

TABLE OF CONTENTS

	<u>Page</u>
Principal's Message	3
Phone Numbers	4-5
Website Address	5
School Closings	7
Section I	
Attendance	
Attendance Related Information	7-10
Section II	
General Information	
Calendar	11
Class Officers	11
Student Technology Use	11-13
Elevator	13
Fire Alarm	13
Food Service Program	13-14
Fundraising/Advertising	14
Government Elections	14
Hall Passes	14
Homework	14
Insurance	14
Lockers	14
Make-Up Work	14
Student Council	14
Study Hall	15
Terminating Enrollment	15
Severe Weather Areas	15
Visitors	15
Vehicle Registration	15-16
Work Permits	16
Section III	
Students Rights and Responsibilities	
Code of Student Conduct	17
Appearance	17
Bus Ridership	17-18
Bullying	18
Cafeteria	18
Closed Campus	19
Dances	19
Drug and Alcohol Use	19
Fighting/Physical Injury/Harm	19-20
Gambling	20
Student Anti-Harassment	20-31
Incendiary Devices	31
Language and Derogatory Comments	31
Loitering	32
Prescription Medication	32
Personal Electronic Devices and Phones	32-34
Public Demonstration of Affection	34
Skateboarding / Rollerblades/Wheeled Devices	34
Sportsmanship	34
Theft/Property Damage/Trespassing	34
Tobacco Use / Possession	35
T-Shirts for Memorials / Activities / Teams	35
Weapons	35
Section IV	
Discipline	
Discipline Chart	36
Student Discipline	37
Student Interventions and Consequences	38
Detention	38
Out-of-School Suspension	39
Expulsion	39
Due Process Rights	39-40
Search and Seizure	40-41

Section V

Academics

Academic Honesty41-44
Changes in Course Selection.....44
Class Load45
Class Rank.....45
Citizenship Rubric.....46
Credit/Alternative Credit.....47
Early College Credit Program.....47
Education of Homeless Students.....47
Grading Scale.....48
Honor Roll48
Human Growth and Development Instruction.....48
National Honor Society.....48-49
Report Cards49
Semester Examinations.....49
Special Programs50
Work-Based Learning.....50
Youth Apprenticeship50-51

Section VI

Graduation

Early Graduation.....51
Graduation Participation51
Graduation Requirements.....52-53

Section VII

Beyond High School

Advanced College Placement.....53
Scholarships53

Section VIII

Special Notices

Non-Discrimination Policy.....53-54
Directory Information Notice.....54-55
Notification of Rights under FERPA for Elementary and Secondary Schools55-57
Protection of Pupil Rights Amendment.....57
Release of Information Notice57-58
Religious Accommodations.....58
Resolution of Complaints.....58
Special Education.....58
Student Privacy.....59
Student Records.....59
Medication Dispensing.....59-60
Video Surveillance and Electronic Monitoring.....60-62

Dear Student,

Welcome to Grafton High School.

We pride ourselves on providing each student with the skills they need to better themselves and society. Grafton High School is committed to offering the finest education to each of our students. The committed efforts of our faculty, staff and administration, coupled with the hard work of students, and the support of parents allows us to offer the academic, extra-curricular, social, and personal experiences that will benefit each of you for a lifetime. We look forward to completing this year together, and as you travel through the year remember...

Success is achieved not by luck, but by habit. Use this planner to begin organizing and managing your day from the beginning of the school year. Being on time or being late is a habit. Doing your homework or not doing your homework is a habit. Getting good grades or getting less than good grades is a habit. Make it a habit to do those things that will make your life easier. Be on time, do your homework and make it a habit to be successful.

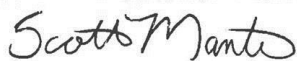
Set goals and make plans to reach them. Good planning and goal setting can go a long way toward helping you achieve the goals you have set for yourself. Write down the goals you want to set for each class, each semester, each year. As the year continues, review those goals and evaluate them. Learn to budget your time. Accept responsibility for your learning and accept help in reaching your goals. The Grafton Community is full of people who can help, your classmates, teacher, and parents, let them help you.

Rome was not built in a day. Be committed to your goals. Obstacles will arise before you and you will not always be successful, but keep working toward your goal. Remember it is not by falling that we fail, failure is not getting up when you fall. Be committed to your goals with the strength to test your limits and the courage to succeed.

Get involved in the total "school experience". The more you get involved, the more fun you will have. The more fun you have, the more you will enjoy going to school. The more you enjoy school, the better you will do. It is a cycle of success. Join a club or team. Attend concerts, shows, and athletic events. Wear your orange and black with pride.

We are proud to have you as a student and look forward to a successful school year.

Go Black Hawks!



Scott Mantei
Principal

GRAFTON HIGH SCHOOL TELEPHONE LIST

www.grafton.k12.wi.us

GHS Staff

Aria, Marikav	Special Ed.	376-5619
Atkins, Joshua	Communication Arts	376-5578
Bardwell, Matthew	World Language (Spanish)	376-5623
Bergmann, Mike	Math	376-5583
Blum, Alyssa	Science	376-5592
Brogelman, Ryan	Social Studies	376-5604
Brogelman, Tracy	Communication Arts	376-5571
Charles, Lindsay	Special Ed.	376-5612
Chopp, Michelle	Speech Pathologist	376-5461
Condon, Maggie	Music (Choir)	376-5464
DeVinney, Sarah	Communication Arts	376-5575
Dodde, Mike	Technology & Engineering	376-5643
Durst, Brian	Communication Arts	376-5577
Frey, Karen	World Language (German)	376-5621
Fullington, Nick	Technology & Engineering	376-5640
Gain, Kevin	Technology & Engineering	376-5642
Gaiowski, Zach	Social Studies	376-5462
Goeden, Carmen	Family & Consumer Science	376-5565
Goetz, Dan	Science	376-5594
Gorra-Patek, Marcia	Art	376-5551
Grant, Fran	Science	376-5597
Griffith, Jennifer	Digital Media Info Specialist	376-5441
Gruebling, Nicki	Math	376-5581
Guerra, Kari	World Language (Spanish)	376-5622
Hudson, Andy	Science	376-5610
James, Damon	Special Ed.	376-5613
Johnson, James	Social Studies	376-5602
Jurss, Jennifer	World Language (Spanish)	376-5858
Kunick, Helen	Communication Arts	376-5573
Ladd, Jodie	Communication Arts	376-5572
Landi, Amanda	Phy Ed / Health	376-5630
Lori, Julie	Psychologist	376-5611
Manev, Mike	Social Studies	376-5601
Measner, Shannon	Social Studies	376-5603
Menzel, Luke	Phy Ed/Health	376-5636
Meyer, Rustv	Business Education	376-5561
Mintie, Elizabeth	College & Career Instructional Specialist	376-5442
Moeschberger, Natalie	Math	376-5585
Norris, Jim	Phy Ed / Health	376-5532
Ritger, Mike	Math	376-5584
Ruff, Katie	Special Ed.	376-5616
Schreiner, Micki	Science	376-5595
Sprenger, Wendy	Communication Arts	376-5576
Staudt, Melissa	Science	376-5590
Stielow, Brenda	Family & Consumer Science	376-5564
Sumner, Erin	Math	376-5586
Wesson, Kellen	Math	376-5588

GHS Administration, Counseling, and Support Staff

Grafton High School	376-5500		Attendance Reporting Line	376-5555
Scott Mantei, Principal	376-5501		Colette Gergens, Adm. Asst.	376-5505
Kevin Moore, AP/AD	376-5515		Amanda Brennan, Athletic	376-5511
Mike Kalina, AP	376-5502		Michelle Sommers, Attendance	376-5519
			Gwen Feldbruegge, Welcome	376-5508

School Counseling Dept.	376-5525		TBD, Counselor	376-5521
Greg Johnson, Counselor	376-5520		Kelly Rieck, Adm. Asst.	376-5523
Rosalyn Isbell, Counselor	376-5522		High School Fax	376-5510

EMAILING STAFF

All staff can be reached by using the first letter of their first name, then their last name, then
@grafton.k12.wi.us

Example: smantei@grafton.k12.wi.us

SCHOOL CLOSINGS

In case of inclement weather, school closings and cancellations will be announced via text message, email and social media. Whenever school is closed for the day due to inclement weather, **all activities shall be canceled for that day.**

SECTION I ATTENDANCE

Board Policy 5200: All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age, unless they fall under an exception under State law.

The ultimate responsibility for regular school attendance rests with each student and his/her parents. Attendance in school is mandatory for participation in and attendance at any extra-curricular event scheduled for a school day. A parent can excuse a student for a total of 10 days (full or partial days) per school year (Wisconsin Statutes 118.15). These absences may be for any reason the parent deems necessary. Absenteeism from school beyond the 10 allowable shall be regarded as unexcused.

Excused Absences

As required under State law, a student shall be excused from school for the following reasons:

A. Physical or Mental Condition

The student is temporarily not in proper physical or mental condition to attend a school program.

B. Obtaining Religious Instruction

To enable the student to obtain religious instruction outside the school during the required school period (see Policy 5223 - Absences for Religious Instruction).

C. Permission of Parent

The student has been excused by his/her parent before the absence for any or no reason. A student may not be excused for more than ten (10) days per school year under this paragraph and must complete any course work missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:

1. professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside of the school day
2. to attend a funeral
3. legal proceedings that require the student's presence

4. college visits
5. job fairs
6. vacations

D. Religious Holiday

For observance of a religious holiday consistent with the student's creed or belief.

E. Suspension or Expulsion

The student has been suspended or expelled.

F. Program or Curriculum Modification

The Board has excused the student from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.

G. High School Equivalency – Secured Facilities

The Board has excused a student from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secure detention facility, or a juvenile portion of a county jail, and the student and his/her parent agrees that the student will continue to participate in such a program.

H. Child at Risk

The student is a "child at risk" as defined under State law and is participating in a program at a technical college on either a part-time or full-time basis leading to high school graduation, as provided under State law.

Unexcused Absences: If an absence does not meet any of the above criteria, the absence will be considered unexcused. Students will be subject to school and law enforcement consequences. See truancy definitions page

Reporting an Absence

The parent of a student is responsible for reporting an absence and its cause. In addition, the parent is responsible for providing additional information, if requested, upon the student's return. (ref. Wisconsin Statute 118.15) Parents are asked to report the absence by one of the following methods by 9am:

- (1) calling the 24-hour attendance message line at 376-5555
- (2) calling the main office at 376-5500 or
- (3) using the attendance feature on the Skyward app.

Please state your name and phone number, the student's name, and the reason for the absence.

If no notification is given in regards to a student absence, Skyward will automatically generate phone communication to alert parent/guardian.

Tardiness

Tardy is a student who arrives to class under 5 minutes late without an excuse/pass. Procedures for handling tardiness will be established and communicated by the classroom teacher. In the event teacher detention time is issued but not served, the teacher will write a behavioral referral to administration. Additional office detention time/consequences may be issued.

First Hour Tardiness: The high school office will track first hour tardiness and assign progressive consequences including but not limited to a citation for truancy.

Truancy

Truancy: A student will be considered truant if s/he is absent part or all of one (1) or more days from school during which the School Attendance Officer, principal, or a teacher has not been notified of the legal cause of such absence by the parent of the absent student. A student who is absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance Statute Sec. 118.15, Wis. Stats., will also be considered truant.

Habitual Truancy: A student will be considered a habitual truant if s/he is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester.

Unresolved Absences: Students are allowed 24 hours to clear an unresolved absence before it becomes unexcused.

Municipal citations will be issued to students meeting the truancy criteria.

Notification of Open Enrollment Consequences of Truancy. In addition to any notices required in the truancy policy, open enrolled pupils and their parents should be notified of the following at the beginning of the school year:

- The board's truancy policy.
- The open enrollment consequences of habitual truancy
- A clear explanation of what constitutes truancy, including what constitutes "part of a school day."
- A description of the notifications that a parent can expect to receive when a pupil is absent and/or truant.
- How and where the parent can view the pupil's attendance record and a process a parent or pupil may follow if they believe the pupil was erroneously marked truant.

ATTENDANCE PROCEDURE

Excuse from Medical Professional: If a student exceeds 10 days of absence per school year, a written doctor's excuse will be required for future illness related absences. Any days beyond the 10 without proper documentation will be considered as unexcused.

