

2023-2024

Argyle School District Student Handbook

and information on School Guidelines, Policies and Expectations



Every Child is a Promise!

The School District of Argyle does not discriminate on the basis of race, sex, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.

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Argyle School District

2023-2024 DISTRICT CALENDAR

| JULY 2023 | | | | | | |
|----------------|----|----|----|----|----|----|
| SU | M | T | W | TH | F | SA |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |
| AUGUST 2023 | | | | | | |
| SU | M | T | W | TH | F | SA |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |
| SEPTEMBER 2023 | | | | | | |
| SU | M | T | W | TH | F | SA |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| OCTOBER 2023 | | | | | | |
| SU | M | T | W | TH | F | SA |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |
| NOVEMBER 2023 | | | | | | |
| SU | M | T | W | TH | F | SA |
| | | 1 | 2 | 3 | 4 | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |
| DECEMBER 2023 | | | | | | |
| SU | M | T | W | TH | F | SA |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

August 23 - New Teacher In-Service (New Staff Only)
August 24 & 29 - Teacher In-Service
August 30 - Teacher In-Service & Open House (4:00 pm - 6:00 pm)
September 1 - First Day of School
September 4 - Labor Day - No School
September 22 - Professional Development - No School
October 7 - Homecoming
October 13 - Professional Development - No School
October 18 - Early Release (12:30 pm), PT Conferences 1-8 pm
November 2 - End of First Quarter
November 3 - Professional Development - No School
November 6 - Beginning of Second Quarter
November 22 - Early Release (12:30 pm)
November 23 - 24 - Thanksgiving Break - No School
December 1 - Professional Development - No School
December 22 - Early Release (12:30 pm)
December 25 - January 1 - Winter Break - No School
January 2 - Professional Development - No School
January 3 - First Day After Winter Break
January 18 - End of Second Quarter
January 19 - Professional Development - No School
January 22 - Beginning of Third Quarter
February 16 - Professional Development - No School
March 6 - Early Release (12:30 pm), PT Conferences 1-8 pm, Freshman Orientation 6 pm
March 21 - End of Third Quarter
March 22 - Professional Development - No School
March 25 - Beginning of Fourth Quarter
March 28 - No School
March 29 - Good Friday - No School
April 1 - No School
April 26 - Professional Development - No School
May 4 - Prom
May 24 - Seniors Last Day of School
May 25 - Graduation Day (2:00 pm)
May 27 - Memorial Day
May 29 - Early Release (12:30 pm) - Students Last Day
May 30 - Professional Development
June 10 - 20 - Summer School (8 am - 3 pm)

| | |
|--|---|
| | Professional Development Days - No Students |
| | Beginning of New Quarter |
| | Holidays/Breaks - No Students or Staff |
| | Parent/Teacher Conferences |
| | Early Release Days |
| | Summer School |

| JANUARY 2024 | | | | | | |
|---------------|----|----|----|----|----|----|
| SU | M | T | W | TH | F | SA |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |
| FEBRUARY 2024 | | | | | | |
| SU | M | T | W | TH | F | SA |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | | |
| MARCH 2024 | | | | | | |
| SU | M | T | W | TH | F | SA |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |
| APRIL 2024 | | | | | | |
| SU | M | T | W | TH | F | SA |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |
| MAY 2024 | | | | | | |
| SU | M | T | W | TH | F | SA |
| | | 1 | 2 | 3 | 4 | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |
| JUNE 2024 | | | | | | |
| SU | M | T | W | TH | F | SA |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

| STUDENT DAYS PER QUARTER | | | | |
|--------------------------|----------------|-------------------|-------------------|--------------------|
| Q1 | Q2 | Q3 | Q4 | Total Student Days |
| SEPT 1 - NOV 3 | NOV 6 - JAN 19 | JAN 22 - MARCH 22 | MARCH 25 - MAY 29 | |
| 42 | 44 | 43 | 43 | 172 |

Student/Parent Handbook - Argyle Schools

Welcome to Argyle Schools!

On behalf of the teachers and staff at Argyle Schools, we welcome everyone back to the 2023-24 school year! We are looking forward to the many great learning opportunities you will experience this year. As educational demands have changed over the past number of years, it is vital that we, at Argyle Schools, work closely with our families to support every child as they prepare for life after high school.

Success in our school will require hard work and regular attendance. Researchers have also noted that the most important thing parents/guardians can do for their child's education is to take an active interest in their child's schooling. When parents are involved in students' education, the children do better in school. When we show interest, our children respond in kind.

We are grateful for the continued support from our parents, community, and the Booster Club who commit time, expertise, resources and financial contributions to expand the learning opportunities of our students in the classroom, on field trips, and through program support for co-curricular sports and activities. We welcome parent and community involvement in the educational process of every student. There are high expectations that our students develop leadership skills and our teachers, coaches and advisors provide these opportunities in many forums that focus on personal growth, service learning, and contributions to school and community.

Our teachers and staff are dedicated to the academic accomplishment and holistic growth of every student. This is why student learning is our focus and student achievement is our goal! Working together is the key to success, so please feel welcome to contact us with questions or concerns!

Go Orioles!

Board Approval: Student Handbook adopted on July 12, 2023.

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This Student/Parent Handbook is based in significant part on policies adopted by the Board and Administrative Guidelines developed by the District Administrator. The Policies and Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed. If you have questions or would like more information about a specific issue, contact your school principal.

ADOPTION OF ACADEMIC STANDARDS

Argyle School District shall use the Wisconsin Model Academic Standards for Math, English Language Arts, Science, Social Studies, Career and Technical Education, Physical Education, Art and Music. The guiding standards for Disciplinary Literacy and Information and Technology Education Standards are infused in all curricular areas.

FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of a school year. This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior student handbook.

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for your and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your School Counselor or Principal. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

This handbook summarizes many of the official policies and administrative guidelines of the Board and the District. If any of the policies or administrative guidelines referenced herein is revised after June 30, 2023 the language in the most current policy or administrative guideline prevails. The current policies and guidelines are available on the District's website located under District/School Board/Policies.

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MISSION OF THE SCHOOL

The Mission of the Argyle School District is: With strong community support, the mission of the Argyle School District is to provide a safe, stimulating and supporting learning environment to inspire students and encourage personal growth while challenging abilities and accommodating individual learning styles. Provide resources and learning opportunities to achieve and maintain high academic standards. Graduate confident, well-rounded students who can realize their aspirations as well as become creative, contributing citizens.

EQUAL EDUCATION OPPORTUNITY/ANTI-HARASSMENT

It is the policy (Policy 2260) of the District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired based on the traits of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as “Protected Characteristics”) or other protected characteristics as well as place of residence within District boundaries, or social or economic background.

Students who have been identified as having an impairment or disability under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act shall be provided with appropriate educational services. Parents who have questions should contact Lisa Aalgaard, Special Education Director at 608-822-2164.

It is also the policy (Policy 5517) of the District to maintain an educational environment that is free from all forms of harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the Board can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

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

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otherwise deal with any third party who engages in harassment against our students.

Any person who believes that the Argyle School District or any staff person has discriminated against them in violation of these policies may file a complaint. A formal complaint can be made in writing to a District Compliance Officer listed below:

Argyle School District, 14665 Hwy 78, Argyle, WI 53504

Travis Erickson

Principal

608-543-3318 ext. 308

trerickson@argyle.k12.wi.us

School Counselor

608-543-3318 ext 306

The complaint procedure is described in Board Policies 2260 and 5517. The policies are available in the School office and on the District's web page.

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

If at any time during the investigation process the investigator determines that the complaint is properly defined as Bullying, under Policy 5517.01 - Bullying, and not harassment under Policy 5517, because the conduct at issue is not based on a student's Protected Characteristics, the investigator shall transfer the investigation to the building principal.

Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

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

Harassment means behavior toward a student or group of students based, in whole or in part on the traits of sex (including transgender status, change of sex,

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or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as “Protected Characteristics which substantially interferes with the student’s school or academic performance or creates an intimidating, hostile or offensive school environment. Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-to-female. Examples of conduct that may constitute harassment include:

- A. graffiti containing offensive language;
- B. name calling, jokes or rumors;
- C. threatening or intimidating conduct directed at another because of the other’s protected characteristic (e.g., sex, race, learning disability);
- D. Notes or cartoons;
- E. Slurs, negative stereotypes, and hostile acts which are based upon another’s protected characteristic;
- F. Written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- G. A physical act of aggression or assault upon another because of, or in a manner reasonably related to, the individual’s protected characteristic; or
- H. Other kinds of aggressive conduct such as theft or damage to property, which is motivated by a protected characteristic.

SEXUAL HARASSMENT

Sexual harassment deserve a special mention. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

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- A. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education; or
- B. Submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education; or
- C. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile or offensive educational environment.

Sexual harassment may include, but is not limited to:

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

Sexual harassment examples include, but are not limited to:

- A. Repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
- B. Rating a person's sexuality or attractiveness;

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- C. Staring or leering at various parts of another person's body;
- D. Spreading rumors about a person's sexuality;
- E. Letters, notes, telephone calls or materials of a sexual nature;
- F. Displaying pictures, calendars, cartoons or other materials with sexual content;
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another; or
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

It is also the policy of the School that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the school, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student. An inappropriate boundary invasion by a District employee or other adult member of the School District community into a student's personal space and personal life is sexual harassment.

If you wish to report harassment, please contact the District's Title IX Coordinator listed below:

School Counselor
14665 Hwy 78, Argyle, WI 53504
608-543-3318 ext. 306

Any person may report sexual discrimination, including sexual harassment, to the District's Title IX Coordinator listed above, regardless of whether the person is the alleged victim of the reported conduct. The report may be made in person, by mail, by telephone, or by email. The report may be made at any time, including during non-business hours.

A copy of Board's Student Anti-Harassment Policy 5517, including the reporting, investigation, and resolution procedures, is available in the school office and on the District's website. Board Policy 5517 – Student Anti-Harassment, as well as

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the Board's Title IX Sexual Harassment Policy both contain the complaint procedures and steps for investigating complaints under these policies.

Any person who is unsure about how to submit a complaint of discrimination, harassment, or sexual harassment is encouraged to immediately contact one of the listed Compliance Officers, the Title IX Coordinator, an administrator, or any trusted member of the staff for assistance in filing a complaint.

Retaliation against a person who files a complaint is prohibited by Board policy and Federal law. Any allegation of retaliation should be filed immediately with assurance that it will be taken seriously and fully investigated by the District.

BULLYING

Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent. Bullying can be physical, verbal, electronically transmitted, psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these. Examples of bullying include:

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

In order to help create a bully free environment, Argyle Schools has created a Bullying Reporting Form that is available on our school website. All complaints about aggressive behavior that may violate this policy shall be promptly investigated. Specific individual consequences for bullying are protected by student privacy laws, so you may not know what 'happens', however if the bullying continues, it must be reported every time regardless. If the investigation

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finds that aggressive behavior has occurred, it will result in prompt and appropriate discipline, co-curricular sanctions and/or disciplinary action up to and including suspension or expulsion. Individuals may also be referred to law enforcement officials. (Board Policy 5517.01).

STUDENT HAZING

Hazing activities of any type are inconsistent with the educational process and may in some circumstances be a violation of State law. The Board prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored activity or event.

Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Principal or to the District Administrator.

Students who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil or criminal penalties. Disciplinary action for students may include, but is not limited to, suspension and/or expulsion. [Policy 5516]

SECTION 504/ADA COMPLAINT

Any person who believes that the Argyle Schools or any staff person has discriminated against them in violation of the District's Section 504/ADA Policy 2260.01 may file a complaint. A formal complaint can be made in writing to a District Compliance Officer listed below:

Principal
14665 State Road 78
Argyle, WI 53504
608-543-3318, ext. 308

The complaint procedure is described in Board Policy 2260.01 and is available in the School office and on the District's website.

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MANDATORY REPORTING REQUIREMENTS

The District recognizes that the most important role of the school in today's society is to provide students with the best possible opportunities for educational success. The District also recognizes that children who are abused and/or neglected are not only harmed physically and emotionally but also educationally. The District is committed to providing a positive environment within the school and assisting families and community child protection agencies to provide positive environments in the home and community.

As a part of that commitment, the School District of Argyle requires District employees to report any threatened or suspected child abuse or neglect in accordance with state law and established procedures. It is not the responsibility of school personnel to investigate child abuse and neglect reports or to provide evidence that abuse or neglect has occurred. School personnel are only responsible for reporting suspected cases. The county department is responsible for investigating reports.

SCHOOL DAY

Main office hours are Monday - Friday 7:30-4:00 pm

Students should not arrive at school before 7:40 a.m. when staff are present for supervision in the building. Students should be dropped off at the appropriate/identified entrance. Breakfast may be purchased until 7:55 a.m. in the cafeteria. Students will eat breakfast in the cafeteria. Expectations and procedures will be modified to ensure health and safety guidelines are being practiced. Students who are not eating breakfast should report to their assigned advisory/classroom after getting their materials from their lockers.

Between the hours of 8:00 a.m. and 3:30 p.m., all students should be dropped off outside the main office entrance.

Students should not be in the building after 3:40 p.m. unless they are participating in a supervised school program and supervised by school personnel . Programs may include: After School Tutoring, co-curricular activities, and/or scheduled teacher meetings.

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STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of Argyle Schools are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and obey all school rules. Disciplinary procedures will comply with the requirements of State and Federal law.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, U.S. mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at school on time, prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the School Counselor.

