

Spooner Area School District

Spooner High School

“Home of the Rails”



Student/Parent Handbook

2025-2026 School Year

Mission Statement

“Preparing each student for a successful future.”

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Foreword

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during 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 supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

If any of the policies or administrative guidelines referenced herein is revised after July 1, 2025, the language in the most current policy or administrative guideline prevails. The current policies and guidelines are available on the Spooner Area School District's website.

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 the Spooner High School Principal

This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the District Administrator and approved by the Board of Education. 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, and as such, the school administration reserves the right to make discretionary decisions pertaining to the contents within. If you have questions or would like more information about a specific issue, contact your school principal.

Board of Education Approval:

[] Student Handbook adopted on *June 16, 2025*

Letter to Students

Spooner High School Students,

Welcome to the 2025-2026 school year. It is our utmost goal to ensure you experience a safe and supportive environment that is conducive to learning during your time in high school. This handbook provides the guidelines and policies to keep our “Rails on Track” Please note these guidelines are aligned with district and board of education policies. By fostering the best learning environment possible, you will have the opportunity to discover and develop into the best version of yourself. It is our mission to provide you with experiences that lead to your future success both in school and beyond.

This is an exciting year at SHS. We have several new class offerings in just about every discipline. The teachers have been working hard to get these new courses ready for you to enjoy and learn. We hope you are as excited as we are about this truly relevant curriculum.

Additionally, we invite you to get involved in your school. Join a club. Play a sport. Be active in school leadership. Start something new. These years should be the greatest of your lives, and we want to help ensure that is the case.

Let’s make this is a great year where we all grow and learn. Go Rails!

Sincerely,

Greg Posewitz

Principal

Terry Otradovec

Dean of Students

Dawn Meyers

School Counselor

7 TIPS FOR MAINTAINING A POSITIVE ATTITUDE

1. Learn healthy ways to manage your stress.
2. Think of challenges as opportunities to shine.
3. Look for the best in others - and yourself.
4. Eat right and get plenty of rest.
5. Focus on the joys in life and remember to laugh.
6. Keep things in perspective. Do what you can do, and let the rest go.
7. Take pride in your work and your achievements.

“The greatest discovery of my generation is that man can alter his life simply by altering his attitude of mind.” - William James

SPOONER HIGH SCHOOL VALUES

Spooner High School is a safe place where all students can learn.

Spooner students and staff are committed to fostering these high school core values:

Compassion:	To show kindness and caring for others
Courage:	To face difficult situations with confidence and determination
Honesty:	To constantly seek and speak the truth
Justice:	To consider the perspective of others and to demonstrate the courage to be consistently fair
Respect:	To value self, others, and property
Responsibility:	To be accountable for your actions
Work Ethic:	To complete an assignment or chosen activity

2025-26 Bell Schedule	
Period	Times
First Bell	7:50
Announcements	7:55 - 8:00
1	8:00 - 9:25
2	9:30 - 10:55
9/10 Lunch	10:55 - 11:25
11/12 Intervention	11:00 - 11:25
11/12 Lunch	11:25 - 11:55
9/10 Intervention	11:30 - 11:55
3	12:00 - 1:25
4	1:30 - 2:55
Rails Time	3:00 - 3:25

2025-26 SPOONER HIGH SCHOOL CALENDAR

August 27	Summer School Day – Link Leader Training
August 28	Summer School Day – Freshman Orientation
Aug 29-Sep 1	No School -Labor Day
September 12	School Picture Day
September 26	Homecoming
October 1	T1 Parent Teacher Conferences
October 6	No School Professional Development Day
October 17	School Picture Retake Day
October 31	Term 1 Ends
November 3	No School Professional Development Day
November 24-28	No School - Fall Break
December 10	Term 2 Conferences
December 24-Jan 1	No School - Winter Break
January 22	Term 2 Ends
January 23	No School - Professional Development Day
February 13	No School - Professional Development Day
February 16	No School - Presidents Day
February 25	Term 3 Conferences
March 26	Term 3 Ends
March 27	No School - Professional Development Day
March 30 - April 3	No School - Spring Break
May 6	Term 4 Conferences
May 22	Class of 2026 Commencement
May 25	No School - Memorial Day
May 29	Last Day of School

Nine-Week Grading Period

Term	Dates	Report Cards Distributed
1	9/2/2025 - 10/31/2025	November 7, 2025
2	11/4/2025 - 1/22/2026	January 29, 2026
3	1/26/2026 - 3/26/2026	April 6, 2026
4	4/6/2026 - 5/29/2026	June 5, 2025

Parent Teacher Conferences

Event	Date	Time
Term 1 Conference	Wednesday, October 1, 2025	4:00 – 7:00 PM
Term 2 Conference	Wednesday, December 10, 2025	4:00 – 7:00 PM
Term 3 Conference	Wednesday, February 25, 2026	4:00 – 7:00 PM
Term 4 Conference	Wednesday, May 6, 2026	4:00 – 7:00 PM

During the academic year, teachers will be in frequent communication with families via Skyward email messages, phone calls or through scheduled appointments. We encourage families to contact teachers with concerns immediately and whenever the need arises as opposed to waiting for a scheduled date for formal conferences.

STATEMENT OF NONDISCRIMINATION

SPOONER AREA SCHOOL DISTRICT

PUBLIC NOTIFICATION OF NONDISCRIMINATION

It is the policy of the Spooner Area School District that no person may be denied admission to any public school in this district or be denied participating in, be denied the benefits of, or be discriminated against in any curriculum, extracurricular, pupil service, recreational, or other program or activity because of the person's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, learning disability or handicap as required by S118.13, Wis. Stats. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973 (handicap) and Americans with Disabilities Act of 1990 (disability).

The Spooner Area School District recognizes that not all students wish to stay involved in formal education beyond high school and must, therefore, be prepared to enter the labor force as productive workers. Programs offered, but not limited to, are classes in agriculture, business education, family and consumer education, and industrial-technical education. All District career and technical education opportunities are offered to students on a nondiscriminatory basis.

The District shall provide appropriate educational services or programs for students who have been identified as having a handicap or disability, regardless of the nature or severity of the handicap or disability. The District shall also provide reasonable accommodations for sincerely held religious beliefs with regard to examination and academic requirements.

The district encourages information resolution of the complaints under this policy. A formal complaint resolution procedure is available to address allegations of violations of the policy in the Spooner Area School District. For more information review [Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity](#) and [Policy 2260.01 - Section 504/ADA Prohibition Against Discrimination Based on Disability](#) or visit Board of Education Policies on the district webpage.

Any questions concerning this policy should be directed to:

Josh Fizel
fizelj@spooner.k12.wi.us

715-635-2171

Spooner Area School District

801 Cty Hwy A

Spooner, WI 54801

or

Ms. Katelyn Riewestahl
riewestahlk@spooner.k12.wi.us

715-635-2171

Spooner Area School District

801 Cty Hwy A

Spooner, WI 54801

SPOONER HIGH SCHOOL ATTENDANCE POLICY

Attendance Procedures (See District Policy 5200)

All students must be in compliance with the attendance requirements of Spooner High School, Washburn County, and the State of Wisconsin. All children between ages 6 and 18 must attend school full time until the end of the term, quarter, or semester in which they become 18 years of age unless they have a legal excuse. Wisconsin State Statute 118.15 (3)(a) allows for a student to miss up to 10 days excused by a parent or guardian or when the absence is pre-arranged. Any further absences would be considered unexcused if not accompanied by a written professional excuse. After 10 missed days, if the lack of attendance continues or starts to interfere or impede the learning of the student, a referral may be made to Washburn County for truancy. Regular attendance and promptness are the essentials of good performance on any job. Absence from school is the greatest single cause of poor academic achievement in school.

Excused absences are granted for reasons such as but not limited to personal illness, a death in the family, family emergencies, family trips, special events of educational value, and/or special circumstances that have prior approval from the school administration. Excused absences still count toward a student's 10 days as determined by Wisconsin State Statute 118.15 (3)(a).

When an absence is arranged in advance, it is considered a prearranged excused absence and students can make arrangements with their teachers to get missing work. A written or verbal notification by a parent/guardian stating the reason for the absence must be submitted to the office. A prearranged form will be given to the student to take to their teachers to retrieve their missed work ahead of time. This work should be completed upon returning to school.

Exempt absences do not count toward a student's 10 days allowed. Examples would include medical examinations, court appearances, approved school activities, and college visits. Medical excuses, provided by a doctor, are considered legitimate excuses and will be exempt. The school must be provided with a doctor's note exempting these dates but will not exceed 30 days in advance. After 30 days from the date of the note, an updated doctor's note will need to be provided by the family to the school.

Absenteeism from school for reasons other than those cited shall be regarded as unexcused.

Tardies are considered unexcused without a legitimate reason and must be excused by a teacher/parent/guardian. In order for a tardy to be excused by a parent or guardian, the parent or guardian must contact the school within 24 hours of the student's tardy. Students arriving tardy for the class will be assigned an unexcused tardy which cannot be excused by a parent/guardian. Students may receive disciplinary action such as after-school detention or in-school suspension due to unexcused tardies. School administration may choose not to accept an excuse if it is deemed not to be acceptable (ex: student stopped for coffee before arriving at school, student overslept). Parent meetings will be scheduled for students who are chronically tardy. Students and parents should be aware that truancy can be filed due to chronic tardiness.

Parents are required to provide verbal and/or written verification regarding all student absences. Notes should include the student's name, date, specific reason for absence and a parent/guardian signature. Absence notes should be turned in before school daily to the Spooner High School Office. Students who are 18 years of age are still required to have a

parent or guardian contact the school in order for the absence or tardy to be excused unless the student is living on his/her own.

Written notification regarding student absenteeism will be sent home on the student's third and fifth unexcused absence or on his/her tenth excused absence. The purpose of these letters will be to communicate with you about your child's attendance and to stress the importance of attending school on a regular basis. Missing greater than half of the school's periods constitutes one full day's absence.

Situations in which students have excessive unexcused absences or tardies will be reviewed by the attendance officer. Students may receive disciplinary action such as after-school detention or in-school suspension due to unexcused tardies. School administration may choose not to accept an excuse if it is deemed not to be acceptable (ex: student stopped for coffee before arriving at school, student overslept).

Several factors go into making a truancy referral such as the student's classroom performance/grades, degree of family-school communication, and the student's school behavior/office referrals. A certified letter will be sent home and attempts to meet with the student and parent/guardian will be made prior to filing truancy. If the student's attendance rate does not improve a truancy citation will be filed.

The Spooner High School automated phone system will notify parents daily of student absences from school.

See page 56 for the Washburn County Truancy Ordinance.

Extracurricular Participation and Attendance

A student must be in school attending classes during the entire day in order to participate in a school activity unless the Principal is notified in advance as to extenuating circumstances. A final determination as to whether a student will be allowed to participate in a school activity will be up to the discretion of the Principal.

