

SCHOOL DISTRICT OF NEW LONDON



Secondary (Grades 7-12) Student/Parent Handbook 2010-11

AGREEMENT FORM

We will read or have previously read and discussed with our child(ren) the Student/Parent Handbook and fully understand that these are the rules and regulations of the School District of New London. We affirm that we are expected to comply with these rules and regulations.

Dated: _____

Signature of Parent/Guardian

(Print Name)

(High School student signature mandatory—PLEASE RETURN THE FIRST WEEK OF SCHOOL)

Dated: _____

Signature of Student

(Print Name)

SCHOOL DISTRICT OF NEW LONDON



Secondary Student/Parent Handbook 2010-11

This handbook is provided to parents/guardians and students to give a brief outline of some of the expectations, rules, regulations, and responsibilities of students. The policies/procedures referenced in the handbook are found on the website. Copies of any policy/procedure can be found on the district's website or can be obtained by contacting the District Office.

School District of New London

Administration/Board of Education

901 West Washington Street
New London, WI 54961
982-8530
FAX: 982-8551

Bill Fitzpatrick, District Administrator
Kathleen Gwidt, Director of Teaching and Learning
Richard Yerkey, Director of Business Services

Pupil Services

New London High School
1700 Klatt Road
New London, WI 54961
982-8447
FAX: 982-8449

Ann Christopherson, Director of Pupil Services

Transportation Department

906 West Wolf River Avenue
New London, WI 54961
982-8543

Adam Marlett, Transportation Supervisor

Food Service

New London High School
1700 Klatt Road
New London, WI 54961
982-8434

Kathy Schmidt, Food Service Manager

New London High School

1700 Klatt Road
New London, WI 54961
982-8420
FAX: 982-8440

Joe Pomrening, Principal (Grades 10-12)
Andy Jones, Transition Principal (Grade 9)
Scott Eggart, Assistant Principal/Athletic Director

New London Middle School

1000 West Washington Street
New London, WI 54961
982-8532
FAX: 982-8605
Terry Wetzel, Principal

New London Intermediate School

1000 West Washington Street
New London, WI 54961
982-8532
FAX: 982-8605
Joe Green, Principal

Lincoln Elementary

201 East Washington Street
New London, WI 54961
982-8540
FAX: 982-8701
Pete Schulz, Principal

Sugar Bush Elementary

W10736 Cty. Rd. WW
New London, WI 54961
715-752-4135
FAX: 715-752-4010
Kristin Grable, Principal

Parkview Elementary

1300 Werner-Allen Road
New London, WI 54961
982-8538
FAX: 982-8700
Jo Collar, Principal

Readfield Elementary

E9177 Hwy. 96, P.O. Box 40
Readfield, WI 54969
920-667-4265
FAX: 920-667-4295
Kristin Grable, Principal

SCHOOL DISTRICT OF NEW LONDON

SECONDARY STUDENT/PARENT HANDBOOK

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SECTION ONE

District Mission/Board of Education

District Mission

The School District of New London's Mission is: SUCCESS FOR ALL STUDENTS. Achieving the mission of the School District of New London is a responsibility shared by students, families, employees of the district, and the community. We will be accountable and work together to...

- Provide a safe, secure, nurturing environment
- Establish and maintain school, family, community partnerships
- Foster students' developmental assets
- Ensure that students master the essential curriculum
- Recruit, develop and retain a highly qualified staff
- Model what is expected
- Value diversity
- Meet the needs of the future

Student Success Indicators

Graduates of New London Schools will be...

Effective Communicators:

- People who can and do read
- People who can write effectively to a variety of audiences and in a variety of contexts
- People who can express ideas orally
- People who can listen actively and respectfully
- People who can decipher and assess information
- People who can express ideas mathematically
- People who recognize and demonstrate personal creativity
- People who perceive and appreciate creativity in self and in others

Problem Solvers and Critical Thinkers:

- People who can identify, assess, integrate and use available resources and information to reason
- People who can make sound decisions
- People who can solve problems in a variety of contexts
- People who can use advanced technologies to create physical, intellectual or practical solutions
- People who are capable of divergent and independent thinking

Self-Directed and Life-Long Learners:

- People who can set priorities and achievable goals
- People who can create positive options for themselves
- People who can monitor and evaluate their progress
- People who can assume personal responsibility
- People who display the skills and confidence to succeed
- People who are capable of taking action to achieve physical, mental and social well-being and personal satisfaction
- People who use core values to create positive visions of their future
- People who strive to reach their own maximum academic potential
- People who take pride in their accomplishments
- People who are prepared for employment or further studies and advanced degrees
- People who value education

Responsible Contributing Citizens:

People who can share time, energies and talents to improve the quality of life for self and others
People who respect themselves and others
People who are informed participants in the democratic process
People who are aware of local, national, and international issues and cultures
People who respect and value differences in others
People who can interact in a responsible manner and understand how those interactions impact others
People of strong character who act on those convictions
People who are able to work cooperatively with others
People who are good stewards of the environment
People who take pride in their school and community

Board of Education Meetings/Members

The school district is governed by the Board of Education, which is comprised of seven members who are elected for three-year terms. Regular Board of Education meetings are held at 6:00 p.m. on the second Monday of each month at the Administration Building located at 901 West Washington Street, New London, Wisconsin 54961. Agendas are posted on the school's website. During the school year, agendas are also posted at each building. Community input is encouraged.

Keith Steckbauer - *President*
Kim Schroeder - *Vice President*
Virginia Schlais - *Board Clerk*
John Faucher - *Board Treasurer*
Terry Wegner - *Director*
Jeremy Gorges - *Director*
Connie Neely - *Director*

*Reference to: Policy/Procedure 120 School District Legal Status
Policy/Procedure 170 Board of Education Meetings
Policy/Procedure 187 Public Participation at Board Meetings*

SECTION TWO

School Hours/Calendar of Events

School Hours—Middle School

The Middle School day begins at 8:10 a.m. and ends at 3:23 p.m. Students **should not be** in the building after 3:45 except for a detention, a school activity under the supervision of the coach or advisor, or an appointment with school personnel. Class schedules are distributed to students.

School Hours—High School

The High School day begins at 8:08 a.m. and ends at 3:15 p.m. Class schedules are distributed to students.

Calendar of Events

New Teacher Inservice.....	Aug. 19
Teacher Workday.....	Aug. 27
Teacher Inservice.....	Aug. 30
Teacher Workday.....	Aug. 31
First Day of School—Grades PK-9.....	Wed, Sep. 1
First Day of School—Grades 10-12.....	Thu, Sep. 2
No School-Labor Day Holiday.....	Sep. 6
*No Kindergarten Classes Held.....	Sep. 10
*No Kindergarten Classes Held.....	Sep. 15
*Kindergarten Student Screening by Appt Only	
Teacher Insvc-1:35-Elem/1:45-MS & HS Dismissal.....	Sep. 15
Teacher Insvc-1:35-Elem/1:45-MS & HS Dismissal.....	Sep. 29
Teacher Insvc-1:35-Elem/1:45-MS & HS Dismissal.....	Oct. 13
No School-P/T Conferences.....	Oct. 27
No School.....	Oct. 28-29
End of First Quarter.....	Nov. 5
Teacher Insvc-1:35-Elem/1:45-MS & HS Dismissal.....	Nov. 10
Child Development Days.....	Nov. 17-18
Thanksgiving Break-11:40-Elem/11:55-MS & HS Dis.....	Nov. 24
No School-Thanksgiving Holiday.....	Nov. 25-26
Winter Break-11:40-Elem/11:55-MS & HS Dismissal.....	Dec. 22
No School-Christmas/New Year's Holiday.....	Dec. 23-Jan. 2
Teacher Insvc-1:35-Elem/1:45-MS & HS Dismissal.....	Jan. 12
End of First Semester.....	Jan. 21
No School-Teacher Workday.....	Jan. 21
Teacher Insvc-1:35-Elem/1:45-MS & HS Dismissal.....	Feb. 2
Teacher Insvc-1:35-Elem/1:45-MS & HS Dismissal.....	Feb. 16
No School.....	Feb. 21
Teacher Insvc-1:35-Elem/1:45-MS & HS Dismissal.....	Mar. 2
No School-P/T Conferences.....	Mar. 25
End of Third Quarter.....	Mar. 25
Easter Break-11:40-Elem/11:55-MS & HS Dis.....	Apr. 20
No School-Easter Break.....	Apr. 21-25
Teacher Insvc-1:35-Elem/1:45-MS & HS Dismissal.....	May 4
Teacher Insvc-1:35-Elem/1:45-MS & HS Dismissal.....	May 18
No Kindergarten Classes Held.....	May 20
Graduation.....	Friday, May 27
No School-Memorial Day (Observed).....	May 30
Last Day of School-11:40-Elem/11:55-MS & HS Dismissal.....	Jun. 3

SECTION THREE

Attendance/School Closings

Attendance

We ask the cooperation and understanding of all parents/guardians in sending students to school regularly. Irregular attendance results in considerable educational loss. Consider all possibilities before keeping students home for such things as appointments, trips, etc. Wisconsin state laws provide that all school age children must attend school unless they are ill or officially withdrawn from school.

It is the responsibility of the parent/guardian to contact school by 8:00 a.m. when their child is going to be absent. As a safety measure, if the school office is not notified of a student absence, school personnel will contact the student's parent or guardian at home or place of employment to determine the reason for the absence.

