



**PARKVIEW JUNIOR/SENIOR HIGH SCHOOL
STUDENT HANDBOOK
2018-2019
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Parkview School District Mission Statement

The mission of the Parkview School District, in partnership with family and community, is to provide through quality instruction and progressive curriculum a secure and challenging environment which will motivate all students to achieve their greatest potential and graduate individuals equipped to be responsible, productive citizens in our changing world.

Expectations for Students in the 2018-2019 School Year

Parkview Jr/Sr High Classroom Expectations

- Be in your assigned seat/area ready to work before the tardy bell rings.**
- Have all needed materials for class every day.**
- Respect everyone's personal space and property at all times.**
- Use mutual respect in words and actions at all times.**
- Follow directions of all working adults in the school.**

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NON-DISCRIMINATION AND HARASSMENT

The Parkview School District is committed to a policy of nondiscrimination in relation to race, religion, sex or sexual orientation, age, national origin, handicap, marital status, arrest or conviction record, and other human differences. This policy will prevail in all matters concerning staff, students, the public, educational programs and services, and individuals with whom the Board does business.

The Parkview School District shall strive to maintain and ensure a learning environment free from any form of harassment or intimidation toward or between students, including sexual harassment. Harassment refers to physical or verbal conduct which interferes with a person's school performance, or which creates an intimidating, hostile, or offensive school environment.

Any person who believes he/she has been harassed or has knowledge that a policy violation has occurred may file a complaint with any Parkview School District administrator or school counseling staff. A complaint can be filed informally by discussing the situation with school staff or formally by providing a written statement regarding the complaint. For formal complaint procedures please see a school district staff member for a copy of the "Student Harassment and Discrimination Complaint Procedures", number 411.1-Rule, Parkview School District Board Policy.

STUDENT RECRUITING INFORMATION

Two federal laws require local educational agencies (LEA or school) receiving assistance under the Elementary & Secondary Education Act of 1965 to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the school that they do not want their students information disclosed without their prior written consent.

INTRODUCTION

This handbook is an extension of Parkview Board of Education policy and is a reflection of the goals and objectives of the board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors and guests with respect and courtesy.

Business Hours:

Office Hours: 7:15 AM to 3:45 PM - weekdays
LMC Hours: 7:00 AM to 5:00 PM (Mon. - Thurs.)
7:00 AM to 4:00 PM (Fri.)

Buses arrive and students allowed in the building at 7:00 AM. Breakfast will be served from 7:00 – 7:40 AM. Period 1 warning bell at 7:45 AM. School ends at 3:09 PM

Emergency School Closing:
 Emergency school closing will be announced over
 WCLO Janesville, 1230 AM.
 WEKZ Monroe, 1260AM 93.7FM
 WMTV – Channel 15
 WISC – TV Channel 3
 WJVL – Janesville, 99.9 FM

2018-2019

REGULAR DAY SCHEDULE

Mondays, Thursdays & Fridays

PERIOD	STARTS	ENDS	CLASS MINUTES
1)	7:50	8:38	(48)
2)	8:42	9:29	(47)
3)	9:33	10:23	(50)
4)	10:27	11:14	(47)
EARLY LUNCH	11:14	11:44	(30)
5A)	11:18	12:05	(47)
LATE LUNCH	12:05	12:35	(30)
5B)	11:48	12:35	(47)
6)	12:39	1:26	(47)
7)	1:30	2:17	(47)
8)	2:21	3:09	(48)

FLEXTIME SCHEDULE (A)

Tuesdays

PERIOD	STARTS	ENDS	CLASS MINUTES
1)	7:50	9:18	(88)
2)	9:22	10:50	(88)
EARLY LUNCH	10:50	11:20	(30)
3A)	10:54	12:22	(88)
LATE LUNCH	12:22	12:52	(30)
3B)	11:24	12:52	(88)
4)	12:56	2:24	(88)
FLEX	2:28	3:09	(41)

FLEXTIME SCHEDULE (B)

Wednesdays

PERIOD	STARTS	ENDS	CLASS MINUTES
5)	7:50	9:18	(88)
6)	9:22	10:50	(88)
EARLY LUNCH	10:50	11:20	(30)
7A)	10:54	12:22	(88)
LATE LUNCH	12:22	12:52	(30)
7B)	11:24	12:52	(88)
8)	12:56	2:24	(88)
FLEX	2:28	3:09	(41)

DELAYED START SCHEDULE

PERIOD	STARTS	ENDS	CLASS MINUTES
1)	9:50	10:22	(32)
2)	10:26	10:58	(32)
3)	11:02	11:36	(34)
EARLY LUNCH	11:36	12:06	(30)
5A)	11:40	12:12	(32)
LATE LUNCH	12:12	12:42	(30)
5B)	12:10	12:42	(32)
4)	12:46	1:18	(32)
6)	1:23	1:55	(32)
7)	1:59	2:31	(32)
8)	2:35	3:09	(34)

EARLY RELEASE SCHEDULE

PERIOD	STARTS	ENDS	CLASS MINUTES
1)	7:50	8:20	(30)
2)	8:24	8:54	(30)
3)	8:58	9:28	(30)
4)	9:32	10:02	(30)
5)	10:06	10:36	(30)
6)	10:40	11:10	(30)
EARLY LUNCH	11:10	11:40	(30)
7A)	11:14	11:44	(30)
LATE LUNCH	11:44	12:14	(30)
7B)	11:44	12:14	(30)
8)	12:18	12:48	(30)

2018 - 2019
1st SEMESTER EXAM SCHEDULE

REVIEW DAY - JANUARY 16, 2019

JANUARY 17, 2019

Period	Starts	Ends	Minutes
EXAM 1	7:50	9:19 AM	89 min.
BREAK	9:19	9:29 AM	10 min.
EXAM 2	9:29	10:58 AM	89 min.
EARLY LUNCH	10:58	11:28 AM	30 min.
5A	11:02	11:28 AM	26 min.
LATE LUNCH	11:28	11:58 AM	30 min.
5B	11:32	11:58 AM	26 min.
EXAM 3	12:02	1:30 PM	88 min.
BREAK	1:30	1:40 PM	10 min.
EXAM 4	1:40	3:09 PM	89 min.

JANUARY 18, 2019

Period	Starts	Ends	Minutes
EXAM 5	7:50	9:19 AM	89 min.
BREAK	9:19	9:29 AM	10 min.
EXAM 6	9:29	10:58 AM	89 min.
EARLY LUNCH	10:58	11:28 AM	30 min.
5A	11:02	11:28 AM	26 min.
LATE LUNCH	11:28	11:58 AM	30 min.
5B	11:32	11:58 AM	26 min.
EXAM 7	12:02	1:30 PM	88 min.
BREAK	1:30	1:40 PM	10 min.
EXAM 8	1:40	3:09 PM	89 min.

GENERAL EXAM RULES

1. A semester exam can count no more than 15%.
2. Work Study will be suspended for the two test days. All students must adhere to the schedule.
3. Honors Study Hall will be a quiet study hall.
4. Ten minute break between exams.
5. No passes at all issued during test days.
6. Points will be deducted for tardiness to an exam. Tardiness will result in the reduction of the exam grade by a plus or a minus.
7. During exam days our campus is closed. As usual, you will not be able to leave during the lunch periods.

2018 - 2019
2nd SEMESTER EXAM SCHEDULE

JUNE 5, 2019

Period	Starts	Ends	Minutes
PERIOD 1	7:50	8:14 AM	24 min.
PERIOD 2	8:18	8:41 AM	23 min.
PERIOD 3	8:45	9:09 AM	24 min.
PERIOD 4	9:13	9:36 AM	23 min.
PERIOD 6	9:40	10:03 AM	23 min.
PERIOD 7	10:07	10:30 AM	23 min.
PERIOD 8	10:34	10:58 AM	24 min.
EARLY LUNCH	11:02	11:28 AM	26 min.
PERIOD 5A	11:02	11:28 AM	26 min.
LATE LUNCH	11:32	11:58 AM	26 min.
PERIOD 5B	11:32	11:58 AM	26 min.
EXAM 1	12:02	1:30 PM	88 min.
BREAK	1:30	1:40 PM	10 min.
EXAM 2	1:40	3:09 PM	89 min.

JUNE 6, 2019

Period	Starts	Ends	Minutes
EXAM 3	7:50	9:19 AM	89 min.
BREAK	9:19	9:29 AM	10 min.
EXAM 4	9:29	10:58 AM	89 min.
EARLY LUNCH	10:58	11:28 AM	30 min.
5A	11:02	11:28 AM	26 min.
LATE LUNCH	11:28	11:58 AM	30 min.
5B	11:32	11:58 AM	26 min.
EXAM 5	12:02	1:30 PM	88 min.
BREAK	1:30	1:40 PM	10 min.
EXAM 6	1:40	3:09 PM	89 min.

JUNE 7, 2019

Period	Starts	Ends	Minutes
EXAM 7	7:50	9:19 AM	89 min.
BREAK	9:19	9:29 AM	10 min.
EXAM 8	9:29	10:58 AM	89 min.
DISMISSAL	11:00 AM		

OFFICE TELEPHONES

Office telephones are for business and emergency use only. Messages of an emergency nature will be immediately delivered to students and staff. All other messages **will be delivered at the first available opportunity.** A telephone is available in the office for students to use for school related reasons.

ATTENDANCE POLICY

Attendance Law/Truancy

Parents are expected to telephone the High School Attendance Secretary at 879-2994 Ext 5125 and excuse their child **prior** to 8:30 AM the morning of an absence. A message can be left on the answering machine at any time at 879-2994 Ext. 5125

According to Wisconsin State Statutes, a child shall not be excused from school more than ten (10) days per year. Students will be allowed five (5) excused days per semester. Any absence beyond 5 days must be accompanied by legal, written documentation to be considered excused. *A pre-planned absence does count toward your total of 5 days per semester. Once a student is beyond the 5 days, an administrator can choose not to approve the days off and may not sign the pre-planned form. If the student still chooses to not attend school, these days will be considered unexcused and no work may be made up during this time.* **An absence of 1 period excused during the day, does count as 1 day toward the 5 day excused absences per semester.**

Failure to provide an excuse will result in an unexcused absence. Attendance records will not be changed for documentation received more than two (2) days (48 hours) after an unexcused absence.

It will be the school's responsibility to inform parents when their child has accumulated excused absences of five (5) days in any given semester.

The following exceptions will be considered excused absences with documentation after the five (5) day limit:

- Death or serious illness in the immediate family.
- Illness, hospitalization, or medical care—when certified by a qualified physician, dentist, etc.
- Medical, optical, dental or legal appointments—the building principal may require verification of the appointment.
- Approved school activities.
- Emergencies or other situations approved by the building principal.

Make-up Work Policy

Students with excused absences from school are responsible to make up work missed, including exams. Students are given two (2) school days to make up work for every day of absence. Students with unexcused absences will have the opportunity to make up tests and quizzes. They will not have the opportunity to make up missed assignments.

Absence and After-School Activities:

A student must be in school by 8:00 AM on the day of a contest and on days of practice and remain in school until school is out; in order to practice or compete in the activity. The following are exceptions:

1. Absence due to a school function
2. Permission granted by the administration or coach, or an exemption (i.e. doctor's appointment, dentist appointment, etc.) The student will need documentation of arrival and departure time for appointment. Student is expected to return to school after an appointment in a reasonable amount of time unless excused by a doctor. Abuse of time off for appointment may lead to administrative decision to record the absence as unexcused.

Pre-Planned Absences

The Parkview District encourages parents to avoid extended periods of absence for their student(s). ***Pre-planned absences are included in their excused absences for the school year. This is in our school district attendance policy.*** Any absence beyond 5 days must be accompanied by legal, written documentation to be considered excused. *An administrator may choose not to approve the pre-planned absence if the student is beyond the 5 days of excused absences per semester. This means that assignments to be done during the period gone, cannot be made up, arrangements for a test can be made. Pre-planned absences during final exams will not be approved and will be considered unexcused.* **If a planned absence is unavoidable the student should follow the steps below:**

- Notify the High School Office about the specific dates and length of the absence.
- Notify the teachers so a plan can be discussed concerning work that will be missed.
- Administrative discretion will be used if circumstance renders advance notification impossible.

Student Arrival and Departure

Students arriving after 7:50 AM and leaving before 3:09 PM must “check in” at the JR or High School Office. Students leaving the building during the school day must obtain a pass which will be issued only with permission from a parent and the school. Without the pass the absence will be unexcused. An absence of 1 period excused/unexcused during the day does count as 1 day toward the 5-day excused absences per semester.

College/University Visitations: Exempt absences (not counting against the 5-day limit) will be given, provided a pre-planned absence form is secured & signed by the principal/counselor and student’s teachers, for a maximum of two visitations per year, during the Junior and Senior years.. Students must follow the pre-planned absence procedure. Visitations must be documented in writing or by phone call from the college or university in order to not count toward the 5-day limit and to be exempt. Students and parent are encouraged to visit postsecondary schools during the weekends and/or on non-school days such as vacations, in-service days, etc.

A great website for information on scholarships and other ways to make college more affordable is: www.brokepiggy.com/resources-tools/how-to-go-to-college-for-free/

POSITIVE BEHAVIOR INTERVENTION AND SUPPORT (PBIS)

Positive behavior interventions and support (PBIS) is designed to create school environments that promote and support appropriate behavior of all students. These school environments have common behavioral expectations that are valued by the school community and can apply to all students. These expectations are directly and explicitly taught to all students to create an atmosphere in which students know what is expected of them at all times. Furthermore, in a PBIS framework, students are systematically and frequently acknowledged for their appropriate behavior. Undesired behavior, when it occurs, is responded to swiftly and consistently. A school environment is created that (a) teaches students skills to behave appropriately, (b) positively acknowledges students engaging in those behaviors, and (c) provides consistency and stability in interactions among students and staff members.

Parkview is at the beginning stages of PBIS implementation. We will continue to expand our implementations. Parents will be notified of any changes and additions via the school webpage. The behavioral matrix will be given to students the first day of school during grade level meetings. These behavioral expectations for all Parkview students in all school settings will be posted throughout the building.

Tardy procedures

Tardy to Class

- If a student is tardy 10 minutes or more to class – the student will be marked absent for the period.
- A student is allowed 2 tardies to class per quarter per class. The teacher will issue a detention on the 3rd tardy.
- Four or more tardies should result in office referrals submitted on Skyward.
- Repetitive tardies throughout the day/or a specific class establishing a pattern of behavior - will be considered insubordination. (Refer to page #8 for definition of insubordination).

School-Wide Tardy Monitoring - embedded into truancy process

- 5 tardies to school (prior to 8:00) = 45 minute detention after school
- 10 collective tardies (before and during school)
 - 60-minute detention after school
 - Parent meeting with counselor or administrator
 - Individualized plan will be created to assist with the repeated tardy issue
- 15 collective tardies & beyond = 1 day unexcused absence counting toward 10-day absence rule

Enforce school policy connecting tardies to repeated school misconduct related to insubordination.

STUDENT DISCIPLINE AND CONDUCT POLICY

A school cannot function effectively unless students, teachers, and administrators work toward the same goals. Disruption of learning by disobedience, violence, or acts contrary to school rules, law or statute will not be acceptable. The individual has a responsibility to behave in a manner that will not interfere with the rights of others. Student behavior is governed by the school's obligations to parents, other students, the school, and the larger community. The school administration is directed by the district board of education to maintain a school environment free from distraction and disruption. At the same time, the school administration is delegated the power to make rules to govern student behavior from the board of education which receives its authority from state statutes.