School Attendance Officer

In accordance with Wis. Statute 118.16, building principals are designated as attendance officers for the Spooner Area School District.

Closed Campus

The Spooner High School has a closed campus for 9th & 10th-grade students. Students may not leave the High School grounds between 7:55 am and 3:17 pm without parental permission and notifying office personnel. This includes lunchtime. If a student leaves and returns the same day during school hours, the student must sign in at the office. Students may not be in the parking lots. If parents want to sign their students out for lunch, they will need to come to the HS office and do so. Students in grades 9-10 will *not* be permitted to leave during the lunch hour with a parent phone call. This policy is in place for the safety of our students. Students leaving campus without permission are truant under the Washburn County Truancy Ordinance and a truancy citation will be filed.

Off-Campus Passes

Students will be allowed passes off-campus only for legitimate urgent reasons, such as medical appointments, and only with written permission from parents. The time allotted for off-campus business may be limited. Students are required to provide documentation of appointments upon their return to school. Appropriate forms must be filed for student

drivers with a copy of the license on file in the office for students to drive off-campus. Otherwise, it is expected that the guardian or designee signs the student out of the office. Students are required to bring in a note to the office in the morning before school or during lunch. The office will provide students with a pass to leave at the designated time. Check into the office upon returning to school.

Open Campus/Lunch Hour

Seniors will be granted the privilege of open campus during the 30 minute lunch period, 25 minute WIN time, and 25 minute Rails time providing they meet the criteria below.

Juniors will be granted the privilege of open campus during the 30 minute lunch period and 25 minute Rails time provided they meet the criteria below. (WIN Time will be added to open campus privilege after the ACT test is taken.)

- 1.) Obtain written parental permission to leave campus
- 2.) Demonstrate a pattern of consistently following school rules and expectations which means less than 2 major discipline referrals
- 3.) Maintain passing grades in all classes
- 4.) No more than 2 missing assignments
- 5.) Attend school regularly with no more than one unexcused absence and/or three tardies in the term
- 6.) Return to campus/school on time
- 7.) Conduct themselves appropriately while off school grounds during open campus

If a student does not meet the above-mentioned criteria then open campus privileges will be revoked. Additionally, the administration reserves the right to revoke open campus privileges for any issues related to discipline, attendance, or safety concerns. Transporting other students is not permissible without written parental consent from all students.

Leaving School Without Permission

The school has a responsibility to account for students during the school day. When students choose to leave without permission, we are unable to do that. If students leave school grounds without permission, we will first contact parents. If the status is not determined, we may notify law enforcement to assist. Unexcused absences are subject to attendance and discipline policies.

Inclement Weather / Snow Emergency

If the Superintendent of Schools finds it necessary to close our schools, families will be advised by the following radio stations or by ParentSquare.

WCSW-AM 940 - Shell Lake WGMO-FM 95.3 - Shell Lake WJMC-AM 1240 - Rice Lake
WJMC-FM 96.3 - Rice Lake WAQE-FM 97.7 - Rice Lake WHSM-AM 910 - Hayward
WRLS-FM 92.3 - Hayward

School Hours 7:50 am - 3:25 pm

1. Hours are subject to adjustment to accommodate in-service, early release, etc
2. The time periods before and after school are used by the teachers to prepare their lessons. We ask that you do not have your child arrive any earlier than 7:45 am. Doors will open at 7:40 am; students will not be admitted prior.

Building Hours 7:40 am - 3:40 pm

The high school office will be open to students from 7:45 am to 3:30 pm daily. Teachers are in the building before and after school as well as by appointment for student and/or parent conferences with instructional and/or student services staff. Pre-conference contact should be made by students and/or parents to establish the conference purpose, participants, time, and place.

TRANSPORTATION INFORMATION

Bussing

Bus Expectations

The school bus is an extension of the classroom and any problems on the bus will be dealt with accordingly. Students not complying with the following rules are subject to disciplinary action such as loss of bus-riding privileges, after-school detention, and in or out-of-school suspension. Bus concerns will be handled by the school administration and/or in collaboration with Spooner Bus Company and communicated with students and their families.

Bus Changes – Emergencies Only

Only emergency bus changes will be allowed. If there is an emergency and your child must be dropped off at a different location, please follow the following procedure.

1. Call the school office(s) of your child(ren) **no later than 2:30 pm** with the address you child(ren) need to be dropped off at.
2. The school office will contact the Spooner Bus Company to determine what bus your child will ride on and arrival time.
3. The school office will complete a bus pass for the student(s) to give to the bus driver as they load onto the bus.

Previous to Loading

1. Be on time - keep buses on schedule.
2. Wait until the bus comes to a stop before attempting to enter it.
3. Do not move toward the bus at the school-loading zone until the bus has come to a complete stop.
4. No equipment will be allowed on the bus without special permission by the Principal. This includes, but is not limited to; skateboards, ski equipment, sleeping bags, luggage, etc.

On the Bus

1. Keep head, arms, and hands inside the windows.
2. Keep hands to yourself and away from other passengers and their property.
3. Be courteous - use no profane or obscene language.
4. Do not push, shove, or scuffle with another passenger.
5. Remain seated while the bus is in motion.
6. Treat bus equipment as you would furniture in your own home.
7. Passengers cannot be discharged at places other than authorized stops unless written permission is obtained from the parent.
8. Do not throw anything inside the bus or out the window.
9. Assist in keeping the bus free from unnecessary litter. Help keep it clean.
10. Only school-authorized passengers can be permitted to ride.
11. Shouting, horseplay, and unnecessary loud talking will not be tolerated. Passengers will, at all times, be expected to conduct themselves in an orderly manner.
12. Eating or drinking will not be permitted on the bus.

After Leaving the Bus

1. After getting off the bus, check for traffic and wait to be signaled to cross by the bus driver.
2. Help look after the safety and comfort of young riders.
3. Be alert to the danger signal from the driver.

SASD Transportation Policy

Minor Offense

Examples of minor offenses include, but are not limited to: Being out of your seat, eating on the bus, chewing gum on the bus, littering, disrespect, horseplay, and swearing.

Consequences* for Minor Offense Infractions

1st Offense	Warning
2nd Offense	Warning
3rd Offense	One-day bus suspension; meeting to be held with a school administrator, parent, and/or bus company representative
4th Offense	Three-day bus suspension
5th Offense	Students will be suspended from the bus riding privileges pending a hearing between the Superintendent, Principal, and parent, to decide whether to suspend the student's bus riding privileges for the remainder of the year.

Major Offense

Examples of a major offense include, but are not limited to: Smoking/setting fires, vaping, weapons, fighting/hitting, disrespect toward driver or bus aide, and harassment.

Consequences* for Major Offense Infractions

1st Offense	Two-day bus suspension with parent contact by a school administrator
2nd Offense	Four-day bus suspension with parent contact by a school administrator
3rd Offense	Six-day bus suspension with parent contact by a school administrator
4th Offense	Students will be suspended from the bus riding privileges pending a hearing between the Superintendent, Principal, and parent, to decide whether to suspend the student's bus riding privileges for the remainder of the year.

*Consequences may vary based on the severity of the offense.

Activity Transportation (Board Policy 5515)

When Spooner students are attending a school-sponsored activity, they must ride to, and return from, the activity with the staff member and vehicle provided by the district. Any exceptions will be made through the coaches or supervisor when a parent or guardian signs a travel release form. Parents and families should arrive as close as possible to the return time of school buses or vehicles from an evening activity so as to allow students to be picked up shortly after their arrival back to town.

STUDENT HEALTH AND SAFETY

School Wellness Nutrition and Physical Activity

High school students are active, energetic, and enthusiastic learners. Good nutrition and regular physical activity positively influence their learning environment. You can support your student by

- 1. Promoting good snack foods such as fruits, vegetables, and whole grains. Fiber-rich foods are encouraged.
- 2. Encouraging milk, water, and/or 100% fruit juices. Try to decrease your intake of sweetened beverages.
- 3. Providing the recommended 60 minutes of physical activity a day.
- 4. Promoting physical activity at home while reducing screen time.
- 5. Being aware of appropriate food portions for your student's height and weight.
- 6. Maintaining a regular and consistent sleep schedule. 9-11 hours may be needed to prevent daytime sleepiness.

Our District Nurse is available to answer any additional questions. District Policy 8510 addresses nutrition and physical activity in greater detail.

Hot Lunch Program / Breakfast Program

A student may bring his or her lunch from home or purchase lunch and/or milk or juice at school. Spooner Area School District has a Universal Free Breakfast program to allow all students to begin the day with a healthy breakfast. A Grab N' Go-style Breakfast is served before school from 7:40 - 7:50 in the High School Commons and outside the media center during passing time between periods 1 and 2.

The following lunch prices are established for the 2025-26 school year.

Lunch	9-12 \$3.50	6-8 \$3.40	K-5 \$3.15	Adult \$4.85
Breakfast	We are participating in the Universal Free Breakfast Program so all Kindergarten through 12th Grade Students are free			
Ala Carte Milk	\$0.60 for all			

Washburn County Mental Health & AODA Crisis Line

24 hour coverage 1-888-860-0373

Washburn County Health & Human Services

715-468-4747

Lakeland Family Resources

715-635-4669

Aurora/Access Counseling

715-635-4858

Soar Counseling

715-468-2841

Description of Services During the School Day

Students who become ill, receive a minor injury, or need medication are sent to the office by their teacher/supervisor with a note. If necessary, another student or staff member accompanies them. The District Nurse will be contacted if unavailable in the building and office staff is unable to address the student's needs.

Immunizations

1. State law requires that all children entering Wisconsin schools for the first time be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, hepatitis B, and varicella (chickenpox). These requirements can be waived only if a properly signed health, religious, or personal conviction exemption is filed with the school.
2. As required by Wisconsin Statute Chapter 252, the Washburn County Health Department monitors student immunization compliance. The health department receives de-identified reports regarding immunization compliance yearly.
3. Parents will receive communication from the school regarding immunization compliance on the 15th and 25th days of school, including notification of exclusion that may occur if the student is not up to date on vaccines.
4. Parents will receive information on other recommended and required vaccines as appropriate.

Illness / Injury

A child who appears ill should remain at home. Students should be fever-free for 24 hours without the use of fever-reducing medications before returning to school. Students should not have vomited or had a loose stool for 24 hours prior to returning to school. In the event of a communicable disease outbreak, more stringent guidelines may be implemented. Students suspected of having a communicable disease requiring exclusion from school will be sent home and require a health care provider's clearance/proof of treatment before returning to school. A student may also be readmitted following a suspected communicable disease if they meet protocols established as a result of the implementation of the Communicable Disease Safety Plan.

Further information can be found at

<https://www.dhs.wisconsin.gov/disease/childhood-communicable-diseases.htm>.

Parents of children who become ill or are injured in school will be notified and requested to transport the sick/injured child. An emergency health form will be completed upon enrollment to inform the school of persons to be notified in an emergency when parents

cannot be contacted. Also, parents are requested to inform the school of any health problems the child has, so an effective education program may be planned.