Appointment with Medical Professional: These appointments should be made for times other than school hours. In cases where this is impossible, they should be scheduled during study hall periods. Students should obtain a signed note from the doctor/dentist on letterhead stating that the student was seen in the office. A reminder form is available in the office for students to take along to the appointment. The note must be turned in to the office upon returning to the building.

Students Leaving During School Day: Students must have parent authorization to leave the premises during the school day. This may be in the form of a written note or phone call. The student is required to check out/in through the office (a detention can be issued for not following this procedure).

Field Trips/Extra-Curricular Activities: Absence for authorized school activities (field trips, extra-curricular events as a participant for example) are considered school related activities and therefore will NOT count as part of the ten days allowed to be excused by a parent. These absences are considered "exempt" and the reporting of this type of absence is the responsibility of the teacher/coach scheduling the activity. If the student misses other classes for school activities, it is the responsibility of the student to see that assignments and the make-up work is completed.

College Visits: Students who schedule college visits during the school day will be excused by following absence reporting procedures and are to check in with classroom teachers regarding work that will be missed.

Student Illness During the School Day

Students who become ill during the school day must report to the health room in the main office. The office will contact a parent/guardian from the approved Skyward information list. It will then be determined whether the student will return to class or excused for the remainder of the day due to illness.

Prearranged Absences

The following absences will require completion of a prearranged absence form to alert teachers and administration to this planned absence. The form must be completed three days prior to the absence.

Extended Absence or Parental Vacations

Arrangements must be made by the parent of the student prior to the contemplated vacation. The student should make arrangements with his/her teachers, at least three days prior to departure, to make up work missed. A prearranged absence form must be completed by all teachers and approved by an administrator. If the absence has an adverse effect upon the academic success of the student, the student and parents must accept full responsibility for the grade.

SECTION II

GENERAL INFORMATION

CALENDAR

The School Board approves an annual school year calendar each spring in anticipation of the subsequent academic year. The school provides calendar information relative to school events, concerts, plays, athletic contests and other activities.

CLASS OFFICERS

Nominations for class officers, for the positions of President, Vice President, and Secretary/Treasurer, will be gathered through an annual process. Elections for these positions will be completed in the first week of school (if not already determined prior to the end of the previous school year).

Nominations for freshmen class officers will be taken during the first week of school. Elections will be scheduled following the completion of the nomination process.

STUDENT TECHNOLOGY ACCESS AND USE

Student Technology Acceptable Use and Safety (Excerpts Taken From Board Policy 7540.03)

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning to incorporate the vast, diverse, and unique resources available through the Internet. The Board provides technology resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, District Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system do not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District technology resources by principles consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Technology Resources and students' personal communication devices when they are connected to the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board-owned property or at a Board-sponsored activity (see Policy 5136).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and

records of their online activity when using the District's computer network and/or Internet connection).

First, the Board may not be able to technologically limit access to services through its technology resources to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measures may not be disabled at any time that students may be using the District technology resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Board utilizes software and/or hardware to monitor online activity of students and to block/filter access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors.

At the discretion of the Board or the Superintendent, the technology protection measure may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measure may not be disabled at any time that students may be using the District technology resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or Director of Technology may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material if access to such sites has been inappropriately blocked by the technology protection measure. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measure.

The Superintendent or Director of Technology may disable the technology protection measure to enable access for bona fide research or other lawful purposes.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

All users of District technology resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students are responsible for good behavior when using District technology resources - i.e., behavior comparable to that expected of students when they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. The Board does not approve any use of its technology resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may only use District technology resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District technology resources that are not authorized by this policy and guidelines.

Failure to comply with the Student Acceptable Technology Use policy may result in suspension of network privileges. Additional school consequences may be assigned based on the frequency/severity of the offense.

ELEVATOR

There is an elevator in the school which can be used by students in need. Students must acquire an elevator key in the main office.

FIRE ALARM

When the fire alarm sounds, students and teachers should leave the building by appointed exits as rapidly as possible. The students are to withdraw to a distance of 100 feet from the building as well as follow directions from classroom teachers/building staff and remain until notified to return.

FOOD SERVICE PROGRAM

Prior to the start of the school year the district notifies parents, via email and at registration, about the food service program, eligibility requirements and applications for free and reduced price meals.

To assist in serving the educational, nutritional, social, and cultural needs of all children, a food service program will be part of the regularly scheduled program in each school.

The purpose of the food service program is to provide students and staff well-balanced meals that are nourishing and moderately priced. The school district participates in the

National School Lunch Program and adheres to its standards for meal planning, use of commodity foods, and free/reduced price meal eligibility.

FUNDRAISING AND ADVERTISING

The school reserves the right to regulate the sale or advertising of any commodity or the advertising of any event on school property. Any requests for school fundraising must be approved by administration.

GOVERNMENT ELECTIONS

Eighteen year old students are encouraged to vote in state and national elections. The voting should take place during non-school time.

HALL PASSES

Any student who wishes to enter or leave a room during the class period or is performing a duty that takes him/her through the halls must have a pass issued by a faculty member (some reasons include going to the office/health room, the bathroom, to get a drink). .

Students who wish to use the library must have a pass coming from an academic classroom teacher and must be prepared to present said pass and student ID to library staff.

HOMEWORK

It is an expectation that high school students have homework in most, or all, of their courses. Homework is considered to be an extension of classroom instruction, being integrally tied to it. Homework is to be completed by teacher-assigned deadlines.

INSURANCE

The Grafton School District does not carry or sell insurance covering student accidents that occur during school or in a school-sponsored activity. Parents/Guardians who desire such insurance coverage are encouraged to contact a family insurance agent.

LOCKERS

School lockers are the property of Grafton School District. At no time does the Grafton School District relinquish its exclusive control of lockers provided for the convenience of students. Periodic general inspections of lockers may be conducted by school authorities for any reason, at any time, without notice, without student consent and without a search warrant. When the student occupies a locker anywhere in the building, it is understood that he/she assumes all responsibility for the contents therein. The school district will not be liable for any losses that may be incurred.

- **DO NOT SHARE YOUR COMBINATION WITH OTHERS.**
- **DO NOT SHARE THE LOCKER WITH ANOTHER PERSON.**

Decorations deemed inappropriate by staff/administration can be removed without notice. During the course of the school year the administration may work with area police K-9 unit(s) in the school. As a result, lockers may be searched.

MAKE-UP WORK

A student will receive one day to make up work for each day missed. Students absent for a longer period should make arrangements with teachers involved.

STUDENT COUNCIL

The Student Council is an organization whose members serve as their official representatives in matters of concern to the entire school. It provides a medium through which student opinion may be heard and a forum for the consideration of common school

problems. The Student Council also plans and implements service projects and social activities.

STUDY HALL

All students shall report to their assigned area if enrolled in a study hall. The expectation with respect to study time is the same as for a class. Students failing to attend their study hall or alternate study hall assignment will be considered truant.

- Students are to be in their assigned seats by the beginning of the period. Tardiness will be handled as indicated under the tardiness section of the handbook.
- Students may be excused to go to other sections of the building as needed. He/she must have a pass obtained from the teacher whose project he/she is working on. The pass must be obtained prior to getting to study hall.
- Students may be assigned to academic support.
- Junior/Senior Study Hall is privileged-based, and assigned by administration at the beginning of each semester. Students must meet academic and behavioral requirements to be eligible. Students assigned to Junior/Senior Study Hall will be expected to report to their assigned location daily to check with their supervisor. Students are then able to go to designated, adult-supervised areas. Junior/Senior Study Hall privileges can be revoked for change in academic performance or behavioral issues.

TERMINATING ENROLLMENT

Students terminating their enrollment from Grafton High School, before the end of a semester, will receive no credit for course work carried during the incomplete semester. When students transfer to another school before the end of a semester, current earned grades for each course carried will be sent to the next school.

SEVERE WEATHER AREAS

In March / April of each year, a Severe Weather Awareness Drill will inform students where to report in case of a weather-related emergency. Students will follow the directions of classroom teachers when these alerts take place and move quickly and efficiently to designated areas.

VISITORS

All visitors to Grafton High School will need to follow established district procedures, including the presentation of a driver's license (for scanning in the Raptor System) prior to gaining entrance. The school reserves the right to deny visitors. Approved guests must wear an office issued visitor's pass.

Non-Grafton students are not permitted on campus unless given permission from the main office.

VEHICLE REGISTRATION/STUDENT PARKING

Student parking on school grounds is a privilege. All vehicles being driven to school by students must be registered in the main office. There is a fee to be paid for parking privileges. After completing the registration form, student drivers will receive a parking tag that must be placed on the rear view mirror. Specific parking locations will be assigned to students by administration. Any vehicle that is improperly parked, etc. may be ticketed by police or towed.

By parking and/or registering a vehicle on Grafton School District property, the owner/operator consents to a search of the vehicle if an administrator has reasonable suspicion that there is substantial likelihood that contraband or evidence of activity that violates a school policy or local, state or federal law is inside the vehicle. Note: During the course of the school year the administration may work with area police K-9 unit(s) on school grounds including parking lots. These visits will not be announced ahead of time and may occur during the school day.

Vehicles are not to be taken off the lot AT ANY TIME DURING THE SCHOOL DAY WITHOUT PERMISSION THROUGH THE OFFICE. Parking privileges can be revoked if the vehicle is taken off the lot without permission. Service roads and parking areas behind the building are **not** to be used by the students at any time (also see Closed Campus).

Reckless driving will not be tolerated on district property at any time. Incidents of reckless driving will be investigated and may result in loss of parking privileges and/or police involvement.

If the permit is suspended or revoked and student still parks on campus he/she is eligible for a municipal parking citation.

The school will not be responsible for vehicles that are lost, stolen, or damaged.

Please reference Board Policy 5515 (Student Use of Motor Vehicles) for more information.

WORK PERMITS

The requirement for each youth, under 16 years of age, to have a work permit before beginning a specific job is the state's way of insuring that state laws are being followed and that both the employer and the student are aware of the laws.

Work permits can be obtained at the front office of the High School. To obtain a work permit a student must have:

- Proof of age (birth certificate, baptismal record, or photo driver's license).
- Social Security number.
- Letter from prospective employer promising employment and must contain address and phone of employer and state duties to be performed.
- Note from parent or legal guardian giving consent to work.
- Fee of \$10.00.

SECTION III

STUDENT RIGHTS AND RESPONSIBILITIES

The following Code of Student Rights and Responsibilities is essential to the progress of all the students at Grafton High School. The provisions of the Code apply in situations in which students are involved: 1) school activities on property owned by the Grafton School District; 2) travel on school buses; 3) off-site school-sponsored activities; and 4) on- or off-site school-related activities.

CODE OF STUDENT CONDUCT (BOARD POLICY 5500)

Students are responsible to abide by all district, building and classroom rules established by school officials any time on school grounds or attending a school sponsored function.

- Be punctual and regular in attendance.
- Respect authority.
- Demonstrate respect for the rights of others and for school and personal property.
- Abide by the rules and guidelines contained in the student handbook or face the appropriate disciplinary consequences that result from his/her choice of actions.

APPEARANCE (DRESS AND GROOMING-BOARD POLICY 5511)

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools.

Students are expected to present a proper appearance. Grooming guidelines are established to promote discipline, maintain order, secure the safety of students, and to provide a healthy environment conducive to academic purposes. The following student grooming/dress practices are prohibited which:

- A. present a hazard to the health or safety of the student himself/herself or to others in the school;
- B. interfere with school work, create disorder, or disrupt the educational program;
- C. cause excessive wear or damage to school property;
- D. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

Examples include (but not limited to):

- Apparel worn in such a way that undergarments are visible.
- Shirts which do not cover midriffs.
- Clothing that displays alcohol, tobacco, or drug references

Headgear of any kind is subject for removal at the discretion of staff/administration. This includes the wearing of hoods for the purpose of student identification. Accessories on hats, such as fishing hooks, are prohibited due to safety concerns.

School administrators will make final decisions as to what is appropriate school attire. Students will be given the opportunity to make an appropriate change to their appearance. Failure to comply with these regulations will result in consequences at the discretion of administration.

BUS RIDERSHIP

The most important aspect of pupil transportation is the safety of bussed students. Students riding the school buses will be subjected to the same expectations as they are in school. Riteway Bus Company, through the bus driver, will have disciplinary authority and responsibility on the bus. All school rules should be observed when riding the bus.