*The discipline policy is in effect when students are on school property or neighboring schools, participating at school sponsored extra-curricular activities, sporting events, field trips, or at a neighboring schools. **Please remember that you are representing PHS at all school functions home or away.**

All School District Code Violations will be addressed according to our Code of Conduct Rubric. This Code of Conduct Rubric is a guide to ensuring consistency when dealing with discipline issues and the Administrative Team may adjust or combine discipline consequences to best meet each particular incident's circumstance. Students subject to the discipline code may be prohibited from accessing co-curricular and extra-curricular activities due to the fact that these activities are a privilege. In the event of multiple infractions, the consequence for the more severe occurrence may be assigned. In the event of the first disciplinary infraction falling within a specific code, is very severe, the principal or designee may apply more significant consequences above the level within the rubric.

***When a student receives his/her 6th referral for the school year, all future referrals will be coded beginning at the minimum level of Repeated Refusal, in conjunction with actual discipline code violation. The higher level of consequence will be enforced, but the discipline referral will be written identifying both code violations. An Administrator may consider deviating from this process for improved behavior/elapsed time from last referral. Also contracts may be written with a specific student to come up with alternative plan to be followed.**

***An out-of-school suspension will require a parent/guardian meeting/contact with an administrator prior to student being allowed back in the classroom. This meeting can occur anytime during the suspension period. If meeting does not occur student will remain in In School Suspension until a re-admit meeting occurs.**

Detention Procedures

Classroom detentions

- The student receives a 20 minute detention and serves with the classroom teacher – they are given two days to serve detention. The staff member that issued the detention must notify the parents. Teacher keeps original white copy and gives carbon copy to the student. All detentions are entered into Skyward, including the date they were served.
- If the detention is not served within those two days, it is entered into Skyward that it was not served as an office referral; the detention slip is turned into the office – an administrative detention will be assigned, office will contact home and the student will be placed in closed lunch until the detention is served. Administrative detention will be assigned to the High School Office. Administrative detentions will be held Monday-Thursday.
- If the student does not serve Administrative detention – ISS will be assigned for failure to serve.
- Following administrative intervention, Repetitive detentions for the same offense may result in referral for Insubordination. Further non-compliance may result in referral for repeated refusal to obey rules.

Administrative detention

- An administrative detention is any detention issued by an administrator or issued by a teacher, to a student that is not in your classroom – example (hallway, cafeteria, assembly).
- These detentions will be served in Room 204 on Wednesdays and Thursdays after school.
- These detentions will be 45 minutes in length.
 - During administrative detentions a student must be working and complying with staff directives or student will be removed from detention.
 - Same general rules apply for Administrative detentions as In School Suspension.
 - Consequences for noncompliance: detention will not count – following day In School Suspension will be assigned for failure to complete assigned detention. Continued noncompliance with detentions will result in referral for Insubordination
- Repetitive detentions for the same offense may result in referral for Insubordination. Further non-compliance may result in referral for Repeated Refusal to Obey Rules.
- Unserved detentions will result in not being able to attend extra-curricular events.

Office Referral Process

- The teacher should enter all office referrals into Skyward at their earliest convenience.
- The student will be sent to the office when an office referral is sent.
- An administrator will determine what action is taken using the discipline rubric.
- The student will not be sent back to class that same class period.

Discipline Code Violations

100 Level Offenses – Discipline code definitions

101. Dress Code: Students must dress and be groomed in a manner that is compatible with the learning environment that neither creates a health or safety issue for the student, nor distracts or disrupts others in the learning environment.
102. Loitering: Being present in any school building at a time or in a manner not usual or permitted, included restricted times and locations.
103. Littering: Throwing or leaving waste, trash, debris or other litter on school property.
104. Trespassing: Being present on school premises without permission from school authority, or refusing to comply with the directive of a staff member to leave school premises.
105. Insubordination: Refusing to comply with a directive of any school personnel.
106. Unexcused Tardiness: Being late for school or class without an acceptable excuse.
107. Absenteeism/Truancy: Being absent from school, for a partial or full day, without an acceptable excuse (10 minutes or more)
108. Possession of Electronic device: Cell phone, iPod, mp3 player, etc: must not be a distraction, must be out of sight and not heard once school is in session. Teachers will determine how and when electronic devices can or will be utilized within the classroom. Staff members will address issue as appropriate using classroom interventions.
109. Endangering Health and Safety of any student or staff member on school property: Examples including but not limited to – throwing objects such as snowballs, use of a laser pointer, rocks, rough horse play, tripping, pushing etc.
110. Interfering with the Educational Process: Conduct which substantially interferes with the educational process.
111. Public Display of Affection: Hugging, kissing, intimate bodily contact – to be assessed at staff discretion.
112. Inappropriate Language: Obscene, vulgar, profane language (verbally or in writing), obscene gestures or conduct, not directed at anyone on school property.
113. Failure to Serve Detention: After two days of opportunity to serve detention student did not serve.
114. Possession or use of any tobacco product or related item such as a lighter, E-cigarette, or hookah devices.
115. Theft: The act of taking or concealing the property of another person on purpose, without that person's permission. (Less than 10\$ in value)
116. Failure to complete ISS: Student was removed from ISS for failure to comply with all In School Suspension expectations.

200 Level Serious Offenses – Discipline code definitions

201. Use of Profanity or obscene gestures: Using vulgar, profane or obscene language, either verbally or in writing, or making obscene gestures directed toward school staff or other students.
202. False alarms or reports: Providing false information when warning about a possible bomb, fire, or other acts that endangers the health or safety of others, or falsely reporting incidents or making false accusations or giving false information to or about school personnel, this includes any false 911 calls.
203. Possession of fireworks or other explosive devices.
204. The intentional act, either verbally, in writing, or by gesture, or threatening to harm the well being, health or safety of another student.
205. Possession of a look-alike handgun, or rifle, other than a BB gun or pellet gun.
206. Possession of objects that may be used as a weapon: the possession of an object that may be used as a weapon and the threat to use it as a weapon, attempt to use it as a weapon, the intent to use it as a weapon, or the actual use of the object as a weapon.
207. Possession of ammunition, mace, pepper spray, smoke bombs or other non-educationally related dangerous substances.

208. Threatening to harm staff or other adults: The intentional act, either verbally, in writing, or by gesture of threatening to harm the well being, health, or safety of a staff member or other adult volunteer involved in supervising a school sponsored activity.
209. Gang activity that disrupts school -including gang graffiti: Antisocial group conduct that involves threats, force or extortion of another student, staff member or visitor. Participation in non-violent gang, cult or other group activity that disrupts school – using gang symbols or writings, wearing gang colors, writing graffiti, flashing gang signs, proclaiming or encouraging gang affiliation, etc.)
210. Electronic Device Internet Misconduct: (1) visiting chat rooms, chat groups, bulletin boards, or playing games without prior consent of a staff member; (2) playing music or other audible sounds without the sounds having specific educational purpose related to the assignment that has been given to the student; (3) viewing, exploring or printing of pornographic, obscene or otherwise inappropriate material; (4) taking photos of anyone with the explicit purpose to post to social media in order to tarnish their reputation.
211. Electronic Device/Computer Hacking: Unauthorized entry or use of the computer system, including all hardware, software, and any of the system component parts.
212. Disrespect: Insult, call names, dishonor, or in any manner abuse, verbally or in writing, any staff or student within the district.
213. Forgery, Cheating, Plagiarism: 1) Writing the name of another person or altering the name, date, grade, pass or permit of another. 2) Attempting to obtain answers or data dishonestly. 3) To copy the ideas and writings of another and claim them as your own without mentioning the name of the individual who provided the writing or ideas that you copied. 4) Attempting to provide or obtain answers contrary to the directions for the assignment.
214. Student Harassment: Engaging in any type of conduct that would substantially interfere with a student’s school performance or create an intimidating, hostile or offensive school environment.
215. Racial Harassment: Engaging in any type of racially-oriented conduct that would substantially interfere with a student’s school performance or create an intimidating, hostile or offensive school environment.
216. Sexual Harassment: Engaging in unwelcome physical contact, request or demands of sexual favors, verbal abuse, or displaying of sexual, graphic or illicit materials that would unreasonably interfere with another’s ability to learn or function in the school environment.
217. Bullying: Anyone intentionally, repeatedly and over a period of time inflicts or threatens to inflict physical or emotional injury or discomfort upon any person’s body, feelings or possessions. This type of intimidation may be subtle, but will not be tolerated.
218. Sexual Assault: The intentional and nonconsensual inappropriate touching of another, either directly or through clothing, if done for the purpose of sexually degrading the touched person, or arousing or satisfying the person doing the touching.
219. Participating in Sexual Activity: The consensual act of sexual act - (i.e. petting or fondling either through clothing or direct contact, simulated act of sexual intercourse etc.
220. Possession/or Observing of Pornographic Material: Pornographic materials include writings and visual images of a sexual nature that have no bearing upon the learning that occurs as part of the school district curriculum.
221. Gambling: Playing any game of chance or skill for money or other items of value.
222. Disorderly Conduct: Engaging in violent, abusive, profane, spitting, boisterous, unreasonably loud otherwise disorderly conduct under circumstances in which the conduct tends to cause or provoke a disturbance (examples such as physical confrontation but no punches thrown – pushing shoving, kicking, grabbing in anger in a violent nature causing a disturbance in public setting).
223. Repeated refusal to obey school rules: Four or more non-violent violations of the student code within the same school year.
224. Theft: The act of taking or concealing the property of another person on purpose, without that person’s permission (\$10 dollars in value and above)
225. Possession of stolen property: Possessing or wearing items that belong to another person, organization or school system without the consent of the rightful owner.
226. Vandalism: The intentional destruction of, or tampering with, property belonging to others.

- 227. Inciting Violence: By words (taunting or baiting) or acts and deeds that give encouragement to others to fight, protest, demonstrate, or otherwise disrupt the school.
 - Duty to Aid Victim or Report a Crime – WI Law 940.34
- 228. Physical attack on a student who does not defend himself/herself physically.
- 229. Fighting: Aggressive, hostile, physical bodily contact between two or more students.

300 Level Zero Tolerance

- 301. Intentionally setting a fire.
- 302. Setting off fireworks or other explosive devices.
- 303. Possession of a knife or other cutting instrument of three inches or more in length with a locking blade.
- 304. Bomb related: (1) making a bomb threat, or threatening to set off another form of an explosive device (other than fireworks); (2) possession of a bomb or explosive device (other than fireworks); (3) setting off of a bomb or explosive device (other than fireworks).
- 305. The intentional act of physically making aggressive contact (e.g., push, shove, punch, kick, bite, slap, or any other form or inappropriate physical aggressive contact) with a school district employee or visitor.
- 306. Two incidents of fighting or other acts of physical violence during the same school year.
- 307. Major Sexual Assault involving penetration or the use of a weapon, force, threat, or coercion.
- 308. Participation in sexual intercourse and/or other acts of sexual gratification.
- 309. Engaging in physically violent gang and/or cult or anti-social group behavior, directed against students, staff or others at school, or away from school, but while under the supervision of school authority.
- 310. Possession of any type of Firearm, BB gun, or pellet gun.
- 311. Possession of drug paraphernalia – any legitimate equipment, product, or material that is modified for making, using or concealing illegal drugs.
- 312. Possession of an imitation controlled substance or illegal drug.
- 313. Possession of a controlled substance (not prescribed for the possessing student), illegal drug, or being under the influence of the controlled substance (including alcohol).
- 314. Participating in a transaction involving controlled substances, illegal drugs or alcoholic beverages
- 315. Possession of a controlled substance, illegal drug with the intent to deliver to another.
- 316. Dispensing, distributing, transferring, manufacturing, selling or possession with intent to sell alcohol, controlled substances, designer drugs or drug
- 317. Dispensing, distributing, transferring, manufacturing, selling or possession with intent to sell a look alike or counterfeit drugs or prescription drugs
- 318. Dispensing, distributing, transferring, manufacturing, selling or possession with intent to sell over the counter drugs.

Parkview Jr/Sr High Discipline Rubric

All School District Code Violations will be addressed according to our building rubric. This Code of Conduct Discipline Rubric is a guide to ensuring consistency when dealing with discipline issue and the Administrative Team may adjust or combine discipline consequences to best meet each particular incidents circumstance. Students subject to the discipline code may be prohibited from accessing co-curricular and extra-curricular activities due to the fact that these activities are a privilege. In the event of multiple infractions, the consequence for the more severe occurrence may be assigned.

***When a student receives his/her 6th referral for the school year, all future referrals will be coded at minimum level of Repeated Refusal, in conjunction with actual discipline code violation. The higher level of consequence will be enforced, but the discipline referral will be written identifying both code violations.**

***An out of school suspension will require a parent/guardian meeting with an administrator prior to the student being allowed back in the classroom. This meeting can occur anytime during the suspension period. If meeting does not occur the student will remain in In School Suspension until re-admit meeting occurs.**

Key for rubric: ISS – In School Suspension

OSS – Out of School Suspension

100 Level Offenses

Code	Violation	Classroom Level Interventions	1st Offense Administrative Interventions	2 nd Offense Administrative Interventions	3rd Offense Administrative Interventions
101	Dress Code	Classroom Level intervention	Notify parent Ask student to change	Notify parent Ask student to change After School Detention – 1 day ISS	Notify parent Ask student to change 1-2 Days ISS/OSS *Further Violations will be written up as Insubordination
102	Loitering	Classroom Level Intervention	Conference with student – possible After School Detention	Notify Parent Detention after School	1-2 days ISS/OSS Conference with Parent/guardian
103	Littering	Classroom Level Intervention	Student assigned Clean up Duty	Notify Parent Detention after School	Notify Parent 1-2 days ISS/OSS
104	Trespassing	Classroom Level Intervention	Limit Building Access/meeting with parent/guardian Police Contact	1-2 days ISS/OSS Police Contact	2-3 days ISS/OSS Police Contact
105	Insubordination	Classroom Level Intervention	1 class period – 2 days ISS	1-2 days ISS/OSS	2-3 days OSS *Further incidents may be considered Code 223
106	Unexcused Tardiness *Refer to Truancy and Detention procedures	Teacher Assigned Detention – 20 minutes	Notify Parent/Guardian After School Detention	Notify Parent/Guardian After School Detention	Notify Parent/Guardian After School Detention
107	Absenteeism/Truancy	N/A	After School Detention – per period missed or ISS time Possible Referral to Police	After School Detention to ISS for period missed Possible Referral to Police	1-2 days ISS and Possible referral to Police
108	Possession of Electronic Device	Classroom Level Intervention	May be coded as 110 and result in After School Detention *Failure to cooperate with staff will result in a referral for Insubordination	May be coded as 110 and result in After School Detention *Failure to cooperate with staff will result in a referral for Insubordination	May be coded as 110 and result in After School Detention *Failure to cooperate with staff will result in a referral for Insubordination
109	Endangering Health/or Safety	Classroom Level Intervention	1 class period -2 days ISS	.5-2 days ISS/OSS	2 days OSS May recommend expulsion
110	Interfering with the Educational Process	Classroom Level Intervention	1 class period – 2 days ISS	.5-2 days ISS/OSS	2 days ISS/OSS May recommend expulsion
111	Public Display of Affection	Classroom Level Intervention	After School Detention Notify Parent/Guardian	After School Detention - 1 Day ISS	1 – 2 days ISS *Further Incident may be considered insubordination
112	Inappropriate Language	Classroom Level Intervention	After School Detention Notify Parent/Guardian	After School Detention Detentions - 1 Day ISS	1 – 2 days ISS *Further Incident may be considered Code 201
113	Failure to Serve Detention	Classroom Level Intervention	After School Detention Notify Parent/Guardian	1 Day of ISS	1 Day ISS Further Incidents may result in 1 day OSS and be considered Insubordination
114	Possession/Use of Tobacco products or related item	N/A	1 day of ISS Notify Parent/Guardian Police contact	1-2 days of ISS/OSS Police contact	2-3 days ISS/OSS *Further Incidents may be considered #223 Repeated Refusal to obey rules Police Contact
115	Theft (less than \$10)	N/A	Restitution and After School Detention	Restitution 1-2 days ISS/OSS Police Contact	Restitution 1-3 days OSS Police Contact
116	Failure to complete ISS	N/A	3 Day OSS	3Day OSS	3- 5 Day OSS *will be considered repeated refusal to follow school rules

