

CLEAR LAKE JUNIOR/SENIOR HIGH SCHOOL

STUDENT/PARENT HANDBOOK

2018-2019 IMPORTANT DATES

Sept. 4	First day of school
Sept. 13	Picture Day Jr./Sr. High
Sept 24-29	Homecoming Week
Oct. 1	Teacher In-Service no students
Oct. 9	Parent-Teacher Conf. (Jr./Sr High 4-8pm)
Nov. 2	End of 1 st Quarter
Nov. 5	No School-Teacher In-service
Nov. 21	School dismissed 12:55
Nov. 22-23	No School-Thanksgiving Break
Dec. 13	Parent-Teacher Conf. (Jr./Sr. High 4-8pm)
Dec. 24-Jan 1	No School- Holiday Break
Jan. 7-11	Spirit Week
Jan. 18	End of 2 nd Quarter
Jan. 21	No School-Teacher In-service
Feb.15	Teacher In-Service no students
Feb 18	No School
Mar. 4	Parent-Teacher Conf. (Jr./Sr. High 4-8pm)
Mar. 28	End of 3 rd Quarter
Mar. 29	Teacher In-Service no students
Apr. 18-22	Easter Break
Apr. 27	Junior Prom
Apr. 30	Parent-Teacher Conf. (Jr./Sr. High 4-8pm)
May 10	Teacher In-Service no students
May 19	Graduation
June 6	Last Day of School

CLEAR LAKE JUNIOR-SENIOR HIGH SCHOOL
Clear Lake, Wisconsin

WELCOME TO OUR SCHOOL!

On behalf of the faculty, staff and administration, we would like to welcome you to Clear Lake Junior-Senior High School. We are proud of the fine history of academic and co-curricular accomplishments that have been established and we eagerly look forward to helping you achieve your goals.

Whether you are a returning student or a “new face” joining us for the first time, we wish to invite you to join our community of learners. This special community is made up of many different types of people: students, parents/ guardians, teachers, support staff, administrators and citizens. All of these people work together to create a climate that encourages responsibility, honesty, and respect for others.

We strive to create an environment where all students are accepted for their unique gifts and diversity is celebrated. High expectations for success are set for each learner, with many opportunities available to achieve their goals. Our school’s primary purpose to help each student reach their full potential.

This student handbook has been designed to acquaint you with the many services, organizations, and activities available at Clear Lake. Familiarizing yourself with these materials will help to clarify questions you may have concerning the many facets of our school.

If you encounter difficulties during your Jr. /Sr. High School experience, seek help from any of our professional staff, and we will do our best to assist you. As a staff, we are here to make your school years as successful and rewarding as possible. If you should ever have any questions, please feel free to stop by or call the school office at 715-263-2113. We will be glad to direct you to the appropriate resource.

We welcome the opportunity to help you, and we look forward to applauding your successes as you progress through your high school career. We hope that the school year proves to be challenging, productive and enjoyable!

Mr. Gilles - Principal
ngilles@clwarriors.org
715-263-2113 x1201

PAGE NUMBERS MAY BE INCORRECT DUE TO FORMATTING

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CORE VALUES OF THE CLEAR LAKE PUBLIC SCHOOLS

STUDENT CENTERED

The Clear Lake School District is committed to keeping students at the forefront of all decision making.

CHARACTER

Clear Lake School District students and staff will respect others as well as themselves and work to develop character traits that will assist them in being a positive and active role model in their school and community.

SAFETY

The Clear Lake School District is committed to fostering a safe, secure, and caring learning environment that supports the physical and psychological well-being of students and staff.

CURRICULUM & INSTRUCTION

The Clear Lake School District offers students a wide variety of rigorous academic courses, elective options, and co-curricular activities that promote the development of well-rounded students who are prepared for post-secondary opportunities and careers.

HIGH EXPECTATIONS

The Clear Lake School District is committed to fostering a culture of academic excellence and personal growth for all students.

MISSION STATEMENT

The Clear Lake School District prepares students, in an active partnership with families and the community, to become lifelong learners and responsible citizens.

PUPIL NON-DISCRIMINATION

The Clear Lake District does not discriminate against pupils on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs or activities. Federal Law prohibits discrimination in employment on the basis of age, race, color, national origin, sex or handicap.

SCHOOL STAFF --CLEAR LAKE JUNIOR/SENIOR HIGH SCHOOL

SCHOOL BOARD MEMBERS

President – Greg Friendshuh
Vice President – Kevin “Skip” Grosskreutz
Clerk – Nettie Groat
Treasurer – Christy Kobernick
Member – Ryan Monson

SUPERINTENDENT

Josh Ernst

JR/SR HIGH SCHOOL PRINCIPAL

Nick Gilles

SECRETARIES

Lori Karnick – District Bookkeeper
Joy Nordby - Business Office
TBD - High School Office
Kristin LaBeree - High School Office

HIGH SCHOOL PARAPROFESSIONALS

Roberta Bruce - Library and Lunch Room
Stacie Hose - Special Education
Sondra Sanudo- Special Education
Sherrie Swanson- Special Education

IT Department

Beau Aasmundrud

HIGH SCHOOL CUSTODIANS

Tom Aasmundrud - Head Custodian
Paul Warner
Peggy Lundgren

HIGH SCHOOL FOOD SERVICE

Penny Kobernick – Supervisor
Tamie Laursen
Allison Quaderer
Michelle Weyer

JR/SR HIGH SCHOOL FACULTY

Marisa Bergh	Vocal Music
TBD	Special Education
Ryan Blanchard	Special Education
Megan Carlson	Math, English
Nick Crawford	Social Studies
Nathan Cunningham	Math
Liane Petersen	Business Education
Whitlee Tronstad	Special Education
Angela Funk	Spanish
Kent Hughes	English
Kyrsten Hughes	English
Erika Hunter	FCS
Casey Keller	Science
Kathryn Koehler	School Counselor
Nick Verheyen	Instrumental Music
Neil Larson	Technology Education
Marci Meyer	Librarian/IMC Director
Hayley Prusak	Science
Dale Rosen	Athletic Director
Steve Ruble	Physical Ed.
Sue Ruble	Social Studies
Jason Sargent	Math
Danielle Schott	Agriculture Education
Alicia Strilzuk	Physical Ed. / Health
Holly Waterman	Art

TRANSPORTATION

Art Pett - Transportation Director
Tom Aasmundrud
Laura Anderson
Roger Blanchard
Rob Erickson
Becky Fouks
Doug Miller
Erik Robl
Dale Wood

Bell Schedules

Regular Bell Schedule

Period	Time
Warning Bell	8:17
1st	8:20-9:07
2nd	9:10-9:57
3rd	10:00-10:47
4th	10:50-11:37
1st LUNCH	11:37-12:07
5A Jr. High	11:40-12:27
5B Sr. High	12:10-12:57
2nd LUNCH	12:27-12:57
6th	1:00-1:47
7th	1:50-2:37
WRAP**	2:40-3:25

Early Release Day Bell Schedule

Period	Time
Warning Bell	8:17
1st	8:20-8:52
2nd	8:55-9:27
3rd	9:30-10:02
4th	10:05-10:37
6th	10:40-11:12
7th	11:15-11:47
1st LUNCH	11:47-12:18
5A Jr. High	11:50-12:22
5B Sr. High	12:21-12:53
2nd LUNCH	12:22-12:53

2 Hour Delayed Start Bell Schedule

Grades 10-12	Time	Grades 7-9
1st hour	10:20-10:52	1st hour
2nd hour	10:55-11:26	2nd hour
3rd hour	11:29-12:00	3rd hour
LUNCH	12:03-12:34	5th hour
5th hour	12:37-1:08	LUNCH
4th hour	1:11-1:42	4th hour
6th hour	1:45-2:16	6th hour
7th hour	2:19-2:50	7th hour
WRAP**	2:53-3:25	WRAP

Last Day of School

Period	Time
1	8:20-8:42
2	8:44-9:06
3	9:08-9:30
4	9:32-9:54
5	9:56-10:18
6	10:20-10:42
7	10:44-11:08
Lunch 7-11	11:10-11:40
Bus pick up	11:40

ACADEMIC POLICIES

A. GRADUATION REQUIREMENTS

A total of 26 credits will be required for graduation. Freshmen, Sophomores, and Juniors will be required to register for seven (7) classes per semester. Seniors must have a minimum of six (6) classes per semester. Work-study, study hall, and educational aides will not count as a class.

Students who fail to meet all graduation credit requirements will not receive a high school diploma and will not be allowed to participate in graduation exercises. Students who receive "I"'s or incompletes because of attendance or academic deficiencies may participate in the graduation exercises and will receive their diploma following the successful completion of summer school.

Students with outstanding monetary or detention requirements must take care of these obligations in order to participate in the graduation ceremony.

MINIMUM COURSE REQUIREMENTS FOR HIGH SCHOOL DIPLOMA

The following list of course requirements must be included in each student's 26 credit minimum. (Specific courses for each year are outlined in the Course Registration Handbook.):

- 4 credits of Language Arts
- 3 credits of Science
- 3 credits of Social Science
- Successful completion of required Civics Test to comply with WI Act 55
- 3 credits of Mathematics (must include required elements of algebra & geometry)
- 1½ credits of Physical Education
- ½ credit of Health
- ½ credit of Planning and Decision Making

When considering post-secondary education options, consult your guidance counselor for admission standards and coursework required for entrance and success in your post-secondary studies.

B. GRADUATION POLICY

The School will assist the student whenever possible and will inform parents when the graduation status of their child is in question.

1. The Principal and School Counselor will make every effort to check senior credits and inform the individual student of instances when the minimum requirements for graduation are not being met.
2. It is the student's primary responsibility to know his credit status each year, and to inquire for assistance and solutions to alter deficiencies or re-affirm his/her credit standing.
3. Transfer students' previous credit will be appraised in terms of Clear Lake High School requirements on a case-by-case basis by the school counselor, with principal help if needed.
4. Seniors who have outstanding financial or detention responsibilities will not take part in graduation exercises. Diplomas will be withheld until all academic/attendance responsibilities are satisfied.
5. Parents are advised that the purchase of senior photos, announcements and rental of caps and gowns does not guarantee graduation privileges.
6. All students participating in graduation exercises will wear caps and gowns.

C. INDEPENDENT STUDY CREDITS

Independent study credits may be applied for on forms provided by the counselor's office. All independent study guidelines must be followed in order for a student to receive credit toward graduation from an independent course of study. The guidelines and policies associated with independent studies will be fully explained to the student at the time of application. Independent study applications must be pre-approved by the principal and guidance counselor.

D. EDUCATIONAL AIDE CREDITS

Senior students that have been recruited by an elementary or secondary teacher as an educational aide may receive credit for that experience towards graduation. **Seniors may not use the aide experience as a replacement for a sixth required course.** Aides must be pre-approved by the requesting teacher and counselor and must follow all policies and guidelines that have been developed in relationship to educational aides. These policies and guidelines will be fully explained to the seniors at the beginning of their aide experience. Education Aide is a "for credit" class, but will be graded on a Pass/Fail basis. Students serving as educational aides who meet performance expectations will receive a "P" for "Pass" at the end of each grading period. Receiving a "P" will not affect a student's GPA.

- **Ed. Aides should not log into a teacher's computer or work in a teacher's Skyward account to enter grades and/or attendance at any time.**
- Ed. Aides are not permitted to have access to any confidential materials, including homework, tests, quizzes or other assessments.
- Ed. Aides are not allowed "free run" of the building and should only leave the teacher's room with permission. If for some reason the Ed. Aide leaves the building they need to check out with the teacher and in the High School Office.

E. HONOR ROLL

Students receiving a grade point average of 3.0 or above will be listed as honor students. A honor roll = 3.5 and above while B honor roll is 3.00-3.49. Letter grades will be equated on the following numerical scale: A=4.0; A-= 3.67; B+=3.33; B=3.00; B-=2.67 C+=2.33; C=2.00; C-=1.67; D+=1.33; D=1.00; D-=.67; F=0. Students must be enrolled in at least 6 classes to appear on the honor roll. Aide credits do not count toward that minimum. Any student receiving an F or incomplete will not be listed. Academic Letters will be given to those students who have a 3.5 cumulative GPA and have not missed more than 8 days.

