled sports season.

#### **Middle School**

All students will be given the opportunity to participate equally in the middle school level. Coaches will attempt to make participation during competitions as equal as possible. Also taken into account will be such factors as attitude, attendance at practices, following rules, etc.

#### **Junior Varsity**

While participation will still be emphasized, the junior varsity level will take into account preparation for playing at the varsity level. Again, factors such as attendance, attitude, following rules, etc. will also be considered. If numbers warrant, coaches, athletic director and the school board will provide additional playing opportunities for junior varsity members by providing a reserve and or freshmen teams.

#### **Varsity**

Participation at the varsity level will be based on ability if all other factors such as attendance, attitude, following rules, etc. are followed. If numbers warrant, the coach, athletic director and school board will look at the feasibility of providing additional playing opportunities through the use of JV and or reserve games.

#### II. ACADEMIC ELIGIBILITY

The student is responsible, first and foremost, for maintaining the highest academic standards possible. It is required that a student be passing in all academic credit classes. Failing one class in any grading period will result in academic ineligibility.

Eligibility will be determined by the grades received for the following grading periods:

- End of 1<sup>st</sup> Quarter
- End of 2<sup>nd</sup> Quarter/1<sup>st</sup> Semester
- End of 3<sup>rd</sup> Quarter

## End of 4<sup>th</sup> Quarter/2<sup>nd</sup> Semester\*\*

Failure to maintain academic eligibility in one class will result in the immediate removal of the student from the sport/activity. Immediate removal means from 3:30 p.m. on the day that grade sheets are due in the office. If, after ten school days beyond the date that grades are due in the office, the student is passing all classes, reinstatement is possible. Failure in two or more classes will result in fifteen days removal of the student from the sport/activity in accordance with WIAA regulations. The student shall be responsible for petitioning the athletic director/principal for reinstatement. The student shall be reinstated only with the full agreement of the teachers, the parents/guardians of the students, and the athletic director/principal.

\*\* If a student receives an F at the end of the 4<sup>th</sup> Quarter and/or 2<sup>nd</sup> (Spring) Semester of the previous school year, and enrolls in a Fall Sport, they will be ineligible for 15 days. The student athlete may still practice, but they will not be allowed to participate in any contests until the 15 days has concluded.

Incompletes must be completed within two weeks of the end of the grading period in order to maintain eligibility. The end of the grading period comes at 3:30 p.m. on the day that grade sheets are due in the office.

These academic eligibility requirements apply to students in 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade as well.

### **ACADEMIC PROBATION**

A student will be placed on academic probation under the following circumstances:

1. A student receives a F or Inc. for any quarter or semester grading period. Academic probation will result in weekly grade checks with all teachers until the end of the next quarter grading period. Weekly checks will be reviewed by the office and appropriate coach/advisor.
2. A student receives a D+ and below during weekly Academic Imperative grade checks.

Under the district's Academic Imperative program, if a student is receiving a grade of D+ or lower in any course a letter will be sent to the student's parent/guardian as notification of their son/daughter's progress. **If the student is receiving a failing grade during weekly grade check that student has one week to raise all grades to a passing level. If after the one week period the student is still failing any course they become ineligible until they are passing all courses.**

### **IV. ATHLETIC ELIGIBILITY**

A student is ineligible by WIAA policy for athletic competition if he/she:

1. Becomes 19 years old before August 1 of any school year.
2. Attends more than 8 semesters of high school (a semester of eligibility is charged after 40 school days or participation in one interscholastic contest).
3. Enrolls after the 17th day of a semester without extenuating circumstances (i.e. sickness, accident, transfer).
4. Competes in a given sport more than four different seasons.
5. Participates in an all-star contest or similar activity involving participants from more than a given league.
6. If an open enrollment student transfers back to the school of residence, after attending one athletic practice and/or one day of school at the selected school, he/she is ineligible for the remainder of that school year.
7. Transfer students will be considered ineligible until the athletic director has declared the student meets school and WIAA requirements.

In addition, a student is eligible for athletic competition only if he/she meets all of the following WIAA/school criteria.



1. Maintains amateur status.
2. Does not compete in outside activities in the same sport during the same school season.
3. Has a physical examination at least every other year as confirmed on the WIAA physical examination card or alternate year athletic permits card.
4. Has parent/guardian signed permission on the WIAA card.