200 Level Very Serious Offense

Code	Violation	Classroom Level Interventions	1st Offense Administrative Interventions	2nd Offense Administrative Interventions	3rd Offense Administrative Interventions
201	Profanity or Obscene Gestures	Classroom Level Intervention	1-3 Days ISS/OSS	1-5 Days OSS May Recommend Expulsion	1-5 Days OSS May Recommend Expulsion
202	False Alarm or Report	N/A	3-5 Days OSS Recommend for Expulsion Possible Police contact	3-5 Days OSS Recommend for Expulsion Possible Police Contact	5 Days OSS Recommend for Expulsion Possible Police Contact
203	Possession of Fireworks	N/A	Up to 5 days OSS Recommend for Expulsion Possible Police contact	Up to 5 days OSS Recommend for Expulsion Possible Police contact	Up to 5 days OSS Recommend for Expulsion Possible Police contact
204	Threatens to harm other students	Classroom Level Intervention	1-2 days ISS/OSS Possible referral to Police	2-3 days OSS Referral to Police May recommend for Expulsion	1-5 days OSS Referral to Police Recommend for Expulsion
205	Possession of a look- a-like handgun or rifle other than a BB or pellet gun.	N/A	1-5 days OSS May recommend for Expulsion Police Contact	1-5 days OSS May recommend for Expulsion Police Contact	1-5 days OSS May recommend for Expulsion Police Contact
206	Possession of objects that may be used as a weapon	N/A	1-5 days OSS May recommend for Expulsion Police Contact	1-5 days OSS May recommend for Expulsion Police Contact	1-5 days OSS May recommend for Expulsion Police Contact
207	Possession of ammunition, mace, pepper spray, etc...	N/A	1-5 days OSS May recommend for Expulsion Police Contact	1-5 days OSS May recommend for Expulsion Police Contact	1-5 days OSS May recommend for Expulsion Police Contact
208	Threatening to harm Staff	N/A	1-5 days OSS May recommend for Expulsion Police Contact	1-5 days OSS May recommend for Expulsion Police Contact	1-5 days OSS May recommend for Expulsion Police Contact
209	Gang activity that disrupts school – including graffiti	N/A	1-3 days OSS Police Contact	3-5 days OSS May Recommend for Expulsion Police Contact	5 days OSS May Recommend for Expulsion Police Contact
210	Electronic Device Internet Misconduct	N/A	1 day ISS Deny access for 1 week	1-2 days ISS/OSS Deny Access for a Month	Repeated or Severe 2 days OSS Deny access 9 weeks Possible referral to law enforcement
211	Electronic Device/Computer Hacking	N/A	2-3 days OSS Police Contact	3-5 days OSS Recommend for Expulsion Police Contact	5 days OSS Recommend for Expulsion Police Contact
212	Disrespect	Classroom Level Intervention	1-2 days ISS/OSS	2-3 days ISS/OSS	3-5 days ISS/OSS May Recommend for Expulsion
213	Forgery, Cheating, Plagiarism	Classroom Level Intervention	1-2 days ISS/OSS	2-3 days ISS/OSS	3-5 days ISS/OSS
214	Student Harassment	N/A	1-2 days OSS	2-3 days OSS	3-5 days OSS May Recommend for Expulsion
215	Racial Harassment	N/A	1-2 days OSS	2-3 days OSS	3-5 days OSS May Recommend for Expulsion
216	Sexual Harassment	N/A	1-2 days OSS	2-3 days OSS May recommend for Expulsion Police Contact	5 days OSS May Recommend for Expulsion Police Contact
217	Bullying	N/A	1-2 days OSS	2-3 days OSS	5 days OSS May Recommend for Expulsion Police Contact

Code	Violation	Classroom Level Interventions	1st Offense Administrative Interventions	2nd Offense Administrative Interventions	3rd Offense Administrative Interventions
218	Sexual Assault	N/A	3-5 days OSS Police Contact May Recommend for Expulsion	5 days OSS Recommend for Expulsion Police Contact	5 days OSS Recommend for Expulsion Police Contact
219	Participating in Sexual Activity	N/A	1-2 days OSS Police Contact	2-3 days OSS May Recommend for Expulsion Police Contact	5 days OSS Recommend for Expulsion Police Contact
220	Possession of Pornographic Materials	N/A	1-2 days OSS	2-3 days OSS May Recommend for Expulsion Police Contact	5 days OSS Recommend for Expulsion Police Contact
221	Gambling	N/A	1-2 days OSS	2-3 days OSS May Recommend for Expulsion Police Contact	5 days OSS Recommend for Expulsion Police Contact
222	Disorderly Conduct	N/A	1-2 days OSS Police Contact	2-3 days OSS Police Contact	5 days OSS May Recommend for Expulsion Police Contact
223	Repeated refusal to obey rules	N/A	2-3 days OSS	3-4 days OSS	3-5 days OSS May Recommend for Expulsion
224	Theft (\$10 or more)	N/A	1-2 days OSS Police Contact	2-3 days OSS May Recommend for Expulsion Police Contact	3-5 days OSS May Recommend for Expulsion Police Contact
225	Possession of stolen property	N/A	1-2 days OSS Police Contact	2-3 days OSS May Recommend for Expulsion Police Contact	3-5 days OSS May Recommend for Expulsion Police Contact
226	Vandalism	N/A	2-3 days OSS Restitution Police Contact	3-5 days OSS Restitution Police Contact	5 days OSS Restitution May Recommend for Expulsion Police Contact
227	Inciting Violence	N/A	1-2 days OSS Police Contact	2-3 days OSS Police Contact	5 days OSS May Recommend for Expulsion Police Contact
228	Physical attack on a student who does not defend himself/herself	N/A	3 days OSS Police Contact	5 days OSS May Recommend for Expulsion Police Contact	5 days OSS Recommend for Expulsion Police Contact
229	Fighting	N/A	3 days OSS Police Contact	5 days OSS May Recommend for Expulsion Police Contact	5 days OSS Recommend for Expulsion Police Contact

300 Level Zero Tolerance

Code	Violation	Classroom Level Interventions	Administrative Intervention 1 st Offense	Administrative Intervention 2 nd Offense	Administrative Intervention 3 rd Offense
301	Intentionally setting a fire	N/A	5 days OSS Recommend for Expulsion Police Contact		
302	Setting off fireworks or other explosives	N/A	5 days OSS/pre-expulsion agreement May Recommend for Expulsion Police Contact	Recommend for Expulsion Police Contact	
303	Possession of knife or other cutting instrument	N/A	5 days OSS Recommend for Expulsion Police Contact		
304	Possession of bomb or explosive device or bomb threat or setting of an explosive device	N/A	5 days OSS Recommend for Expulsion Police Contact		
305	Intentional physical aggressive contact with an adult	N/A	5 days OSS Recommend for Expulsion Police Contact		
306	Two Incidents of fighting or other acts of physical violence during the same school year.	N/A	5 days OSS Recommend for Expulsion Police Contact		
307	Major Sexual Assault	N/A	5 days OSS Recommend for Expulsion Police Contact		
308	Participation in sexual intercourse and /or other acts of sexual gratification	N/A	5 days OSS Recommend for Expulsion Police Contact		
309	Physically Violent Gang Behavior	N/A	5 days OSS Recommend for Expulsion Police Contact		
310	Possession of any type of Firearm, BB gun, or pellet gun	N/A	5 days OSS Recommend for Expulsion Police Contact		
311	Possession, of any Drug Paraphernalia	N/A	5 days OSS/pre-expulsion agreement May Recommend for Expulsion Police Contact AODA Assessment	Recommend for Expulsion Police Contact	
312	Possession of imitation controlled substances or illegal drugs	N/A	5 days OSS/pre-expulsion agreement May Recommend for Expulsion Police Contact	Recommend for Expulsion Police Contact	
313	Possession of controlled substances, illegal drug or alcoholic beverage or under the influence	N/A	5 days OSS/pre-expulsion agreement May Recommend for Expulsion Police Contact AODA Assessment	Recommend for Expulsion Police Contact	
314	Participating in a transaction involving controlled substances, illegal drugs or alcoholic beverages	N/A	5 days OSS Recommend for Expulsion Police Contact AODA Assessment		
315	Possession of a controlled substance, illegal drug with the intent to deliver to another	N/A	5 days OSS Recommend for Expulsion Police Contact AODA Assessment		

Code	Violation	Classroom Level Interventions	1st Offense Administrative Interventions	2 nd Offense Administrative Interventions	3rd Offense Administrative Interventions
316	Dispensing, distributing, transferring, manufacturing, selling or possession with intent to sell alcohol, controlled substances, or drugs	N/A	5 days OSS Recommend for Expulsion Police Contact AODA Assessment		
317	Dispensing, distributing, transferring, manufacturing, selling or possession with intent to sell a look a like or counterfeit drugs or prescription drugs	N/A	5 days OSS Recommend for Expulsion Police Contact AODA Assessment		
318	Dispensing, distributing, transferring, manufacturing, selling or possession with intent to sell over the counter drugs.	N/A	5 days OSS Recommend for Expulsion Police Contact AODA Assessment		

Out-of-School Suspension Appeal procedures

- Parent/guardian can contact the suspending administrator and discuss concern.
- If issue is not resolved, parent can contact the District Administrator and express concern within 24 hours of discipline.
- Further concerns regarding the concern can be brought to the school board in writing.
- During the appeal process the student will remain suspended; if discipline is dismissed or adjusted, discipline and attendance records will be adjusted accordingly to reflect decision.

STUDENT EXPULSION: PARKVIEW SCHOOL BOARD POLICY 447.3

1. The discipline rubric will be applied and followed consistently for all students. Parents, students and staff have been provided with the discipline rubric and definitions, providing clear guidelines for all to follow. A student will be referred for a hearing when the rubric and the procedures outlined within this document dictate this action.
2. Before expelling a student, the School Board shall hold a hearing on the matter of which the parents and student will be given an opportunity to be heard. Both the student and the parent may be represented by legal counsel, if they desire. The School Board shall act as a hearing body. Failure on the part of the parents or guardian to attend such a hearing, however, will not prevent the School Board from expelling a student.
3. The School Board may expel a pupil from school whenever it finds him/her guilty of persistent refusal or neglect to obey the rules and is satisfied that the interest of the school demands his/her expulsion. Upon the ordering by the School Board of the expulsion of a pupil the school district clerk shall file a notice of such order with the parent or guardian of the pupil. Parent or guardian of an expelled pupil may appeal the expulsion to the State Superintendent. An appeal from the decision of the State Superintendent may be taken within 30 days to the circuit court of the county in which the school is located.

STUDENT SEARCHES

The Parkview School District recognizes its responsibility to provide students and staff with a safe, drug-free environment that is conducive to learning. Searches of a student's person or personal effects will be undertaken when school authorities suspect that one or more students have in their possession something that could threaten or endanger themselves or others, or a substance prohibited on school premises. The search will be conducted by a school administrator and at least one other person. Searches by dogs trained to detect the presence of illegal or other inappropriate substances, may be conducted by law enforcement officials on school grounds at any time and without prior notice. School officials have the right to search vehicles parked on school property.

BULLYING

The Parkview School District is committed to creating a safe, caring, respectful learning environment for all students and strictly enforces a prohibition against bullying or harassment of any kind. **For a copy of either the Parkview School Board Harassment or Bullying policies, please see your building principal.**

Bullying is defined as aggressive, intentional, or deliberately hostile behavior directed towards a student or students. Bullying consists of deliberately hurtful behavior, which occurs repeatedly over a period of time.

Bullying can include, but is not limited to, intimidation such as name calling or threatening; social alienation such as shunning or spreading rumors; written notes, phone calls or electronic messages that are offensive or hurtful, or physical aggression.

Once bullying has been reported, the principal and/or designee will contact, by phone or in person, the victim's parent the same day the incident was reported. The principal or designee will promptly and thoroughly investigate the alleged incident. The investigation will be completed within three (3) school days after the report or complaint is made. Where it is determined that inappropriate conduct has occurred, the principal will act promptly to: correct the problem behavior; prevent another occurrence of the behavior; and protect the target (victim) of the act. At the conclusion of the investigation, the principal will report back to the parents of the students involved.

*Refer to attached policy.

THE SCHOOL BUS

In order to ensure your child a safe and secure ride on the bus, the following rules have been adopted by the Board of Education:

The Bus Rider Shall:

Be on time at the designated pick-up point and wait before approaching the bus or crossing a highway until the bus driver has signaled the road is safe to cross.

Move to the assigned seat without disturbing others and remain seated at all times.

Refrain from extending any part of the body, books, or other objects from a bus window or door.

Respect the bus, the driver, other riders and their property.

Remain quiet at all railroad crossings.

Emergency exit door is only to be used during emergency situations.

Keep the bus clean and orderly at all times. Consumption of food and/or beverages on the bus, without driver permission, is prohibited.

Keep the bus aisles clear and unblocked.

The driver has the authority to:

Forbid students from bringing items onto the bus that pose a safety threat. Items that, if or when the bus is forced to stop suddenly, may endanger others by becoming a projectile present a liability issue.

Examples of such items would include a baseball bat, skateboard, and some kind of class projects. **A guideline for this would be if the item can be safely secured within a fully closed/zipped backpack then, in most cases, it can be brought onto the bus.**

Assign students to seats on the bus.

Expect the students to obey the rules and regulations as stated above and in the student handbook.

The privilege of riding the school bus may be suspended or withdrawn if a student chooses to disregard the above stated rules. The parent will then be responsible for providing transportation. In the event the bus garage needs to be contacted, please call 879-9054.

CONSEQUENCES FOR BUS MISBEHAVIOR

Incident 1: Driver concern sheet will be completed and parent/guardian will be notified.

Incident 2: Driver Concern sheet will be completed and parent/guardian will be notified.

PRINCIPAL WILL:

- meet with the student
- implement discipline rubric
- send copy of report to the parents

Incident 3: Driver Concern sheet will be completed and parent/guardian will be notified.

PRINCIPAL WILL:

- meet with the student
- implement discipline rubric
- assess a 1 day to 3 week suspension from riding the bus
- contact parents

Incident 4: Driver Concern sheet will be completed and parent/guardian will be notified

PRINCIPAL WILL:

- meet with the student
- implement discipline rubric
- assess a 3-week to entire-semester suspension from riding the bus
- contact the parents

*****DEPENDING ON THE SEVERITY OF THE BEHAVIOR, THESE STEPS MAY NOT ALWAYS BE FOLLOWED IN ORDER.**

LOCKERS AND OTHER SCHOOL PROPERTY

Lockers, desks, books and equipment are loaned to students and remain school district property while in the possession of the student. School property may be opened and inspected by school authorities at any time. Each student is assigned a locker for the storage of books and equipment. It is the students responsibility to see that their locker is kept locked and in good order. All lockers including the hall, P.E., sports team lockers ARE to have school locks on them. If not the case, other locks will be cut off. **LOCKERS ARE SUBJECT TO SEARCH AT ANY TIME BY SCHOOL AUTHORITIES.** Illegal items will be turned over to the police. Students should not share lockers. At the end of each year, students are responsible for the cleanout of the P.E. /sports, and hall locker. Students must remove all possessions as well as clean writing, remove stickers, magnets, temporary locker shelves from the interior of the locker.