Students will not be penalized when participating in school-sponsored co-curricular activities. Field trips, vocational programs, special assemblies, and athletic trips are excused absences. Specific guidelines for co-curricular participants are covered in the Co-Curricular Handbook.

All **excused planned absences** require that written verification be provided by the parent/guardian to the school in advance of the absence. Any student excused in writing by his/her parent/guardian prior to an absence is excused from school attendance. Parents will be asked to provide verification of medical or dental appointments. Requests for Planned Absence Forms are available in the office, and forms **MUST** be completed and returned to the office **at least one week in advance**. A student may be excused by the parent/guardian under this provision for not more than 10 days in the school year. Class work and tests will be allowed to be made up, but the responsibility for make-up work rests entirely with the student.

The school attendance officer or designee is authorized to approve a legal excuse for any student for the following reasons: (1) Evidence that the student is not in proper physical or mental condition to attend school or an educational program. The district may request the parent/guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the student upon 3 consecutive days of illness and/or all or part of 10 cumulative days of illness per semester. Such excuse will be in writing and will state the period of time (not to exceed 30 days) for which it is valid. (2) An emergency in the family or other crisis which requires the absence of the student because of family responsibilities. (3) Religious holiday. (4) A quarantine imposed by a public health officer. (5) A suspension from school (in-school or out-of-school suspensions). (6) Approved school activities during class time. (7) Special circumstances that show good cause and which are approved by the school attendance officer or designee.

Reference to: Policy/Procedure 431 Attendance

Tardiness

Students are expected to be on time for all classes. In order for students to do their best work in class, it is necessary to be in class for a full period. Moreover, late arrivals in the classroom disrupt the educational environment for other students. A **tardy** is defined as the late arrival (10 minutes or less) of a student to a class without a pass from another staff member.

Reference to: Policy/Procedure 431 Attendance

Truancy

Truancy means any absence of part or all of one or more days from school during which the school has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent of the law. Students who are absent without an acceptable excuse for **part** or **all** of five (5) or more days in one semester are **habitual truants**. School personnel will contact the parent/guardian if an absenteeism problem is developing and a meeting will be arranged to discuss the matter. Parents may be cited and fined for “contributing” to truancy.

A student who is truant for all or part of a school day may be assigned an in-school suspension and be subject to municipal citation, as well as referral to the court system. Absence due to truancy will result in a “0” grade for the day in each class missed. However, no student will be deprived of an opportunity to do the assignments or to receive feedback from the teacher because of his/her truancy. Students will not be denied the right to make up missed examinations or major projects for their credit, however, a student’s Honor Level status will be affected due to his/her truancy.

Reference to: Policy/Procedure 431 Attendance

School-to-Work Program

Students in the School-to-Work Program will keep regular attendance both in school and at the worksite. A student WILL NOT report to the worksite on any day he/she is absent from school and misses classes due to illness or truancy. An unexcused absence (1) and/or excessive excused absences (10) from school may result in suspension and/or removal from the School-to-Work Program.

Leaving School Grounds

NO student is allowed to leave the school grounds during school hours without written permission or personal communication from a parent or guardian. Any student leaving school for any reason at any time of the day must check out of the office. This includes students who do not plan to return to school after lunch hour. If students leave school without checking out, they will be unexcused/truant and disciplinary action will be taken.

*Reference to: Policy/Procedure 434 Released Time for Students
Policy/Procedure 436 Dismissal During School Hours - Student*

Age of Majority

Students who have reached 18 years of age (or emancipated) are not exempt from complying with rules and policies enacted by the Board of Education, administration, and faculty. School rules made under state statutes are binding on all pupils, regardless of age. Eighteen-year-old students may petition to have their school records withheld from parents, may establish their own residence, write their own excuses, etc. If 18-year-old students develop a poor attendance, tardiness, or truancy record because of illness, they will be required to submit doctor’s excuses. Before receiving this privilege, a parent contact may be required with the Assistant Principal to fully explain this process.

Picking Up and Dropping Off Students

Students can be dropped off and picked up at the school’s front entrance. Any person entering the school building during school hours must go to the main entrance of the school and press the buzzer on the door frame. The person will be greeted. The person will state his/her name and business and the door will be unlocked. The person will proceed directly to the office. In order to honor the academic environment,

parents/guardians are asked not to walk in the halls or visit classrooms without first stopping at the office. Items may be dropped off for students at the school office.

At the Middle School, if a student needs to be picked up early from school, please send a note to the teacher so that the student can be ready. An approved adult must come to the office and sign the student out. The student will then be called from his/her classroom to leave from the office. At the High School, students are required to provide a note from the parent/guardian in order to be picked up early from school. Students are required to sign out before leaving. Parents are to use the parking lot for drop off and pick up. Parents are **not** to use the front circle as that is for bus use **only**.

School Closing/Cancellation

When the School District of New London closes due to severe weather, the announcement is made on local radio and television stations between 6:00 a.m. – 7:30 a.m. If it becomes necessary to close school after the start of the school day before regular dismissal time, the announcement will be made on local radio and television stations. Emergency school closings are announced on the following radio and television stations:

WBAY-TV Channel 2
WGBA-TV Channel 26
WDUZ (1440 FM)
WLSZ KISS FM (95.6 FM)

WFRV-TV Channel 5
WDUX (800AM/92.6 FM)
WIXX (101.1 FM)
WEMI (91.5FM)

WLUK-TV Channel 11
WOZZ (93.5 FM)
WROE (94.3FM)

Reference to: Policy/Procedure 723.3 Emergency School Closings

Withdrawal and Transfer

Wisconsin Act 399 must be followed when withdrawing from school. Students are required to attend school regularly during the full period and hours that school is in session until the end of the school term quarter or semester of the school year in which the student becomes 18 years of age. Students may withdraw from school prior to that time if the student and his/her parent or guardian agree, in writing, to participate in a program or curriculum modification leading to high school graduation or its equivalency.

Students who are transferring must secure a transfer note signed by a parent or guardian. Appropriate forms can be obtained in the Guidance Office. Students must have the forms filled out by teachers, return all schoolbooks and property and pay all fees. Completed forms are to be turned back into the Guidance Office.

Reference to: Policy/Procedure 435 Withdrawal from School

SECTION FOUR

Student Behavior/Conduct

Bulldogs of Character

The district has endorsed the Bulldogs of Character program which is embedded throughout the climate of the elementary, middle, intermediate, and high schools. The program is based on the six pillars of *respect, responsibility, fairness, caring, citizenship, and trustworthiness*. Each month students focus on specific pillars and learn how they can implement these in everyday life.

Pillars of the Month

September	<i>Self-Discipline</i>
October	<i>Caring</i>
November	<i>Cooperation</i>
December	<i>Respect</i>
January	<i>Responsibility</i>
February	<i>Diversity</i>
March	<i>Fairness</i>
April	<i>Trustworthiness</i>
May	<i>Citizenship</i>

Student Behavior

The School District of New London staff and students value the dignity of all members of the school community at all times. A positive, consistent approach to discipline which focuses on safety, respect, communication, self-discipline, problem solving, development of a positive self-image and prevention of discipline problems will be used in New London.

Repeated and/or serious rule violations and misbehaviors will result in an office referral to the building principal. In serious behavior referrals to the office, the parent/guardian will be phoned and be given an opportunity to meet with the building principal.

Inappropriate and unsafe behavior may result in restrictions from the playground and/or classroom. A parent/guardian of a student who is in-school or out-of-school suspended, will be given verbal and written notice of the suspension. A meeting between the parent/guardian, student, and school will be arranged if deemed necessary by the school and/or parent/guardian.

A student whose disruptive behavior forces his/her temporary removal from the regular classroom may be assigned to an in-school suspension. The student will be assigned to in-school suspension by school administrators and will be under supervision of school personnel.

The school board may expel a student from school whenever it finds him/her guilty of repeated refusal or neglect to obey the rules, or finds that he/she engaged in conduct while at school or while under the supervision of a school authority which endangers the property, health, or safety of others, and is satisfied that the interest of the school demands his/her expulsion. The district expressly prohibits use, possession, or exchange of alcohol, tobacco, drugs, or be in possession of related drug paraphernalia in the school building, on school property or school buses, or at school-related activities. The district also expressly prohibits possession, use, or storage of any weapon or look alike on school premises, school buses, or at any school-related activity.

Disciplinary Action may be taken as a result of any behavior, which is disruptive of good order or which violates the rights of others. The following acts are unacceptable and subject to disciplinary action in school, on school buses, or at any school-sponsored activity. The minimum and maximum actions does not imply or require that a “step-by-step” progression of increasing severity be employed by an administrator in dealing with a violation. However, there will be a logical relationship between the severity of the offense and the administrative action.

It should be understood by parents, students, and staff that all violations of school rules and regulations of state and federal laws will be vigorously enforced by school officials. The student’s rights and responsibilities outlined by the School District of New London will be adhered to as the standard administrative practice regarding student discipline and student rights.