**V. PERSONAL CONDUCT**

1. All players shall conduct themselves in such a way as to reflect positively on themselves, their family and school while representing Pecatonica Area High School.
2. Students who use, possess, or are involved with drugs, alcohol, or tobacco/tobacco like products in any manner (see IX, 2a), will be suspended from interscholastic competition.
3. Students should be in school the day of a contest or for a regular practice unless an excused absence has been arranged. Students must be in school the entire day to participate in practice or games unless they are absent for family or medical/dental reasons. If a student misses any part of school due to illness they will not be allowed to participate in either practice or a game. An unexcused absence will result in suspension from the next scheduled activity, contest, or game in which the student is scheduled to participate, no matter at what level of competition. Unexcused absences on Fridays make students ineligible for the entire weekend. In-school suspensions are considered unexcused absences. Chronic unexcused class absences will result in further disciplinary action.
4. All participants are expected to attend all practices and games unless excused by the advisor/head coach of the sport involved.
5. Students may also be disciplined or suspended from competition for insubordination or disrespect to any school employee, coach, or official, or not meeting the requirements of individual coaches.
6. Students will follow an eleven p.m. curfew Sunday through Thursday except on evenings of school sponsored events when the curfew will be extended to one hour after a home event, or one hour after returning from an away event, Friday and Saturday curfew will be one a.m.
7. Violations, which occur during a WIAA tournament, will result in suspension from the remainder of the tournament series.

**VI. LOCKER ROOMS AND CARE OF EQUIPMENT**

1. Responsible behavior is expected in the locker room at all times.
2. Locker rooms are to be kept clean.
3. Each student is responsible for the proper care and safekeeping of equipment issued. Lockers should be locked before and after practices or competition.
4. Lost or stolen items must be paid to the coach in charge.
5. No athlete will be allowed to practice with another sport until all equipment and/or uniform obligations are cleared up with his/her previous coach.

**VII. TRANSPORTATION REGULATIONS**

1. Team members must use the transportation provided by the school to reach the site of the contest. Team members must also return to school using the same transportation unless parents request, by personal contact with the coach/advisor, permission to take the player home in their private vehicle. Only the legal parent or guardian will be given this choice .

**VIII. CHANGING SPORTS/ACTIVITIES**

1. It is the student's responsibility to inform the coach/advisor when dropping or changing sports/activities.
2. A verbal agreement between both coaches shall precede changing from one sport to another. This shall be true also if a player is cut from one squad for disciplinary reasons and wants to report to another.

3. If a student quits an activity, that student may not take part in any new activity until twenty (20) days have been sat out.
4. If during participation, any ineligibility period is served and the student then chooses to quit the activity, the ineligibility period must be re-served in the next activity participated in.

## IX. DISCIPLINARY PROCEDURE

1. Minor violations will be handled by the coach/advisor in charge.

a. Minor violations will include undesirable behavior, keeping late hours, field discipline, lack of cooperation, missing practices, etc.

b. Penalties for minor violations will range from a verbal reprimand up to suspension from practices/meetings and games/performances for a maximum of ten (10) school days for activities or 10 percent of the total number of games for athletics.

2. The Athletic Director & Principal will handle major violations.

a. Major violations take place when an athlete is involved in the use, possession, buying, or selling of intoxicating beverages, tobacco and tobacco like products such as e-cigarettes, vaping products, hookah pens (including products that do not contain tobacco/nicotine), illegal drugs, or drug paraphernalia. Excessive undesirable behavior, including but not limited to criminal behavior, will also be considered a major violation.

b. Participation in a "party" or other situation involving the illegal consumption of intoxicating beverages or other illegal drugs by minors without personally participating in the consumption.

c. Penalties for major violations will be as follows and will be carried over from season to season and year to year in grades 7-12:

### **First Major Violation:**

#### *Athletic Activity*

The penalty for the first major violation will be a suspension from 20 percent of the total number of games for the sport in which the violation occurs. The suspension will carry over from one sport season to another if necessary. Any pre-season or vacation violations will carry the same suspension when the athlete enters a sport season.

Practice attendance will be at the coach's discretion throughout the suspension period.

There will also be loss of captaincy, team honors (special awards, etc) and no

All-Conference consideration for each season affected by a suspension. Any involvement

in extra-curricular activities will be suspended for a 3 week period and loss of office for the balance of the year.

**If you have a co-curricular violation during the season that you are eligible for post season recognition (All-Star, All-State), you will not be eligible for nomination of such awards. If the violation occurs after the All-Star selection, you will not be allowed to participate in the All-Star event.**

#### *Extra-Curricular Activity*

A member of an extra-curricular activity will be ineligible to participate for three weeks starting with the next scheduled activity. There will be the loss of office for the balance of the year.

