



# **REEDSBURG**

## **AREA HIGH SCHOOL**

# **STUDENT HANDBOOK**

**PRINCIPAL - MATT TERRY**

**ASSOCIATE PRINCIPAL - KATIE MATHEWS**

**ACTIVITIES DIRECTOR - AARON MAY**

**DEAN OF STUDENTS - MIRANDA STRUTZ**

**SCHOOL RESOURCE OFFICER - MARTY PUGH**

## **SCHOOL DISTRICT OF REEDSBURG**

### **MISSION STATEMENT**

*Empowering all students to maximize their potential in fearless pursuit of human excellence.*

## **NOTICE OF NONDISCRIMINATION**

It is the policy of the School District of Reedsburg that no person shall, on the basis of race, color, national origin, sex, age or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.

All vocational education programs follow the district's policies of nondiscrimination on the basis of race, color, national origin, sex, age, or disability. In addition, arrangements can be made to ensure that the lack of English language skills is not a barrier to admission or participation.

Any questions concerning Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, should be directed to:

Director of Human Resources  
School District of Reedsburg Central Office  
501 K Street  
Reedsburg, WI 53959-1825  
(608) 524-2016

Inquiries related to Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability, should be directed to:

Director of Pupil Services  
School District of Reedsburg Central Office  
501 K Street  
Reedsburg, WI 53959-1825  
(608) 524-2016

## **DISCRIMINATION COMPLAINT PROCEDURES**

If any person believes that the School District of Reedsburg or any part of the school organization has inadequately applied the principles and/or regulations of Title VI, Title IX and Section 504, or in some way discriminates on the basis of sex, race, color, national origin, age or disability, he/she may bring forward a complaint to the Central Office Building located at 501 K Street, Reedsburg, WI 53959.

### **INFORMAL PROCEDURE**

The person who believes he/she has a valid basis for complaint shall discuss the concern with the appropriate nondiscrimination coordinator who shall in turn investigate the complaint and reply to the complainant in writing within ten (10) business days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the steps listed below.

### **FORMAL GRIEVANCE PROCEDURE**

Step 1: A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the appropriate nondiscrimination coordinator within five (5) business days of receipt of the written reply to the informal complaint. The coordinator shall further investigate the matters of the complaint and reply in writing to the complainant within fifteen (15) business days, unless a notice is given that an extension of the investigation is needed.

Step 2: If the complainant wishes to appeal the decision of the nondiscrimination coordinator, he/she may submit a signed statement of appeal to the district administrator within five (5) business days after receipt of the local coordinator's response to the complaint. The district administrator shall meet with all parties involved, formulate a conclusion, and respond in writing to the complaint within ten (10) business days.

Step 3: If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Board of Education within five (5) business days of his/her receipt of the administrator's response in Step 2. In an attempt to resolve the complaint, the Board of Education shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the board's disposition of the appeal shall be sent by the Board secretary to each concerned party within ten (10) business days of this meeting.

Step 4: If, at this point, the complaint has not been satisfactorily settled, further appeal may be made to the Department of Public Instruction, Equal Educational Opportunity Office. Nothing in these procedures shall preclude an individual from filing a complaint directly with the Office of Civil Rights, U.S. Department of Education, Washington, D.C. 20201.

# TEAM

<b>FACULTY</b>	<b>DEPARTMENT</b>	<b>PHONE</b>
Mr. Anderson	Special Education	1218
Mr. Anliker	Technology Education	1140
Ms. Anstett	English	1239
Mr. Backeberg	Mathematics	1126
Mr. Bautch	Physical Education	1171
Ms. Bertrand	Special Education	1249
Ms. Bestor	Mathematics	1154
Mr. Bergstrom	Science	1150
Mr. Boughton	Mathematics	1153
Mr. Brandt	Mathematics	1127
Mr. Bruer	Instrumental Music	1116
Ms. Bruer	English	1240
Ms. Brunett	Intervention	1241
Mr. Cannistra	Science	1151
Mr. Carey	Special Education	1214
Ms. Carey	English	1244
Mr. Casey	Agriculture	1141
Mr. Cherney	Agriculture	1143
Ms. Christensen	French	1245
Mr. Corder	Spanish	1248
Ms. Cox-Zemanovic	Art	1134
Ms. Crook	English	1227
Mr. Domenget	ELL / Spanish / Chinese	1237
Mr. Farber	Social Studies	1219
Mr. Fitzpatrick	Instructional Coach	1209
Ms. Gesteland	English	1243
Ms. Gibbons	Computer Science	1232
Mr. Gronley	Technology Education	1229
Mr. Hennig	Orchestra	1112
Ms. Hinkhouse	Physical Education	1175
Mr. Hobbs	Physical Education	1174
Mr. Huber	Science	1146
Ms. Huber	Science	1148
Mr. Huebsch	Special Education	1251
Mr. Johnson	Special Education	1166
Ms. Kammendiener	Science	1130
Ms. Kohler	Science	1135
Mrs. Kraemer	Special Education	1217
Mr. Lockwood	Science	1147
Mr. Luther	Social Studies	1225
Mr. McCarville	Technology Education	1139
Ms. McPherson	Special Education	1210
Mr. Moon	Social Studies	1220

<b>FACULTY</b>	<b>DEPARTMENT</b>	<b>PHONE</b>
Mrs. Olson	Foods/Culinary Arts	1167
Mr. Pittman	Vine Street	(608) 415-7524
Mr. Pottinger	Driver Education/PE	1123
Mr. Runde	Social Studies	1223
Ms. Schiller	Special Education	1250
Mr. Schoreder	Business Education	1125
Ms. A Schultz	Mathematics	1128
Ms. K Schultz	Social Studies	1226
Mr. Smuksta	Social Studies	1224
Mr. Splittgerber	Art	1132
Ms. Sporakowski	Music	1114
Ms. Utter	Speech/Language Pathologist	1203
Mr. Vander Zee	English	1231
Ms. VandeZande	Mathematics	1124
Mr. Vossen	Mathematics	1129
Mr. Williams	Physical Education/Health	1260
Ms. Williams	English	1238
Mr. Zenz	Physical Education	1262
Ms. Zenz	Spanish	1247

### **ADMINISTRATION**

Mr. Terry	Principal	1106
Mrs. Mathews	Associate Principal	1102
Mr. May	Activities Director	1104
Mrs. Strutz	Dean of Students	1107

### **OFFICE STAFF**

Ms. Colvin	School Admin. Assistant	1111
	Attendance Admin. Assistant	1101
Ms. Moser	Activities Admin. Assistant	1108

### **SCHOOL COUNSELING OFFICE**

Ms. Moon	Counseling Admin. Assistant	1158
Ms. Wedel	Social Worker	1163
Ms. Imhoff	School Counselor	1160
Ms. Johnson	School Counselor	1161
Ms. Klang	School Counselor	1162

### **SCHOOL RESOURCE OFFICERS**

Mr. Pugh	School Resource Officer	1103
Ms. Karll	School Resource Officer	2144

# ACADEMICS

## ACADEMIC INTEGRITY

All schoolwork submitted for the purpose of meeting course requirements must represent the individual efforts of each student. Any form of academic dishonesty is prohibited.

Academic dishonesty, cheating, and plagiarism are defined as the following:

1. "Plagiarism occurs when an individual takes the writings and/or ideas of another person and presents them as his/her own. Plagiarized ideas may be taken from written materials such as books, newspapers, and magazines, as well as electronic media including the Internet, videos, and tapes or CDs/DVDs. Examples of plagiarism include the following:
  - a) buying/downloading a paper from a term paper mill;
  - b) copying material from the source text without citing the source;
  - c) copying material from the source text, citing the source, but omitting the quotation marks;
  - d) and paraphrasing the source text without proper citation."
2. Allowing another person to copy your work and submit it as his/her own.
3. Doing another person's work for him/her.
4. Buying or selling work or answers.
5. Providing another person with answers to homework, tests or quizzes.
6. Copying or stealing teachers' answer keys or teacher's edition texts.

## CODE OF ACADEMICS

### Code of Academics Attendance Policy

Students must attend a full schedule of classes in order to participate in a school-sponsored activity (e.g.. athletics, Prom, Homecoming) or practice. (Exception: Family emergency, medical, dental or clinical appointments; and school-sponsored trips.)