Severe Injury/Accident

In the event of a severe accident or injury staff may provide first aid and CPR to the highest extent of their training. The following measures will occur

1. The principal or designee will be informed as soon as possible.
2. The school will contact the parents as soon as possible.
3. A staff member will stay with the student until the parents or guardian assume responsibility.
4. If in the opinion of the principal or designee, the illness or injury requires immediate medical attention, an ambulance will be summoned.

School Injury

1. Student Responsibility: Students have a responsibility to report any injury incurred while:
 - a. Attending regular school sessions
 - b. Participating in school-sponsored extracurricular activities
 - c. Participating in school-sponsored interscholastic sports
 - d. Traveling directly to and from school sessions, and while traveling to and from school-sponsored extracurricular activities while under the supervision of a school employee
2. The parent/student must provide medical provider documentation to instruct staff on any activity restrictions required during the school day.

Medication Policy

All student medications should be administered by the parent at home, if possible. Should it be absolutely necessary for your child to take medication during the school day, the following procedure should be used:

1. For prescription medications, the parent shall obtain signed orders from the student's physician detailing the name of the medication, dosage, times to be given, and when medication is to be discontinued. The parent shall also provide permission authorizing the school district personnel to carry out the physician's orders and instructions. "Consent to Administer Prescription Medication" Forms are available in the school offices and on the health services website.
2. Non-prescription medications require parents to fill out and sign the "Consent to Administer Over the Counter Medication" form, which is available on the health services website and in the school offices. Parents may be able to provide consent to administer medication electronically, via Skyward, for some medications at the start of the school year.
3. Prescription medications must be delivered to office staff or health office staff by the parent or guardian of the student. Medication must be in a pharmacy labeled container indicating expiration of medication and any special storage requirements.

Please help us abide by the medication policies of the Spooner Area School District. If you have any questions, please contact the district nurse.

Head Lice

If a student is suspected of having head lice, the student shall be removed from the classroom as unobtrusively as possible for further inspection. The student may be inspected privately by the school nurse, or by other trained building personnel designated by the principal in collaboration with the school nurse.

If a student is found to have head lice:

1. The parent/guardian will be notified. The student shall be allowed to return to the classroom for the remainder of the day if practical to do so. The school nurse or principal designee will comb live lice out of a student's hair.
2. While there is no medical reason to remove a child from school due to head lice, the student's parent/guardian may choose to take the student home before the end of the school day.
3. The student shall be readmitted when the school receives documentation of treatment for head lice. This may include, but is not limited to, a note from the parent stating the treatment used, or a treatment product bottle, box top, label, receipt, etc. Students will be re-inspected by the school nurse and/or principal's designee, upon return to school.
4. A student should not miss more than one day of school following head lice detection. Truancy laws will apply to students missing excessive amounts of school due to head lice infestations.
5. Students may be checked daily by the school nurse for signs of head lice. If the student is still experiencing symptoms of head lice after the initial treatment and second treatment, a referral to the local health department will be made by the school nurse. The health department will educate the family and check into the reasons why the infestation is continuing. A signed letter by the health department is then needed for re-admittance back to school. If after another 2 weeks signs of an infestation continue a referral to social services and/or a community service agency to assist the family will be made to assist families with head lice removal.

Parents/guardians are requested to report to the school cases of head lice infestation that they discover at home. The school nurse, principal, or principal's designee will determine what interventions are appropriate in the school setting. The District reserves the right to inspect other known household contacts (e.g. siblings) and close personal contacts attending school in an effort to stem outbreaks in other classes. However, seldom is inspecting an entire classroom or student body necessary or effective. The school nurse shall monitor environmental conditions and be responsible for making recommendations to decrease the transmission of head lice.

Meningococcal Disease: Protect Your Child

Public health authorities recommend that teenagers and college-bound students be immunized against a potentially fatal bacterial infection called meningococcal disease, a type of meningitis. Meningococcal bacteria can be transmitted through direct contact with respiratory and/or oral secretions from an infected person (for example, through sharing drinking containers or kissing). Teenagers and college students are at increased risk for meningococcal disease compared to the general population, accounting for nearly 30 percent of all US cases every year. The disease can progress rapidly and can cause death or permanent disability within 48 hours of initial symptoms. The Centers for Disease Control and Prevention (CDC) and other leading medical organizations recommend routine meningococcal immunization with meningococcal conjugate vaccine (MCV4) for 11-12 years. Teens receiving this vaccine at 13-15 years old will need a booster at age 16-18 years of age. Students graduating high school who have never received the vaccine should ask about getting it as well, especially if they will be living in college dorms or military barracks.

To learn more about meningococcal disease, vaccine information, and public health resources visit the following web sites.

- CDC meningitis website: <https://www.cdc.gov/meningitis/index.html>
- WI Department of Public Health:
<https://www.dhs.wisconsin.gov/immunization/meningvaccines.htm>

Concussion

Suffering a concussion can be a serious injury for any student. If a concussion is suspected the student will be removed from physical education classes, recreation time, and school-sponsored sports. The parents/guardians should bring the child to their health care provider for further assessment, per school policy 5340 and WI State Law 111.293. High School athletes may also work with the Athletic Trainer for assessment of injury and clearance. If the student is diagnosed with a concussion, written clearance to return the student to the activity will be requested from the health care provider.

Emergency Drills

1. All staff and students will participate annually in emergency drills.
2. Students are to move in an orderly manner to their assigned area during an intruder alert, fire or fire drill, or a tornado or tornado drill.
3. Students will remain silent during all emergency drills and follow any directions given by staff members and/or a PA system.
4. When students are evacuated from their classrooms, all teachers will bring their classroom emergency kit. Once in a safe location attendance will be taken.

GENERAL STUDENT PROCEDURES

Bicycles / Skateboards

All bicycles must be left outside in the racks provided. The bikes are not to be removed during the day. It is strongly recommended that all bicycles be locked. The use of skateboards is prohibited on school grounds.

Dress Code (Board Policy 5511)

Students will be appropriately dressed at all times. Personal appearance should not disrupt the educational process, call undue attention to the individual, violate federal, state, or local health and obscenity laws, or affect the welfare and safety of the student or his/her classmates. Students are encouraged to talk with teachers or administrators if they feel their learning environment is disrupted by another student's attire. Specific dress rules include

1. Clothing should cover undergarments at all times.
2. No excessive cleavage or midriff may be exposed.
3. No tops cut low under the arms that may expose undergarments may be worn.
4. No clothing will be allowed that defames, degrades, or is offensive to gender, race, color, religious creed, sexual orientation, national origin, ancestry, age, a physical or mental impairment, or culture. Nor shall any clothing display any suggestive or objectionable material. Clothing must not advocate unhealthy behavior, dangerous practice, or create a safety problem (includes no graphics/text containing sexual connotations, controlled substances, or violence). Inappropriate clothing will be at the determination of the Principal or Dean of Students. If you have a questionable item, ask before you wear it.
5. Shorts and skirts must be an appropriate length at the determination of the Principal or Dean of Students.
6. Headwear is not to be worn in the school building from the first bell until school dismissal (7:50 am to 3:25 pm) and must be stored in your locker if it is brought into the building. Exceptions may be made on a case-by-case basis by an administrator for specific medical, religious, or safety situations.
7. Blankets are not allowed in classrooms.

8. Outerwear and jackets may be worn in classrooms due to fluctuating temperatures throughout the building.
9. Students must wear shoes at all times while on school property unless otherwise instructed by a teacher or administrator.
10. The district administrator may require the wear of Personal Protective Equipment on district property based on public health conditions.

Students found to be in violation of the dress code should be referred to the high school office. Students will be required to change into and/or will be provided with alternate clothing. If no appropriate clothing is available, students may be placed in In-School Suspension until a parent/guardian can bring appropriate clothing.

Alternative appropriate clothing may be available from the HS or the counseling offices.

Field Trips

Field trips are planned by the teacher and approved by the building principal. These trips are an integral part of the educational program and are supplemental to the teaching units. You will be notified through the school, in writing, of pertinent information about any trip that the class is anticipating. A signed permission form will be requested of the parent or guardian to enable the student to participate.

Fundraising for School and Non-School Purposes (Board Policy 5830)

All fundraising activities for school purposes must be approved by the Board of Education per Policy 5830. A student may not solicit contributions, collect funds, distribute material, or sell any item(s) for any non-school purposes on school property, at school-sponsored functions, or on school transportation, without permission of the principal.

Lockers and Other School Property (Board Policy 5513 & 5771)

Lockers, desks, books and other equipment loaned to students remain school property while in possession of the student. School property is provided for the convenience of the student and shall be used only for authorized purposes. Students will be expected to reimburse the school district for damage to school property, or for the loss or theft of such property. Open beverage containers are not allowed in student lockers. Student lockers have locks to protect student property. Lockers are part of school property, and school officials reserve the right to inspect all lockers. (See Board Policy 5771) Locker clean-outs will be done at the completion of the school year. To further help protect student property, we offer the following suggestions:

- Mark all personal property with your name in legible ink.
- Do not share your locker combination with anyone.
- Do not bring large amounts of money or other valuable items to school.
- Keep your locker closed and locked unless you are present.
- Report to the office any lockers or locks which do not function properly.
- Report any lost or stolen items to the office as soon as possible.
- Students will be responsible for locker damage/vandalism.
- Students shall only use that locker that is assigned to them by the office. Any changes must be pre-approved by the office.

Personal Property

The Spooner Area School District is not responsible for the loss of any personal property. This includes items taken from student lockers or any other place provided for students. The person losing property should contact his/her own insurance or coverage.

Lost and Found

Loss of books and other valuable items should be reported to your teachers or the office. All articles, such as clothes, billfolds, money, pens, pencils, jewelry, etc should be turned into the teacher in charge of the room in which you find the item. When reporting a lost item to the office, be prepared to describe it. In the event you lose a school book, you will be issued another and charged for the book you lost. Always check the lost and found in the High School Office. Lost and Found items will be displayed on a table for a minimum of two weeks. Any items not claimed by that time will be donated.

Cafeteria and Lunch Procedures

All students who purchase or bring their lunch must eat in the cafeteria unless authorized by a teacher to eat in a classroom. Outside seating may become available in the fall or spring depending on the weather. The ability for students to eat outside will be under the discretion of the school administration. Students cannot eat in the parking lot or in vehicles. Rules which are important to observe are:

- Stand in line quietly.
- Always use a tray.
- Assist with cleaning lunch tables.
- Keep the cafeteria neat and orderly.
- Backpacks/book bags are prohibited in cafeteria lines.
- Students are not to loiter near the doorways or water fountain.
- Sitting on the floor or concession stand counters is prohibited.
- Students may not eat outside without permission from a supervising staff member.
- Sit where there is a vacancy - do not expect to sit at the same table or with the same people every day. Students must sit on a table's seat.
- Make sure that all paper, bags, and all waste are placed in the containers for that purpose.
- Talk in conversational tones.
- Remain in the cafeteria until dismissed by the bell indicating to proceed to your next class. Students may not go to other parts of the building without permission.

