



Welcome to Valders High School!

You and your growth as a student and as a person are our main priorities. During your high school experience, we will support your intellectual growth through rigorous and relevant coursework and give you opportunities to build effective working relationships with faculty, staff, and administrators. At VHS, respect for the people and the building that they occupy is a daily expectation. We hope that upon graduation, you are prepared to enter adulthood with enthusiasm and ready to make positive contributions to your world.

The policies, rules and regulations contained in this handbook are not all inclusive and are updated periodically. Additional policies or rules are found in various district documents. Even though a student reaches the age of 18, s/he is still required to follow the rules and regulations outlined in this handbook.

School Board Members

- | | | |
|------------------|---------------------|---------------------|
| Mr. Al Hrudka | Mrs. Jennifer Berge | Mr. Gene Borgwardt |
| Mr. Jim Kocourek | Mr. Roger Manke | Mrs. Brenda Platten |
| | | Mr. John Thews |

District Administration

- Dr. Deb HuntSuperintendent/Director of Special Education
- Mr. Tim Matthias.....Director of Support Services
- Mrs. Julie Laabs.....High School Principal/Dir. Of Instruction
- Mrs. Kelly IsselmannAthletic Director
- Mr. Jason ProcknowCommunity Services Director
- Mr. John LinzmeierBuilding & Grounds Director

Office Personnel

- Mrs. Patricia NickelsHigh School Secretary
- Mrs. Ellen WilhelmStudent Services Secretary
- Ms. Kim NovyAthletic/Community Services Secretary

High School Faculty

- Mrs. Ann Barry.....Speech & Language
- Mrs. Kim BeckerArt
- Mrs. Kay BednarskiSpanish
- Ms. Lucinda BroderSpanish
- Mrs. Julie BrouchoudEnglish
- Mr. Benjamin Cigler.....Science & Technical Education
- Mr. Michael Cisler.....Vocal Music
- Mr. Steve ClotheirSchool Psychologist
- Ms. Sarah CornelissenEnglish
- Mrs. Connie Denk.....English
- Ms. Stacy DrinkwineEnglish

Mrs. Valerie Elzinga.....Social Studies & Careers
 Mr. James EvansScience
 Mr. Robert Evans.....Social Studies
 Mrs. Rochelle GeiserMathematics
 Mr. Jeff GriffeyAgriculture Education
 Mrs. Beth GroddyFamily & Consumer Education
 Ms. Tara Schuessler.....Counselor
 Mr. Jacob Haag.....Technical Education
 Mrs. Michelle Hussey.....Instrumental Music
 Mr. Joseph Kinscher.....Science
 Mrs. Erin VanCamp.....Math
 Mr. Charles Lemberger.....Social Studies
 Mrs. Adrienne LundyFamily & Consumer Education
 Ms. Paulette Neuser.....Library/Media Specialist
 Ms. Kelly McBrydePhysical Education
 Mr. Andrew MillerPhysical Education
 Mr. Jeff Riesterer.....Math
 Ms. Debra Runnoe.....Business Education
 Mr. Jesse SchneiderPhysical Education
 Mr. Aaron Stachovak.....Special Education
 Mrs. Sue StrieterSpecial Education
 Mrs. Dolores StrojnyScience
 Mrs. Kari Zigmunt.....Special Education

School Calendar 2013-2014

August 28-29	Staff Development
September 3	First Day of School
September 24	½ Day Staff Development; Student Dismissal 1:15 pm
November 1	End of First Quarter
November 4	Teacher Workday/Staff Development; No Classes
November 7	Parent/Teacher Conference 4:00-7:00 pm
November 8	Parent/Teacher Conference 8:00 a.m.-12:00 noon
November 28-29	Thanksgiving Vacation - No School
December 11	½ Day Staff Development; Student Dismissal 1:15 pm
December 20	Last Day of School before Christmas Vacation
January 2	First Day of School after Christmas Vacation
January 23	End of Second Quarter
January 24	Teacher Work Day-No School
February 11	½ Day Staff Development; Student Dismissal 1:15 pm
February 20	Parent/Teacher Conference 4:00-7:00 pm
February 21	Parent/Teacher Conferences 8:00 a.m.-Noon
March 27	End of Third Quarter
March 28	½ Day Staff Development; Student Dismissal 1:15 pm
March 31	Teacher Workday/Staff Development; No Classes
April 17-21	Spring/Easter Break
May 26	Memorial Day-No School
June 6	Last Day of School; Dismissal at 11:30 a.m.
June 8	Graduation

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Valders High School Fight Song

School Colors: Red and White

Mascot: Viking

School Song:

Let's all cheer for Valders High
 The school we love so well
 And all the boys/girls will raise the score
 If we will yell and yell and yell U-Rah-Rah!

Come on boys/girls let's keep up the fight
 Win this game against _____ tonight
 Hail, Hail the gang's all here
 And we're rooting for Valders High!

U-Rah-Rah Valders High
 U-Rah-Rah Valders High
 U-Rah-Rah Valders High
 YEA! YEA! YEAAAA!



Academic Excellence

Academic excellence is a goal that each student should strive for while attending school. Those students who meet the following criteria will be recognized during the fourth quarter of each school year by receiving:

1. A letter "V" with a learning lamp on it for maintaining a G.P.A. of 3.5 or better for the first 3 quarters of a school year (only one letter will be awarded to a student for his/her career at VHS. This will be awarded for first time qualifiers).
2. Following the awarding of a letter, a medal will be awarded on an annual basis for the following GPA, which again must be earned in each of the first 3 quarters of the present school year:
 - A. Gold Medal-G.P.A. 4.000 in each of the first 3 quarters of the present school year.
 - B. Silver Medal-G.P.A. 3.750-3.999 for each of the first 3 quarters of the present school year.
 - C. Bronze Medal-G.P.A. 3.500-3.749 in each of the first 3 quarters of the present school year.

This is not the *average* of the three quarters. These levels of proficiency must be met for all three grading periods individually.