## COLLEGE ENTRANCE REQUIREMENTS

Since each university and technical college has somewhat different entrance requirements, we ask that individual students visit the School Counseling department for information on what classes will best meet their needs.

## DROPPING/ADDING CLASSES

When students and parents take the time to plan a schedule for the following year they pass that information along to the RAHS School Counseling department who, in turn, put a great deal of effort into creating schedules to best meet the needs of our students. With this in mind there will be very few schedule changes, if any. A student may request a schedule change with the School Counseling Department. This could be a drop or add. There needs to be a compelling reason for the change to take place. The final decision on all schedule changes will be made by the administration.

## RAHS LAUDE SYSTEM

The Laude System is a point-based system in which students are recognized for their rigorous coursework and encouraged to take more challenging classes. Honor points, earned by a student successfully completing a designated course, are used as a multiplier to determine a student's final distinction at graduation. Unweighted GPAs will still be provided to students but class rank will no longer be recognized on student transcripts.

## RAHS UNIFORM GRADING SCALE

A	95-100	C	77-79
A-	92-94	C-	74-76
B+	89-91	D+	71-73
B	86-88	D	68-70
B-	83-85	D-	65-67
C+	80-82	F	Below 65

## GRADUATION CEREMONY SCHOOL BOARD POLICY

As participation in the actual graduation ceremony is a privilege rather than a right, a student must have completed all of the requirements in order to participate in the graduation ceremony.

The graduation ceremony shall be reserved for those senior students who:

1. Meet all the credit and class requirements as outlined in Board Policy. (Coursework must be completed and passing grades must be submitted prior to the ceremony.)
2. Attended school at least 90% of the school days/class periods in both the first and second semester of their senior year.
3. Participate in graduation practice. The principal may waive this.
4. Abide by the rules for participation in the ceremony as established by the high school administration. Students must be free from the influence/use of drugs and alcohol, proper dress, no noisemakers, etc.)
5. Have not been suspended (either in-school or out-of-school) during the week prior to or the week of the graduation ceremony.
6. Have resolved all fees, fines, and any other obligations prior to the practice session.

## GRADUATION CREDIT REQUIREMENTS

<b>23 credits</b>		<b>Total needed to graduate</b>	
<b>28 hours</b>		<b>Community Service</b>	
4 credits	English	.5 credits	Health
3 credits	Social Sciences	1.5 credits	Physical Education
3 credits	Science	.5 credits	Personal Finance
3 credits	Mathematics	7.5 credits	Electives

## INSTRUCTIONAL MATERIALS CENTER (IMC)

The IMC is open from 8:00 a.m. to 4:00 p.m. for students to use and/or check out materials for up to two weeks. Materials damaged or lost will be the responsibility of the student who checked them out. If materials are not returned by the due date or paid for, the following may occur:

1. Use of the IMC facilities during study hall or before/after school may be denied,
2. Computer/Technology access may be rescinded.

## MAKE-UP PROCEDURES FOR ABSENCES

1. If a regular assignment is due on the same day an excused absence occurs, the student will be expected to turn in the assignment immediately upon returning to school. A student with an excused absence on the day the assignment is given will be allowed the number of days absent plus one to turn in their work without risk of a late penalty. Tests and quizzes are the exception, in which case the student is responsible for contacting the teacher and setting up an appointment upon his/her return to school. If a student is unexcused absent, the teacher is not obligated to accept the student's homework, project, etc.
2. Teachers may set a deadline for long-term, major assignments. Regardless of whether a student is absent or present on the due date, students are expected to turn in such assignments on the date set by the teacher unless prior arrangements are made with the teacher.
3. Students who miss part of a day (Student Council meetings, athletic contests, field trips, etc.) are responsible for obtaining the assignments and/or preparing for quizzes or tests as assigned by the teacher and are held to the same timeline as if they had been present in class that day.

Please note: Homework will only be collected for students who miss three or more consecutive days. Parents may call the School Counseling Office at extension 1158 to make the request. Students are responsible for securing all work missed for other absences.

## STUDY HALLS

Due to the complexity of our schedule, it is necessary for students to have regularly scheduled study halls. The following are the basic rules:

1. Students will be allowed to sign out of the study hall to go to lockers with a hall pass from the supervisor.
2. Students are expected to bring books and other schoolwork to study halls.
3. Music devices are permitted in study halls with the supervisor's permission.

\*Seniors with off campus privilege are expected to be off campus during this time.

## **TECHNOLOGY USE/DISTRICT NETWORK & INTERNET CODE OF CONDUCT**

Computers, District networks, the Internet, and other technologies are installed in the schools for the benefit of all learners. In order for the technology to be available and in working order for all the students and staff, the following guidelines must be adhered to:

- do not remove or exchange any hardware or software components from any system;
- do not delete, rename, move, copy or change any file or its properties, other than your personally owned files;
- do not tamper with installed software and files;
- do not attempt to gain access to unauthorized files;
- do not attempt to change passwords;
- do not damage other students' work;
- do not tamper with any hardware;
- do not install personal software on school technology;
- do not install, copy, or knowingly infect a computer system with a virus;
- do not intentionally waste limited resources (paper, toner, storage space, etc.);
- do not violate copyright laws by unauthorized copying of software or digital media.

### **DISTRICT NETWORK AND INTERNET CODE OF CONDUCT**

In addition to the general guidelines listed above, the following guidelines are expected behaviors not only within the confines of the school building but also the cyber spaces of school networks and the Internet:

- do not send or display offensive messages or pictures;
- do not use obscene language;
- do not harass, insult, or attack others;
- do not use an account owned by another user;
- do not employ the network for commercial purposes;
- do not use the network for any illegal activity;
- do not post any anonymous messages. Always identify yourself;
- do not reveal the name, personal address or phone number of students or staff;
- respect the privacy of others;
- do not use the district's computers to bypass the filtering software, violate the school's code of conduct or the district's educational goals, or show others how to do the same thing.

Consequences for not adhering to the general technology use and Internet code of conduct are as follows:

1. Violations may result in a loss of access.
2. Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriate language or behavior.
3. When applicable, law enforcement agencies may be involved.

## **TEXTBOOKS AND CHROMEBOOKS**

Students are held financially responsible for loss or damage to school materials checked out in their name. Students will be charged for any damage that is determined to be above and beyond normal wear and tear.

## **VIDEO**

Be advised that the RAHS campus is under 24 hour surveillance with cameras throughout the building and campus.

The use of any video device or cell phone recording is prohibited in all bathrooms and locker rooms.

# EXPECTATIONS

## ATTENDANCE REGULATIONS

**State Law under Articles 118.15, sub-sections 1-5 state: "Any person having under control a child who is between the ages of 6 and 18 years of age shall cause such a child to attend school regularly during the full period and hours."**

It is important for all RAHS students to establish a positive attendance record. Absence from school, whether excused or unexcused, often has an adverse effect upon a student's academic progress. Learning takes place in many ways and places, and the best policy is to be in the right place at the right time. The learning atmosphere in a classroom is such that optimum conditions for education should result for the student. The exact situations, demonstrations, and activities can never be repeated for those pupils who miss a class or day of school. Substitute assignments for time missed will help, but keep in mind they are just that, substitute assignments. Each student at RAHS should be in every class or study hall for which he/she is scheduled each day school is in session. **When a student must be absent for illness or other emergency reason, parents are to contact the attendance desk (768-8928, Ext. 1101 or email RAHSattendance@rsd.k12.wi.us).**

If the parent does not notify the attendance office on the day of the absence or prior to the day thereof, they are required to send a signed note, call or send an email stating the reason for the absence when the student returns. Students returning during the day must check in at the office before returning to class.

Excused absences will be for serious illness, injury, medical appointments, death in the family, family emergencies, and school sponsored trips or when prior arrangements have been made with the principal or associate principal. An excused absence allows the student to make up missed assignments and/or class time. The student assumes responsibility for requesting and completing make-up assignments. Students knowing that they will miss school in the future should provide a parental note which states the reason for the anticipated absence. If the reason for the absence is approved by the principal, the student has the responsibility of clearing all assignments and obligations for each class before leaving for the requested days.