Office

The office at Spooner High School should be used as a resource for both students and parents. Accurate records of student progress in this school are also kept in this office. Your cooperation with the following reminders will aid in such efficiency:

- Office telephone is available for students during passing periods and lunch or with staff permission
- No students are permitted behind the work counter in the office

School Pictures

Student school pictures will be taken in the early fall of the school year. Parents should plan on 5-6 weeks for delivery. An order form will be sent home with students before the designated picture day. All students are required to take a school photo regardless of whether they plan to purchase the photos.

School Media Center

The Spooner High School has a central media center under the supervision of a technology Media Integrationist and the library/media aide. This service makes available to students

and teachers up-to-date collections of books, CDs, and other audio-visual aids. Parents are encouraged to foster appropriate values in the care and use of media materials. Lost and damaged materials are the financial responsibility of the student. Privileges may be withheld to encourage the return of materials when they are overdue.

- Food and/or drink will be allowed in the MC provided it does not interfere with the learning environment. School Staff reserve the right to not allow food/drink in the media center.
- Students must present a pass to the front desk when entering and get one before leaving the MC.
- Students are responsible for any items damaged or not returned.
- When the MC is reserved by a class, students not in that class will not be allowed to stay - only to drop off or pick up an item, unless given permission from the MC staff.
- All school-provided electronic devices and/or items must be checked out before leaving the MC. See the "Computer Usage" section for computer use.

Counseling Services

Counseling services are provided at Spooner High School to assist students with academic, career, and social/emotional needs. Services include Rails Time support, monitoring student grades and progress, small group interventions, individual counseling, peer tutoring, and parent/teacher support. Please contact the Counseling Office to set up an appointment with the High School Counselor for more information and with your specific request.

Hall Passes

Students are not permitted in the hallways during class time unless they have an approved written pass, or are under the direct supervision of a teacher. Students are encouraged to plan their day to allow for visits to lockers and restrooms before and after school, and between classes. A student will need a pass to go to the Media Center, a teacher's classroom, the office, etc. during a period. Additionally, no students will be allowed to leave the commons area during lunch without staff approval. Any staff member has the right to verify a student's pass. Students caught abusing hall passes may be subject to disciplinary action.

Backpacks

Backpacks and cinch/athletic style bags will **NOT** be allowed in classrooms. All backpacks should be stored in your locker. It is also important to note that school officials reserve the right and ability to search any bags if there is a reason to believe a student has something that violates district policies and/or may pose a threat to the safety of the building and/or student(s).

Telephone / Text Messages

Parents/guardians should avoid calling to give personal messages except in case of an emergency. Students cannot be called from class to receive a message unless it is an emergency. In the event of an emergency, the student will be notified immediately. Parents should refrain from texting their students during the school day.

After Hours Supervision

Students are not to be in the school without faculty supervision including gymnasium, weight room, media center, or computer rooms. Students should not be in these areas at any time without proper supervision. Any students remaining on campus after hours should report to the HS commons area unless they are under the direct supervision of a teacher/coach. The academic hallways will be closed to students by 3:45 PM daily.

Announcements

Announcements are read daily at the beginning of 1st Block. Student announcements must have administrative approval prior to being included in the daily announcements. Additionally, announcements are posted daily on the Spooner Area School District website.

Computer Usage

Spooner Area School District (SASD) adopted a Computer and Internet Conditions, Rules, and Acceptable Use Agreement that clearly delineates the regulations regarding technology usage at SHS. Each student will be required to sign and return this document acknowledging your understanding of acceptable technology use prior to student use and password access for the current school year. Acceptable-use policy violations by students can result in restricted or complete loss of computer/internet access ranging from one school day to the remainder of the school year.

Cell Phone Policy

To maintain an engaged learning environment, cell phone use is prohibited during the instructional time. To clarify, cell phones are not to be seen or heard from bell to bell. This includes WIN time except in designated areas. If a student has an emergency, he/she may request permission to go to the office to use their phone. Phones may be used before and after school, lunch, and passing time. Students in violation of the SHS cell phone policy will lose phone privileges and additional discipline may be assigned, including lunch detention or in-school suspension. Loss of phone privileges means that the student will not be able to have his/her cell phone during the school day. A student may be required to place his/her phone on the teacher's desk until the end of the class period or in the HS office until the end of the day. Students are strictly prohibited from videotaping or photographing another individual in class or any time throughout the school day without that individual's permission.

Personal Electronic Devices (See Board Policies 7540.03 and 5136)

Students are expected to abide by district policy and school building procedures regarding use of both school and personal communication devices ("PCDs"). Students may use PCDs before and after school, during their lunch break, and in between classes as long as they do not create a distraction, disruption, or otherwise interfere with the educational environment and during afterschool activities (e.g., extra-curricular activities), or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

However, technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal. The use of a PCD to engage in non-education-related communications is expressly prohibited.

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

During after-school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

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

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

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

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

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

Students are personally and solely responsible for the care and security of their PCDs.

Phone Messaging Service for Parents

An automated phone message service is provided through ParentSquare. Phone messages will be provided to parents regarding snow days and other important school information. Parents can set up additional communication features including emails and texts based on their personal preferences.

Student Use of Copy Machines

There is a copy machine available for student use in the SHS Media Center. Students are not allowed in the Teacher Prep Room at any time to make copies for personal use or for teachers. Students are not permitted to make copies using a staff member's PIN number.

Dance Guidelines (Board Policy 5500)

- Dances will be supervised by club sponsors and/or other staff members as arranged.
- Any student leaving a dance will not be readmitted.
- Each student will be limited to one guest. Out-of-school guests must be registered in the office for approval in advance with the appropriate form filed. Guests will not be allowed to attend an event without the SHS student being in attendance at that event. SHS students are responsible for their guests' behavior. Guests are to be governed by the policies set forth in this handbook.
- Guests must be high school students.
- Students who are absent from school the day of the dance will not be admitted unless cleared by the office beforehand. (Example: A student who visits a college on Friday and is gone all day may attend the dance.) Suspended and expelled students may not attend school dances.
- Anyone known to be drinking prior to arrival will not be admitted to the dance. The Police Department and the student's parents will be notified.
- All school policies will be in effect at all dances.
- Out of town guests, prior to being considered for admittance, must have a Dance Guest Pass form submitted and approved by the school administration. Guests over 19 years of age will not be permitted. Spooner students attending prom must be in grades 9-12. Students and guests, particularly for Prom, are encouraged to obtain approval for attendance prior to spending money on their apparel.

Physical Display of Affection

Students are to refrain from embracing, kissing, and other overt displays of affection, which may be interpreted by others as undue familiarity and improper decorum in a school setting. Consequences range from a verbal warning to office referrals in addition to contacting parents and guardians.

Student Parking Lots

Spooner High School provides parking spaces for students. These spaces are located on the north side of the high school. Students are reminded that these parking spaces are a privilege and are reminded to drive safely and obey all traffic laws.

As part of Spooner School District Property, student parking lots will be checked from time to time for littering, vandalism, and the presence of controlled substances. Parking lot checks will be conducted by the High School Principal and the Dean of Students in conjunction with

local, county, and state police authorities including K-9 units. These checks may include an external vehicle inspection of all vehicles in the parking lot as well as stringent invasive vehicle checks if warranted based upon the findings of the police and K-9 units.

Students are not permitted to park in the front row of the parking lot. This area is reserved for staff and visitors. Students parked in the front row may be asked to move their vehicles.

Student Parking Permits

All student-operated automobiles parked on school property will be required to display a parking permit. Parking permits will be issued to any licensed driver at no cost and can be obtained in the high school office. In addition, a copy of a valid driver's license will be kept on file (See Board Policy 5771).

Transcripts

Transcripts may be requested from the Counseling Office. An official transcript request form can be found on the District website. Current students will request their transcript through Xello. No transcript will be released until all bills have been paid and the student has signed a release.

Visitors to School (Board Policy 9160)

In a continuing effort to keep Spooner High School a safe and orderly place that is free of as many distractions as possible, all visitors to SHS during the school day are required to report to the high school office and receive permission to remain in the school or on campus. Building passes will be issued to approved visitors only. Students from other high schools are not allowed to visit during regular school hours unless they are conducting official business.

Student Bills

Student bills are generally associated with extracurricular activities or lost or damaged school property. All fees should be paid at the High School office or online through Skyward Family Access. Students will be unable to participate in any extracurricular activities until all fees are paid. If you have any questions regarding your bill, contact the High School office.

Fee Schedule

Fee Type	Regular Lunch	Reduced Lunch	Free Lunch
Athletic	\$50	\$25	\$0
Cabinet Making	Possible Project Fee		
Rod Building	Possible Project Fee		
Chromebook Insurance	\$30		
Forensics	\$35	\$17.50	\$0

Field trip fees, elective class fees, and club fees vary and will be provided by the instructor or club advisor.

Video Surveillance

The Board of Education 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.

CLASSES AND GRADING INFORMATION

Grade Point Average / Weighted Courses

Weighted courses are college preparation classes designed to be more challenging, to require higher-level thinking skills, and move at a faster pace. Below is the weighted scale used at Spooner High School to calculate a student's weighted GPA:

Classes taught by someone other than Spooner High School personnel cannot be counted as weighted credits. Credits transferred from home school or by foreign exchange work will transfer on a pass/fail basis. Pass/fail classes are not used in the GPA calculations.

Below is the weighted grade point system used at Spooner High School for your reference:

Grade Point System		
Letter Grade	Honors (Semester)	Regular (Semester)
Weighted Grade	1.250	1.000
A	5.000	4.000
A-	4.584	3.667
B+	4.166	3.333
B	3.750	3.000
B-	3.334	2.667
C+	2.916	2.333
C	2.500	2.000
C-	2.084	1.667
D+	1.666	1.333
D	1.250	1.000
D-	0.834	0.667
F	0.000	0.000

Students will not be limited on the number of courses they can take that will be counted towards their weighted GPA. Additionally, all students graduating with a GPA greater than 4.0 will be designated as graduating with “high honors.” Students graduating with a GPA of 3.6 – 3.99 will be designated as graduating with “honors.” Recognition will be made at Graduation in the form of colored cords and in the ceremony program. Gold cords will notate students with “high honors” and silver cords will notate “honors.”

Early Graduation

The Board of Education acknowledges that some students are pursuing educational goals which include graduation from high school at an earlier date than their designated class. Application for early graduation will be submitted to the high school principal in accordance with school regulations. The principal may honor this request if all conditions are met and the student fulfills the graduation requirements. The student may participate in the graduation ceremonies with his/her designated class. Application for early graduation may be obtained from the High School Counselor and will be submitted to the High School Principal in accordance with school regulations. The principal may honor this request if all conditions for graduation are met and the student fulfills the graduation requirements. The student may participate in the graduation ceremonies with his/her designated class.