Students who are 18 cannot excuse themselves from school. Parents or Guardians remain responsible for excusing their son/daughter from school. Students 18 years of age and above must attend all assigned classes, homerooms, and assemblies, and follow all school rules. If a student is 18 or older and chooses not to follow the rules, regulations, and/or policies of the school district, disciplinary measures will be followed.

STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, tornado, and emergency intruder drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify a staff person immediately.

A team of school professionals meet throughout the year to review and update crisis plans and protocols. When a crisis occurs, the team will follow one of the plans which have already been developed according to the best practices suggested by the experts in our area, including outside agencies, counselors, clergy, and law enforcement.

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All students must have emergency medical information completed via online registration to be filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office.

INJURY AND ILLNESS

All injuries must be reported to a teacher or to the office staff. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes injured or ill during the school day should request permission from the teacher to go to the office. The office staff will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission. (Board Policy 5340)

If a student comes to school exhibiting a fever of 100.4 or higher, a parent will be called to pick up their child.

HOMEBOUND INSTRUCTION

The District may arrange for individual instruction to resident students of legal school age who are not able to attend classes because of a serious physical or emotional disability.

Parents should contact the principal regarding procedures for such instruction. (Board Policy 2412)

SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

Students generally enroll in the School District in which they live. However, the Board will release a resident student who is accepted as a student in another School District under that District's [open enrollment](#) program.

Students that are new to Argyle Schools are required to enroll with their parents or legal guardian unless eighteen (18). When enrolling, the parents will need to bring:

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- A. a birth certificate or similar document;
- B. custody papers from a court (if appropriate);
- C. proof of residency; and
- D. proof of immunizations and/or an appropriate waiver.

In some cases, temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to complete the enrollment process.

Students enrolling from another school will have their courses and grades evaluated by the school counseling department. The office staff will assist parents in obtaining the official records from the previous school.

During the enrollment process, a parent (or adult student), may present information to the District certifying that the parent (or adult student), his/her child, or a member of the parent's household is a participant in the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice, the District shall use the address designated by the Department of Justice to serve as the student's address for enrollment purposes. The District shall place a copy of any certification provided by the parent in the enrollment files.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the Homeless Liaison with regard to enrollment procedures (Board Policy 5111.01).

Students who meet the Federal definition of children and youth in foster care may enroll and will be under the direction of the Local Point of Contact with regard to enrollment procedures (Board Policy 5111.03).

Adult students (eighteen (18) years of age or older) may enroll themselves, but if residing with their parents, are encouraged to include them in the process. Adult students do carry the responsibilities of both the student and parent and are expected to follow all school rules.

SCHEDULING AND CLASS ASSIGNMENTS

At the Elementary level, the Principal will assign each student to the appropriate classroom and the program in which the student will be

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participating. Any questions or concerns about the assignment should be discussed with the Principal.

At the Middle and High School level, the master schedule is created based on the students course requests during spring registration. When a student's course selection is finalized, a series of commitments on the part of the school is made. Course selection, therefore, is extremely important and should be considered as much a commitment on the part of the student as it is the school. Students are urged to consult with parents, advisors, teachers and the counselor prior to making course selections. All schedule changes must be processed/approved by the principal and/or the school counselor. Schedules will be provided to students at the beginning of the school year or upon enrollment and are expected to follow their schedule.

Important Notes:

- Students will have 5 school days to complete all schedule changes each semester. Parents will be notified before the change occurs.
- The following reasons are not acceptable for making changes: drop a course to be with a friend, drop a graduation requirement, drop a course previously requested without valid reason.
- If a student is removed from a class for disciplinary reasons or ineligibility concerns, the grade will be recorded as an "F" on the transcript and included in the GPA, thus will impact athletic eligibility. The principal may use their discretion in determining if reasons for changing the schedule are acceptable.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without parent or legal guardian permission. Acceptable forms of consent are a written request with parent/guardian signature, a phone call to the attendance office, or a parent coming to school to request the release. No student shall be released to anyone who is not authorized such custody by the parents. (Board Policies 5200 and 5230)

TRANSFER OUT OF THE DISTRICT

If a student plans to transfer to another school, the parent must notify the school office. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. Parents are encouraged to contact the District Administrative Assistant for specific details.

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OPEN ENROLLMENT

The School District of Argyle ("District") will participate in the Wisconsin Public School Open Enrollment Program in accordance with applicable law and the relevant policies and rules of the District, all as amended from time-to-time. (Board Policies 5113 and 5113.01)

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents and completion of any required forms.

IMMUNIZATIONS

Each student must have the immunizations required by the Wisconsin Department of Health Services or must have an authorized waiver. If a student does not have the necessary shots or waivers, s/he may be excluded from school as permitted by law. This is for the safety of all students and staff. Any questions about immunizations or waivers should be directed to the School Nurse. (Board Policy 5320)

STUDENT ACCIDENTS/ILLNESS/CONCUSSION

The School District believes that school personnel have certain responsibilities in case of accidents, illness, or concussions that occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, notification of administration personnel, notification of parents, and the filing of accident reports. (Board Policy 5340)

EMERGENCY MEDICAL AUTHORIZATION

The Board has established Policy 5341 that requires every student to have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, driver's education, athletic and other extracurricular activities, and co-curricular activities.

The school has made the Emergency Medical Authorization Form available to every parent yearly via online registration. A student's failure to submit the completed form may jeopardize the student's participation in school activities.

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EMERGENCY SERVICES

To provide for the protection of the students, the District shall make available emergency services during the regular school day and during all school sponsored student activities. (Board Policy 5310.01)

USE OF PRESCRIBED MEDICATIONS

Medications should be administered to school children at home rather than at school whenever possible. Students requiring medication at school must be identified by their parents/guardians to the school nurse, who will assume authority for involving designated school personnel in administration of the medication. All prescription or nonprescription medication should be sent to school in the original container and is required to be kept in the Office, for the safety of all students. It is the responsibility of the student, if appropriate, NOT school personnel, to come to the Office for his/her medication at the designated time.

In those circumstances where a student must take prescribed medication during the School day, the following guidelines of Board Policy 5330 are to be observed.

- A. Parents should, with their physician's advice, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form must be filed with the Principal's office before the student will be allowed to begin taking any medication during school hours. The forms are available in the School office.
- C. For each prescribed medication, it must be in its original container; labeled with the date, if a prescription; the student's name; and the exact dosage will be administered. Parents, or students authorized in writing by their practitioner and parents, may administer medication.

- D. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions. All prescription and non-prescription medication shall be kept in a locked storage case in the school office unless the medication is an emergency medication which the student is authorized to carry and self-administer by authorization of both the parent, practitioner, and principal and the possession of such medication by the student in school is not prohibited by law or regulation.
- E. Parents/guardians are responsible to bring prescription and non-prescription medications to the office and to pick-up prescription medication. Parents/guardians are asked to pick up all medications within one week following the end of the current school year. Any unused medication unclaimed by the parent will be destroyed by School personnel when a prescription is no longer to be administered or at the end of a school year.

A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

ASTHMA INHALERS AND EPINEPHRINE AUTO-INJECTORS

Students, with appropriate written permission from the physician and parent, may possess and use a method of dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. (Board Policy 5330)

Students, who suffer from severe allergic reactions may, possess and use an epinephrine auto-injector when the student is required to carry the epinephrine auto-injector to prevent the onset of an allergic reaction, and the appropriate written permission from the medical practitioner and completed Parent Consent form have been submitted to the nurse's office.

Inhalers and Epinephrine can be administered by school officials only in accordance with conditions confirmed by the school nurse, consistent with the approved plan adopted by the Board and updated annually.

USE OF NONPRESCRIBED (DRUG PRODUCTS)

Possession, administration, and use of nonprescription drug products shall be in accordance with Board Policy 5330.

Non-prescription medication may be administered to any student during school hours with written parent consent, as long as the medication has been previously provided to the school from the parent. The school does not provide aspirin, ibuprofen, Tylenol, or other products to students at school. Only those nonprescription drugs that are provided by the parent in the original manufacturer's package which lists the ingredients and dosage in a legible format may be administered. Students are prohibited from possessing, using, carrying, or distributing in school or on school grounds drugs or other products which, even though not defined as a drug, are used or marketed for use for medicinal purposes, such as to relieve pain or to relieve the symptoms of an underlying medical condition (including aspirin, ibuprofen, dietary supplements, CBD oil products, etc.). The provisions of this policy are to be viewed together with the Board policy on Drug Prevention, Policy 5530.

The Nonprescription Drug Product Request and Authorization Form must be obtained from the nurse before the student will be allowed to begin taking any medication during school hours.

If a student is found using or possessing a non prescribed drug product without parent authorization, s/he will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and may be disciplined in accordance with the drug-use provision of the Code.

CBD PRODUCTS

In accordance with Board Policy 5330, students and parents are reminded of the following regulation regarding CBD product use, possession, and distribution on District property or at school activities: **No CBD products will be permitted for use at school.**

ESSENTIAL OILS

In accordance with Board Policy 5330, students and parents are reminded of the following regulation regarding the use of essential oils on District property or at

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school activities: **All students are prohibited from using essential oils at school.**

HEAD LICE

Any student who is suspected of having head lice shall be removed from the classroom as unobtrusively as possible to be screened. Head lice checks may be made periodically on any child as necessary during the school year. This may include classroom checks or all school checks. Friends and siblings of infested students will be checked for head lice. Students with head lice or untreated nits shall not attend school. All new and returning students must be screened. The District may screen all students as needed.

If live lice or untreated nits are apparent:

- A. The parent will be contacted by phone. The child should be isolated and sent home with his/her belongings.
- B. Treatment of the student and the environment will be explained to the parent.
- C. A written explanation of lice treatment will be given to the student for the parent, serving as adjunct to the instructions given over the phone. This will include a form to be completed by the parent stating the day, time, and type of shampoo used.
- D. Parents will be strongly encouraged to remove all nits and casings after treatment with a lice shampoo, before re-admittance to school.
- E. The District may screen all students as needed.

Readmission to school:

- A. The student will be checked by the District school nurse, the Lafayette County PHN, or his/her designee upon return to school, to be assured of treatment.
- B. Presence of live lice will constitute exclusion, and treatment will be repeated.
- C. If nits are present; the parent is to be notified that they must be removed by the fourth day following treatment with a pediculicide. The student will

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be rechecked again on the fourth day. If nits are still present, the student will be excluded until the nits are removed.

- D. The Lafayette County Public Health Nurse, the district school nurse, or his/her designee will check the students head for lice and nits weekly for two (2) weeks following reentry, or until assured that the head is clear.
- E. The School District may screen all students as needed.

School Environment:

- A. The guidelines for Cleaning of the Classroom will be followed for those classrooms of diagnosed cases. The custodian will be asked to clean the classroom each time a new case is discovered in that classroom. A copy of the cleaning guidelines will be given to the teacher.
- B. Letters for parents of all students in that classroom will be sent home with the students, explaining that lice have been discovered in their child's classroom, and instructions on how to check their own children for head lice.
- C. School staff will check the heads of all students in those classrooms of diagnosed cases within two (2) days of discovery of a case of head lice in that classroom.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. In accordance with Board Policy 8450, the Principal, or his/her designee, may send home a student who is suspected of having a communicable disease and will notify the parent of such action and the reason(s) it was taken. School officials may be required to notify local health officials if they suspect a student has a covered communicable disease. School officials will comply with notification requirements of the Lafayette County Health Department in addition to notifying the student's parents.

Examples of such diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Wisconsin Department of Health Services.

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Any student's removal from school will be within the protocols established by the county or state specific guidelines.

DIRECT CONTACT COMMUNICABLE DISEASES

In the case of non casual-contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff in school unless there is definitive evidence to warrant exclusion. (Board Policy 8453)

Non Casual-contact communicable diseases include HIV (Human Immunodeficiency Virus, AIDS (Acquired Immune Deficiency Syndrome), ARC (AIDS Related Complex), HAV, HBV, HCV (Hepatitis A, B, C, or other diseases that may be specified by the Wisconsin Department of Health Services.

STUDENTS WITH DISABILITIES

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability (Board Policy 2260.01). This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school encourages parents to be active participants. To inquire about Special Education programs and services, a parent should contact the Special Education Director, Lisa Aalgaard, at 608-822-2164 . (Board Policy 2460)

The District is committed to identifying, evaluating, and providing a free appropriate public education ("FAPE") to students within its jurisdiction who are disabled within the definition of Section 504, regardless of the nature or severity of their disabilities.

STUDENTS WITH LIMITED ENGLISH LANGUAGE PROFICIENCY

The District recognizes that there may be students enrolled whose primary language is not English. The District provides appropriate identification and transition services for students who possess limited English language proficiency. The purpose of these services is to develop English language skills

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that will enable the students to function successfully in an all English classroom and complete the District's required curriculum. (Board Policy 2260.02) To inquire about programs and services for students with limited English language proficiency, a parent should contact the Principal at 608-543-3318.

STUDENT RECORDS

The origination and maintenance of appropriate student records are essential to the effective operation of the District and meeting the educational interests of students. The rights and responsibilities of students, parents and the District with respect to student records are governed by State and Federal law (Board Policy 8330). Many student records are kept by teachers, counselors, and administrative staff. There are two (2) basic kinds of student records - directory information and confidential records.

Directory information can be given to any person or organization when requested, unless the parents of the student object in writing to the disclosure as required under school policy and State and Federal law. Directory information is specified in Policy 8330 and includes a student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, date of graduation, name of school most recently previously attended, and degrees and awards received. Directory information also includes a student ID number, user ID, or other unique personal identifier used by the student when accessing or communicating in a District's electronic systems, if, standing alone, it cannot be used to access student education records, (i.e. a pin number, password, or other factor is also needed).