### **Second Major Violation:**

#### *Athletic Activity*

The penalty for a second major violation will be suspension from 50 percent of the total number of games for the sport in which the violation occurs. The suspension will carry over from one season to another if necessary. There will also be loss of team honors

(special awards, etc.), loss of captaincy, and no All-Conference consideration for each season affected by a suspension. Any involvement in extra-curricular activities will be suspended for a 6 week period and loss of office for the balance of the year.

**If you have a co-curricular violation during the season that you are eligible for post season recognition (All-Star, All-State), you will not be eligible for nomination of such awards. If the violation occurs after the All-Star selection, you will not be allowed to participate in the All-Star event.**

*Extra-Curricular Activity*

A member of an extra-curricular activity will be ineligible to participate for six weeks starting with the next scheduled activity. There will also be a loss of office for the balance of the year.

**Third Major Violation:**

Suspension from all athletics/activities for one calendar year.

**Fourth Major Violation:**

Permanent suspension. Should any student suspected of alleged violations be untruthful in statements to the athletic director, principal or athletic board, all penalties shall be increased to the next level (i.e., first violation penalty would be increased to the second violation penalty). Any student who receives a ticket issued related to behaviors outlined in section IX, 2a must report the violation to the athletic director or principal prior to his/her next scheduled activity or within 48 hours, excluding weekends, whichever comes first. If this does not happen, all penalties will be increased to the next level.

1. **Truthfulness:** 2. Each violation has its own characteristics. Each case will be judged on its own individual merits.

**X. DUE PROCESS**

1. Minor violations will be handled by the coach/advisor. Appeals may be made to the athletic director and, if necessary to the principal.
2. Any reported major violation must be submitted in writing to the athletic director/principal and is to be signed by the person reporting the violation. Any tickets issued related to behaviors outlined in section IX, 2a will be considered an automatic violation report.
3. Upon receipt of a major violation report, the school will give the student the opportunity to admit his/her guilt or to request a hearing before the activities board.
4. The activities board will consist of 5 members:
  - a. Principal or Designee
  - b. Athletic Director
  - c. 3 Coaches/Advisors
5. The board will meet to conduct a hearing within 48 hours, weekends excluded, after receiving the complaint, unless an extended timeline is acceptable to both the student and the school.
6. The student will be required to appear before this board. Parents/Guardians of the student may attend the hearing if
9. Appeals of the decision of the activities board may be made within 48 hours to the appeal board that will meet within five days. The appeal board will consist of an appointed school board member, the district administrator (chairperson), and two appointed faculty members.
10. Appeals of the appeal board may be taken to the school board and the courts.

**X. AWARDS**

Awards for each sport/activity will include participation certificate, major letter, and special awards (MVP, Most Improved, etc.). Each coach/advisor will use their own discretion in giving out awards, taking into consideration attitude, conduct, dedication and commitment to the sport.

**Major Violations**

1 <sup>st</sup>	Loss of office	No activities:	3 weeks from next scheduled event
2 <sup>nd</sup>	Loss of office	No activities:	6 weeks from next scheduled event
3 <sup>rd</sup>	Suspension from all activities for one calendar year		
4 <sup>th</sup>	Permanent suspension	<b>Unexcused absence=</b>	Loss of next scheduled activity

<b>CLUB/GROUP</b>	<b>OFFICES LOST</b>	<b>ACTIVITIES SUSPENDED FROM</b>	<b>EXCLUSIONS FROM SUSPENSION</b>
Art Club	President Vice-President Secretary Treasurer	Contests Leadership Training Trips	Meetings Fund Raiser
Drama Club	President Vice-President Secretary	Performances	Practices Meetings Fundraisers
Forensics	President Vice-President	Tournaments WHSFA Meets Trips	Practices Meetings
Student Council Student Congress	President Vice-President Secretary Treasurer	Conferences	Meetings Fundraisers
Class of 2015-2018	President Vice-President Secretary Treasurer	Class Trips	Meetings Fundraisers
FFA	All Offices	Conferences Trips	Meetings -Activities Curricular--Related
Spanish Club	President Vice-President Secretary Treasurer	Trips	Meetings Fundraisers
Pep Band	President Vice-President Secretary Treasurer	Pep Band Performances Trips	Practices Required Performances
Prom	Court	Decorating: Thursday P.M. Friday A.M. Friday P.M.	Meetings Dance
Homecoming	Court	A.M. Activities P.M. Activities	Dance
FPS		Contests	Practice Fundraisers