(Note: per state statute K-9 units may enter school for presentations and/or searches. Wisconsin Statute 943.01, 943.20, 968.11 & 958.13)

ELECTRONIC DEVICES

If the student is disrupting class, study hall, hallways, etc. with his/her electronic device, school the staff member will address issue as appropriate using classroom interventions. Failure to cooperate with staff will result in discipline rubric being applied. No laser pointers are allowed in school. Teachers will determine how and when electronic devices can or will be utilized within the classroom. Teachers have the right to not allow electronic devices in their classroom.

The use of cell phones and other devices with photographic, video, and digital and imaging capabilities is strictly prohibited in locations where there is an expectation of privacy such as school locker rooms and bathrooms. Additionally, the use of cell phones and other devices with photographic, video, and digital imaging capabilities on school property without the express consent of the person being photographed is prohibited. The expectations extend to the publishing, release, and/or circulation of these images.

If your student is choosing to bring their own electronic device to school they must adhere to the (BYOD) Bring Your Own Device Policy 363.2. In the policy it states that the district is not responsible for lost, damaged or stolen personal technology devices. The student must bring back the signed Acceptable Use Agreement for Student use of Personal Technology Devices on School Grounds to Mrs. Buehl our LMC Director. They also must bring in the device to be evaluated and registered by Mrs. Buehl our LMC Director. Violation of this agreement for use may result in information technology, network, and internet privileges being restricted or revoked and/or school disciplinary actions. If the violation constitutes a criminal offense, appropriate legal action may be taken.

- Cell phones shall not be allowed in the classroom; if cell phone is visible, student will be asked to put it in their locker. If this becomes a reoccurring issue, students will be disciplined according to the discipline code. If the student is non-compliant, the student will be sent to the office and their phone will be locked up until the end of the day.
- Cell phones can be accessed before school, between classes, during lunch and after school. In case of an emergency where you need to reach your student, please contact the main office, 608-879-2994.

BACKPACKS/BAGS

Backpacks of any or all kinds, i.e. gym bags/large purses/totes are not allowed in classrooms at any time.

iPAD AGREEMENT FOR THE CLASSROOM

This agreement will be followed by all students issued an iPad at Parkview Jr/Sr High School.

Using iPads in the classroom is exciting and can be a fun way of communicating with each other and completing assignments. However, it is also important to understand how to use the iPads appropriately. You will need to read each statement below and initial each one and then sign at the bottom.

1. I understand that I have been given this iPad to use as a learning tool during the school day. _____
2. I understand and agree to the following costs:
 - \$40 Lost/Stolen/Destroyed Case _____
 - \$20 Lost/Stolen/Destroyed Plug _____
 - \$20 Lost/Stolen/Destroyed Power Cord _____
 - \$400 Lost/Stolen/Destroyed iPad _____
 - (Cost of Repair) Cracked/Broken Screen or Other Damages _____
3. I agree to take the best care of my iPad and keep it safe at all times to prevent it from being damaged. This includes keeping it safely on my desk (NOT stacked on top of books), carrying it from class to class in a safe and secure manner (the cover must be on it), making sure I place it in my locker in a safe and careful manner, making sure I place it in my school issued bag in a safe and secure manner, and I will make sure I place it in a safe place at my house. _____
4. I agree to only use the iPad in the way I am directed. I will not go to any website, app, or program that was not assigned during classroom instruction. _____
5. I understand that I am not allowed to go to any other app, website, or program without my teacher's permission. If I finish my assignment, I know that I should read my library book or use teacher approved apps. _____
6. I will not communicate with another person in an inappropriate way. This means using school-appropriate language and following the Acceptable Use Policy, as well as the agreements in the classroom (Safety, Respect, Responsibility, Honor). I will follow this even when I am at home. I will remember that the Parkview School District owns this device and I agree to ALWAYS communicate appropriately when using the iPad, no matter where or when I am using the device. _____
7. I understand that the Parkview School District can see EVERYTHING on my iPad. _____
8. I understand it is my responsibility to come to school every day with my iPad FULLY charged. I should take it home every day and charge it at home. This is part of the Parkview Way - Responsibility. _____
9. I understand that I am not allowed to use the camera or video feature during school unless I have been instructed to do so by a teacher for my classroom assignment. I will NOT use the camera/video in the hallways, lunchroom, bathrooms, or locker rooms. _____

- 10. I will NOT remove the iPad protective case, name tag or asset tag. The case will remain on my iPad at all times. I will not put any stickers or other decorations on my case or iPad. _____
- 11. I will not put a passcode on my iPad. _____
- 12. I will not use my personal Apple ID without authorization. _____
- 13. I will only download school-appropriate content on my iPad - pictures, videos, games, words, etc. _____
- 14. I understand that if I do not follow the agreements I may be asked to turn in my iPad and will have to complete my homework with paper and pencil (the old-fashioned way). I understand that I will lose my iPad privileges if I do not follow the agreements, BUT I am still responsible for completing my homework. _____
- 15. If I my iPad is taken away, I must complete an iPad violation form before my iPad is returned. _____

Name _____ Date _____
Signature

Parent/Guardian _____ Date _____
Signature

iPad # _____

DRESS CODE POLICY

Student Dress Guidelines:

Clothing must be decent and not overly revealing. Clothing must cover private areas. No undergarments should be showing at anytime. Examples of clothing that would violate the dress policy would include but not limited to low cut shirts, strapless shirts, short skirts and shorts, shirts with enlarged armholes, excessively tight clothing. Shirts must have two armholes, and no off the shoulder shirts can be worn.

Pants, sweatpants and shorts must be worn at the waist.

Clothing must reflect our school as a place that strives to be alcohol, drug and harassment free. Therefore, clothing cannot advertise or promote alcohol, drugs, tobacco, bars, etc. Clothing cannot contain obscenities, or make reference to sexual activity, in either an overt or double-meaning message.

Clothing and accessory items must be safe. Therefore, chains over six inches of length, spiked items, and gang related items are prohibited.

Teacher-student eye contact is a fundamental part of education. Therefore, head coverings are not allowed during the school day, nor are sunglasses or any type of contact lenses that hide a student's eyes. Hoods may not cover the head.

Coats are not to be worn in class. **(For dress code violations - refer to discipline rubric) (page #10)**

PASSES

All students in the halls while classes are in session **MUST** have a pass. Students who misuse the pass privilege will be put on the "No pass list."

1st offense: 4 weeks

2nd offense: 9 weeks

3-Step Removal from class

Step 1 – Office Intervention, teacher/student/parent meeting - contract development

Step 2 – Office Intervention, teacher/student parent meeting – revisit contract/revise if necessary.

Step 3 – Student is recommended for alternative placement for that class period and no credit is given for the class for the semester.

*All final decisions regarding the step process will be at the discretion of the Principal. Refer to Board Policy 443-Rule for further information.

CLOSED CAMPUS

Students are to remain on school grounds during the school day with exception of those students who have administrative permission. Leaving campus without permission will result in detentions, in-school suspension and/or a truancy citation. Park property is under school supervision during the school day.

- Students can leave at lunchtime only if a parent picks them up at school
- Students may leave during lunch for doctor appointments, etc. with administrator's approval

AGE OF MAJORITY

Even though a student is 18 years old the student must follow all rules at Parkview. Upon request, students who are 18 years of age or older, will be given a release form to be signed by a parent/guardian to allow the adult student to be responsible for their educational decisions at Parkview.

Every year, more than two million men turn 18 years old and are required by federal law to register with the U.S. Selective Service. They may also submit their registration when they turn 17-1/2 years old, however, failing to register before turning 26 years of age will cause them to lose benefits for life that are essential for their future success. Research has shown that those who neglect to register after turning 18 are more likely to never register at all.

Registration at 18 provides young men with access to college student loans and grants; job training programs; all Federal, U.S. Postal, many State government and contractor positions; and access to citizenship.

CAFETERIA

Students are to eat in the cafeteria only unless they have been given a one-time pass from a teacher to complete work in the teacher's room. Milk will be sold in the cafeteria for students who bring sack lunches. Milk is sold by the individual half pint. If there are price changes adopted by the School Board, the changes will be announced through the monthly newsletter or through local newspapers. **If a student is caught not paying for food items the student will be charged with theft and discipline code will be followed.**

- **Non compliant behavior will result in lunch room clean up or closed lunch.**
- **Further non compliance in the lunch room will be considered insubordination; discipline rubric will be followed.**

Bringing Food into the School

Parkview's contract with the Department of Public Instruction for Child Nutrition Programs provides that we have to control the sale of any competitive foods in the food service area during lunch periods. The DPI has advised the Parkview School District that the meals brought into the school for more than one individual are considered the sale of competitive foods and are prohibited by Parkview's contract.

The supervisor for Public Instruction School Nutrition Programs has advised the district that meals brought in from outside sources could pose a health liability to the school district. Students bringing food into the school for themselves assume the liability for that food but if they bring food for others the school assumes that liability. **Students may only bring food for themselves. Parents may bring food for family members only. No food or drink, with the exception of water in a clear bottle is allowed in classrooms.**

Food Service Automated System

Money deposited into accounts may be made by personal check (made payable to Parkview School District) or by cash. Deposits can be made online on the district website by credit card. No charge cards or debit cards will be accepted at this time at the school. Accounts will be balanced and updated by 10:00 a.m. each day. Money deposited after 10:00 a.m. may not get credited until the next day. They will receive a pin number during registration and will be using this number to access funds when they come through the lunch line. There will be no charging for meals or ala carte items at Parkview Jr/Sr High School. Students who want to deposit money after 11:00 am will be sent to the office to make the deposit. Money will NOT be accepted in the cafeteria during lunchtime, students will be sent to the office to make the deposit. You may check your family's account on-line using your family's pin number. If you do not have internet access, please contact a building secretary or the Food service department at Parkview.

Jr./Sr. High Office – 879-2994 Ext. 5111.

Food Service – 879-2994 Ext. 6123.

GUESTS

Parents and guardians are welcome at anytime. Please sign in at the main office so we can assist you. We have a **"no guest policy"** at Parkview. Exceptions to this rule are subject to approval by a principal well in advance of the proposed visitation. Because we do not have day care facilities, young children should not be brought to school.

SCHOOL DANCES

School dances are for Parkview students only. Students wishing to bring a guest must have administrative approval by Wednesday prior to the day of the dance with the appropriate guest form submitted to the office. The student date at the dance can be no older than 19; also, if the student did not attend Parkview or is currently not attending another school, they will be required to have a background check completed before being cleared to attend the event. High school students cannot attend junior high dances, and junior high students cannot attend high school dances.

DANCE DRESS GUIDELINES

Ladies:

- Strapless / spaghetti straps are allowed
- Dress and skirt length must reach the mid-thigh area
- No front slits, side and back slits no higher than fingertip length
- No tie halter tops
- No obvious exposure of undergarments
- Appropriately placed mesh cutouts are allowed
- No plunging necklines
- No full stomach exposure
- Appropriately placed lace is allowed

Gentlemen:

- Collared shirt and tie (Prom)
- Shirts must remain buttoned if no undershirt
- No exposed undergarments
- Dress pants or slacks
- Dress hats (e.g., fedoras, top hats; no baseball caps)

Once students are admitted into the dance, if they alter their attire in such a way as to violate the specified dress standards, they will be removed from the dance. Students who are unsure if their attire meets dress code standards should consult the Principal or Assistant Principal prior to the event. Students not meeting the dress code standards will not be admitted into the event; students will have the opportunity to go home and change.

CRITERIA FOR HOSTING EVENTS OFFSITE

- All information/coordination of the event must go through the advisor and the principal
- The site must be approved by the principal one semester in advance of the date of the event
- All funding for the site must be raised before the site is selected
- All payments for the site must go through the school

Information to be submitted in original proposal:

- Pricing
 - Facility/Room Usage cost
 - Food & Beverage minimum required?
 - Parking charges
 - Security cost
 - Entertainment/DJ/Band cost

A parent meeting will be held one month prior to the event to discuss guidelines. Dress code will be discussed in advance based on current fashion trends.

LOST & FOUND

Students who find items should turn them into the office. Students who have lost items should check with the office. If items are believed to be stolen a report should be filed with a principal.

POSTERS

Students must submit items to be posted in school to the principal for approval. Posters are not to be attached to wood surfaces.

AUTO USE POLICY

All student vehicles parked on school property must be registered in the high school office and pay the parking permit fee. All student vehicles registered must place the parking sticker on the lower left side of the front windshield. The student parking lot is the only approved area for student vehicles. Students are not allowed to be in the parking lots during school hours, including lunch times, without permission from the administration. Students who leave without proper authorization or have discipline issues related to their vehicle may have parking privileges suspended. School officials have the right to search vehicles parked on school property.

Student parking on school property may be denied for a period of time for disciplinary reasons.

ACADEMIC INFORMATION

MINIMUM HIGH SCHOOL GRADUATION REQUIREMENTS

Credits	2018-2019
English	4
Social Studies	3
Math	3
Science	3
Physical Education	1½
Health	½
Success 101	½
Success 102	½
Electives	8 ½
Total	24 ½

Four full years of attendance are required.

A senior must complete all graduation requirements and meet the attendance requirement*, which includes making up all time owed, in order to participate in the graduation ceremony. (*Any hours beyond the 10-day absence rule will need to be made up or student will not walk in the graduation ceremony.)

Students are required to take a minimum of six academic courses each semester, not counting Physical Education, alternate day classes or Cooperative Education Program. Classes meeting every day for two semesters are worth one credit.

HIGH SCHOOL EQUIVALENCY DIPLOMA (HSED) GED 2

The school is now offering preparatory classes for the GED test for students who are at least 17 years of age and one year behind their 9th grade class in credits. Formal meetings will be held to determine the appropriate educational program for the student prior to entering into a contract. The student must volunteer for the program and must meet at least 15 hours of specific course work per week to prepare for the final GED test which is taken at Blackhawk Tech at the student expense.

JUNIOR HIGH GRADE LEVEL ADVANCEMENT

All junior high students will pass both semesters of math, social studies, science, and English/language arts in order to be promoted to the next grade. If a student fails a semester a student must take the semester/year of the failed course over in credit recovery during summer school and successfully complete the required work prior to beginning of the following school year. Refer to School Board Policy 345.41

HIGH SCHOOL GRADE LEVEL PLACEMENT

To encourage students to make continuing progress toward graduation from Parkview High School, credit requirements have been established for grade level placement. The number of credits earned will determine the grade level placement and the grade classification for each student. Guidelines for minimal progress toward graduation are as follows:

<u>Semester</u>	<u>Credits Earned</u>
1	2.5
2	5.0
3	8.0
4	11.0
5	14.0
6	17.0

Therefore, a student must have earned 5.0 credits to become a sophomore, 11.0 credits to become a junior and 17.0 credits to become a senior.

Students who fail to meet the credit requirements for grade advancement at the high school level will remain in the same grade level the following school year. In some cases credit deficiencies may be made up in summer school.

At the end of first semester of each school year, parent/guardian(s) will be notified if a student is in danger of not advancing to the next grade level. At the end of second semester of each school year, parent(s)/guardian(s) will be notified if a student is not meeting grade level requirements.