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within fourteen (14) days after receipt of the District Administrator's annual public notice or enrollment of the student into the District if such enrollment occurs after the annual public notice.

Student records are generally considered confidential under State and Federal law and may not be released to third parties unless the student's parents consent in writing. However, there are exceptions to confidentiality, and requests for records within these exceptions may be granted without a parent's written consent. If you have questions about the confidentiality of student records and/or the release of student records to third-parties, please contact the Principal or consult the Board's Policy 8330 - Student Records and associated Administrative Guidelines.

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Parents and students are reminded of: 1) their rights to inspect, review and obtain copies of students records; 2) their rights to request the amendment of the student's school records if they believe the records are inaccurate or misleading; 3) their rights to consent to the disclosure of the student's school records, except to the extent State and Federal law authorizes disclosure without consent; 4) the categories of student record information which have been designated as directory information and their right to deny the release of such information; and 5) their right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the building principal to inspect such materials.

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Further, a parent has the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The District Administrator will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the District Administrator is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both Family Educational Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment (PPRA). Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and
PPRA@ED.Gov.

ARMED FORCES RECRUITING

The School must provide at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities to those students. “Armed forces” means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent of a student indicates via online registration to the Board that the student or the parent does not want the student’s directory information to be accessible to official recruiting representatives, then the school officials of the school shall not allow that access to the student’s directory information. The Board shall ensure that students and parents are notified of the provisions of the opportunity to deny release of directory information. Public notice shall be given regarding the right to refuse disclosure to any or all directory information including in the armed forces of the United States and the service academies of the armed forces of the United States. (Board Policy 8330)

If parents and eligible students do not submit such written notification to the District, directory information may be utilized by the District Administrator in District-wide publications, on the cable television educational access channel, or on the District’s website. The directory information used will be properly verified and approved by the District Administrator.

Annually the Board will notify male students aged eighteen (18) or older that they are required to register for the selective service.

STUDENT FEES, FINES, AND CHARGES

Fees will be charged for the following non-curricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property (Board Policy 6152). The school and staff do not make a profit. ***Fees may be waived in situations where there is financial hardship.*** Contact the principal’s office for assistance.

Students using school property and equipment can be fined for excessive wear and abuse. The fine will be used to pay for the damage, not to make a profit. Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others. Students who fail to pay fines, fees, or charges may be denied participation in graduation ceremonies. (Board Policy 5460)

| ARGYLE SCHOOL DISTRICT -- SCHOOL FEES, 2023-24 | |
|--|-----------------|
| STUDENT FEES | 2023-24 |
| CLASS FEES: | |
| Elementary (K-5) | \$20.00 |
| Middle School/High School (6-12) | \$25.00 |
| HIGH SCHOOL COURSE FEES (for materials, Grades 9-12): | |
| Art - Ceramics | \$25.00 |
| Art - Painting | \$25.00 |
| Art - All other courses | \$15.00 |
| Tech. Ed. - All courses, per class | \$15.00 |
| Food Science | \$25.00 |
| DRIVER'S EDUCATION: | \$275.00 |
| BAND INSTRUMENT RENTALS (by Argyle School District/year): | \$50.00 |
| EXTRA-CURRICULAR FEES | 2023-24 |
| SPORTS FEES: | |
| High School (all sports, per sport, except Hockey) | \$40.00 |
| Hockey (High School co-op with Monroe) | \$1,000.00 |
| Middle School Football | \$40.00 |
| Middle School (all sports, per sport, except Football) | \$15.00 |
| ACTIVITY FEES: | |
| High School (per activity) --Drama-Fall Play, Drama-Spring Musical, FFA, Forensics | \$25.00 |
| Family Maximum for Extra-Curricular Fees (excluding Hockey) | \$250.00 |
| SPORTS EVENT PASSES**: | 2023-24 |
| Adults | \$30.00 |
| **includes co-op events at Pecatonica, including football | |
| FOOD SERVICE PRICES: | 2023-24 |
| BREAKFAST: Students (\$1.25), Adults (\$2.45) | |
| LUNCH: Elementary (\$2.75), MS/HS (\$3.00), Adults (\$4.25), Reduced (\$0.40) | |
| Extra Milk | \$0.40 |
| Extra Entrée | \$1.50 |
| Snack/A la Carte (PBJ, muffins, chips) | \$1.00 |

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STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines (Board Policy 5830). The following general rules will apply to all fund-raisers.

- Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.
- For fundraisers by student clubs and organizations that involve the sale to students of food items and/or beverages that will be consumed on campus, the food and/or beverages items to be sold must comply with the current USDA Dietary Guidelines for Americans and the Smart Snack Rules. Each student organization shall be permitted two (2) fundraising exceptions per school year where foods and beverages that are not allowable under the Smart Snack Rules can be sold. If approved, fundraisers that involve the sale, to students, of food items or beverages to be consumed on District property shall not compete directly with the sale of reimbursable meals.
- A student will not be allowed to participate in a fund-raising activity for a group in which s/he is not a member without the approval of the student's teacher or advisor.
- Fundraising by students on behalf of school-related organizations whose funds are not managed by the District may be permitted on school grounds by the District Administrator.

EARN FUNDS FOR OUR SCHOOL

There are many ways to earn funds for school programs. Please consider supporting the “Readers and Achievers” and “POPS” (Power of Positive Students).

- ❖ BOX TOPS FOR EDUCATION: Many products have the “Box Top of Education” logo. Don’t forget to clip and save them!

All money received from these programs is used to assist with the cost associated with activities including but not limited to field trips, school events, assemblies, etc.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

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REVIEW OF INSTRUCTIONAL MATERIALS

Any parent who wishes to review instructional materials or observe classroom instruction should contact the Principal to make the appropriate arrangements. Parents have the right to review any instructional materials related to the human growth and development curriculum and may also observe instruction in classes dealing with such subject matter (Board Policy 2414). Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

SKYWARD FAMILY ACCESS (PARENT PORTAL)

Skyward is a district-wide student information system designed to manage attendance, grades, schedules, test scores, and other information about students. To access the Parent Portal, parents/guardians should go to the district webpage: www.argyle.k12.wi.us and

- Click on: Family Access
- Enter User Name and password on the page

Parent/guardian access to Skyward's Parent Portal is obtained at registration or by contacting the school office at (608) 543-3318 x302.

MEAL SERVICE

The school participates in the National School Lunch Program and makes lunches available to students for a fee (Board Policy 8500). Ala carte items or extra entrees are available for purchase for all students, however Elementary students are not allowed to purchase snacks during meal service periods. Students may also bring their own lunch to school to be eaten in the school's cafeteria. Our school has a 'closed campus', meaning that no student will be allowed to leave the school premises during the lunch period to obtain lunch.

Applications for the school's Free and Reduced-Priced Meal program are available to all families via Skyward Family Access Online Registration (Board Policy 8531). Extra applications can be obtained in the School office or on the School website.

LOW LUNCH ACCOUNT BALANCE

Parents/guardians will receive a phone call, text message, and/or email notice of balance due when their family account goes below \$10.00. If an

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account goes into a negative balance, the student may be served an alternative meal consisting of a 'sack lunch' and milk and the account will be charged an a la carte price until the negative balance is paid in full. Parents/Guardians are responsible for keeping a positive student account balance. You can check your family account balance by logging into Skyward Family Access.

FIRE DRILLS, TORNADO DRILLS, LOCKDOWN DRILLS

The school has a comprehensive School Safety Plan (Board Policy 8420) that includes specifications for fire drills, tornado drills, and lockdown drills.

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers, who are responsible for safe, prompt, and orderly evacuation of the building. Tornado drills will be conducted during the tornado season using the procedures provided by the State. Lock down drills in which the students are restricted to the interior of the school building and the building secured may occur during the school year.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will use the following notification process:

At any time during the year, school may be closed, start late, or dismiss early for weather or other emergencies. Should weather, highway, or other special conditions require the cancellation or shortening of the school day, this information will be broadcast over the following media sources:

- Radio—WEKZ
- TV—Channel(s) 3, 15, and/or 27
- School Messenger
- Facebook

Sometimes it becomes necessary to dismiss early because of adverse weather conditions. Early dismissal is meant to enhance the safety of students on return trips home from school. Co-curricular activities or sports held on days when school is canceled or dismissed early may be canceled.

Announcements of school closings or late starts will generally be on the radio and TV prior to 7:00 a.m. Parents/guardians should make plans with their child(ren) ahead of time regarding what to do for any of the above-mentioned

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conditions.

Parents and students are responsible for knowing about emergency closings and delays. (Board Policy 8220)

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. (Board Policies 8431)

VISITORS

Parents, adult community residents, and interested educators are welcome at the School. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to register and obtain a visitor pass. Any visitor found in the building without a pass shall be reported to the Principal and/or law enforcement.

If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school, in order to prevent any loss of instructional time. Visitors' access to classrooms and instructional activities are subject to reasonable restrictions and limits. Please consult with the Principal regarding these restrictions. Students may not bring visitors to school without first obtaining written permission from the Principal. (Board Policies 7440 and 9150)

USE OF THE LIBRARY MEDIA CENTER

The library media center is available to students throughout the school day. Students can access information in various formats, such as books, newspapers, magazines, and online resources. All students using the LMC during school hours must have a pass from their teacher, sign in when entering, and sign out when leaving. Books on the shelves may be checked out for a period of up to 2 weeks; late materials will be assessed a late fee. To check out any other materials, contact the librarian or media center staff.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any

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other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use. A form to request the use of school facilities is available on the school website.

LOST AND FOUND

Items that are lost or found, may be brought to the office. Students who have lost items should check in the custodial area and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

STUDENT SALES

No student is permitted to sell any item or service in school that is not related to a school activity/group without permission from the Principal. Violation of this rule may lead to disciplinary action.

USE OF SCHOOL TELEPHONES

School telephones in the office may be used by students in case of an emergency or to reach a parent while the school day is in session. Classroom telephones should only be used under the direct supervision of the teacher assigned to the classroom. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

USE OF CELL PHONES, OR PERSONAL COMMUNICATION DEVICES (PCD)

Student use of electronic communication devices (such as cell phones, watches, pagers, etc.): While in the building during the school day (**8:00 am - 3:30 pm**), from the first bell to the last bell signifying the end of the school day, cell phones, watches or any communication devices may not be used. **All cell phones or other communication devices must be OFF during the school day.**

****Any violation of this procedure will be met with the following consequences:**

1st Violation - The teacher will warn student of the district's cell-phone policy and instruct the student to put the device away.

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2nd Violation- The teacher will confiscate the device from the student and will notify the principal and parent that this is the 2nd violation of the policy. The teacher will return the device to the student at the end of the day.

3rd Violation - The teacher will confiscate the device and turn it into the office. The device will be returned at the end of the day after the student has met with the principal. The student's parents will be notified.

4th Violation - The device will be turned into the office. The students will be given an after-school detention and parents will be notified. The principal reserves the right to keep the device in the office for a period of time during school hours.

5th Violation and Subsequent Violations - The device will be turned into the office. The student will serve two after-school detentions, meet with the principal. The student's parents must pick up the phone in the office. The student's consequences may include co-curricular suspensions.

Students may use PCDs before and after school; as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities), or at school-related functions.

PCDs, with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The District Administrator and building principal is authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

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

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and (2) engage in

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"sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

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

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

"Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the PCD.

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

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

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property. [Board Policy 5136]

Parents are advised that the best way to get in touch with their child during the school day is by calling the school office.

WEAPONS

The Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law.

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

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

Policy exceptions include:

- A. weapons under the control of law enforcement personnel while on duty, or qualified former law enforcement officers, off duty law enforcement officers, or out-of-state law enforcement officers;
- B. items pre-approved by a principal, as part of a class or individual presentation under adult supervision, including, but not limited to Hunters' Education courses, if used for the purpose and in the manner

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approved (working firearms and live ammunition will never be approved).

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

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

This policy will be published annually in all District student and staff handbooks. Publication is not a precondition to enforcement of this policy.

ADVERTISING OUTSIDE ACTIVITIES

The school has a bulletin board located in the main hallway which may be used for posting notices after receiving permission from the Principal.

VIDEO SURVEILLANCE

The Board has authorized the use of video surveillance and electronic monitoring equipment at various school sites throughout the school. Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action. (Board Policy 7440.01)

SAFETY AND SECURITY

The safety of our students requires the following precautions that are conducted in accordance with Board Policy 7440 and the School Safety Plan:

- A. All visitors must enter through the main entrance and report immediately to the school office upon arrival.
- B. All visitors are given and required to wear a visitor pass while they are in the building.
- C. The staff is expected to question people in the building whom they do not recognize and who are not wearing a visitor pass, to question people who are "hanging around" the building after hours, and to

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question people who are on the playground while students are in recess or participating in outdoor activities.

- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. All outside doors, except the main entrance, are locked during the School day. Upon entering, visitors will be required to buzz in and state their reason for visiting to office staff.

SECTION II - ACADEMICS

COURSE OFFERINGS

[High School Course Selection Guide](#) is available on the school website.

SCHOOL COUNSELING AND ACADEMIC AND CAREER PLANNING

The Board requires that a planned program of school counseling be an integral part of the educational program of the District. School counseling services are available for all students. Our counselor works closely with teachers, administrators, community personnel, and parents in investigating problems and concerns of the students. The counselor's primary obligation is to the student and his/her progress through the school. Any problem or concern, which affects a student's ability to derive the most benefit from his/her education, is of major concern to the school counselor. Our school counselor is available to assist students in the areas of personal, social, academic, and career counseling.