* Exceptions: See A.P. below:

F. ADVANCED PLACEMENT COURSES AND GRADE POINT AVERAGE

1. Grades for Advanced Placement courses will be recorded one grade higher than a regular class. For example, a student earning a "B" in an AP class would earn 4.0 grade points. However, if a student fails an AP course, he or she will not be granted a grade point.
2. AP courses will carry the same credit value as courses that run for the same amount of time.
3. Valedictorian, salutatorian, and final class rank are determined at the end of seven semesters. Final transcripts will be mailed, as requested by students and colleges, for students pursuing post-secondary education.
4. In order for AP classes to be taken through part-time open enrollment in another high school, the following conditions must be met.
 - a. The class must differ significantly from what is offered at Clear Lake High School, or
 - b. An irresolvable schedule conflict exists at Clear Lake, and
 - c. All students possibly affected are informed of the situation and their options.
5. Withdrawal timelines: A student enrolled in an AP course shall be allowed to drop out of the course within the first four weeks of the class without incurring any penalty.
6. Students who enroll in an AP course are expected to remain in the course for the entire year, and it is assumed that these students will participate in the AP exam given in the spring.
7. Students must be enrolled and attending in-house courses at Clear Lake High School for five consecutive semesters in order to be eligible for the Academic Excellence scholarship.

G. NATIONAL HONOR SOCIETY

The 3.5 cumulative GPA minimum and 6 class load is required. Prospective members who qualify academically will also be evaluated on leadership, character and service activities before being inducted into the National Honor Society.

H. GRADES, GRADING, AND REPORT CARDS

Each classroom teacher will distribute a class syllabus at the beginning of the course. The syllabus will spell out guidelines for course content, classroom conduct expectations, homework and other assignments, and grading. Grades will be based upon the percentage of points earned throughout the term. Student grades will be calculated based on the following grading scale:

Grade Mark	High %	Low %
A	100.00	93.00
A-	92.99	90.00
B+	89.99	88.00
B	87.99	83.00
B-	82.99	80.00
C+	79.99	78.00
C	77.99	73.00
C-	72.99	70.00
D+	69.99	68.00
D	67.99	63.00
D-	62.99	60.00
F	59.99	0.00
M	0.00	0.00
I	0.00	0.00
U	0.00	0.00
S	0.00	0.00

Homework and other assignments that are turned in late may be appropriately downgraded. Homework and assignments not turned in before the end of the grading period will receive a zero and be appropriately calculated into the student's final grade.

Progress reports are issued at the mid-term for students receiving any grades below "C" or by parent request. Parents/guardians may review the academic progress for their child at any time through the Family Access website. Please allow two weeks for assignments to be evaluated and posted.

Grade reports are issued on a quarterly basis. Formal parent/teacher conferences are held at the midpoint of each quarter during the school year. Parents/guardians are strongly encouraged to attend parent/teacher conferences, but may contact teachers at any point during the school year. All staff members have email addresses.

In cases of extenuating circumstances (such as extended absence due to severe illness or family emergency), teachers may give students an "I" or "incomplete" grade at the end of a quarter. Incompletes need to be approved with the principal and/or counselor prior to issuance.

Incompletes must be made up within two weeks of the end of the quarter, unless special arrangements have been made and then pre-approved by administration. After two weeks, incompletes become F's.

Although progress reports and report cards are issued at regular intervals, we encourage parents/guardians to contact individual teachers at any time to check on the progress of their child(ren).

I. DROP/ADD POLICY

Changes to a student's course schedule must be initiated through the School Counselor. All changes should be made prior to the beginning of the semester. Once a semester has begun, students may not drop or add a course without administrative approval.

J. ACADEMIC INTEGRITY

Clear Lake Jr. /Sr. High School is committed to the preservation of integrity and honesty among the members of its student body. The faculty and administration will make every effort possible to deter any form of cheating or academic fraud. Cheating may include, but is in no way limited to, the following activities:

- Submitting work which is not original
 - Copying homework or allowing someone to copy your homework
 - Copying answers from the back of the textbook or an answer key
 - Obtaining answers inappropriately from internet or print resources
- Violating the integrity of examinations
 - Looking at another's test or quiz or allowing another to look at your test or quiz
 - Reporting to another student what is on a test or quiz
 - Using any secretive methods of giving answers on a test or quiz
 - Attempting to obtain answers to a test or quiz
- Unacceptable collaborating
 - Working with others on an assignment that was meant to be done individually
 - Taking someone else's assignment, or portion of an assignment, and submitting it as your own
 - Having someone else (another student, parent, friend, sibling) do part of your homework
- Plagiarism
 - Taking information from another source that is not properly attributed
 - Submitting as one's own copied or paraphrased text from print or electronic sources

Consequences of cheating and/or plagiarism may include any of the following:

- No credit given for the assignment or test/quiz
- Requirement to re-do the work, with or without credit being assigned
- Discipline referral, which documents the cheating, placed in the student's discipline file
- Conference with parents, administration, and faculty member
- Loss of standing in the National Honor Society or consideration in other academic awards and recognitions
- In severe cases or multiple offenses:
 - Receiving a grade of F for the course
 - Removal from the course
 - Other disciplinary consequences as determined by the administration

K. ACADEMICALLY AT RISK STUDENTS

At Clear Lake High School, it is our goal to have each student pass all courses, graduate, and achieve to the best of their ability. Teachers, parents, counselors, administrators, and other school staff can all work together to help a struggling student to improve to an acceptable level. Most importantly, the student must be accepting of this assistance and willing to help themselves by putting forth a reasonable effort.

1. Students who are struggling to maintain passing grades have ways to get help. We Suggest:
 - a) Work hard to complete all assignments. Spend the necessary time studying for the class.
 - b) Seek extra help from the teacher inside and outside of class time.
 - c) Form a study group with classmates.
 - d) Have teachers and parents communicate to brainstorm solutions.
 - e) See the school counselor about a peer tutor.

2. Credit Deficiency

- a) High school students who fail a semester course can make up the credit by re-taking the course the following year or, for required core courses, by attending the Credit Recovery Program during summer school.
- b) Students may also, at their own expense, pursue credit recovery through approved and accredited correspondence courses outside of the school. The school counselor and/or principal should be consulted before pursuing this option.

3. High School students who fail two or more semester courses and are not on track to graduate are monitored by the At Risk Committee (ARC) which is made up of the school counselor, principal, and teachers. These students may become eligible to enroll in the Alternative Education program for credit recovery or for a basic skills diploma. Eligibility for this program is regulated by the ARC and the guidelines contained in the Alternative Education Handbook.

II. ATTENDANCE POLICIES

A. ATTENDANCE

At Clear Lake Jr. & Sr. High School, we believe that good attendance is basic to a good education, and preparation for future education and employment. A sound attendance policy is important for educational, legal, and safety factors. The success of the policy will be enhanced by cooperation between parents and the District. Absenteeism is a significant factor contributing to poor performance in school. Regular participation in well-planned activities is essential if education is to take place. The interpersonal exchanges which take place in the classroom are often unique and once missed, most of them cannot be recreated. In addition, most classes build upon each day's lesson for continual progress toward mastery of the subject.

All children between the ages of 5 and 18 years of age, except as provided by law and the policies herein, shall attend school regularly during the full period and hours that school is in session through the semester in which the child becomes 18 years of age. The primary responsibility for regular school attendance rests upon the child's parent(s) or guardian(s). In addition, school officials have a legal obligation to enforce student attendance in school. It is the intent of the Clear Lake School District to work closely with parents/guardians regarding student attendance.

B. EIGHTEEN YEAR OLD STUDENTS

Students who reach 18 years of age will follow the same procedures as other students when securing parental permissions and for excusing absences. Eighteen year old students will only be permitted to sign notes on their own behalf if the school has prior written parental consent on file.

C. PROCEDURES

When a student is absent from class, a parent/guardian must call the school (**263-2113, Ext 1298**) before 9:00 a.m. to inform the school of the absence each day of the absence. Upon returning to school, the student must bring a signed note from parents/guardians or parents/guardians can email Mrs. LaBeree (klaberee@clwarriors.org) or Mrs. Siler (hsiler@clwarriors.org) stating the date(s) of and reason for the absence for the student's attendance file. The attendance officer will make a determination whether the absence is excused or unexcused.

D. CLASS ADMISSION AFTER ABSENCE

1. Students must report to the office following an absence and receive a make-up form before attending classes. This make-up form should be presented to each teacher whose class the student has been absent from. A make-up slip should be secured from the office if a student has been absent for one or more class periods.

2. Students attending a school-sponsored activity (i.e. FFA field trip, STS training, etc.) will not need a slip from the office. It is the professional responsibility of the supervising teacher to notify the affected staff prior to the event. Individual students must then make arrangements with all classes affected.

3. "Planned Absences." Absences known in advance require the student to obtain appropriate forms from the office. These forms will be signed by every affected teacher, and returned to the office. Any absent days without this form may be counted as unexcused.

E. STUDENT PASSES TO LEAVE DURING SCHOOL DAY

Students are required to stay on school grounds during the entire school day. Students that must leave school during the day should come to the office **before school** for permission and bring with them a written request from their parents/guardians. A telephone call to the student's parent/guardian may be made confirming the request to leave school during the day. If the request to leave school is granted, the student will be required to fill out a leave school permit and place their name on the school sign-out list. When leaving school, for whatever reason, students must always sign out in the office first. Students must have an approved parent/guardian written request.

F. STUDENTS WHO BECOME ILL AT SCHOOL

If students become ill during the school day, they should get permission to come to the principal's office. Office staff will assist the student and work with parents to help determine the proper course of action which may include time in the sick room or sending the student home. Students who vomit due to illness or who have a fever in excess of 100° F must be sent home. Their absence will be coded as "excused ill" (E-IL). No student may leave school without the permission of parents/guardians, or a designated contact on the student's emergency card.

G. SCHOOL ABSENCES

Students **MUST** attend school on a regular basis. Students will attend all classes, assemblies, and required meetings unless properly excused by a parent or guardian. Students are required to report to school and classes on time and to remain on the school campus during regular school hours.

1. The school attendance officer is empowered to approve a legal excuse to any pupil for the following reasons:

a. **Medical/Dental Absences (MD):**

Written verification from the medical provider will be required for the absence to be coded "Medical." Excessive absences for illness (more than ten per school year) may require verification by medical personnel in order for the absence to be excused.

b. **Board Approved Absences (BA):**

The following activities are "Board Approved" legal excuses for being absent from school: religious holidays, court appearances, out of school suspensions, and a death in the immediate family.

c. **Parent Approved Absences (PA):**

State Statutes (Section 9. 118.15 (3) (c) A student may be excused in writing by his or her parent or guardian before an absence for **not more than (or any part of) 10 days**, during the school year for any reason the parent authorizes as necessary and/or appropriate.

Juniors and Seniors (11th and 12th grade) may have two absences excused for visits to a post-secondary institutions (college or technical college). Written verification of the visit from the institution is required in order to be coded as "E-CL." Standard policies apply otherwise.

All other absences are considered unexcused.

2. **Unexcused Absences:** Failure to report to assigned class(es) without an acceptable excuse. **Unexcused absences will accumulate toward habitual truancy (see below).** Appropriate make-

up time (detention) will be assigned. **Students will not receive full credit for work missed due to unexcused absences.**

3. Students excused from school under any of the above absences categories shall be required to make up any schoolwork missed. The student will have two (2) days in which they make up work for each day absent for any reason: After the two days, each incomplete assignment may become an "F".
4. Unexcused tardiness or absences for any part or all of a school day are a violation of Wisconsin statute. For practical reasons they are also very disruptive to an efficiently functioning school. Oversleeping, shopping, hair appointments, tanning, prom clothing issues, etc. would not be considered sound reasons for school absence. We solicit and encourage parent cooperation to help us maintain our guidelines. Hopefully, this will minimize the possibility of problems with unsupervised students, and will reduce classroom and school day disruptions.