Corrective measures are as follows:

- A. Student Conference - Conferences will be conducted with students regarding disciplinary matters to insure due process. Each student facing the imposition of disciplinary action under this Code of Conduct must be informed of the facts and the nature of the conduct which has been challenged and be given an opportunity to explain his or her version of the facts or conduct which has been challenged prior to the imposition of discipline.
- B. Parent Contact - Depending on the violation and the seriousness of the action, a parent may be contacted by phone or mail in addition to a student conference. The intent of the contact is to inform the parent of the violation and the student’s attitude during the conference and to elicit parent support for correcting the unacceptable behavior.
- C. Parent Conference - The Principal, Assistant Principal, counselor or teacher may request a parent conference, with or without the student present, to insure parent understanding of the student’s academic and/or behavior problem and to mobilize a cooperative effort to correct the difficulty.
- D. Dismissal From Class - If a teacher finds it necessary to send a student from a classroom because of willful and persistent disruptive misbehavior and/or refusal to obey the teacher in the room, the student is to report immediately to the office. To be reinstated in the class, the student must confer with the building administrator and/or the teacher concerned.
- E. Detention - Detention is a consequence administered for various inappropriate behaviors or unexcused absences. All detentions must be made up before participating in graduation. Each school will communicate the specific time and locations where detentions are to be served. Students who refuse to sit assigned detention will be placed on In or Out-of-School Suspension.
- F. Suspension - The flagrant violation of certain rules and continuous refusal to abide by school rules may result in suspension from classes or from school up to (5) five days. Length of suspension will be determined by administration and will reflect the offense committed. Parents and guardians will be notified, in writing, of the action, and scheduling of a conference if necessary. The record of the suspension becomes a permanent part of the student’s school record.

The kinds of suspension used are:

- **In-School Suspension** - Student is assigned to a designated area during the regular school day under direct supervision. **The student may not participate in regular classes or participate in co-curricular activities or any other district activities.** The student is not allowed to leave school during the day for any reason. School work is assigned and credit will be given for work successfully accomplished.
- **Out-of-School Suspension** - Students are placed under supervision of parent or guardian during the period of suspension. A suspended student may not loiter or appear on school property or be present at school-sponsored activities during the period of suspension. It is intended that this leave from school will afford the student and parent(s) the opportunity to think, focus, discuss, and evaluate positive alternatives to the problem being addressed. Once a proposed plan of action has been determined, a conference with the concerned individuals will be arranged to rectify the condition for which the suspension was assigned. A student will be re-admitted to school after a satisfactory solution to his/her conduct is agreed upon by parents and administration.

- **Class Suspension** - A student may be prohibited from attending a particular class for one (1) to three (3) days due to misconduct in that particular class. A second violation could result in removal from the class permanently.
- **Suspensions and Disciplinary Leaves** are used to change student behavior. If a student continues to exhibit inappropriate behaviors which warrant suspensions, additional strategies may be used in an attempt to change student behaviors. Parent conferences, counseling, behavior contracts, assessments, and referrals to outside agencies are examples of such strategies. Continued violation of rules may eventually lead to expulsion.

- G. **Expulsion: “Expulsion”** means an action by the Board of Education that prohibits an enrolled pupil from further attendance as per Wisconsin State Statute. The Board of Education may expel a student whenever it finds her/him guilty of repeated refusal or neglect to obey the rules or finds that she/he engaged in conduct while at school or while under the supervision of a school authority which endangers the property, health, or safety of others, and is satisfied that the interest of the school demands his/her expulsion. A student will be re-admitted to school after a satisfactory solution to his/her conduct is agreed upon by parents and administration.
- H. **Referral to Police or Juvenile Authorities** - If a student’s misbehavior is such that a law violation is involved, police or juvenile authorities may be contacted by the principal or a designated representative. Every reasonable attempt will be made to notify parents at the same time juvenile authorities are called. If the officer indicates that he/she is arresting the pupil, with or without a warrant, that officer will have complete jurisdiction and responsibility in the matter and the principal will not interfere with the pupil’s removal from the building.

It is understood that the rules for student conduct are not all inclusive. The administration will take such action as necessary and not forbidden by law to insure the educational climate of the school. Action may be taken with respect to any offense which interferes with the orderly conduct of the school or which impairs the usefulness and well-being of the school regardless of existence of a rule covering the offense.

The following violations could result in a minimum penalty of a student conference/parent contact and a maximum penalty of suspension/expulsion. Some violations require involvement by law enforcement authorities. This listing of violations is not all inclusive and does not intend to list every possible violation.

Violations against persons:

- Fighting – mutual combat in which both parties have contributed to the situation by verbal and/or physical action
- Harassment – participating in, or conspiring with others to engage in harassing acts that injure, degrade, or disgrace other individuals, including sexual harassment
- Inappropriate Language – in classrooms and/or hallways
- Abusive Language – disrespectful or threatening language to others
- Disorderly Conduct – disruptive behavior or language
- Interference/Obstruction – any intentional action taken to attempt to prevent a staff member from exercising his/her assigned duties
- Possession of Weapon
- Assault – an act with intent to cause bodily harm

Violations against property:

- Unauthorized use of school property – the unauthorized/illegal use of school property for non-school sponsored activities
- Damage to property of staff members and others
- Damage/defacing of school property
- Tampering with fire equipment
- Theft – the unauthorized taking of the property of another
- Robbery/extortion – the obtaining of property from another, where his/her consent was induced by use of force or a threat of force

Violations against technology regulations:

- Using the District Network or Internet for purposes with no clear educational value
- Storing, accessing, creating or displaying obscene, pornographic, profane, threatening, racially offensive, or illegal material
- Any attempt to gain access to the local drive of a machine or a network drive and/or attempting to modify, destroy, or abuse in any way system components including hardware and software
- Vandalism, harassment, insults or attacks on others
- Violating copyright laws
- Using another person's password
- Trespassing or attempting to trespass in another person's folders, work, or files
- Downloading and/or installing of any file not for clear, educational purposes. Absolutely no program files (.exe) games of any sort, or shortcuts should be present in a user's assigned network space
- Posting any contact information about themselves or any other person

Violations against vehicle regulations:

- Parking – parking in an unauthorized area on school property
- Reckless or careless driving – driving on school property in such a manner as to endanger persons or property

Violations against school administrative procedures:

- Willful disobedience – refusal to follow school rules and regulations
- Fireworks – possession or use of fireworks on school grounds
- Disruptive behavior – actions which interfere with effective operations of the school
- Defiance of authority – refusal to follow a directive/order by a staff member
- Distribution of material – distribution of literature on or near school property of inflammatory, libelous, or slanderous material
- Snowballing – not allowed on school grounds
- Student dress – manner of dress or personal grooming which present a clear danger to the student's health and safety, causes an interference with work, or creates classroom or school disorder
- Trespassing – physically present on school grounds or at a school activity after being requested to leave by the school principal or other designated person lawfully responsible for the control of said premises

Violations involving drug and alcohol:

- The possession or use of any substance considered to be a "controlled" substance under state or federal law and alcohol in any form is a violation of state statutes.
- Using, possessing, dispensing, or under the influence of any alcohol/drugs while the student is or will be engaged in school activities, is representing the School District of New London, or is under the jurisdiction and/or supervision of a School District official or representative or while on school property.
- Intending to buy, sell, trade, dispense, transfer or use a substance and believes that substance to be a drug/alcohol or represents to others that the substance to be bought, sold, transferred, dispensed or used drug/alcohol regardless of the true nature of the substance, while the student is or will be engaged in school activities, is representing the School District of New London, or is under the jurisdiction and/or supervision of a School District official or representative or while on school property.

Violation involving smoking/tobacco:

- The School District of New London is a Tobacco Free Zone as established under the Wisconsin Act 209 which became effective September 1, 1990.
- The tobacco prohibition applies to everyone on school premises inclusive of students, staff, and the public.

Each school has a specific behavioral program consistent with the district's policy.

*Reference to: Policy/Procedure 363 Technology
Policy/Procedure 363.2 Student Technology Acceptable Use
Policy/Procedure 443 Code of Student Conduct
Policy/Procedure 443.4 Student Alcohol and Other Drug Use
Policy/Procedure 447 Student Behavior and Discipline
Policy/Procedure 447.2 Student Detentions
Policy/Procedure 447.3 Student Suspension
Policy/Procedure 447.31 Student In-School Suspension
Policy/Procedure 447.4 Student Expulsion
Policy/Procedure 832 Weapons*

Due Process

The School District Administrator or any principal or teacher designated by him also may make rules, with the consent of the Board of Education, and may suspend a pupil for not more than **five (5)** school days or, if a notice of expulsion hearing has been sent under next paragraph for not more than a total of **fifteen (15)** consecutive school days for non-compliance with such rules or school board rules, or for conduct by the pupil while at school or under the supervision of a school authority which endangers the property, health or safety of others.

Prior to any suspension, the pupil will be advised of the reason for the proposed suspension. The pupil may be suspended if it is determined that she/he is guilty of noncompliance with such rule, or of the conduct charged, and that his suspension is reasonably justified. The parent or guardian of a suspended minor pupil will be given prompt notice of the suspension and the reason therefore. The suspended pupil or his parent or guardian may, within **five (5)** school days following the commencement of the suspension, have a conference with the school district administrator or his designee who will be someone other than a principal, administrator or teacher in the suspended pupil's school. If the school district administrator or his designee finds that the pupil was suspended unfairly or unjustly, or that the suspension was inappropriate, given the nature of the alleged offense, or that the pupil suffered undue consequences or penalties as a result of the suspension, reference to the suspension on the pupil's school record will be expunged. Such finding will be made within 15 days of said conference. A pupil suspended under this paragraph will not be denied the opportunity to take any quarterly, semester or grading period examinations missed during the suspension period.