Misbehavior on the bus will not be tolerated. The bus driver will inform the student that riding privileges may be suspended if misbehavior continues. A written referral by the bus company may result in a suspension of riding privileges and/or additional consequences as determined by administration.

BULLYING (BOARD POLICY 5517.01)

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however this type of prohibited bullying behavior need not be based on any of those particular or other particular characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Some examples of Bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. ""Cyberbullying" – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others."

Any student that believes s/he has been or is the victim of bullying should immediately report the situation to administration. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator.

Students found in violation of this policy will be subject to appropriate school consequences.

CAFETERIA

Grafton High School offers various lunch options, which are purchased with debit using the student keypad #. Outside vendor delivery of food is prohibited without administrative permission. Parent delivery of food should be for his/her student only. Exceptions to this rule are not allowed without administrator approval.

Students are expected to follow proper cafeteria behavior at all times during lunch. Failure to comply will result in meeting with building administration and are subject to appropriate consequences.

CLOSED CAMPUS

Grafton High School maintains a closed campus. Students may not leave the high school building during the school day without receiving permission and signing out in the high school office. Students who leave the school building without permission will receive progressive consequences.

DANCES

Grafton High School hosts multiple school dances per academic year. For such events, students and families will receive information from administration, including but not limited to start time, end time, and earliest time of departure for each attendee. Any student wishing to bring a guest who is not currently enrolled at GHS must complete a request through the main office at least 2 days prior to the event. GHS administration reserves the right to deny guest applications. Each attendee is also subject to a random alcohol breathalyzer screening at the event, regardless if it is held on campus or off.

DRUG AND ALCOHOL USE (SCHOOL BOARD POLICY 5530)

The Board recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. The Board prohibits the use, possession, concealment, or distribution of any drug and any drug-paraphernalia at any time on District property or at any District-related event.

For purposes of this policy, "drugs" shall mean:

- A. all dangerous controlled substances as so designated and prohibited by Wisconsin statute;
- B. all chemicals which release toxic vapors;
- C. all alcoholic beverages;
- D. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- E. "look-alikes";
- F. anabolic steroids;
- G. any other illegal substance so designated and prohibited by law

Students in violation of this policy WILL BE SUSPENDED from school pending an investigation that may lead to a recommendation for expulsion.

Students may be required to submit to breath-testing for the purpose of determining the presence of alcohol.

A conference with the student's parents will be required prior to an administrative decision to either reinstate the student or to recommend expulsion. Students involved in an alcohol/drug violation may be required to complete an AODA evaluation.

FIGHTING / PHYSICAL INJURY / HARM

Students causing or attempting to cause physical injury or harm, threatening or intimidating any student, teacher or other school employee on school grounds or during

any school function will be subject to disciplinary action up to and including expulsion and referral to law enforcement.

GAMBLING

No gambling of any kind is permitted at school or at any school function.

STUDENT ANTI-HARRASSMENT (SCHOOL BOARD POLICY 5517)

Prohibited Harassment

It is the policy of the Board to maintain an educational environment that is free from all forms of harassment, including sexual harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the Board can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

The Board will vigorously enforce its prohibition against harassment based on the traits of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected Federal or State civil rights laws (hereinafter referred to as "Protected Classes"), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. Additionally, the Board prohibits harassing behavior directed at students for any reason, even if not based on one of the Protected Classes, through its policies on bullying (See Policy 5517.01 – Bullying).

Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-to-female. The District will investigate all allegations of harassment and in those cases where harassment is substantiated, the District will take immediate steps designed to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means individuals students, administrators, teachers, staff, and as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on District property (e.g., visiting speakers, participants on opposing athletic teams parent), vendors doing business with, or seeking to do business with the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation;
- B. Filing a malicious or knowingly false report or complaint of harassment;
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

Definitions

Bullying

Bullying is prohibited by Board Policy 5517.01 – Bullying. It is defined as deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. Bullying need not be based on any Protected Class. Bullying behavior rises to the level of harassment when the prohibited conduct is based upon the student's sex (including transgender status, change of sex, or gender identity), race color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights. Complaints brought under this policy that are more appropriately handled under the Bullying policy shall be referred for investigation consistent with the procedures in that policy.

Harassment

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student based on one or more of the student's Protected Classes that:

- A. places a student in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
- C. has the effect of substantially disrupting the orderly operation of a school.

Sexual Harassment

"Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- A. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of access to educational opportunities or program;
- B. submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education;

- C. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile, or offensive educational environment.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. unwelcome verbal harassment or abuse;
- B. unwelcome pressure for sexual activity;
- C. unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of students by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
- D. unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- E. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status;
- F. unwelcome behavior or words directed at an individual because of gender;

Examples are:

- 1. repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
 - 2. rating a person's sexuality or attractiveness;
 - 3. staring or leering at various parts of another person's body;
 - 4. spreading rumors about a person's sexuality;
 - 5. letters, notes, telephone calls, or materials of a sexual nature;
 - 6. displaying pictures, calendars, cartoons, or other materials with sexual content.
- G. inappropriate boundary invasions by a District employee or other adult member of the District community into a student's personal space and personal life.

Boundary invasions may be appropriate or inappropriate. Appropriate boundary invasions make medical or educational sense. For example, a teacher or aide assisting a kindergartner after a toileting accident or a coach touching a student during wrestling or football can be appropriate. However other behaviors might be going too far, are inappropriate and may be signs of sexual grooming.

Inappropriate boundary invasions may include, but are not limited to the following:

1. hugging, kissing, or other physical contacts with a student;
2. telling sexual jokes to students;
3. engaging in talk containing sexual innuendo or banter with students;
4. talking about sexual topics that are not related to the curriculum;
5. showing pornography to a student;
6. taking an undue interest in a student (i.e. having a "special friend" or a "special relationship");
7. initiating or extending contact with students beyond the school day for personal purposes;
8. using e-mail, text messaging or websites to discuss personal topics or interests with students;
9. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval;
10. invading a student's privacy (e.g. walking in on the student in the bathroom, locker-room, asking about bra sizes or previous sexual experiences);
11. going to a student's home for non-educational purposes;
12. inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of a student);
13. giving gifts or money to a student for no legitimate educational purpose;
14. accepting gifts or money from a student for no legitimate educational purpose;
15. being overly "touchy" with students;
16. favoring certain students by inviting them to come to the classroom at non-class times;
17. getting a student out of class to visit with the staff member;
18. providing advice to or counseling a student regarding a personal problem (i.e. problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.), unless properly licensed and authorized to do so;
19. talking to a student about problems that would normally be discussed with adults (i.e. marital issues);

20. being alone with a student behind closed doors without a legitimate educational purpose;
21. telling a student "secrets" and having "secrets" with a student;
22. other similar activities or behavior:

Inappropriate boundary invasions are prohibited and must be reported promptly to one of the District Compliance Officers, as designated in this policy, the Building Principal or the Superintendent

- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history; and
- I. verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

It is further the policy of the Board that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the work place, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student.

Not all behavior with sexual connotations constitutes sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's education, or such that it creates a hostile or abusive educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

In addition to investigating and taking appropriate corrective action in instances of harassment, or of sexual harassment or other sexual misconduct, the District shall make available to the victim of such harassment or misconduct resources to assist the student with coping with the effects of victimization. The school counseling services shall identify available resources in the community and provide assistance to students in contacting such resources if desired by the student. The District will not directly provide or pay for assistance unless such services are available in the District program or the Board otherwise approves.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where

conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin Harassment

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's physical, mental, emotional or learning disability and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Reporting Procedures

Students and all other members of the School District community, as well as third parties, are encouraged to promptly report incidents of harassing conduct to a teacher, administrator, supervisor, or District employee or official so that the District may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the District's Anti-Harassment Compliance Officer at his/her first opportunity.

Students who believe they have been subjected to harassment are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint will not adversely affect the complaining individual's participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with the knowledge that it is false.

If, during an investigation of a reported act of bullying in accordance with Policy 5517.01 – Bullying, the principal determines that the reported misconduct may have created a hostile learning environment and may have constituted harassment based on sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws, the principal will report the act of bullying to one of the Compliance Officers who shall assume responsibility to investigate the allegation in accordance with this policy.

Reporting procedures are as follows:

- A. Any student who believes s/he has been the victim of harassment prohibited under this policy will be encouraged to report the alleged harassment to any District employee, such as a teacher, administrator or other employee.

- B. Any parent of a student who believes the student has been the victim of harassment prohibited under this policy is encouraged to report the alleged harassment to the student's teacher, building administrator or Superintendent.
- C. Teachers, administrators, and other school officials who have the knowledge or received notice that a student has or may have been the victim of harassment prohibited under this policy shall immediately report the alleged harassment to the Compliance Officer and the building principal or Superintendent.
- D. Any other person with knowledge or belief that a student has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to any District employee, such as a teacher, administrator or other employees.
- E. The reporting party or Complainant shall be encouraged to use a report form available from the principal of each building or available from the District office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing.
- F. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, each school's building principal shall be advised to designate both a male and a female Compliance Officer for receiving reports of harassment prohibited by this policy. At least one (1) Compliance Officer or other individual shall be available outside regular school hours to address complaints of harassment that may require immediate attention.

District Compliance Officers

The Board designates the following individuals to serve as the District's "Compliance Officers" (hereinafter referred to as the "COs").

Topher Adams
 Director of Business Services
 (262) 376-5411
 1900 Washington Street
 Grafton, WI 53024
 Tadam@grafton.k12.wi.us

Laura Stautz
 Director of Pupil Services
 (262) 376-5495
 1900 Washington Street
 Grafton, WI 53024
 Lstautz@grafton.k12.wi.us

The names, titles, and contact information of these individuals will be published annually:

- A. in the student handbooks.
- B. on the School District's web site.

A CO will be available during regular school/work hours to discuss concerns related to harassment, to assist students, other members of the School District community, and third

parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student.

Any Board employee who directly observes harassment of a student is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) business days. Thereafter, the COs must contact the student, if over age eighteen (18) or the student's parents if under the age eighteen (18), within two (2) business days to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the compliance officer to conduct an investigation following all the procedures outlined in the complaint procedures.

The COs are assigned to accept complaints of harassment directly from any member of the School District community or a visitor to the District, or to receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint, either directly or through a school building administrator, a CO will begin review or investigation or the CO will designate a specific individual to conduct such a process. The CO will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of harassment that are reported to them to the Compliance Officer as soon as possible, but always within no more than two (2) calendar days of learning of the incident.

Investigation and Complaint Procedure

Any student who believes that s/he has been subjected to harassment may seek resolution of his/her complaint through the procedures described below. Further, a process for investigating claims of harassment and a process for rendering a decision regarding whether the claim of harassment was substantiated are set forth below.

Due to the sensitivity surrounding complaints of harassment, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. Once the complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) calendar days of the complaint being received).

If at any time during the investigation process the investigator determines that the complaint is properly defined as Bullying, under Policy 5517.01 - Bullying and not Harassment under this Policy, because the conduct at issue is not based on a student's Protected Classes, the investigator shall transfer the investigation to the appropriate building principal.

Complaint Procedure

A student who believes s/he has been subjected to harassment hereinafter referred to as the "Complainant", may file a complaint, either orally or in writing with a teacher, principal, or other District employee at the student's school, the CO, Superintendent, or other District employee who works at another school or at the District level. Due to the sensitivity surrounding complaints of harassment, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, or other District employee at the student's school, the CO, Superintendent, or other District employee, either orally or in writing, about any complaint of harassment, that employee must report such information to the CO within two (2) business days.

Throughout the course of the process as described herein, the CO should keep the parties informed of the status of the investigation and the decision making process.

All complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or to be actively engaging in, harassment; a detailed description of the facts upon which the complaint is based; and a list of potential witnesses.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation including but not limited to a change of class schedule for the Complainant or the alleged harasser, or possibly a change of school for either or both of the parties. In making such a determination, the Compliance Officer should consult the Principal prior to any action being taken. The Complainant should be notified of any proposed action prior to such action being taken.

As soon as appropriate in the investigation process, the CO will inform the individual alleged to have engaged in the harassing conduct, hereinafter referred to as the "Respondent", that a complaint has been received. The Respondent will be informed about the nature of the allegations and a copy of these administrative procedures and the Board's anti-harassment policy shall be provided to the Respondent at that time. The Respondent must also be provided an opportunity to respond to the complaint.

Within five (5) business days of receiving the complaint, the CO will initiate a formal investigation to determine whether the Complainant has been subject to offensive conduct/harassment. A principal will not conduct an investigation unless directed to do so by the Compliance Officer.