Academic Excellence Scholarship Criteria

Each year, the State of Wisconsin awards a 4-year scholarship to a member of the senior class who has earned the highest grade point average over seven (7) semesters and has attended Valders High School for five (5) consecutive semesters during his/her sophomore, junior and senior years. This scholarship can be used at all two- and four-year UW campuses, all WI independent colleges and universities, and all WI technical college campuses. Students earning credits through any student exchange program during their high school careers shall not be eligible for the scholarship. In case of a tie, the determining factors established by the School Board shall be applied:

1. The student with the highest composite ACT score available as of the beginning date of the second semester will be the recipient.
2. The student with the most credits through seven semesters (all subjects included) will be the recipient.
3. An impartial School Board member will select a name randomly from a hat or box.

If after the tie-breaking procedure has been completed and the recipient determined, this student declines the scholarship award or does not qualify for the award, the other candidate(s) are eligible to receive the award. This situation exists only if there is a tie among the top students. In all other situations, the scholarship award is non-transferable.

Accidents

In order to facilitate appropriate medical attention and insurance claim processes, all accidents and injuries must be reported immediately to the teacher in charge, who will then complete and file an accident report to be submitted to the high school office.

Advanced Placement (AP) Courses

Advanced Placement (AP) Calculus and AP Literature are offered at VHS. Students need not be enrolled in these courses in order to take the AP exams, but completion of these courses is highly recommended for college-bound students.

The AP exams are administered at the high school during the first three weeks of May and the cost of each exam is approximately \$82, which is paid by the student. Students interested in taking one or more of these AP exams must sign up in the Student Services Office. Deadlines for registration will be announced well in advance. AP examination grades are reported on a 5-point scale. Students who earn scores of 3, 4, or 5 may be awarded college credit at the discretion of the post-secondary institution the student attends. For further information regarding college credit, students should contact the college admissions office.

Alcohol and Other Drug Abuse Offenses

Alcohol and other drug abuse offenses are cumulative at all times during the enrollment of a student in the Valders Area School District. The Valders Area School District establishes the following guidelines with regard to education, assistance, support, and discipline of students engaged in alcohol and other illegal drug use. The consequences of the sale or distribution of prescribed medications to anyone other than the patient for whom the medication was prescribed are included in Part B. "Use" means a student has taken or is observed taking internally by ingestion, injection, inhalation, or other means, alcohol or other illegal drugs detectable by the student's physical appearance, actions, breath or speech. Upon a reasonable determination by an administrator that a student of the Valders Area School District is engaged in any of the following behaviors:

Part A

1. attending school or any school-related activity after using alcohol or other illegal drugs; or
2. is in the possession of substances which are represented as alcohol or other illegal drugs on school property or at school related activities;
3. is in possession of drug related paraphernalia.

The following disciplinary action will be taken:

1. the building administrator or his/her designee will immediately notify the student's parent(s) or legal guardian(s); and
2. the building administrator or his/her designee will refer the matter to the appropriate law enforcement agency; and
3. if a first offense, the student will be suspended, out of school, for three days; or, if a second offense, the student will be recommended to the School Board for expulsion; and
4. the student will be suspended from interscholastic activities as determined by the athletic code.

Part B

In an instance in which students are on school premises, at school-sponsored or related activities or events, or in a school-operated vehicle while traveling to or from such activities or events and are found to be in:

1. possession or use of alcohol or other illegal drugs/substances; or
2. sale or distribution of drug-related paraphernalia;
3. sale or distribution of substances that are represented as alcohol or any illegal drug; or
4. possession of illegal drugs or any substances represented to be a drug with the intent to sell, distribute, or give away. . .

Shall be subject to the following:

1. The student shall be suspended for five days from school attendance.
2. Upon suspending a student for a violation of the preceding activities, the administration will initiate expulsion procedures.

****NOTE:** When the principal refers the student to the superintendent to initiate an expulsion hearing, this does not mean that the student is automatically expelled. The superintendent reviews the facts and circumstances surrounding the case and determines whether or not an expulsion hearing is even required. If a hearing is necessary, the School Board will determine the fate of the student.

Articles Prohibited at School

Problems may arise because students have articles which are hazardous to the safety of others, or interfere in some way with school procedure. Such items include, but are not limited to: toy guns, water pistols, darts, fire-crackers, laser pointers etc. These will be taken from the student and may be picked up by parent. Appropriate disciplinary action will be taken.

Attendance

The Board believes that regular school attendance is the best way to acquire the instructional continuity necessary for academic achievement. Potential employers of students have repeatedly expressed the belief that attendance habits developed during school years are indicative of attendance at work. In addition, state law has established compulsory attendance for children attending school and placed the responsibility for attendance upon the parents of students.

Attendance - Parent Responsibility

When a student is absent, his/her parent or guardian shall contact the school (preferably by 10:00 am) to explain the absence. Parents can call 24 hours a day. Voice mail will accept the message when someone is not able to answer the phone. Failure to contact the school will result in a call to the parent's home or workplace.

Parents or guardians who have not contacted the school during the day of the absence are required to provide a written explanation of absences at the time the student returns to school, or in the case of anticipated absences, at least one school day prior to the absence.

Attendance - Student Responsibility

1. Students are required to attend all scheduled classes and study halls.
2. A student who has been absent, or is anticipating being absent, shall be expected to present the written explanation of the absence signed by his/her parent(s) or guardian unless prior contact was made. Please remind your parents to call the school to explain your absence (683-4297 or 775-9530 ext. 4000). If a parent/guardian does not call, you are to bring in your note the next day of your return.

3. Students must always check in and out of the high school office when leaving or returning to school. Students are not to be in their cars during the school day (8:00 am-3:16 pm).

Absence Types

There are three possible types of absences recognized by Board policy:

- 1) Excused, 2) Parent or guardian excused, and 3) Unexcused/truancy.