Final determination of grade level placement will be made in August after summer school but before the opening of school. Students may not change grade levels during the school year. Students who fail to advance to the next grade level will be affected in terms of:

- Homeroom assignment
- Locker assignment
- Yearbook photo
- Class offices
- Student Council
- Homecoming participation that relates to class standing
- Prom participation that relates to class standing

Any student enrolled in an alternative education program who does not have the minimum number of credits to be classified with the grade level which coincides with the number of years he/she has been in high school may request to be reclassified. This request must be submitted to principal or assistant principal in the form of a written plan. The plan must outline the courses to be taken each year of high school until and including the year of intended graduation. This plan must be submitted by the second Friday of the school year. In order to be reclassified, a student must have taken the mandatory state assessment for any grade that is being skipped. *Note: A student may not use this process to avoid taking the required state assessments.*

A student who does not advance in grade level and who feels there are extenuating circumstances (long term illness, disability, family catastrophe, etc.) may request an exception to this policy. Exception requests will be decided by the principal and may be based on consultation with the school counselor and the student's teacher(s). If the parent(s)/guardian(s) objects to the decision of the principal, on the grade level placement, they may appeal this decision to the district administrator.

START COLLEGE NOW

The START COLLEGE NOW (SCN) program is open to any 11th or 12th grade student who meets the established requirements. The District will pay for up to 18 post-secondary credits total, between the SCN and Early College Credit Program (ECCP). The Principal or designee shall be responsible for administering the SCN Program. In doing so, they shall determine whether a course taken through the SCN program is comparable to a course offered in the District, whether it satisfies graduation requirements and what, if any, high school credits will be awarded to the student.

PSAT

Students are encouraged to take the PSAT, as this gives students practice for the ACT and SAT, as well as can lead to qualifying for the National Merit Scholarship. It also allows students to gain confidence in their test-taking abilities. Please see the School Counselor for details. The test will be given at Brodhead High School on October 10, 2018 for this school year.

2018 – 2019 ACT Test Dates

Test Date	Registration Ends	Late Registration Ends
September 8, 2018	August 10, 2018	August 11-26, 2018
October 27, 2018	September 28, 2018	September 29-October 14, 2018
December 8, 2018	November 2, 2018	November 3-19, 2018
February 9, 2019	January 11, 2019	January 12-18, 2019
April 13, 2019	March 8, 2019	March 9-25, 2019
June 8, 2019	May 3, 2019	May 4-20, 2019
July 13, 2019	June 14, 2019	June 15-24, 2019

2018 – 2019 SAT Test Dates

Test Date	Tests Offered	Regular Registration Closes	Late Registration Closes	
			Mail	Phone/Online
October 6	SAT & Subject Tests	September 7	September 18	September 26
November 3	SAT & Subject Tests	October 5	October 16	October 24
December 1	SAT & Subject Tests	November 2	November 13	November 20
March 9	SAT only	February 8	February 19	February 27
May 4	SAT & Subject Tests	April 5	April 16	April 24
June 1	SAT & Subject Tests	May 3	May 14	May 22

HONOR ROLLS

Highest Honors 4.0
 High Honors 3.5 – 3.999
 Honorable Mention 3.0 – 3.499

GRADING SCALE

A	=	95 – 100%	4.0	A-	=	92 – 94%	3.67				
B+	=	89 – 91%	3.33	B	=	86 – 88%	3.0	B-	=	83 – 85%	2.67
C+	=	80 – 82%	2.33	C	=	77 – 79%	2.0	C-	=	74 – 76%	1.67
D+	=	71 – 73%	1.33	D	=	68 – 70%	1.0	D-	=	65 – 67%	.67
F	=	0 – 64%	0								

GPA CALCULATIONS

The Grade Point Average GPA for all students 9-12 is calculated by the number of credits taken per semester and the grades received for these courses. The final GPA is affected by the number of courses you have taken – (example – two students have the exact same grades but because one student has taken more courses his/her grade point will be higher). If you have any questions ask your school counselor.

**8th GRADE PROMOTION CEREMONY – WEDNESDAY, MAY 22 @ 1:30 PM in the
HIGH SCHOOL GYM**

AWARDS ASSEMBLY DATE –WEDNESDAY, MAY 22 @ 2:30 FOR GRADES 9-11

This assembly is to recognize academics and leadership. You will be sent a letter prior to the assembly inviting your family to attend.

SENIOR AWARDS NIGHT DATE – WEDNESDAY, MAY 22 @ 7:00 PM

Senior awards night recognizes academics, athletics and scholarship awards. You will be sent a letter prior to the awards night inviting your family to attend.

SENIOR LAST DAY – WEDNESDAY, MAY 29

SENIOR BREAKFAST – THURSDAY, MAY 30 @ 8:30 AM

Breakfast will be served @ 8:30 in the cafeteria followed by a mandatory graduation practice.

HIGH SCHOOL GRADUATION DATE – SUNDAY, JUNE 2 @ 1:00 PM

The ceremony will be held in the High School Gymnasium.

GRADUATION CEREMONY GUIDELINES

Students must have all fees paid prior to the graduation practice in order to be included in the commencement. Participation in the graduation ceremony is a privilege not a right; administration may revoke this privilege for disciplinary reasons. Parent/guardian will be notified prior to the graduation ceremony.

VALEDICTORIAN DETERMINATION

1. Student with top GPA is valedictorian with GPA calculated out to the thousandth decimal point.
2. If a tie occurs, the tie will be broken by the highest ACT score.
3. For further information, refer to board policy.

(2nd Semester) Academic Performance Incentive Day for 2018-2019
May 24, 2019

Grades 7 & 8 will earn the incentive day if the following criteria are met:

1. Earn at or above 65% percentile or based on individual projected growth plan on Spring Fastbridge assessment.
2. Have passing grades in all classes
3. No In-School or Out-of-School Suspensions

Grade 9: Freshman will earn the incentive day if the following criteria are met:

1. Meet or Exceed Winter Aspire Benchmark scores
2. Have passing grades in all classes
3. 100% completed ACP for Grade 9
4. No In-School or Out-of-School Suspensions

Grade 10: Sophomores will earn the incentive day if the following criteria are met:

1. Meet or Exceed Winter Aspire Benchmark scores
2. Have passing grades in all classes
3. 100% completed ACP for Grade 10
4. No In-School or Out-of-School Suspensions

Grade 11: Juniors will earn the incentive day if the following criteria are met:

1. Meet or Exceed the most current state average on the ACT composite score
2. Have passing grades in all classes
3. 100% completed ACP for Grade 11
4. No In-School or Out-of-School Suspensions

Grade 12: Seniors will earn the incentive day if the following criteria are met:

1. Have passing grades in all classes
2. Student has no discipline referrals for the school year
3. Student does not violate the attendance policy for 1st or 2nd semester
4. 100% completed ACP for Grade 12
5. Completed 10 hours of verified (by adult signature @ time of service) community/school service (not counted for NHS service)

GENERAL EXAM RULES

1. A semester exam can count no more than 15%.
2. Work Study will be suspended for the two test days. All students must adhere to the schedule.
3. Honors Study Hall will be a quiet study hall.
4. Ten minute break between exams.
5. No passes at all issued during test days.
6. Points will be deducted for tardiness to an exam. Tardiness will result in the reduction of the exam grade by a plus or a minus.
7. During exam days our campus is closed. As usual, you will not be able to leave during the lunch periods.

ACADEMIC AWARDS

Seniors achieving a 3.8 GPA or higher over the first three grading periods each year receive an academic patch and pin. Students receiving a 3.5 – 3.7 over the first three grading periods each year will receive an academic patch. Seniors achieving a cumulative 3.5 GPA or higher during the first seven semesters will receive an honor cord for graduation.

PARKVIEW JR/SR HIGH SCHOOL STUDY HALL EXPECTATIONS

Students will be expected to:

- Bring appropriate materials to study hall including: study/reading materials and homework,
- Prior to class bring a pass from a teacher in order to sign out.
- iPads should only be used for school work or silent reading during study hall.
- Be engaged in Silent Sustained Reading if they are finished with their assignments.
- Follow staff directives regarding use of study hall time.
- Keep electronic devices, i.e. cell phones/gaming devices in lockers.
- Maintain an environment conducive for learning.

Honor Study Hall

1. Students may be removed from honors study hall for any type of attendance issue (including tardies) or behavioral concern related to disruptive classroom behavior, detentions, disciplinary referrals, or not following the Honor study hall rules.
2. Honor Study Hall students using the LMC must report to the LMC until the period ends.
3. Electronic devices are permissible during Honor Study Hall; however, using your cell phone to make phone calls is not allowed. If you need to make a phone call, please ask the office for a private location to talk.
4. Talking must be very low.
5. Card playing will be allowed but no gambling of any kind.
6. Students should have work or reading material with them.
7. Students leaving the Honor Study Hall area must sign in/out in the front office. When signing out to go anywhere, your phone must be put in your locker.
8. Students must be seated and keep the area clean.
9. Students can use juice machines without asking permission.
10. This area is for Honor Study hall students only, please remind your friends not to stop and visit. This may jeopardize you remaining in Honor Study Hall.
11. To be eligible for Honor Study Hall a student must have earned a 3.6 the previous grading period.
12. An incoming freshmen must achieve a 3.6 grade point 1st quarter in order to be eligible for Honor Study Hall.

Removal from Honor Study Hall

1. Any disciplinary issue will result in an automatic removal and the length of the removal will vary depending on the severity of the offense
2. A student receiving a “D” on a progress report – 3 week removal
3. A student receiving a “F” on a progress report – 9 week removal
4. Attendance/tardy issues will be cause for removal
5. If you are out of the honor study hall area without a pass/signed out – you will be removed from Honor Study Hall for a week, repeated offense will result in the remainder of the quarter.

Re-entry

1. A student will meet with the Principal for a re-entry meeting.
2. A student has one opportunity for re-entry, after this meeting a student may not reapply if they are removed from Honor Study Hall.

Teacher Aide Program

Students can earn $\frac{1}{4}$ credit assisting a teacher for one period each day. To gain credit the student must be actively assisting the teacher for the majority of the class period. To be eligible for the teacher aide program a student must have earned and maintained a 3.0 GPA. All students must be approved by the teacher, school counselor and building principal. Students who are not complying with contract will be removed.

HOMEWORK PICK-UP GUIDELINES

Parents can pick up homework for students who are absent at the end of the day, provided the parent informs the school office by 10:00 AM that day.

Academic Intervention Parkview Junior/Senior High School

- I. Purpose:
Academic Intervention is a modified study hall in which students will be given structured one-on-one support. Academic Intervention is designed to identify student needs and target interventions based on those needs. On-going assessment and grade checks will occur to verify academic progress with the goal of transitioning to independent academic success.
- II. Criteria:
Students in need of Academic Intervention are identified by having three D's or F's per quarter and/or has been placed by Student Services. Students are placed back into study hall when they have a grade of C or better in all classes and through recommendation by their Academic Intervention instructor.
- III. Late Work Intervention:
Students who do not have their assignments completed for class will be sent to academic assistance, "Lunch Bunch," during the student's lunch period. The student will get his/her lunch, either hot or cold, and return to the Academic Assistance room to finish the assignment that he/she did not have completed. If the student does not report to the Academic Assistance room as directed by the classroom teacher, he or she will be directed to sit in the office. If the assignment is completed before the lunch period, the student will make contact with the classroom teacher to turn in the missing work. If the student is in a class that meets after the lunch periods, he or she may be requested to stay after school with the teacher or report to "Lunch Bunch" the following day (if the assignment is completed by the next day, the student will need to contact the teacher so as to have the assignment documented as complete).

Disclaimer: If a student has an excused absence, the student will have two days to complete the missing work before he or she will be required to attend "Lunch Bunch." If a student has an unexcused absence, he or she will be sent to "Lunch Bunch" for the missing work.

IV. Student Expectations:

- Completion of Academic Intervention goal sheet.
- Follow teacher directives regarding use of Academic Intervention time.
- Bring necessary materials including assignment notebook.
- Use computers for academic purposes (no music or games).
- Remain in Academic Intervention for the duration of the period (no signing-out)
- Provide necessary proof for assignment/project completion.
- Be engaged in Silent Sustained Reading if they are finished with their assignments.

Formative/Summative Assessment Procedures

Parkview Jr/Sr High School

Guidelines for the Assignment of Homework and Responsibilities of Students, Staff and Parents

I. Purpose:

Homework contributes toward building responsibility, self-discipline and lifelong learning habits. It is the intention of the Parkview Jr/Sr High School staff to assign relevant, challenging and meaningful homework assignments that reinforce classroom learning objectives. Homework should provide students with the opportunity to apply information they have learned, complete unfinished class assignments, and develop independence.

Homework assignments include:

- Practice** exercises to follow classroom instruction
- Preview** assignments to prepare for subsequent lessons
- Extension** assignments to transfer new skills or concepts to new situations
- Creative** activities to integrate many skills toward the production of a response or product

II. Time

Actual time required to complete assignments will vary with each student's study habits, academic skills, and selected course load. If your child is spending an inordinate amount of time doing homework, you should contact your child's teachers. Students are also encouraged to pursue non-assigned, independent, leisure reading.

III. Late Work Procedure

All work that is assigned is due at the beginning of the class period unless otherwise stated by the instructor. Work that is not submitted at this time will be considered late a 10% penalty per school day will be assessed, up to 5 days. After 5 days, the maximum achievable score will be 50%. By the end of the grading period (progress or quarter), if the assignment is not completed, it will be recorded as a zero.

Students who miss homework because of an excused absence will receive the opportunity to make up missed work. Students are given two school days for each excused absence. It is the students' responsibility to get work missed due to illness or absence.

IV. Late Work Intervention

Students who do not have their assignments completed for class will be sent to academic assistance, "Lunch Bunch," during the student's lunch period. The student will get his/her lunch, either hot or cold, and return to the Academic Assistance room to finish the assignment that he/she did not have completed. If the student does not report to the Academic Assistance room as directed by the classroom teacher, he or she will be directed to sit in the office. If the assignment is completed before the lunch period, the student will make contact with the classroom teacher to turn in the missing work. If the student is in a class that meets after the lunch periods, he or she may be requested to stay after school with the teacher or report to "Lunch Bunch" the following day (if the assignment is completed by the next day, the student will need to contact the teacher so as to have the assignment documented as complete).

Disclaimer: If a student has an excused absence, the student will have two days to complete the missing work before he or she will be required to attend "Lunch Bunch." If a student has an unexcused absence, he or she will be sent to "Lunch Bunch" for the missing work.

V. Major Projects

Major Projects include research reports, book reports, major essays, and other assignments teachers designate as major projects. Work on these projects may exceed the ordinary amount of time students spend working on homework. Students not completing major projects may develop a completion plan with their classroom teacher, receive additional assistance through academic intervention, and/or may be referred to student services for additional assistance.

Responsibilities of Staff:

- Assign relevant, challenging and meaningful homework that reinforces classroom learning
- Give clear instructions and make sure students understand the purpose
- Give timely feedback and/or correct homework
- Communicate with other teachers
- Involve parents and contact them if a pattern of late or incomplete homework develops
- Syllabus outlining class expectations and grade breakdown will be developed for each class

Responsibilities of Parents:

- Set a regular, uninterrupted study time each day
- Establish a quiet, well-lit study area
- Monitor student's organization and daily list of assignments in their agenda
- Help student work to find the answer, not just get it done
- Be supportive when the student gets frustrated with difficult assignments
- Contact teacher to stay well informed about the student's learning process

Responsibilities of Students:

- Be sure all assignments are clear; don't be afraid to ask questions if necessary
- Set aside a regular time for studying
- Find a quiet, well-lit study area
- Work on homework independently whenever possible, so that it reflects student ability.
- Produce quality work.
- Make sure assignments are done according to the given instructions and completed on time.