Although certain cases may require additional time, the Compliance Officer will attempt to complete an investigation into the allegations of harassment within fifteen (15) calendar days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations, as determined by the CO;
- D. consideration of any documentation or other evidence presented by the Complainant, Respondent, or any other witness which is reasonably believed to be relevant to the allegations, as determined by the CO.

At the conclusion of the investigation, the CO shall prepare and deliver a written report to the Superintendent which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of harassment as provided in Board policy and State and Federal law as to whether the Complainant has been subject to harassment. In determining if harassment occurred, a preponderance of evidence standard will be used. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved.

The CO may consult with the Board Attorney before finalizing the report to the Superintendent.

In cases where no District CO is able to investigate a complaint due to concerns regarding conflicts, bias or partiality, or for other reasons that impair the CO's ability to conduct an investigation the CO may in consultation with the Superintendent or Board President, engage outside legal counsel to conduct the investigation consistent with this policy.

Absent extenuating circumstances, within ten (10) business days of receiving the report of the CO, the Superintendent must either issue a final decision regarding whether or not the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within ten (10) business days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

The decision of the Superintendent shall be final. If the Complainant feels that the decision does not adequately address the complaint s/he may appeal the decision to the State Superintendent of Public Instruction.

The Board reserves the right to investigate and resolve a complaint or report of harassment regardless of whether the member of the School District community or third party alleging the harassment pursues the complaint. The Board also reserves the right to have the complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board.

Additional School District Action

If the evidence suggests that the harassment at issue is a crime or requires mandatory reporting under the Children's Code (Sec. 48.981, Wis. Stat.), the CO or Superintendent shall report the harassment to the appropriate social service and/or law enforcement agency charged with responsibility for handling such investigations and crimes.

Any reports made to the local child protection service or to local law enforcement shall not terminate the CO's obligation and responsibility to continue to investigate a complaint of harassment. While the COs may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

Confidentiality

The District will make all reasonable efforts to protect the rights of the Complainant and the Respondent. The District will respect the privacy of the Complainant, the Respondent, and all witnesses in a manner consistent with the District's legal obligations under State and Federal law. Confidentiality cannot be guaranteed however. All Complainants proceeding through the investigation process should be advised that as a result of the investigation, the Respondent may become aware of the Complainant's identity.

During the course of an investigation, the CO will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable law. When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

Reprisal

Submission of a good faith complaint or report of harassment will not affect the Complainant's status or educational environment. However, the Board also recognizes that false or fraudulent claims of harassment or false or fraudulent information about such claims may be filed. The Board reserves the right to discipline any person filing a false or fraudulent claim of harassment or false or fraudulent information about such a claim.

The District will discipline or take appropriate action against any member of the School District community who retaliates against any person who reports an incident of harassment prohibited by this policy or participates in a proceeding, investigation, or hearing relating to such harassment. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of discriminatory practices. The Superintendent will develop a method of discussing this policy with the School District community. Training on the requirements of non-discrimination and the appropriate responses to issues of harassment will be provided to the School District community at such times as the Board in consultation with the Superintendent determines is necessary or appropriate.

This policy shall be reviewed at least annually for compliance with local, State, and Federal law.

The District shall conspicuously post a notice including this policy against harassment in each school in a place accessible to the School District community and members of the public. This notice shall also include the name, mailing address and telephone number of the Compliance Officers, the name, mailing address and telephone number of the State agency responsible for investigating allegations of discrimination in educational opportunities, and the mailing address and telephone number of the United States Department of Education, Office for Civil Rights.

A summary of this policy shall appear in the student handbook and shall be made available upon request of parents, students, and other interested parties.

Retention of Public Records, Student Records, and Investigatory Records and Materials

All individuals charged with conducting investigations under this policy shall retain all information, documents, electronically stored information (“ESI”), and electronic media (as defined in Policy 8315) created and received as part of an investigation including but not limited to:

- A. all written reports/allegations/complaints/statements;
- B. narratives of all verbal reports, allegations, complaints, and statements collected;
- C. a narrative of all actions taken by District personnel;
- D. any written documentation of actions taken by District personnel;
- E. narratives of, notes from, or audio, video, or digital recordings of witness statements;
- F. all documentary evidence;
- G. e-mails, texts, or social media posts pertaining to the investigation;
- H. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
- I. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;
- J. dated written determinations to the parties;
- K. dated written descriptions of verbal notifications to the parties;
- L. written documentation of any interim measures offered and/or provided to Complainants, including no contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt; and
- M. documentation of all actions taken, both individual and systemic, to stop the discrimination of harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects.

INCENDIARY DEVICES

Personal items such as lighters, matches, fireworks, fuels (such as butane) and other incendiary devices are prohibited on school property. Students found in possession of these items will be subject to disciplinary action up to and including expulsion.

LANGUAGE AND DEROGATORY COMMENTS

Obscene or profane language, inflammatory, provocative, derogatory comments, or actions based on race, sex, sexual orientation, disability, religion, or national origin, on school premises, or while in transit to or from, engaged in or attending school sponsored activities is prohibited.

LOITERING

Students found in areas of the building/campus without authorization during a scheduled class or study hall will be considered to be loitering and truant. Students will be asked to return to their assigned area, assigned a behavioral referral, and may be referred to the school resource officer.

PRESCRIPTION MEDICATION (SCHOOL BOARD POLICY 5530)

Any student needing prescription medication should contact the main office, where the medication will be kept. Prescription medicine should only be dropped off/picked up by a parent/guardian. No prescription medication should be dropped off/picked up by students or stored in a student's locker or on their person.

At no time will a student transfer medication to another student. Students are not to possess or use prescription medication without a valid prescription. The sale and/or delivery of prescription medication are strictly prohibited. Failure to follow this policy will result in disciplinary action.

PERSONAL COMMUNICATION DEVICES (SCHOOL BOARD POLICY 5136)

"Personal communication devices" ("PCDs") include computers, laptops, tablets, e-readers, cellular/mobile phones, smartphones, and/or other web-enabled devices of any type. Students at Grafton High School are allowed to possess and use these devices in accordance with established procedures.

Cell phones

Cell phones are allowed in the building and may be used at the following times: before school (prior to the first warning bell of the day) and after school (after the final bell), during passing time in the hallways and in the cafeteria during lunch. Upon entrance into each classroom, phones must be out-of-sight, and kept in such locations as classroom cell phone holders, backpacks, or student lockers. Students are able to use cell phones for educational purposes within the classroom only when granted explicit teacher permission.

In the event that a student violates this rule the staff member observing the violation will confiscate the device and give it to an administrator in the office.

1st Violation: The student can pick up the item at the end of the school day after meeting with an administrator. Administrator issues documented warning.

2nd Violation: Parent will be contacted, and student can pick up the item at the end of the school day after meeting with an administrator. Administrator issues detention.

Subsequent Violations: Further violations will be subject to progressive consequences, including a check in/check out procedure at both the beginning and end of the school day (length determined by administration), confiscation of cell phone for an extended period of time, and detention/suspension from school.

Student Laptops, Chromebooks, etc.

The Grafton School District implements a 1:1 program for students utilizing Chromebooks. The use of these devices will comply with the appropriate student acceptable use policy.

Students may utilize personal computing devices in school for educational purposes including but not limited to taking notes and accessing instructional materials. Students will need to have permission of the classroom teacher to use such devices.

Teachers will set a rule governing the use of such devices in his/her classroom. Students failing to abide by the rule set by that teacher will cause the staff member to confiscate the device and turn it over to an administrator in the office.

Other PCD Information

Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles during school-sponsored activities, at the discretion of the bus driver, classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record, and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the school day or a parent picks it up, and may be directed to delete the audio and/or picture/video file while the parent is present. If the violation involves potentially illegal activity, the confiscated-PCD may be turned over to law enforcement.

PCDs, with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent or turned over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 - Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Students may use school phones to contact parents during the school day.

PUBLIC DEMONSTRATION OF AFFECTION

School is not the proper location for public displays of affection between students. Students are not to display behaviors such as kissing on school grounds. Failure to comply may result in school disciplinary consequences.

SKATEBOARDS AND OTHER WHEELED DEVICES

Skateboards, rollerblades, and other wheeled devices are not to be used on high school property unless they are utilized for transportation to and from school. These items must be stored in the student's school locker and are not to be used in the building for any reason. Failure to comply may result in school disciplinary consequences.

SPORTSMANSHIP

Good sportsmanship at all home and away events is expected of athletes, student-spectators and parents. Failure to display good sportsmanship while at an event can be grounds for consequences including immediate removal without refund, being withheld from future events, and possibly further school consequences.

THEFT / PROPERTY DAMAGE / TRESPASSING

Students involved with stealing, trespassing, causing damage to, or destruction of school or private property will be subject to disciplinary action. Restitution for damages resulting from defacement or destruction of school property, whether willful or accidental, will be the student's responsibility. Students may be suspended from school and/or referred to the Grafton Police Department.

TOBACCO (SCHOOL BOARD POLICY 5512)

The Board is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco and nicotine use for both users and non-users, particularly in connection with second-hand smoke, are well-established. In addition, students less than eighteen (18) years of age are generally prohibited by law from purchasing or possessing cigarettes and other tobacco products.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute or simulated forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance. This policy also prohibits the use of other products containing nicotine, including, but not limited to, nicotine patches and nicotine gum, except when a student provides documentation from a licensed medical practitioner that the student's use of non-tobacco nicotine products is being medically supervised for the cessation of a nicotine addiction and the student complies with Policy 5330 - Administration of Medication. Accordingly, the Board prohibits students from using or possessing tobacco or nicotine in any form on District premises, in District vehicles, within any indoor facility owned or while leased or contracted for by the District and used to provide education or library services to children, and at all District-sponsored events.

Violation of this policy will result in school consequences and a referral to law enforcement.

T-SHIRTS FOR ACTIVITIES / TEAMS/ MEMORIALS

Students organizing the sale of any shirts to be used or worn at school (i.e. memorial shirts, team shirts for power puff) must get prior approval of the design and names by a school administrator. Generic items such as a student's last name and a simple description on the front (i.e. "Junior Power Puff") are more likely to be approved.

WEAPONS (SCHOOL BOARD POLICY 5772)

The Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law without the permission of the Superintendent.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, (subject to the exceptions below) razors, with unguarded blades, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

Administration will refer any student who violates this policy to the student's parents and may also make a referral to law enforcement. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

- A. items pre-approved by a principal, as part of a class or individual presentation under adult supervision, including, but not limited to Hunters' Education courses, if used for the purpose and in the manner approved (working firearms and live ammunition will never be approved);
- B. theatrical props used in appropriate settings; and
- C. a knife lawfully used for food consumption or preparation, or a knife used for a lawful purpose within the scope of the student's class work.

Any student who has reason to believe that a person has or will violate this policy shall report to administration or the supervisor of the activity immediately. The report should include as much detail as possible concerning the person(s) involved, the weapon, the location of the person(s), and how this information was obtained.

No student is to confront the person possessing the weapon, but a staff member has the option of confronting the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person.

Section IV DISCIPLINE

Discipline Chart (Note: These are common offenses, all offenses are not listed)

Misconduct	Definition	Minimum Action	Maximum Action	Details on page
Chronic disruption	Behavior that disrupts the educational process of others by involvement in misconduct that recurs on a regular basis over a period of time	Intervention	Recommended for expulsion	9
Leaving campus	Leaving campus without permission	Intervention	Suspension / parent conference	10
Damage to school property/property to others	Deliberate damage or destruction of school property	Restitution Suspension	Recommended for expulsion	11
Possession/use of incendiary devices	Possession of lighters, matches, fuels, other devices	Intervention	Expulsion	10
Drugs/Alcohol	Use/Possession/Selling	Suspension	Suspension Arrest Recommended for expulsion	10
Fighting	Pushing and shoving Physical Harm	Intervention Suspension	Citation Expulsion	10

Trespassing	Entering building outside of school hours without permission	Suspension Citation	Recommended for expulsion Citation	11
Profanity/Intimidation/Harassment	The use of inappropriate language, either written or spoken, or conduct or gestures which are obscene, lewd, profane, vulgar, or sexually suggestive disturbing by name calling, pestering, tormenting, or threatening	Intervention	Suspension/ Citation Expulsion/ Citation	11
Weapons Other weapons	Possession, use or threat to use a gun Any object by the way it is used or intended to be used is capable of inflicting bodily harm	Suspension/Referral to law enforcement	Recommended for expulsion/Referral to law enforcement	12
Tardiness (unexcused)	Not in classroom within 5 minutes of when the bell rings	Detention	Truancy Citation	6
Truancy	Missing all or part of a day without permission	Contact with a parent –via email, letter or phone	Truancy citation requested	6
Tobacco	Use/Possession/Selling	Suspension/Citation	Expulsion/Citation	11
Theft	Possession of another's property	Suspension/Restitution	Expulsion/Restitution	11

STUDENT DISCIPLINE (BOARD POLICY 5600)

The Board acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of students.