Graduation Requirements

Students need 26 credits to graduate and specific credit requirements are listed below.

ENGLISH	4 CREDITS	Required credits include: <ul style="list-style-type: none"> • 1.0 - English 9 • 1.0 - English 10 • 1.0 - English 11 • 1.0 - English Electives
MATHEMATICS	3 CREDITS	Required credits include: <ul style="list-style-type: none"> • 1.0 - Algebra • 1.0 - Geometry or Tech Math • 1.0 - Math Electives
SCIENCE	3 CREDITS	Required credits include: <ul style="list-style-type: none"> • 1.0 - Physical Science • 1.0 - Life Science • 1.0 - Science Electives
SOCIAL STUDIES	3 CREDITS	Required credits include: <ul style="list-style-type: none"> • 0.5 - Global Issues • 0.5 - World History • 1.0 - US History • 0.5 - US Government • 0.5 - Social Studies Elective
CAREER AND TECHNICAL EDUCATION	1.5 CREDITS	Required credits include: <ul style="list-style-type: none"> • 0.5 - Financial Literacy in the American Economic System • 1.0 - Selected from elective courses in Agriculture, Business Education, Family, and Consumer Education and Industrial Technology curriculum
PHYSICAL EDUCATION	1.5 CREDITS	Required credits include: <ul style="list-style-type: none"> • 0.5 - Phy Ed 9 • 0.5 - Phy Ed 10 or Strength & Conditioning • 0.5 - Phy Ed Elective
HEALTH	0.5 CREDITS	
COLLEGE AND CAREER READINESS	0.5 CREDITS	
ELECTIVES	9.0 CREDITS	
TOTAL 26 CREDITS		
*Civics Exam score of 65% or higher		
*Complete Academic and Career Plan		

A full-time student must be enrolled in a board approved program. See your counselor or course description book for additional requirements. A student must be in good standing as a requirement for graduation. Good standing means that a student is not truant, is on track to graduate, and has no significant behavioral issues. Students not in good standing will receive their high school diploma but will not be allowed to participate in the graduation ceremony.

Academic and Career Planning

All Spooner High School students will complete an Academic and Career Planning (ACP) Portfolio using XELLO and complete a College and Career Readiness course before graduation. Every student will connect their strengths and interests to potential careers, comparing the best post-secondary options with their families to find the best fit for their

personal goals. Academic and Career Planning recognizes that people often move in and out of different routes throughout their lives, as needed, whether they be military, certification, apprenticeship, technical college, university, or straight into the world of work.

Incomplete Grades

Any student receiving an incomplete at the end of a course of study must complete the required work within two weeks of the incomplete being recorded. Failure to do so may result in the grade being entered with missing work as a 0. Only if prior arrangements are made with the High School Principal before two weeks have lapsed will any extension be considered.

Report Cards

Report cards will be posted to student Portfolios in Family Access in Skyward one week following the end of each term except for the fourth term. Fourth term report cards will be mailed. If you would prefer a paper copy mailed to you for first, second, or third terms, please reach out to the office. Families and students can access grades every day using Family Access on Skyward. Report cards will also be saved to student Portfolios in Family Access after each term for viewing or printing additional copies as needed.

Schedule Change Policy

Advanced planning and guidance are provided for each student prior to registration. Schedule changes will not be made after registration. **The student will be expected to remain in semester-long courses for the entire semester.** Schedule changes will not be granted to accommodate a request for a specific instructor or change of mind. In keeping with the State of Wisconsin Department of Public Instruction Guidelines, **no student may change a course and receive credit after the third day of the term.** Students need to meet the required seat time hours in order to earn credit. Requests for schedule changes are considered only during the first **three** days of the semester and are granted only for the following reasons:

- Graduation requirement fulfillment
- Failed prerequisite
- Special Education Need

SINCE STUDENT COURSE SELECTIONS ARE A PRIMARY FACTOR IN DETERMINING THE MASTER SCHEDULE, STUDENTS ARE ENCOURAGED TO CHOOSE CAREFULLY. NO SCHEDULE CHANGES WILL BE MADE AFTER THE INITIAL SCHEDULING PROCESS IS COMPLETED UNLESS OTHERWISE DIRECTED BY THE SCHOOL COUNSELOR AND PRINCIPAL.

Family Access

- Family Access via the Web: From the convenience of home or work, Family Access allows parents/guardians access to their student's school information including attendance, class grade books, teacher email, lunch accounts, school bills, and other important data. Family Access is easy to use and doesn't require extensive computer knowledge or experience, only an Internet connection. Parents wishing to sign up for Family Access need only to contact the school office. Additionally, there is a Skyward APP for smartphone users. Parents and students are encouraged to utilize this feature for their convenience.
- Find us on the Web: Visit our website www.spooner.k12.wi.us for complete Spooner Area School District information.

- Phone Messaging Service for Parents: SASD utilizes a system called ParentSquare to send automated phone notifications for school closings and delays as well as important reminders.

Homework

- During the course of their high school career, students should expect an increase in the amount of work needed to be completed outside of school. This work is an extension of the learning that took place during the day and, more importantly, connects family members to the students learning. If students are seldom bringing home school work, or an excessive amount, parents/guardians are encouraged to contact teachers to discuss their child's learning progress.
- Teachers will generally provide time during class for students to work on assignments. This allows students to get answers to specific questions about the topic they are working on.
- In many subjects, students are provided with online learning resources. If a student is struggling at home, parents/guardians are encouraged to look online with their child for academic support.

BEHAVIOR PREVENTION AND INTERVENTION

Discipline Process

Along with your commitment to excellence, your major responsibilities while at Spooner High School will be to respect other students, faculty, and staff, and to take responsibility for all of your actions. In order for any organization to function efficiently, it is necessary to abide by established rules and regulations. A school is no different. The rules at SHS are established so that you, the student, may pursue your educational objectives in a safe and orderly climate. As developing adults, all students are expected to honor the regulations. Disciplinary action, as determined by administration or teachers, may be taken for the following student actions:

- Careless driving or improper parking
- Cheating/Academic Dishonesty
- Disruptive behavior
- Dress code violation(s)
- Extortion/Intimidation
- False alarm
- Gang-related activities
- Insubordination
- Loitering in parking lots
- Possession and/or use of tobacco products
- Possession or use of an electronic device such as a smartphone or smart watch when prohibited
- Possession of weapon(s)/explosive(s) (See District Policy #5722 on weapons)
- Possession/Use of illegal substances (drugs, alcohol) and/or drug paraphernalia
- Public display of affection
- Skateboarding on school property
- Stealing
- Unexcused absence or tardiness
- Unserved detentions
- Use of language that is disparaging or demeaning
- Use of obscene drawings, gestures, language and/or writing
- Willful damage or vandalism to property

The above actions may result in consequences such as, but not limited to, a verbal reprimand, parent notification, referral to administration, suspension of privileges, detention, referral to law enforcement officials, referral to social services, in-school suspension (ISS), out of school suspension (OSS), or expulsion. If law enforcement needs to be involved, the administration will follow board policy 5540. Teachers will document individual classroom discipline referrals/offenses in Skyward and log student/teacher and parent/teacher contacts.

SHS has a zero tolerance policy for fighting and threatening another individual. Students who make physical contact and/or threaten to harm others may be suspended or expelled, based on the severity, to ensure the safety of all students at SHS. Additionally, chronic instances of severe disruptive behavior may warrant consideration for the pupil to appear before the Board of Education with the potential of expulsion. In that circumstance, the student may be suspended out-of-school until such a hearing takes place.

Behavior Levels

Level I (Minors)

Level I behaviors are minor rule violations that will result in the immediate verbal correction by an adult school employee (administrators, teachers, paraprofessionals, custodians, bus driver, secretary, coaches, or cafeteria worker) and/or other logical consequences.

These offenses may not automatically result in an immediate office referral if they can be adequately mediated at that time within the classroom.

Infractions

- No materials/unprepared for class
- Tardy (teacher discretion in determining unexcused vs. excused)
- Minor dress code violations
- Minor hall infractions
- Impeding instruction (ex: talking out of turn, off-task, making audible vocalizations)
- Academic Dishonesty/Cheating
- Failure to follow directions or rules
- Running, pushing, or shoving
- Horseplay
- Disrespectful/unkind to students
- Without a signed pass by a teacher
- Profanity/inappropriate language to students
- Minor bus infraction
- Inappropriate display of affection
- Inappropriate use of food or drink

Potential Consequences

- Warnings paired with teaching/re-teaching of alternative appropriate behavior
- Student-teacher conference
- Team conference with student
- Parent conference
- Referral to Student Assistance Team
- Probation period
- Change seating chart to move student
- Communication with parent (ex: email, phone call)
- Loss of certain privileges (classroom/school)
- Staff assigned self-reflection

Level II (Majors)

Level II behaviors are more serious in nature. These behaviors range on a continuum of chronic Level I behaviors to very serious behaviors that violate the dignity, well-being, and safety of others. These behaviors will not be tolerated at school. Level II behaviors may result in an immediate correction by an adult school employee (administrators, teacher, paraprofessional, custodian, bus driver, secretaries, coaches, or cafeteria worker) and a logical consequence which can include law enforcement.

Infractions

- Chronic Level I behavior (ex: repeated dress code infractions or swearing)
- Academic Dishonesty/Cheating
- Defiance of authority
- Disrespect for authority

- Aggressive language
- Inappropriate computer use
- Racial, gender or ethnic slurs
- Skipping class
- Stealing
- Being in an unauthorized area
- Physical aggression toward students, staff, or other persons
- Serious bus infraction
- Fighting/striking back
- Bullying/harassment of other students or staff
- Verbal/written implied threats of violence
- Vandalism
- Theft from authority or school
- Possession of inappropriate items
- Possession of tobacco or related items including vape/electronic cigarettes or lighters
- Possession of over-the-counter drugs
- Possession of prescription drugs
- Possession of imitation drugs
- Possession of illegal drugs
- Possession of drug related items
- Possession of alcohol
- Possession of weapons
- Unauthorized exit from class or school property
- Destruction of property
- Computer trespass
- Smoking
- Sexual misconduct/harassment
- False fire alarm or arson

Potential Consequences

- Office Referral
- Restorative Justice (ex: conference with teacher, parent, student)
- Bus intervention
- Bus suspension
- In School Suspension (ISS)
- Out-of-School Suspension (OSS)
- Detention
- Administrative contact with parent
- Administrative conference with parent and student
- Restitution
- Referral to Student Assistance Team
- Behavior correction plan
- Loss of privileges
- Contact law enforcement
- Possible expulsion (re-admittance criteria may be set)

STUDENT ANTI-HARASSMENT (Board Policy 5517)

Prohibited Harassment

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

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

The Board will vigorously enforce its prohibition against harassment based on the traits of sex (including gender 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 Classes"), and encourages those within the School District community as well as Third Parties, who feel aggrieved to seek assistance to rectify such problems. Additionally, the Board prohibits harassing behavior directed at students for any reason, even if not based on one of the Protected Classes, through its policies on bullying (See Policy 5517.01 – Bullying).