H. TRUANCY

Truancy is defined as being absent from school for part or all of a school day without permission of parents or school administrators. **These absences are unexcused and will accumulate toward habitual truancy (see below).** Appropriate make-up time will be assigned (detention or in-school suspension). **Students will receive no credit for work missed during truancy.**

I. HABITUAL TRUANCY

According to state statutes 118.15 (3) (c) *habitual truancy* shall be defined as a pupil who is absent from school without an acceptable excuse for part or all of five (5) days on which school is held during a semester. **Students who accumulate more than five (5) unexcused absences in a semester are considered habitually truant.** Habitual offenders will be referred to authorities under provision of SS 118.25.

J. EXCESSIVE ABSENCES

1. Clear Lake Schools wish to emphasize the educational value of good attendance. To help develop the habit of good school attendance, the following criteria shall be met:
 - a. High school students will not receive BOARD ACCREDITATION for second semester course work, even if all individual class work is completed and graded, (will be recorded as incomplete) if the student was absent more than fifteen (15) school days in one school year. This includes both excused and unexcused absences.
 - b. Junior High (7th & 8th grade) students will not be promoted to the next grade level if they were absent more than fifteen (15) days.
 - c. School sponsored field trips, or illnesses verified by the family physician, will not be included. In emergency situations, approval by the building administrator and/or faculty advisory council may be granted to exclude days over the required minimum.
2. Students who have not met the minimum attendance requirements, who wish to secure earned credit (9-12) or promotion to the next grade level (7th & 8th) may **CORRECT ATTENDANCE DEFICIENCY BY:**
 - a. Attending remedial summer sessions for number of days determined by the school attendance officer to meet minimum attendance requirements and successfully complete all assigned work.
 - b. An approved Individual Educational Plan (IEP). Approval of this IEP is at the discretion of the Board and/or Administration. The goal of this IEP is to make up the deficiency in a manner best suited to the unique situation of the individual student.
 - c. Seniors not meeting a pro-rated minimum attendance requirement, (based on graduation date), will not receive a signed diploma until minimal attendance/academic requirements are

met. However, seniors may begin excessive absent makeup on the Friday following graduation practice.

K. LATE ARRIVAL TO SCHOOL

For purposes of recording official attendance records, students will be considered absent for a **half day** if they miss all or part of three to five class periods. Students will be considered absent for a **full day** if they miss all or part of six or more class periods.

In order for students to be eligible to participate in practices or contests under the School District of Clear Lake Co-Curricular Activity Code, students must be present in school for at least one-half of the school day. This means students must be in school for at least four full class periods to end the school day. Any exceptions require pre-approval from the administration.

L. TARDINESS

Tardiness is a disruptive factor to any classroom and will not be tolerated. If a student is late to any class by less than five minutes, he or she is tardy. Tardy offense count resets each semester. Each teacher will keep a record of student tardiness to class and assign the following consequences:

- 1st and 2nd Offense . . .Teacher warnings, possible classroom consequences
- 3rd Offense.One detention and parent notification
- 4th Offense. Two detentions and parent notification
- 5th Offense. Meeting with principal to assign further consequences which could include additional detentions, after school service, Saturday detention, restriction of privileges, parent meetings, etc.
- Excessive tardiness will be dealt with on an individual basis.

If students are five or more minutes late to any class, they must report to the office before being admitted to class. If students are fewer than five minutes late, they should go directly to class.

- 0-4 minutes Go directly to class. Teacher marks students tardy.
- 5-14 minutes Report to the office. Detention is the normal consequence.
- 15+ minutes Truant without parental verification.

M. A SICK DAY, OR SEND THEM TO SCHOOL?

Regular attendance is encouraged for optimal school success. Our observations, along with research, indicate that attendance directly relates to school performance. When a student comes to the office because of not feeling well, we often encourage them to rest in the health room if their symptoms are vague. Students are encouraged to return to the classroom if they are feeling better. When students continue to feel ill, parents are contacted. Our office personnel are good at determining when a child should go home due to illness. One of the problems most often confronting parents/guardians of school-age youth occurs when their child complains of not feeling well on a school day. The decision must be made as to whether the child stays home or goes to school.

What do you do? You do not want to keep a student home if he/she really is not sick, but you also do not want to send a sick child to school. The following guidelines can be followed until your doctor can be contacted for his/her opinion.

1. *Fever:* A student may have a fever in the evening, and then be without a fever the next morning. If sent to school, the fever may return later in the school day. Please keep the student home until fever-free for at least 24 hours without the help of fever-reducing medication.

2. *Persistent Cough, Coughing Spells, Vomiting, Exhaustion, and Diarrhea:* These are all reasons to keep a child home. If these signs and symptoms (S & S) continue, medical evaluation is appropriate.
3. *Sore Throat:* Irritation of the throat can be caused by persistent coughing, post-nasal drainage (drainage down the back of the throat from sinus and nasal passages due to a cold, allergies, or sinus infections), or throat infections such as streptococcus bacteria (Strep Throat). Some young people are more susceptible to Strep infections and develop a beefy-red throat, fever, swollen glands in the neck, nausea, and headaches. Others may have a Strep infection and show mild or no S & S. Strep infections can lead to other infections such as Rheumatic Fever that can seriously damage major organs. Medical evaluation is important to rule out Strep infections.
4. *Antibiotic Medications Therapy:* Medication Antibiotic Therapy is sometimes prescribed by a physician to treat bacterial infections. In many cases, the student must be on the antibiotic therapy for at least 24 hours or longer if S & S persists before returning to school.
5. *Inform the School:* Please inform your school office of your student's illness. If you are comfortable in doing so, please try to share specific information pertaining to the illness, i.e., fever, vomiting, headache, diarrhea or a specific condition/illness if diagnosed. This information can help identify potential communicable diseases in the school setting.
6. *Emergency Contact Information in the Health Room:* Please keep emergency contact information up-to-date with your school office. You may have a new work phone number, home address and/or phone number or cell phone number. Please be diligent about having at least two emergency contact persons listed on the school Emergency Contact Form to call if a parent/guardian cannot be located in an emergency.

When a student is not able to participate in physical education class or for medical reasons, please provide the school with a medical excuse from the physician stating what the physical restriction will be and for what duration of time.

III. BEHAVIOR

A. DISCIPLINARY POLICIES AND PROCEDURES

The development of responsible behavior and self-discipline among students occurs at two levels within a school. First, since the student spends the greatest amount of time during the school day in the classroom, the classroom teacher must assume the primary responsibility for gaining the respect and cooperation of the student so that an effective learning environment may be maintained. Each teacher must apply a carefully thought out approach to classroom discipline and administer it with a sense of fairness and consistency.

At other times, disciplinary problems may occur which are beyond the scope of the classroom teacher's' area of responsibility or are of a serious enough nature to require referral to the principal's office. Through his administration of the school wide discipline program, the principal sets the tone for acceptable behavior throughout the school. He must operate from a carefully developed set of rules and consequences that insure fair treatment, consistency and due process.

The administration specifically reserves the right, in its sole discretion, to recommend expulsion in the first offense or any other disciplinary action that they deem appropriate to the case at hand. Suspension from school will be in compliance with state mandates.

It is our sincere wish that we never have to resort to these consequences. We expect each student at Clear Lake High School to respect other students and all school personnel. We truly want to create a learning environment in which people develop and practice skills and attitudes relevant to life in an ever-changing world.

Part II of this code is designed to describe the approach to classroom and school wide discipline adopted by the School District of Clear Lake Board of Education.

Student Conduct Procedure

Our student conduct procedure is based on cooperation between students, parents/guardians, staff, and administration. Students can change their behavior, and the school will try to assist in this change in the most positive manner possible.

Steps in the Student Conduct Procedure:

Step 1 Staff member will deal with unacceptable student behavior by any reasonable means necessary.

Step 2 Staff member will make a written discipline referral to the principal's office. The principal will have a conference with the student and determine appropriate administrative action using the steps outlined below. The conference may result in student contract and goal setting and/or weekly monitoring of courses. The parent/guardian may be notified of the conference.

Step 3 Student may be required to serve one or more detention periods after school or during their lunch period. Student may be required to perform after school service under the direction of the principal's designee or custodial staff. Parent/guardian will be notified of the offense and consequences.

Step 4 Student may be required to serve one day in-school or out-of-school suspension. Student will conference with staff, administrator, or counselor to review the nature of the violation. Administrator will make contact with parent/guardian.

Step 5 Student may be required to serve one to five days in-school or out-of-school suspension. Student will conference with staff, administrator, or counselor. Counselor will review student

performance to date and receive input from other sources. Administrator will communicate to parents and student whether the student should return or be expelled from school.

Detention

Detentions will typically be held Monday through Thursday, from 3:20 - 3:50 p.m.

Rules and Regulations:

- Students must report to the Detention Room prior to 3:20 p.m.
- Work, athletics, personal business, or lack of a reminder by the office will not be considered as excuses for missing detention.
- Students may be allowed one excused absence (per semester) if the excuse has prior approval from the Principal's Office before noon. The student will reschedule their detention at the time of approval.
- Students must report to Detention with school work or reading materials.
- Students are expected to work or sit quietly while serving detention.
- No talking, sleeping, or eating will be allowed during detention.
- Failure to serve a scheduled detention will result in additional detention time added or a heightened disciplinary consequence. Failure to serve after school service, after school detentions, or Saturday detentions may be considered a truancy for each occurrence.

In-School Suspension (ISS)

Students may be required to serve ISS in increments by class period, half day, or full days. During this time, they will remain in the principal's office or area designated by the principal's office personnel. The following guidelines apply:

- A. Students will report on time to ISS with all books and study materials needed for their time in ISS.
- B. Students will remain sitting upright in their seat without lying their heads down and/or sleeping.
- C. The office will attempt to gather from teachers as many classroom assignments, tests, etc. as possible.
- D. It is the expectation that students will work on school work during their time in ISS. After the student has satisfactorily completed all school work, they are expected to read or sit quietly.
- E. Students are not to leave the desk without permission. The office staff will give reasonable permission to use the restroom.
- F. Students are not to talk to other students or passersby.
- G. Students will be taken to the lunchroom to get their food then return to consume it in ISS.
- H. If the student has followed all rules and completed all school work, they may be, at the discretion of the principal or principal's designee, allowed to return to regular classes for the final period of the day (8th period).
- I. Students who, despite this prior notice and reasonable warnings, continue to violate the rules of ISS, may be given additional ISS time or be suspended out of school.

Out of School Suspension (OSS)

Students may be required to serve OSS by half day or full day increments. In all cases of OSS, parents will be notified. For suspensions of two or more days, a re-entry meeting with the parent/guardian, student, teacher (if appropriate), and principal designee may be required for re-admittance to school. Students who are suspended may earn credit for the work they miss; however, it must be completed in a timely manner and satisfy the teacher's requirements. It is the student's responsibility to contact teachers after they return to school. Students who are suspended out of school may not be present on school grounds nor attend Clear Lake school events at any location during the period of their suspension unless special permission has been granted by the administration.

Student/Student Relationships

Each student has the right to attend school and school activities in a hostility-free environment.

Each student shall be responsible to respect the feelings, property and physical well-being of other students. Students will refrain from physical and verbal abuse directed at fellow students, as well as any damages or theft of the property of fellow students.

- A. **Sexual Harassment:** Unwelcome, acts which create a hostile environment. Refer to Board adopted Sexual Harassment Policy.
- B. **Fighting:** Step 5; Referral to police when appropriate
- C. **Disrespect, Intimidation Acts:** Step 4 or 5
- D. **Property Damage:** Step 4 or 5; Restitution required through parent contact.
- E. **Theft or Vandalism:** Step 4 or 5; Refer to police when appropriate.
- F. **Weapon:** Step 5; See possession or use of weapons.