The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions.

The Board shall require each student of this District to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

- A. conform to reasonable standards of socially acceptable behavior;
- B. respect the person and property of others;
- C. preserve the degree of order necessary to the educational program in which they are engaged;

- D. respect the rights of others;
- E. obey constituted authority and respond to those who hold that authority.

STUDENT INTERVENTIONS AND CONSEQUENCES

***If a student violates a rule set forth in the GHS Student Handbook, the following interventions and consequences will be assigned at the discretion of the high school administration. Interventions and consequences are determined by the severity and/or frequency of the offense.**

Interventions

1. Teacher conference with student
2. Phone call home by teacher
3. Referral to School Counseling Department
4. Teacher conference with student and parent
5. Student conference with administrator
6. Phone call home by administrator
7. Teacher conference with student, parent, teacher, counselor
8. Conference with student, teacher, administrator
9. Conference with student, teacher, parent, administrator

Consequences

1. Interventions (as listed above)
2. Removal of privileges
3. Temporary/Permanent removal from class
4. Teacher-assigned detention
5. Administrator-assigned detention
6. Saturday detention
7. Out of school suspension
8. Police referral
9. Referral to the School Board for an expulsion hearing

Other disciplinary actions may also apply, including but not limited to: ineligibility for participation in athletic events, co-curricular activities and events, educational tours and other school sponsored programs, and review of the membership for those elected to the National Honor Society, Class Officer, and Student Council. Student may have his/her parking permit suspended or revoked (with no reimbursement). Students who have been suspended out of school may not participate in school events on the days of suspension.

DETENTION

1. Will be assigned at the discretion of administration for violation of rules outlined in handbook. Detentions can take place before school, during lunch, and after school. Administration determines location and time of detention served.
2. Students are to report on time. If detained by a teacher, they must have a pass from that teacher for admittance.
3. Students are required to bring work with them while serving their detention.
4. Detention hall is to remain quiet. Students are not to be using electronic devices (unless for instructional purposes). No sleeping.

OUT-OF-SCHOOL SUSPENSION (BOARD POLICY 5610)

Student can be suspended from school for a maximum of five consecutive school days unless a notice of expulsion hearing has been sent. In this case, the student may be suspended for a maximum of fifteen consecutive school days. The length of suspension will be determined by the severity and/or frequency of the offense (Wisconsin Statute 120.13).

EXPULSION (BOARD POLICY 5610)

Expulsion from school requires the action of the Board of Education. Grounds for expulsion are as follows:

1. Repeated refusal or neglect to obey school district rules;
2. Knowingly, conveyed or cause to be conveyed, any threat or false information concerning any attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
3. Engaged in conduct while at school or while under the supervision of a school authority which endangers the property, health, or safety of others;
4. While not at school or while not under the supervision of a school authority engaged in conduct which endangers the property, health, or safety of others at school or under the supervision of a school authority or endangering the property, health, or safety of any employee or school board member of the school district in which the pupil is enrolled.

DUE PROCESS RIGHTS (Board Policy 5611)

The Board recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures.

To better ensure appropriate due-process is provided a student, the Board establishes the following guidelines:

A. Students subject to suspension:

The suspended student, and if a minor, the parent of the suspended minor student shall be given prompt notice of the suspension and the reason for the suspension. The student or the student's parents may within five (5) school days following the beginning of the suspension, have a conference with the Superintendent. This conference will serve as the opportunity for the student to respond to the charges against him/her. If the Superintendent finds that the student was suspended unfairly or unjustly or that the student suffered undue consequences as the result of suspension, the student's record shall be expunged.

B. Students subject to expulsion:

Prior to expelling a student, the Board must hold a hearing. A student and his/her parent must be given written notice of the intention to expel and the reasons therefor, at least five (5) days prior to the date of the hearing as specified in Policy 5610 along with other due process procedures. The hearing is the opportunity for the student and his/her parent to appear with a representative or legal counsel before the Board to answer the charges. The Board will keep written minutes of the hearing. The hearing will be closed. The student and/or his/her parent may appeal the expulsion consistent with Chapter 120.13, Wis. Stats.

The Superintendent shall establish procedures to ensure that all members of the staff use the above guidelines when dealing with students. In addition, this statement of due process rights should be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

SEARCH AND SEIZURE (SCHOOL BOARD POLICY 5771)

Student Person and Possessions

The Board recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion that the search will turn up evidence that the student has violated or is violating either a particular law or a particular rule of the school. Any search under this paragraph must be reasonable in scope and reasonable in the manner in which it is conducted. The extent of the search will be governed by the seriousness of the suspected infraction, the student's age and gender, the student's disciplinary history, and any other relevant circumstances or information. The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe the student has consumed or is under the influence of an alcoholic beverage while on school premises or while participating in a school-sponsored activity. If the result indicates a violation of school rules as described in the student handbook, the disciplinary procedure described in the student handbook will be followed. If the student refuses to take the test, the Principal will inform the student that refusal to participate implies admission of guilt leading to disciplinary action consistent with the student handbook.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

In a situation in which a search of a student's person or possessions is appropriate, school administrators should attempt to contact the school resource officer (SRO) when appropriate for him/her to conduct the search under the administrator's direction. If the officer is not available or the situation does not merit the participation of the SRO, the administrator may proceed with the search, unless the information justifying the search suggests that the student is in possession of dangerous materials whereby the expertise of law enforcement is necessary. In such a case, the school official shall contact law enforcement and request their assistance.

Under no circumstances shall a school official ever conduct a strip search of a student.

Parking Permit Required

Permission for a student to bring a vehicle on school property shall be conditioned upon written consent of the search of the vehicle and all containers inside the vehicle by a school administrator with reasonable suspicion to believe the search will produce evidence of a violation of a particular law, a school rule, or a condition that endangers the safety or health of the student driver or others. If an administrator determines a search is necessary, he or she should request consent to search the vehicle and all containers inside the vehicle. If consent is not given, a school administrator may proceed with the search. An administrator may contact the SRO or law enforcement agency for assistance in conducting a search.

Except as provided below, a request for the search of a student or a student's possessions will be directed to a building administrator. S/He shall attempt to obtain the freely-offered consent of the student to the inspection; however, provided there is reasonable suspicion pursuant to the above paragraphs, s/he may conduct the search without such consent. Whenever possible, a search will be conducted by the principal or building administrator in the presence of the student

and a staff member other than the principal. A search prompted by the reasonable suspicion that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

Search of a student's person shall, when practicable, be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and in a manner that is minimally intrusive to the student based on the reasonable suspicion justifying the search.

Use of Dogs

The Board authorizes the use of specially-trained dogs to detect the presence of drugs and devices such as bombs on school property under the following conditions:

- A. The presence of the dogs on school property is authorized in advance by the Principal, except in emergency situations, or is pursuant to a court order or warrant.
- B. The dog must be handled by a law enforcement officer or certified organization specially trained to safely and competently work with the dog.
- C. The dog is represented by the Sheriff or Chief of the law enforcement agency providing the service as capable of accurately detecting drugs and/or devices.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found and the disposition made of them; and any subsequent action taken. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

The Superintendent may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the Superintendent, the search shall be conducted by the law enforcement officers at the direction of a District official. Law enforcement searches conducted independent of any District official request or direction shall be conducted based on standard applicable to law enforcement.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a particular law or school rule or which endangers the safety or health of any person shall be seized and properly cataloged for use as evidence if appropriate. Seized items shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items that may not lawfully be possessed by the owner shall be turned over to law enforcement

SECTION V ACADEMICS

ACADEMIC HONESTY

All students are required to abide by the basic principles of honesty in fulfilling both out-of-class and in-class assignments. Violation of these principles will result in penalties that will be determined by the specific circumstances. Penalties may range from reduction of a grade on a given assignment to removal from class with a failing grade. Work submitted

under a student's name must be his/her own independent effort unless credit is given for resource assistance. Students adhering to academic honesty do not engage in:

- **Cheating** – deliberately giving or receiving improper assistance on assignments or tests.
- **Plagiarism** – using the words, work, or ideas of another without giving credit (electronic or otherwise) based upon an accredited format like MLA. Please see reference section of this handbook for samples.
- **Examples** – Copying another student's work, asking for or giving assistance on a test or quiz, taking a photo of a test, storing information/answers on a calculator or cell phone, obtaining and submitting all or part of a paper or project completed by another person (another student or from somewhere online).

Consequences for Cheating

1st Offense – receiving assistance/plagiarism

Formative Assessment – Formative assessments are designed to determine if a student is making progress toward mastering the standard being addressed and understanding the material. Cheating on a formative assessment keeps a student from knowing where they need to improve and denies them needed teacher assistance. Students who are caught cheating on a formative assessment will be required to redo the assessment and will receive a teacher assigned consequence. The teacher will review the consequence and document the cheating with the administration and inform the student's parents of the incident.

Benchmark Assessment – Like formative assessments, benchmark assessments are designed to determine if a student is making progress toward mastering the standard being addressed and understanding the material. Cheating on a benchmark assessment keeps a student from knowing where they need to improve and denies them needed teacher assistance. Students who are caught cheating on a benchmark assessment will be required to redo the assessment or an equivalent assessment for 70% credit earned and the teacher may assign a consequence or refer the student to the administration to assign a consequence. The teacher will review the consequence and document the cheating with the administration and inform the student's parents of the incident.

Summative Assessment – A summative assessment is designed to show mastery of a standard. Cheating on a summative assessment demonstrates that a student has not mastered the standard. Students caught cheating on a summative assessment will not be given credit for the entire assessment. Students will be allowed a corrective assessment worth 70% of the original assessment. The student will also be assigned two (2) Detentions. Students who have a gold study hall will lose this privilege until the end of the next semester. Students involved in extracurricular activities will receive an athletic/activities code violation in accordance with our athletic/activities code. For first violations of the athletic/activities code, cheating on a summative assessment will be a 1st Degree offense. The teacher will document the cheating with the administration and inform the student's parents of the incident. Students who cooperate with a teacher or administrator's investigation of cheating may have non-academic consequences reduced. However, academic and athletic/activities code violations will not be reduced.

Final Exams – Final Exams are a specific type of summative assessment designed to show mastery of a standard. Cheating on a final exam demonstrates that a student has not mastered the standard(s). Students caught cheating on a final will receive a zero for the assessment. No corrective assessments are allowed on a final exam. Students will be assigned two (2) Detentions. Students who have a gold study hall will lose this privilege for, at least, a calendar year. Students involved in extracurricular activities will receive an athletic/activities code violation in accordance with our athletic/activities code. For first

violations of the athletic/activities code, cheating on a final exam will be a 1st Degree offense. The teacher will document the cheating with the administration and inform the student's parents of the incident. Students who cooperate with a teacher or administrator's investigation of cheating may have non-academic consequences reduced. However, academic and athletic/activities code violations will not be reduced.

Providing Assistance

A student who provides another student with assistance has denied a classmate the opportunity to learn. There are a number of variables which will determine the consequence a student receives. These variables include, but are not limited to, the type of assistance provided, mastery of the standard, enrollment in the class, and motivation for the assistance.

Formative Assessments - For providing assistance formative assessment, student will receive a teacher assigned consequence and may be required to complete an additional assignment to determine if the original work was their own. The teacher will review the consequence and document the cheating with the administration and inform the student's parents of the incident.

Benchmark Assessments - For providing assistance on a Benchmark Assessment, the teacher may assign the student a consequence or refer the student to the administration to assign a consequence and the students will receive 70% of the credit earned on the assessment or be required to redo the assessment or an equivalent assessment for 70% credit earned. Depending on the circumstances of the situation providing assistance on a Benchmark assessment may be considered 1st degree or 2nd degree Athletic/Activities code violation or no violation of the code at the discretion of the administration. The teacher will review the consequence and document the cheating with the administration and inform the student's parents of the incident.