### EXCESSIVE ABSENCES

When a student has accumulated 10 absences in a school year, whether excused or unexcused, they are considered to be excessively absent. The state allows parents to excuse their child up to 10 days in a given school year. After the 10 days the student will be required to provide documentation from a doctor or other health care professional, a probation officer or social worker, police officer or judge in order to be excused.

### PASSES

Passes will be issued if any student needs to leave school during the day. Passes will be issued only for those reasons that are considered excused. Students who are going to a medical appointment or dental appointment must bring back a slip from the doctor's office verifying the appointment. Students should never leave the building without permission from the attendance office, including the student's scheduled lunch period.

## DISCIPLINE POLICIES AND PROCEDURES

The development of responsible behavior and self-discipline among students occurs at two levels within a school. First, since the students spend the greatest amount of time during the school day in the classroom, the classroom teacher must assume the primary responsibility for gaining the respect and cooperation of the students so that an effective learning environment may be maintained. All teachers must apply their Classroom Assertive Discipline Plan in a manner that is both fair and consistent. The Classroom Assertive Discipline Plan provides a set of clearly established and understood rules and consequences. A copy of this plan will be distributed to the students at the beginning of each course and a copy of each teacher's Assertive Discipline Plan will be kept on file in the office.

Secondly, disciplinary problems that are beyond the scope of the classroom teacher's responsibility and are referred to the office will be dealt with using the Administrative Discipline Plan.

### EXPECTATIONS OF REEDSBURG AREA HIGH SCHOOL STUDENTS

- *Show respect for self, peers, authority, and the property of others.*
- *Demonstrate integrity through honesty, trustworthiness and loyalty.*
- *Appreciate cultural diversity and individual differences.*
- *Exhibit responsibility through promptness, consistent attendance, dependability and dedication.*
- *Utilize appropriate social skills such as courtesy, cooperation, and appropriate language/dress.*
- *Develop citizenship skills through school and community involvement.*
- *Recognize the value of physical and mental wellness.*

### ADMINISTRATIVE DISCIPLINE PLAN

Step 1: Detention (After school, lunch, or other time specified)

Failure to report will result in a day in ISS and parent contact



Step 2: ISS

Failure to follow rules will result in an OSS

Step 3: OSS—Parent conference with administration

Step 4: Request for expulsion hearing with the Board of Education

## **DETENTION**

Students who are assigned a detention will spend time in a supervised area for detention and are required to bring assignments and materials to last the designated period of time. No cell phones or other communication/music devices will be permitted.

## **IN-SCHOOL SUSPENSION (ISS)**

Students who are assigned ISS will spend the day in a supervised area for in-school suspension and are required to bring assignments and materials to last the entire day. No cell phones or other communication/music devices will be permitted.

## **OUT-OF-SCHOOL SUSPENSION (OSS)**

Students who are assigned OSS are not allowed on school grounds for any reason for the entire day (or days) they are suspended. They may not participate in any school related activities during said suspension time.

## **COMMUNITY SERVICE PROJECT**

As part of, or instead of, disciplinary action, the school board, superintendent, principal or designee, may allow a student to perform community service on school grounds, or with written permission of the student's parent/guardian off school grounds, during non-school hours.

## **PROVISIONS FOR THE USE OF THE ADMINISTRATIVE DISCIPLINE POLICY**

1. All teachers will maintain an Assertive Discipline Plan within their classrooms to handle any problems that occur within the classroom. As part of this Assertive Discipline Plan each teacher will incorporate provisions for notifying the parent(s) or guardian(s) when a problem exists within the classroom. Teachers who send students to the office on a discipline referral will contact the parent(s) or guardian(s) regarding the reason for the referral.
2. A disciplinary file in Skyward will be initiated for each student referred to the high school administration. A record of each violation, as well as the step assigned, will be maintained. Parents will be notified in writing of all violations of the Administrative Assertive Discipline Policy in Skyward.
3. Normally, a student will be advanced on the Assertive Discipline Policy one step at a time; however, administration reserves the right to exercise discretion depending upon the circumstances of the violation.
4. Students are required to serve their discipline step. A student may not use work, athletic practice/game, etc. as a reason to miss discipline to be served.
5. Students may not participate or practice in any school-sponsored extracurricular activity until detention hours are completed.

# **DISCIPLINE INFRACTIONS AND CONSEQUENCES**

## **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. Step 1-3

A-2a ***Leaving Campus Without a Pass:*** 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 Pass:*** If a student repeats A-2a more than five times. Step 1-3

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 times. Step 1-3

## **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 1-4 (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 1-4 (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 1-3 (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 1-4 (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 1-4 (referral to police when appropriate)

- B-6 **Scuffle:** Step 1-3
- B-7 **Property Damage:** Step 1-4 (restitution required through parental contact)
- B-8 **Theft:** Step 1-4 (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

### 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 1-3
- 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 1-4 (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 1-4 (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 1-4 (referral to police when appropriate)
- C-5 **Disrespect for the Property of Others:**
  - C-5a Damage. Step 1-4 (restitution required through parental contact)
  - C-5b Theft. Step 1-4 (referral to police when appropriate)
  - C-5c Major Theft/Damage. Step 1-4 (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 1-4 (restitution required and referral to police)
  - D-1b Defacing: The act of damaging property requiring cleaning or repair. Step 1-4 (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 1-4 (restitution required), loss of technology privileges.
- D-2 **Theft**
  - D-2a Theft: Report to police. Step 1-4 (restitution required)
- 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:** Step 1-3

### E. PROTECTION OF THE PUBLIC SAFETY

- E-1 **Detonation of Firecrackers or Other Explosive Devices:** Step 1-4 (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 1-4 (referral to police)
  - E-2b *Bomb Threat.* Step 1-4 (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 1-4 (referral to police)
- E-4 **Improper Use of Motor Vehicles:** Police referral - reckless driving Step 1-4.
- E-5 **Possession of Weapons:** The act of having a weapon on person, in a locker, school property. Step 1-4 (referral to police.)

### F. ALCOHOL, TOBACCO, DRUGS and SYNTHETICS

- F-1 **Alcohol and Drugs:**
  - F-1a Possession: Step 1-4 (referral to police)
  - F-1b Selling or Transmitting: Step 1-4 (referral to police)
  - F-1c Noticeably Under the Influence: Step 1-4 (referral to police)
  - F-1d Observed Use: Step 1-4 (referral to police)
  - F-1e Paraphernalia: Step 1-4 (referral to police)
- F-2 **Tobacco:**
  - F-2a Possession: Step 1-3 (referral to police)
  - F-2b Use: Step 1-3 (referral to police)
  - F-2c Electronic cigarettes or any vaping devices are banned on RAHS campus: Step 1-3 (referral to police)

## G. OTHER DISCIPLINARY INFRACTIONS

- G-1 **Repeated or Serious Classroom Disruption:** Step 1-3
- G-2 **Disruption of Meeting or Assembly:** Step 1-3 (possible exclusion from future assemblies)
- G-3 **Cheating:** The act of stealing a test, tampering with a grade book, copying work, etc. Step 1-3
- 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 1-3
- G-5 **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 1-4
- G-6 **Being an Accessory to a School Violation:** Step assignment at the administration's discretion depending upon level of involvement.
- G-7 **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-8 **Cell Phones:** are allowed in all common areas of RAHS. Classroom use is the individual teacher's discretion.
- G-9 **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-10 **The RAHS Administrative Team reserves the right to modify any of the aforementioned behavioral consequences.**

## H. DRESS FOR SUCCESS: DRESS AND 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 revealing.
3. Shorts, skirts, and dresses are to be an appropriate length.
4. Undergarments are not to be visible.
5. Hats and other head coverings are allowed in all common areas of RAHS. Classroom wearing of such is the individual teacher's discretion.
6. Jewelry should be appropriate and not present a safety hazard.
7. 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/advertising drugs, tobacco, or alcohol are not permissible.
9. 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.

## CONSEQUENCES FOR INAPPROPRIATE DRESS

1. Student will change into appropriate clothing.
2. Students who do not comply will be assigned Steps 1-3.

**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:

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

#### **J. ADDITIONAL EXPECTATIONS**

**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.

**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.

# GENERAL INFORMATION

## STUDENT ID

All students should carry their student ID with them at all times while at school. ID cards also entitle students to admission at all regularly scheduled athletic events. Students who show up at a game without their ID will pay the full price of admission.