The Board of Education may expel a pupil from school whenever it finds him/her guilty of repeated refusal or neglect to obey the rules, or finds that he/she engaged in conduct while at school or while under the supervision of a school authority which endangers the property, health or safety of others, and is satisfied that the interest of the school demands her/his expulsion.

Prior to such expulsion, the Board of Education will hold a hearing. Not less than five days written notice of the hearing will be sent to the pupil. If the pupil is a minor, his parent or guardian will also be notified of the hearing and informed of the particulars of the alleged refusal, neglect or conduct, the time and place of the hearing, and that the hearing may result in the pupil's expulsion. The pupil and, if the pupil is a minor, his parent or guardian may be represented at the hearing by counsel. The Board of Education will keep written minutes of the hearing. Upon the ordering by the Board of Education of the expulsion of a pupil, the school district clerk will mail a copy of the order to the pupil and, if the pupil is a minor, to his parent or guardian. The expelled pupil or, if the pupil is a minor, his parent or guardian may appeal the expulsion to the state superintendent. An appeal from the decision of the state superintendent may be taken within 30 days to the circuit court of the county in which the school is located.

*Reference to: Policy/Procedure 411 Equal Educational Opportunities/Complaint Procedures
Policy/Procedure 411.1 Student Harassment
Policy/Procedure 511 Equal Opportunity Employment/Complaint Procedures
Policy/Procedure 512 Employee Harassment
Policy/Procedure 870 Public Complaints*

Student Dress

Students are expected to dress in a manner conducive to learning, health, and safety. We recognize that students' individual dress is primarily a parental responsibility, which should reflect concern for the health and safety of the student. When the dress of the student constitutes a physical danger to any person, or when it causes a disruption or disturbance to the learning environment, the student will be asked to change or may be sent home to change. The following will apply:

- Clothing or jewelry that disrupts the educational process (e.g., halter tops, short tops, short shorts, or short skirts may not be worn). Midriiffs and/or undergarments will not be exposed.
- Students are expected to wear shoes at all times. Shoes with wheels are not permitted.
- No caps, hats, bandanas, sunglasses, hoods, or jackets are allowed to be worn inside the building/classroom unless granted with special permission from the teacher or building principal.
- Clothing or jewelry that is identified with gang or gang-related activities is prohibited.
- Clothing or jewelry that contains pictures and/or writing referring to alcoholic beverages, tobacco products, weapons, sexual references, profanity, "put-downs," and/or illegal drugs is prohibited.
- Hats should be removed when entering any school within the School District of New London.
- Clothing or jewelry that is offensive as determined by assistant principal/principal.
- Clothing or jewelry with spikes or chains will not be permitted.

Reference to: Policy/Procedure 443.1 Student Dress

Student Backpacks/Book Bags/Handbags/Purses

Backpacks, book bags, handbags, and purses will not be allowed in the library, computer labs, or classrooms at any time. Students must store the above items in their locker during the school day.

Student Relationships

Appropriate behavior between students is expected and required at all times at all school activities. School and school activities are not considered appropriate places to show affection. Individuals/couples who fail to abide by this policy may be subject to disciplinary action.

Hall Passes—High School

Hall passes will not be issued to any student unless it is an absolute emergency. In the event of a special circumstance, any student who is in the halls when classes are in session must have a pass from a teacher.

Social Events—Middle School

All dances and social events must be completely planned at least two weeks in advance. Normally, the hours of any social event are limited to the time between 4:00 p.m. and 9:00 p.m. All social events are restricted to New London Middle School students only. No visitor or guests will be allowed to attend.

An "Activity Planning Form," obtained from the school office, must be completed in detail and submitted to the administration for approval by the close of school two weeks before the date of the activity. Students are expected to abide by the same school behavioral expectations as that of attending any social or athletic event. General rules for social/athletic events include but are not limited to:

- Students on suspension or students absent on the day of the event are not allowed to attend.

- No smoking is allowed in school or on school property.
- No person with liquor on his/her breath will be admitted to the event.
- Once a student leaves the building, he/she is not to be readmitted to the dance or social event.
- Doors will be locked after a reasonable time is allowed for getting to a dance or social event. Usually one-half hour after the start of the event, the doors will be locked.
- Roaming the building or loitering in the restrooms is not permitted. Violations will be handled by requesting the individuals(s) to leave.
- Students are to conduct themselves properly, and to follow instructions and directions of the chaperones or supervisors. Anyone who creates a disturbance or commits an infraction of these rules may be restricted from future events and other activities.
- Students removed from dances, social events, or games are NOT entitled to a refund.
- All school events will be governed by these rules and any other additional restrictions as may be advisable for the protection of the student body and the school.

Social Events—High School

Guidelines for social events at the High School are as follows:

- Students that have an in-school or out-of-school suspension or students absent on the day of the event are not allowed to attend.
- No smoking is allowed in school or on school property.
- No person with liquor on his/her breath will be admitted to the event.
- Students are to conduct themselves properly, and to follow instructions and directions of the chaperones or supervisors. Anyone who creates a disturbance or commits an infraction of these rules may be restricted from future events and other activities.
- Students removed from dances, social events, or games are NOT entitled to a refund.
- All non-students who wish to attend dances must be guests of New London High School students and approved by the administration. Middle School students are not permitted. Anyone over the age of 19 may not attend.
- The doors will be locked one-half to one hour after the dance starts and no students will be admitted after that time.
- Students who leave the dance after the doors are locked will not be re-admitted.
- A minimum number of chaperones are required if an organization wants to sponsor a dance.
- School rules apply at all school-sponsored activities.
- All dances must be approved by the Activities Director.
- Student spectators may not be admitted to school dances where tickets are sold in advance (including Prom).

SECTION FIVE

Academics

Class Assignments—Middle School

As classroom assignments are being made for next school year for returning students, the following are taken into account:

- Student’s interaction with peers
- Balanced boy/girl ratio
- Balanced by ability levels
- Student’s learning style

A parent/guardian may provide information about his/her child to assist in this process, but we ask that a parent/guardian avoid making specific teacher requests. Please put any pertinent information in writing to the school office by April 30. The principal is responsible for final decisions on all class assignments. Due to the number of students moving in and out of the area during the summer, the final class list will not be available until August.

Promotion to Ninth Grade

In compliance with School District of New London Policy/Procedure 345.4, an eighth grade student may not be promoted to the ninth grade unless the student has satisfied the criteria established by the School District of New London in accordance with state statutes. Performance on the Wisconsin Knowledge and Concepts Examinations is one of the criteria required by law.

Reference to: Policy/Procedure 345.4 Grade Advancement

Grading Scale

The grading scale is as follows:

Percent Scale	Letter Grade	Grade Point Scale	Grade Point Value
93-100	A	4	4.0
90-92	A-	4-	3.67
87-89	B+	3+	3.33
83-86	B	3	3.0
80-82	B-	3-	2.67
77-79	C+	2+	2.33
73-76	C	2	2.0
70-72	C-	2-	1.67
67-69	D+	1+	1.33
63-66	D	1	1.0
60-62	D-	1-	.67
0-59	F	0	0

Reference to: Policy/Procedure 345.1 Grading and Reporting

Report Cards

Parents/guardians or students can check attendance, emergency information, vaccinations, academic progress at any time using Family Access once an account is set up.

Report cards are issued quarterly to all students. Parents/guardians are encouraged to set up conferences with teachers and/or specialists whenever they feel the need.

Honor Roll

The Middle School honor roll lists the names of students who have achieved a high record that is deserving of special mention and recognition. Students who achieve a 3.67 or higher grade point average will be on the “A Honor Roll.” Students who achieve a 2.67 to 3.66 will be on the “B Honor Roll.” No student may be placed on any honor roll if he/she received a grade of “D,” “F,” or an incomplete for the period being considered.

The High School Honor Roll recognizes those students who achieve outstanding academic records. Students who achieve a grade point average of 3.67-4.0 will receive High Honors. Students who achieve a grade point average of 3.0-3.66 will receive Honors.

Academic Letter—High School

Students at New London High School are recognized for outstanding academic achievement. Students who achieve a semester grade point average of 3.850 or above will be recognized as follows: first time—student receives a letter award and certificate; second and third time—student receives a lamp of knowledge pin and certificate; fourth, fifth, sixth, seventh and eighth time—student receives a plaque and certificate. Students who achieve a semester grade point average between 3.670 and 3.849 will receive a certificate.

Late Homework

Late homework will only be accepted according to the policy established by each teacher. Students will be responsible for making up assignments missed during an excused absence. After an excused absence, a student will be afforded two (2) school days for every day missed to complete make-up work. This applies to work assigned on the day a student was absent. Assignments, tests, etc., previously assigned are due on the day the student returns to school from the absence.

If a student is absent five (5) or more consecutive days, the student is required to meet with his/her teachers to discuss a time frame for making up work.

If a student has an unexcused absence, the student should make arrangements with the teacher to make up any work missed. If the student is truant, the student will be allowed to make up major examinations and assignments. No student will be denied credit for any course on the basis of attendance only.

Reference to: Policy/Procedure 431 Attendance

Co-Curricular/Academic Conflicts

Because students are encouraged to be involved in co-curricular activities, teachers and advisors will work to decrease the likelihood of conflicts in schedules. Because avoiding conflicts in scheduling is not always possible, a student who misses an academic activity to compete in a co-curricular activity will not be penalized for the choice that the student and parents make. Students will be required to make up missed work within one week. Missed work will be assigned at the discretion of the teacher.