Summative Assessments - For providing assistance on a Summative Assessment, students will not be given credit for the entire assessment. Students will be allowed a corrective assessment worth 70% of the original assessment. Depending on the circumstances of the situation, the student will receive discipline consequences including being suspended from school. Students who have a gold study hall will lose this privilege until the end of the next semester. Students involved in extracurricular activities will receive an athletic/activities code violation in accordance with our athletic/activities code. For first violations of the athletic/activities code, cheating on a summative assessment will be a 1st Degree offense. The teacher will document the cheating with the administration and inform the student's parents of the incident. Students who cooperate with a teacher or administrator's investigation of cheating may have non-academic consequences minimized. However, academic and athletic/activities code violations will not be reduced.

Final Exams - Students caught cheating on a final will receive a zero for the assessment. No corrective assessments are allowed on a final exam. Depending on the circumstances of the situation, the student will receive discipline consequences including being suspended from school. Students who have a gold study hall will lose this privilege for, at least, a calendar year. Students involved in extracurricular activities will receive an athletic/activities code violation in accordance with our athletic/activities code. For first violations of the athletic/activities code, cheating on a final exam will be a 1st Degree offense. The teacher will document the cheating with the administration and inform the student's parents of the incident. Students who cooperate with a teacher or administrator's investigation of cheating may have non-academic consequences reduced. However, academic and athletic/activities code violations will not be reduced.

2nd Offense Cheating

Formative and Benchmark – Additional incidents of student cheating will be handled like first offenses by the classroom teacher. In addition to the classroom consequence, the students will receive additional progressive discipline consequences based on the 1st time

consequences issued from the administration which may include additional detention time, loss of privileges, athletic/activities code violation (it will be treated as a 2nd Degree offense), or suspension from school. Students who cooperate with a teacher or administrator's investigation of cheating may have non-academic consequences reduced. However, academic and athletic/activities code violations will not be reduced.

Summative/Final Exam – Additional incidents of student cheating will be handled like first offenses by the classroom teacher. In addition to the classroom consequence, the students will receive additional progressive discipline consequences based on the 1st time consequences issued from the administration which may include additional detention time, loss of privileges, athletic/activities code violation (it will be treated as a 2nd Degree offense), or suspension from school. Students who cooperate with a teacher or administrator's investigation of cheating may have non-academic consequences reduced. However, academic and athletic/activities code violations will not be reduced.

3rd Offense Cheating

Formative, Benchmark, Summative/Final Exam–

Any incidents of cheating especially on a summative assessment or final exam that happen after a second offense of any type of cheating has occurred will result in the student failing the course. The student will not be eligible for a gold study hall for the remainder of their high school career and will serve detention or suspension time at the discretion of the administration. Students involved in extracurricular activities will receive an athletic/activities code violation in accordance with our athletic/activities code (3rd Degree offense). Students who cooperate with a teacher or administrator's investigation of cheating may have non-academic consequences reduced. However, academic and athletic/activities code violations will not be reduced.

Teacher Responsibility

Teachers need to address with students what cheating looks like in your classroom and need to document all cheating with the administration. Suspected cheating should be reported to the associate principal for investigation. Teachers are also responsible for notifying parents when they catch a student cheating.

CHANGES IN COURSE SELECTION

Students are expected to choose their courses carefully while considering their academic and career plan. Below are the timelines if a schedule change is deemed necessary.

- Students requesting to add or drop a class for a legitimate reason must do so within the first 10 days of the semester.
- Students who do not have a study hall (8 courses) will have through the first 4 weeks of each semester to drop a course for a study hall.

Course selections are considered a firm commitment by students and will be altered only by the following procedures:

- Any schedule changes desired by a student following the parent approval of the following year course selection sheet will require student and parental communication explaining the reason for the requested change.
- First and second semester requested changes must be made prior to the start of the semester and require parent communication and/or conference with the student's counselor/administrator.
- Any late change course requests need administrative approval.

*All changes are subject to available space in the course desired.

COURSE LOAD

Each student is required to carry a minimum of 7 credits per year. Exceptions to this policy include:

1. Seniors under a Work-Study Program.
2. Students enrolled in an Apprenticeship Program.
3. Those students with IEP or 504 plan.
4. Students identified as "At Risk".

Students may carry an overload (8 credits) if it is in their best interest to have one extra class. An overload class may be dropped without penalty through the fourth week of the semester.

CLASS RANK (BOARD POLICY 5430)

The Board acknowledges the usefulness of a system of computing grade point averages and class ranking for high school students, both to inform students of their relative academic placement among their peers and to provide students, prospective employers, and institutions of higher learning with a predictive device so that each student is more likely to be placed in an environment conducive to success.

The Board authorizes a system of class ranking, by grade point average using grades in both weighted and unweighted courses, for students in grade(s) 9-12.

The valedictorian and salutatorian for the graduating class shall be selected by class rank after seven semesters. When there is a tie in class rank, the tie breakers used to select the valedictorian and salutatorian will be:

- A. the student's highest ACT composite score;
- B. the number of Advanced Placement (AP) credits earned;
- C. the number of credits earned.

To be designated as the valedictorian, salutatorian, or a top ten academic student, a student must have matriculated at Grafton High School for at least five semesters.

The Board shall also recognize the top ten academic students in the graduating class, including the valedictorian and salutatorian, based on class rank.

CITIZENSHIP RUBRIC

Grafton High School Citizenship Rubric			
Rubric Components	Component Description Scale		
	A-Always meets expectations	O-Often meets expectations	S-Seldom meets expectations
<p>Respect and Personal Responsibility</p> <p>This category describes how a student presents himself or herself to the teacher and class.</p>	<p>Attendance – No more than 2 excused absences.</p> <p>Punctuality – No more than 1 unexcused tardy or late to class.</p> <p>Classroom Materials – Prepared for class.</p> <p>Behavior – Follows behavior expectations outlined in the student handbook.</p>	<p>Attendance – All absences excused.</p> <p>Punctuality – Between 1-3 times unexcused tardy or late to class.</p> <p>Classroom Materials – Normally prepared for class. Occasionally needs to go to locker to get supplies or borrows from others.</p> <p>Behavior – Normally follows behavior expectations outlined in the student handbook. Corrects behavior when reminded.</p>	<p>Attendance – Has unexcused absences.</p> <p>Punctuality – Over 3 times tardy or late to class.</p> <p>Classroom Materials – Seldom prepared for class. Regularly borrows materials or goes to locker.</p> <p>Behavior – Habitually fails to follow behavior expectations outlined in the student handbook and needs to be directed by teachers or peers.</p>
<p>Work Habits and Productivity</p> <p>This category describes what and how a student produces work for a class.</p>	<p>Completes Work - All work completed and handed in on time. Promptly arranges for and completes work after an absence.</p> <p>Engaged - Independently engages in classroom activities, demonstrates interest and curiosity in learning. Uses electronic devices appropriately.</p> <p>Work Ethic – Student achievement is reflective of student ability. Resourceful, seeks assistance when needed.</p> <p>Safety Rules – Always follows classroom safety expectations and guidelines.</p>	<p>Completes Work - Most work completed and handed in on time. Needs a reminder to arrange for and complete work after an absence.</p> <p>Engaged – Stays on task and follows directions. Needs few reminders to stay on task. Electronic devices occasionally a distraction.</p> <p>Work Ethic – Student achievement is reasonably reflective of student ability. Seeks assistance when approached.</p> <p>Safety Rules – Normally follows classroom safety expectations and guidelines. Immediately corrects behavior when reminded.</p>	<p>Completes Work – Very little work completed and handed in on time. Missing work. Does not meet deadlines.</p> <p>Engaged – Student does not remain focused on classroom and needs regular reminders to attend to the classroom tasks. Electronic devices regularly a distraction.</p> <p>Work Ethic – Student achievement is below student ability. Student work is inconsistent. Student does just enough to get by.</p> <p>Safety Rules – Seldom follows classroom safety expectations and guidelines and regularly needs to be reminded to follow rules.</p>
<p>Collaboration and Personal Integrity</p> <p>This category describes how a student works with others in the classroom and interacts within the classroom environment.</p>	<p>Team Work – Consistently provides ideas. Values and encourages all team members.</p> <p>Interaction - Always addresses students and staff appropriately, respects the physical environment.</p> <p>Courtesy – Always listens to others complete their thoughts and responds constructively.</p> <p>Attitude – Always communicates positively with classmates.</p>	<p>Team Work – Normally provides ideas and participates in all activities.</p> <p>Interaction - Normally addresses students and staff appropriately, respects the physical environment.</p> <p>Courtesy – Normally listens to others complete their thoughts and responds constructively.</p> <p>Attitude – Normally communicates positively with classmates.</p>	<p>Team Work – Does not participate or only participates after encouragement from peers or the teacher.</p> <p>Interaction - Needs to be reminded to address students and staff appropriately and to respect the physical environment.</p> <p>Courtesy – Does not allow others to complete their thoughts or responds inappropriately to others.</p> <p>Attitude – Does not communicate with classmates unless directed by the teacher or communicates negatively.</p>

CREDIT / ALTERNATIVE CREDIT

Credit

In order to receive passing credit for a course a student must, not only attain a grade of at least a D-, but he / she must also complete all of the work required. For instance, a student who fails to complete a required project or paper or who fails to take a required test with reasonable effort may be considered by the teacher to have not completed their work. In such a case, the student would either receive an incomplete or a failing grade.

Alternative Credit

Junior and Senior students who are deficient of credits may obtain credit through pre-approved alternative programming. To receive credit, students must cover all costs, attend all sessions, earn passing grades, and present evidence of successful completion to the high school. Alternative courses may not be used to assist in meeting requirements of early graduation. Only two credits from a non-high school setting will be accepted at Grafton High School to meet graduation requirements. See your school counselor for further information. Exceptions to the two credit policy will be made on a case by case basis through administrative approval.

EARLY COLLEGE CREDIT PROGRAM (BOARD POLICY 2271)

The Board of Education will allow any high school student who satisfies the eligibility requirements of the Early College Credit Program (ECCP) to enroll in an approved course at an ECCP-approved institution within the University of Wisconsin System, a tribally controlled college, or a private, nonprofit institution of higher education located in the state, while attending in the District. Students will be eligible to earn high school credit, post-secondary credit, or both, provided they complete the course and receive a passing grade. The District's responsibility to pay for tuition, fees, books and other necessary materials shall be limited to eighteen (18) postsecondary credits per student.

Please see the school counseling department for additional information.

EDUCATION OF HOMELESS STUDENTS (BOARD POLICY 5111.01)

Homeless children and youth have access to the same free, appropriate public education as provided to other resident children in the district and are provided with comparable services. The Director of Student Services is the liaison for the Grafton School District. Homeless population and should be notified immediately of any child who is considered homeless. This information is kept confidential at all times. A variety of supports will be put into place, including immediate enrollment, supplies, waivers, and free school meals.

GRADING SCALE

WEIGHTED GRADING SCALE (AP)

Letter Grade	Percentage	Letter Grade	Weight
A	93-100	A	5.0
A-	90-92.99	A-	4.67
B+	87-89.99	B+	4.33
B	83-86.99	B	4.0
B-	80-82.99	B-	3.67
C+	77-77.99	C+	3.33
C	73-76.99	C	3.0
C-	70-72.99	C-	2.67
D+	67-69.99	D+	2.33
D	63-66.99	D	2.00
D-	60-62.99	D-	1.67
F	0-59.99	F	0.00

HONOR ROLL

The Honor Roll indicates names of those students who have displayed outstanding scholastic accomplishment during the grading period. The Honor Roll consists of three categories in ascending order: Honors, High Honors, and Special Honors. A grade point average of 3.0 to 3.5 is designated as Honors; 3.51 to 3.75 is High Honors; and 3.76 and higher is Special Honors. These averages are based on a four point system, with exceptions for weighted courses. The Honor Roll will be figured each semester.

HUMAN GROWTH AND DEVELOPMENT INSTRUCTION

The topics covered in Human Growth and Development are instructional opportunities to promote accurate and comprehensive knowledge in this area and responsible decision making and to support and enhance the efforts of parents to provide moral guidance to their children. The information and instruction is appropriate to each grade level and the age and level of maturity of the pupils. Parents shall be notified annually by their child's school of content to be covered in Human Growth and Development as well as how to inspect the complete curriculum and instructional materials.