## CLOSED CAMPUS

RAHS has a closed campus. Students are not allowed to leave the building between 8:00 a.m. and 3:15 p.m. without a pass. This includes lunch periods, with the exception of seniors. Students are not allowed to leave for lunch with parents or friends unless cleared with administration.

Students are not allowed in the parking lot at any time during the school day.

## DANCE/PARTY RULES

1. The closing time for school dances shall not be later than 11:30 p.m. The only exception to this rule is Prom, which must end no later than 12:00 a.m.
2. School dances shall be properly supervised by the advisors of the organization sponsoring the dance.
3. Only high school students are allowed to attend high school dances.
4. Once students enter the dance, they are to remain in the building. Students leaving the building will not be allowed to return to the dance. The doors to the dance will be closed at 10:30 p.m., and no one will be allowed admittance after this time.
5. No dances shall be scheduled on Wednesday or Sunday nights.
6. All non-RAHS students must have guest passes for admittance to school dances. RAHS students must obtain a guest pass for non-RAHS students. Guest passes will be issued for students only currently in high school. Guest passes may be completed and turned in to the high school administration before 5:00 p.m. the day of the dance. A student who obtains a guest pass is responsible for the guest's conduct.
7. Proper school dress must be worn to all school dances. Any exception to this must be cleared through the high school office.
8. To sponsor a dance, please obtain an application form from the activities director.
9. Students who are suspended or habitually truant will not be admitted to school dances.

## FAMILY NIGHT

In conjunction with the other schools in our conference, Wednesday night has been designated as family night.

No meetings or practices involving students are to be scheduled on Wednesday night to start or extend beyond 6:30 p.m.

## GUEST/VISITOR POLICY

While the school understands the desire to showcase our facilities, we also must protect the academic integrity of our classes. Therefore we discourage students from bringing visitors except in extraordinary circumstances. All visitors must receive permission from administration at least 24 hours in advance of said visit. A visitor form may be secured from the main office and must be properly completed and returned. The visitor is subject to all school regulations.

**The administration reserves the right to refuse visitor requests.**

If a graduate has business to conduct at RAHS, they are allowed to come to the main office and/or school counseling office. They are asked not to disrupt teachers between 8:00 a.m. and 3:15 p.m.

## LOCKERS

**All lockers are the property of the school and are under its jurisdiction.** Each student at RAHS is assigned an individual locker equipped with a combination lock. The student will be assigned a locker and will be responsible for remembering the combination. Only school related articles may be stored in lockers. No alterations are to be made to these lockers by either pasting decals or by gluing carpeting or wood panels to them. Keep your locker locked at all times and never leave valuables in a locker. If you have doubts, turn them into the office for safekeeping.

Please be advised that School Board policy as well as state statutes allow a search of lockers to be conducted unannounced at any time during the school year. This search may be extended to the parking lot. If any illegal substances are found, the matter will be turned over to law enforcement and referred to the School Board for disciplinary proceedings up to and including expulsion.

## **PARKING**

1. All students must register their vehicles in the main office to receive a parking permit. There is a charge for the initial permit and for replacements.
2. All student vehicles must be parked in designated parking spots. The administration exercises the right to tow illegally or inappropriately parked vehicles.
3. Speeding, reckless operation or making excessive noise on or near school property will not be tolerated. Speed limit on school grounds is 5 mph.
4. Students will park their vehicles and immediately leave their vehicles and the parking area. When leaving the school after the school day, the student will immediately leave the parking area. No student will loiter in his/her vehicle. Keep the vehicle locked.
5. Failure to observe the above procedure may result in suspension, loss of parking privilege, and/or referral to the Reedsburg Police Department.
6. Repeated violations of school rules and regulations may result in the suspension of the driving privilege.

**\*School District of Reedsburg is not responsible for damage to vehicles or contents.**

## **RELEASE OF STUDENT INFORMATION/STUDENT PHOTOS**

Student Directory Data (student's name, parent's name, and addresses) may be released to businesses and organizations requesting mailing addresses unless the parent or adult pupil informs the school office to the contrary within the first 14 days of the current school year.

At RAHS we follow strict rules to ensure the privacy and safety of our students. As the students participate in activities at school there are opportunities for their likeness to appear in newsprint or on television. Photos may appear in newsletters, brochures, or on the school website. Children on the website will be referred to by first name only. Photos taken directly by newspapers, or television, are excluded from this release. Unless the school receives written notification to the contrary will we continue to allow this release of information.

## **SEARCHES: GENERAL & CANINE**

Searches for contraband on RAHS students will be periodically conducted. All persons entering the building may be subject to search in accordance with district policy. Contraband found will be confiscated and turned over to school administrators for further action. Types of searches conducted: locker, hall sections, classroom, visual searches of individuals, bags, book-bags, purses, drug-detection dogs, parking lot, and vehicles in parking lot.

## **STUDENT INJURY CLAIM (STEPS TO FOLLOW)**

1. Consult a doctor within 30 days from the date of injury.
2. Notify school officials immediately of an accident. Stop in the office to fill out an accident form. The school will then notify the school's insurance company of the injury and you will receive a Proof of Claim form from that insurance company.
3. Complete the Proof of Claim form. Process the medical expenses incurred through your family insurance.
4. Have the doctor complete the Attending Physician's Statement on the back of the Proof of Claim form and attach all itemized doctor and hospital bills to the form and send it to the company.
5. All subsequent bills from the same injury should be sent to the company also. Be certain to include the school name.

Benefits are payable for the expenses actually incurred within one year from the date of the injury.

## **STUDENT INSURANCE**

The school is participating in a low cost insurance program that provides benefits for medical expenses not covered by other insurance. Therefore, you must still file a claim with your own insurance company.

The school's medical insurance policy provides benefits for accidental bodily injury incurred while doing the following:

1. attending regular school session,
2. participating in school-sponsored, extra-curricular activities,
3. participating in school-sponsored, interscholastic sports,
4. traveling on a school bus directly to and from school for regular school sessions, and while traveling on a school bus directly to and from school-sponsored co-curricular activities while under the supervision of a school employee.

## USE OF SCHOOL FACILITIES

The use of the school building for after-school activities will be allowed only when there are regularly scheduled events or when special arrangements have been made in the office by the sponsoring teacher.

Students will not be allowed in the school building after 4:00 p.m. unless chaperoned by the teachers in charge of an event. This includes Saturday and Sunday activities.

Students will be expected to vacate the school building by 10:00 p.m. The only exception to this time limit is when regular athletic events are scheduled, when students are involved in school dances, plays or concerts. In cases of emergency, which may require students to be in the building after 10:00 p.m., special arrangements are to be made with the high school principal.

## NURSING/HEALTH SERVICES

### **GUIDELINES FOR STAYING HOME WHEN ILL**

**FEVER:** If a student has a fever of 100° F or greater, they should stay home until they have been fever free for 24 hours without fever reducing medication. If they develop a fever while at school, a parent/guardian will be contacted to make arrangements for them to be picked up from school. Emergency contacts are called if a parent/guardian cannot be reached.

**VOMITING, DIARRHEA AND/OR SEVERE NAUSEA:** If a student has these symptoms, they should stay home until they are free from symptoms for at least 24 hours, and they can eat a normal diet.

**INFECTIOUS DISEASE:** In order to help prevent the spread of communicable disease, state law requires that children should be kept home from school if they have a disease that spreads easily, such as strep throat, impetigo, pink eye, ringworm, or scabies. Students may return to school 24 hours after treatment has been initiated and/or are free of symptoms. A note may be required from your healthcare provider.

**RASHES:** Rashes or patches of broken, itchy skin need to be examined by a healthcare provider if they appear to be spreading or not improving. Some rashes may need to be covered while the student is at school.

**INJURIES:** If a student has an injury that causes continuous discomfort, they should not attend school until a healthcare provider examines it or it improves. Injuries that interfere with class participation need medical evaluation. If participation in physical education class is not recommended or other physical restriction is advised, a healthcare provider's written excuse is required. Any pain medication that is required should be brought in by the parent/guardian along with a completed medication request consent form. If a prescription medication is needed, the healthcare provider must also sign and date the form.