Excused absences require parent/guardian/legal custodian verification which is to be submitted to the principal or designee in advance or prior to re-admittance to school. The attendance secretary is empowered to approve a legal excuse to any student for the following reasons:

1. Evidence that the child is not in proper physical or mental condition to attend school or an educational program. The district may request the parent or guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the child. The building administrator shall request a written statement from a physician or licensed practitioner if the child has missed five or more consecutive days because of illness. Such excuse shall be made in writing and shall state the time period for which it is valid, not to exceed 30 days.
2. Quarantine as imposed by a public health official.
3. Religious holidays or obtaining religious instruction outside the school during the required school periods.
4. As determined by the Principal, a student may be excused from school for an emergency which requires the absence of the student because of familial responsibilities and/or contingencies beyond the immediate control of the student which are verified by parent or guardian with the Principal or Principal's designee.

Parent or guardian excused absences are authorized by state law which also limits the number of days a parent or guardian may excuse their child from school to no more than ten (10) per school year. It is recommended that students secure prior approval from the school attendance secretary for these planned absences. Request forms/procedures can be obtained from each principal's office. The forms should be signed by the parent or guardian and returned to the appropriate principal's office for final approval before the planned absence. Examples of excused absences are as follows:

1. Medical, dental, chiropractic, optometric, or other-valid professional appointments. Parents or guardians are encouraged to make their appointments during non-school hours.
1. Family trips/vacations
2. Special circumstances that show good cause or of educational value which are approved in advance by the attendance secretary, e.g. driver's exam, post-secondary visitation, occupational interviews.
3. Court appearance or legal procedure requiring the student's attendance.

Unexcused absences/truancies demonstrate a deliberate disregard for the educational program and are considered a serious matter that can lead to a

truancy citation from law enforcement. Truancy means “any absence of part or all of one or more days from school during which the school attendance secretary, principal, or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil...” Wisconsin Statute 118.16 (1) (c). The definition of a “habitual truant” is a student who is absent without an excuse for part of or all of five days on which school is held during a school semester.

Students who are absent from school with or without the consent of their parent or guardian and whose absence does not fall under excused absences or parent or guardian excuse absences above, shall be considered unexcused absent/truant. Examples of unexcused absence/truancy include but are not limited to: missing the bus, oversleeping, babysitting, gainful employment, shopping, errands, and hair or tanning appointments.

Penalties/Consequences for Truancy

If a student is truant for 1 or 2 class periods, s/he will be assigned one detention for each period that the student is truant. For truancy violations exceeding 2 periods, the following penalties may be imposed:

1st offense: In-school suspension

2nd offense: In-school suspension

3rd offense: and thereafter: Penalties/consequences will be determined by the high school principal, but on the fifth truancy of each semester, student and/or the parent/guardian will be referred to law enforcement for a citation.

Student Make-Up Work

All students with excused and parent or guardian excused absences will be given the opportunity to make up work with the following guidelines.

- It is the student’s responsibility to contact teachers to make arrangements for making up work missed during an absence.
- Students who miss classes for reasons that are determined to be *excused* will be given the opportunity to make up work missed when they return to school.
- Assignments and exams/tests will be completed in a reasonable time span. This time span will be established by mutual agreement of the teacher and the student.

All students with an unexcused absence will be permitted to make up examinations missed during the absence. A student will not fail a course or subject solely as a result of unexcused absences.

Before/After School Hours

Students are not to enter the building before 7:30 am or remain in the building after the school dismissal time. No student is to be in any area of the school building unless under the direct supervision of an employee of the school district. This covers all areas of the building including the gymnasiums.

Behavioral Expectations of Students

All students of Valders High School shall comply with all rules and regulations

of the school, whether governed by the School Board, village, county, state or nation. We expect a high degree of civility from our students in school, in the community and at co-curricular events. Students who display negative or undesirable behaviors will be subject to disciplinary measures at school and will be referred to law enforcement as necessary.

Disruptive Behavior: Behavior that is deemed disruptive or inappropriate and not conducive to the objectives of the school in providing a safe, orderly and educational environment will not be tolerated and subject to disciplinary action by teachers and/or the administration.

Inappropriate Language: Swearing at a teacher or any other school employee, calling the school employee/teacher an inappropriate name, or seriously threatening a staff member will result in immediate removal from class. This includes making totally inappropriate comments under one's breath or making obscene gestures. The student will be suspended immediately for a minimum of a one-day suspension, and may receive a citation for disorderly conduct.

Bicycles and Skateboards

Students riding bicycles to school should park them in the area north of the pool. Bicycles should remain parked until the end of the school day. No riding bikes during lunch. Skateboards are prohibited in school or on school property.

Bulletin Boards

Bulletins, notices, and school advertisements may be placed on school bulletin boards after permission is obtained from the high school administration.

Bullying

Bullying is deliberate or intentional behavior using word or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well being. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Any student that believes s/he has been or is the victim of bullying should immediately report the situation to the building principal or assistant principal, or the District Administrator. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator

Bus Regulations

1. Bus riders must be at the bus stop ready to board the bus when the bus arrives.
2. Bus riders should not move to board a bus until it is completely stopped and the door is open.
3. Bus riders should leave their seats only after the bus has come to a complete stop at their bus stop.
4. Any damage to the bus will be paid for by the rider inflicting the damage.
5. Students are to remain in their seats at all times while the bus is in motion.

6. Conduct on a bus is what is expected in a classroom situation which would include no profane language or disrespect to any bus rider or driver.
7. For everyone's safety, bus riders are asked to keep arms and heads inside the bus at all times.
8. Report any injuries to the bus driver immediately.
9. There will be no radios or boom boxes allowed on the buses.
10. To promote the well-being and safety of all riders, there will be no eating or drinking on the bus.
11. A bus driver may assign seats.

(These rules are not intended to be complete, they only serve as guidelines.)

For those students who violate the bus rider rules and procedures the first time, there will be a conference regarding the violation and what proper conduct is expected while being transported to and from school.

A first time violation that endangers the safety and well-being of other people on the bus will result in removal from the bus for up to five (5) school days. A second violation of the bus rider rules will result in the student being given administrative detention(s). The third violation will result in administrative detention(s) and/or removal from riding the bus for a minimum of 3 (three) school days. The fourth violation will result in removal for a minimum of 5 (five) school days, and any further violation could result in permanent removal from the bus.