NATIONAL HONOR SOCIETY

Membership in the National Honor Society is a mark of achievement. Appointment to the National Honor Society is one of the highest honors that can be awarded to a student by a high school. It signifies high standards of scholarship, service, leadership, and character. It is an honor bestowed upon a select group by the Grafton High School Faculty Council on behalf of the entire GHS faculty.

Members of the National Honor Society do not simply have a high grade point average. Members demonstrate characteristics from all four criteria. Scholarship includes work habits, classroom contributions and the desire to meet more than the minimum requirements. Leadership includes positions such as class officer, committee chairperson

and team captain, as well as the ability to take charge of a variety of functions and achieve cooperation from fellow students. Character includes qualities of honesty, sincerity, dependability and cooperation. Service includes participation in school and community organizations and activities, plus a willingness to sacrifice time and effort for the welfare of others.

To be eligible for consideration a student must be a junior or senior, have completed at least one semester of courses at GHS, and possess a 3.33 cumulative grade point average. In mid fall, candidates meeting these criteria will be asked to complete an informational form to be reviewed by the high school faculty. Near the end of second quarter, candidates will be further evaluated by GHS faculty in the areas of scholarship, service, leadership and character. Final selection of membership to the National Honor Society will be made by a majority vote of the Faculty Council members in January. The induction ceremony for NHS will take place in March.

- * A student selected for NHS participates in more than one GHS extra-curricular activity. Many participate in an activity in the fall, winter, and spring and have participated in these activities on a regular basis since freshman year.
- * A student selected for NHS has been appointed, elected, or chosen for at least one leadership position. This is where the person has been appointed, elected, or chosen to lead, by himself or herself (possibly under adult supervision), a group of people (a minimum of 20 hours of leadership is suggested).
- * A student selected for NHS performs service more than just once or twice a year.
- * A student selected for NHS provides service to GHS and/or the School District of Grafton
- * A student selected for NHS offers 10 hours of academic/leadership/service support, per semester, to her/his school community.
- * A student selected for NHS has no violations or no recent violations of the activities code.

Please note that just meeting these criteria may not be enough to be selected. Remember that character is one of the characteristics of a member of NHS and it is expected that potential NHS members will be honest and accurate in completing their information forms.

REPORT CARDS

Report cards will be issued at the close of each quarter. They will be posted online via family access following the end of the nine week grading period. Both students and parents can access grades online regularly and at the quarter grading periods.

SEMESTER EXAMINATIONS

Semester examinations are administered by the teachers during the final days of each semester.

Semester examination periods are 90 minutes long. Students should check with their teachers to determine the amount of time allowed for each examination. Students must take all semester examinations at the scheduled time. Cases may occur which will cause parents to request early or deferred administration of final semester examinations. Early examination administration (prior to the scheduled time) will be allowed if the examination conflicts with school-sponsored activities. Any examination deferral for illness or family emergencies will be granted. Examination deferral for other reasons (employment, travel, etc.) must be approved by a parent, the teacher and the school administration.

SPECIAL PROGRAMS

A student may not receive more than two credits toward graduation from any one or combination of the following programs:

Independent Study - open to junior and senior students who wish to do advanced study in an area. Independent Study may be taken during study hall or in place of a regular class with administrative approval.

Teacher Aide - open to junior and senior students who aid the teacher at the elementary and secondary levels in classroom and classroom related activities. Teacher Aide (TA) and Independent Study can only be taken on a "Pass-Fail" basis. *Juniors may only be programmed for Teacher Aide during a study hall block.

WORK-BASED LEARNING

The work-based learning program is divided into two major areas: Work Study Program and the Youth Apprenticeship Program. Students must meet the prerequisites for these programs in order to become enrolled and meet with their counselor for additional information.

YOUTH APPRENTICESHIP

Youth Apprenticeships are unique opportunities for juniors and seniors to start preparing for careers while still in high school. Two-year programs combine academic education, occupational instruction, and work-based learning with an employer. At the present time we have six apprentice programs in place. They are as follows:

Automotive Technician Youth Apprenticeship

This apprenticeship program is a two-year program open to students at the end of their sophomore year. Students will be trained in auto servicing operations that include, steering and suspension service, engine performance, and diagnosis and repair of brake systems. The competencies that student learns are skills that are required by the National Automotive Technicians Foundation (NATEF) and Automotive Technicians of Wisconsin.

Computer/Information Technology Youth Apprenticeship

This apprenticeship program is a one-year program open to students at the beginning of their junior or senior year. Students need to have marketable computer skills to be eligible for this program. Students will be exposed to many software and hardware skills, which may include the following, depending on the work-site: database and spreadsheet applications, e-mail, hardware installation and configuration, internet, network technologies, presentation software, programming, software installation and configuration, Windows environment, word processing, web design and maintenance.

Drafting and Design - Principles of Engineering Youth Apprenticeship

This apprenticeship program is a two-year program open to students at the beginning of their junior year. Students will explore engineering history, practice, and concepts. Students will solve spatial problems involving geometry. They will understand mechanical, electrical, plumbing, structural, and architectural/civil engineering principles and also apply mathematical and scientific principles to technical problems. The following will also be introduced: drawing techniques, skills in line work, instrument use and drawing layout, use of Computer Aided Drafting, application of geometric construction and principles of drafting to CAD

concepts, multi-view orthographic projection drawings, dimensioned and annotated. For more information, please see your Guidance Counselor.

Financial Services Youth Apprenticeship

Students are required to complete the three core financial services curriculum modules. The curriculum is not job specific. It is designed to present a broad industry overview with a focus on competencies required in banking, credit union, and saving and loan institutions. It defines skill levels the student must master through combined classroom and work-based instruction. Instructional materials are drawn from the American Institute of Banking, Institute of Financial Education, and the Credit Union National Association. See your Guidance Counselor for more information.

Health Youth Apprenticeship

This apprenticeship program is a one-year program open to students at the beginning of their junior or senior year. Students will master the skills necessary to earn a Certified Nursing Assistant (CNA) registration. Students will attend special classes taught at St. Mary's Hospital or at MATC as part of the apprenticeship program and will earn high school credit for such classes. Students will be introduced to all areas of the health field during the two-year program.

Manufacturing Industry Youth Apprenticeship

This apprenticeship program is a two-year program open to students at the beginning of their junior year. Students will attend one class each semester of the four semester apprenticeship. The classes will be taught at one of the participating high schools. Students will be introduced to all aspects of the manufacturing industry. They will develop skills or understand the process in such areas as computer aid drafting, metal cutting operations, metal stamping, plastic processes, die casting, and preventive maintenance.

SECTION VI GRADUATION

EARLY GRADUATION

- A student may graduate after 7 semesters by earning a minimum of 22 or 24 (classes of 2023 and beyond) total credits, earn all 13 required course credits, and receive the permission of the principal before the end of the 15th day of the fall semester.
- A student may graduate after 3 years of high school by earning 22 or 24 (class of 2023 and beyond) credits, earn all 13 required course credits, and receive the permission of the building principal and superintendent prior to December 31st of the year prior to completion of the 6th semester.

GRADUATION PARTICIPATION (BOARD POLICY 5460)

Students who have completed all of the requirements for graduation (outlined in policy 5460) may participate in the graduation activities. A student may be denied participation in graduation activities for disciplinary reasons and/or for non-payment of fees.

GRADUATION REQUIREMENTS (BOARD POLICY 5460)

All courses earn 0.5 credits per completed semester. Passing grades in all courses must total at least 22 credits and include the following: (Class of 2021)

- 4 credits of English
- 3 credits of Social Studies, including 1 credit of U.S. History and 1 credit of American Government or AP Human Geography and 0.5 American Government.
- 3 credits of Science, including 1 credit of Biology
- 3 credits of Mathematics
- 1.5 credits of Physical Education
- 0.5 credit of Health
- 7 credits of elective courses

In order to be granted a high school diploma a student must successfully complete a civics assessment in accordance with State statute.

A student must also have participated in curriculum relating to financial literacy.

Class of 2022 and Beyond

All courses earn 0.5 credits per completed semester. Passing grades in all courses must total at least 24 credits and include the following:

- 4 credits of English
- 3 credits of Social Studies, including 1 credit of U.S. History and 1 credit of American Government or AP Human Geography and 0.5 American Government.
- 3 credits of Science, including 1 credit of Biology
- 3 credits of Mathematics
- 1.5 credits of Physical Education
- 0.5 credit of Health
- 9 credits of elective courses

In order to be granted a high school diploma a student must successfully complete a civics assessment in accordance with State statute.

A student must also have participated in curriculum relating to financial literacy.

***Financial Literacy Requirement**

Starting with the class of 2022 and all classes thereafter will need to meet the district's literacy requirement for graduation. Students will continue to receive department specific credit for these courses and the financial literacy requirement will be recorded for completion by the counseling office. Specific course requirements and descriptions are listed in each subject area within the *GHS Career Planning and Course Guide*. Students must select one of the follow 0.5 credit courses:

- Personal Finance (Business)
- College Personal Finance (Business)
- AP Macroeconomics (Social Studies)
- AP Microeconomics (Social Studies)
- Independent Living (FACS)

Special Graduation Recognition

Students in a graduating class will be awarded the following designations for academic achievements:

- Cum laude: 3.5-3.74 cumulative grade point average

- Magna cum laude: 3.75-3.99 cumulative grade point average
- Summa cum laude: 4.0 and above cumulative grade point average

Students are eligible for awards after completion of 7 high school semesters.

SECTION VII BEYOND HIGH SCHOOL

ADVANCED COLLEGE PLACEMENT

Advanced Placement is a program of college level courses and exams that give high school students the opportunity to receive advanced placement and/or credit in college. It will give students the chance to sharpen their academic skills, allowing them to enter college with confidence. Grafton High School offers the following AP courses:

AP Art Studio	AP Language Principles	AP Physics
AP Art History	AP Language and Composition	AP Psychology
AP Biology	AP Literature and Composition	AP Music Theory
AP Calculus AB	AP Environmental Science	AP Seminar
AP Calculus BC	AP Human Geography	AP Statistics
AP Chemistry	AP Macroeconomics	AP Spanish Language
AP Computer Science A	AP Microeconomics	AP US History
AP Com. Sci. Principles		AP German Language

All Advanced Placement courses will carry an additional weight of 1.0 when calculating the cumulative grade point average at the end of each semester. For example, a student earning a semester grade of A will receive 5.0 (instead of 4.0) in that weighted course.

SCHOLARSHIPS

Scholarship opportunities for higher education are available through various sources for qualified students. Scholarships are usually based on exceptional academic scholarship or on exceptional achievement in special activity areas, such as art, athletics, music, and drama. Information about scholarship opportunities is given to the students via the daily public address announcements or directly to students by counselors.

SECTION VIII SPECIAL NOTICES

NOTICE OF NON-DISCRIMINATION POLICY

The Grafton School District prohibits all forms of unlawful discrimination against students and other persons in all aspects of the District's programs and operations. Accordingly, consistent with section 118.13 of the state statutes, no person shall unlawfully be denied admission to any public school in this District, or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational or other program or activity because of the person's sex, sexual orientation, race, color, national origin, ancestry, religion, creed, pregnancy, marital or parental status, or physical, mental, emotional or learning disability. The District likewise requires and enforces nondiscrimination in a manner consistent with the rights and obligations established under all applicable federal civil rights laws, including the current provisions of Titles IV and VI of the Civil Rights Act of 1964 (race, color, religion, sex, or national origin), Title IX of the Education Amendments of 1972 (sex),

Section 504 of the Rehabilitation Act (disability), the Americans with Disabilities Act (including Title II of the ADA, which prohibits discrimination on the basis of disability in state and local government services), and the civil rights provisions associated with the District's participation in federal meal programs.