### **MEDICATIONS**

Whenever possible, medication should be given to a student at home rather than at school to limit the amount of disruption to the student's day. If a student needs to take medication at school, these instructions must be followed, and a medication request consent form must be on file at the school:

- Prescription Medication: Written instructions from the student's healthcare provider and written permission from the parent/guardian must be on file before prescription medication may be administered by authorized school staff.
- Non-prescription Medication: Written instructions and written permission from the student's parent/guardian must be on file before non-prescription medication may be administered by authorized school staff.

Medication will be given by authorized school staff, in accordance with state law and established procedures. Other than the school nurse, trained school staff give medications to a student by any means other than oral ingestion.

### **CARRYING AND SELF-ADMINISTRATION OF MEDICATION**

A student may carry and self-administer an inhaler or EpiPen while in school, at a school sponsored activity or under the supervision of school personnel if both of the following conditions are true:

- The student uses the inhaler before exercise to prevent the onset of asthmatic symptoms or uses the inhaler to alleviate asthmatic symptoms. In the case of an EpiPen, the student uses it to counteract an anaphylactic allergic reaction.
- The student has provided written approval by their healthcare provider and written approval of the student's parent/guardian.

All other medications including non-prescription medications must be stored and administered by school staff. A student's ability to manage their own medication may be evaluated by the school nurse.

### **[Medication Request Consent Form](#)**

# REEDSBURG AREA HIGH SCHOOL

## CODE OF CONDUCT

(Updated 2023)

Co-curricular/Extra-curricular activities are an integral and valuable part of a student's high school experience, and Reedsburg Area High School is committed to sponsoring a wide variety of such activities. Reedsburg Area High School recognizes that participation in a co-curricular activity is a privilege offered to its students. While difficult to measure, the educational value of co/extra-curricular participation is extensive. Students not only develop physical, mental, and social skills, but also positive values and attitudes that they will take with them into their adult life.

All organized activities in life including work, play, or school related place expectations upon participants. **This Code of Conduct** details these expectations as they pertain to all co-curricular participation at Reedsburg Area High School. Participation in activities is a **privilege earned**, in part, by accepting and following the regulations contained in this Code of Conduct.

The School District of Reedsburg **shall not discriminate** in admission to any program or activity, standards and rules of behavior, disciplinary actions or facilities usage on the basis of sex; race; national origin; ancestry; creed; color; religion; pregnancy; marital or parental status; sexual orientation; or physical mental, emotional, or learning disability or handicap. This policy does not, however, prohibit the district from providing separate programs in activities for males and females if such programs are comparable in type, scope, and support from the District, or from providing separate toilet, locker, and shower facilities. Discrimination complaints shall be processed in accordance with established complaint procedures.

The following pages contain the **minimum requirements** for every Reedsburg Area High School student to be eligible for participation in district-sponsored, co/extra-curricular activities. In order to participate in any co/extra-curricular activity, a signed Pledge Card must be returned to the high school office for the school's record. The Code of Conduct is in effect throughout a student's high school career.

## PHILOSOPHY OF ACTIVITY PARTICIPATION

The philosophy of the school is that we want students to participate in a variety of activities that will enhance their education and provide personal growth. Their educational growth, not the immediate success of the activity, is paramount. There is an educational value in allowing students, along with their parent(s)/guardian(s), to make hard choices/decisions. We, as a faculty and school, should be supportive of students who after contemplation and consultation make those difficult decisions.

## ARTICLE I: DEFINITION OF ACTIVITIES

Co/extra-curricular activities at Reedsburg Area High School are defined as those activities in which students appear, perform, or compete as representatives of Reedsburg Area High School. Activities in which students represent Reedsburg Area High School as an extension of a specific course are not considered co-curricular activities. All students who participate in the activities listed below or any additions are required to abide by this Code of Conduct. For the purpose of this code, these activities include but are not limited to the following:

### **Interscholastic Athletics**

Boys' & Girls' Tennis  
Boys' & Girls' Soccer  
Boys' & Girls' Cross Country  
Boys' & Girls' Basketball  
Boys' & Girls' Hockey  
Boys' & Girls' Track  
Boys' & Girls' Golf  
Softball  
Baseball  
Football  
Volleyball  
Gymnastics  
Wrestling

### **Performance Activities**

Choralier Show Choir  
Mock Trial  
Courts (Prom, Homecoming, etc.)  
Forensics  
Pep Band  
Fall & Winter Dance Team  
Fall & Spring Play  
School Musical  
Student Council  
FFA  
Clay Target Team

### **Non-Performance Activities**

Art Club  
Key Club  
Drama Club  
French Club  
National Honor Society  
Spanish Club  
Archery Club  
History Club

**NOTE:** The following articles and their effect pertain to all participants in the activities listed above.



## ARTICLE II: EXTRA-CURRICULAR EXPECTATIONS

### All students participating in extracurricular activities are expected to do the following:

- 1) Fulfill the responsibility and obligations that go with co-curricular participation by adhering to school rules; school board policy; and local, state, and federal regulations;
- 2) Agree that studies come first and strive for success in academics as well as in extra-curricular activities. While the Reedsburg Area High School recognizes the importance of co-curricular activities in the overall school program, we firmly believe that academics come first; therefore, to participate in these activities, students must be in good academic standing. **(See Article III Grades)**
- 3) **ATTENDANCE:** A student may participate in a co-curricular activity only if in attendance the **entire day** of the event (practice and/or contest) unless other arrangements are made through the Principal's and/or Activities Director's office prior to the event. He/she is expected to attend school for the entire day **following** the event. If not, the same restrictions apply as stated above.

Excuses, which provide for **exceptions to the attendance rule:**

- family emergencies
- **prearranged** professional appointments (examples below)
  - o medical appointments
  - o dental appointments
  - o orthodontic appointments
  - o clinical appointments
  - o school-sponsored trips
  - o funerals
  - o early dismissals for school sponsored activities
  - o exercising of voting rights

**NOTE:** Deer hunting is **NOT** an exception.

- 4) Recognize that students represent their school and community; both are judged by the students' actions. Therefore demonstrate good citizenship in community and school; adhere to high standards of appearance, conduct, and performance; and sacrifice personal desires for the good of the school;
- 5) Complete the season of the activity in good standing in order to qualify for and receive any awards/honors and
- 6) Respect and encourage excellence of performance and conduct among opponents as well as teammates. (Sportsmanship)
- 7) Make up detentions or time owed in place of attending all or part of a scheduled practice.

### All student athletes are expected on a year round (12 month) basis to do the following:

- 1) Meet all WIAA requirements for participation (See current WIAA handbook)
- 2) Realize that nothing worthwhile is accomplished without hard work, dedication, and the desire to succeed. Therefore, athletes are encouraged to train out of season as well as during their time of participation in a given sport.
- 3) Recognize that true athletes do their best regardless of criticism, win-loss record, or quality of opponents.

**NOTE:** All advisors and coaches must support and enforce all rules of the Code of Conduct and the decision of the Activities Director, and Activity Board. (See Group "C" Rule Violations)

## ARTICLE III:GROUP "A" VIOLATIONS -- GRADES

(For athletics and performance activities)

An academic violation is defined as one in which a student:

- Fails to pass any subject in the most recent grading period.  
(INCOMPLETES are considered an "F" until made up and teacher submits a grade)
- Fails to maintain a 1.67 grade point average in the most recent grading period.

### **NOTES:**

- Quarter Grades and GPAs will be used to determine if a group "A" violation has occurred.
- Any student who receives an "F" for a fourth quarter grade may have that grade changed, and effectively cancel its effect on athletic eligibility, if he/she enrolls and successfully completes the grade/subject equivalent class during summer school.
- Once a student is academically ineligible or placed on probation, the student is considered to be on academic probation until the successful completion of the season/activity. If the student, at any time during the season/activity, has an "F" in any class or his/her grade point average falls below 1.67, the student will be considered immediately ineligible from practice/competition.
- For the purpose of clarity, COMPETITIONS / PERFORMANCES may be substituted for CONTESTS as these terms relate to the eligibility of all students.