Cheating

A student observed trying to obtain information, having test information in his/her possession, exposing his/her paper and answers to another student, or assisting in any way another student in giving or receiving information will be given a failing grade for the examination. A letter will be sent by the teacher to the parents. The failure will be recorded as a zero or equivalent letter grade.

Church Night

The Valders School Board believes that youth activities of area churches are instructive and beneficial to district students; therefore, no school activities shall be held on Wednesday evenings past 6:30 p.m. or before 11:00 a.m. on Sundays.

Classroom Conduct

One of the primary goals of the School District is to establish and maintain a favorable academic atmosphere for students and staff. Effective learning cannot take place in a classroom where student behavior interferes with the ability of the teacher to teach effectively or the ability of other students to participate in classroom learning activities.

Students shall be expected to abide by the Code of Classroom Conduct adopted by the School Board and any other classroom rules established by the building principal and/or classroom teacher for the purpose of maintaining order and a favorable academic atmosphere. Any student who violates the Code of Classroom Conduct or other classroom rules may be subject to removal from class and/or disciplinary action.

A teacher may **temporarily** remove a student from class if the student:

1. violates the Code of Classroom Conduct adopted by the School Board
2. willfully defies school authority

3. is dangerous, unruly or disruptive or exhibits behavior that interferes with the ability of the teacher to teach effectively.

A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations.

When a student is removed from class, the teacher shall send the student to the building principal or designee and inform the principal or designee of the reasons for the student's removal from class. The student shall also be informed of the reasons for the removal from class and be given an opportunity to present his/her version of the situation. The principal or designee shall review the situation and make a placement decision regarding the student in accordance with procedures outlined in the Code of Classroom Conduct adopted by the School Board. Parents/guardians shall be notified of the student's removal from class in accordance with established procedures.

Community Service Requirements

The community service program is available to all Valders High School students on a voluntary basis. No academic credit is given for participation in this program. Students who complete 40 hours or more of community service before graduation receive recognition in the graduation program and will receive a certificate at the academic awards program. A maximum of 20 hours of community service activities may be school-related. The remaining 20 hours must have another affiliation not connected with school. Educational assistant hours cannot be counted toward community service.

Hours gained by students already engaged in community service projects to meet the requirements of membership in the National Honor Society, Confirmation, church-related service, or community service required by other organizations can be applied to the 40 hour requirement if approved by the Student Services Office.

Co-Curricular Activities

Valders High School is very fortunate to have the School Board and the community's support to provide a variety of athletics, clubs, and organizations for its students. There are many benefits that are derived from being involved in co-curricular activities such as making new friends, developing character, leadership skills, and responsibilities. Research shows that students who are involved in co-curricular activities tend to do better academically in school.

In order to participate in any co-curricular activity a student must attend, along with his/her parent/guardian, a meeting that explains the co-curricular code which describes the guidelines for a student to represent Valders High School. These meetings will be held prior to each sport season. This code must be signed by the student and parent/guardian.

Furthermore, a student must be in attendance at school a minimum of the last three periods of the day (6th through 8th periods) to be eligible to practice or participate in a contest on that particular day unless excused by the high school principal or his/her designee. An unexcused absence during any class period of the day of a contest constitutes ineligible for that contest! Students who are serving an

out-of-school suspension are ineligible for practice or contests on that day.

Valders High School encourages all of its students to get involved in a co-curricular activity that is of interest to them.

CO-CURRICULAR CODE

STATEMENT OF PHILOSOPHY

Participation on Valders co-curricular activities are an integral part of the Valders Middle/High School curriculum, which is a privilege and should elicit great pride in both the student and his/her family. While our number one goal as a school district is to provide a sound academic experience for all of our students, co-curricular activities provide unique opportunities for students to promote their mental, physical, social and emotional development. By providing a strong co-curricular program, Valders extends the privilege of enriching the mind and body to any student meeting district, Wisconsin Interscholastic Athletic Association (WIAA), and any applicable governing body's requirements. Like anything of value, it comes with a price tag. That price tag is a commitment from you to follow established rules. Co-curricular participants who comply with this code of conduct demonstrate a desire to dedicate themselves to self-improvement as well as to enhance the best interests of fellow teammates, advisors/coaches and school. If accepted, this privilege carries certain responsibilities, and this co-curricular code presents these responsibilities.

ELIGIBILITY

These *Rules of Eligibility* are established by the Wisconsin Interscholastic Athletic Association (WIAA) and are supplemented with Valders Area School District rules.

1. Enrollment in the Valders Area School District as a full-time student.
2. A current physical exam form or alternate year card to participate in physical co-curricular activities as determined by a licensed physician. The physical exam form must be completed every other year, with April 1st as the earliest day of the examination to be applied to the following school year. The alternate year card with parent or guardian signature is used in the second year.
3. An emergency medical form must be completed each year.
4. Yearly attendance by Parent/Guardian at a co-curricular code meeting to sign co-curricular participant code of conduct contract with the athlete.
5. Have a signed acknowledgment of receipt of the WIAA Guidelines for Athletic Eligibility
6. Payment of sports fee applicable to all sporting seasons.

A complete list of guidelines and procedures are available on the WIAA website.

CODE OF CONDUCT RULES, MISDEMEANORS, AND VIOLATIONS

As a co-curricular participant it must be understood that this code of conduct program is not designed to be a punishment but a deterrent to your becoming involved in risky and dangerous behaviors. It is also to insure that you have the best possibilities to succeed in your activity and to learn the valuable lessons that co-curricular activities can teach. Your mental and physical well-being is essential to your success, and we want you to reach your full potential. Therefore, we are asking you to become an active part of the solution, not to become part of the problem.

CODE OF CONDUCT RULES

The following rules will apply to each co-curricular participant and will be in effect at all times during the co-curricular season. Each activity advisor/coach also has the prerogative

to establish and implement additional rules specific to his/her particular program. Advisors/coaches are expected to share these in writing with their participants and their parents/guardians on or before the first day of practice. A copy of these additional guidelines and expectations will be on file with the Athletic Director.