TYPES OF SERVICE DELIVERY AVAILABLE

Small Group Skill-Building Sessions:

Groups consist of students with similar needs or experiences in a small group setting. Students will be identified for groups based on a needs assessment. Groups will be scheduled based on student needs and availability.

Individual Skill-Building Sessions:

Based on student choice, unique presentation of needs, or confidentiality, students may participate in ongoing individual support sessions to address social-emotional needs. Students may self-refer to services, school staff may refer, or parent/guardian may initiate a request for ongoing services.

Student Request / Walk-In Sessions:

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Students may request to meet with a clinician in order to problem-solve a specific need related to peers, family, school staff, academic struggle or other issues getting in the way of learning.

Crisis Intervention:

If a student is in crisis, the school counselor will assess the risk level and identify an intervention plan to support the student.

CAREER RESOURCES

The school counseling office is a great place to receive information and assistance on careers and colleges. There is something for every student no matter what their post-high school plans are. The school counselor is available to help with college, career, and employment preparation along with assisting students in self-exploration.

All students are highly encouraged to create a four-year “program of study” which will help and lead students to high school graduation, college admission, and successful careers. Planning which classes can be confusing and difficult, but the school counselor is there to advise and assist in course selection over the four years. Students and families are able to access resources on colleges and administration requirements, ACT and other testing information for college or program acceptance, and options for paying for college such as financial aid and scholarships. Students will have the ability to meet with different college and military representatives to expand their knowledge and become aware of their options. All students will also be provided with information that will help them prepare for the “world or work” after high school.

To increase marketability for future employers and/or colleges, students can do many things to make them stand out from the crowd. These include developing a resume of skills, accomplishments, past and current jobs, and community service experiences, creating a career portfolio of activities and projects they have completed, and developing a solid knowledge of computers, finance, family responsibilities.

JOB SHADOWS AND COLLEGE VISITS

Job Shadows and College Visits are highly recommended. Ideally attending 2-3 job shadows during a student's sophomore and junior year is encouraged. This will support a student in gaining an understanding of the postgraduate education required in the career path they choose. College visits are encouraged to take place starting junior year. Applications for many colleges begin in August going into senior year. There is no limit to the number of job shadows and

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college visits. All job shadows and college visits must be pre-arranged with the school counselor. A student should request an appointment to meet with the school counselor to describe the experience. The school counselor will complete a form approving the experience. This form should be signed by a parent and returned to the HS secretary in order to obtain an excused school absence for the job shadow or college visit.

Academic and career planning services, including individualized support and access to software tools and staff assistance, is provided to students in grades K to 12. The mission of academic and career planning is to provide a comprehensive plan, which will be developed and maintained by a student, that includes the student's academic, career, personal, and social goals and the means by which the student will achieve those goals both before and after high school graduation. (Board Policy 2411)

GRADES

Teachers have a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The ultimate purpose of grading is:

- To determine a student's level of knowledge and skill toward a standard
- To record the level of the student's knowledge and skill toward a standard
- To communicate to students and their families the progress a student has made toward a standard.

Students in the elementary school are assigned standards-based grades specifically related to their proficiency toward meeting or exceeding the Wisconsin Model Academic Standards. Our middle school students will also utilize a standards-based practice with regard to instruction and assessment.

Students in grades 6-12 are assigned course grades based upon assessments (tests, projects, etc) at 60% of the grade and classwork (homework, in-class activities, etc.) at 40% of the grade. The intention of this practice is to weigh learning (knowledge and skill toward a standard) heavier than behavior (doing the work and compliance). Students and parents should contact the teacher if there are questions regarding grading procedures.

The Middle and High School use the following grading system:

Report cards at Argyle High School are marked under a system of seven (7) grades.

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1. "A" indicates Advanced or exceptional work exceeding the course requirements/standards.
2. "B" indicates Proficient or above average work; this generally qualifies for college entrance.
3. "C" indicates Basic or average accomplishment of course work.
4. "D" indicates Minimal or poor quality work: it is a passing grade.
5. "F" is a failing grade. It is not passing.
6. "I" or incomplete grade may be assigned to a student who has earned at least a 50% in their semester grade. The incomplete must be made-up within two weeks of the end of the grading period, or will be assigned a failing grade. Athletic/Co-curricular eligibility is suspended while the grade remains Incomplete.
7. "P" grade (Pass) or "NP" (Not Pass) is available under special circumstances only. It is rarely used and must be approved by the Principal or Counselor.

| | | | | | | | |
|--------|----|-------|----|-------|----|-------------|----|
| 93-100 | A | 83-86 | B | 73-76 | C | 63-68 | D |
| 90-92 | A- | 80-82 | B- | 70-72 | C- | 60-62 | D- |
| 87-89 | B+ | 77-79 | C+ | 67-69 | D+ | 59 or Below | F |

The Elementary uses a Standards Based Grading system. Final grades will be determined based on whether or not the student has met or exceeded the standards.

Assessment Retake Policy:

We understand that assessments are an important tool for measuring student learning and progress. We also recognize that students may sometimes encounter circumstances that may affect their performance on an assessment. To ensure fairness and provide opportunities for improvement, we have established an assessment retake policy. The following guidelines outline our policy:

1. Eligibility for Retakes:
 - a. Retakes are typically allowed for summative assessments such as unit tests, final exams, or major projects.

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b. Formative assessments or quizzes may not be eligible for retakes, as they are designed to provide ongoing feedback and support learning in real-time.

2. Notification and Request:

a. Students who wish to retake an assessment must notify their teacher within two (2) days of receiving their original grade.

b. A formal request may be required, stating the reason for the retake and demonstrating a commitment to preparing adequately for the retake opportunity.

3. Preparation for Retakes:

a. Students are expected to demonstrate an effort to address their areas of weakness or misunderstanding before retaking the assessment.

b. Teachers may provide additional resources, study guides, or opportunities for extra help to support student preparation for the retake.

4. Retake Conditions:

a. The format and content of the retake assessment may vary. It could be a modified version of the original assessment or cover similar concepts and skills.

b. The retake assessment may take place during a designated retake period or by appointment with the teacher, depending on logistical considerations and teacher availability.

5. Grading and Recording:

a. The retake grade typically replaces the original grade on the assessment. However, the retake grade may be subject to certain limitations, such as a maximum score or a grade reduction if the retake performance is significantly lower.

b. The teacher will record the retake grade and any additional notes in the gradebook or student records.

6. Frequency of Retakes:

a. The number of retakes allowed for each assessment may be limited.

b. The availability of retakes may be subject to time constraints and the overall curriculum schedule.

It is important to note that the specific details of the assessment retake policy may vary depending on grade level, subject area, and the discretion of individual teachers or departments. Teachers will communicate the retake policy and any variations to students and parents at the beginning of the academic year or course.

Our aim is to create a fair and supportive environment that encourages student growth and learning. The assessment retake policy is designed to provide

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students with opportunities to demonstrate their understanding and mastery of the material, while also promoting accountability and responsibility for their own learning.

Grade Point Average (Calculated for Middle and High School Only)

To calculate a grade point average (G.P.A.), assign a point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half-credit course with an earned grade of C would be $.5 \times 2=1$. Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned for the G.P.A. This can be done by grading period, semester, year, or for a series of school years.

| | | | |
|-----------|-----------|-----------|-----------|
| A = 4.0 | B = 3.00 | C = 2.00 | D = 1.00 |
| A- = 3.67 | B- = 2.67 | C- = 1.67 | D- = 0.67 |
| B+ = 3.33 | C+ = 2.33 | D+ = 1.33 | F = 0.00 |

Pass/Not Pass P = Pass/NP=Not Pass

Advanced Placement Courses (AP English, AP US History, AP English, AP Chemistry, or other AP courses approved by administration) have a weighted grading scale.

| | | | |
|-----------|-----------|-----------|-----------|
| A = 5.0 | B = 4.00 | C = 3.00 | D = 2.00 |
| A- = 4.67 | B- = 3.67 | C- = 2.67 | D- = 1.67 |
| B+ = 4.33 | C+ = 3.33 | D+ = 2.33 | F = 0.00 |

Grading Periods

Students shall receive a report card at the end of each 9 week grading period indicating their grades for each course of study for that portion of the academic term. Final grades will be awarded for HS at the end of each semester (0.5 credit earned) and will be used for calculating cumulative grade point averages (GPA).

Teachers may give culminating final assessments at the HS level. The assessment process may include, but will not be limited to, final exams (written or oral), portfolio self-assessment, final research project presentations, etc. This assessment is worth 10% of the final grade.

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When a student appears to be at risk of failure, notification will be provided to the parents at least 2 weeks prior to the end of the course or final grading period, so they can talk with the teacher about what actions can be taken to improve the student's performance.

FINAL EXAM WAIVER

A comprehensive final exam may be scheduled at the end of each semester for all students in all classes in grades 9-12 that will count for **10% of the semester grade**. Students who have earned a waiver may also voluntarily take exams in order to improve their grade in the course.

Specific day(s) will be set aside each semester to administer final exams and/or other assessments in grades 9-12. Although all students are required to take semester final exams/assessments, a first or second-semester waiver from the obligation to take final exams/assessments will be granted if a student has:

1. No more than two (2) parent-excused absences from school in either the first or second semester (absence from a class is considered an absence from school for purposes of this policy);
2. No unexcused absences during the first or second semester.
3. No more than three (3) times tardy to school or to class in either the first or second semester.
4. No more than one (1) detention in either the first or second semester.
5. No in-school or out-of-school suspension in either the first or second semester.
6. A grade of C- or higher (71 or higher on the 100-point scale) in the course at the time of the first or second-semester final exams/assessments.
7. At the discretion of the principal and/or teacher, students may be required to take a final exam in a certain subject area to show competency.

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Class Rank (High School Only)

Class rankings shall be maintained starting with the 9th grade and continuing through 12th grade. Only full-time enrolled students shall qualify for class ranking status. Permanent grades (permanent marks) shall be used to calculate grade point average (GPA) for class rank. Only high school level academic subjects approved by the Board, or its designee, shall be included in computing final grade point averages.

The following special provisions apply when determining class rank: Grades received by students for courses taken at a Wisconsin Technical College or University for dual credit or high school credit, and those received for courses taken at other public schools, private or parochial schools or approved alternative programs, shall be included in determining the student's GPA. Grades received by students for courses taken through home-base private education program instruction shall not be used in determining GPA. Credit will be earned and a Pass/Not Pass grade will be assigned.

High school subjects taken by middle school students shall not be used in determining high school class rank. Class rank shall be updated at the end of each semester.

PROMOTION, PLACEMENT, AND RETENTION

Board Policy 5410 and related guidelines provide the framework for promotion, placement, and retention decisions.

[Elementary - Middle School]

A student will be promoted to the succeeding grade level when s/he has:

- A. completed the course requirements at the presently assigned grade;
- B. in the opinion of the professional staff, achieved the instructional objectives set for the present grade;
- C. demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
- D. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

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Following sound principles of child guidance, the Board discourages the skipping of grades.

Students being considered for retention or advancement will be determined by the end of the third quarter and a parent meeting will be held with the teacher, principal, and staff members involved to discuss the matter. Goals will be set for the fourth quarter and will be reviewed no later than two weeks prior to the end of the quarter for the final decision. The decision will be made jointly by the principal and parents. In those cases where the parents reject the school's decision, a refusal form will be signed and retained in the student's cumulative folder.

[High School]

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits and passing appropriate tests. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (IEP.). It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the School Counseling office and the counselor will be pleased to answer any questions.

The following number of earned credits designates the grade in which the student will be registered:

| | |
|-----------|----------------------------|
| Freshman | 0 to 6 Credits |
| Sophomore | 6.5 Credits to 12 Credits |
| Junior | 12.5 Credits to 18 Credits |
| Senior | 18.5 Credits or more |

Graduation must be earned by passing all mandated subjects and earning the total units required for the specific diploma sought. A student may be denied participation in graduation activities for disciplinary reasons and/or for nonpayment of fees. (Board Policy 5460)

GUIDELINES FOR RETAKING COURSES

Students may retake courses to refresh or build their skills in various areas, or in an attempt to improve . When a course is failed and retaken, the failing grade remains on the transcript and is calculated in the grade point average.

In the case that a course is passed and taken a second time to improve a

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grade, the previous grade remains on the transcript, however the new grade will be used in the grade point average calculation. Credit towards graduation will only be counted once. Special permission must be granted from administration to retake a course that is passed, *if there will be a cost involved*. Students may take courses online at their own expense and transfer them into their transcript for credit, if the online program is Wisconsin accredited for HS credit. See Summer School, for students wishing to take a course in the summer for credit.

RESPONSIBILITY PASS

Seniors who have demonstrated a high level of maturity and personal responsibility will be allowed to earn an **Oriole Pass** after mid-term 1. Students with this privilege will be allowed to leave their regular study hall to work independently and responsibly in specified locations or can move throughout the building.

Students can earn a pass if the following conditions are met:

- 3 or fewer Tardies to class or school
- 2 or fewer Teacher Managed Behavior Referrals
- 1 D or less at the end of the grading period (mid-term, quarter, semester)

Passes may be revoked at any time if the student has unexcused absences or unexcused tardies to school, breaking the responsibility contract, failure to maintain passing grades in all classes, office managed referrals, or at the Principal's discretion. If an Oriole Pass or Senior Privilege is revoked, students will not be eligible until one full quarter has passed to regain eligibility. Students will be required to report to the designated study hall classroom.