Student/Staff Relationships

Students have the responsibility to respect authority, feelings, physical well-being, and property of members of the School District of Clear Lake staff. Students shall refrain from disobedience, disrespect, threats, or attacks directed at members of district staff as well as damage to or theft of property belonging to school staff members. The following are specific examples, not an exclusive list:

Repeated Classroom Disruption:

1. 1st Offense – Warning/Detention
2. 2nd Offense - 1-3 day Suspension from class, parental contact/meeting.
3. 3rd Offense - Removal from class with permanent "F" grade and placed in a restricted study hall.

Insubordination: Failure to cooperate with reasonable instructions and requests given by persons in authority. Refer to Building Principal – Step 4 or 5.

Threatening/intimidating Acts: or Disrespect: Verbally or by gesture threatening the well-being, health, or safety of any member of the school staff. Refer to Building Principal - Step 5. Notification of police when appropriate.

Physical Attack: The act of physically assaulting any member of the school staff. To include damage or theft of the property of a member of the school staff. Refer to Building Principal – Step 5. Notification of police. Expulsion. Refer to Board approved (7/25/94) Staff Protection Policy.

School Property

Each student is entitled to a well-equipped, well-maintained, clean and pleasing school environment. Each student is responsible to respect and help maintain the appearance and cleanliness of the building. Acts of vandalism, theft, and abuse of the school buildings and grounds are prohibited. Actions which create a significant disruption to the school learning environment are prohibited. Violators will be subject to appropriate restitution, suspension, referral to police or other steps. The degree of consequences will be determined by the severity of the event.

Possession or Use of Weapons

No one shall possess or use a dangerous weapon, look-alike weapon or ammunition or in school buildings, on school grounds, in school vehicles or at school-sponsored activities except as otherwise specifically provided. According to state law, any person who knowingly possesses or goes armed with a dangerous weapon on school premises is guilty of a misdemeanor or a felony, depending upon the seriousness of the offense. A minor who violates this law is subject to the provisions outlined in Chapter 48 of the state statutes, unless jurisdiction is waived. Students of the Clear Lake School District must be aware of the fact that such acts of misconduct will not be tolerated.

A dangerous weapon or look-alike weapon is defined in state statutes and includes a gun, knife, razor, martial arts equipment, metal buckle, chains, or any object which, by the manner in which it is used or intended to be used, is capable of inflicting bodily harm or could pretend to be capable of inflicting bodily harm.

Law enforcement officers and the Superintendent of Schools or designee shall be contacted as soon as possible if there is time in a given weapons situation and if there is not an immediate threat to safety. If there is not time, or the situation warrants immediate action, the school staff should attempt to confiscate the weapon. The building principal will also report confiscation of weapon to the police

A dangerous weapon (s) taken from a student will be reported to the student's parents/guardians. Disciplinary measures taken will be the responsibility of the building principal and will include suspension, referral to law enforcement authorities, and referral for expulsion. A pre-expulsion conference will be held by the Superintendent of Schools and a recommendation for expulsion will be presented to the Board of Education if the facts in the situation indicate that the health and safety of students or faculty have been endangered. The following are exceptions to this policy:

- A. Weapons under the control of law enforcement personnel are permitted;
- B. Weapons that are registered and handled in a legal manner for the purpose of education may be authorized by the principal; and
- C. Weapons properly registered and handled during the community use of school facilities may be permitted.

Possession of Lighters or Other Incendiary Devices

Students may not possess, use, or distribute cigarette lighters or other incendiary, explosive, or dangerous devices or substances while on school property or while involved in school-related activities. Students in possession of these items will be referred to Step 4 or 5 of the Student Conduct Procedure based upon the level of danger presented to other students and school staff. Law enforcement authorities will be notified if it is suspected that a criminal violation has occurred.

Alcohol, Tobacco and Drugs

A. Use of Alcohol and Other Controlled Substances

Under the Drug-Free Schools and Communities Act Amendments of 1989, Clear Lake School District students may not possess, sell, use, distribute or be under the influence of alcohol, other drugs or illicit substances, or their "look-a-likes" while on school property or while involved in school-related activities. Students in violation of this policy and/or in possession of drug paraphernalia will be referred to **Step 5** of the Student Conduct Procedure, and local police authorities will be notified. Student will be referred for special counseling and evaluation.

B. Use of Tobacco and E-Cigarettes

Students are not permitted to smoke, possess, or chew tobacco or possess a "look-a-like" at any time in the building or on school grounds, in school vehicles, or at school-related activities. Students are forbidden from using all chemicals and substances which release vapors, gases, or fumes to produce a mood altering effect. Violations of these regulations will be subject to disciplinary actions of Step 5 of the Student Conduct Procedure and local police authorities may be notified.

IV. GENERAL INFORMATION

STUDENT DRESS

As part of a comprehensive education, as well as a positive and creative way to promote an academic climate and safe environment, Clear Lake High School believes in having a student body that is aware of proper and improper public appearances. This also applies to cleanliness and personal hygiene. There is no specific "dress code" for students; however, the following guidelines do apply:

- State law requires that shoes be worn at all times in public buildings.
- Clothing, jewelry, body marking, or property that display inappropriate messages that are distracting to the learning environment, or that have a propensity to cause damage or disruption will not be allowed.
- Clothing, jewelry, body markings, or property that display messages or symbols relating to drugs, sex, alcohol, tobacco, profanity, or are demeaning to any person or group of persons are not allowed.
- Questionable sayings, including inappropriate language or sexual innuendo, are not allowed on clothing or property.
- No undergarments (such as bras, bra straps, underwear, boxers, etc.) should be showing.
- Clothing which is excessively revealing should not be worn to school, including "spaghetti strap" tank tops, and very short skirts or shorts.
- Shirts must not be low cut as to expose cleavage or bra straps.
- Shirts should be long enough to touch the tops of pants, so the midriff is not exposed.
- Cleats on shoes or other items on clothing which may cause damage to school property are not allowed in school.
- Open-toed sandals are not recommended because of greater susceptibility to injury.
- Shorts specifically designed for physical education should be worn in the physical education area and not elsewhere in the school.
- Caps, hats, headbands, headgear, or sunglasses are not allowed to be worn in the school building unless special permission is granted on a special activity day.
- Clothing, colors, or symbols associated with gangs or gang behavior may not be worn or possessed.
- Chains or objects which may pose a threat to safety or property are not to be worn or possessed.
- Clothing intended for outdoor use such as coats, jackets, coveralls, mittens, gloves, heavy boots, etc. shall not be worn during the school day.
- Individual "choices in style" that disrupt the curricular or extracurricular goals of the school or are potentially hazardous to personnel or property will be dealt with on an individual basis.

Students who abuse the privilege of no dress code will be dealt with individually. The administration reserves the right to be the sole determiner of appropriate attire. Students whose attire has been determined inappropriate will be directed to change into something more acceptable. If necessary, they will be sent home to change. Those who refuse to cooperate, as well as repeat offenders, will be subject to disciplinary action.

BOOK BAGS

Large bags (book bags, backpacks, duffel bags, brief cases, etc.) are not allowed in any classroom or study area during school hours (8:20 a.m. – 3:25 p.m. normally). These items create unnecessary clutter and safety concerns, and they should be stored in the student's locker during the school day.

WATER BOTTLES

To encourage hydration and health, students may choose to use a bottle of water in the classroom if they provide their own bottle. Students may only use **plain water** (no Gatorade, juice, etc.) which is contained inside a **clear** (not colored) see-through container with a closeable lid to prevent spillage. Individual students may lose the privilege of having a water bottle if it becomes a distraction or is misused. Water bottles may NOT be used in the library, computer labs, or other areas where staff deem it inappropriate or unsafe.

CARE OF TEXTBOOKS AND OTHER SCHOOL MATERIALS

Students are expected to take proper care of all school-issued materials such as textbooks, lab materials, computers, tools, locks, lockers, uniforms, etc. School items issued to a student which are lost, stolen, or

damaged beyond normal wear and tear must be paid for by the student. Teachers, coaches, or advisors will issue fees or fines which can be paid to them or to the business office. A hold may be placed on student records for failure to pay fees. Students with outstanding fees or fines may not participate in graduation.

LOST AND FOUND ITEMS

Items found in/around the school are to be brought to the office and placed in the lost and found storage. If students lose an item or suspect it has been stolen, they should report it to the office. The office will try to assist, but the school is not responsible for items which are lost or stolen. Items that students can identify will be returned to the rightful owner. Items not claimed by the end of the school year will be discarded or donated over the summer.

STUDENT VISITORS

Students who intend to bring a student guest with them to school must understand that this is a rare privilege. Under no circumstances will student visitors be accepted unless arrangements have been made through the office (minimum one day in advance) prior to the arrival at school.

Student visitors will only be considered if the following procedures are followed:

1. The "host" student brings a parent note to the office requesting to have a visitor.
2. The "host" student obtains permission from all of his or her teachers via signatures on a form.
3. The form, signed by all teachers, is turned in to the office by the end of the day prior to the visit.
4. The host and guest must check in to the office on the morning of the visit so the guest may receive a visitor pass for the day.

The faculty and administration reserve the right to refuse the privilege of any guest visitor. The behavior, attendance, and academic performance records of the host student, as well as the potential for disruption of the school learning environment, may be considered when approving or denying a visitor request.

ANIMALS AND PET VISITORS

Parents should not bring animals or pets to school or on school grounds when they are dropping off or picking up their child. Animals and pets may not be brought to school for classroom visitations without permission from the classroom teacher and the principal. **Pet visits are not encouraged and should only be for legitimate educational purposes supported by the classroom teacher. Please speak to your child's classroom teacher and the principal if you wish to bring your pet to school. Then, complete and submit the [Pet Visiting Form](#) to the Office 1 week prior to the day of the visit. Forms available in the high school office.**

DELIVERY OF FLOWERS AND GIFTS

Friends and family of students should not attempt to have flowers or gifts delivered to students in school. Deliveries such as these distract from the educational process and unnecessarily divert office staff from their duties. These deliveries will not be accepted.

PUBLIC DISPLAYS OF AFFECTION

Unnecessary displays of affection between students (hugging, kissing, embracing, inappropriate touching, etc.) have no place in an educational setting. These activities are not permitted at school or school-sponsored events. Students who violate this guideline will be directed to stop. Repeat offenders and/or severe offenses are subject to disciplinary consequences.

BUS RIDER RULES

Parents and pupils must realize that bus transportation is a privilege. Misbehavior, including profane language, may result in the suspension of this privilege, plus the possibility of an assigned seat.

1. Pupils will load and unload at designated places and ride on designated buses, unless parents make written requests to the administration for other arrangements.
2. Parents will assume the responsibility of the child when such requests are made and granted.

3. Parents are responsible for obtaining doctor's certificates for temporary or permanent disabilities.
4. Students are asked to be on time, to be at the designated place, and to stay off the road and have good conduct while waiting for the bus.
5. Students must wait until the bus comes to a complete stop before boarding. Line up in an orderly, single file manner. Do not rush.
6. Be courteous and do not take advantage of younger children in boarding, unloading or selecting a seat.
7. While on the bus, safe and appropriate conduct would include the following:
 - a. Keep hands and head inside the bus and staying seated.
 - b. Keep the bus clean, reasonably quiet, and safe.
 - c. Treat the bus equipment with respect and being reminded that damaged property must be paid for by the offender.
 - d. Keep books and personal items out of the aisles and not leaving items on the bus.
 - e. Refrain from throwing anything in, out, or around the bus, and always be courteous to fellow pupils and the bus driver.
8. All bus rider changes must be approved through the principal's office using the appropriate form. Bus changes involving the drop off of a student at another student's site require the approval of both sets of parents.
9. A complete list of bus rules and regulations will be issued to each family at the start of the school year. **OBSERVE THEM.**

USE OF MOTORIZED VEHICLES

Bus transportation is provided for all students. Some students prefer to provide their own transportation to school. Parking at school is a privilege, not a right. **All student vehicles used for transportation to school must be registered in the principal's office and properly parked in designated student parking lots.** Student vehicles parked on school property are subject to search by school administration or their designee. Clear Lake High School also conducts random police canine searches of school property which can include, but are not limited to, student vehicles.