Program Change

There are occasions when it is necessary for a student to make a change in his/her program of studies. In most cases, program changes should be made prior to the beginning of a semester. Dates and times for making program changes will be announced. Every attempt will be made to process these changes before a semester begins. There are times when a program change may be necessary after the semester has begun. Generally, the reason for these changes are academic in nature. In all cases, parental approval is required before a program change will be made.

Schedule Changes—High School

At the High School, a schedule change is when a student requests to keep the same course he/she selected but placed in a different period and/or with a different teacher. Schedule changes are discouraged unless a parent requests the change and the change does not disrupt the balance of class sizes. No change can be made after the third school day of each semester.

Withdrawal from a Course

The Board of Education requires that all students be enrolled in a minimum of six classes during a semester. Any withdrawal from a course that results in a student having fewer than six classes will result in a failing grade for that course. Students may be able to withdraw from a seventh course without penalty through the sixth week of a semester. This will only be considered after a parental request to withdraw based on legitimate educational concerns. Parents will be asked to sign a withdrawal form after consultation with a counselor. All withdrawals after the sixth week will result in a failing grade. Students dropping a class during a semester may not receive a permanent pass to another area of study.

Conferences

Student progress is communicated through a combination of written reports and parent-teacher conferences. Parent-teacher conferences are held in the fall and winter of each school year. The purpose of the conference is to provide an opportunity to discuss the student's progress and special needs with the student's teacher. These conferences are a very important part of the school year and an effort should be made to attend. By attending parent-teacher conferences, students see the importance that parents/guardians have placed on education and how valuable it is to obtain a good education.

Communication Home/School

Parents/guardians are encouraged to contact the school with any concerns regarding a student's academic and social growth. A parent newsletter is sent from school which includes all the school news and happenings. Individual classroom teachers will communicate with parents/guardians using a variety of communication tools.

Independent Study—High School

A student can take any course listed in the Program of Studies on an independent study basis if a scheduling conflict prevents them from taking that course. The student will be responsible for securing a faculty advisor.

A student may continue study in an area of special interest by working on an independent study project. A proposal will be made to the guidance counselor. Upon receiving initial approval, the student will secure a faculty advisor. Student and teacher will develop a course outline of the project, indicating work that must be

completed. An agreement signed by student, parent, teacher, counselor, and principal is necessary before the independent study project begins. A student can pursue one independent study project per semester.

Graduation Requirements

All students must meet the following requirements to graduate from New London High School. All students must enroll in six classes each semester.

At least 22 high school credits for the graduating classes of 2009, 2010, and 2011:

- 4 credits of English
- 3 credits of social studies
- 2 credits of mathematics
- 2 credits of science
- 1.5 credits of physical education
- 0.5 credit of health education (earned in grades 7-12)
- 9 credits of electives

At least 24 high school credits for the graduating class of 2012 and beyond:

- 4 credits of English
- 3 credits of social studies
- 2 credits of mathematics
- 2 credits of science
- 1.5 credits of physical education
- 0.5 credit of health education (earned in grades 7-12)
- 11 credits of electives

Fifth-year seniors are on automatic probation status. They must contract with the administration as to the conditions of probation.

Reference to: Policy/Procedure 345.6 High School Graduation

SECTION SIX

Bus Transportation

Purpose

The main objective of transportation is to help provide equal educational opportunities for all students, regardless of where they might live. This should be carried out in the safest manner possible.

Who Is To Be Transported

All students from kindergarten through grade 4 who live over 1½ miles from the school they attend will be transported. Students in grades 5-12 will only be transported if they live more than 2 miles from school. In-city kindergarten through grade 12 students living in a state-approved hazardous transportation area will be transported.

Students from kindergarten through grade 6 living outside city limits may be requested to walk a distance of one-fourth (1/4) of a mile to board the school bus, or they may be discharged at a distance of one-fourth (1/4) of a mile from their residence. Students in grades 7 through 12 may be requested to walk up to one-half (1/2) of a mile to board the school bus, or they may be discharged at a distance of one-half (1/2) of a mile from their residence.

Bus Assignment

Students will ride only their assigned bus for the school year. They will have only one pickup and drop-off location for the school year. If a family emergency comes up, there will be no emergency pickup or drop-off. The district will recognize baby-sitters and day-care centers as locations for dropping off or picking up students. When a hardship or extenuating circumstances arise wherein a parent/guardian needs to arrange for special transportation pick-up or drop-off points, the Special Transportation Request for Pick-Up/Drop-Off form will be submitted to the Transportation Supervisor for consideration. The district recognizes that these hardships and/or circumstances occur and will make an effort to accommodate when possible.

Changes that may occur during the school year because of custodial or day-care situations can be accommodated if adequate notice is given and conditions listed in the previous paragraph are also met. Requests, at least a week in advance, to be approved must be in writing with all information completed accurately and clearly.

A student may be transported to and from a baby-sitter or day-care center if:

1. The baby-sitter or day-care center is within the established bus route (routes will not be extended to accommodate baby-sitter or day-care center situations).
2. Each day the student is transported, the schedule remains the same (i.e. each day the student gets picked up at home or the baby-sitter's, and dropped off at home or the baby-sitter's).
3. There is no problem with capacity on the buses involved.
4. The School District will work to have routes set up for students to be on the bus as short a time as possible, with the main concern to the safety of the students. The School District will set up the routes so no student will be on a route bus for more than 75 minutes.

Bus drivers will not make individual arrangements for changes or adjustments to pick-up or drop-off points with students or parents/guardians.

Private Driveways

For the most part, District buses will not travel on private roads or driveways. Where buses are required to use private roads and driveways as in the case of students with special needs (EEN), residents must provide a reasonable turnaround and keep roads in good driving condition in all weather conditions.

General Bus Rules

Riding the bus is an extension of the classroom. It is important that students and parents/guardians become acquainted with the rules and regulations associated with the privilege of riding a school bus. The district will make every effort to provide a safe and comfortable ride. We can only ensure this if all of the rules are followed.

1. Students are to be at the bus stop on time.
2. No eating, drinking, or use of tobacco or drugs when riding on regular bus routes. Eating and drinking of soft drinks may be approved by the chaperone and bus driver on extra-curricular trips. Cleanup will be the responsibility of the students, chaperone, and bus driver.
3. No talking on cell phones.
4. Students are asked not to bring toys or valuable possessions to school unless approved by the teacher. This includes, but is not limited to: CD players, radios, tape recorders, TVs, extra money, Beanie Babies, Virtual Pets, etc.
5. No skateboards, rib boards, scooters, etc., are allowed on the bus.
6. No fighting, tripping, hitting, or pushing.
7. No pets, insects, or animals may be transported on any school bus.
8. No weapons or firearms will be allowed on the bus. (The only exception to this is an encased or unstrung bow to be used for class purposes.)
9. No vulgar or profane language.
10. No littering inside or outside of the bus.
11. Destruction of property will be paid for by the student.
12. Students will sit in assigned seats.
13. Students will remain seated while the bus is moving.
14. Windows may be opened with permission from the bus driver or chaperone. Heads, hands, and arms are not to be extended from the windows.
15. Students will get off and on only at the school they attend.
16. Students must ride only the bus he or she is assigned to.
17. Excessive and unnecessary noise will not be tolerated.
18. The emergency door is to be used only for emergencies or as instructed by the driver. Students using the emergency door for other reasons may forfeit his or her right to ride in the future.
19. Students should be ready to board the bus when it arrives.
20. If a student must cross the road when loading or unloading, he/she must cross ten (10) feet **in front** of the bus and should keep the driver in sight to watch for directions.

Discipline Procedure

Bus drivers are responsible for maintaining appropriate behavior and order among students using New London school buses. A student who misbehaves or disrupts other students while on the school buses will be warned by the bus driver and asked to correct his/her behavior. When a student who continues to misbehave or disrupt other students while on the school bus, the driver will complete a written report of the incident. A copy of this report is given to the Transportation Supervisor. The Transportation Supervisor will discuss with the student and parent/guardian involved the appropriate procedure based upon the incident and submit a copy of the report to the Principal/Assistant Principal.

A student who continues to misbehave after notification to the parent or guardian may be suspended from riding the bus by the Transportation Supervisor. A student who willfully defaces bus equipment or furnishings, or is in possession of drugs, controlled substances, or alcoholic beverages, or threatens the safety of the driver or other students may be prohibited from riding the bus by the Transportation Supervisor and/or District Administrator. The School District may suspend the student's riding privileges when deemed necessary.

Video Monitoring System

Buses have been equipped with video monitoring devices. The purpose of this equipment is to reduce the disciplinary problems and vandalism on the buses, thereby allowing the driver to focus on the driving of the bus and providing for safer transportation of students. All monitoring devices will be installed in accordance with all applicable and federal regulations.

Reference to: Policy/Procedure 751.22 Video Monitoring System on School Buses

Concerns Regarding the Transportation Program

All concerns should first be addressed to the Transportation Supervisor. Should a solution not be reached at this level, a written request may be forwarded through the Transportation Supervisor to the District Transportation Committee. Should the matter not be resolved at this level, a written request to appear before the Board of Education may be presented to the District Administrator.

Suspension of Operations and/or Route Alterations

The District Administrator will decide (with possible counsel and advice of other school, city, and county officials) when road conditions warrant suspension of bus service. The District Administrator or designee will then inform pupils and the parent/guardian by radio and television announcements or other means to the fact that the buses will not be operating that day or that school will be dismissed early.