### **GRADE INELIGIBILITY:** (Failing 2 or more classes)

If a student fails two classes, based upon the most recent grading report (quarter grade), the following consequences will be enforced beginning the day teachers' grades are finalized and posted in the electronic grade system.

1. The affected student will be ineligible for competition for at least 15 consecutive scheduled school/athletic days thereafter. The Principal and/or the Activities Director will make decisions of eligibility.
2. The coach and Activities Director will determine practice privileges based on the severity of grade deficiency(s).
3. He/she may not participate in contests or events until all of his/her teacher(s) certify in writing that his/her grade(s) is (are) now at a passing level.
4. If the affected student's grades continue to be in academic violation, practice privileges and contest participation will be suspended until eligibility is regained.
5. A student who receives two "F's" on the fourth quarter grade report is academically ineligible at the start of the next school year for 21 days from the first day of competition or 15 school days. (See WIAA Fall Sports Handbook)

### **ACADEMIC PROBATION:**

One (1) failure and/or failure to maintain a 1.67 grade point average

If a student fails one class or does not maintain a 1.67 grade point average, based upon the most recent grading report (quarter grade), the following consequences will be enforced beginning the day teachers' grades are finalized and posted in the electronic grade system.

1. The affected student will be placed on academic probation if his/her quarter grades meet the standards listed above.
2. While on academic probation during the original 15-day period in a season, the student is eligible for practice and competition.
3. At the end of 15 school days, the student's grades will be checked. If the student is PASSING ALL CLASSES and has above a 1.67 grade point average, the student shall maintain his/her eligibility.
4. If the affected student's grades are not passing and/or the grade point average is not at or above a 1.67 after the 15-day period, he/she will lose eligibility thereafter. The Principal and/or the Activities Director will make decisions of eligibility.
5. If the student is determined to be ineligible, practice privileges and contest participation will be suspended, during this time after the original 15 days, until all grades are passing and GPA is at or above a 1.67. The student must certify this in writing.
6. Grade checks for students on probation will be conducted on the Wednesday of each week following the original 15-day probationary period for the duration of the sports/activity season.

## ARTICLE IV: OTHER GROUP "A" RULE VIOLATIONS

### **(Attendance, Team/Class/Club Expectations)**

The following list contains examples of items that constitute Group "A" Rule Violations and are to be handed as outlined in Articles IV and VI:

- 1) Truancy as defined by state law and county ordinance. (Currently truancy is defined as being absent for part of or all of a school day without an acceptable excuse);
- 2) Suspension from school
- 3) Cheating and/or plagiarism

- 4) Failure to attend all practices and events/contests unless excused by advisor/coach
- 5) Excessive documented tardiness
- 6) Disrespect toward advisors/coaches, managers, cheerleaders, officials/judges, opponents, or fans
- 7) Abuse of, loss of, or tardy and improper return of equipment
- 8) Failure to follow rules as written, distributed, and/or posted by the advisor/coach

## **PENALTIES FOR OTHER GROUP "A" RULE VIOLATIONS**

### ATTENDANCE: (TRUANCY OR SUSPENSION)

If a student is truant, he/she will be withheld from **one contest or event for each truancy**. A second truancy in the same school year will be referred for consideration as a "Conduct Unbecoming" violation. Other attendance issues will be dealt with by the advisor/coach of the activity sport under the direction of the Activities Director.

### SUSPENSION: (EITHER IN-SCHOOL OR OUT-OF-SCHOOL)

If a student is suspended, he/she will not be allowed to **practice or participate in contests for the date(s) of the suspension**. All participants will miss any scheduled events during their suspension time.

### CHEATING AND/OR PLAGIARISM:

If a student is caught in the act of or found to have been cheating and/or plagiarizing material, it will be classified as "Conduct Unbecoming" and the penalty decided by the Activity Board. At the hearing, RAHS administration will meet with the board to give information related to the incident and a recommendation. Due process allows the family then to meet with the board to discuss the incident. After, the board will deliberate and provide a consequence consistent with the options outlined in Article VI Penalty for Group C Violations.

### OTHER GENERAL RULES OR EXPECTATIONS VIOLATIONS:

All other cases of a Group "A" Rule Violations will be handled by the advisor/coach of the activity/sport in which the student is participating. The penalty may be less than assessed for a Group "B" Rule Violation. A student who repeatedly commits Group "A" Rule Violations may be referred for consideration as "Conduct Unbecoming".

**NOTE:** If the violation occurs out of season, the suspension will be served during the season of the next sport in which the athlete participates. A suspension not completed during the season in which the violation occurred will be completed in the athlete's next sport; however, the athlete must complete the season in good standing in that sport in order to complete the suspension.

## ARTICLE V: GROUP "B" RULE VIOLATIONS

- 1) **Alcohol or other drug (AOD) offenses** such as use or possession of alcoholic, intoxicating beverages or controlled substances, (If a student is under a prescription drug or over-the-counter drug which may affect their participation, he/she must notify the advisor/coach)
- 2) Use or possession of **tobacco products**
- 3) Use or possession of anabolic **steroids**, or other substances deemed unacceptable by the WIAA.
- 4) **Substance Abuse** – use of substances that are not deemed illegal but are being used to alter one's state of consciousness (Ex. Inhaling cleaning solution or aerosols).
- 5) **Look-alike substances, products, and other items** - Any student who provides, buys, or sells either alcohol, non alcohol "look-alikes" or malt beverages, and/or a controlled substance including "look alike" drugs, tobacco products, will be subject to the sanctions stipulated in the violation sections of the co-curricular code. This will include any chemicals ingested to produce an altered state of mind (including but not limited to: Delta 8). This includes any student that provides, buys, sells, or is in possession of alcohol, tobacco, or drug paraphernalia including, but not limited to: e-cigarettes, vaporizers, Juuls, Krak'in, or any other products containing or products used to deliver alcohol, nicotine, tobacco, or other chemicals.
- 5) **Attendance at a social event** at which controlled substances are being consumed or at which alcoholic beverages are being consumed by minors. (May be referred to as a GROUP C Rule Violation based on individual circumstances) Suspensions based on electronic evidence (pictures, etc.) may be referred to as a GROUP C RULE violation based on individual circumstances).
- 6) **Misuse of Social Media** such as cyber bullying, harassment, transmission of inappropriate picture(s), misuse of Facebook, Twitter, etc. (May be referred to as a GROUP C Rule Violation based on individual circumstances).
- 7) **Disruption of the educative process** or the decorum of the school or encouraging others to do so. This includes, but is not limited to, damage to school property (School District of Reedsburg or any other school district), damage to property of employees of the School District of Reedsburg, threats to personal safety, assaults, conduct that interferes with school activities, theft, flagrant misbehavior in school, disrespectful or defiant attitude toward school personnel, poor sportsmanship. inappropriate use of electronic media including but not limited to bullying, hazing, texting, sexting and/or submitting of electronic content that causes or potentially causes harm to another individual. (May be referred as a GROUP C Rule Violation based on individual circumstances at the discretion of the Principal/AD)
- 8) **Hazing, Harassment, or Discrimination** as prohibited by state law (May be referred as a GROUP C Rule Violation based on individual circumstances) unless it results in a charge of Disorderly Conduct. In the case of an act of hazing, harassment or discrimination being issued as a citation for disorderly conduct, the act will be treated as a misdemeanor by the Code.
- 9) **Misdemeanors:** Students charged with a misdemeanor will be suspended from practice and competition/events until either the charges are dropped or the case is decided. If found guilty, the student will be suspended from participation in all activities (relative to the severity of the offense) based on application to penalties for Group "B" or "C" violations. Charges of Disorderly Conduct will be handled as a misdemeanor unless otherwise specifically identified as a "felony" charge.
- 10) **Felonies:** Students charged with a felony will be suspended from practice and competition/events until either the charges are dropped or the case is decided. If found guilty, the student will be suspended from participation in all activities for one calendar year from the date he/she was originally charged.
- 11) **Expulsions:** Penalties for this Group "B" violation will be served concurrently during the time of the expulsion.
- 12) **Frequent/Consistent/Serious Group "A" Rule Violation(s)** (Advisor's/Coach's discretion).  
(Can be referred as "Conduct Unbecoming" based on individual circumstances)

## PENALTY FOR GROUP "B" RULE VIOLATIONS

(NOTE: Group "B" Rule Violations apply in three categories)

### CATEGORY I--INCLUDES ALL INTERSCHOLASTIC ATHLETICS

(including all Cheerleading/Dance Teams)

#### 1) VIOLATIONS INVOLVING ALCOHOL, TOBACCO, OR OTHER DRUGS, ANY LOOK-ALIKE, OR FELONY

##### A) First Violation

- 1) The penalty for the first-time violation will be a suspension from **50% of the contests** in a sports season. If the student approaches RAHS administration and gives a timely, voluntary, unsolicited admission of wrong-doing along with choosing to follow and complete a school district recognized **drug and alcohol assessment (SAP)**, the penalty **MAY** be reduced to a suspension from **25% of the contests** in a sports season. If the violation occurs with less than 50% or 25% of the season left, the remaining time will be made up in the following sports season that the athlete successfully completes in good standing. (The percentage equivalent is determined by the percent of the current sports season that the athlete has played and will be added to the following sports season that the athlete successfully completes in good standing).