FIELD TRIPS

All students who intend to participate in school sponsored announced field trips arranged by classes or clubs, whether walking or transported in a vehicle, should have the appropriate field trip permission form signed by their parent or guardian filed with the teacher before leaving on the field trip. All students on field trips are responsible to the teacher and approved chaperones for the field trip. Students are responsible for work missed due to a field trip. (Discipline policy is in effect when students are on school sponsored activities). **Students are not allowed to drive without prior approval from a principal.**

Note: Students may be denied the privilege of participating in a field trip if they meet three out of four of the following criteria in one or more classes:

1. Excessive absences
2. Missing assignments
3. Current grade is an F
4. In- or Out-of-School Suspension or chronic discipline issues

**PARENT CONFERENCES
(NOVEMBER 8 & 12, 2018)
(FEBRUARY 7 & 11, 2019)**

Parents are encouraged to make appointments with a teacher, counselor, the principal, or other staff members to discuss any matter relevant to a student's successful experience. Such appointments may be arranged by telephoning the secretary in the high school office. Appointments with school counselors may be arranged by calling the high school at 879-2994.

EXTRA HELP

All teachers are available to students for extra help. This will be available during the regular school day when teachers do not have specific class responsibility, and after school between 3:09-3:35 PM. Teachers can require students to stay after school to re-mediate. Assistance of this type is often the difference between a passing or failing grade.

**STUDENT SERVICES
COUNSELING SERVICES**

Mr. Todd Greco– Student Services Director – district wide – (879-2994 Ext. 5114)
Ms. Lisa Kempthorne – Grades 7 – 12, (879-2994, Ext. 5120)
Registrar - Ms. Stacy Neal, 879-2783 or (879-2994, Ext. 5119)

FAMILY ACCESS

We encourage parents to complete the Family Access Form. This will allow parents access to their child's grades, attendance, fees, and discipline reports on-line. Contact Mrs. Buehl, 608-879-2994 ext. 5127 at the Parkview LMC to request a form.

MID-GRADE AND PROGRESS REPORTS

Mid-term progress reports will be available online or upon request mailed home to all students each quarter. Daily or weekly progress reports are available upon parental request. Parents can contact the school counseling office concerning the progress of their children.

Parents are strongly encouraged to monitor their child's grades via Family Access. Please see the above section to sign up for this important parental resource.

COOPERATIVE EDUCATION PROGRAM

The Cooperative Education Program is a vocational program for eligible high school juniors and seniors each of whom must have a stated career objective. The three components of the program are:

- Work based – learning
- School – based learning
- Connecting Activities

Contact the Parkview Business Department for more information.

**BLACKHAWK TECHNICAL COLLEGE
UW-ROCK, BELOIT COLLEGE**

Options are available for students to attend Blackhawk Tech., UW Rock or Beloit College. See the school counseling department for more information.

OBTAINING A WORK PERMIT

When you have obtained a job, if you are under the age of 16, you must submit to the **front office** the following items before a work permit can be issued:

1. A statement from your employer indicating that you will be working for them.
2. A statement from your parents giving their consent.
3. A copy of your birth certificate or baptismal certificate.
4. A fee of \$10 payable by your employer.
5. A copy of your social security card.

WITHDRAWAL FROM SCHOOL

Prior to withdrawing, students are to complete the following:

1. Present a written notice of withdrawal to the office from their parent/guardian.
2. Parent/student must speak with building principal before beginning the withdrawal process.
3. Turn in all textbooks to their teachers.
4. Pay library fines if applicable.
5. Return the "Student Withdrawal Form" to the office after it has been initialed by all teachers involved.
6. Be sure that your hall and gym lockers are cleaned out completely.
7. Indicate in writing where they are enrolling their student.

HEALTH PROCEDURES

Health Office

The School Nurse Consultant and all designated personnel provide assessment and care of ill and injured students. They also provide health education and consultation, dispense medication, maintain immunization records, and screen for communicable diseases. It is the responsibility of the parents/guardians to inform the Health Office if their student has any medical concerns that may require a health and/or procedure plan and to provide up to date health information on an annual basis.

Illness and Injury

There is an illness/injury log in the Health Office. When a student is seen in the Health Office, the date of when they were seen and the purpose of the visit should be documented.

Please be sure that all injuries occurring during class or in a supervised school location are reported to both the teacher in charge and the Health Office. An injury report must be completed and given to the designated school personnel within 24 hours of the incident.

Emergency Care Information

The safety and welfare of your child is of great importance to both you and the school. If your child should become ill or injured while under the school's supervision, the following steps will be taken on behalf of your child:

1. If your child has a minor accident, the following action will be taken:
 - a. First aid will be administered according to school-approved procedures.
 - b. Your child will be returned to class if he/she is all right.
 2. If your child is unable to go back to class because of illness or minor injury, the following steps will be taken:
 - a. You will be contacted and once arrangements have been made with you, your child will be allowed to leave the premises.
 - b. If you are not available, the emergency contact number found on the Emergency Card will be called.
 - c. Once contacted, you or the emergency contact will be responsible for providing the necessary transportation for your child to leave the school in a timely manner.
 - d. If we are unable to reach you or the emergency contact, your child will be kept in school, and continued attempts will be made to reach you or the emergency contact.
 3. If your child is in need of immediate medical attention, the following steps will be taken:
 - a. First aid will be rendered immediately according to school approved procedures.
 - b. 911 will be called and transportation to a medical facility will be arranged for your child.
 - c. You will be called. If you cannot be reached, the emergency contact(s) will be called.
- School personnel will not transport ill and injured students in need of emergency medical services.
 - Parents will be responsible for any medical costs incurred for emergency care provided by out of school personnel.

We need your cooperation in putting this plan into effect for each child. Please insure that the emergency contact information on your son's/daughter's registration card is accurate. In addition, please keep the school informed of any changes in information on this card.

Exposure to Bodily Fluids

When students are in contact with a student in need of medical assistance, their first step should be to notify an adult. Unless it is an extreme emergency, students should not administer First Aid.

Medication Policy and Procedure

Students distributing, selling, or consuming prescription medication at Parkview Jr./Sr. High School without proper office notification may be subject to discipline action including possible expulsion from school. The following guidelines will be followed when medication is administered to students.

Non-prescription Medication

Non-prescription (over the counter) medications will be administered by the designated staff upon the receipt of:

- Written consent by the parent/guardian
- Medication supplied by the parent/guardian in the original container listing the name of the medication, the time to be administered, and dose to be administered
- Medication Administration Forms are available in the office upon request or on the district website. This form must be updated and resubmitted annually or if dosage or frequency of the medication change.

Prescription Medication

All prescription medications are required to be kept locked in the Health Office. Prescription medication will be administered by the designated staff upon receipt of:

- ❑ Written consent by the parent/guardian
- ❑ Written instructions and signature of the healthcare provider
- ❑ Medications are supplied by the parent/guardian in the original container with the child's full name, name of the drug and dosage, time to be given and the healthcare provider's name
- ❑ Students with severe asthma may carry their inhalers with them.
- ❑ The order on the medication container must match the written instructions of the healthcare provider (child's full name, name of drug and dosage, and time to be given).
- ❑ It is the responsibility of the student, where appropriate given the student's age and developmental level, to report for his/her medication(s) at the designated time.
- ❑ Medication administration forms are available in the office upon request or on the district website. This form must be updated and resubmitted annually or if dosage or frequency of the medication change.
- ❑ All medication must be claimed at the end of the school year or it will be discarded.

THE LMC INSTRUCTIONAL MEDIA CENTER

The LMC is a place of quiet study, research, and reading. It is open:

Mon. thru Thurs. 7:00 AM until 5:00 PM
Fri. 7:00 AM to 4:00 PM

Any students may use the LMC before or after school. During school hours, students may choose to go to the LMC rather than an assigned study hall. Students have the opportunity to sign up to use the LMC before school.

The computer science and homework lab are also available for student use. LMC staff is available to help students with research, locating materials, and answering questions. Please feel free to ask for help at any time.

Since it is a privilege to use the LMC, any inappropriate behavior may result in the loss of LMC privileges for a time period.

COMPUTER USE AT PARKVIEW

* The Parkview School District Access to Technology Resources Consent form must be signed and on file in the LMC before a student can use the internet.

*Parents need to indicate if a student's name, graduation date, photo, artwork and/or writing can be included on the web page/newspaper.

- The Parkview School District reserves the right to remove any user for inappropriate use of the internet and/or computer equipment. Issues concerning misuse of computers will be addressed using the discipline rubric.
- No food or drink in any computer labs or near any computer in the building.



BULLYING PREVENTION

The District is committed to creating a safe, caring, respectful learning environment for all students and strictly enforces a prohibition against bullying of any of its students by students, staff, or any individuals associated with the school district. Site-based initiatives, developed collaboratively between school administration and personnel, students, families and community members will seek to (1) help students of all ages and abilities stay safe, act wisely, and believe in themselves; and (2) help adults respond effectively to students' reports and their own observations. The District is committed to training staff regarding bullying, and educating students about what bullying is and issues surrounding bullying.

Bullying is aggressive, intentional or deliberately hostile behavior directed towards a student or students. Bullying consists of deliberately hurtful behavior, which occurs repeatedly over a period of time. It can take many forms and can occur in any setting. Bullying can include, but is not limited to, intimidation such as name calling or threatening; social alienation such as shunning or spreading rumors; written notes, phone calls or electronic messages that are offensive, hurtful, annoying or worrying; or physical aggression such as assaults on a student or attacks on a student's property. Victims of bullying behavior are often unable to defend themselves because of size or strength, or because the victim is outnumbered or less psychologically resilient.

The District prohibits bullying of students as required by law. For purposes of this policy, "school" includes schools, school grounds, school buses, school-sponsored social events, trips, sports events, or similar school-sponsored events and functions, on or off school grounds and travel to and from school and/or school sponsored events.

The District takes allegations of bullying seriously and will respond promptly to complaints and allegations of bullying. With regards to these reports, it should be noted that the Board prohibits reprisal or retaliation by a student or staff member against any person who reports an act of bullying or participates in an investigation of reported bullying. The consequences and appropriate discipline for a student or staff member who engages in reprisal or retaliation shall be determined by the superintendent or designee after consideration of the nature, severity, and circumstances of the act but may include suspension, expulsion and/or court involvement for students and reprimand, suspension or termination for a staff member.

Staff members who receive a report of bullying or who personally witness bullying behavior are *required* to take corrective action to protect the student and to report the incident to the principal. Failing to do so will be addressed through progressive discipline.

The Board requires the principal to disseminate the bullying policy annually to all school staff to include bus drivers and event supervisors, parent chaperones, students and parents. The district administrator shall also develop an annual process for discussing the school district policy on bullying with students and staff.

Legal Ref.: 118.01(2)(d) 8 - Wisconsin Statutes
118.46(2) – Wisconsin Statutes
120.13(1) – Wisconsin Statutes
947.0125 – Wisconsin Statutes

Cross Ref.: 443.71-Rule - Complaint Procedures for Incidents of Bullying
363.2, Student Access to Technology Resources

411 - Equal Educational Opportunities
411.1 - Student Harassment
411.1- Rule - Student Harassment and Discrimination Complaint Procedures
443 - Student Conduct
447.3 - Student Suspensions/Expulsions
454 - Child Abuse/Neglect Reporting
512 - Staff Harassment
Employee Agreements/Handbooks

APPROVED: August 17, 2009
January 16, 2012
APRIL 25, 2016

Parkview Activities

PARKVIEW JR./SR. HIGH SCHOOL

Superintendent: Steve Lutzke
High School Principal: Mary Stelter
Activity Director: Shane Suehring

408 W. Beloit St.
Orfordville, WI 53576
(608) 879-2994

Nondiscrimination Statement

The Parkview School District is committed to a policy of non-discrimination in relation to race, religion, sex or sexual orientation, age, national origin, marital status, arrest or conviction record, and other human differences. This policy will prevail in all matters concerning staff, students, the public, educational programs and services, and individuals with whom the Board of Education does business.

The following rules have been adopted by the Parkview Board of Education and are the result of input from Parkview administrators, coaches, advisors, parents, and the Wisconsin Interscholastic Athletic Association (WIAA).

The codes in this handbook govern all seasonal and yearlong activities sponsored by Parkview Jr. and Sr. High School including, but not limited to:

Baseball	Band
Basketball	Choir
Cross Country	Drama/Musical
Football	FFA
Golf	Forensics
Hockey	Show Choir
Softball	Yearbook
Spirit Squad	Class Officers
Track & Field	National Honor Society
Volleyball	Student Council
Wrestling	Art Club
Court (Homecoming, Prom, etc.)	Honor's Band/Choir
Trapshooting	Math Team
And other school clubs (as approved by the Board of Education)	

Revised June, 2018

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I. INTRODUCTION

A. Philosophy

The primary purpose of education is to provide each student with the values and training necessary to lead a rewarding and successful life. The activity program is an integral part of this process as it provides opportunities and emphasizes goals that may be difficult to duplicate in other school activities.

It is the desire of Parkview Junior/Senior High School to generate a program of activities that will provide opportunities for the youth of this community to develop the proper ideals of sportsmanship, ethical conduct, and fair play. Participation in co-curricular activities is a privilege for which every student should be willing to make the sacrifices deemed necessary to fulfill these ideals. It is with this in mind that the Parkview Activity Code has been established.

B. Objectives

- To develop within the student the determination and dedication necessary to complete their chosen goals.
- To practice self-discipline and emotional maturity in learning to make decisions under pressure.
- To develop a willingness to place the good of the group before the desires of the individual.
- To teach actions have both positive and negative consequences.
- To provide a "whole school" interest and activity that will develop school pride in all students.
- To promote excellence by providing opportunities for the expression of gifted and talented abilities.
- To provide opportunities to exemplify and observe good sportsmanship.
- To develop within the student a personal pride that will enable them to do whatever they choose to the best of their ability.
- To provide opportunities for social development, and personal enjoyment.

C. Student Conduct and Responsibilities:

The privilege of participating in any co-curricular activity is extended to all students provided they are willing to assume certain responsibilities. The student's greatest responsibility is to be a credit to their family, school, and community. Therefore, it is required that the student will:

- Display high standards of social behavior, become part of a team, and learn the concept of teamwork.
- Display good sportsmanship.
- Display proper respect for authority, including administrators, teachers, coaches, officials, judges and other school personnel.
- Display a real spirit of cooperation.
- Dress code rules of Parkview apply to all aspects of school activities.
- Use school appropriate language.
- Remember that it is an honor and a privilege to participate and represent our school in various activities. For every privilege and right, the student has a corresponding duty and responsibility.

Parkview students who exhibit unacceptable conduct in or out of school or at competitions will be suspended in accordance with the formal suspension policy. Student participants may also be withheld from contests for insubordination or disrespect to any school employee, advisor, coach or official or for not meeting the written expectations of individual advisors/coaches.

Unacceptable conduct includes, but is not limited to:

- Buying, selling, possession or use of alcohol, tobacco, drugs, anabolic steroids, controlled substances, or facsimiles/look-alikes thereof (i.e. N/A beer, etc.)
- Smoking
- Attending gatherings where underage drinking or use of controlled substances takes place
- Fighting, threatening
- Theft
- Lying, possessing false identification, falsifying documents, forgery
- Cheating
- Violating school rules or Board policy

Parkview School District recognizes that misconduct could be so severe that a student's privilege to participate could be suspended for the duration of their high school career.