Road conditions or mechanical difficulties may cause delay and/or temporary alteration of regular routes. The driver is expected to contact the Transportation Supervisor concerning such changes as soon as it is possible.

SECTION SEVEN

Food Service

Food Service Fees

Food service fees are established annually in August and will be provided to parents with registration materials. It is not the district's intent to deprive any student of a meal; however, the district has a financial liability by allowing family food service accounts to go unpaid. The practice causes the meal prices to increase for everyone else. In an effort to minimize credit problems and reduce the time and effort to deal with overdue accounts, no student will be allowed to charge against an account unless sufficient funds are available in that account.

Reference to: Policy/Procedure 761 Food Service Credit Policy

Free and Reduced Meal Applications

Free and reduced price breakfasts and lunches are available to all students whose family eligibility follows guidelines published each fall. Free and reduced meal applications can be obtained from any school building at any time during the school year. If family financial circumstances change at any time of the year, parents are encouraged to complete an application. All federal entitlement money allocated to local school districts is based on the percentage of free and reduced lunch qualifying applicants. In order to continue programs such as Title I reading program, it is important that families complete the free and reduced lunch applications. The School District of New London benefits from this application process.

Breakfast

Breakfast is available at all schools.

Lunch

The School Lunch Program is available to all students in grades K-12 in the district. Each lunch meets the guidelines established for the National School Lunch Program and provides 1/3 of students' daily nutritional needs. A five-component lunch is offered consisting of the following food groups: bread/grain, fruit, milk, vegetable, and protein/protein alternative. Students are encouraged to take three of the five components. Menus are printed in the *Press Star* and *Buyer's Guide* and are available at the school office. Milk is served daily at lunch and is included in the lunch price. Students eating a cold lunch may purchase milk. Parents/guardians are invited and encouraged to come and join students for lunch!

Breakfast/Lunch Accounts

Breakfast/Lunch accounts are maintained on a computer with family balances. Parents are encouraged to keep a positive balance in the student's lunch account at all times. Each student will be issued a 4-digit pin number (I.D. number) and assigned a lunch account that the computer will keep track of. The system will be set up using family accounts, not individual accounts. It is a prepaid system with a variety of payment methods (weekly, monthly, semester, etc.) One FAMILY deposit can be made if there is more than one student. **Checks should be made payable to the New London School District Food Service.** Parents/guardians may contact the Food Service at 982-8435 for account information. Parents can check account balances online with the number and password received from Food Service.

Reference to: Policy/Procedure 761 Food Service Credit Policy

Lunch Room Expectations

All students are expected to obey the lunchroom rules. They are as follows:

- Be polite and use manners.
- Clean up area when leaving the table.
- Use conversation voices at all times; no running.

Students violating these expectations will be assigned appropriate consequences.

Lunch Hour

Students are provided a **closed-campus**, 30-minute lunch period at the Middle and High Schools. **Students are not allowed to leave the school grounds or lunchroom during the lunch hour.** At the Middle School, students are allowed some time outside for supervised activities, providing there is good weather. This privilege is allowed when students have conducted themselves appropriately in the cafeteria.

SECTION EIGHT

School Nursing/Special Education/Other Services

Emergency Field Trip Form

Students often become ill or get accidentally injured during school hours. It is very important that the school is provided with information for the student's Emergency Form to enable the school to contact the parent/guardian or another adult living in the area and familiar with the student, in the parent/guardian absence. We contact parents when we feel a child needs to be removed from school for his or her, or other students', health and safety, or when there is a questionable injury we feel would best be dealt with by a parent.

Reference to: Policy/Procedure 453.6 Emergency Card

Release of Information

In compliance with federal regulations, the school district requires a signature of informed consent to obtain or release school information regarding a student. This includes information for medical professionals and outside agencies to include rating scales and checklists regarding behavior or attention. A signed release allows for two-way communication between outside parties and the school nurse or school psychologist. Other school staff may receive summary information when there is legitimate educational interest.

Immunization Requirements

Vaccination requirements include:

- One dose of **Tdap vaccine (tetanus, diphtheria, and acellular pertussis)** will be required for students entering **grades 6-12**.
- A second dose of **varicella vaccine (chicken pox)** will be required for students entering **grades K5 (5 year old), 1st, 2nd, 6th, 7th, 8th, and 12th**. If your child has had the disease, no vaccination is required.

State law requires all public and private school students to present written evidence of immunization against the above diseases **within 30 school days of admission**.

Reference to: Policy/Procedure 453.2 Immunization Requirements

Medication

If you wish to have the school office personnel administer medications to your son/daughter, you must bring it in the original pharmacy labeled container, properly marked with name of student, name of medication, dosage, and time to be given. Parent/guardian is responsible for personally delivering controlled substances to the school office personnel or school nurse.

An "Administration of Medication Consent" Form must accompany both prescription and non-prescription medication. Both **parent/guardian and physician** must sign the medication consent for administration of any **prescription medication** during the school day. For **non-prescription medication** to be administered during the school day, over-the-counter medication must be in the original, sealed manufacturer's package and a **parent/guardian** signature is required. Only a limited supply of medication should be brought to school at any one time. No medications will be given without the properly signed consent form.

It is the parent's/guardian's responsibility to notify school personnel/school nurse of any change in medication or health condition.

Reference to: Policy/Procedure 453.4 Medication – Administering to Students

Student Illness/Injury/Accidents

There are a number of occasions when parents ask, "When should I keep my child home?" In response to this, please follow these guidelines until a doctor can be contacted.

- a. **Fever** is a signal that all is not right with the body. No child with a fever should be sent to school.
- b. **Cold, Sore Throat, Cough** – a child with a "heavy" cough and cold belongs home in bed even though he/she may not have a fever.
- c. **Rash** may be the first sign of poison ivy or sumac, or a childhood illness such as chickenpox. A child with a rash should not be sent to school until a doctor examines him/her and says it is safe to go to school.

The school will attempt to contact the home immediately in the event of an emergency such as illness or accident involving your child. If a parent cannot be reached, the parents' designee as indicated on the school emergency card will be contacted. The school will call emergency services if it is impossible to reach either parents or the parent designee in a reasonable length of time.

It is important that all injuries be reported to the teacher in charge immediately. If however, a faculty member is not present, report the injury to the main office. The school will contact parents in case of serious injury.

Student Welfare

In accordance with Wisconsin Statue, all School District of New London employees are required by law to report any suspected cases of child abuse and neglect.

Reference to: Policy/Procedure 454 Child Neglect and/or Abuse

Special Education Programs and Services

The district provides special education services for students identified with the following disabilities recognized by the State of Wisconsin: Autism, Cognitive Disability, Emotional Behavioral Disability, Hearing Impairment, Other Health Impairment, Orthopedic Impairment, Significant Developmental Delay, Specific Learning Disability, Speech or Language Impairment, Traumatic Brain Injury, and Visual Impairment. Specialists trained in instruction for children with handicapping conditions provide services to students who are eligible. They may also serve as consultants for children who do not meet criteria for special education services, but have learning problems or other school concerns.

Each school has the support of a guidance counselor, school psychologist, and school nurse to assist in providing for the needs of students within the educational environment. These individuals have extensive training and serve as consultants to students, their parents, and staff to provide health, educational, behavioral, and social supports where appropriate.

School Nursing Services

New London parents are reminded to report promptly all communicable diseases to our school nurse. Health problems in school situations need close checking by parents as well as the nurse. The shared advice and action are important in assuring good health for your child while attending school.

*Reference to: Policy/Procedure 453.1 School Nursing Services
Policy/Procedure 453.3 Communicable Disease*

School Psychologists

School psychologists are available to provide services to students between the ages of 3 and 21. The school psychologists provide consultation, diagnostic assessment, and direct intervention with respect to the educational and behavioral development of students. School psychologists are specially trained to administer individual tests; interpret tests and behavioral data to parents, teachers, and others. They coordinate educational management efforts with other staff regarding special programming for individuals or groups of students.

School Counselors

School counselors are available to all students in an effort to help personalize the educational process for all students. This process involves a cooperative effort on the part of all school personnel to assist students in their personal and social development, educational needs, and career planning. The counselors play a key role in linking student needs with available programs and services.

High School students are helped with forming their high and post-high school plans and with making appropriate course selections. Through small groups and individual counseling, students learn to cope with concerns of adolescence. Counselors also assist students in forming tentative career goals and understanding educational and work alternatives. The counseling staff has established a resource room that has information on the local job market, current occupational outlooks, military opportunities, public and private colleges and universities and scholarships.

Library Media Center

Students are invited to use the library media center for study and recreational reading. The library media center houses books, magazines, newspapers, pamphlets, filmstrips, tapes, videotapes, and microcomputer disks which support the curriculum.

The borrowing period for library materials varies:

- Books—3 weeks
- Reference and reserve books—1 hour or overnight
- Periodicals—3 school days-High School; 1 week-Middle School
- AV materials—1 class period or overnight as needed

Students are notified when library materials are overdue. Though there are no fines for overdue materials, if a resource is lost, the student is responsible to pay for its replacement.

Students are expected to behave in a respectful manner towards teachers, staff, and fellow students. Disruptive behavior can result in the suspension of library privileges. Students may not bring food or beverages to the media center.