Juniors will be considered for Oriole Passes starting 2nd semester if they have met the criteria for both quarter 1 and quarter 2.

Signed parent permission is required. The opportunity to earn a responsibility pass will be granted at the start of each quarter.

ENROLLMENT OF 8th GRADE STUDENTS IN HIGH SCHOOL MATH

Middle school students at the end of their 7th-grade year may request consideration of enrollment in the 9th grade Algebra 1 course during their 8th grade year. The following criteria have been established for this consideration:

- STEP I: Students need to meet 2 of 3 criteria to be considered for Algebra 1:
- a. Advanced math score on state standardized test in grades 6 and 7

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(Wisconsin Forward exam)

- b. iReady Algebra Readiness score of 515-598
- c. 7th grade Semester I and Semester II Math: minimum grade 85% on classroom assessments

STEP 2: Algebra Readiness Assessment:

Students meeting benchmark will be reviewed by Math Department

- a. Recommendation of Math Department
- b. Status of students receiving grades below B- in Algebra I will be reviewed at the end of Semester I

For more information, students and parents should contact the school counselor and the middle school math teacher prior to the end of the 7th grade year.

GRADUATION REQUIREMENTS

Normally, a student will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student will need to meet the District's requirements for basic course work and earn a minimum of 25 credits to earn a diploma. Per District policy 5460, students are required to be enrolled in a class or have participated in an activity approved by the Board during each class period of each school day, or the student has been enrolled in a Board-approved alternative program. A complete explanation of the requirements for graduation are listed in the High School Course Selection Guide.

Specific course requirements are:

| | | |
|-------------------------------|---|---------------|
| English | (i.e English 9, 10, 11, 12/AP English Literature, Elective English) | 4 CREDITS |
| Mathematics | (Required- Algebra, Geometry, and 1 credit Elective Math) *Algebra II is required to get into a 4-year college | 3 CREDITS |
| Science | (i.e. Biology, Chemistry, Science/Ag Science Elective) | 3 CREDITS |
| Social Studies | Required-Government (i.e. World History, US History, Social Studies Elective) | 3 CREDITS |
| Physical Education | (See Counselor for information on PE Waiver for Athletes, per state guidelines) | 1.5 CREDITS |
| Health | Health 9 | 0.5 CREDITS |
| Vocational | (i.e. Agriculture, Business Ed. or Tech) | 1 CREDIT |
| Fine Arts | (i.e. Art or Music) | 1 CREDIT |
| Personal Finance | | 0.5 CREDITS |
| Careers | | 0.5 CREDITS |
| CIVICS Exam | Completed in US Government Class | Passing Score |
| Community Service Requirement | All students will be required to complete and document a minimum of 5 hours per year of time given back to the community. Questions about service hour requirements should be directed to the principal. (Hours will be prorated until 2024-25 school year) | 20 HOURS |

TRANSFER COURSES TOWARD GRADUATION

In recognizing its responsibility to uphold the minimum educational standards of the State of Wisconsin, the Board has established a policy and criteria regarding the acceptance of credits for students transferring to the high school from nonpublic schools, whether they are private schools, as defined by law, or other types of schools. For credit or course-work to be accepted for courses taken in

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such schools, assurance of compliance with minimum requirements established by the State must be provided.

EARLY COLLEGE CREDIT PROGRAM

Any student in 9th, 10th, 11th, or 12th grade may enroll in the Early College Credit Program providing s/he meets the requirements established by law and by the District and subject to the approval of the Board on an annual basis. A student or his/her parent must also complete and submit the Intent To Participate Form available from the Student Services Office or the Department of Public Instruction to the high school administration by February 1st if the student intends to enroll in the summer session, by March 1st if the student intends to enroll in the next fall semester, and by October 1st if s/he intends to enroll in the spring semester. Any interested student should contact the School Counselor to obtain the necessary information. (Board Policy 2271)

START COLLEGE NOW PROGRAM

Any student in 11th or 12th grade may enroll in a course at a Wisconsin Technical College System campus through the Start College Now Program providing s/he meets the requirements established by law and by the District and subject to approval of the Board on an annual basis. A student or his/her parent must also complete the application form and submit it to the high school Student Services Office by March 1st if the student intends to enroll in the next fall semester or by October 1st if s/he intends to enroll in the spring semester. Any interested student should contact the School Counselor to obtain the necessary information. (Board Policy 2271.01)

PART-TIME OPEN ENROLLMENT

The Board will provide students enrolled in the District with the ability to take up to two (2) courses at any given time in a non-resident public school district. Any interested student should contact the Principal to obtain the necessary information. (Board Policy 5113.01)

CHILDREN AT-RISK OF NOT GRADUATING FROM HIGH SCHOOL

The Board shall establish programs to serve children in the District who are identified as "children at-risk" in compliance with State statutes.

Students who are at risk of not graduating high school because they are dropouts or are at least two (2) of the following:

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- A. one (1) or more years behind their age group in the number of high school credits attained
- B. two (2) or more years behind their age group in basic skill level (math and reading)
- C. habitually truant
- D. parents
- E. adjudicated delinquents, and
- F. eighth grade students whose score in each area of the student assessment was below basic level of failing and eighth grade students that were not promoted to ninth grade

The District shall identify all children at-risk enrolled in the District and assure that a plan is developed for each such student that describes how the District will meet each student's needs. Each plan shall be completed on or before August 15th of each year. All programs and services developed for "children at-risk" shall be designed to improve and expand educational opportunities for these children on an individualized basis, through a variety of means (e.g., additional instruction, differentiation, intervention), and provide alternative courses or program modifications which satisfactorily meet the District's graduation requirements.

Principals are responsible for identifying and addressing barriers to learning through a variety of strategies. The plan will communicate the structure, strategies, and program offerings for students at-risk which will vary by individual. Strategies for support, interventions, programs, and alternative educational options are made available to all students and at all levels as needed. (Board Policy 5461)

The Board uses a Response to Instruction (RtI) Model that is designed as a continuum for Literacy, Mathematics, and Behavior. RtI is defined as a systemic process for achieving high levels of academic and behavioral success for all students through:

- A. multi-level, high-quality instructional approaches for general, at-risk, advanced learners, and special education student needs;

- B. a balanced assessment system;
- C. collaborative practices.

COMMUNICATION/CONFERENCES

Parent Teacher Conferences will be held twice during the school year, in the fall and in the spring. Parents can sign up for a 10-15 minute time slot via Skyward Family Access. Information and reminders will be shared out with families a few weeks in advance to sign up to meet.

Contacting Staff during the School Day

Parents may also request a meeting with a teacher anytime they have questions or concerns by contacting the teacher directly. To best protect our instructional time with our students, we ask that families reach out to teachers via email during the school day or by phone before/after school hours. If you have an urgent matter, please contact the school office for assistance. Our staff are teaching and supervising students throughout the day, so will return your call/email as soon as they are able, however at times this may be the following school day. Due to student privacy and school safety guidelines, drop-in visits with staff are not allowed. Please contact the teacher directly if you would like to schedule an appointment to meet with them. Staff email and extensions can be located on our school website.

Contacting Students during the School Day

The use of cell phones during the school day has become a major distraction to the learning environment for both students and staff. To best protect our instructional time with our students, we ask that you call the school office if you need to make contact with your child during the school day. We will get them a message to return your call when appropriate. Students will not be able to answer phone calls or text messages while they are in class. If your child becomes ill, please remind them to come to the office first so we can monitor their symptoms and make contact with home, if there is a need.

RECOGNITION OF STUDENT ACHIEVEMENT

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff.

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Middle and High School Honor Roll

The following criteria are used for determining Honor Roll Students for grades 6-12:

1. An eligible student must be enrolled in no less than six (6) academic classes per semester.
2. Honor Roll is calculated and rounded to the nearest 0.000 (one-hundredth place)
3. The student may not have any Incompletes (I) at the time the Honor Roll is compiled.
 - Distinguished Honors3.75 - 4.0 & Above GPA
 - High Honors3.50 - 3.74 GPA
 - Honors3.00 - 3.49 - GPA

**(Prorated from 3.25 prior 2022-2023 school year)*
*** (Will end at the beginning of the 2024-2025 school year)*

Athletic Awards

Requirements for athletic awards are developed by each head coach with the approval of the Athletic Director. These requirements will be reviewed with interested students by the appropriate coach.

Special Awards

The future belongs to the educated, and our school exists to ensure that our young adults are prepared to live and thrive in that future. Therefore, we celebrate successful academic achievement. At Argyle High School, academic excellence is rewarded with an Academic Letter. The Academic Letter is a chenille letter "A" similar to that earned by varsity athletes. A significant difference in the letter award for academics is the word "ACADEMIC" sewn onto the letter, distinguishing it from the athletic letter. Students earn the academic letter by consistently earning good grades in the classroom--with an emphasis on consistency.

The requirements for achieving this goal are listed below.

- Students on the High or Distinguished Honor Roll for 4 semesters will receive the academic letter;
- Once a student has earned an Academic letter, the student will be awarded the following:
 - 5th Semester = Bronze Pin

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- 6th Semester = Silver Pin
- 7th Semester = Gold Pin
- 8th Semester = Lamp of Learning Medallion
- Seniors who have earned a cumulative GPA of 3.25 or higher through the end of 7 semesters-will receive an honor cord at graduation (prorated to 3.5 or higher effective 2022-2023)
- Seniors who have earned a cumulative GPA of 4.0 through the end of 7 semesters will have their name and graduation year engraved on the Six River's Plaque displayed in the commons area.
- To be eligible for academic awards, students must be full time and carrying a full course load (6.0 credits of courses per year).

HOMEWORK

Homework is an extension of the learning that occurs during the school day. Students can expect to have assignments that are required to be completed overnight or that apply a learning concept over an extended period of time. Homework is one tool utilized by teachers to assess student understanding at a given point in time. As a result, it is imperative that students complete their homework when expected; as late or incomplete assignments make it difficult for an instructor to gauge student growth and determine instructional goals for subsequent lessons. It is our goal to help students find success not only academically, but in building responsibility and accountability- two traits that are extremely important in their future careers. With this in mind, the following homework policy will be enforced.

1. Homework is expected to be turned in on the due date (Students should refer to each individual teacher's classroom policy with regard to how missing/late assignments are handled).
2. When a student is absent from school, it is their responsibility to go to their teacher(s) and obtain their assignments. Students should make up the work missed as a result of an absence and are expected to make their own arrangements for making up the work with their teachers.
3. When you (the student) come back from an absence (1-2 consecutive days), you should plan to make up your work within two school days. During your absence you are encouraged to contact the school to arrange for pick up of missed work.
4. If you are on an extended absence (3+ consecutive days) you will be asked to create a plan for each class to make up for the missed work. The plan must be approved by the individual teacher.
5. Administration reserves the right to consider other means of supporting students who continually struggle to complete their homework.

Consequences for late work may be assigned by the teacher (ex. classroom

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detention, etc.) according to their syllabus or classroom expectations. Modifications to homework completion guidelines, extensions for long term assignments, such as projects, papers, and labs should be pre-arranged with the classroom teacher.

A statement regarding the effect homework and late work will have on a student's grade is included in each teacher's course/classroom expectations and/or course syllabus.

ACADEMIC HONESTY

The school's purpose is to foster academic excellence. An essential element in a climate of learning is intellectual honesty.

Cheating in any form is unacceptable behavior.

Neither pressure for grades, nor inadequate time to complete an assignment justify cheating. Cheating places the value of grades over learning and runs counter to our philosophy. The dictionary defines cheating as acting dishonestly, and/or practicing fraud. This includes offering words and ideas of another as one's own without giving credit to the originator or using Artificial Intelligence (AI) technology to assist in one's work. Lending work and ideas to another is also cheating. The teacher's professional judgment determines whether cheating has occurred.

Consequences for cheating/plagiarism as first offense include:

- Student will receive an "F" on the assignment/test or allowed to redo the assignment
- Parent/Teacher conference
- Co-curricular minor violation

Subsequent offenses may include:

- Office managed referral
- In-school suspension
- Co-curricular major violation
- Student may be dropped from the course and earn an "F"
- Out-of-School suspension

STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

Students are encouraged to use the school's technology resources for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Users are required to refrain from actions that are illegal (such as libel, slander,

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vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Unauthorized or inappropriate use, including any violation of the District's policies and administrative guidelines, may result in cancellation of the privilege, disciplinary action consistent with the School's rules, and civil or criminal liability. Smooth operation of the School's network relies upon users adhering to the District's policies and administrative guidelines. Prior to accessing the Internet at School, students must sign the Student Technology Acceptable Use and Safety Agreement each year.

Violation of the Student Technology Acceptable Use and Safety Agreement may result in disciplinary consequences up to and including expulsion from the District, civil liability and/or referral to law enforcement.

The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

Use of District technology resources to engage in "cyberbullying" is prohibited. "Cyberbullying" involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group, which is intended to harm others."

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student or school staff member on a web site or on weblog;
2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
3. using a camera phone to take and send embarrassing and/or sexually explicit photographs/recordings of students or school staff;
4. posting misleading or fake photographs of students or school staff members on web sites.

To the extent permitted by the First Amendment, instances of cyberbullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct.

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Students may only use District technology resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use. (Policy 7540.03)

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with State standards and District policy. (Board Policy 2623). State assessments are administered to students in grades 3, 4, 5, 6, 7, 8, 9, 10 and 11. District assessments are administered up to three times per year in grades K-8.

