

A. SCHOOL ATTENDANCE

A-1 ***A Truancy/Unexcused Absence:***

The act of being absent from school part or all of a school day without permission of parents or school administrators. Absences must be cleared up within 48 hours. Step 2-4

A-2a ***Leaving Campus Without a Passport:*** The act of being absent from school without a passport or permission from the attendance office. Step 1

A-2b ***Excessive Leaving Campus Without a Passport:*** If a student repeats A-2a three or more times in a quarter. Step 4

A-3a ***Tardiness:*** The act of reporting late for school, class or other required activities without an acceptable excuse. Step 1

A-3b ***Excessive Tardiness:*** If a student repeats A-3a more than five or more times in a quarter. Step 3

B. STUDENT/STUDENT RELATIONSHIPS

B-1 ***Threatening or Intimidating Acts:***

The act of verbally, or by gesture, threatening the well-being, health or safety of any student on school property, or enroute to or from school. Step 2 (referral to police when appropriate)

B-2 ***Physical Attack:*** The act of physically assaulting (includes spitting on) or, in some manner, attempting to injure any student on school property, or going to or from school. Step 3-5 (referral to police when appropriate)

B-3 ***Disrespect:*** The act of insulting, calling derogatory names, using obscenity toward, dishonoring or, in other manner, abusing verbally or in writing any member of the student body. Step 2-4 (referral to police when appropriate)

B-4 ***Shake Down:*** The act of extorting things of value from a person in the school, under pressure of either implied or expressed threats. Step 4 (referral to police when appropriate)

B-5 ***Fighting:*** The act of involving hostile bodily contact in or on school property, or going to or from school, including any activity under school sponsorship. Step 4-5 (referral to police when appropriate)

B-6 ***Scuffle:*** Step 2

B-7 ***Property Damage:*** Step 3 (restitution required through parental contact)

B-8 ***Theft:*** Step 4 (restitution required through parental contact and referral to police when appropriate)

B-9 ***Horseplay:*** The act of tripping, shoving, misusing other students' books, etc. Step 1-2

C. STUDENT/STAFF RELATIONSHIPS

C-1 ***Insubordination:*** The act of willfully failing to respond or carry out a reasonable request by authorized school personnel. Step 2

C-2 ***Threatening or Intimidating Acts:*** The act of verbally or by gesture threatening the well-being, health or safety of any member of the school staff. Step 4-5 (referral to police when appropriate)

C-3 ***Physical Attack:*** The act of physically assaulting any member of the school staff on school property or at any activity under school sponsorship. Step 5 (notification to police)

C-4 ***Disrespect:*** The act of insulting, calling derogatory names, dishonoring, making gestures, or in other manner abusing verbally or in writing any member of the school staff. Step 3-4 (referral to police when appropriate)

C-5 ***Disrespect for the Property of Others:***

C-5a Damage. Step 3 (restitution required through parental contact)

C-5b Theft. Step 4 (referral to police when appropriate)

C-5c Major Theft/Damage. Step 5 (restitution required/referral to police)

D. SCHOOL PROPERTY

- D-1 **Vandalism:** The act of willfully destroying public property.
 - D-1a Destruction: The act of rendering property unusable. Step 4 (restitution required and referral to police)
 - D-1b Defacing: The act of damaging property requiring cleaning or repair. Step 3 (restitution required and possible police referral)
 - D-1c Misuse of Printed Material/Inappropriate computer use/Abuse of Technology: The act of destroying or defacing magazines, books, or other printed material. The act of searching, downloading, or printing inappropriate items off of the internet. Step 2 (restitution required), loss of technology privileges.
- D-2 **Theft**
 - D-2a Theft: Not serious enough to report to police. Step 3 (restitution required)
 - D-2b Major Theft: Considerable enough to be reported to police. Step 4-5 (restitution required and referral to police)
- D-3 **Abuse of School Grounds:** Step 4-5 (restitution required and referral to police when appropriate)
- D-4 **Littering:** Step 1
- D-5 **Misuse of Food:** The act of consuming food or drink other than in assigned areas or disposing of it improperly. Step 1-3

E. PROTECTION OF THE PUBLIC SAFETY

- E-1 **Detonation of Firecrackers or Other Explosive Devices:** Step 4-5 (referral to police)
- E-2 **False Alarms:**
 - E-2a The act of initiating a fire alarm or initiating a report warning of a fire or other catastrophe without just cause. Step 4 (referral to police)
 - E-2b **Bomb Threat.** Step 5 (referral to police)
- E-3 **Arson:** The act of willfully and maliciously burning or attempting to burn, any part of any building or any property of the school or of its staff and students. Step 5 (referral to police)
- E-4 **Improper Use of Motor Vehicles:** See parking regulations available in the main office.
- E-5 **Possession of Weapons:** The act of having a weapon on person or in locker. Step 5 (referral to police.)