- A)** The cost of a (SAP) assessment will be assumed by the student and/or parent/guardian. The School District of Reedsburg assumes no monetary responsibility for the cost of the assessment and/or any rehabilitation program(s).
- B)** Arrangements for the alcohol/drug assessment must be made within 5 calendar days of the decision that an alcohol/drug violation has occurred. The Activities Director must approve exceptions to the 5-day requirement.
- C)** The athlete must successfully complete the assessment recommendations, as determined by school administration and the assessing agency, take and pass a reentry drug test (if applicable), and the student and/or parent/guardian must sign a release of information form to be in compliance with the underage alcohol/drug program.
- D)** Athletes failing to successfully complete the assessment recommendations shall be suspended for 50% of the sports season.

**NOTE:** The student **must successfully complete the season in good standing with the team** to be considered “served in full”. If the student fails to finish the season in good standing, the same suspension will carry over to the next sports season that the athlete successfully completes in good standing.

**Self-Referral Program:** An athlete may take advantage of a self-referral procedure to seek information, guidance, counseling, and assessment in regard to student athlete use of tobacco, alcohol, and other drugs. Voluntary referrals do not carry punitive consequences.

- 1)** Referral is allowed one time in a student’s high school career.
- 2)** Referral must be only by the athlete or member of the immediate family.
- 3)** Referral cannot be used as a method to avoid consequences once a student has been reported or identified by school administration as having violated one of the code of conduct rules.
- 4)** Referral must be made to the Activities Director, administrator, or school counselor.
- 5)** The referred student athlete must enter a district recognized student assistance program. The cost of an (SAP) assessment will be assumed by the student and/or parent/guardian.
- 6)** The athlete must successfully complete the assessment recommendations, as determined by school administration and the assessing agency, take and pass a reentry drug test (if applicable).

**B) Second Violation**

- 1)** The athlete will be suspended from practices and contests for **one calendar year** from the date of offense. During suspension the student must adhere to the Code of Conduct or forfeit all further eligibility.

**C) Third Violation**

- 1)** The athlete will be suspended from the athletic program for the **remainder of his/her high school career.**

**2) OTHER GROUP “B” RULE VIOLATIONS (#’s 5,6,7,8,9 & 11 as defined under Article IV)**

**(Alcohol use, Drug use, Steroid use, and Felonies not included here)**

**A) First Violation**

- 1)** The athlete will be suspended for **25% of the contests** in a sports season. If the violation occurs during a current sport, the athlete will miss 25% of the current sport season and the percentage equivalent of the following sports season if the 25% suspension is not fulfilled. (The percentage equivalent is determined by the percent of the current sports season that the athlete has played and will be added to the following sports season that the athlete successfully completes in good standing).
- 2)** There is no student assistance option (SAP) at this level.

**B) Second Violation**

- 1)** The athlete will be suspended for one calendar year from the date of offense. During suspension the student must adhere to the Code of Conduct or forfeit all further eligibility.

**C) Third Violation**

- 1)** The athlete will be suspended from the athletic program for the remainder of his/her high school career.

**CATEGORY II—PERFORMANCE ACTIVITIES NOT LISTED IN CATEGORY I**

(Mock Trial, Courts, Forensics, Pep Band, Musical, Plays, Choraliers, Student Council, Math Team)

**1) VIOLATIONS INVOLVING ALCOHOL, TOBACCO, OR OTHER DRUGS, ANY LOOK-ALIKE, OR FELONY**

**A) First Violation**

- 1)** The penalty for the first-time violation will be a suspension from **40 school days or two major events.** The violation will carry over into the next school year if the consequences are not fulfilled.

- A)** If the student approaches RAHS administration and gives a timely, voluntary, unsolicited admission of wrong-doing along with choosing to follow and complete a school-district-recognized **drug and alcohol assessment (SAP)**, the penalty MAY be reduced to a suspension from **20 days or one major event.**

- B)** The (SAP) program’s cost will be assumed by the student and/or parent/guardian. The School District of Reedsburg assumes

no monetary responsibility for the cost of the assessment and rehabilitation program.

- C)** Arrangements for the alcohol/drug assessment must be made within 5 calendar days of the decision that an alcohol/drug violation has occurred. The Activities Director must approve exceptions to the 5-day requirement.
- D)** The student must successfully complete the assessment recommendations, as determined by school administration and the assessing agency, take and pass a reentry drug test (if applicable), and the student and/or parent/guardian must sign a release of information form to be in compliance with the underage alcohol/drug program.
- E)** Students failing to successfully complete the assessment recommendations shall be suspended from the activity for 40 school days or 2 major events.

**B) Second Violation**

- 1)** The student will be suspended from the activity for **90 school days** and all major events during the suspension (a minimum of 2 major events). The violation will carry over into the next school year if the consequences are not fulfilled.

**C) Third Violation**

- 1)** The student will be suspended from all co/extra-curricular activities during his/her high school career.

**2) OTHER GROUP "B" RULE VIOLATIONS (#s 5,6,7,9 & 11 as defined under Article IV)**

(Alcohol use, Drug use, Steroid use, and Felonies not included here)

**A) First Violation**

- 1)** The participant will be suspended for **20 days and/or 1 major event**. The violation will carry over into the next school year if the consequences are not fulfilled.

**B) Second Violation**

- 1)** The student will be suspended from the activity for **40 school days** and all major events during the suspension (a minimum of 2 major events). The violation will carry over into the next school year if the consequences are not fulfilled.

**C) Third Violation**

- 1)** The athlete will be suspended from all co/extra-curricular activities for the remainder of his/her high school career.

**CATEGORY III—NON-PERFORMANCE ACTIVITIES (Listed in Article I: Definition of Activities)**

**1) For ALL GROUP "B" RULE VIOLATIONS identified above:**

Due to the participatory nature of NON-PERFORMANCE activities, membership to these activities may be terminated in this Code of Conduct (see Article VI Section 3-C3)

**A) First Violation**

- 1)** The student will be suspended from the activity for **1-semester or 90 school days**. The violation will carry over into the next school year if the consequences are not fulfilled.

**B) Second Violation**

- 1)** The student will be suspended from the activity for **1 school year or 180 school days**. The violation will carry over into the next school year if the consequences are not fulfilled.

**C) Third Violation**

- 1)** The student will be suspended from all activities during his/her career.

## **ARTICLE VI:GROUP "C" VIOLATIONS**

### **(Conduct Unbecoming of a Participant)**

Discipline measures which may involve suspensions for a violation unbecoming of a participant and not specifically covered by the Code of Conduct, student handbook, or W.I.A.A. policy, or other activity governing body may be determined by the activity board or the Activities Director directly.

**Activity Board:** The Activity Board may deal with any disciplinary items not specifically covered in the Code of Conduct, student handbook, or W.I.A.A. policy, or other activity governing body at the discretion of the Activities Director and/or Principal. The Activity Board shall consist of **members** appointed by the Activities Director:

1. An RAHS administrator (other than the Activities Director)
2. Two faculty members
3. One head coach/advisor
4. One assistant coach/advisor
5. District Administrator or his/her designee.