Classroom tests will be used to assess student progress and assign course grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Depending on the type of testing, specific information and/or parent consent may need to be obtained. The assessment program will not violate the rights of consent and privacy of a student participating in any form of evaluation.

High School students should obtain information from the School Counseling office regarding college entrance testing requirements.

SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Students have the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, student council, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. (Board Policy 2430)

Sportsmanship

Sportsmanship on the part of students and adult fans reflects upon the community and how the people of that community are perceived. The WIAA bylaws provide that a school may be suspended when the conduct of its team,

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students, or team followers is unsportsmanlike and results in actions which are detrimental to individual, school, and public welfare and which are prejudicial to the purpose of WIAA. The WIAA requires respect for officials, opponents, coaches, players and spectators. Profanity, racial, sexist or ethnic comments, or other intimidating or taunting actions are not tolerated and will be grounds for removal from the site of competition.

Additionally, the Argyle School District Policy supports the removal of spectators whose actions are disruptive to the players, coaches, and/or officials.

The Six Rivers Conference works hard to promote sportsmanship and citizenship among our students and athletes and promotes the following acceptable behaviors:

- Applaud during introduction of players
- Shake hands with the opponent when directed by the WIAA official/referee
- Accept all decisions of the officials
- Lead fans in positive cheers
- Treat competition as a game, not a war
- Applaud at the end of the contest for the performance of the participants
- Show concern for an injured player, regardless of the team
- Encourage surrounding people to display only the best sportsmanship in their conduct

Spectator Sportsmanship Expectations

WIAA bylaws dealing with athletic courtesy provide that any spectator who continually evidence poor sportsmanship should be requested not to attend future contests.

The following regulations will be strictly adhered to at all sporting events:

- Vulgar, unsportsmanlike, or rude language, harassment of officials, or cheers will not be tolerated.
- Signs or banners must show good taste.
- Law enforcement officers and administrators have the authority to remove and/or arrest any spectator whose conduct is detrimental to the activity taking place.
- All school regulations apply to home and away events.

Spectator Code of Conduct

- To cheer for your team, not against your opponent. Demeaning others only lowers us.
- To be ever-mindful that high school athletics are played solely for the enjoyment of the players. Spectators are allowed to view contests only in

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the role of support personnel.

- To respect the decisions of game officials, realizing that their job is extremely difficult. This teaches young people to accept hardships that will recur countless times throughout their lives. It also teaches them that the only way to overcome adversity is to increase effort.
- To withhold caustic criticism of players, coaches and/or officials that would later be embarrassing to both you and the person criticized.
- To be the kind of fan who leaves the opposing crowd appreciating our enthusiasm and class.
- To appreciate the efforts of the boys and girls who have worked many hours before the actual contests. To understand that their involvement in the activity is their most important accomplishment.

Class Officers

At the first class meeting in September, individuals may run for class officer positions. The class advisor will hold an election and each of the roles will be filled. It is the responsibility of the class advisor(s) to explain each class officer's responsibilities. The roles of the class officers are as follows:

- ❖ **President:** Conducts the class's business by presiding at all meetings, conducting discussions, helping to determine policies, and making committee appointments. He/she should provide leadership and represent the organization in all of its relationships with the school, community, and other organizations. He/she should meet with the advisors prior to each meeting to establish an agenda for the meeting.
- ❖ **Vice President:** Assumes the duties of the class president in the president's absence; attends and is a member of all committee meetings.
- ❖ **Secretary:** Keeps all class records including minutes of the class meetings, roll call of members, etc. It is his/her job to handle all class correspondence. A copy of the class minutes is to be turned into the class advisor within 2 days following the meeting. Accurate minutes are a necessity and are the responsibility of the secretary and the class advisors.
- ❖ **Treasurer:** Has the responsibility for maintaining all financial records. His/her duties include collecting dues and other expenses, paying bills, and reporting regularly on class finances. A copy of all monthly reports must be given to the district bookkeeper each month. Financial balances need to be verified monthly with the district bookkeeper. Receipts must be given in all instances.

National Honor Society - High School Only

Selection into the Argyle High School National Honor Society (NHS) is an honor and requires continued commitment to the four ideals of the organization

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(academic, service, leadership, and character).

Students are expected to make a commitment to attend NHS meetings and fulfill leadership, service, and academic requirements.

Students may be considered for membership after the completion of three semesters. A five member Faculty Council reviews each candidate's information packet for experiences and accomplishments in the four NHS ideals. A minimum cumulative GPA of 3.25 is required for invitation to apply.

NHS students are held to high academic and behavioral standards. NHS members and interested students who violate the Argyle Student Code of Conduct and/or the Co-Curricular Code of Conduct (i.e. cheating, alcohol, drugs, tobacco, criminal charges, failure to maintain 3.25 GPA) will lose their eligibility to be a NHS member during the school year.

Student Council (Currently HS only)

Argyle High School's Student Council is an organization that provides opportunities for students to gain leadership skills through teamwork and service to our school and community. Student Council representatives are expected to serve as positive role models and leaders for the student body. Members are expected to attend all meetings, help at Student Council - sponsored events, and participate in school and community service projects throughout the school year.

School Dances

Dances may be scheduled periodically throughout the school year for middle or high school students. Non-Argyle students must be pre-approved via our special visitor form for high school students. Students will not be allowed to reenter an event after they have left the building/school grounds. Middle school students are not able to attend high school dances or bring outside guests.

DISTRICT - SPONSORED TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent. (Board Policy 2340). Attendance rules, the Code of Conduct, and the Search and Seizure policy apply to all field trips.

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NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non School-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the District Administrator. The application must verify that the activity is being initiated by students, attendance is voluntary, no school staff person is promoting the event, the event will not interfere with school activities, and non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

No non district-sponsored organization may use the name of the School or the School mascot or logo. (Board Policy 5730)

SCHOOL SPONSORED PUBLICATIONS AND PRODUCTIONS

The Board sponsors student publications and productions as a means by which students learn, under adult direction/supervision, the rights and responsibilities inherent when engaging in the public expression of ideas and information in our democratic society. The creation of content, apps, and services by students must be done under the supervision of a professional staff member (Board Policy 7540.02)

ATHLETICS

A variety of school sponsored athletic activities are available for participation to middle and high school students providing they meet eligibility requirements that may apply. The following is a list of activities currently being offered. For further information, contact Mrs. Heidi Ganshert, the Athletic Director, at 608-543-3318 ext. 141.

Football **
Cross-Country **
Volleyball **
Basketball **
Track & Field**

Baseball
Softball
Hockey
Golf
Wrestling **

** Denotes Middle School and High School level programs

STUDENT EMPLOYMENT

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Being in a small, rural community, the school recognizes that students are often working outside of school hours. It is encouraged that students participate in our School To Work programming. Juniors may take up to 2.0 credits of STW per semester. Seniors may earn more than 2.0 credits per semester with prior approval from administration and School-to-Work Coordinator. All children under the age of 18 are required to attend school during normal school hours, are expected to give full effort in completing school assignments, and participation in school-related activities should be a student's primary focus. The school does not encourage students to take jobs outside of school that could interfere with their success in the academic program. However, if a student believes that s/he must maintain a job in addition to going to school s/he must first make contact with his/her school counselor and the School to Work Coordinator to discuss any legal requirements and obtain any needed documents. (Board Policy 5895)

SECTION IV - STUDENT CONDUCT

ATTENDANCE

The District requires all students to attend school regularly in accordance with the laws of Wisconsin and Board Policy 5200. The school's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the guidance of a competent teacher are vital to this purpose.

Compulsory Student Attendance

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school is in session. All students must attend until the end of the term, quarter or semester of the school year in which the child becomes eighteen (18) years of age unless they fall under an exception outlined in the District's Administrative Guidelines. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

Attendance is also recorded in the event of a virtual/distance learning requirement. Students who are not logged in and participating in their classes will also be marked absent.

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Excuse for Absence

A parent of a student who is absent shall provide **either** a written or oral notification stating the reason for and the time period of the absence. This statement must be submitted prior to the absence if the absence is foreseeable. If the absence is not foreseeable, the statement must be provided prior to the student's readmission to school. The statement shall be submitted to the school office and filed in the student's school record. The District reserves the right to verify statements and investigate absences from school.

Release of Students to Authorized Persons

If only one (1) parent is permitted to make educational decisions or to approve absences of the student by Court order, the responsible parent shall provide the school with a copy of the Court order. Absent such notice, the school will presume that the student may be released into the care of either parent.

No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her.

No student shall be released to anyone who is not authorized by a parent with authority to do so.

Excused Absences

A student shall be excused from school for the following reasons:

Physical or Mental Condition

The student is temporarily not in proper physical or mental condition to attend a school program. If the absence exceeds 10 days, the inability of the student to attend school due to a physical or mental condition must be certified in writing by a licensed doctor.

Obtaining Religious Instruction

Students may wish to obtain religious instruction outside the school during the required school period. Requests for absence must be approved ahead of time by the Principal's office.

Permission of Parent or Guardian

The student may be excused by his or her parent or guardian before the absence for any or no reason. A student may not be excused for more

than ten (10) days under this paragraph and must complete any course work missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:

- professional and other necessary appointments (i.e. medical, dental and legal) that cannot be scheduled outside the school day
- to attend a funeral
- college visits
- job fairs
- legal proceedings that require the student's presence
- vacations (Note: Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Principal and the student's teacher(s) to make necessary arrangements).

Religious Holiday

The student wishes to observe a religious holiday consistent with the student's creed or belief.

Suspension or Expulsion

The student has been suspended or expelled.

Program or Curriculum Modification ***[high school only]***

Students may be excused from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.

High School Equivalency – Secured Facilities ***[high school only]***

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

Child at Risk ***[high school only]***

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

Election Day Official ***[high school only]***

A high school student age sixteen (16) or seventeen (17) is permitted to be excused to serve as an election official provided that the following criteria are met: (1) the student has the permission of his/her parent to serve as an election official on election day; (2) the student has signed up and the municipal clerk has informed the principal that the student has been assigned to serve in this capacity; and (3) the student has at least a 3.0 grade point average or equivalent, or has met alternative criteria established by Board, if any. The principal shall promptly notify the municipal clerk or the board of election commissioners of the municipality that appointed the child as an election official if the child no longer has at least a 3.0 grade point average or the equivalent, or no longer meets the established alternative requirements. A student's absence to serve as an election official under this policy shall be treated as an excused absence. Where possible students are encouraged to provide advance notice as much as possible. Students are responsible for completing any missed school work and responsible for making appropriate arrangements to do so.

A student may be excused from school, as determined by the School Attendance Officer, for the following reasons:

- **Quarantine** by a public health officer.
- **Illness** of an Immediate Family Member

Emergency that requires the student to be absent because of family responsibilities or other appropriate reasons.

Truancy

A student will be considered truant if s/he is absent part or all of one or more days from school (even tardies can count toward truancy) during which the School Attendance Office has not been notified of the legal cause of such absence by the parent or guardian of the absent student. A student will also be considered truant if he or she has been absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance statute – Sec. 118.15, Wis. Stat.

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When a student is truant, the school principal's office shall ensure that all applicable provisions of the District's Truancy Plan are carried out.

Habitual Truancy

A student is considered a habitual truant if he or she is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester. When a student reaches the 10 day maximum allowed by law per year, all subsequent absences will be considered as unexcused unless previously approved by the principal.

When a student initially becomes a habitual truant, the School Attendance Office or Principal shall ensure that all applicable provisions of the District's Truancy Plan are carried out.

Parent/Guardian Responsibilities

It is the responsibility of the student's parent or guardian to ensure that their child attends school regularly. Parents are expected to provide an excuse for all absences.

Student Responsibilities.

Students are required to attend all classes and other school activities on their daily schedule, unless they have been excused from school.

Unexcused Absences

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The Principal will determine on a case-by-case basis the appropriate methods to deal with unexcused absences. Several methods may be considered when addressing unexcused absences and habitual tardies, including co-curricular violations, make-up of lost time, parent conference, referral to truancy court or appropriate agency for assistance, etc.

Administrative action to address unexcused absences shall be in accord with due process as defined in Policy 5611, the Student Code of Conduct, and other applicable Board Policies.

Late Arrival and Early Dismissal

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the District.

The Board recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

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As agent responsible for the education of the children of this District, the Board shall require that the school be notified in advance of such absences by written (including e-mail) or personal (phone or face-to-face) request of the student's parent, who shall state the reason for the tardiness or early dismissal.

No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her.

No student shall be released to anyone who is not authorized such custody by the parents.

Late arrivals and early dismissals are considered as absences from school and will be addressed in accordance with our attendance policy. Students arriving at school after the start of 2nd period will be considered absent for either a half or a full day of school depending on the number of periods they miss. These absences will count toward the yearly 10 day parent-excused limit. Students returning to school with a doctor's excuse will be marked exempt.

Students Leaving School During the School Day

No staff member shall permit or cause any student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the Principal and with the knowledge and approval of the student's parents.

No student will be released to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the Principal.

Tardiness

Any student who enters school after the scheduled start time must sign in at the School Office and obtain a "pass to class." All students are expected to be in attendance in their regularly scheduled classes by the time the second bell rings (8:00 am) to begin class. Students arriving to school late are considered tardy, and they must report to the office or be sent to the office for a pass to be admitted to class.

To School

Unexcused tardiness to class or school may result in disciplinary action in accordance with the attendance policy, including truancy. Parents must call school if their child will be late, otherwise the tardy is considered as unexcused. Three unexcused tardies to school per quarter will require the student to make up 30 minutes of time before or after school. Further tardies to school will require additional time to be made

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up and/or co-curricular consequences.