The Board will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action. For purposes of this policy, "School District community" means individuals students, administrators, teachers, staff, and as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board. For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on District property (e.g., visiting speakers, participants on opposing athletic teams' parents), vendors doing business with, or seeking to do business with the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

Other Violations of the Anti-Harassment Policy

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

- A. retaliating against a person who has made a report or filed a complaint
- B. alleging unlawful harassment, or who has participated as a witness in a harassment investigation
- C. filing a malicious or knowingly false report or complaint of unlawful harassment
- D. disregarding, failing to investigate adequately, or delaying the investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment complaints comprises part of one's duties

Definitions

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Complainant is the individual or group of students who alleges, or is alleged, to have been subjected to harassment, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged harassment.

Day(s) means business day(s) (i.e., a day(s) that the District office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays) unless expressly stated otherwise herein.

Respondent is the individual who has been alleged to have engaged in harassment, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged harassment.

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

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

Bullying

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

Harassment

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

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

"Harassment" also includes "hate speech" directed against a student.

Sexual Harassment

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

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

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

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

- a. unwelcome verbal harassment or abuse;
- b. unwelcome pressure for sexual activity;
- c. unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of students by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
- d. unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status;
- f. unwelcome behavior or words directed at an individual because of gender;
- g. Examples are:
 - i. repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
 - ii. rating a person's sexuality or attractiveness;
 - iii. staring or leering at various parts of another person's body;
 - iv. spreading rumors about a person's sexuality;
 - v. letters, notes, telephone calls, or materials of a sexual nature;
 - vi. displaying pictures, calendars, cartoons, or other materials with sexual content.
- h. inappropriate boundary invasions by a District employee or other adult member of the District community into a student's personal space and personal life;

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

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

- i. hugging, kissing, or other physical contacts with a student;
- j. telling sexual jokes to students;
- k. engaging in talk containing sexual innuendo or banter with students;
- l. talking about sexual topics that are not related to the curriculum;
- m. showing pornography to a student;

- n. taking an undue interest in a student (i.e. having a "special friend" or a "special relationship");
- o. initiating or extending contact with students beyond the school day for personal purposes;
- p. using e-mail, text messaging or websites to discuss personal topics or interests with students;
- q. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval;
- r. invading a student's privacy (e.g. walking in on the student in the bathroom, locker room, asking about bra sizes or previous sexual experiences);
- s. going to a student's home for non-educational purposes;
- t. inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of a student);
- u. giving gifts or money to a student for no legitimate educational purpose;
- v. accepting gifts or money from a student for no legitimate educational purpose;
- w. being overly "touchy" with students;
- x. favoring certain students by inviting them to come to the classroom at non-class times;
- y. getting a student out of class to visit with the staff member;
- z. providing advice to or counseling a student regarding a personal problem (i.e. problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.), unless properly licensed and authorized to do so;
- aa. talking to a student about problems that would normally be discussed with adults (i.e. marital issues);
- bb. being alone with a student behind closed doors without a legitimate educational purpose;
- cc. telling a student "secrets" and having "secrets" with a student;
- dd. other similar activities or behavior.

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

B. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history;

C. verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex stereotyping that does not involve conduct of a sexual nature;

D. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

Not all behavior with sexual connotations constitutes unlawful sexual harassment.

Sex-based or gender-based conduct must be sufficiently severe, pervasive, or persistent such that it adversely affects, limits, or denies an individual's education, or such that it creates a hostile or abusive educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

It is further the policy of the Board that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the workplace, 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.

Race/Color Harassment

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

Religious (Creed) Harassment

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

National Origin Harassment

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

Disability Harassment

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

Reporting Procedures

Students and all other members of the School District community, as well as third parties, are encouraged to promptly report incidents of unlawful harassing conduct to a teacher, administrator, supervisor, or District employee or official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the District's Anti-Harassment Compliance Officer at his/her first opportunity. Members of the School District community, which includes students, or third parties who believe they have been unlawfully harassed are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's participation in educational or extra-curricular

programs unless the complaining individual makes the complaint maliciously or with the knowledge that it is false.

If, during an investigation of reported act of bullying and/or harassment in accordance with Policy 5517.01 – Bullying and Harassment, the principal or his/her designee believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on sex, race, color, national origin, religion, or disability, the principal or his/her designee will report the act of bullying and/or harassment to one of the Compliance Officers who shall investigate the allegation in accordance with this policy.

Reporting procedures are as follows:

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

District Compliance Officers

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

Josh Fizel

District Compliance Officer
Spooner Area School District
801 County Highway A
Spooner, WI 54801
715-635-2171

Katelyn Riewestahl
District Compliance Officer
Spooner Area School District
801 County Highway A
Spooner, WI 54801
715-635-2171

The names, titles, and contact information of these individuals will be published annually in the staff handbooks and on the School District's website.

A CO will be available during regular school/work hours to discuss concerns related to harassment and to assist students, other members of the School District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct or to intercede informally on behalf of the student.

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

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

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

Reports and Complaints of Harassing Conduct

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

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

If during an investigation of alleged bullying, aggressive behavior, and/or harassment, in accordance with Policy 5517.01 - Bullying, the Principal believes that the reported misconduct may have created a hostile educational environment and may have constituted discriminatory harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior, and/or harassment to one (1) of the Compliance Officer(s) who

shall investigate the allegation in accordance with this policy. If the alleged harassment involves Sexual Harassment as defined by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities, the matter will be investigated in accordance with the grievance process and procedures outlined in Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities. While the Compliance Officer investigates the allegation, or the matter is being addressed pursuant to Policy 2266, the Principal shall suspend the Policy 5517.01 - Bullying investigation to await the Compliance Officer's written report or the determination of responsibility pursuant to Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities. The Compliance Officer shall keep the Principal informed of the status of the investigation under this policy and provide the Principal with a copy of the resulting report. Likewise, the Title IX Coordinator will provide the Principal with the determination of responsibility that results from the Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities grievance process.

Complaint and Investigation Procedure

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

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

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

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

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

As soon as appropriate in the investigation process, the Compliance Officer will inform the individual alleged to have engaged in the harassing conduct, hereinafter referred to as the "Respondent", that a complaint has been received. The Respondent will be informed about the nature of the allegations and a copy of these administrative procedures and the Board's anti-harassment policy shall be provided to the Respondent at that time. The Respondent must also be informed of the opportunity to respond to the complaint. If the Respondent is another student, the student may respond to the allegations orally in an interview with the Compliance Officer or in writing within five (5) days.

All investigations shall be commenced as soon as practicable upon receipt of a complaint and concluded as expeditiously as feasible, in consideration of the circumstances, while taking measures to complete a thorough investigation. The Complainant shall be notified in writing of receipt of the complaint within forty-five (45) days of the complaint and shall reach a determination concerning the complaint within ninety (90) days of receipt unless additional time is agreed by the Complainant.

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

The investigation generally will include:

1. interviews with the Complainant;
2. interviews with the Respondent;
3. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
4. consideration of any documentation or other evidence presented by the Complainant, Respondent, or any other witness which is reasonably believed to be relevant to the allegations

At the conclusion of the investigation, the Compliance Officer or the designee shall prepare and deliver a report to the District Administrator which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the Complainant has been subject to unlawful harassment. In determining if unlawful harassment occurred, a preponderance of evidence standard will be used. The Compliance Officer's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. The Compliance Officer may consult with the Board Attorney before finalizing the report to the District Administrator.

Generally, within five (5) business days of receiving the report of the Compliance Officer or the designee, the District Administrator, or in the case of a complaint against the District Administrator or a Board member, the District Attorney designated to serve as the decision-maker for complaint must either issue a written decision regarding whether the complaint has been substantiated or request further investigation. A copy of the District Administrator's final decision will be delivered to both the Complainant and the Respondent. The District Administrator may redact information from the decision consistent with applicable law. The Board authorizes the District Administrator to consult with legal counsel to determine the extent to which information in an investigation report must be provided to either the Complainant or Respondent.

If the District Administrator requests additional investigation, the District Administrator must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) business days. At the conclusion of the additional investigation, the District Administrator must issue a final written decision as described above.

The decision of the District Administrator shall be final. If the Complainant feels that the decision does not adequately address the complaint they may appeal the decision to the State Superintendent of Public Instruction by submitting a written request to the Wisconsin Department of Public Instruction (DPI), Pupil Nondiscrimination Program, or by contacting the DPI Pupil Nondiscrimination Program at (608) 267-9157.

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

Additional School District Action

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

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

Privacy/Confidentiality

The District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the District's legal obligations to investigation, take appropriate action, and comply with any discovery or disclosure obligations. Confidentiality cannot be guaranteed, however. Respondents must be provided an opportunity to meaningfully respond to allegations, which may include disclosure of the Complainant's identity.

All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Additionally, the Respondent must be provided with the Complainant's identity.

During the course of an investigation, the Compliance Officer or his/her designee will instruct each person who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to Third Parties any information that s/he learns or that s/he provides during the course of the investigation.

Directives During Investigation

The CO may recommend to the District Administrator placing any employee involved in an investigation under this Policy on administrative leave pending resolution of the matter. If the District Administrator is the Respondent, the CO shall make such recommendation to the

Board. For example, administrative leave may be appropriate in situations in which protecting the safety of any individual or the integrity of the investigation necessitates such action.

The CO shall determine whether any witnesses in the course of an investigation should be provided a Garrity warning apprising the person of their obligations to answer questions truthfully and honestly while preserving the right against self-incrimination in the context of any resulting criminal investigation or prosecution.

Every employee interviewed in the course of an investigation is required to provide truthful responses to all questions. Failure to do so may result in disciplinary action.

Sanctions and Monitoring

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

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

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Board shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information, provided regarding the Board's policy and discrimination in general, will be age and content appropriate.

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

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

1. all written reports/allegations/complaints/statements;
2. narratives of all verbal reports, allegations, complaints, and statements collected;
3. a narrative of all actions taken by District personnel;
4. any written documentation of actions taken by District personnel;
5. narratives of, notes from, or audio, video, or digital recordings of witness statements;
6. all documentary evidence;
7. e-mails, texts, or social media posts pertaining to the investigation;
8. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;

9. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment
10. dated written determinations to the parties;
11. dated written descriptions of verbal notifications to the parties;
12. written documentation of any interim measures offered and/or provided to Complainants, including no-contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt; and
13. documentation of all actions taken, both individual and systemic, to stop the discrimination of harassment, prevent its recurrence, eliminate any hostile environment, and remedy the discriminatory effects.

The information, documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal and/or State law (e.g., student records).

The information, documents, ESI, and electronic media (as defined in Policy 8315 - Information Management) created or received as part of an investigation shall be retained in accordance with Policy 8310 - Public Records, Policy 8315 - Information Management, Policy 8320 - Personnel Records, and Policy 8330 - Student Records for not less than three (3) years, but longer if required by the District's records retention schedule.