The library media center at the Middle School opens at 7:45 a.m., and students may come to the media center before and after school, during study hall time, or when given a pass by the teacher.

The library media center at the High School is open from 7:00 a.m. to 3:30 p.m. on school days. Students may come to the media center during study hall time. Sign up on the sheets located on the circulation desk either in the morning before school or between classes. Then come directly to the library instead of study hall before the second bell rings.

The High School Library Media Center is also open Monday-Thursday from 3:30 p.m. to 8:30 p.m. (when school is in session) for any students or community members. Exceptions are early dismissal days before holidays and high school parent/teacher conference days. Parents must accompany any elementary-age student. This time is designated for study time and all library rules will be followed. Anyone wishing to use the library during these hours should use the Guidance/Pupil Services entrance.

SECTION NINE

Miscellaneous

Address Change

Please inform the office if there is a change in address, telephone number, or **emergency medical information** at any time during the year.

Agendas/Handbooks

Student agendas/handbooks are required as an organizational and goal achievement tool for all students. The agenda also functions as a pass system for students. Lost agendas or agendas with missing pages must be replaced at a cost to the student of \$5.00.

Animals in School Buildings

No animals are allowed in the school building without prior approval from the principal. Teachers must notify parents/guardians of plans for a visiting animal and receive written approval or notification of a student's allergy or fear that would be cause to eliminate the animal from being brought to school.

Animals which are unacceptable for school visits:

- **Wild animals:** Animals that pose a risk for transmitting rabies as well as other diseases.
- **Poisonous animals:** Spiders, venomous insects, poisonous snakes, reptiles, and lizards.
- **Wolf-Hybrids:** Animals that are a cross between a wolf and a dog.
- **Stray Animals:** Stray animals should never be brought onto the school campus because the health and vaccination status of these animals is seldom known.
- **Baby Chicks and Ducks:** Because of the high risk of salmonellosis poisoning or bacterial contamination.
- **Aggressive Animals.**

Evidence of current rabies vaccination is required for all dogs, cats, and ferrets which are brought onto school property for instructional purposes. Kittens and puppies may only be appropriate for short classroom visits. Dogs and cats under three months of age and not vaccinated against rabies should not be handled by students.

Reference to: Policy/Procedure 383 Animals In School

Bicycles/Scooters/Skateboards/Rollerblades/Etc.

Because many of the schools are bordered by heavily traveled streets, it is suggested that young students not ride bicycles/scooters/skateboards/rollerblades, etc., to school. Students who bring personal bicycles/scooters/skateboards/rollerblades, including motorized vehicles, do so at their own risk. These items must be parked or stored at the areas designated at each building. No snowmobiles, ATVs, or other motorized vehicles are allowed on any school properties unless it is on a marked trail where permission has been granted. Individuals abusing this privilege will be subject to disciplinary action.

Reference to: Policy/Procedure 455.2 Motorized Vehicle/Bicycle Use by Students

Electronic Devices

Cell phones, pagers, portable music devices, and beepers are discouraged at school. However, cell phones may be brought to school provided they are kept in a locked student locker and are switched off and remain off during school hours. Students will be allowed to use their cell phones during their lunch period. Permission may be granted for the use of an electronic communication device if the principal/designee determines that the device is necessary for a medical or other legitimate purpose during the school day. Any parent/guardian who wants his/her child to use a cellular phone at an unauthorized time may submit a request to the principal, explaining the reasons for the unauthorized use. The principal's decision will be final. A permit will be issued by the principal/designee granting such permission, and the permit will be valid for a specific time period as agreed to by the principal, not to exceed one school year. Students violating these guidelines will be subject to the following: first time warning; second time the parent/guardian must pick up phone or electronic device; third time the parent/guardian must pick up the device and half-day in-school suspension; fourth time—same; fifth time parent/guardian must pick up the device and full-day in-school suspension; subsequent violations will be handled on an individual basis. The School District of New London is not responsible for lost or stolen electronic devices.

Due to the privacy and data protection issues, camera features on any cell phone at school are expressly prohibited. Laser pointers or look-alikes are not permitted on school premises. Students abusing this policy will have their electronic devices confiscated and parents may be contacted.

Reference to: Policy/Procedure 443.5 Student Use of Cell Phones, Pagers, Other Two-Way Communication Devices and Laser Pointers

Fees

The School District of New London collects a Textbook and Workbook Use fee per year for every student in kindergarten through grade 12. Students who enter after the start of school will be charged a prorated fee. Families that qualify for reduced or free lunch can make arrangements with the building principal regarding the book usage fee.

Fees for supplies used in technology education, family and consumer education, art, graphic arts, or physical education courses will vary depending upon the project the student is working on. Fees may also include: Cap and Gown Rental, Co-Curricular/Activity Fee, Yearbook Fee, Instrument Rental, Student Parking Permits, Adult and Student Activity Passes, Lost/Replacement Lock Fees, Damaged/Lost Textbook Fees.

Reference to: Policy/Procedure 656 Student Fees, Fines, and Charges

Field Trips

Field trips are an important part of learning for students. They help students apply what they have been taught in the classroom and learn more about the community in which they live. All students attending field trips throughout the year must have a Field Trip Permission Slip signed by the parent/guardian on file in the office. Parents/guardians are notified when field trips are scheduled. It is especially important for students to dress appropriately for field trips. Field trips are designed to extend classroom learning. We expect the same behavior out of school as we do in school. Students who present discipline problems may be asked to remain at school or be accompanied by their parent/guardian on further field trips.

Fire and Emergency Drills

Schools practice emergency drills on a monthly basis. Students are taught proper procedure as a proactive measure in the case of an unexpected emergency.

Locker Room Privacy

The School District of New London will observe measures intended to protect the privacy rights of individuals using school locker rooms. Locker rooms are provided for the use of physical education students, athletes, and other activity groups and individuals authorized by the building principal or by District policy. No one is permitted to enter into the locker room or remain in the locker room to interview. No cameras, video recorders, cell phones, or other devices that can be used to record or transfer images may be used in the locker room at any time. Students and staff violating this policy will be subject to school disciplinary action and possible legal referral.

Reference to: Policy/Procedure 731.1 Locker Room Privacy

Lockers

A student locker is assigned for student convenience for storage of outer garments and school materials. Purses, money, or other valuables should not be kept in the lockers. The lockers are the property of the school and NOT the student's private property. They may be opened and searched by school authorities at any time. In addition, police dogs may be utilized in the process of conducting locker school-wide searches. This statement is "prior notice" of locker searches. Any unauthorized items found in a locker may be removed.

According to 1997 Wisconsin Act 329, a school or school district official, employee, or agent may search a student's locker as determined necessary or appropriate without the consent of the student, without notifying the student and without obtaining a search warrant because the school board retains ownership and possessory control of all student lockers. The principal, assistant principal, Police Liaison Officer, or teachers may be assigned that responsibility.

Lockers should always be locked. Students should not share lockers with friends and should not let others know their locker combinations. The school cannot be responsible for any goods lost or stolen while at school. Valuables should be kept in the school office during the day. Literature, signs, and pictures, which are not considered to be in good taste will be removed at the request of a staff member. No items are to be glued or taped to lockers. Only magnets or clips may be used to hold pictures, posters, etc. Students may be charged for repairs resulting from defaced or damaged lockers. Any lost or damaged locks will result in a replacement fee.

Lost and Found

All items coming to school with students should be marked with his or her name. Articles of clothing that have been found are kept in a central location. We will do our best to see that all properly labeled apparel is returned to the original owner. Please encourage students to check the Lost and Found box if they lose anything. Any unclaimed clothing or other articles will be donated to a community shelter at the end of the summer school.

Parent Involvement

Parental involvement and concern for our school programs are extremely valuable and very much appreciated. Students achieve better academically when parents are involved as partners with educators in the learning process on a regular basis. Your interest and involvement demonstrate to your child that you value knowledge and education. There are many ways to become involved in your child's life—attending school events, visiting school for a day, participating in field trips, volunteering in the classroom. Participate in parent/teacher conferences on a regular basis, and communicate with teachers as often as needed. Read and take note of all information that comes home from school, promptly returning requested information. Upon request, copies of information can be sent to "second parent" households. At home, encourage the continuation of the educational process by checking agendas and homework assignments and reading with your child. Expand in

ideas taught in school by going to plays, museums, zoos, or other educational venues as a family. Help students to organize time so they accomplish what is expected of them, both at home and school.

Reference to: Policy/Procedure 811.1 District Parent Involvement

Parking Regulations

Authorized school personnel may conduct a search of student possessions/belongings or automobile. A student who requests parking privileges gives implied consent for a search.

- All vehicles must be parked in the high school parking lots. Any vehicle not parked in this designated area will be ticketed and towed at the owner's expense.
- All vehicles must have permits to park in any of the high school parking lots. This includes students, and staff. Permits are available at the High School from the Police School Liaison Officer. Permits should be purchased at registration. (There is a replacement fee.)
- Permits must stay with vehicle registered to.
- Permits and permit number must be seen from the outside of vehicle. Permits should be displayed on rearview mirror.
- Parking lots are monitored daily.
- All City of New London parking lot ordinances under 7.11 also apply.
- No snowmobiles, ATVs, or other motorized vehicles are allowed on any school properties unless it is on a marked trail where permission has been granted.