Between Classes

If a student is tardy between classes, the teacher will determine if the tardiness is excused or unexcused. If a student has been delayed by staff, the student should have a pass from the person who detained him/her before going on to the next class. After a student has three (3) unexcused tardies per class, per semester, he/she will serve a 30 minute detention with that teacher either before or after school, or during lunch (if the teacher is agreeable). The student will be given at least one day to arrange for this detention if it is after school hours. Further tardies to class during the quarter will result in an office managed referral and 30 minutes of time before or after school to be made up in accordance with the Principal's office. Failure to comply will result in additional consequences, such as in-school or out-of-school suspension and truancy referral/fines.

Make-Up Course Work and Examinations

Students who are absent from school, whether the absence was excused or unexcused, shall be permitted to make-up course work and examinations missed during the absence when they return to school. It is the student's responsibility to contact his/her teachers to determine what coursework and examinations must be made-up. Teachers shall have the discretion to assign substitute coursework and examinations. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence unless extended by the principal based upon extenuating circumstances (i.e. absent for 1 day, equals 1 additional day to complete the work, etc.)

Unexcused Absences

Credit in a course or subject shall not be denied solely because of a student's unexcused absences from school.

Students with unexcused absences shall be permitted to make-up course work and any quarterly, semester, or grading period assessments/examinations missed during the absence. Credit may not be awarded for assignments (classwork) missed at the discretion of the teacher and/or principal.

If make-up work has been assigned, it is the student's responsibility to contact his/her teachers to determine what coursework and examinations must be made-up. Teachers shall have the discretion to assign substitute coursework and examinations. Teachers shall also work with the administration to specify where

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and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence unless extended by the Principal based upon extenuating circumstances.

STUDENT ATTENDANCE AT SCHOOL EVENTS

The Board encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending as nonparticipants are properly safe-guarded, the Board recommends that all elementary students be accompanied by a parent or adult chaperone when they arrive at the event and throughout its duration. The Board will not be responsible for students if they attend without an adult chaperone.

The Board will continue to provide appropriate supervision for all students who are participants in District-sponsored events.

STUDENT BEHAVIOR

The Argyle School District is committed to maintaining a safe and orderly school environment conducive to teaching and to the learning process. At all times, students shall refrain from conduct which violates the ideals, principles, and standards of the Argyle School District. Students and staff have a right to attend and work at school and in school activities in an atmosphere of mutual respect and free from threats against feelings, property, and physical well-being.

A major component of the educational program is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

The Argyle School District is also committed to the district wide implementation of Positive Behavior Interventions and Supports (PBIS). PBIS is a systems approach that establishes behavioral supports to help ensure students social, emotional, and academic success. Be Respectful—Be Responsible—Be Safe are the expectations for all students, staff and visitors to Argyle schools. School personnel promote student growth in abilities, attitudes, and habits necessary for acceptable, self-controlled behavior. In addition, school personnel promote student respect and understanding of ethnic differences, backgrounds, and varying family lifestyles. However, when it is necessary to use corrective measures, those actions should be based on an understanding of the student

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and sound guidance principles consistent with School District policies. The school and home/family must work as partners to successfully prevent and resolve discipline problems. It is fully recognized that most students do behave appropriately.

Expected Behaviors

Each student shall be expected to:

- ★ abide by national, State, and local laws as well as the rules of the school;
- ★ respect the civil rights of others;
- ★ act courteously to adults and fellow students;
- ★ be prompt to school and attentive in class;
- ★ work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, sex, sexual orientation, race, or ethnic background;
- ★ complete assigned tasks on time and as directed;
- ★ help maintain a school environment that is safe, friendly, and productive;
- ★ act at all times in a manner that reflects pride in self, family and in the school.

INSURANCE FOR STUDENTS

The Argyle School District provides student accident insurance for all students in preschool through grade twelve. This insurance is purchased from Student Assurance Services, Inc., and provides the following coverage to students: a) attending regular school sessions, b) participating in or attending school-sponsored and supervised extracurricular activities, c) participating in school-sponsored and supervised interscholastic sports, and d) traveling directly to and from school for regular school session; and while traveling to and from school-sponsored and supervised extracurricular activities in school-provided transportation.

As accidents do happen, this insurance is intended to assist in the payment of medical bills associated with those accidents. Unfortunately it is when parents must use the insurance, they sometimes find that not all costs are covered. This paragraph is not intended to explain the benefits or restrictions of the insurance policy. If you have questions, the insurance carrier is the one with the answers. The district purchases the insurance and provides the forms but we are not the agent for the insurance company. Please be advised that the coverage the school district is purchasing is a supplement to your family health insurance.

PARENTS/GUARDIANS ARE ADVISED THAT THE COVERAGE THE SCHOOL

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DISTRICT IS PURCHASING IS A SUPPLEMENT TO FAMILY HEALTH INSURANCE. This coverage pays only after the family health or auto policy, and then within the limits of the policy benefits. This plan does not cover penalties imposed for failure to use providers preferred or designated by your primary coverage.

DRESS AND GROOMING

While fashions change, the reason for being in school does not. Students are in school to learn. Any fashion (attire, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

Students should consider the following questions when dressing for school:

- Does my clothing expose too much? (No)
- Does my clothing advertise something that is prohibited to minors? (No)
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (No)
- Would I interview for a job in this outfit? (Yes)
- Am I dressed appropriately for the weather? (Yes)
- Do I feel comfortable with my appearance? (Yes)

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

Student dress or grooming should not promote:

- Alcoholic Beverages
- Tobacco, Vaping, and/or Drugs
- Profanity, Offensive Language, Distasteful or Suggestive Messages
- Sexual Messages
- Any other attire that the administration deems inappropriate for the educational environment

Examples of inappropriate dress/items which may **not** be worn include:

1. **Exposed Skin**—Bare or exposed midriffs, backs or buttocks, or low-cut necklines are not acceptable or allowed in the educational and/or classroom environment.
2. **Undergarments**—should not be visible.
3. **Skirt/dress, Short & Top Length**—Halter tops, short shorts/skirts,

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and shirts that do not cover both the front and back to the top of the pants are not appropriate.

4. **Jackets & Coats**—Jackets and/or coats must be removed upon entrance to the building and must be stored in student lockers throughout the day. No blankets are allowed.
5. **Headwear**—Caps, hats, hoods, face coverings (except for health department recommendations), etc. must be removed upon entering the building and stored in the student's locker. Headgear is allowed on special activity days as approved by the principal.
6. **Shirts & Shoes**—State law requires shirts and shoes must be worn at school.
7. **Prohibited Clothing/Jewelry** --Wearing of clothing or ornamentation which is normally identified with gang or gang-related activities and/or writing related to alcoholic beverages, tobacco products, vaping products, sexual references, nudity, violence, profanity and/or controlled substances and related paraphernalia are prohibited.
8. **Backpacks**- All students are assigned a school locker to store their belongings. In addition, students may use a district-issued Chromebook case to carry to each class. Therefore, backpacks will not be allowed to carry students' materials to class and must be stored in their lockers.

Students whose dress and grooming do not conform to these standards will be advised as to what adjustments must be made. If adjustments are not made and the problem remedied, the student's parent/guardian will be contacted.

CONSEQUENCES FOR VIOLATING THE DRESS CODE

The teacher will review the Dress Code expectations and instruct the student:

- a. To change into appropriate clothing s/he has; OR,
- b. To change into clothing the Office provides; OR,
- c. To call parent/guardian to bring other clothing

Further Dress Code violations: Appropriate disciplinary action will be taken by the building principal or his/her designee. If there is a disagreement between students and/or parents and the staff regarding the appropriateness of clothing, the principal or his/her designee will use his/her discretion to make the decision.

Students who are representing our school at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups. (Board Policy 5511)

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The school will not be responsible for the loss of personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Code of Conduct, and may be referred to law enforcement. (Board Policy 5113)

DRUG ABUSE PREVENTION

The administration and staff recognize that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

As the educational institution of this community, our school strives to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

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

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

The use, possession, concealment, or distribution of any drug, drug look-alike and any drug-paraphernalia at any time on school property or at any school-related event is prohibited. Disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school's drug abuse guidelines. (Board Policy 5530)

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USE OF TOBACCO/NICOTINE IS PROHIBITED

The Board is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco and nicotine use for both users and non-users, particularly in connection with second hand smoke, are well-established. In addition, students less than twenty-one (21) years of age are generally prohibited by law from purchasing or possessing cigarettes and other tobacco products.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute or simulated forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance. The use of other products containing nicotine, such as nicotine patches and nicotine gum is also prohibited except when a student provides documentation from a licensed medical practitioner that the student's use of non-tobacco nicotine products is being medically supervised for the cessation of a nicotine addiction and the student complies with Policy 5330 - Administration of Medication. Accordingly, the Board prohibits students from using or possessing tobacco or nicotine in any form on District premises, in District vehicles, within any indoor or outdoor facility owned or while leased or contracted for by the District and used to provide education or library services to children, and at all District-sponsored events. (Board Policy 5512)

STUDENT CODE OF CLASSROOM CONDUCT

The school is committed to maintaining an orderly and safe academic atmosphere. Teachers are expected to create a positive learning environment and to maintain proper order in the classroom. Students are expected to behave in the classroom in a manner that allows teachers to effectively carry out their lessons and allows students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the school and their classroom teachers.

To ensure adherence to these expectations and principles, the Board has adopted this Code of Classroom Conduct, which applies to all students. (Board Policy 5500)

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Grounds for Removal of a Student from Class

Disturbances that interrupt the learning process cannot be permitted by any teacher. A teacher may temporarily remove a student from the teacher's class if the student violates the Code of Classroom Conduct. Additionally, the student may be removed from the class for a longer period of time within the discretion of the Principal. A student removed from class may also be placed in an alternative education setting.

Removal of a student from class for violating the Code of Classroom Conduct or placement of the student in an alternative educational setting does not prohibit the school from further disciplining the student for the conduct that caused removal or placement including, but not limited to, suspending or expelling the student.

It is neither possible nor necessary to specify every type of improper or inappropriate behavior for which a teacher may remove a student from class. Provided below, however, are examples of reasons a student may be removed from class. A teacher may remove a student from class for conduct or behavior that:

- A. would result in suspension or expulsion under the Board's policies and procedures;
- B. violates the behavioral rules and expectations of the school;
- C. is dangerous, disruptive or unruly. Such behavior includes, but is not limited to, the following:
 - 1. Inappropriate physical contact intended or likely to hurt, distract or annoy others, such as hitting, biting, pushing, shoving, poking, pinching, grabbing, kicking, or spitting.
 - 2. Inappropriate verbal conduct intended or likely to upset, distract, or annoy others, such as name calling, racial slurs, sexual slurs, profanity, teasing, baiting or threatening.
 - 3. Behavior that may constitute sexual, racial, or other harassment.
 - 4. Repeated or extremely inappropriate verbal conduct is likely to disrupt the educational environment, particularly when others are talking (e.g. lecture by teacher, response by other student,

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presentation by visitor) or during quiet (study) time.

5. Throwing any object.
 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. Willful damage to the property of school, staff or students.
 8. Loud, obnoxious or outrageous behavior.
- D. interferes with the ability of the teacher to teach effectively. Such conduct includes, but is not limited to, the following:
1. Shows disrespect or defiance of the teacher, exhibited in words, gestures or other behavior;
 2. Other behavior likely or intended to sabotage or undermine the instruction, such as any form of cheating, or is inconsistent with class decorum and the ability of others to learn. Such as, sleeping in class, blatant inattention, or other overt or passive refusal or inability to engage in class activities.

Procedure for Student Removal From Class

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

1. Instruct the student to go to the main office for the period of removal. In such cases, the teacher will communicate with the office via telephone or other communication device available.
2. Obtain coverage for the class and escort the student to the main office.
3. Seek assistance from the main office or other available staff. When assistance arrives, the teacher or the other adult should accompany the student to the main office.

When the student arrives at the main office, the principal or designee should give the student an opportunity to briefly explain the situation. If the principal or designee is not available immediately upon the student's arrival, the student should be taken to the removal area, and the administrator or designee should speak to the student as soon as practicable thereafter. For the purposes of short

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term removal, it is not necessary to obtain witnesses or to otherwise verify the student's or teacher's accounts of the situation. As soon as possible and within twenty-four (24) hours of one school day of the removal, the teacher shall enter a discipline referral into Skyward. The referral should include a short and concise written explanation of the basis for the removal. The teacher that removed the student should also contact the parent within twenty-four hours via telephone.

As soon as possible, but in any event within twenty-four (24) hours of the removal, the building administrator shall inform the student's parents that the student was removed from class. The building administrator or designee shall keep written logs or records regarding unsuccessful attempts to contact the parents in accordance with this provision.

Student Disciplinary Placement

The Principal shall place the student, who has been removed from a class by a teacher, in one of the following alternative educational settings:

Students who are removed by their teachers must immediately and directly go, or be taken, to the designated removal area. For the duration of the removal, the student shall stay in the short term removal area. At the discretion of the building administrator or designee, the student may instead be sent to another appropriate class, program or educational setting, provided the student is supervised in such an alternative setting. The principal should also take steps to ensure that the students are supervised while in the short term removal area. Students may be required to do work of an academic nature, or work may be related to the student's misconduct (i.e., writing an apology or account of the situation) while in the short term removal area. In no event should students' time in the removal area be recreation or other free time. Cell phones will be confiscated and returned to the student at the end of the removal time.