Any questions concerning this notice, the District's nondiscrimination and equal educational opportunities policies, policy compliance, or the District's complaint procedures may be directed to: Laura Stautz, Director of Pupil Services Grafton School District 1900 Washington Street Grafton, WI 53024 262-376-5495 lstautz@grafton.k12.wi.us

DIRECTORY INFORMATION PUBLIC NOTICE

The Family Educational Rights and Privacy Act (FERPA) requires that the School District of Grafton, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the School District of Grafton may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the School District of Grafton to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.⁽¹⁾

If you do not want the School District of Grafton to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing. The School District of Grafton has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph, video or other digital image
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

Footnotes:

1. These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

TITLE ONE (I) PROGRAMS

Parents of elementary aged students are notified at the beginning of each school year if their child is identified as eligible to receive Title I services. A parent information meeting is held to explain the program. Parents also receive a parent compact explaining the program and expectations for students, parents, and the school. Title I schools are expected to have highly qualified teachers. Parents may contact the building principal to inquire about:

- (1) the professional qualifications of their child's classroom teacher, including the following: (a) whether the teacher has met state licensing criteria for the grade level(s) and subject area(s) taught; (b) whether the teacher is teaching under emergency or provisional status through which state licensing criteria have been waived; and (c) the undergraduate degree major of the teacher, and any graduate certification or degree held by the teacher, including the field of discipline of the certification or degree.
- (2) The professional qualifications of paraprofessionals providing instructional-related services to their child.

The above notification must be given to the parents of each student attending a school in the district that received Title I funds, not just to the parents of students participating in the Title I program. Parents who request teacher and/or paraprofessional qualification information must be provided the information in a timely manner.

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) affords School District of Grafton parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights include:

1. The right to inspect and review the student's education records within forty-five (45) days of the day the school or the School District of Grafton receives a request for access.
 - a. Student records include all records maintained by the elementary, middle or senior high school relating to individuals enrolled in the School District of Grafton.
 - b. Education records shall not include notes or records maintained for personal use by school district personnel if such notes are not available to others.
 - c. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records, that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
 - a. Parents or eligible students who wish to ask the school or the School District of Grafton to amend a record should write the school principal (or appropriate school official), clearly identify the part of the record they want changed,

and specify why it should be changed. If the school or the School District of Grafton decides not to amend the record as requested by the parent or the eligible student, the school or the School District of Grafton will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the sharing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosure of the personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - a. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school or the School District of Grafton as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school or the School District of Grafton has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
 - b. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
 - c. To inform the school (within 14 days) that all or any part of the students' directory data may not be released without the prior consent of the parent, guardian or guardian ad litem.
 - d. To request that a student's name and directory data NOT be provided to military recruiters. The request must be made in writing no later than September 15 of a given year. The District must comply with such a request.
 - e. Option: Upon request, the school or the School District of Grafton discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
 - i. Note: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District of Grafton to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

- Schools and contractors must make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and

Schools and contractors must obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:

- Political affiliations or beliefs of the student or the student's parent;
- Mental and psychological problems potentially embarrassing to the student and his/her family;
- Sex behavior and attitudes;
- Illegal, anti-social, self-incriminating and demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
- Religious practices, affiliations or beliefs of the student or the student's parent

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

RELEASE OF INFORMATION NOTICE

Notice is hereby given that the School District of Grafton, pursuant to the Family Education Rights and Privacy Act and State Statute 118.125 (1) (d) and (2) (J), has designated the following as Directory Data as provided in said Act and Statute:

Pupil's name, grade, date of birth, address, telephone, participation in officially recognized school activities and sports, weights and heights of

members of school athletic teams, dates of attendance, photographs, degrees and awards received, and the name of school currently or most previously attached.

Any parent, guardian, or eligible student may advise the school district in writing, or the school said student attends, in writing, of their desire that all or any part of the directory data may not be disclosed without the parent, guardian, or eligible student's consent, provided that such notification is given to the district within two (2) weeks of this published notice.

Any previous notice on file with the School District of Grafton to withhold the disclosing of directory data is now void.

RELIGIOUS ACCOMODATIONS

The School District of Grafton has no policy prohibiting participation in constitutionally protected prayer in school. The School District of Grafton will also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. The School District of Grafton encourages informal resolution of complaints under its non-discrimination policy. If any person believes that the School District of Grafton, or any part of the school organization, has failed to follow the law and rules of s.118.13, Wisconsin Stats., and P.L. 9 Wisconsin Administrative Code, or in some way discriminates against pupils on the basis of religion, he/she may bring or send a written complaint to:

Mr. Jeff Nelson
Superintendent of Schools
School District of Grafton
1900 Washington Street
Grafton, WI 53024-2198
Phone: (262) 376-5440

RESOLUTION OF COMPLAINTS

The School District of Grafton encourages informal resolution of complaints under its non-discrimination policy. If any person believes that the School District of Grafton, or any part of the school organization, has failed to follow the law and rules of s.118.13, Wisconsin Stats. and P.L. 9 Wisconsin Administrative Code, or in some way discriminates against pupils on the basis listed above, he/she may bring or send a written complaint to:

Mr. Jeff Nelson
Superintendent of Schools
1900 Washington Street
Grafton, WI 53024-2198
Phone: (262) 376-5440

SPECIAL EDUCATION

The school district must locate, identify, and evaluate all resident children with disabilities, including children with disabilities attending private schools, regardless of the severity of their disabilities. The school district has a special education screening program to locate and screen all children with suspected disabilities who are residents of the district and who have not graduated from high school. Upon request the school district will screen any resident child who has not graduated high school to determine whether a special education referral is appropriate. A written request may be made by contacting:

Laura Stautz
Director of Special Education and Student Services
School District of Grafton

1900 Washington Street
Grafton, WI 53024

STUDENT PRIVACY

The School Board and the School District of Grafton respects the privacy rights of parents and their children. No student attending school within the School District of Grafton will be required to participate in any survey with a school program, or the district's curriculum, or which is administered by a third party in the schools, if the survey includes one or more of the following items:

- Political affiliations or beliefs of the student or the student's parent(s)
- Mental and psychological problems of the student or the student's family
- Sex behavior and/or attitudes
- Illegal, anti-social, self-incriminating or demeaning behavior
- Critical appraisals of other individuals with whom students have close family relationships
- Legally recognized privileged relationships such as those of lawyers, physicians and ministers
- Religious practices, affiliation or beliefs of the student or the student's family
- Income other than that required by law to determine eligibility for participation in a program for receiving financial assistance under such program

Parents must be notified when such surveys are scheduled. Parents have the opportunity to request that their child not participate in a survey containing any of the above information. Parents may also inspect a survey containing any of the above information before the survey is administered or distributed to a student. Parents will also be notified when the following occur:

- Activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise proving that information to others for that purpose).
- Any non-emergency, invasive physical examination or screening that is:
 - Required as a condition of attendance
 - Administered by the school and scheduled by the school in advance
 - Not necessary to protect the immediate health and safety of the student or other students.

STUDENT RECORDS

Student records are maintained by the School Counseling Department. The transcript of grades and attendance is the permanent student record and remains on file indefinitely at the high school. By law, student records are kept by the high school for five years after graduation.

MEDICATION DISPENSING

On March 1, 2011 new legislation went into effect in Wisconsin changing the Wisconsin School Medication law (Wis.Stat. 118.29). This new legislation affects how schools can administer medications to students.

Nonprescription Medications

- School stock supply of over-the-counter (OTC) medications will no longer be available. This includes but is not limited to cough drops, lip balms, topical antibiotics, anti-itch creams, etc.

- All medication(s) must be supplied by the parent/guardian.
- A signed authorization form must be on file at school before school personnel will be able to administer any OTC medication(s).
- If an authorization form is currently on file you do not need to complete a new one until the next school year.

These authorization forms are available in the school office and on the District website.

- All OTC medication(s) must be sent to school in the original manufacturer's packaging with a list of active ingredients and recommended therapeutic dosage listed on the package label.
- If you request an OTC medication to be administered in a higher than recommended dose, it will require a health care provider's authorization as well as written parent/guardian consent on the medication authorization form.
- Medications must be dropped off in the school office by a parent/guardian and picked up at the end of the school year by the parent/guardian.

Prescription Medications

- If it is necessary to give prescription medication(s) to students while at school, a medication authorization form with parent/guardian consent is required as well as written instructions from a health care provider (a current and accurate prescription label is sufficient).
- If an authorization form is currently on file you do not need to complete a new one until the next school year. Authorization forms are available in the school office and on the District website.
- All prescription medication(s) must come to school in the original pharmacy labeled container with student's name, medication name, dose and directions.
- Prescription medication(s) will be administered in compliance with the written instructions of the health care provider.
- Non-FDA approved homeopathic products (i.e. natural products and food supplements) must be sent in the original manufacturer's packaging, labeled with student's name and instructions. These products will only be administered with the written instructions of a health care provider documented on the medication authorization form. The form also needs to be signed by the parent/guardian.
- Medications must be dropped off in the school office by a parent/guardian and picked up at the end of the school year by the parent/guardian.

Asthma Inhalers

- Students with asthma may possess and self-administer metered dose inhalers.
- A medication authorization form needs to be completed for the medication including written approval from the student's health care provider.

VIDEO SURVILLANCE AND ELECTRONIC MONITORING (BOARD POLICY 7440.01)

The Board authorizes the use of video surveillance and electronic monitoring equipment at various school sites throughout the District and on school buses.

The Superintendent is responsible for determining where to install and operate fixed-location video surveillance/electronic monitoring equipment in the District. The determination of where and when to use video surveillance/electronic monitoring equipment will be made in a nondiscriminatory manner. Video surveillance/electronic monitoring equipment may be placed in common areas in school buildings (e.g. school hallways, entryways, the front office where students, employees and visitors are permitted to freely come and go, gymnasiums, cafeterias, libraries), the school parking lots and other outside areas, and in school buses. Except in extraordinary circumstances and with the written authorization of the Superintendent, video surveillance/electronic monitoring equipment

shall not be used in areas where persons have a reasonable expectation of privacy (e.g. restrooms, locker rooms, changing areas, private offices (unless there is express consent given by the office occupant), or conference/meeting rooms), or in individual classrooms during instructional times.

Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

Legible and visible signs shall be placed at the main entrance to buildings and in the areas where video surveillance/electronic monitoring equipment is in use to notify people that their actions/behavior are being monitored/recorded. Additionally, the Superintendent is directed to annually notify parents and students via school newsletters and the Student Handbook, and staff via the Staff Handbook, of the use of video surveillance/electronic monitoring systems in their schools.

Any information obtained from video surveillance/electronic monitoring systems may only be used to support the orderly operation of the School District's schools and facilities, and for law enforcement purposes, and not for any other purposes. As such, recordings obtained through the use of video surveillance/electronic monitoring equipment may be used as evidence in any disciplinary proceedings, administrative proceeding or criminal proceeding, subject to Board policy and regulations. Further, such recordings may become a part of a student's education record or staff member's personnel file.

Ordinarily video surveillance/electronic monitoring equipment will not be used to make an audio recording of conversation occurring on school grounds or property.

The Board will not use video surveillance/electronic monitoring equipment to obtain information for the purpose of routine staff appraisal/evaluation or monitoring.

Recordings of students will be treated as confidential. Consequently, because the Board is bound by Wisconsin Pupil Records Statute and the Family Educational Rights and Privacy Act (FERPA), copies of video recordings containing personal identifiable information about students shall not be released except to school officials with legitimate educational interests. Parents or guardians of minor students, and students who are eighteen (18) years of age or older, who are charged with disciplinary violations may view relevant portions of any video recording related to the charge, upon written request to the building principal, provided that viewing the recording does not violate State and/or Federal law (i.e. the privacy rights of any other students whose images appear on the recording). Likewise, school personnel may view relevant portions of any video relating to any disciplinary charge against them, upon written request to the building principal, provided that viewing the recording does not violate State and/or Federal law (i.e. the privacy rights of any students whose images appear on the recordings). Otherwise, such confidential recordings shall only be released through subpoena or court order.

The Board shall maintain video surveillance/electronic monitoring recordings for a limited period. Any request to view a recording under this policy must be made within fourteen (14) calendar days of the event/incident. Unless a formal complaint is being investigated, recordings shall be destroyed after sixty (60) calendar days. If, however, action is taken by the Board/administration, as a result of a formal complaint or incident, recordings shall be kept for a minimum of one (1) year from the date of the action taken. Recordings may also be kept beyond the normal retention period if they are going to be utilized for training purposes.

This policy does not address or cover instances where school officials record a specific event (e.g. a play, music performance, athletic contest, graduation, or Board meeting), or an isolated instance where a classroom is videotaped for educational or research purposes. Authorized videotaping for educational, instructional and/or research purposes is permitted and is not addressed by this policy.

Video surveillance is to be implemented in accordance with this policy and the related guidelines. The Board will not accept or tolerate the improper use of video surveillance/electronic monitoring equipment and will take appropriate action in any cases of wrongful use of this policy.