**The Hearing:** If it is determined that an activities board is needed to hear a case, the activities director may call a hearing of the activities board after the investigation of a case has been completed and it has been determined by the Activities Director that a Group "C" Violation has occurred. At the hearing, the Activities Board will hear all evidence collected in the investigation. The Activities Director will present the information using a neutral format (by not using the involved participant(s) name(s). Once all information has been disseminated (in both written and oral form), the Activities Director will leave the hearing so the Activities Board can make its decision.

## PENALTY FOR GROUP "C" VIOLATIONS

In the hearing for a Group "C" Violation, the Activity Board can issue one of the following penalties:

1. Classification as a Group "C" Violation and a **no-contest suspension**
2. Classification as a Group "C" Violation and a **one-contest suspension** or five days of ineligibility from practices or contests.
3. Classification as a Group "C" violation and a **two-contest suspension** or 10 days of ineligibility from practices or contests.
4. **Referral of incident as a Group "B" violation** depending on the type, severity and circumstances of the violation.

The Activities Board will provide their decision in writing to the Activities Director after the hearing. The Activities Director will notify the family of the ruling by the Activity Board in a timely manner. Proceedings of the hearing, including the decision, will be put in writing, and a copy of these proceedings will be mailed to the athlete and his/her parent(s)/guardian(s).

## ARTICLE VII: ENFORCEMENT OF ACTIVITY RULES

### 1) **Investigation:**

- A) Coaches, teachers, and/or administrators, **will** report alleged violations of the Code of Conduct at **any time** they become aware of the violation. The report of the incident may be verbal or written. Information provided by the police may be used as the "sole basis" for determining that a violation of the code has occurred. In any case, an investigation of the event may be conducted by school administration into the conduct underlying the charge(s). In any investigation, the student(s) will be questioned to find out if a violation of the Code has occurred with **no statute of limitations**.
- B) Any student or person from the **public** may notify school authorities regarding alleged rule violations in writing in the form of a signed letter to the Activities Director or Principal. During the investigation, the timeliness of the report will be taken into consideration in determining the consequence.

### 2) Upon **receiving a report** that a violation may have occurred:

- A) The Activities Director will interview the accused participant. If the participant admits the allegations a suspension will be rendered (see Article VII #3). A letter will be sent to the parent/guardian.
- B) If the participant **denies the allegations** the Principal or Activities Director shall conduct an investigation (including an interview with the accused and his/her parents) to determine whether the student has violated the activity code. Refusal of the parent(s)/guardian(s) to appear constitutes a forfeiture of their rights of representation.
- C) The allegations may be dismissed or a suspension may be rendered. The school official that does the investigation will be responsible for notifying parent(s) guardian(s).
- D) If a suspension is rendered, it shall begin the day the decision is rendered to the parent(s)/guardian(s) and the student. The decision to suspend a student will be implemented immediately and will remain in force until completed or until overturned through the appeal process. The Activities Director will also meet with the athlete/student and explain the penalty for rule violations.

### 3) **Enforcement:**

**All co/extra-curricular activities** that the student is involved with **will be affected** by the enforcement of a penalty.

- A) If the student is not out for a sport at the time of a violation, the penalty will affect the next sport season the student successfully completes. This is W.I.A.A. policy.
- B) If the student is not out for a non-athletic event at the time of a violation, a penalty will be enforced on the next subsequent activity in which they participate.
- C) All violations will be documented in the student's file. The number of violations automatically corresponds to the penalty level in all activities.
  - 1) Any student serving a penalty during a sport or activity **must remain active** in the sport or activity in order for the penalty to be valid.
  - 2) During the student's first offense suspension, the advisor/coach of an activity may:
    - a) eliminate the student from all practices/meetings/events;
    - b) allow the student to practice/attend meetings/attend events;
    - c) require the athlete to watch practices/meetings/events.
  - 3) During the student's suspension, the advisor/coach of an activity without contests/events must suspend the student from all activities/meetings.

- E) Any student can be subjected to a **more severe or lenient discipline** than what is written in the Code of Conduct up to and including removal from participating in the activity, at the **discretion of the Principal and/or Athletic/Activities Director**.
  - F) It shall be the advisor/coach's prerogative to suspend any student from a squad who they consider a **demoralizing influence** or a detriment to the objective of that activity.
  - G) If the violation occurs after a team begins W.I.A.A. tournament, the student is immediately disqualified for the remainder of the total tournament in that sport. This suspension does not count for the percentage of a season suspended.
  - H) Nothing in this policy shall prohibit or limit the application of Wisconsin State Statutes, the District's, the WIAA's, or other governing bodies' regular disciplinary laws, rules, and regulations to be applied to the student participants. **The provisions of this policy are considered an addition to all other laws, rules, and regulations governing student conduct and discipline.** The RAHS Code of Conduct will comply with the Wisconsin Sexual Assault Victim Amnesty Law.
- 4) The **Appeal Procedure** is as follows:
- A) After a ruling of ineligibility or suspension from co/extra-curricular participation has been made by school administration, his/her **parent(s)/guardian(s) must formally appeal the decision in writing** to the Activities/Athletic Director. This formal request for an appeal must be received by the RAHS Activities Director in writing **within 48 hours** of the issuance/notification of the suspension to the participant and parent(s)/guardian(s). **If the suspension occurs during a season, the formal request for an appeal must be received by the activities director in writing 48 hours before the next contest/event.**
  - B) After an appeal has been received by the Activities Director, he/she will solicit an appeals board and set up the date and time of the hearing. The appeal will be heard by the Reedsburg Area High School Activity Board. In addition, the student, the student's parent(s)/guardian(s), and the head advisor/coach may be present.
  - C) The athlete is ineligible during the appeal process. **At the Appeals Hearing:**
    - 1) The activities director will present the evidence for the basis of the code violation that applies in the case.
    - 2) The student and representatives will be provided with an opportunity to testify and present other evidence on his/her behalf at the hearing.
    - 3) **After hearing all the testimony/evidence from the appealing party and RAHS Activities Director, the activity board must resolve the appeal by doing one of the following:**
      - a. **Uphold** the original penalty issued by the Activities Department
      - b. **Modify** the original penalty issued by the Activities Department
      - c. **Nullify** the original penalty issued by the Activities Department
    - 4) The Activities Board will provide the decision in writing to the Activities Director immediately following the hearing.
    - 5) The Activities Director will communicate the decision by the Activities Board to the and will be put in writing and placed in the student's incident file in the activities office.

## **ARTICLE VIII: RESOLUTION OF SCHEDULING CONFLICTS**

Students who participate in more than one activity sometimes find themselves in conflict where two events are scheduled on the same date at the same time. Because of the tremendous number of events in high school schedules a conflict of that nature is inevitable. An ideal resolution to a conflict where a student has two obligations that are in direct conflict with one another would have the affected parties, the student athlete/participant, the coach and the advisor meet and attempt to arrange for the student to participate in both activities.

When the situation can only be resolved by choosing one activity's participation over the other, the procedure will be as follows:

- 1) Students inform each advisor/coach so they are aware of the problem.
- 2) Each advisor/coach explains the situation to the student and parent/guardian and the possible implications their decision will have on other participants involved. After each advisor/coach confers with the student and parent/guardian, the student chooses his/her participation preference and notifies both advisors/coaches of his/her decision.
- 3) Both advisors and coaches will accept the decision of the student and parent/guardian.
- 4) Advisors and coaches will not pass judgment on the choice that is made by the student. However, the student may face consequences for missing practice and/or contests, while attending the other event(s). These consequences will be defined by the advisor/coach and will be clearly communicated to participants prior to the start of the sport/activity.
- 5) Where there is an educational grade component related to one of the activities, it is recommended that the participant choose the academic option as the preferred activity. However, if it is not, the teacher must provide the student with an alternative to make up the grade points missed.

The philosophy of the school is that we want students to participate in a variety of activities that will enhance their education and provide personal growth. Their educational growth, not the immediate success of the activity, is paramount. There is an educational value in allowing students along with their parent(s)/guardian(s) to make hard choices/decisions. We, as a faculty and school, will be supportive of students, whom after contemplation and consultation make difficult decisions.