Academic: A student must be enrolled as a full-time student and pass all classes to be eligible to compete in co-curricular activities. If a student receives a grade of "F" in any class at the end of the scheduling term, he/she will be ineligible to compete in co-curricular activities for a minimum of 15 school days or 21 calendar days and nights. A grade of incomplete will be treated as an "F" until the grade is completed. A student who becomes academically ineligible may regain eligibility on the 16th scheduled school day by meeting the academic standards (passing all his/her classes), following a period of 15 scheduled school days and nights of ineligibility. At the end of 15 days, the student is eligible to apply for reinstatement. Any student who receives two or more failing grades at the end of a grading period will be ineligible for competition until the next grading period removes these deficiencies. The student may not participate, practice, or compete in any co-curricular sporting event during the term of ineligibility.

Attendance: A co-curricular participant must be in attendance for periods 6-8 in order to be eligible to compete. Exceptions to this rule would include: School-sponsored activity, family emergencies, doctor/dentist appointments or others at administration's discretion. Unexcused absences **WILL NOT** be tolerated. A participant suspended or expelled from school shall be barred from participation during that period of time.

Dress: Every co-curricular participant is expected to maintain appropriate standards of dress and grooming while representing their school or team.

Cell Phone Privacy: It is the practice of Valders Area School District to ensure the privacy of all individuals during the time they occupy locker room facilities at school and during school sponsored events. All cell phones are prohibited in any school locker room. If a cell phone is found the advisor/coach has the right to confiscate the phone. If compromising photos are found to be taken with the phone, it may result in immediate removal from the co-curricular activity and law enforcement may be called.

Transportation: All students participating in co-curricular activities are expected to ride the bus to and from competitions. Students may ride home with a parent/guardian if the parent/guardian follows the coach's procedures for signing out the athlete after the contest. Students wanting to ride home with parents other than their own must provide the advisor/coach alternate transportation arrangements in writing, at least a day in advance. It is the advisor/coach's decision to accept or deny a parental written notice. Students are NOT permitted to ride home with another student, sibling, or any other person under the age of 18.

Injury: Every participant in athletics is required to report any injury, however slight, to the coach at the time it occurs. (School insurance may be invalid if this is not done). The coach will fill out an accident report form.

Equipment: Co-curricular participants are responsible for any uniforms and/or equipment issued to them. Each co-curricular participant is financially responsible for all lost, damaged through negligence, or unreturned items issued by school officials to that student. Students will not be able to participate, practice, or compete in another sport until he has returned or paid for all uniforms and equipment that was issued to them in a previous season.

Quitting: A student who quits or is dropped from a team/activity for disciplinary reasons is not eligible to compete in another activity for the same season without the mutual agreement by both advisors/coaches and the activities director. A student who quits does not receive credit for serving a suspension. Any student who is cut from an activity may request to participate in another activity during that season, which will be dependent upon roster availability.

Honesty Clause:

1. The co-curricular participant shall be truthful and shall not be deceptive.
2. The co-curricular participant shall be forthcoming with information.
3. The co-curricular participant shall be cooperative.

If a Valders District Administrator or Activities Director has a reasonable suspicion that a specific co-curricular participant may have violated the district's code of conduct, he/she may question that student about a possible violation. In responding to any such questioning about his/her personal actions, **it is expected that the student shall answer truthfully**. Also during the questioning process, a student may not attempt to mislead or misrepresent himself/herself, which may impede the investigation. If a student's answer is subsequently found to be untrue, disciplinary action/penalty will be doubled. (Ex: a half season suspension becomes a full season.)

CODE OF CONDUCT MISDEMEANORS

The following misdemeanors will apply to each co-curricular participant and will be in effect at all times during the co-curricular season. These violations accumulate only during each school year. The following misdemeanors are unacceptable and the principal and/or Activities Director reserves the right to impose a penalty as deemed appropriate by the severity of the infractions which may include the suspension from practice and/or competition. Each activity advisor/coach also has the prerogative to establish and implement additional misdemeanors specific to his/her particular program.

Behavior and Conduct: Respect, courtesy, manners and good sportsmanship are basic to good citizenship and shall form the basis for all behavior. Since co-curricular participants represent the school in public, their behavior frequently determines the opinion outsiders have of the school and community. It is expected that the conduct of co-curricular participants will be exemplary at all times. Any situation or problem that may arise that is not specifically covered by the conduct language stated below may be reviewed by the high school administration for possible action.

CODE OF CONDUCT VIOLATIONS

Code of Conduct Violations will apply to each student athlete on a year-round (12 month) basis in all locations, including non-school activities. Violation of the Code will result in penalties, which are consistent with those identified within the code, as determined by the School Board and Activities Director. All Code of Conduct Violations will be cumulative beginning with a student's initial participation on a freshman, junior varsity, or varsity team.

- **Criminal Behavior:** An athlete who participates in activities resulting in his/her arrest or formal charges being filed in a court of law will be issued a conduct violation. If the school district has adequate and competent evidence that the student participated in the offense for which he or she is charged, a penalty may be imposed pursuant to this Code prior to completion of the criminal proceeding. **If the school district does not have such evidence and the student is convicted of a crime (misdemeanor or felony), the penalty pursuant to this code will be imposed upon conviction.** In the latter case, the

athlete may continue to participate in his/her sport until resolution of the matter by the judicial system.

- **Chemical Health Violation:** A chemical health violation includes Possession, Use, Buying, Selling and/or Being under the Influence of Any Drug and Drug Paraphernalia: (Note drugs are defined as tobacco, alcohol, illegal drugs, performance enhancing drugs, or medications without a prescription or use not in accordance to prescription directions.)
- **Presence in a bar or tavern:** Being present or loitering in a bar or tavern without the participant's parents/guardian.
- **In the Presence of** at a party or gathering where alcohol or drugs are being illegally consumed: If a co-curricular participant attends a party where alcohol or drugs are being illegally dispensed, the student must **LEAVE IMMEDIATELY**. To remain in the presence of this illegal activity shall constitute a violation.*
Note: Co-curricular participants should encourage as many classmates as possible to leave with them.