II. ELIGIBILITY RULES

A. Requirements to Start an Activity

1. Submit a Physical Exam Card/Alternate Year Card completed after April 1 of the previous year by a certified physician. (Athletes only)
2. Electronically submit a signed (parent and student) Activity Pledge card.
3. Electronically submit a signed Insurance Waiver.
4. Electronically submit Parent-Athlete Rules of Eligibility WIAA form. (Athletes only)
5. Electronically submit ImPACT concussion consent form and take baseline test (every other year).
6. Submit payment of a \$35.00 participation fee to the main office and show receipt to coach. (\$70 individual max, \$175.00 family max) (Athletes Only). Participation fees will not be refunded after the first four days of a team practice.

B. Academic Requirements

A student must strive to maintain passing grades in all classes. Academic eligibility is based on the grades of the previous mid-term or quarter, not semester. The purpose of these requirements is to encourage participants to become better students.

One Failing Grade (Probationary)

Midterm- student is ineligible for competition until they have passing grades in all classes.

Quarter – student is ineligible to compete for 1 week (minimum of 1 contest).

Two or more Failing Grades on a Midterm Progress Report or Quarter Report Card (Ineligible)

Midterm- student is ineligible for practice and competition until they have passing grades in all classes.

Quarter - student earning two or more failing grades is completely ineligible for all extra-curriculars. They will have the opportunity to regain eligibility at the next grade report.

Ineligibility for Fall Sports

Per WIAA guidelines, ineligibility status will be adjusted for students in fall sports in which the date of earliest allowed competition is before the first day students are in class. When this occurs the minimum ineligibility period shall be the lesser of: (1) twenty-one (21) consecutive calendar days beginning with the date of earliest allowed competition in a sport; or (2) one-third (1/3) of the maximum number of games/meets allowed in a sport (rounded up if one-third (1/3) results in a fraction)

Summer School

A student may reestablish their academic eligibility status (related to the last quarter of the previous

school year) through summer school or correspondence courses. The student must receive prior approval for the course(s) from the principal before enrolling. All course work must be successfully completed and an official transcript submitted to the principal before adjustments are made to the ineligibility status.

Eligibility Dates

The eligibility status of a participant is determined on the date the Administration, through the Guidance Department, designates as the date that the grades are published. Probation begins the day after the grade completion deadline.

Academic Intervention

Students receiving one (1) or more failing grades may be assigned an appropriate academic intervention through pupil services.

Examples include but are not limited to: weekly grade checks, structured study hall, etc.

Coaches/advisors may use any office grade reports to assign academic intervention for any participant earning a failing grade. Students will document their time and grades directly to the coach/advisor.

Incomplete Grades

If an incomplete grade is given at the end of the grading period the student has ten (10) school days to complete the work, or the grade will be recorded at the letter grade earned at that point. An incomplete grade may be issued to a student that has had an illness, injury or other circumstances that has caused the student to miss a significant amount of school. (An incomplete should not be given to students that simply fail to meet deadlines for major projects.) The incomplete should be recorded as either incomplete passing (IP) or incomplete failing (IF).

Incomplete Passing: This indicates that the student is doing passing course work and will pass the term, but is working to improve his/her grade. The student in this situation is allowed to practice and compete without restrictions.

Incomplete Failing: This indicates that the student is in danger of failing the course because all work has not been completed, but the student's circumstances qualify them for the additional ten days to complete the work. The student in this situation is allowed to practice, but is not allowed to compete until the final grade is assessed. If the grade remains failing, the student becomes ineligible as described in sections 1 & 2 above.

Falsification

Any falsification of any records or reports will result in the loss of eligibility for all extra-curricular activities for a period of one year.

C. Attendance Requirements

Participants must be in school by 8:00am and be present for the entire day in order to compete or practice on that day, with the following exceptions:

- School-approved function (i.e. field trip, etc.)
- Funerals, college visits, and other pre-approved absences, if approved in accordance with school policy.
- Appointment Exemption (i.e. doctor or dentist appointment, driver's test, etc.) Students cannot participate in the contest or practice on that date unless they have a written excuse from the office of their appointment. No administrator, coach, or advisor can grant a student permission to participate under any circumstances without a note from physician/proctor/secretary. The time excused from school is limited to the appointment as well as travel time to and from appointment. Any additional time will be treated as unexcused, and would make student ineligible for that date.

Students who are absent from one or more periods the day of a contest or practice because of illness

cannot participate in the contest or practice on that date.

If student receives a full day of In-School Suspension or any Out-of-School Suspension they cannot participate in the contest or practice on that date.

D. Transportation

Parkview is responsible for transporting students to and from contests. The school is aware that circumstances arise in which the parent/guardian desires to transport their child after the contest. Parents of students using transportation other than that provide by Parkview must complete the Release and Request for Private Transportation form. Parents/guardians wanting to take their own children home may fill out this form at the contest site. The coaches/advisors may only release the student to their parents/guardians after this form has been signed. Adults wishing to transport children other than their own must receive approval from the Activity Director and the Administration prior to the contest. The Activity Director and/or Administration will notify the coach of approved situations. Students using private transportation to a contest must have this cleared with the Activity Director and the Administration prior to the contest. A valid reason and extenuating circumstances will be required.

E. Dual Sport Participation

Parkview seeks to provide quality co-curricular athletic opportunities for its students. Some students have talents and abilities, which they have a desire to contribute to more than one team in a particular athletic season, and both of these teams can benefit. Some activities may struggle with low numbers, and this can boost participation in those sports.

STUDENTS PARTICIPATING IN TWO ACTIVITIES DURING THE SAME SEASON

Students are allowed to participate in two co-curricular sports activities during the same season. Students wishing to participate in two sports during the same season will need to obtain a request form from the athletic director and follow the guidelines set down by the athletic department involving dual sport participation.

Students are not allowed to participate in open gyms, or other non-school competition in another sport, on the same day they are participating in a school-sponsored co-curricular sports activity without permission from the head coaches of the sports in which they are currently participating as well as the building principal.

RULES OF DUAL-SPORT PARTICIPATION

A student who wishes to participate in two sports during the same season must designate a primary sport before the beginning of the first appointed date of practice.

A primary sport is defined, as the sport that takes precedence over another sport in the event there is a conflict of schedule or any other matter that could lead to a conflict. The student must adhere to the primary sport in the event of any and all conflicts of schedule. If one sport has a contest and the other has practice, the contest will take precedence.

The student must practice in both sports and the amount of practice time must meet the agreed requirements of the head coaches of those sports involved.

Approval may be denied because of academic concerns at any time during the sport season. The athlete then will participate in the primary sport only.

The student and parents or legal guardians, must sign the Dual Sport Participation Contract before the first practice session he or she attends.

In the event that a student is disciplined, the consequence will also be applied to the second sport in the season of dual participation. For Example - Student A is suspended for a code violation. The suspension is to be served for both the primary sport and non-primary sport.

The Athletic Director and the High School Principal will serve in the capacity of advisors and final judgments on matters concerning dual-sports participation.

STEPS IN THE PROCESS

- Student emails the AD to inform of interest in dual-sport participation and with a meeting request (at least 21 days before season start date).
- AD meets with student-athlete to discuss the request and review associated guidelines.
- AD notifies coaches and assists in scheduling a planning meeting for the coaches.
- Upon completion of coach planning meeting, AD schedules a meeting between student-athlete, parents, and coaches. Upon completion, all involved will sign the Dual Sport Participation Contract.

F. Athletic Cut Policy

Philosophy

In accordance with our philosophy of athletics and our desire to see as many students as possible participate in the athletic program while at Parkview. Coaches are encouraged to keep as many students as they can without unbalancing the integrity of their sport. Time, space, facilities, equipment, personal preference, and other factors will place limitations on the most effective squad size for any particular sport. However, when developing policy in this regard, coaches will strive to maximize the opportunities for our students without diluting the quality of the program. There will be no cuts at the freshman or sophomore level.

Cutting Policies

1. Responsibility

- Coach must give prior notification, with the rationale for cutting, to the athletic director.
- Choosing the members of athletic squads is the sole responsibility of the coaches of those squads.
- JV coaches shall take into consideration the policies as established by the head coach in that particular program when selecting final team rosters.
- Prior to trying out, the coach shall provide, in writing, the following information to all candidates for the team.
 - Extent of try-out period
 - Criteria used to select the team
 - Number to be selected
 - Practice commitment if they make the team
 - Game commitments

2. Procedure

- When a squad cut becomes a necessity, the process will include important elements. Each candidate shall:
 - Have participated in a minimum of three practice sessions
 - Be personally informed of the cut by the coach and the reason for the action.
 - Cuts are NOT to be posted.
 - Coaches will discuss alternative possibilities for participation in the sport, or other areas in the activities program (manager, statistician, practice help, etc...).
 - If a coach foresees difficulties arising as a result of squad cut, he/she should discuss the situation with the athletic director.
- No cuts will be made if total participating athletes in grades 9-12 is less than:
 - Volleyball – 18 individuals
 - Basketball – 16 individuals
 - Baseball – 16 individuals
 - Softball – 16 individuals
 - Spirit Squad – 12 individuals
 - Golf – 12 individuals
 - Cross Country, Football, Track & Field, and Wrestling, – no cuts as long as student-athlete meets minimum participation expectations.

G. Scheduling Conflicts

Despite all scheduling efforts by administration, conflicts will arise between co-curricular activities. In the event that a conflict arises, it is the responsibility of the student to make their coaches/advisors aware of the conflict as soon as possible. The coaches/advisors of the activities will determine a compromise/solution. In all cases the student is not to be put in the middle. The Activities Director will do everything to resolve the conflicts to the satisfaction of all parties, but the activity director's decision is final.

H. Seniors on Varsity Squads

Seniors may compete only at the varsity level in team sports (Football, Volleyball, Basketball, Baseball, Softball). The only exceptions would be in the case of foreign exchange students and special circumstances, which require approval by the Principal and Athletic Director.

I. Procedure for Addressing Concerns

Effective communication is a staple in successful relationships. It is with this idea in mind that the following procedure has been established for addressing concerns.

Step One – the athlete addresses the concern with the coach

Step Two – if concern is not resolved via Step One, the parent/guardian of the athlete may request a meeting with the coach to discuss the concern. The athlete must also attend this meeting.

Step Three – if the parent/guardian conference with the coach does not resolve the concern, there will be a meeting scheduled and mediated by the athletic director or principal. The meeting will be held in a non-threatening environment and parties will be allowed to speak in an uninterrupted manner.

J. Conduct Requirements & Penalties:

It is important for all student-athletes to understand that participation in extra-curricular programs is a privilege. Students who participate in co-curricular activities are held to a high standard of behavior. In the event that behavior in violation of this handbook occurs, penalties will be assigned per the Class Violation descriptions.

- Violations of the co-curricular code shall be cumulative throughout the student's grade 9-12 enrollment. However, if a calendar year elapses after a violation (counted from the date on which the violating conduct occurs) without an additional violation, the violation will not be counted for purposes of assessing any penalty for subsequent violations. Only one violation during the student's 9-12 enrollment may be discounted pursuant to this paragraph.
- Accumulation of four (4) or more Class III violations will result in a suspension from all co-curricular activities for one calendar year.
- If a co-curricular activity does not include competition or performances, penalties for violations of this code will be applied toward scheduled meetings or conferences.
- Coaches/advisors may impose conduct rules more stringent than the violations listed below. The coaches/advisors' rules shall govern provided that a copy of such rules have been filed with and approved by the Activity Director and the coach/advisor has informed the participant and parents/guardians in writing of such rules.
- Failure of any parent, legal guardian or student to notify the Activity Director of a police-documented (ticket and/or arrest) violation involving that student within seven (7) calendar days of the violation will result in a one (1) year suspension from co-curricular activities. This does not apply to minor traffic violations.
- Honesty and integrity is expected on the part of extra-curricular participants at all times. It is expected that the participant will be truthful, forthcoming with information, not be deceptive, and

be cooperative. If at any time while under investigation, it is found that a student lied, was deceptive, untruthful, or withheld information, a greater level of consequence may be assigned.

- Self-Referrals
 - Students are encouraged to self-refer in all situations. The intent of this is to encourage and reward student responsibility. Therefore, a student should self-refer as soon as possible after a code violation to the Activity Director or Principal. Once the school administration becomes aware of a violation via another source, there is no longer an option to self-refer.
 - If a student self-refers or is referred by parents for a first code violation (other than Class 1 and 2) the penalty will be reduced by 50%.
 - Any student who recognizes that he/she has a problem with the use/abuse of alcohol, drugs, tobacco, other controlled substances, or the use of performance enhancing drugs is encouraged to seek professional help. If a student voluntarily seeks help for this and notifies the school administrators that they are seeking/receiving such help shall have all penalties related to the problem waived under the following conditions:
 - The student is not under investigation for a violation of the code at the time they request help.
 - The student agrees to participate in and complete a formal assessment and follow the recommendations of the assessment. Documentation must be provided.
 - Waiver of penalties by self-referral is limited to one time during a student's high school career.
- Any athlete who is dropped from one squad for disciplinary reasons or quits shall be ineligible to compete in any sport for that particular season. In order for an athlete to change from one sport to another, they must have mutual consent of both coaches. If mutual consent cannot be reached, the request can be appealed to the School Board as described in Section III of the handbook.
 - If a dual-sport athlete is cut from one of their sports, they have the opportunity to join another sport.
 - If a dual-sport athlete quits one of their sports, they may not join another sport that season.

Dance Court Eligibility

- Violation of any code guidelines from August 1st through the day of the homecoming dance will result in suspension from homecoming court eligibility.
- Violation of any code guidelines from after the homecoming dance through the day of the winter dance will result in suspension from winter court eligibility.
- Violation of any code guidelines from the winter dance through the day of the prom dance will result in suspension from prom court eligibility. (1st day of 2nd semester if no winter dance is held)

Class Violations and Penalties

Class 1 Violation:

A student arrested and charged for a violation(s) of the criminal state statutes as determined serious enough by the Superintendent, Principal and Activity Director will be assessed a Class 1 Violation.

Penalty: The student will lose eligibility for all co-curricular activities for the remainder of their school career. The student is eligible to apply for reinstatement after one (1) year through the appeals process outlined in Section III of the code book.

Class 2 Violation:

The following acts are considered extremely serious and constitute a Class 2 Violation.

- Hosting gatherings where drinking of alcoholic beverages or use of controlled substances takes place. Note: If a person(s) in possession of alcohol or controlled substances arrives at a gathering being hosted by a student, that student is responsible under this policy for the immediate removal of that person(s) and of all alcohol or controlled substances from the premises. A responsible adult or the police should be contacted without delay if that person(s) refuses to leave.
- Selling or distributing alcohol or controlled substances.

Penalty: The student will lose eligibility in all co-curricular activities for one (1) calendar year from the date of the violation. The student may practice during the season in which he/she will regain eligibility.

Class 3 Violation:

Class 3 Violations include the following:

- Conduct in violation of criminal state statutes other than those covered above in Class 1. Severity of conduct may cause the offense to be considered as a Class 2 Violation, as determined by the Superintendent, Principal and Activity Director.
- Possession, consumption, or use of alcohol, tobacco or tobacco-like products (electronic cigarettes, vapor devices, etc.), or controlled substances.
- Students in attendance at any gathering or party where alcohol or other substances are present or being consumed or used by anyone.
- Use of non-prescribed drugs such as anabolic steroids, human growth hormones, including, but not limited to, performance enhancing substances as defined and banned by the WIAA.

Note: A Class 3 penalty will not be assessed if a student can demonstrate by convincing information that he/she was not aware that alcohol or controlled substances were present or that after becoming aware that alcohol or controlled substances were present, the student immediately left the gathering.

Penalty:

First Offense (Class 3) Suspension for 20% of the number of scheduled contests, competitions, performances, activities or service opportunities in all current activities or the next activities. (A calculation of 0.5 or greater is rounded up resulting in a minimum loss of one activity.)