Reference to: Policy/Procedure 455.2 Motorized Vehicle/Bicycle Use by Students

Personal Belongings

Students are asked not to bring toys or valuable possessions to school unless approved by the teacher. This includes, but is not limited to: MP3 players, ipods, CD players, radios, tape recorders, TVs, extra money, Beanie Babies, Virtual Pets, etc. The school will not be responsible for students' personal items that are lost or stolen, so please do not leave valuable items and money in lockers. When it is necessary to bring large and valuable items, students are encouraged to check them into the main office.

Police/School Liaison Program

A police/school liaison program is in place in the district. It is established on a cooperative basis to work with our youth in detecting and preventing anti-social behavior through proper education, communication, and understanding between the school, police, and the family. The purpose of the program is to provide prevention, referral, and education.

Reference to: Policy/Procedure 882.1 Police/School Liaison Program

Posters

All posters placed on bulletin boards or walls must be approved by an administrator before being put on display.

Student Activities and Organizations

Any student group which expects to enjoy the privilege of a school-sanctioned group must be an approved school organization. In order to become an approved school organization, a student group must:

1. Have a teacher to act as advisor to the group.

2. Apply for approval as a school organization to the Board of Education. Copies of the application are to be given to the principal and District Administrator. The application should include purposes and aims of the organization.

Club meetings must be scheduled with the approval of the advisor. The advisor is to be in attendance at the meetings. Club funds are deposited in the Student Activity Account. Funds will be disbursed only with the advisor's approval. Checks are signed by the Activity Account's secretary and principal.

Student Pictures

During registration, arrangements are made with a commercial photographer to provide individual student pictures. All students will have their pictures taken for school records. Information and picture ordering materials will be sent home prior to picture day. Pictures must be paid for on picture day. Retake Picture Day will be scheduled for students who are absent or wish to have their pictures retaken.

Technology

Students will have access to computers throughout the school building. The district has established acceptable use guidelines in accordance with the Children's Internet Protection Act, and students will be held accountable to these guidelines. Internet access is monitored and used only for educational purposes. The District has established policies, guidelines, and strict Internet filtering safeguards in an attempt to prevent access to information that may be illegal, defamatory, inaccurate, obscene, or potentially objectionable. The District supports and respects each family's right to decide whether or not to allow for independent student access to the Internet. If a parent/guardian decides that the student is not to have Internet access, they must inform the building principal. Personal technology brought to school may **only** be used for educational purposes during the school day.

*Reference to: Policy/Procedure 363 Technology
Policy/Procedure 363.2 Student Technology Acceptable Use*

Telephone Use

Students are only allowed to use the office phone with secretarial approval, for extreme emergencies.

Visitors

Immediately upon entering the building, visitors are required to register in the office and pick up a visitor's tag. This will assure the safety and well-being of everyone in our building and will allow visitors to receive necessary information for visiting. Parent/guardian visitors are welcome at any time, but if a conference is desired with a teacher, counselor, or administrator, it is best to make an appointment. Student visitations are discouraged, but under certain circumstances can be allowed with the permission of the Building Principal and classroom teacher. Middle School students are not to be in the High School unless they have a scheduled class or activity there. The same applies to High School students at the Middle School.

Reference to: Policy/Procedure 860 School Visitors

Volunteers

Anyone volunteering at school is required to sign in at the school office. It is important that administration is aware of all personnel in the building at all times. The record also helps to keep track of the number of volunteer hours. Background checks may be done on volunteers.

SECTION TEN

Legal Notices

Equal Educational Opportunities/Nondiscrimination

It is the policy of the School District of New London that no person may be denied admission to any public school in this district or be denied participation, be denied the benefits of, or be discriminated against in any curricular, extracurricular, public service, recreational, or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability as required by section 118.13 of the State Statutes. 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, color, national origin), Section 504 Rehabilitation Act (handicap), and Americans with Disabilities Act of 1990 (disability).

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 for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements.

The District encourages informal resolution of complaints under this policy. A formal complaint procedure is available, however, to address allegations of policy violations in the district.

Any questions concerning policy should be directed to:

Bill Fitzpatrick
District Administrator
School District of New London
901 W. Washington Street
New London, WI 54961
(920) 982-8530

Any questions concerning Section 504, Title IX, and Title II-ADA should be directed to:

Ann Christopherson
Director of Pupil Services
School District of New London
1700 Klatt Road
New London, WI 54961
(920) 982-8447

*Reference to: Policy/Procedure 411 Equal Educational Opportunities/Complaint Procedures
Policy/Procedure 411.1 Student Harassment
Policy/Procedure 511 Equal Opportunity Employment/Complaint Procedures
Policy/Procedure 512 Employee Harassment
Policy/Procedure 870 Public Complaints*

Complaint Procedures

Any person or group having a legitimate interest in the operations of this District will have the right to present a request, suggestion, or complaint concerning District personnel, the program, or the operations of the District in accordance with district policy/procedure. At the same time, the Board of Education has a duty to protect its staff from unnecessary harassment. Any formal requests, suggestions, or complaints must be submitted in writing and signed by the person making the request, suggestion, or complaint. Assistance in drafting the written complaint will be made available if requested. Anonymous complaints, unless criminal in nature, will not be investigated.

Reference to: Policy/Procedure 870 Public Complaints

Directory Information

Pursuant to the U.S. General Educational Provisions Act, the School District of New London declares the following as "Directory Information" as provided in the said act and that information related to students may be public information in any of the following categories:

- Name of student
- Birthday and place of birth
- Weight and height of athletic team members
- Home address and telephone numbers
- Parent or guardian name and address
- Parent or guardian business phone number
- Attendance data
- Date of entrance in school
- Previous school
- Record of days absent
- Date of graduation, withdrawal, or transfer
- Name of school transferring to

All students in the School District of New London grant permission for the School District of New London to use team and/or individual photos and names on its web site or press releases for the sole purpose of communicating contest results, event news, school activities, or promoting the specific curricular or co-curricular activities in a positive manner.

School districts receiving federal education funds are required to provide, on request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses or telephone listings unless access to such information has been restricted by the secondary school student or the student's parents.

Public notice is required by law before such information can be placed in yearbooks or student directories. Any parent/guardian of any student in this district may notify the district by notifying the principal of the school in which said student attends if the parents/guardians desire that none of the above information be released without the parent's/guardian's consent provided that such notification is given within fourteen (14) days of the publication of this notice to the district.

Reference to: Policy/Procedure 347 Control, Maintenance, and Confidentiality of Student Records

Pupil Records

Student records are maintained in the interest of the student to assist the school in providing appropriate educational experiences. The School District of New London maintains student records for each student attending school in the district. State and federal laws require the control and maintenance of such records assure confidentiality. Accordingly, only those individuals or agencies specifically authorized by state and federal law are granted access to a student's records. Exceptions will only be made when the student's parent, guardian, or the adult student grants permission.

Reference to: Policy/Procedure 347 Control, Maintenance, and Confidentiality of Student Records

Parent/Legal Custodian Rights and Responsibilities

Both natural parents and/or legal custodian have the right:

- a. To view the child's school records.
- b. To receive school progress reports and receive school mailings.
- c. To visit the child briefly at school on a reasonable basis and approved by the building administrator. The parents cannot disrupt the educational process.
- d. To participate in parent/teacher conferences.

Only a legal document (e.g., final divorce decree which includes specific denial of visitation rights or a restraining order denying visiting rights) can prevent an individual from participating in the activities as noted above. In cases where parents are separated or divorced and one parent has legal custody, the school must have written proof in the form of a copy of the court order that explains both custody and visitation rights. Schools must have the appropriate legal documentation in order to assure compliance with any limiting court order. This would include restraining orders. Request for additional copies of report cards, newsletters, etc., should be made in writing to the building principal including name and a current mailing address. It is the responsibility of the parent and/or legal custodian to inform the school office of his/her name, address, and telephone number if they wish to be consulted regarding the child or wish to be placed on the school's mailing list.

Only a parent and/or legal custodian has the right to remove the child from school or to visit the child in school. If another individual asks to remove a child or visit a child, the principal will contact the parent/guardian and inform him/her of the request.

Reference to: Policy/Procedure 491 Parent/Legal Custodian Rights and Responsibilities

Place of Residence

A student's residence is with his/her parents or legal guardian. If for any reason a family moves out of the district boundaries during the school year, students are allowed to complete the current school year but a tuition waiver form must be completed within ten (10) days of the move. To continue attending a school outside of the resident district beyond the current school year, open enrollment forms will need to be completed. The state has established specific timelines and procedures in order to continue to attend a school outside the resident district. When moving out of the school district boundaries, contact the District Office for specific information.

Reference to: Policy/Procedure 423 Open Enrollment (Full-Time)

Policies

Any policies referred to in this handbook are available upon request from the District Office located at 901 West Washington Street, New London, Wisconsin 54961; telephone number 920-982-8530. This handbook does not cover all existing policies of the Board of Education. Additional policies and regulations will be presented and addressed with the student body as they become pertinent in terms of timing. Should questions arise on any topic not covered in this booklet, students, parents, and guardians are encouraged to converse with school personnel for facts and opinions. Please note that the administration reserves the right to deviate from the included information in the interest of the safety and welfare of the students and staff.

School Song

Cheer, Cheer for New London Fame.
Wake up the Echoes Cheering Her Name.

Send a Rousing Cheer on High.
Shake Down the Thunder from the Sky.

Although the Odds be Great and Small
New London High Will Win Over All.

While her Loyal Sons are Marching
Onward to Victory!