*The intent of the "presence at a party" is not to deny participation with adult family members in gatherings such as weddings, anniversaries or other family gatherings.

- **Hosts of Parties Lose the Most:** There may be a **greater consequence** for a co-curricular participant, if it is determined that the participant is involved in the organization, facilitation, promotion, or hosting of any gathering or social event where alcohol or drugs were known to be available or used.
- **Cyber Image Policy:** Any identifiable image, photo or video which implicates a co-curricular participant to have been in possession or presence of alcohol and/or drugs or portrays actual use, or out of character behavior or crime, shall be confirmation of a violation of the code. Since there is no way to establish a time-frame for when or location of where the image was taken, it shall be a responsibility that the co-curricular participant must assume. It must also be noted that there may be persons, who would attempt to implicate a co-curricular participant, by taking such images, to place them in a situation where they might be in violation of this code standard. This is our rationale for demanding that our co-curricular participant not place themselves in such environments.

PENALTIES FOR CODE OF CONDUCT VIOLATIONS

- The penalty for that season will be imposed immediately following the violation.
- When calculating the number of contests to be forfeited, any amount that results in a decimal remainder of .5 or greater will round to the next whole number.
- The student will be ineligible for all activities during the period of suspension and prior to a reinstatement request.
- During the period of the suspension, the student is required to attend team meetings and practices and must participate in every team/group activity, but may not compete.
- For sporting activities in which the number of contests forfeited is greater than the number that remains in the season, the remainder will be carried over to the next sporting season in which the athlete participates. Number of performances may vary yearly. The actual penalty will be determined using the actual schedule for the current school year. The number of contests forfeited will be recalculated when the forfeiture involves two different sports, allowing a prorated penalty to take effect.

First Violation: Automatic suspension from the competitive team for 25% of that competitive season's scheduled contests.

Second Violation: Automatic suspension from the competitive team for 50% of that competitive season's scheduled contests.

Third Violation: Automatic suspension from all co-curricular activities for the rest of high school career.

CODE OF CONDUCT VIOLATIONS REINSTATEMENT

All students must seek reinstatement after any code of conduct violation to regain eligibility.

1. The student must attend all practices/meetings and be present at all competitions while under suspension.
2. A written request for reinstatement must be submitted by the student to the activities director. Letter should include the understanding of why suspended, how to plan to remain in good standing and the benefits for the student to return competitive performance.
3. Must make a verbal apology to team and resign the code of conduct contract.

CODE OF CONDUCT VIOLATIONS REPORTING PROCEDURE

A violation of the co-curricular code of conduct must be reported to an administrator in the district (including the activities director) within the school year of the alleged violation. The report should indicate the nature, date and time (if appropriate) of the violation. Alleged violation during the summer months must be reported in writing or by phone to a school administrator or the activities director within the first fifteen (15) school days.

CO-CURRICULAR COMMITMENTS

WIAA sports activities are recognized as full year athletic commitments, and as such recognized as a full calendar year commitments until termination of Valders High School sports participation. Other activities sponsored by Valders High School will be recognized as periods of participation with pre-determined start and end dates, and as such the Co-Curricular activity commitments will be recognized during participation periods only for the specific activities. Students who participate in multiple activities that run concurrently with sports will have the penalty for any violation imposed on every activity in which the student is currently participating, in addition to a current sports season. In the case that the violation occurs outside a sports season of participation, the penalty will be carried over to the next sporting season in which the student participates, again recognizing the full year athletic commitment of Valders High School athletes.

CODE OF CONDUCT VIOLATIONS APPEAL PROCESS

The School Board, administration, and co-curricular staff support the philosophy of the WIAA which states participation in competitive high school athletics and co-curricular activities is a privilege, not a right. The accused student does have the right to be heard as outlined below.

1. Upon receipt of a report of violation(s) of the Valders High School Co-Curricular Code, the athletic director or supervisory personnel shall formalize the accusation in writing and give a copy to the accused. The report must be returned to the athletic director or supervisory personnel. It is understood that by signing the disciplinary report the parents and student waive their rights to any further appeal and accept the disciplinary measures for the period indicated in the code.
2. Any student charged with an offense must request a hearing within seven (7) calendar days following the date the student receives the written charge. The student remains ineligible pending further action. The co-curricular review board will consist of three (3) administrators.
 - A. Parents of the accused student are urged to be present.
 - B. The information concerning the violations will include the following:
Nature of the violation, Place of the violation, Date of the violation, Approximate time of the violation, and Circumstances pertinent to the violation
3. The decision of the hearing shall be in writing and a copy sent to the student and his/her parents if the student is a minor within five (5) business days.
4. Any student may request a hearing with the School Board within seven (7) calendar days following the date the student receives the written decision of the co-curricular board.

Computers

Unlawful Use of Computerized Systems; Unlawful use of electronic mail and other computerized communication systems includes, but is not limited to, sending a message with the intent to frighten, intimidate, threaten or abuse another person. Any student misusing computers will be subject to disciplinary action.

Internet; Students using the Internet must have an Internet acceptable use agreement signed by both student and parent and on file in the high school office. Students violating this policy will be subject to disciplinary action.

Dance Rules

School rules and regulations in regard to student behavior and conduct are in effect. (Example: No use or possession of tobacco products, alcohol, illegal drugs, etc. in the school or on the school grounds.) Students may not leave the dance once they have entered. If they choose to do so, they may not return. Doors will be closed for student admittance one hour after the designated time the dance starts. Students from other school districts are not admitted unless the Dance Guest Form has been properly completed and submitted to the high school principal. Guests that are not currently attending a high school may be admitted based upon the parent signature of the VHS student. Students will follow the same dress expectations of proper decorum that they do during regular school hours. Any infraction of the school rules, as well as dance rules, will be reported to the office the next day of school following the dance, and could involve disciplinary procedures and consequences.