F. ALCOHOL, TOBACCO, DRUGS and SYNTHETICS

- F-1 **Alcohol and Drugs:**
 - F-1a Possession: Step 5 (police involved in re-admission conference)
 - F-1b Selling or Transmitting: Step 5 (referral to the police for prosecution)
 - F-1c Noticeably Under the Influence: Step 5 (referral to police when appropriate)
 - F-1d Observed Use: Step 5 (referral to police when appropriate)
 - F-1e Paraphernalia: Step 4-5 (referral to police when appropriate)
- F-2 **Tobacco:**
 - F-2a Possession: Step 3 (the tobacco substance will be confiscated and not returned to the student and referral to police for ordinance violation)
 - F-2b Use: Step 3-4 (referral to police for ordinance violation)
 - F-2c electronic cigarettes are banned on RAHS campus

G. OTHER DISCIPLINARY INFRACTIONS

- G-1 **Repeated or Serious Classroom Disruption:** Step 3-4
- G-2 **Disruption of Meeting or Assembly:** Step 3 (possible exclusion from future assemblies)

- G-3 **Cheating:** The act of stealing a test, tampering with grade book, copying work, etc. Step 3-4
- G-4 **Forgery:** The act, written or spoken, of misrepresenting the truth (i.e. forged passes, parent signatures, false phone calls, misinformation to school personnel, etc.) Step 3
- G-5 **Carrying Laser Pointers, Music Devices, and Video Devices:** (Except for educational purposes.) Unauthorized devices will be confiscated for the remainder of the school day. Step 1
- G-6 **Being in an Unauthorized Area:** The parking lots are unauthorized areas during the school day. Students must possess a hall pass when in a non-scheduled area. Step 1
- G-7 **Being an Accessory to a School Violation:** Step assignment at the administration's discretion depending upon offense and level of involvement.
- G-8 **Abusive or Offensive Language:** The act of using such language in the presence of staff members and/or students, including written notes and published material. Step 1-4 (referral to police when appropriate)
- G-9 **Necking, Embracing or Similar Displays of Public Affection:** Step 1
- G-10 **Cell Phones:** are allowed in all common areas of RAHS. Classroom use is the individual teacher's discretion.
- G-11 **Any situation not specifically covered** by the above policies will be dealt with on an individual basis and the penalty will be determined by the administration to fit the offense.
- G-12 The RAHS Administrative Team reserves the right to modify any of the aforementioned behavioral consequences.

H. DRESS AND GROOMING STANDARDS OF GOOD GROOMING

To ensure that standards of good health, safety, and proper educational decorum are maintained, the following standards of good grooming shall apply.

1. Wear clothing that is appropriate for school activities.
2. Avoid garments that are too tight or revealing.
3. Shorts, skirts, and dresses are to be an appropriate length (administrator decision).
4. Blouses and shirts for male and female students are not to be revealing. Open-back shirts, tank tops, tube tops, halter-tops, sleeveless shirts and tops with spaghetti straps are not acceptable.
5. Underwear and undergarments are not to be visible.
6. Shirts that expose the midriff or cleavage are not appropriate.
7. Hats and other head coverings are allowed in all common areas of RAHS. Classroom wearing of such is the individual teacher's discretion.
8. Jewelry should be appropriate and not present a safety hazard. Chains or studded items are not allowed.
9. Clothing, medallions, pins, or jewelry with suggestive double meanings, sexual innuendos, suggestive pictures, gang symbols, racial or gender slurs, the Confederate Flag, vulgar or obscene language, or promoting drugs, tobacco, or alcohol are not permissible.
10. All standards for dress and grooming apply to all Reedsburg activities unless a request for special or unusual dress (such as homecoming, prom, or athletic events) has been approved in advance by the administration.
11. All shirts must have sleeves.

CONSEQUENCES FOR INAPPROPRIATE DRESS

1. Student will call home for the parent to bring appropriate clothing, or be sent home to change into appropriate clothing. If the parent is unreachable or the student refuses to change, the

student will be placed in an individual study area in the office for the remainder of the day in addition to any detention time.

2. Student will serve a detention/ASD for offenses (Steps 2-3).

Administration will determine the appropriateness of dress and /or student appearance.

A good measure of appearance is to remember that an item of clothing that is offensive to one is considered offensive to all and could be a dress code violation.

I. HARASSMENT

Harassment is unwanted behavior that interferes with your life. It limits and denies the rights of students to study, work, and play in the school setting. Harassment makes people feel bad. Everyone has a right to not be harassed and the RAHS staff feels strongly that all students should feel safe at school

Sexual harassment is unwelcome behavior of a sexual nature.

Racial harassment is unwanted comments regarding a person's ethnic background.

Verbal harassment is unwanted verbal comments which make a person feel bad or unsafe.

Physical harassment is unwanted behavior of a physical nature.

Intimidation is unwanted threats to cause harm.

What can you do about harassment?

1. Say stop!
2. Tell someone! Talk to a teacher, counselor or administrator.
3. Keep records! Record what happened, dates, times, places, and witnesses.

Any form of harassment is wrong and will not be tolerated at RAHS. Harassment complaints are investigated and the consequences can include:

- in-school suspension
- parent contact
- out-of-school suspension
- police referral

J. HIGHLIGHTED issues

Bags in Class: At this point in time the staff at RAHS has determined that small bags or purses are allowable in class. Regular size backpacks should remain in student lockers during class. An individual teacher has the right to set policy in his or her classroom regarding bags in class of any kind. The teacher's decision is final. This rule applies to boys and girls alike.

Cell Phone Use: Use of cell phones is not permitted in classrooms unless it is approved by the classroom teacher. Each teacher will establish and enforce their own classroom policy regarding these devices. Students may use these devices during the school day anywhere else in the building.

Food/Drink in Class: Students are expected to consume food and beverages in the Commons area before, during, and after school hours to help maintain the cleanliness of the RAHS campus. No food or drink other than water in a closed-top container will be permitted in classrooms. Exceptions will only be made for organized class celebrations or food-related educational experiences.

iPods/MP3's: Use of iPods/MP3's is not permitted in classrooms unless it is approved by the classroom teacher. Each teacher will establish and enforce their own classroom policy regarding these devices. Students may use these devices during the school day anywhere else in the building. Failure to comply with these restrictions will result in the consequences listed in G5 above.