Illegal Substances, Prescription Medication, and Non-Prescribed Drugs

Students have the right to be free of the influences or related problems associated with the use of alcohol, tobacco, non-prescribed drugs, chemicals, or illegal substances. It is against school policy for anyone, students or staff, in school, on school grounds, or at school activities, to be under the influence of alcohol or other mood-altering drugs. Prescription medications are construed as exceptions to this policy when used by the individual for whom they are prescribed, and in the manner prescribed. School rules, regulations, and state and federal laws pertaining to alcohol and other drugs will be vigorously enforced by school officials and law enforcement personnel. (Wis. Statute 118.257, Wis. Statute 125). The use or possession of alcohol, non-prescribed drugs, chemicals, or illegal substances requires an automatic referral to the police department and notification of parents. Other actions may include, but not be limited to, conference with student and parent, suspension, referral to school counselor, referral to social services, and/or expulsion proceedings.

Weapons Policy (Board Policy 5772)

Weapons of any kind are prohibited on grounds at the Spooner High School.

Non-Hostile Environment (Profanity, Behavior, and Weapons)

- Students have the right to attend school without fear of physical threat and harm, or verbal abuse.
- Students have the responsibility to refrain from conduct that does not respect the rights, dignity, and safety of all individuals.
- Students have the responsibility to express their thoughts and feelings in a manner that does not offend, slander, or ridicule others.
- Inappropriate behavior, both physical and verbal, shall not be permitted in school or school-sponsored functions. Such behaviors include, but is not limited to:
 - Verbal abuse or harassment
 - Fighting or provoking
 - Possession or use of any article as a weapon to threaten or injure others
 - Possession or use of incendiary materials

- Disruptions and intimidation caused by gang symbols on materials, jewelry, or clothing
- Gang posturing which provokes an altercation or involvement in gang fighting or exchanging blows (Wis. Statutes 948.61; 947.01)
- Students violating this section shall be subject to, but not limited to:
 - Restorative fix-it plan
 - Conference with school administration
 - Lunch and/or after school detention
 - Conference between student, parents/guardians, and the Principal or Dean of Students
 - In-School Suspension
 - Out-of-School Suspension
 - Expulsion
 - If a student is suspended or expelled from school, they are not allowed to attend any school function during the specified time
 - Referral to law enforcement
 - Referral to social services

School and Governmental Agencies

If law enforcement needs to be involved, administration will follow Board Policy 5540.

Peer Relations

Students are expected to maintain appropriate relationships with their peers in the school or at school-sponsored activities. Expressions of affection that are inappropriate in a public setting are not in good taste and are not acceptable.

School Grounds (Board Policy 5513)

Defacing or abuse of school property or equipment will absolutely not be tolerated and may result in suspension, expulsion, or police action. There is to be no throwing of snowballs on school grounds.

SPOONER HIGH SCHOOL ATHLETIC POLICY

Philosophy Statement

The athletic program at Spooner High School is an important component of the curriculum (see policy 2431). It is for voluntary participation and to participate is a privilege. As a privilege, students involved in the athletic program are required to abide by the rules and regulations set forth by the school district, both within and outside of athletic participation.

The athletic program provides opportunities that may not be duplicated in other school activities. While it does provide recreational opportunities, these shall be secondary to academic educational value. Extracurricular programs including athletics shall not interfere with a student's academic program, which shall be the primary consideration if conflict does arise. All students participating in the Spooner School athletic program will adhere to this athletic code and its components or forfeit the privilege of participating in it.

General Information for Student-Athletes

We offer the following interscholastic sports to all students in grades 9-12 who are under the age of 19 before August 1 of each school year:

FALL

Boys Soccer (Co-op)
Cross Country
Football
Girls Golf
Volleyball

WINTER

Boys Basketball
Boys Hockey
Girls Basketball
Girls Hockey (Co-op)
Wrestling (Co-op)

SPRING

Baseball
Boys Golf
Girls Soccer
Softball
Track & Field
Trap Shooting

Athletes must complete the following to be eligible to participate in any sport:

Due prior to first practice

- **ONLINE REGISTRATION**
- **WIAA Physical Exam Form** (completed bi-annually) - Physical examination taken April 1 and thereafter is valid for the following two school years; physical examination taken before April 1 is valid only for the remainder of that school year and the following school year.

Due prior to the first competition

- **\$50.00 participation fee**, per sport. The fee is due before 1st competition to be paid in the High School office.

NOTE: A discount applies for athletes who qualify for free and reduced meals after submitting the completed "SHARING INFORMATION WITH OTHER PROGRAMS" FORM (located in the high school office). Those who qualify for reduced meals qualify for a reduced athletic fee of \$25 and those who qualify for free meals will have no charge.

All student-athletes must adhere to the policies of the Spooner High School Student Handbook. Athletes who violate provisions of the WIAA rules, the athletic code, and/or the student handbook are subject to the penalties outlined in each code.

The athlete must be responsible for all school equipment issued to him/her. The athlete must pay for all equipment not returned at the end of each sports season. He/she will pay the cost of replacing the item.

In-season athletes are required to abide by WIAA regulations as to participating in non-school competitions of the respective sport. *See WIAA Reg. Article VI, Sect. 1*

Academics

- Coaches will receive weekly grade checks from the athletic secretary. These will be used to help athletes improve their grades and avoid competition suspensions.
- Athletes must have a passing grade in all classes. Determination of a passing grade will be made by the athletic director on the 5th week and at the end of each quarter. Any failing grade at midterm will result in a one-game suspension from competition. Any failing grade at quarter-end will result in a two-game suspension.
- Any athlete dropping a class with an “F” at that time will be suspended from the next competition they will be involved in unless the athlete has entered into a waiver contract with the instructor and athletic director to improve skills in that academic area.
- Any athlete placed on academic suspension is required to seek assistance from the instructor in the area they are deficient.
- Academic suspensions for students with a failing grade at the end of the fourth term will carry over to the first term of the next year. It is recommended that fall coaches check their athletes’ 4th quarter grades.
- An athlete under academic suspension cannot miss school for travel or competition until he/she regains eligibility.

Attendance

- Students **MUST** be in school the entire school day in order to participate. Exceptions to this are **approved absences** such as doctor appointments, funerals, emergencies, or approval from the athletic director.
- Since education is a priority for student-athletes, attendance (particularly the school day after an athletic contest) is an expectation.

Enforcement

The Spooner High School Athletic Code will be enforced from the first day of practice or date of signing, for a period of 12 consecutive months (which includes summer months).

Communicating the Code

Each coach will host an athlete/parent meeting at the beginning of each season to explain to his/her team, any modifications of the code. Athletes and/or their parent(s) must attend this meeting prior to the athlete competing in an interscholastic competition.

Departure Time

- Athletes are allowed to be released from class a maximum of 20 minutes before bus departure time for athletic events.
- Athletes are not allowed to leave school grounds prior to bus departure time for athletic events.
- If departure time is during the school day, an athlete under academic suspension cannot travel with the team for that event.

Travel

Athletes are required to ride the school-sponsored bus to and from athletic contests.

Under extenuating circumstances, an exception to this rule will be considered if the parent/legal guardian submits a signed **Transportation Liability Waiver** (built into the online registration) and either:

- A. signs the travel release form per event, provided by the coach.
- B. pre-arranges with the athletic director or school administrator, by supplying a note, if a student will be transported by parent/legal guardian.
- C. submits the **Alternate Transportation Request Form**, if a student is to be released to an authorized adult other than a parent/legal guardian or will be transported alternatively for a duration of time.

Students may not be transported by other students.

Athletic Transportation Policy

The following policies are in effect when alternate transportation is granted:

- Where a parent/guardian provides transportation to their son/daughter from a scheduled event, the parent/guardian shall assume all resulting liability, and the school shall assume no liability.
- Where a parent/guardian or another adult designated by a parent/guardian transports students other than their own from a scheduled event, the parent/guardian or designated adult transporting the students shall assume all resulting liability, and the school shall assume no liability.
- Where a student transports himself/herself to or from a scheduled event, including practices, the parents/guardians of that student shall assume all resulting liability, and the school shall assume no liability.

Violations will result in penalization as determined by the athletic director and/or school administrator using WIAA guidelines (as provided).

Student Handbook:

Violations by a student-athlete may result in athletic consequences (See BEHAVIOR PREVENTION AND INTERVENTION in the Student Handbook)

Drugs, Alcohol, Tobacco & Nicotine:

- Any athlete found to be in possession of or using alcoholic beverages, tobacco, and vaping products, in any form, or **found to be present at a party or social gathering** at which alcoholic beverages are being consumed by under-age individuals shall be considered in violation of the athletic code. Any athlete found to use, consume, possess, buy, sell, or give away any controlled substance or illegal drugs (including look-alikes) shall also be considered in violation of the athletic code. (See board policies 5512, 5530)

Code of Conduct:

- Any willful misconduct while involved in an athletic contest or practice, the enforcement period being the time the athlete reports to and departs from the team area (i.e. gym, bus, locker room, etc.) will result in penalization as determined by the athletic director and school administrator.
- Violation of the Student Code of Classroom Conduct (policy 5500) and/or WIAA's Code of Conduct, as it pertains to performance-enhancing substances, criminal behavior, assault on an official, etc. will result in penalization.
- Hazing, harassment, and bullying as addressed in board policies 5516, 5517, 5517.01 will not be tolerated.

Coach Rules:

Nothing in this code shall be deemed to prevent a coach from establishing additional rules concerning student conduct during the designated season for their given sport; however the additional rules shall not differ from the elements in this code already in place. Any rules established by the coach must be in writing and furnished to the athlete after prior approval of the athletic director. Student compliance with any rules established by the coach is required to maintain eligibility in that sport. It shall be the coach's prerogative to cut or suspend from the team any student who violates any such rule(s) or who is otherwise a demoralizing influence or a detriment to the objectives of the coach.

Length of Suspensions

1 st Offense	20% of Season
2 nd Offense	50% of Season
3 rd Offense	Entire calendar year
4 th Offense	Entire high school career

When calculating each sport the following events will be defined as:

Baseball Doubleheader = 2 games
Volleyball Tournament = 3 matches
Volleyball Triple Dual = 3 matches

Wrestling Tournament = 2 matches

Wrestling Triple Dual = 3 matches

- If it is a fraction of percentage it is rounded up to the nearest whole number.
- Scrimmages are not included in suspensions.
- If an athlete self-reports within 3 calendar days their length of suspension will be cut by 50%.
- An athlete who is found in violation of the alcohol, tobacco, and illegal drug use section of the code may, **for a first offense only**, have the 20% penalty reduced to 10% if they choose to participate in an AODA counseling program set forth by the AODA coordinator and athletic director.
- If the nature of the offense is deemed severe, then the H.S. Athletic Director and Principal may assign a penalty as they believe commensurate to the severity of the misconduct.
- Any portion of the suspension not completed during a season will be applied to the next sport in which the athlete participates.
- If the athlete is enrolled in dual sports, the suspension will apply to the primary sport if a single event suspension, then split between sports if multiple event suspension.