Requests for scheduling of dances shall be submitted to the administration thirty (30) days prior to the requested date the dance.

Dangerous Weapons

Devices prohibited on school grounds would include, but are not limited to, any firearm whether loaded or unloaded, any device designed as a weapon and capable of producing death or great bodily harm, or any other device or instrument which in the manner it is used is calculated or likely to produce death or great bodily harm. Disciplinary action will take the form of suspension from school and a recommendation for possible expulsion.

Deliveries

Deliveries of food, flowers etc. for students should be made to the high school office and be clearly marked with the recipient's name. Latex balloons may not be included in any flower arrangements or gifts.

Detentions

Teachers are assigned to monitor after-school detentions Monday through Thursday, be served from 3:20-4:00 pm in the assigned classroom. Students will have a two day window in which to make arrangements to serve the detention. Morning detentions from 7:15-7:55 am need to be arranged with the principal.

Discipline Policy

Rules and regulations for discipline and control of pupils may be made by the state, local boards of education, teachers and principals, and these may be enforced

reasonably for all who are in the school setting, below or above the age of 18. These rules and regulations may be “relative to anything what ever necessary for the proper establishment, maintenance, management, and carrying on of the public schools of such district including regulations relative to the conduct of pupils...”

Students with behavioral problems should attempt to resolve the situation with their teacher. If this does not work to the teacher’s satisfaction or for repeated or severe problems, the student will be referred to conference with the principal.

If a student is sent to the office, s/he must report directly, give her/his name to the secretary, and wait to speak with the principal or designee. In all cases of unacceptable student conduct, the parents will be informed by letter. In case of out-of-school suspension, parents will also be informed by phone. As a consequence of their behavior, students may be assigned before or after school detentions, in-school, or out of school suspensions, or other consequences as determined by an administrator. After school detentions will be served from 3:20 - 4:00 on Mondays through Thursdays. Arrangements to serve detentions at other times are at the discretion of the high school administration. Failure to serve detentions WILL result in suspensions. Seniors who have failed to serve detentions or failed to meet their financial obligations will not participate in the graduation ceremony.

Dispensing and Administering Medication to Students

Medications should be administered to school children by parents at home whenever possible. School personnel, following the appropriate procedures, may administer medication when the medication is required during the school day.

- Before any prescription medication may be administered to a student, school personnel must receive written parental consent along with the original prescription label as outlined in Board Policy.
- Before any non-prescription medication may be administered to a student, school personnel must receive written parental consent along with the medication which must be readily identifiable or in its original package.
- All written instructions and consent forms shall be filed in the appropriate school office.

The building principal or designee shall be responsible for reviewing the written instructions, maintaining accurate records, and storing all medications in the Health Room. Students in the high school grades may keep inhalers and non-prescription headache medication on their person so long as parental instructions, if the child is under 18 years of age, are available for review by faculty and staff.

Displays of Affection

Students observed participating in inappropriate displays of affection shall be referred to the office. A conference shall be held with the student and the principal. Written notification shall be sent to parents. Further repetition of such inappropriate displays of affection shall result in a parent conference.

Early Graduation Application Procedure

It is the goal of the Valders School District to help our students develop to their fullest potential. We acknowledge that to do this, some students may request early graduation if the requirements for graduation have been met. Early graduation is a privilege. Valders High School offers abundant academic and co-

curricular programs for students, and it is hoped that the majority of students will take advantage of these opportunities during their four-year, eight-semester high school careers. Before a student can graduate, s/he must have met all the requirements prescribed by Valders High School for such graduation. Graduation may be granted at the end of seven (7) semesters with the approval of the School Board. Students who have the desire to graduate early must comply with the following guidelines and policies:

1. The student and his/her parents must file a letter of intent with the high school principal by May 1 of the student's junior year.
2. By the end of his/her junior year, the student and parents are to meet with a school counselor and establish an educational plan that will enable the student to complete all required courses by the date of early graduation. Furthermore, these plans should include realistic post-graduation plans that best meet the student's unique abilities and situation.
3. The student shall appear before the Board at a regularly scheduled monthly meeting no later than November of the senior year. The School Board shall decide whether or not to approve the student's request for early graduation. The decision of the School Board is final.

The School Board reserves the right to review each case individually and to waive any of the above criteria, if it deems feasible, in any such individual case.

If the student is permitted to graduate early, attendance at the graduation ceremonies is optional. If the student chooses to participate in the graduation ceremony, this decision must be communicated to school officials prior to the time that caps and gowns are ordered. If the student chooses not to attend, his/her diploma will be forwarded via the mail.

Electronic Devices:

During non-instructional time between classes and during break, students will be allowed to access cell phones, to primarily check for text messages and communicate with parents. Taking video or recording something unauthorized is unacceptable. Students are prohibited from using cell phones while class is in session, unless the device is specifically being used as a learning aid by the teacher. Students may keep their cell phone in their possession, being certain the ringers and all alarms are turned to silent, or the device is turned off. Students who use the phone or whose phone rings during class are to be considered disruptions to the learning process, so the phone or electronic device will be confiscated. Should a device be confiscated, it will be turned into the office and it may be picked up by the student at the end of the school day. If a device is confiscated more than once during a single school year, the device will have to be picked up by the parent/guardian of the student. Students who habitually use cell phones inappropriately will have further disciplinary action which may include loss of privilege to use such devices.

Students may use iPods in the classroom at the discretion of the teacher. For hygiene and safety reasons, students should not share ear-buds. Students must keep the volume of the iPod at a level that those seated near them cannot hear it.

Emergency School Closure

In the event of an emergency or early dismissal, school buses will be dispatched as soon as radio messages are broadcast. It should be realized that it takes time to get the buses into operation. Pupils waiting for buses will be provided the best care possible until buses arrive. Parents should instruct the children as to procedures to be followed when they arrive home at a time not regularly scheduled, particularly if there is no one at home.

In winter, when in doubt as to whether or not there will be school because of bad weather, listen to local radio or television stations or check the school website. If school is to be called off, it will be announced over these radio stations and television stations between 6:00 A.M. and 7:30 a.m.