Students are not permitted to use any motorized vehicle from the time they come to school until the time they leave after school, unless special permission has been granted from the principal's office. Students are not allowed to sit on or enter cars at any time during the school day unless permission has been given from the office. Parental permission must be obtained before becoming a passenger in a motorized vehicle during the school day. **School authorities reserve the right to revoke driving privileges if motorized vehicle policies are violated.**

1. Improper Use of Motorized Vehicles:
 - a. **Reckless Driving** - Report to Police when appropriate; loss of driving privileges
 - b. **Unauthorized driving** or riding during the school day
 - i. 1st Offense - 2 Detentions
 - ii. 2nd Offense – In School Suspension
 - iii. 3rd Offense – Out of School Suspension
2. Students are to properly park all motorized vehicles in designated student parking areas (south section of east parking lot).
3. The legal speed limit is 15 mph in school zones and parking lots.
4. When leaving the school lot at the end of the school day, students must use the south driveway to exit the lot. Students must yield to school buses as signs indicate.

ALL TERRAIN VEHICLES (ATV's) AND SNOWMOBILES

Senate Bill 32 (2013 Wis Act 15) modified the age restrictions and safety certificate requirements regarding the operation of an ATV. ATV operators between the age 12 and 16 CANNOT operate on village streets unless they are supervised by an adult. Students who drive these vehicles to school must drive in a safe manner and follow all laws regarding their use. This includes restricting their use to recognized legal

trails. Students who violate these rules will lose driving privileges for these vehicles for a period of one semester. Examples of behavior which will earn this “one and done” consequences include, but are not limited to, the following:

- Driving at excessive speed
- Driving recklessly (i.e. “donuts, burnouts, wheelies,” driving on two wheels, etc.)
- Endangering others or vehicles
- Driving off of designated areas
- Intentional damage to property or grounds
- Failure to avoid mixing with buses and other vehicle traffic (see rules below)
ATV’s and snowmobiles must be registered in the office, just like other vehicles. In order to avoid traffic congestion with regular vehicles:
- ATV’s and snowmobiles should be parked in the final row of the east end of the parking lot, nearest the football stadium bleachers.
- Snowmobiles may be parked in a safe and unobtrusive spot off of the student parking lot in order to avoid driving on blacktop.
- When school is dismissed, ATV’s should wait until school buses have cleared before exiting the parking lot to the streets.

STUDENT DROP-OFF AND PICK-UP

In order to avoid excessive traffic congestion at the front of the school during bus times, parents and guardians are asked to drop off and pick up their children in vehicles at the back of the school (east lot) near the commons doors before and after school.

Students are not allowed to be in the school prior to 7:50 a.m. The only exceptions are students who are pre-authorized to be there by a school staff member who will then be responsible for their supervision. Students who arrive to school earlier must remain in the Commons area until 7:50 a.m.

When the school day ends, students may not loiter in or around the school. Students who remain at school for practices, detentions, meetings, or to work with a staff member are under their supervision. Others should exit the school grounds in a timely manner. The school building will be locked at approximately 3:30 p.m.

BICYCLES, SKATEBOARDS, AND SCOOTERS

Students who ride their bicycles, skateboards, or scooters to school should observe all laws governing their use. These items are to be safely parked or stored in the areas provided by the school (i.e. the bike rack area). Bicycles, skateboards, or scooters are not to be ridden on school grounds nor brought into the school. They may not be used during the school day unless special permission has been granted by the administration.

SCHOOL SECURITY

Clear Lake High School is equipped with electronic security locks as well as indoor and outdoor surveillance cameras. These devices exist to promote and support a safe and secure environment for people and property in and around the school. Students who tamper with security equipment or attempt to hinder its use or effectiveness will be subject to disciplinary consequences Step 4 or higher. School staff members will wear district-issued ID badges during the school day.

STUDENT SEARCHES

Given reasonable suspicion that a student might be in possession of items that are not allowed in school or that may endanger the health/safety of others, a student search is warranted. Such searches may include the student, lockers, book bags, or other property as warranted. District policy on searches will be followed. Items found to be in violation of local and other ordinances will be referred to the appropriate agency, and appropriate disciplinary action will be taken. Locker searches may include the use of canines.

LOCKERS

Lockers are provided for all students. It is expected that students keep their personal belongings in their lockers, in neat order at all times. Each locker has a unique combination for opening. It is highly recommended that students **lock their lockers** at all times and **do not share** their locker combinations with any other students. If a student believes his/her locker combination has been compromised, he/she should report it to the office immediately. It is also highly recommended not to leave money or other valuables in lockers. Money and valuables should be kept with the student, or in some cases, left in the office. **THE SCHOOL IS NOT** responsible and cannot replace or pay for anything stolen out of your locker.

Lockers will be carefully inspected before being assigned and occupants will be held responsible for any damage that is caused by improper use or abuse. Students should not store their books, school articles, or other belongings in another student's locker. There will be **no** changing of lockers by students without the consent of the office.

Pop, juice, snacks, candy, etc. are not to be stored in lockers. If students pack a lunch for school, it may be stored in their locker, unopened, in a bag or container until it is consumed at lunch hour.

The school provides a locker for convenience of the student to be used solely and exclusively for the storage of outer garments, footwear and school related materials. No student shall use the locker for any other purpose. The locker assigned to a student is the property of the school district. At no time does the district relinquish its exclusive control of such lockers. **A locker may be searched as determined necessary or appropriate without notice, without consent, and without a search warrant.** The search may be conducted by the district administrator, a building principal, a police-school liaison officer or a school employee designated by the district administrator or building principal. Clear Lake High School conducts random police canine searches of school property which can include, but are not limited to, student lockers and vehicles.

Any unauthorized item found in the locker may be removed. Items removed from the locker may be held by the school for return to the parent(s)/guardian of the student or retained for disciplinary proceedings, or turned over to law enforcement officials. The adult student, or the parent/guardian of a minor student, shall be notified of items removed from the locker and turned over to law enforcement officials.

ANNOUNCEMENTS

Announcements will be regularly read in WRAP period. All announcements to be read must be approved by a teacher or advisor of a group. Students are expected to listen attentively when announcements are read so they are aware of messages and notices of upcoming events.

SCHOOL ACTIVITIES

The school will be closed on Wednesday nights and Sundays, as no school activities are scheduled at these times. Activities on school nights should be scheduled to adjourn by 10:00 p.m. Activities which are held at a later hour will be scheduled for Friday or Saturday night.

ACTIVITIES, ORGANIZATIONS, AND ADVISORS

Clear Lake Jr./Sr. High School provides a complete program of worthwhile activities serving to interest the students in school, and to broaden his/her learning. We encourage all students to participate in one or more activity/activities.

- **ART CLUB**

- **ATHLETICS**

Junior High Boys: basketball, track, football and wrestling. Junior High Girls: basketball, track and volleyball. Senior High Boys: basketball, track, cross country, football, wrestling, golf, and baseball. Senior High Girls: basketball, volleyball, track, cross country, softball, and cheerleading/dance. In

addition we have a co-op hockey team with Amery for boys and New Richmond/Amery/Osceola for girls. Students are required to have a physical every other year. Parental permission must be given every year. All athletes who represent Clear Lake Jr./Sr. High School must be eligible, under the rules as set by the WIAA and the Clear Lake High School Activity Code.

- **DRAMA CLUB**

The Drama Club presents one large stage performance each year. A variety of other opportunities to perform may also be available to Drama Club Members throughout the year. The Drama Club is open to all 9-12 grade students. Students who elect to join this organization will have opportunities to act, build sets, create costumes, apply makeup, work lighting, or run props.

- **FCCLA**

Membership in the Family, Career and Community Leaders of America is available to all Clear Lake students. The local Chapter, which is a member of the State and National Organization, plans its own program of activities accomplishing the goals of the eight purposes of the FCCLA. Besides regular club meetings, activities include demonstrations, District Rallies, speech opportunities, community projects, recreation, field trips and State Conventions.

- **FFA**

FFA develops students for careers in agri-business, for a better America. A variety of exciting and challenging activities are available to build student self-esteem and confidence. Recreation and field trips are also part of the activities for FFA members.

- **KINSHIP**

Opportunities to work through the Kinship organization to mentor a younger student similar to Big Brother/Big Sister.

- **MUSIC**

Our school is a member of the Wisconsin School Music Association. The Music Department participates in the contests and the festivals of the above groups. The Band performs at fall and winter co-curricular events, as well as a variety of formal and informal concerts. Choir presents two formal concerts per year, besides numerous other appearances. Credit toward graduation requirement is given to students who successfully participate in vocal and/or instrumental music.

- **NATIONAL HONOR SOCIETY (N.H.S.)**

Membership in the National Honor Society is based upon scholarship, service, leadership and character. The Society is open to Juniors and Seniors. Sophomores may become provisional members. Members are honored at an Induction Banquet held each Spring. The purpose of the N.H.S. is to encourage scholarship and to honor students meeting the high expectations for N.H.S. membership.

- **PEER TUTORING (SPARK – Supportive Peers As Resources For Knowledge)**

Students may volunteer to become peer tutors by speaking to the school counselor. They will receive training and then be paired with another student who would benefit from academic assistance.

- **SKI and SNOWBOARD CLUB**

The Ski Club travels to Trollhaugen on most Monday evenings during winter months. Students pay for their own transportation and season lift passes. The school provides transportation and chaperone supervision.

- **SOCIAL 'N ACADEMIC PEER PROGRAMMING (SNAPP)**

Members plan and participate in activities to involve disabled and non-disabled students to promote inclusion and understanding of all. SNAPP meetings are held monthly.

- **SPANISH CLUB**
- **STUDENT COUNCIL** - both Jr. and Sr. High Student Councils
- **STUDENT TO STUDENT (STS)**
Members are selected by their classmates and the current STS members at the end of their 9th grade year. Student to Student is a peer facilitation group offering support for students who may seek support in their academic or personal life. STS members are trained to be effective listeners and help put students in touch with adults who can help. The STS group also strives to promote a positive school climate and healthy choices for students.
- **YEARBOOK**
This publication is produced by students under classroom supervision. It provides a memory book of school life, and opportunities in journalism for students enrolled in Desktop Publishing.

TRANSPORTATION TO AND FROM CO-CURRICULAR ACTIVITIES

When participating in a school-sponsored co-curricular activity, students must ride to and from the event on a school vehicle with their team or group. With written prior approval from the coach or advisor, students may be given permission to ride home with their own parents. Parents must speak to the coach or advisor face-to-face before taking their student with them. Any other exceptions to this rule must be approved in advance by school principal.

RESTRICTIONS FOR UNSATISFACTORY REPORTS AND FAILURES

We can work from the assumption that students, who are doing unsatisfactory work and/or failing a class, require more time to focus on school work.

Students who receive an unsatisfactory report or have failed a course will be restricted to study hall ("WRAP") until the next grading period, as defined by quarter grades or midterm grades. After this period of time, if the student is making satisfactory progress in all of his/her classes, students will then be removed from the restricted list.

LUNCH PROCEDURE

Seniors, juniors and sophomores will eat first and will be released at 11:37 a.m. The freshmen, eighth and seventh grade students will begin their lunch hour at 12:27 p.m.

Students will wait in a single file line by grade in an orderly fashion. Students pick up their tray and food choices and then enter their lunch account number to purchase their lunch.

Students are not to take food for anyone but themselves or consume food from other student's trays. Per district wellness policy, students should not consume soda pop during school meal times. Any throwing, mutilating, failure to eat add-ons or other misuse of food will result in disciplinary action, which may include temporary and possible permanent suspension from the hot lunch program. Students are expected to maintain positive behavior and eat lunch in a relaxed and polite atmosphere free from loud outbursts, shouting, or rude behavior. Students are expected to help maintain a reasonably clean lunch room by picking up after themselves and cleaning up any messes or spills that they create.

Food is not to be eaten anywhere in the building except in the cafeteria. Students should not store food (i.e. potato chips, candy, pop, etc.) in their lockers or consume any food in the school unless it is part of their lunch eaten in the cafeteria, or part of a special occasion in class as designated by the teacher and approved by the school principal.