If the number of contests, competitions, etc., remaining in the current activities season is less than the number set forth above, the student shall serve the remainder of the suspension during the next activity in which he/she participates. The length of this suspension will be determined by subtracting from twenty percent (20%) the percentage of contests from which the student was suspended, and taking the remaining percentage off the next season's contests.

Students who complete AOTDA assessment related to drug, alcohol or inhalants and agree to the assessment recommendations, can have their suspension reduced by one-half (1/2), provided they ~~turn in~~ submit documentation to the Activity Director stating they have completed assessment and are working, in good faith, toward completion of stated recommendations. Failure to complete assessment recommendations in a timely fashion will result in the immediate reinstatement of the remainder of the suspension.

Second Offense (Class 3) Suspension for 50% of the number of scheduled contests, competitions, performances, activities or service opportunities in the current activity or the next activity. (A calculation of 0.5 or greater is rounded up resulting in a minimum loss of one activity.) Suspensions will be continued into the next activity if the 50% minimum is not reached as per the instructions above. The student will participate in practice during the remainder of the current activity while under suspension unless the coach/advisor decides otherwise.

Third and Subsequent Offenses (Class 3)

Suspension from all activities for one calendar year commencing on the date the student is notified of the violation.

If the calendar year expires during an activity in which a student desires to participate, the student must participate with the group in practice during that entire season.

Suspension Guide for Class 3 Violations:

This chart shows the average number of contests per sport. Actual suspensions will be based on the number of contests scheduled that year in that sport.

Sport	Average No. of Contests	10%	20%	50%
Fall Sports				
Cross Country	10	1	2	5
Football	9	1	2	5
Volleyball	15	1	3	7
Spirit Squad	5	1	1	3
Winter Sports				
Hockey	20	2	4	10
Basketball	22	2	4	11
Wrestling	14	1	3	7
Spirit Squad	20	2	4	10
Spring Sports				
Baseball	26	3	5	13
Softball	26	3	5	13
Track & Field	12	1	2	6
Golf	14	1	3	7

CLASS 4 VIOLATION:

Students who misrepresent the ideals, principles and standards of Parkview Junior/Senior High are committing a Class 4 Violation. These actions include but are not limited to the following:

- Missing a practice or a contest without the permission of the coach/advisor.
- Using profane or abusive language or conduct while participating in a contest, during practice, or while on a trip.
- Being insubordinate or disrespectful to any teacher, advisor, coach or official.
- Receiving an Out-of-School Suspension and/or full day of In-School Suspension

PENALTY: Any Class 4 violation can result in a suspension of up to one (1) competition by an administrator, Activity Director, coach or advisor. The coach/advisor has the prerogative of extending the suspension and determining practice requirements. A violation deemed flagrant by an administrator, Activity Director or coach/advisor may be dealt with as a disorderly conduct under ~~the~~ Class 3 Violation.

Interpretations:

- Suspensions will be calculated and served at the highest level (Varsity, JV, etc...) an athlete participates at during the course of a season.
- In-season violations will result in immediate suspension from the next regularly scheduled contest(s); while out-of-season violations or carryovers result in suspension from the first contest(s) the athlete would normally be eligible for having practiced with and been a member of good standing with the team.
- If a suspension cannot be completely served during the athlete's current sports season, the remaining suspension will carry over to the next sports season in which the athlete participates.
- An athlete, under suspension (less than a year suspension), may not go out for a team solely for the purpose of serving their suspension, and then quit. The athlete must begin and complete the season in good standing in order for the suspension to be considered served.
- Suspensions and/or academic ineligibility must be served consecutively and may not be served concurrently.
- The student must participate with the group in all practices during the suspension. At competitions during athletic/activity suspensions, student participants will not wear a uniform, and not participate in any way, and will remain on the bench.

WIAA Policies (Athletics only):

In order to represent Parkview Junior/Senior High School in any interscholastic athletic competition, a student must meet all eligibility requirements of the WIAA as well as those of Parkview Junior/Senior High School. Please review the WIAA Handbook and Rules At A Glance for complete rules.

WIAA Age Requirement:

- A student/athlete must be under nineteen (19) years of age on the date August 1, which precedes the start of the school year.

Amateur Status:

- An athlete must be an amateur in order to be eligible to compete in high school athletics. To be an amateur the following criteria must be met:
- A student may not accept, receive and/or direct to another, reimbursement in any form of salary, cash, or share of game or season proceeds for athletic accomplishments, such as being on a winning team, being selected for the school varsity team, or being a place winner in an individual tournament, etc. A student may receive: school mementos valued not more than \$200, an award valued no more than \$100 retail, and may retain nonschool competition apparel worn by the student as part of the team uniform. Rules further prevent athletes from receiving compensation or benefit, directly or indirectly, for the use of name, picture and/or personal appearance as an athlete because of ability, potential and/or performance as an athlete. This includes receiving free and/or reduced rates on equipment, apparel, camps/clinics/instruction and competitive opportunities that are not identical for any and all interested students. A student may not be identified as an athlete, provide endorsement as an athlete, or appear as an athlete in the promotion of a commercial/advertisement and/or profit-making event, item, plan or service. Also, an athlete violates this rule if he/she plays in any contest (school or nonschool) under a name other than his/her own.

WIAA rules do not prevent athletes from practicing with nonschool teams or from receiving private skills instruction during the school season. Rules indicate athletes may not participate in more than two nonschool competitions during the school season, in the same respective sport with school approval. Nonschool competitions include: races, scrimmages against other teams, normal nonschool games, “gimmicks,” such as reduced numbers competition (3-on-3 basketball, 6 player soccer, etc.), fun runs (including “banditing”), etc. During the season, athletes may participate in a skills contest with approval of the school. Specific skill contests (punt, pass, and kick, shooting contests e.g., free throws, 3 point, drive, chip and putt) isolate separate skills outside of the traditional competition setting. The skill contest may not include physical contact or extreme fatigue as the actual sport competition. Fun runs are not considered skills contests. There can be no school coach involvement. All other eligibility rules including amateur status apply. Additionally, a student who was a member of a school team during the previous year may not delay reporting for the school team beyond the school's official opening day of practice in order to continue nonschool training or competition.

Transfer Eligibility:

Any student who transfers from any school with a status of ineligibility for disciplinary or academic reasons retains such status at PHS/PJHS for the same period as decreed by his/her former school. If a student transfers to PHS/PJHS and is ineligible according to the PHS/PJHS Co-curricular Code, then the student will be deemed ineligible until the student meets the requirements of this code.

Penalties for WIAA violations can result in individual suspensions. Violations resulting in contest forfeitures will result in a one calendar year suspension of the student involved.

III. DUE PROCESS PROCEDURES:

The Parkview School District recognizes that enforcement of its Activity Code should follow procedures designed to minimize the chance of error and maximize the opportunity for interested persons to be heard. To that end, the procedure set forth hereafter provides to the parents, the students, and the District, a vehicle to assure fairness and, to the extent possible, accuracy in resolving questions under this code.

The Activity Director is responsible for implementing the code.

Charges:

- Prior to being interviewed about an alleged violation, the student shall be informed of the nature of the violation. The building administrator or designee may obtain information in regard to alleged violations of the Activity Code in any reasonable manner including an interview of a student alleged to have committed a violation. The student's refusal to answer questions pertaining to their alleged violation may be used as a basis for a presumption of guilt.
- The Activity Director will inform the coach/advisor and Principal that a charge has been made. The administration will inform the participant and the parent/guardian of the nature of the charges, their rights and recourse within one (1) school day. If the effort to contact the parent/guardian on the telephone is unsuccessful, the participant may be used to convey the oral or written message. The Activity Director will notify, in writing, the parent/guardian of the nature of the charge and the decision of the Activity Department within three (3) school days.

Recourse/Appeal:

- In the event the student or parent/guardian is not satisfied with the decision of the Activity Department, they may appeal the decision and request an appearance before the School Board. The request must be made in writing to the Administration within one (1) school day from the notification of the decision rendered by the Activity Department.
- Administration shall arrange the School Board meeting as soon as possible after the receipt of the request to appeal.
- The student shall have the right to counsel.
- The student and/or counsel shall have the right to examine the evidence and charges against him/her.
- The student shall have the right to present a defense against the charges, and to present evidence in his/her behalf.
- The coach, student, and student's parents/guardian will be informed of the School Board's decision by the School Board within 24 hours thereof, or as soon as possible thereafter. Such a notification will include a statement of the penalty.
- The student will be eligible to participate in practice while appealing to the School Board, except for alleged class 1 and class 2 violations.
- The decision of the Activity Director and/or Administration and any penalty or penalties imposed shall remain in effect until such time as a contrary decision is made by the School Board pursuant to the procedures set forth herein. If there is an event or competition which is scheduled to take place prior to the time a determination is made by the School Board, the Activity Director/Administration's decision will remain in effect until such time a determination is made by the School Board.
- The proceedings of the hearings will be taped in order to retain a record of that hearing.
- The student's parent/guardian will be assessed the cost of any further legal proceedings.

IV. EQUIPMENT ISSUES:

One of the values of extra-curricular activities is to teach responsibility. This should apply to the equipment assigned to and the facilities used by the student.

- The school attempts to provide the best and safest equipment available. Each year this equipment is thoroughly cleaned and repaired to insure maximum protection and longevity.
- In most activities, the school will loan the participant most of the equipment necessary to compete.
- The original equipment or uniforms issued to the student must be returned at the end of the season. The coach or advisor should be informed if the equipment needs to be repaired or the size changed.

- The student and their parents/guardians will be held financially responsible for any lost, stolen or misplaced equipment. Deliberate mutilation of school property will be charged to the participant and their parents/guardians.
- Parents/Guardians are asked to see that the student returns to school any all equipment and uniforms not purchased by the individual.
- The student must have all equipment and uniforms turned in from his/her last activity and cleared by the coach or advisor before being allowed to participate in the next activity. NOTE: Students will be ineligible to participate in all other activities until equipment is returned.

V. INJURY ISSUES:

1. Statement of Risk:

Potential dangers are present in many activities, especially athletics. Parent and students should fully understand that there are serious personal injury risks associated with participation in some co-curricular activities. For example, participation in school athletics involves high velocity flying objects, swift movement of bodies that may be airborne, and may result in unavoidable collisions.

Although the Board of Education and the Parkview School District endeavor to operate activities in a safe manner, it is impossible to eliminate risks associated with physical activity and/or sports.

Activities involve taking a calculated risk on the part of the student and the parent/guardian. It is understandable that to many young participants, the potential benefits exceed the potential hazards. The very element of the calculated risk makes participation a stimulating adventure and satisfies the students' desires for competition, strenuous effort, and creative activity.

2. Injury Reduction and Care

Reducing injuries to a minimum and proper care of the same without subtracting from the adventure is a constant goal of our coaching, advising and administrative staff. Therefore, the following policies concerning injuries will be in effect.

- All participants in any activity program will be covered by their family insurance carrier and have on file a signed insurance waiver before being permitted to practice. Parkview School District does not carry hospitalization or medical insurance on students. This is the responsibility of the parent/guardian.
- An effort will be made to have an EMT/Trainer at home football contests and wrestling events to render first aid and to give advice. Emergency Medical Service is readily accessible by telephone by dialing 911 for all other events and practices. *ONCE EMTS/TRAINERS ARE CALLED TO THE SCENE OF AN INJURY, ALL DECISIONS ARE IN THEIR HANDS.*
- Any school related injury shall be reported to the office of the Activity Director and an accident report is to be filed in the Front Office.
- The Activity Director's office is to be informed if an individual has a special medical problem.
- Should an injury be discovered after the student has returned home, go to a physician and report the injury to the coach or Activity Director on the next school day.

3. Team/Group Status while Injured

- If student is unable to participate due to an injury, it is expected they will attend all required group activities (practices, meetings, events, etc.) unless previously excused by the coach/advisor, medical professional, and/or administration.
- Failure to attend any required team activities while injured may impact student's team status once cleared to resume participation.

VI. AWARD POLICIES:

Letter Awards

- Only one (1) block letter will be awarded to a student during their four (4) years of high school. Varsity letters can be worn only on a school letter jacket. Once the student has earned a letter, the student shall receive a metal service bar for each additional letter.

- Athletic awards are given based on participation, loyalty, cooperation, and performance. At the end of season, the coach will make his/her recommendation for awards to the Activity Director for approval.
- Numerals – (Graduation Year) This award is given to a student upon successful completion of their first season.
- Sport Pin – A sport pin will be awarded to the student upon successful completion of their second season in a sport, or lettering in a sport for the first time.
- Letter – First-year letter winners will receive a letter. For each additional letter, the athlete will receive a service bar.
- Seasonal awards shall be made at the conclusion of each season.
- Four-Year Letter Award - A plaque is awarded to any student who letters for four (4) years in one (1) sport.

Athletic Awards

- Athlete of the Year - These awards are given to the young man and woman deemed the best athlete during the past school year. Selection by head coaches.
- Underclassmen Athlete of the Year - This award is given to the underclassmen young man or woman demonstrating dedication and contributing to the athletic endeavors of young men and women. Selection by head coaches.
- WIAA Scholar Athlete - These awards are given to the senior man and woman who have the highest cumulative grade point in their class of those who have participated in athletics for four (4) years and competed in two (2) or more sports yearly (WIAA-recognized sports).
- McNair Award - The McNair Award is given in each sport yearly to an athlete who has displayed a high degree of determination and dedication to a particular sport. The recipient may be either a senior or an underclassman. Selection by the head coach of each sport.
- Hoff Award - The Hoff Award is given to a senior young man who has exhibited the qualities of leadership, scholarship and sportsmanship. Selection by head coaches.
- Simonson Award – The Simonson Award is given to a senior young woman who has exhibited the qualities of leadership, scholarship and sportsmanship. Selection by head coaches.
- Coaches Award - The Coaches Award is given to those senior athletes who have lettered seven (7) times or more throughout their high school career.
- Athletic Directors Award – The Athletic Directors Award is given to those senior athletes who have participated in three (3) sports yearly, throughout their high school career.
- Varsity Letter criteria is determined by the head coach of each sport.
- Awards will be distributed by the advisor at the conclusion of their activity season after athlete has completed all responsibilities.
- The student must be present at the awards ceremony to receive their award unless previously excused by their coach, advisor, or Activity Director.
- Awards related to any activity during which a student was subject to suspension may be made or withheld at the discretion of the coach or advisor who shall notify the student at the earliest reasonable opportunity before the day on which such award would be made as to whether or not the student will receive the award.
- Any student having a code violation will forfeit the privilege of having their name submitted for any special awards (state or conference) or honors during the season in which the code violation was committed and/or served.

VII. FAN EXPECTATIONS:

Code of Sportsmanship

We welcome our guests in friendly competition. Let us all demonstrate pride in our school and our conference through good sportsmanship. We will show responsible behavior and a genuine appreciation of our team and our opponent.

A real fan is someone who:

- Supports the team – win or lose
- Shows respect for the officials

- Attempts to know and appreciate the rules of the game
- Maintains self-control at all times
- Recognizes and appreciates the performance and efforts of the coaches and players of all participating teams.

Disruptive Behavior at Activities:

In the event a student or group of students demonstrate unsportsmanlike conduct, direct derogatory cheers toward an opponent or official; throw objects or paper at an official, athlete or on to the court or mat area, or enters any area of competition; it will result in the student(s) being removed from the premises.

When the unacceptable behavior can be attributed to specific individuals it will be dealt with in accordance to the Activity Code. It can also result in the barring of the student from attending home and/or away contests as well as suspension from school.