Code Violation Procedures

1. Athletic code violations may be observed or reported by the administration, faculty, parents, students, or community members. Suspected violations reported by the school or non-school personnel should include a written report including the date, time, place, individuals involved, and description of the event. When appropriate, the anonymity of the informant will be maintained.
2. Interviews with the athletes and/or guardians will begin promptly upon notification of the violation. The athlete and their guardians will be notified of the accusation within five school days of receipt of the report.
3. If it is determined that the violation is substantiated, the athletic director will immediately impose the appropriate penalty.

Code Violation Appeal Procedures

The parent(s)/guardian(s) or athlete may appeal this decision in writing to the District Administrator within five school days after the decision of the Athletic Director has been made. Within five school days of receipt of the written appeal, the District Administrator or his/her designee will arrange a meeting between the appropriate parties to review the suspension, which shall remain in effect notwithstanding the appeal unless and until it is subsequently overruled. This meeting will be conducted by the District Administrator or his/her designee and he/she will be assisted by the athletic council which will include the Principal, a school board member, and a head coach of an unrelated sport. At this meeting, the athlete will be provided the opportunity to present evidence on his/her behalf and to challenge the evidence that has been presented. A summary of the meeting, including the decision made, will be put in writing by the person conducting the meeting. A copy of the summary will be sent to the athlete and his/her parent(s)/guardian(s) within three school days after the meeting has been held. This decision shall be considered final for all purposes.

Interscholastic Sports Non-Discrimination Title IX Compliance

Spooner High School is a member of the WIAA and participates in the WIAA tournament structure. It is the policy of the Spooner School District not to discriminate on the basis of sex in its educational programs, activities, or employment policies (see policy 2260.01). Inquiries regarding compliance with Title IX may be directed to Spooner High School Principal at 801 Cty. Hwy. A Spooner, WI 54801 or (715) 635-2172.

GUIDELINES FOR RESPONSIBLE USE OF INFORMATION TECHNOLOGY RESOURCES BY STUDENTS

Spooner Area School District provides students access to the district's information technology resources with the expectation of responsible use. These resources are provided for educational purposes and include, but are not limited to, access to the Internet, hardware, software, and the underlying network infrastructure. This document presents the procedures and rules to support SASD Board of Education policies and Student Code of Conduct regarding students' responsible use of the Spooner Area School District's information technology resources.

SASD Student Procedures for Information Technology Use:

1. Unless a student's right to access has been limited or withdrawn as a disciplinary sanction, students will be permitted to access the Internet using District technology resources. The use of the Internet may be integrated into the academic curriculum. Such access by students is subject to various legal requirements, including the restriction of content that may be harmful to minors. The District will meet such legal requirements by, for example, using security controls and filters that are administered by the District and/or by service providers.
2. All SASD user accounts are owned by the SASD and therefore are not private. All messages and files created, sent, received, or stored using SASD equipment, networks, or communication systems are the property of the District. SASD retains the right to review, audit, intercept, access, and disclose all messages created, received or sent over the electronic communication systems as necessary. The ADMINISTRATION may access any message for reasons including, but not limited to:
 - a. To find lost messages;
 - b. To study the effectiveness of the communication system;
 - c. To comply with investigations into suspected criminal acts or violations of BOARD policies, including investigations into allegations of electronic bullying using DISTRICT resources;
 - d. To recover from systems failures and other emergencies;
 - e. To respond to public records requests, subject to the limitations imposed by state and federal law and BOARD policy regarding the disclosure of personally identifiable student information;
 - f. To comply with discovery proceedings or to be used as evidence in legal actions, subject to the limitations imposed by state and federal law and BOARD policy regarding the disclosure of personally identifiable student information;
 - g. As may otherwise be required and/or permitted by state or federal law.
3. Each year, prior to use, each student shall receive and discuss information from his/her teacher regarding:
 - a. Internet safety and security, including
 - i. The importance of understanding what materials are inappropriate for minors
 - ii. Safe use of electronic mail, chat rooms, websites, web blogs, social network profiles, and other direct forms of electronic communication and online for including the importance of understanding that one should never provide personal information including likeness, full name, address, phone number, credit card number, and Social Security number

- iii. Procedures for reporting occurrences of computer-based bullying and/or harassment (See Board Policy 4510)
 - b. Responsible use of information technology, including
 - i. Abiding by copyright laws
 - ii. Understanding that unethical and unlawful activities include unauthorized access to any data or communications equipment without the owner's permission, "hacking," or unauthorized disclosure, use, or dissemination of anyone's personal information
 - c. Measures the District has taken to restrict access to materials harmful to minors, including
 - i. Implementing Internet filtering requiring adult supervision during student use of the Internet
- 4. An online presence includes, but is not limited to, web pages, websites, social network profiles, posted comments, posted images or videos or other media, blogs and microblogs, and participation in online fora. A public online presence is one that can be accessed by people who are not staff or students of the SASD. A public online presence created with District-provided resources or pursuant to the District's educational or business purposes must:
 - a. Adhere to District policies and guidelines;
 - i. Maintain confidentiality
 - ii. Only use assigned log-in information unless instructed otherwise
 - iii. May not contain or link directly to inappropriate content
 - iv. Obtain all required permissions and clearances
 - v. Set privacy settings and access restrictions appropriately to the content on your site
 - b. Adhere to the "user agreement" or "terms of service" for the hosting site;
 - c. Indicate that the views expressed are those of the student and do not necessarily reflect the opinions/views of the Spooner Area School District;
 - d. Not violate copyright or privacy laws;
 - e. Be kept current and monitored on a regular basis.

Spooner Area School District Information Technology Rules:

- 1. Students should:
 - a. Adhere to the same standard of conduct expected and required in a classroom;
 - b. Follow rules for using resources, time limits, and printing instructions;
 - c. Log off the system as soon as finished to provide others with the opportunity to access the system;
 - d. Report violations of these rules.
- 2. Students should not:
 - a. Lend their email logins and passwords to anyone else;
 - b. Create a computer virus and place it on the network;
 - c. Send a message that is inconsistent with the school's code of conduct, written or implied;
 - d. Send messages that are inappropriate, obscene, sexist, contain obscenities, or contain inflammatory or abusive language (See Policy 5136, 7540.01 and 7540.03);
 - e. Send messages or use DISTRICT information technology resources to engage in bullying or harassing behavior (See Policy 5516, 5517, 5517.07, and 5136);
 - f. Send any message with someone else's name on it;
 - g. Read mail or files without the owner's permission;

- h. Interfere with the ability of other users to make effective use of school district computing and network resources.

SPOONER AREA SCHOOL DISTRICT ANNUAL NOTICE OF SPECIAL EDUCATION REFERRAL AND EVALUATION PROCEDURES

Upon request, the Spooner Area School District is required to evaluate a child for eligibility for special education services. A request for evaluation is known as a referral. When the district receives a referral, the district will appoint an Individualized Education Program (IEP) team to determine if the child has a disability and if the child needs special education services. The district locates, identifies, and evaluates all children with disabilities who are enrolled by their parents in private (including religious) schools, elementary schools, and secondary schools located in the school district.

A physician, nurse, psychologist, social worker, or administrator of a social agency who reasonably believes a child brought to him or she for services is a child with a disability has a legal duty to refer the child, including a homeless child, to the school district in which the child resides. Before referring the child, the person making the referral must inform the child's parent that the referral will be made.

Others, including parents, who reasonably believe a child is a child with a disability may also refer the child, including a homeless child, to the school district in which the child resides. Referrals must be in writing and include the reason why the person believes the child is a child with a disability. A referral may be made by contacting Tim Radke, Director of Pupil Services, Spooner Area School District at 715-635-2171 ext. 4234

WASHBURN COUNTY SEC. 46-31. School Truancy

- (a) *General prohibition.* Any school-aged child is prohibited from being a habitual truant as that term is defined in Wis. Stats. § 118.16(1)(a).
- (b) *Truant defined.* In this section, the term "truant" means a pupil who is absent from his/her school without an acceptable excuse.
- (c) *Court disposition.* Upon a finding of truancy, the court is authorized to enter a dispositional order containing some or all of the terms and conditions authorized by Wis. Stats. § 118.163 or 938.342, including, but not limited to:
 - (1) Suspension of the child's operating privilege for not less than 30 days nor more than one year. The court shall immediately take possession of any suspended license and forward it to the department of transportation together with a notice stating the reason for and the duration of the suspension.
 - (2) An order for the child to participate in counseling, community service, or a supervised work program as described in Wis. Stats. § 938.34(5g). The costs of any such counseling, supervised work program or other community service work may be assessed against the person, the parent or guardian of the person, or both.
 - (3) An order for the child to remain at home except during hours in which the child is attending religious worship or a school program, including travel time required to get to and from the school program or place of worship. The order may permit a child to leave his/her home if the child is accompanied by a parent or guardian.
 - (4) An order for the child to attend school or an educational program as described in Wis. Stats. § 938.34(7d).
 - (5) Order the department of industry, labor and job development to revoke, under Wis. Stats. § 103.72, a permit under Wis. Stats. § 103.70, authorizing the employment of the person.
 - (6) Order the person to be placed in a teen court program as described in Wis. Stats. § 938.342(1g)(f), or its successor statute.
 - (7) A forfeiture of not more than \$500.00 plus costs, subject to Wis. Stats. § 938.37. All or part of the forfeiture plus costs may be assessed against the person, the parents or guardian of the person, or both.
 - (8) Any other reasonable conditions consistent with this subsection, including a curfew, restrictions as to going to or remaining on specified premises, and restrictions on associating with other children or adults.
 - (9) An order placing the person under formal or informal supervision, as described in Wis. Stats. § 938.34(2), for up to one year.
 - (10) An order for the person's parent, guardian or legal custodian to participate in counseling at the parent's, guardian's or legal custodian's own expense or to attend school with the person, or both.
- (d) *School attendance.* No person shall, having under his/her control a child who is between the ages of six and 18 years, allow that child to be in noncompliance with Wis. Stats. § 118.15, or its successor statute.
- (e) *Contribution to truancy.* No person 17 years of age or older, by any act or omission, shall knowingly encourage or contribute to the truancy of a child. An act or omission contributes to the truancy of a child, whether or not the child is so adjudged if the natural and probable consequences of that act or omission would be to cause the child to be truant.
- (f) *Violation of court order.* Pursuant to Wis. Stats. § 938.355(6m), juveniles found to have violated a municipal habitual truancy ordinance enacted pursuant to Wis. Stats. ch. 118 or who have been found in need of protection or services under Wis. Stats. § 938.18(6), and who subsequently violate the court's dispositional order may, as a sanction, be placed in secured detention for not more than five days for each violation of the court order.

(Code 2000, § 46-46; Res. No. 2007-172, 10-23-2007)