After eating lunch, students must remain in the commons area or other areas (gym, outdoor patio, or practice fields) as allowed and designated by the lunch supervisors that day. Failure to comply with rules or cooperate with supervisors will result in the loss of gym/outdoor privileges.

FOOD SERVICE POLICY

Board Policy 763

The School District of Clear Lake Food Service program operates on a prepayment system for school meals, milk, and ala carte. We require that parents pre-pay and maintain a positive balance in their family accounts in order to participate. Families can monitor their meal accounts through Family Access (Contact the School District on how to sign up if you have not already done so). All families should review their estimated charges and make a deposit to their family account to assure uninterrupted participation in the National School Lunch and Breakfast Program.

Every effort will be made by the Clear Lake School District to keep parent(s)/guardian(s) informed regarding their child's meal accounts. However, it is ultimately the responsibility of the parent(s)/guardian(s) to maintain a positive balance in the account. School Messenger calls and emails are sent out several times a week notifying of negative balances and low balances. If you receive a call, please add money to your student's account immediately. Your students may not be allowed to participate in the District's meal program until a positive balance is available for use. When the account balance is above zero, regular charging may resume.

Payments on account may be made by sending a check/cash with your student, mailing a check or money order, using E-funds for Schools on line payment service, or in person at any school office.

WHEN A STUDENT'S MEAL ACCOUNT BECOMES NEGATIVE (UNPAID MEAL CHARGES):

Junior High and High School students are informed during the school day when their account has gone negative and that they are not to make any further purchases until payment is made on their account. They are responsible for communicating with you that they need money deposited into their account.

Parents/Guardians can also request a low balance e-mail notification in Family Access when their account balance goes below a specified amount. Students may bring in payment to the Business office each day to purchase a meal for that day only prior to going through the breakfast or lunch line. Payments are not accepted in the lunch line.

A family may apply for free or reduced priced meals at any time by completing an application form found on the website or in any office. If income decreases or family size increases, another application may be completed. Meal charges prior to the approval for free or reduced cannot be changed per federal government regulations; those charges must be paid. Students approved for free or reduced must pay the full cost of ala carte items, extra milk, or sport lunches.

Elementary Students will be spoken to by the Principal or Counselor and instructed they may bring a lunch from home or may be provided a peanut butter sandwich and milk for up to three days (which will be charged at an Ala carte price to the family account). A personal call will be made or an e-mail notification will be sent by the District Office to let the parent/guardian know that they will need to provide meals and beverages from home until sufficient funds are deposited in the account to bring it back to a positive balance. After the three days, if the account is not up-to-date, the student will be required to bring a lunch from home. If a student repeatedly or continuously has a negative balance, and the parent fails to provide a cold lunch or lunch money, school district personnel may intercede on behalf of the student(s) by filing a report with Social Services or another appropriate agency.

Ala Carte purchases – (with the exception of Elementary milk purchases) may be available at the Junior High/High School only and can only be purchased if there is a positive balance in the meal account. (This includes milk purchased for a meal brought from home). Parents/Guardians are asked to fill out an Ala Carte Form if you do not want your child to be able to make ala carte purchases (sport lunches are not considered

ala carte). Students are not allowed to purchase ala carte items for other students. Administration has the right to revoke ala carte privileges from any student if they deem necessary. Students eligible for free meals will not be denied a meal because of a negative account balance. However, they will not be allowed to charge ala carte items, including milk, to have with a meal brought from home.

Milk purchases: Milk purchased for a meal brought from home, or a second milk is considered ala carte and is charged at the annual determined price.

Delinquent Accounts: If an account is delinquent, a payment plan may be arranged with the District Office. If a payment plan is agreed upon, the student may resume charging meals as long as payments are being made on time and according to the plan. If payment plan is not followed, student/parents/guardians will be notified that no charges are allowed until the account has a positive balance.

Administration is expected to protect taxpayers of the District by making reasonable effort to collect all delinquent food service charges. If there are any unpaid meal charges at the end of the school year, they will carryover with the student/family to the new school year. Graduating seniors must have their lunch account paid in full before participating in the Graduation ceremonies. Accounts with a positive balance at the end of the school year will carry over to the following school year. If a family moves out of district, or becomes eligible for free meals and would like a refund, requests can be made to the District Office.

LIBRARY/IMC

We have an excellent IMC and encourage its use. Remember that the use of the IMC is a privilege which can be taken away if misused.

GYMNASIUM FLOOR POLICY

1. Students will not be allowed to use the gym doors as an entrance or an exit on school days. The doors will be locked and will remain so throughout the school day.
2. Students who wish to use the gym during the noon hour will be required to wear clean athletic shoes that do not mark or dirty the gym floor. Street shoes, sandals/flip-flops, boots, socks, or bare feet are not allowed.
3. Students may not walk through the gym during passing times. They must use the hallways.
4. Student athletes will be allowed to use gym exits, after practice that have been designated by their coaches.

TELEPHONES

Students have the privilege of using the telephone during lunch hour or before/after school. Emergency calls for students in class are acknowledged, or the telephone number of the party calling is taken and the student is informed to call after school hours. Students are permitted to use the telephone during school hours only in extreme cases. **HOWEVER, NO LONG DISTANCE CALLS ARE PERMITTED UNLESS CONSENT IS GIVEN IN THE OFFICE.**

COUNSELING

Students are encouraged to make extensive use of the Counseling Services. The School Counselor is available to aid all students in planning their high school program, to enable them to meet graduation requirements, and to meet college and vocational school entrance requirements. Pupils must make decisions that influence their future lives, and they are encouraged to examine their strengths and weaknesses in making their plans. A variety of occupational materials are available in the Counseling Office. Students may make appointments with the Counselor at any time for vocational guidance. In an emergency, you may ask to see the Counselor (Faculty/Administration) at any time; on other occasions, please secure a pass in advance.

Counseling assistance provided in the following areas:

- a. Adjustment to new school environment
- b. Understanding test scores in relation to your own abilities & weaknesses.

- c. Developing personal characteristics that contribute to success in life.
- d. Planning your programs of subjects in such a way as to yield maximum individual benefit.
- e. Choosing a tentative field of occupation interest.
- f. Improving study habits & grades.
- g. Choosing a school in which to continue your education beyond high school, and planning your high school courses to meet the entrance requirements to your chosen school.
- h. Obtaining information and applications for scholarships and other financial aid.
- i. Obtain information about employment during your school years and after graduation, preparing for securing and succeeding in a career.
- j. Individual problems that you may wish to discuss.
- k.

Parents are invited and encouraged to confer with the counselor as needed.

ATHLETIC PHYSICALS

Parents pay for physicals which are required every other year for athletes. Either the physical card or the alternate year card must be turned in each year prior to participating in W.I.A.A. sports.

DANCES

During the course of the school year, dances may be sponsored by various school organizations and classes. The rules governing these dances are:

1. Students attending dances will dress appropriately for the occasion. Hats, caps, or bandanas are not to be worn unless they are of a formal nature consistent with the event (ie. top hat with tux). Exceptions may be pre-approved by administration for special themed dances.
2. No one will be allowed to leave and come back to the dance without permission from a chaperone.
3. Those who attend dances will behave in a respectful manner consistent with the expectations of a school event. Unsafe, unruly, or rude behavior, as well as inappropriate or sexually suggestive dancing, will not be tolerated.
4. The building must be cleared by 12:00 a.m., unless approved otherwise by the school principal.
5. There will be no loitering around the school building during or after the dance.
6. There will be no use of illicit substances (alcohol, tobacco, drugs, etc.) on school grounds or at school dances. Those who attend a school dance may not be under the influence of any illicit substances.
7. Admission may be denied anyone found breaking the above rules. Law enforcement will be contacted when appropriate.
8. Chaperones shall consist of at least one advisor and one other adult (21 years of age or older). Every attempt will be made to have at least one chaperone of each gender.

DANCE GUESTS

School dances are primarily for CLHS students; however, guests may attend if the following procedures are observed:

1. Register guests in the office and obtain a Dance Guest Form in advance.
2. Fill out the Guest Form, including signatures from your parents and the guest's principal.
3. Return the form to the CLHS principal's office before the dance.
4. Dance guests must be either: a. a high school student who attends another school in good standing, or b. a CLHS graduate who is UNDER 21 years of age.
5. Dance guests must comply with all CLHS rules.

Guests will not be admitted nor permitted to remain at a dance if the above conditions are not met.

SCHOOL CLOSING

Should weather conditions necessitate the closing of school, listen to the radio stations **WCCO**, **WXCE** or **WIXK** or watch Twin Cities television stations in the morning between 6:00 and 8:00 A.M. The announcement will be made there. **PLEASE DO NOT CALL THE SCHOOL OFFICE, TEACHERS, OR ADMINISTRATION.** The school messenger system will also alert parents of school closings.

MOBILE PHONES AND PERSONAL ELECTRONIC DEVICES (PED'S)

Private beepers, pagers, and laser pens are not allowed on school grounds, the school building, or school related vehicles. These devices may be confiscated. Calculators are to be used for academic purposes only.

Personal electronic devices (i.e. mobile phones, smart phones, MP3 players, iPods, tablet computers, electronic readers, laptops, etc.) can serve a useful educational purpose when used properly. Students may possess these items in school provided that they observe the following conditions and guidelines:

- Devices may only be used by students during the following times: before school, after school, their own lunch period, and passing times between class periods.
- During class periods (once the bell rings or upon entering the classroom), the device must be stored away and not seen nor heard (i.e. in pocket or case, on silent mode).
- The device may be used during class time only with the permission of the teacher for legitimate educational purposes.
- In order to prevent cheating, teaching staff may request students to place electronic devices in plain view during assessments like tests or quizzes. Failure to comply with this can be considered a violation of the academic integrity policy (cheating).
- The student must have a signed Student Technology User Agreement on file and the student must comply with all guidelines of the Agreement in order to possess and use PED's under this policy. A reminder that these guidelines include the following:
 - **The school is not responsible for lost/stolen/damaged items.**
 - All guidelines for appropriate use must be adhered to, including but not limited to, the express prohibition of games and inappropriate content and/or activities.
 - Disruptive actions/activities are prohibited.
 - Students may have their privileges revoked for violations.
 - Student devices used in school become subject to search if used inappropriately.
- Devices intended solely for games or entertainment (mobile gaming devices, MP3 music/video players) may not be used in the school setting. If brought to school, these items must be powered off and stored in the student locker or vehicle until the end of the school day.

If a student violates the above guidelines, the device will be confiscated and given to the principal's office. The student will be subject to the following disciplinary consequences:

- 1. First offense – student will serve a detention before the item is returned.**
- 2. Second offense – student will serve two detentions before the item is returned.**
- 3. Third offense – item will be confiscated for one calendar week. The student will serve in-school suspension. Parents will be notified and required to meet with the principal to pick up the device.**

VIOLATIONS OF THE STUDENT TECHNOLOGY USER AGREEMENT WILL RESULT IN THE LOSS OF NETWORK PRIVILEGES AS OUTLINED IN THE AGREEMENT, AND LOSS OF THE PRIVILEGE OF USING A PERSONAL ELECTRONIC DEVICE IN SCHOOL.

Mobile Phones in Locker Rooms

The use of any recording device including, but not limited to, cameras or video cameras on mobile phones **IS STRICTLY PROHIBITED** in locker rooms, bathrooms, or other areas of the school where there may be a reasonable expectation of personal privacy. Any use or attempted use of a recording device to capture, record, or transfer images of a nude or partially nude person is strictly prohibited and will result in immediate referral to the principal – Step 5. Authorities will be notified.

Electronic Device Contents

If there is reasonable suspicion that an electronic device has been used by a student during the school day, and there is reasonable suspicion that the device contains information which is pertinent to a school investigation, the device may be subject to search by school administration or their designee. Students

who use their mobile electronic device to violate school rules are subject to disciplinary action for those violations. Evidence suspected to be a violation of the law will be referred to law enforcement authorities. Any use or attempted use of an electronic device to capture, record, transfer, or display images of a nude or partially nude student is strictly prohibited and will result in immediate referral to school administration – Step 5.