Parent/Guardian Notification Procedures for Long Term Removal

The Principal shall provide the parent or guardian of a student removed from class-with written notice of the removal and the reason(s) for the removal. The notification shall be made as soon as practicable, but no later than two (2) school days after the student's removal from class. The notice shall also include the reasons for the student's removal and the placement made by the Principal. If the removal from class and change of educational placement involves a student with a disability, the parent notification shall be made consistent with State and Federal laws and regulations applicable to disabled students.

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If the student removed from a class is subject to disciplinary action up to and including suspension or expulsion for the particular classroom conduct and/or other disciplinary incidents the parent shall also be notified of the disciplinary action in accordance with legal and policy requirements.

Students with Disabilities

A student with a disability under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, and Section 115.758, Wis. Stat. may be removed from class and placed in an alternative educational setting only to the extent authorized under the laws.

Definitions

“Student” means any student enrolled in the District, an exchange student, or a student visitor to the District’s schools.

“Teacher” means a person holding a license or permit issued by the State Superintendent whose employment by a school district requires that he or she hold that license or permit.

“Class” or “classroom” means 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. “Class” also includes regularly scheduled District-sponsored extracurricular activities, either during or outside of school hours. Such activities include, by example and without limitation, District sponsored field trips, after-school clubs, and sporting activities.

OTHER FORMS OF DISCIPLINE

It is important to remember that the school's rules apply at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the Principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

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Informal Discipline

Informal discipline takes place within the school. Examples include:

- writing assignments;
- change of seating or location;
- lunch-time or after-school detention;
- in-school (pass or activity) restriction;
- verbal warning
- student/parent/teacher conference
- meeting with school counselor
- behavior intervention plan
- other disciplinary actions determined by the principal or his/her designee.

Detentions

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one day's notice. The student or his/her parents are responsible for transportation. Detention will be served in the assigning members classroom for a maximum of 30 minutes outside of school time for each offense. All co-curricular activities and athletics will be missed until the detention is served. Student's are expected to attend assigned detentions as requested, refusing to attend or missing detentions will result in administrative action that may include in-school suspension for failure to follow the directive of school staff.

In-School Discipline/Suspension

In-School Suspension is used when a student's behavior is inappropriate or unsafe to the school environment. Assigned students will remain in the office for a designated amount of time determined by the principal. Students will be allowed restroom access and meals will be delivered to the student. Cell phones are not allowed and will be required to be turned over to the office upon request. Students shall arrive with enough educational materials to remain busy for the whole time frame. A student missing any portion of his/her assigned time in ISS may be given additional time in the office or face more extensive consequences, in accordance with District guidelines on suspension and expulsion.

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SUSPENSION AND EXPULSION

Board Policy 5610 authorizes the use of suspension and/or expulsion as follows:

A. Suspension

1. Duration and Grounds for Suspension

The Principal or a person designated by the Principal may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days or ten (10) consecutive school days if the student is eligible for special education services under Chapter 115, Wis. Stats., if the suspension is reasonably justified and based upon any of the following misconduct:

- a. Noncompliance with school or School Board rules;
- b. Knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- c. Conduct by the student while at school or while under the supervision of a school authority that endangers the property, health or safety of others;
- d. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of others at school or under the supervision of a school authority;
- e. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of any employee or School Board member of the School District in which the student is enrolled.
- f. Under paragraphs c, d, and e above, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

The District Administrator, the Principal or teacher designated by the District Administrator shall suspend a student if the student possessed a firearm while at school or while under the supervision of a school authority.

The suspension period applies to “school days.” Thus, a suspension period does not include weekend days or vacation days.

2. **Suspension Procedure**

Prior to being suspended, on the day of the alleged infraction or as soon thereafter as is practicable, the student will be advised orally or in writing of the reason for the proposed suspension and given an opportunity to explain his or her conduct.

The Principal, within his or her discretion, may also inform the student’s parents or guardian of the reason for the proposed suspension prior to suspending the student.

3. **Notice of Suspension**

The parent or guardian of a suspended minor student shall be given prompt written notice of the suspension and the reason for the suspension by mail and by sending a copy of the notice home with the student. Oral notice may also be given to the student’s parent or guardian; however, it will be confirmed in writing.

4. **Sending a Student Home on the Day of the Suspension**

Generally, the student should remain in school on the day of the suspension until school is dismissed for the day. Except as provided below, if the situation requires that the student be removed from the premises before school is dismissed, the Principal shall attempt to contact the student’s parent or guardian to request that s/he pick up the student. If the parent/guardian is unable to pick up the student, the student should remain under the school’s supervision until school is dismissed, or in the event law enforcement is involved, under law enforcement supervision.

5. **Opportunity to Complete School Work**

A suspended student shall not be denied the opportunity to take any quarterly, semester or grading period assessments/examinations or to complete coursework missed during the suspension period. Such work shall be completed pursuant to the procedures established by the School Board.

6. **Reference to the Suspension in the Student's Record**

The student's suspension from school shall be entered in the student's record as required by the rules adopted by the School Board concerning the content of student records.

The suspended student or the student's parent or guardian may, within five (5) school days following the commencement of the suspension, have a conference with the District Administrator or his or her designee, who shall be someone other than a Principal, administrator or teacher in the suspended student's school, to discuss removing reference to the suspension from the student's records.

Reference to the suspension on the student's school record shall be removed if the District Administrator finds that: the student was suspended unfairly or unjustly; the suspension was inappropriate, given the nature of the alleged offense; or the student suffered undue consequences or penalties as a result of the suspension.

The District Administrator, or the administrator's designee, shall make his or her finding within fifteen (15) days of the conference.

7. **Co-Curricular or Extra-Curricular Participation**

A student's participation in co-curricular or extra-curricular activities during a suspension shall be determined on a case-by-case basis.

B. **Expulsion**

1. **Grounds for Expulsion**

The Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and only when the student: repeatedly refused or neglected to obey the rules established by the School District; knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; engaged in conduct while at school while under the supervision of a school authority that endangered the property, health, or safety of others; engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health, or safety of others at school or under the supervision of a school authority or endangered the property, health, or safety of any employee or Board member of the School District in which the student is enrolled; or was at least sixteen (16) years old and had repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion. For purposes of this policy, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

2. **Expulsion for Bringing a Firearm to School**

The School Board shall expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm to school or, while at school or while under the supervision of a school authority, possessed a firearm, unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. Any such finding by the Board shall be in writing.

3. **Expulsion Hearing**

Prior to expelling a student, the School Board shall provide the student with a hearing. Prior written notice of the expulsion hearing must be sent separately both to the student and his/her parent(s) or guardian(s) if the student is a minor; otherwise just to the student. The notice will comply with the requirements of State law.

The student, or the student's parent if the student is a minor, has the right to request a closed hearing or the Board may choose to close the hearing. The student and, if the student is a minor, the student's parent or guardian may be represented at the hearing by counsel.

4. **Expulsion Order**

The Board shall reduce its decision to writing in the form of a written order. If expulsion is ordered, the order must state the length of time that the student is to be expelled. The order should also state specific findings of fact and conclusions of law in support of the decision.

5. **Student Records**

The student's expulsion from school shall be entered in the student's record as required by the rules adopted by the School Board concerning the content of student records.

Discipline of Disabled Students

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others or as otherwise permitted by law.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system,

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network, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. A student's refusal to permit such access may be grounds for disciplinary action.

No strip searches will be conducted by any employee of the District, but may be conducted by law enforcement officials, if deemed necessary.

The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe the student has consumed or is under the influence of an alcoholic beverage while on school premises or while participating in a school-sponsored activity. If the student refuses to take the test, the Principal will inform the student that refusal to participate implies admission of guilt leading to disciplinary action consistent with this handbook.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. (Board Policy 5771)

STUDENT'S RIGHTS OF EXPRESSION

Our school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
 - 1. is obscene to minors, libelous, indecent, or vulgar;
 - 2. advertises any product or service not permitted to minors by law;
 - 3. intends to be insulting or harassing;
 - 4. intends to incite fighting or presents a likelihood of disrupting school or a school event; or

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5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the Principal twenty-four (24) hours prior to display.

STUDENT SUGGESTIONS AND COMPLAINTS

The school is here for the benefit of the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the Principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the Principal or to the student government.

STUDENT DUE PROCESS RIGHTS

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

To better ensure appropriate due-process is provided a student, the Board establishes the following guidelines in Policy 5611:

A. Students subject to suspension:

The suspended student, and if a minor, the parent of the suspended minor student shall be given prompt notice of the suspension and the reason for the suspension. The student or the student's parents may within five (5) school days following the beginning of the suspension, have a conference

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with the District Administrator. This conference will serve as the opportunity for the student to respond to the charges against him/her. If the District Administrator finds that the student was suspended unfairly or unjustly or that the student suffered undue consequences as the result of suspension, the student's record shall be expunged.

B. Students subject to expulsion:

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

SECTION V - TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

Bus transportation is provided for all eligible students. The bus schedule and route is available by contacting **Lamers Bus Lines at 608-776-4060**.

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal.

A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the Principal stating the reason for the request and the duration of the change and the Principal approves 24 hours prior to the change. (Board Policy 8600)

BUS CONDUCT

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned vehicles as well as any contracted transportation that may be provided.

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The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

Previous to loading (on the road and at school)

Each student shall:

- be on time at the designated loading zone (10 minutes prior to scheduled stop);
- stay off the road at all times while walking to and waiting for the bus;
- line up single file off the roadway to enter;
- wait until the bus is completely stopped before moving forward to enter;
- refrain from crossing a highway until the bus driver signals it is safe;
- go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

During the trip

Each student shall:

- remain seated and facing the front of the bus while it is in motion;
- keep head, hands, arms, and legs inside the bus at all times;
- not litter in the bus or throw anything from the bus;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other bus riders;
- not eat, play games or play cards, etc.;
- not tamper with the bus or any of its equipment.

Leaving the bus

Each student shall:

- remain seated until the bus has stopped;
- cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;
- be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

VIDEO CAMERAS ON SCHOOL BUSES

The Board may authorize the District Administrator to install and operate video cameras on District buses to enhance student safety and well-being. S/He shall establish appropriate administrative guidelines for the proper use of the cameras.

If a student is reported to have misbehaved on a bus and his/her actions were recorded on the bus camera, the recording will be submitted to the Principal and may be used as evidence of the misbehavior. Since these recordings are considered part of a student's record, they can be viewed only in accordance with State and Federal law. (Board Policy 8600)

PENALTIES FOR INFRACTIONS

A student who engages in misconduct on a bus shall be subject to discipline and may be deprived of the privilege of riding on the bus.

SELF-TRANSPORTATION TO SCHOOL *[For High School]*

The Board regards the use of motor vehicles for travel to and from school by students as an assumption of responsibility on the part of those students -- a responsibility in the care of property, in the observation of safety rules, and in the display of courtesy and consideration toward others.

The Board will permit the use of motor vehicles by students, in accordance with the rules of this District, provided that such students are licensed drivers.

Driving on school property is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Failure to comply with these administrative guidelines may result in loss of privileges and/or disciplinary actions for the student.

The Board will not be responsible for motor vehicles which are lost, stolen, or damaged. Parking lot speed limit is 10 mph.

Students will not be allowed to drive to school-sponsored activities when transportation is provided by the school.

NOTE: BE ADVISED THAT THE FOLLOWING FORMS MUST BE CREATED OR LOCATED IN THE POLICY AND WILL BE AVAILABLE IN THE SCHOOL OFFICE/SCHOOL WEBSITE AS THEY ARE REFERENCED IN THE STUDENT/PARENT HANDBOOK.]

- **Notice of Nondiscrimination and Internal Complaint Procedure (Including Title VI, Title VII, and Title IX) Form 2260 F2**
- **Memorandum to Parents Regarding School Board Policy on Drug-Free Schools Form 5530 F2**
- **Annual Student Records Notice Form 8330 F9**
- **Parent Notification Letter (Blood-Borne Pathogens) Form 8453.01 F5**
- **Student Handbook Certification Form 5500 F1**
- **Authorization for Prescribed Medication or Treatment Form 5330 F1**
- **Authorization for Nonprescription Drug Products or Treatment (Secondary Version) Form 5330 F1a**
- **Authorization for Nonprescription Drug Products or Treatment (Elementary Version) Form 5330 F1b**
- **Request to Inspect Survey Form 2416 F2**
- **Request That Directory Information not be Released to Recruiters Without Prior Written Consent. Form 8330 F13**

In addition a copy of State and Federal statutes must be available to the public in each school's main office.



ARGYLE SCHOOL DISTRICT VISION

Argyle students graduate prepared for life's challenges and opportunities.

BOARD OF EDUCATION

President: Heath Isely

Vice President: Michelle Godfrey

Clerk: John Leigh

Treasurer: Jon Stoeger

Director(s): Derek Zimmerman, Kevin Slater & Nicole Meinert

DISTRICT STAFF

District Administrator: Mr. Randy Refsland, 608-543-3318 ext. 304

PK-12 Principal: Mr. Travis Erickson, ext. 308

District Business Manager: Mrs. Megan Leonard, ext 305

Athletic Director: Mrs. Heidi Ganshert, ext. 141

PK-12 School Counselor: , ext 306

Director of Special Education: Mrs. Lisa Aalgaard, 608-822-2164

OFFICE SUPPORT STAFF

District Office/Elementary Secretary: Ms. Stephanie Paulson, ext.301

Middle/High School Secretary: Ms. Jenna Bocklund, ext. 302

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