ITEMS FOR PERSONAL USE

Items for personal use for sports, cheerleading, music etc., must be purchased by the student participating in these activities.

SALE OF ITEMS

No students are to participate in any fund raising activities which have not been cleared through the office. Non-school fundraising activities are not permitted in the school, such as Christmas cards, cookies, candies, etc.

PERFORMANCES OF SCHOOL GROUPS

School groups will be allowed to perform on a limited basis for public, non-profit or charitable organizations. The school groups must have approval of the building principal prior to organizing and planning the activity. The administration's approval will depend upon the following criteria:

1. Number of events previously attended;
2. Amount of release time from school;
3. Value of educational benefit or civic services;
4. The approval of the organization's advisor; and
5. The financial impact upon the district.

ATHLETIC EVENTS AND SCHOOL ACTIVITIES

Co-curricular school events are an extension of the school day; therefore, students are held to the same standards and expectations of behavior while attending them. Students are expected to follow the standards of good sportsmanship and fan participation while at athletic events, both home and away. Students who violate this may be subject to disciplinary action. Students must be in attendance at school on the day of a school event in order to attend the event.

Attendance at Clear Lake school events is a privilege. This privilege may be denied to students as a disciplinary measure for their conduct in school including, but not limited to, failure to serve detentions. Students may be denied the privilege of attending school events for failure to turn in forms or fees required by the district.

No one will be allowed to leave the school or school premises and come back to athletic events without permission from school personnel. This will include students who have gone on the bus to an athletic event at another school.

FIELD TRIPS

Field trips are planned for educational purposes to meet classroom objectives. These objectives might include specific curricular activities and/or celebrations of accomplishments. Field trips are a privilege. Students may be excluded from field trips based on attendance, grades, behavior, or some combination deemed appropriate by the faculty and/or administration. Students must have a signed permission slip to attend. While on a school field trip, students are held to the same behavioral expectations as in school. In deciding to attend a field trip, the student accepts full responsibility for his/her actions while on the trip.

VISITORS

All visitors to Clear Lake High School must check in at the office when school is in session. In order to reduce disruptions to the educational program and to protect the safety of students and staff, visitors must adhere to the following procedures:

1. Report to the office when entering the building during school hours, except when attending scheduled school programs that occur during the regular school day.

2. Inform the office staff of the nature of the visit. If requesting to meet with a staff member, the office staff will see if the staff member is available or assist the visitor in arranging an appointment.
3. Before entering to their stated destination inside the school, the visitor will:
 - a. Sign in to the visitor log book.
 - b. Attach a visitor name tag.
4. At the conclusion of their meeting, the visitor will report to the school office to sign out.

MEDICATION

Medication of any kind will not be administered unless prescribed by a physician and written parental/guardian consent is received annually. Medication permission forms are available in the office.

Students on prescribed drugs or medications that must be taken during the school day must follow these procedures:

- A physician must duly prescribe the medications.
- The container must have the pharmacy label with the student's name and dispensing instructions on the label.
- Medication will be kept in the office in the original container.
- Each prescription or medication must be recorded, labeled, and secured.
- Parents must sign a parent form to dispense the medicine.
- For prescriptions, ask your pharmacist to label a second bottle to send part of the medicine to school.
- A person designated by the principal must observe the ingestion if taken orally.

Asthmatic pupils; possession and use of inhalers

While in school, at a school-sponsored activity or under the supervision of a school authority, an asthmatic pupil may possess and use a metered dose inhaler or dry powder inhaler if all of the following are true:

- The pupil uses the inhaler before exercise to prevent the onset of asthmatic symptoms or uses the inhaler to alleviate asthmatic symptoms.
- The pupil has the written approval of the pupil's physician, and if the pupil is a minor, the written approval of the pupil's parent or guardian.
- Permission forms are available from the office to complete for those parents whose physicians request that the student carry their inhaler. (From State Statute 118.291)

HEAD LICE

When a student is found to have head lice, the parent is called for the student to be taken home and treated. The student may return to school after he/she has been appropriately treated and then checked by school personnel. When cases of head lice occur in school, that student's siblings may be checked by school personnel.

STUDENT PHOTOS

The school district often includes photos in various newsletters, brochures, calendars, or its web site. Student photos are considered directory information and may be included in district publications.

BULLYING POLICY

Introduction

The Clear Lake School District strives to provide a safe, secure and respectful learning environment for all students in school buildings and on school grounds, on school buses and at school-sponsored activities. Bullying has harmful social, physical, psychological and academic impact on the bullies, the victims and the bystanders. The district consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

Definition

Bullying is the deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power.

Bullying behavior can include, but is not limited to:

1. Physical (e.g. assault, hitting or punching, kicking, theft)
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending messages or pictures by mobile phone or using the internet-also known as cyber bullying)
4. Bullying may occur between students and students, students and adults, or adults and adults.

Prohibition

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the school district. Educational environments include, but are not limited to, every activity under school supervision.

Procedure for Reporting/Retaliation

It is the responsibility of all school staff members, students, and concerned individuals who observe or become aware of acts of bullying to report these acts confidentially to a school staff member or administrator. All such reports, either verbal or in writing are to be taken seriously and a clear account of the incident is to be documented. There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

Procedure for Investigating Reports of Bullying

An investigation to determine the facts will take place in a timely manner to verify the validity and the seriousness of the report. The district shall keep the complaint confidential to the extent required by law for both the accused and the accuser.

Sanctions and Supports

If it is determined that students participated in bullying behavior in violation of the policy, the principal may take disciplinary measures consistent with District policies and procedures, up to and including suspension, expulsion and /or referral to law enforcement officials for possible legal action as appropriate. Students found in violation of the bullying policy may be referred to pupil services staff for counseling or other educational programming designed to prevent repetitive bullying behavior. Employees found to have participated in bullying behavior, or having become aware that bullying was taking place and failed to report the behavior, are considered to be in violation of the prohibition expressed by this policy. They may be subject to disciplinary action consistent with the collective bargaining agreement or disciplinary action established by policy or practice.

Disclosure

The policy will be distributed annually to all students enrolled in the school district, their parents and/or guardians and employees. The school district will also provide a copy of the policy to any person who requests it.

Records will be maintained regarding students found to have violated this policy, including the nature of the violations and/or the sanctions that were imposed.

ANTI-HAZING STATEMENT

The School District of Clear Lake affirms that there is no place in a school-related setting for hazing rituals. These harmful initiation practices run counter to the philosophy and expectations of the District.

Hazing is addressed in Wisconsin State Statute 948.51:

- (1) In this section "forced activity" means any activity which is a condition of initiation or admission into or affiliation with an organization, regardless of a student's willingness to participate in the activity.

(2) No person may intentionally or recklessly engage in acts which endanger the physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating in connection with a school, college or university. Under those circumstances, prohibited acts may include any brutality of a physical nature, such as whipping, beating, branding, forced consumption of any food, liquor, drug or other substance, forced confinement or any other forced activity which endangers the physical health or safety of the student.

Hazing rituals can be considered a form of bullying and/or harassment and are a violation of district policies. **They are prohibited.** It is the expectation of the district that all students, school personnel, and parents will work together to sustain an atmosphere free from these types of activities.

EMERGENCY INFORMATION

SCHOOL SAFETY

It is very important that students be urged to use safety measures and to follow safety rules during all school activities. Procedures to follow during severe weather and evacuation procedures for fire or for any other reason will be read to students the first day of school and a copy posted in each instructional area.

CRISIS COMMUNICATION

The Board of Education believes that honest, open and timely communication during a crisis is an essential ingredient of any ongoing program of two-way communications between the school district and its internal and external public.

A crisis, as referred to in this context, refers to any unusual action, activity or incident which could reasonably attract the attention involvement of law enforcement agencies and/or health officials and/or representative of the news media. Examples would include, but are limited to, situations such as criminal activities involving students, staff or board members; physical injury to students or staff which require hospitalization; violence on school campus, sexual or physical abuse of student or staff; and the outbreak of communicable disease on a school campus.

School employees having knowledge of a crisis will, immediately upon learning of the crisis, contact their immediate supervisor. The school employee with the most information about the crisis will describe the nature of the crisis and all details which are known at the time of notification.

Principals are responsible for notifying the Superintendent of any crisis that occurs on their campus. In addition, the principal will appoint a designee to accomplish this task in the event of their absence from the campus at such times a crisis occurs.

After notification of a crisis has been accomplished, it will be the responsibility of the Superintendent or the Superintendent's designee, to coordinate and direct all internal and external communications regarding the crisis.

This policy on crisis communication will be reviewed with all employees annually.

STAFF PROTECTION

Any acts of vandalism or threats of vandalism or violence against the school or school personnel may result in the administrative staff making a recommendation to the Board for a student's expulsion from the school. Local law enforcement agencies will be notified when appropriate.

PHYSICAL ASSAULTS ON DISTRICT EMPLOYEES

Physical assault on a District employee by a student is strictly forbidden.

Physical assault on a District employee by a student will result in an immediate three-day suspension from school if such an assault was not provoked by prior physical assault on the student by the employee. A parent/guardian conference will be scheduled prior to re-admittance to school. Restraining a student physically and in a reasonable manner for enforcement of District policies by District employee will not be construed as assault. Physical assault on a District employee by a student will result in recommendation for expulsion. Criminal and/or civil action may also be taken by the school employee.

VERBAL OR PHYSICAL THREATS TOWARD DISTRICT EMPLOYEES

Verbal or physical threats toward District employees are prohibited.

Students violating this policy will be subject to disciplinary action which may include suspension or recommendation for expulsion review. Parent/guardian will be notified. Depending on the seriousness of the offence, police may be notified.

CODE OF CLASSROOM CONDUCT

STATEMENT OF PRINCIPLE

The School District of Clear Lake recognizes and accepts its responsibility to create, foster, and maintain an orderly and safe class environment, conducive to teaching and to the learning process. Every member of the school community is expected to cooperate in this central mission. Staff, including administrators and teachers, must use their training, experience and authority to create schools and classes where effective learning is possible. Students are expected to behave in a manner that is based on respect and consideration for the rights of others. Students are to allow teachers to instruct effectively and students to participate in learning activities. Students are further expected to know and abide by the rules of behavior established by the classroom teacher, school administration, and Board of Education. Parents should be aware of their children's activities, performance and behavior in school and are asked to cooperate and consult with the school to prevent or address problems.

The District has a legal duty to make its schools as free as possible of the dangers of violence, weapons, drugs, and other behavior harmful to the educational environment.

But equally important, the District owes its students, as a group, the opportunity to attend school as free as reasonably possible from unnecessary and unwarranted distraction and disruption, particularly by those relatively few students who, are unwilling, unready, or unable to avail themselves of the opportunity for an education. Such behavior, while not necessarily so serious or pervasive to warrant suspension or expulsion, can be nearly as destructive to the educational environment.

In other circumstances, the student's conduct, or the best interests of the student and the other members of the class, may warrant longer-term removal from the class (long term removal).

A teacher employed by the District may remove a pupil from the teacher's class if the pupil violates the terms of this Code of Classroom Conduct. In addition, long term removal of a student will be possible if the building principal upholds the teacher's recommendation that a student be removed from the class for a longer period of time. Removal from class under this Code does not prohibit the District from pursuing or implementing other disciplinary measures, including, but not limited to detentions, suspension, or expulsion, for the conduct for which the student was removed.

GROUNDS FOR REMOVAL FROM CLASS

A student may be removed from class for conduct or behavior which (a) violates the District's policies; (b) violates the behavior rules and expectations set forth in the Student Handbook; (c) is disruptive, dangerous or unruly; (d) which otherwise interferes with the ability of the classroom teacher to teach effectively; or (e) which is incompatible with effective teaching and learning in the class.

Removal is a serious measure, and should not be imposed in an arbitrary, casual or inconsistent manner. Behavioral expectations must be communicated as strongly as possible to students and staff. A teacher's primary responsibility is to maintain an appropriate educational environment for the class as a whole.

Therefore, notwithstanding the provisions of this Code, in every circumstance the teacher should exercise his/her best judgment in deciding when it is appropriate to remove a student temporarily from class.

In ordinary circumstances and in practical terms, a teacher's decision to remove a student temporarily from class will stand. However, there may be circumstances when the building principal may, exercising his/her own discretion, return the student to class.

A) Behavior that violates the District's policies on suspension and expulsion:

The building principal makes decisions regarding suspension and recommendations for expulsion are made by District administration based upon recommendations from the principal. Thus, a teacher's decision to remove a student from class for behavior that violates the District's policies regarding suspension and expulsion may, but does not necessarily, mean that the student will also be suspended or expelled.

B) Behavior that violates the behavioral rules and expectation in the Student Handbook:

The Student Handbook contains behavioral expectations for the individual schools in the District. These rules and expectations are generally explained and discussed with the students near the beginning of each school year. Such discussions will include an explanation of this Code, and the District's policy regarding removal.

C) Behavior which is disruptive, dangerous or unruly:

Notwithstanding any inconsistent or contrary provisions in the District's policies regarding suspension or expulsion, or in the Student Handbook, for the purposes of this Code the following behavior, by way of example and without limitation, may be determined to be disruptive, dangerous or unruly so as to warrant removal from class:

1. Inappropriate physical contact intended or likely to hurt, distract or annoy others, such as hitting, biting, pushing, shoving, poking, pinching or grabbing.
2. Inappropriate verbal conduct intended or likely to upset, distract or annoy others, such as name calling, teasing or baiting.
3. Behavior that may constitute sexual or other harassment.
4. Repeated or extreme inappropriate verbal conduct likely to disrupt the educational environment, particularly when others are talking (e.g. lecture by teacher, response by a student, presentation by a visitor or study time).
5. Throwing any objects, particularly one likely to cause harm or damage, such as books, pencils, scissors, etc.
6. Inciting other students to act inappropriately or to disobey the teacher or school or class rules, including without limitation, inciting others to walk out.
7. Destroying the property of the school or another student.
8. Loud, obnoxious or outrageous behavior.

D) Behavior which interferes with the ability of the teacher to teach effectively.

Students are required to cooperate with the teacher by listening attentively, obeying all instructions promptly and responding appropriately when called upon. A student's non-compliance may, in turn, distract others either by setting a bad example or by diverting the class from the lesson to the student's inappropriate behavior. By way of example and without limitation, a student may be removed for behavior, which constitutes:

1. Open defiance of the teacher, manifest in words, gestures or other overt behavior.
2. Open disrespect of the teacher, manifest in words, gestures or other overt behavior.
3. Other behavior likely or intended to sabotage or undermine the instruction.

E) Behavior which is inconsistent with class decorum and the ability of others to learn.

Such behavior may include, without limitation, sleeping in class, blatant inattention, or other overt or passive refusal or inability to engage in class activities.

REMOVAL OF A STUDENT FROM CLASS

The teacher of that class may remove any student from class under this Code. For the purposes of this Code, a “class” is any class, meeting or activity, which students attend, or in which they participate while in school under the control or direction of the District. This definition of “class” includes, without limitation, regular classes, special classes, resource room sessions, labs, library time, counseling groups, assemblies, study halls, lunch or recess.

A “teacher” is any certified instructor, counselor, nurse or administrator in the employ of the District.

PROCEDURES FOR REMOVAL OF A STUDENT FROM A CLASS

Except where behavior is extreme, a teacher should generally warn a student that continued misbehavior might lead to temporary removal from class. When the teacher determines that removal is appropriate, the teacher should take one of the following courses of action:

- A) Instruct the student to go to the building office for the period of removal. In such case, the teacher should send a note with the student or call the office to let them know that the student is on the way to the office.
- B) Obtain coverage for the class and escort the student to the main office.
- C) Seek assistance from the building office or other available staff. When assistance arrives, the teacher or the other adult should accompany the student to the building office.

When the student arrives at the building office, the building principal or designee should give the student an opportunity to explain the situation. If the building principal or designee is not available immediately upon the student’s arrival, the student should be taken to the removal area, and the principal or designee should speak to the student as soon as practicable thereafter. For the purposes of removal, it is not necessary to obtain witnesses or to otherwise verify the student’s or teacher’s accounts of the situation.

By the end of the day when possible, but in any event no later than within twenty-four (24) hours of the removal, the teacher shall submit to the building principal or designee a short and concise written explanation of the basis for the removal. Such information may be submitted on a form provided by the building principal.

As soon as practicable, but in any event within twenty-four (24) hours of the removal, the teacher shall inform the student’s parents that the student was removed from class. Such notice may be by telephone. The parents of the student shall be sent written notice of the classroom removal postmarked within two business days of the removal. Such written notice shall specify the class from which the student was removed, the duration of the removal, and the basis for the removal as stated by the teacher. The teacher shall keep written logs or records regarding unsuccessful attempts to contact the parents in accordance with this provision.

ROOM LOCATION OF SHORT TERM REMOVAL

Students who are removed by their teachers must immediately go, or be taken, to the main office. For the duration of the removal, the student shall stay in the short term removal area. In the discretion of the building principal or designee, the student may instead be sent to another appropriate class, program or educational setting, providing the student is supervised in such alternate setting. The building administrator should also take steps to ensure that the students are supervised while in the short-term removal area. In general, students should be required to do work of an academic nature while in the short-term removal area. Such work should ordinarily be related to the work in the class from which the student was removed, or may be related to the student’s misconduct (e.g. writing an apology or account of the situation). In no event should the students’ time in the removal area be recreation or other free time.

LENGTH OF A SHORT TERM REMOVAL

Removal is a serious matter, and should not be taken lightly either by the teacher or the student. In most cases, a student shall remain in the short-term removal area for at least the duration of the class activity from which he/she was removed. Prior to allowing the student to resume his/her normal schedule, the building principal or designee shall speak to the student to determine whether the student is, or appears to be ready and able to return to class without a recurrence of the behavior for which the student was removed. In the event it is not deemed appropriate to return the student to regular classes, the building administrator or designee shall either retain the student in short term removal, or, where necessary, appropriate and practicable, shall take steps to have the student sent home.

PROCEDURES FOR LONG-TERM PLACEMENT IN AN ALTERNATE SETTING

Long term placement is an extremely serious action, which should not be undertaken hastily or for less than compelling reasons. Such an action could have profound consequences for the affected student and his/her class, as well as any new class or teacher to which the student may then be assigned. For these reasons, long-term placement should not ordinarily be considered or implemented except through consultation, including a thorough consideration of alternatives between the teacher(s) and the building principal. For the same reasons, long-term placement should not ordinarily be considered on the basis of a single incident. Unlike short-term removal, the ultimate decision regarding long-term placement rests with the building principal.

Where a teacher believes that the best interests of the student and/or the class require long-term placement in an alternate setting, the teacher should so notify the building principal in writing. Such statement should set forth as clearly and completely as possible (a) the basis for the removal request; (b) the alternatives, approaches and other steps taken to avoid the need for removal; (c) the impact, positive and negative, on the removed student; and (d) the impact, positive and negative, on the rest of the class.

Upon receipt of such statement, the building principal shall consult with the teacher and may, at his/her discretion, consult with other District staff. It is appropriate and necessary to inform and consult with the parents of the student and the student involved in the request for long-term removal.

As soon as practicable, but in any event within twenty-four (24) hours of the request for removal, the teacher shall inform the student's parents that the student may be removed from class. Such notice may be by telephone. The parents of the student shall be sent written notice of the possible removal from the classroom postmarked within two business days of the request for removal. Such written notice shall specify the class from which removal is requested and the basis for the removal as stated by the teacher. The teacher shall keep written logs or records regarding unsuccessful attempts to contact the parents in accordance with this provision.

Within three (3) business days and following consideration of the teacher's statement and any other information, the building principal shall, at his/her discretion, take one of the following steps:

- A) Place the student in an alternative education program as defined by law;
- B) Place the student in another class in the school, or in another appropriate place in the school;
- C) Place the student in another instructional setting; or
- D) Return the student to, or retain the student in, the class from which he/she was removed or proposed to be removed.

In any long-term placement provided, the student must continue to receive an educational program and services comparable to, though not necessarily identical with, those of the class from which he/she was removed. Such program need not be in the precise academic subject of the student's former class.

Long-term placement in an alternate setting is an administrative decision not subject to formal right of appeal. However, the parents of the student, and/or the student, shall have the right to meet with the building principal and/or the teacher(s) who made the request for placement in an alternative setting. Where possible, such a meeting shall take place within three (3) business days of the request for removal and/or within two (2) business days of receipt of the decision. At the meeting, the building principal and teacher(s) shall inform the

parents and/or student as fully as possible regarding the basis for any decision. However, nothing in this Code shall prevent the building principal from implementing a removal to another class, placement or setting prior to any meeting, and notwithstanding the objections of the parent(s) or student.

IDEA AND SECTION 504 STUDENTS

Some different rules and considerations apply for students identified as requiring special education services under the IDEA or Section 504. In particular, placement for such students is a decision of the student's IEP team, subject to stringent procedural safeguards, and cannot be made unilaterally by teachers or the administration. In addition, most students covered by the IDEA should have a behavior plan, which will address (a) whether and to what extent the student should be expected to conform to the behavioral requirements applicable to non-disabled students; and (b) alternative consequences or procedures for addressing behavioral issues. It is highly advisable that all IEP teams address these issues, and this Code, at least annually, setting forth the consensus of the IEP team regarding behavioral expectations and consequences.

Notwithstanding these issues, students identified as requiring special education services under the IDEA or Section 504 may, in general, be temporarily removed from class under the same terms and conditions as non-disabled students.

For the reasons noted above, no change in placement for more than ten (10) school days may be made for a student with disabilities outside of the IEP process. This ten (10) day limit applies to out of school suspensions as well as days of removal.

Legal Ref: Section 118.164 Wisconsin State Statutes

Approved: October 22, 2001

WARRIOR RESOURCE AND ADVISORY PERIOD ("WR-AP")

Each student in grades 7-12 is assigned to a "Warrior Resource Advisory Period" (WRAP) classroom for the last period of the day in the place of a study hall. WRAP classes are grouped by grade levels (7th-9th graders and 10th-12th graders) to provide opportunities for intervention for students who need additional support and enrichment for students who have mastered specific learning goals. Approximately twenty students will be assigned to each WR-AP class and students will remain in their WRAP assignment for three years.

Students will earn travel privileges during WRAP based on academic performance (grades) and on behavior choices. Student may travel to other WRAP classes or other supervised areas of the school for legitimate reasons on specific days of the week. Student travel privilege status is based on 2 week intervals: mid-terms and quarter for grades and 2 week periods of violation-free behavior choices.

The WRAP will also be used for advisory/homeroom activities, group meetings, scheduling, assemblies, etc.

CLEAR LAKE JR. /SR. HIGH SCHOOL SONG

(Illinois Loyalty)

We're loyal to you, Clear Lake High
Your colors are true, Clear Lake High
Behind you, we'll stand
For we know you are grand
You're the best in the land, Clear Lake High

U, Rah! Rah!

You're in this game, Clear Lake High
For honor and fame, Clear Lake High
As Warriors, we all will be
United in Victory
For you, our Clear Lake High

Statement of understanding:

I have read the Clear Lake Jr./Sr. High School Handbook. I understand the Handbook contains Wisconsin Statutes and Board Policies. I understand that a student will not be allowed to participate in any co-curricular activity until this page is signed by the appropriate individuals and on file in the office.

I therefore agree to do my part to implement these policies and thereby aid in the educational process at Clear Lake Jr./Sr. High School.

I have read and understand the rules and regulations as stated in this handbook.

Student Name - Please Print Legibly

Student Signature

Date

Parent Signature

Date

(To be returned to school for file)

Pupil Non-Discrimination

The Clear Lake District does not discriminate against pupils on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs or activities. Federal Law prohibits discrimination in employment on the basis of age, race, color, national origin, sex or handicap.