Field Trips

Field trips are designed to be an extension of the regular classroom. Students in poor academic standing may not be eligible to participate. **Administration can restrict a student's participation in a field trip.**

Fighting

Students are required to behave in a manner which shows respect towards teachers and students at all times. If a student is involved in a fight for the first time, the student will be suspended with a mandatory parent conference before being readmitted to school. If the student is involved in a second fighting incident, the student will be suspended for three days with a recommendation for possible expulsion. **Law enforcement may be contacted as deemed necessary by the high school administration.**

Fire Drills

Fire drills are required by law and are held periodically so orderly evacuation of buildings may be accomplished without panic. Instructions are posted in each room; acquaint yourself with these instructions. After the alarm sounds, walk quickly out of the building without wraps or books. No talking or visiting is allowed. Students should remain together in class groups so the teacher can account for all students.

Grading and Report Cards

Student report cards are issued four times yearly at the end of each quarter. In addition, academic progress reports will be issued at the midpoint of each academic quarter. These reports include a grade which the student has earned for each class. The grades are designated as below:

A-Excellent	W-Withdrawal
B-Above Average	M-Medical
C-Average	I-Incomplete
D-Below Average	F-Failure

These reports may also include comments regarding attitude and behavior. **Students who receive an Incomplete will be given 10 school days to complete the work.**

At the end of each quarter, an honor roll is published based on the grades for that quarter and semester. The High Honor Roll includes all students who have a grade point average of 3.750 or better. The regular honor roll includes students who have a grade point average from 3.500 to 3.749. The following scale is used to determine grade point averages:

A = 4.000	B = 3.000	C = 2.000	D = 1.000
A- = 3.667	B- = 2.667	C- = 1.667	D- = .667
B+ = 3.333	C+ = 2.333	D+ = 1.333	F = .000

At graduation, those graduates who have a cumulative seven semester grade point average of 3.500-3.749 will be recognized as honor students and will wear a silver cord. Those with grade point averages of 3.750 or better will receive high honor recognition and will wear a gold cord.

The high school grading scale is as follows:

	B+ 89-91	C+ 80-82	D+ 71-73
A 95 – 100	B 86-88	C 77-79	D 68-70
A- 92-94	B- 83-85	C- 74-76	D- 65-67

Graduation Requirements

Valders High School has an eight period day. All students are required to be enrolled in a class or participating in an activity approved by the School Board during each class period of each school day. Students are expected to be enrolled in at least seven classes.

Diploma Requirements:

Classes of 2014 & 2015

24.50 credits including:

4 credits English	1.50 credits physical education
3 credits social studies	.50 credits health
2 credits mathematics	.50 credit computer science
2 credits science	11 credits electives

Class of 2016

25.50 credits including:

4 credits English	1.50 credits physical education
3 credits social studies	.50 credits health
3 credits mathematics	.50 credit computer science
2 credits science	11 credits electives

Class of 2017:

25.50 credits including:

4 credits English	1.50 credits physical education
3 credits social studies	.50 credits health
3 credits mathematics	.50 credit computer science
3 credits science	10 credits electives

Hallways and Travel Card Use

Students should be in the hallways only at the beginning and close of school and while moving from one class to another unless they have special permission or special duties that require them to be there. Students in the halls during class time must have a signed travel card. Students are asked to be courteous at all times and

to keep to the right when moving in the halls. Running or shouting in the halls is never permitted. The degree of cleanliness in our halls is a direct reflection on how much we care about our school and about one another.

High school students are not to be in the Middle School area unless the student has a signed travel card to see a teacher there. Students who forge or steal travel cards, spend too much time in the halls, or disrupt classes are subject to loss of travel card privileges and other school disciplinary action. Students with a study hall are not to stop at their lockers on the way to the library.

Harassment

No student of the school shall be subject to sexual, verbal, or any harassment as defined and enforced by School Board Policy. Students harassing others will be subject to suspension. Involved student may be referred to proper local and state authorities for further prosecution. The harassment complaint coordinator is the school superintendent (775-9500).

Health Room Procedures

The Health Room is located in a room adjacent to the high school office. The following procedures will be used if a student is ill:

1. The student will request permission to go to the Health Room.
2. The student will report to a high school office staff member who will:
 - A. If the student is ill, contact the parent to send the student home. Once a student leaves the school, that student will not be allowed to attend or participate in any co-curricular activity or attend a school sponsored activity that school day.
 - B. If the student is to take a prescribed medicine, it will be administered in accordance with state statutes and school board policy. The School Medication Permission and Instruction form must be brought with the medication to the high school office.
3. A student who is ill must report to the office. If a student misses all or part of a class and has not reported to the office, the absence will be considered unexcused and detentions may be assigned.

Law Enforcement Investigations/ Questioning/Searches

Neither Wisconsin nor federal law requires that parents be present for a police investigation or questioning of a student which occurs in the school environment. The School Board and district staff will cooperate with law enforcement. Law enforcement authorities shall be permitted to search any area of the school property personally and with trained dogs according to statutes in effect at that time. School administrators shall conduct inspections of school lockers and general locker cleaning shall be ordered as necessary. Lockers are the property of the school and as such may be searched by any school administrator who has reasonable suspicion in an effort to eliminate any weapons or other contraband from school premises.

Library Rules and Regulations

In order for the library to be a beneficial learning environment, common courtesy needs to be displayed. The use of the library is a privilege and those who cannot follow the rules or make wise use of their time will lose the privilege.

Locker Policy

Student lockers and gym lockers are the property of the Valders Area School District, and school officials may conduct searches of lockers at any time. Each student is assigned an individual locker for his/her use. Periodic inspection of lockers will be made and may involve the use of specially trained dogs, with the assistance of law enforcement. In the course of a locker inspection, school officials may seize all items which are dangerous and/or illegal and which are in plain view upon opening the locker. Student belongings within the lockers may be searched, consistent with applicable law.

Students are not allowed to share lockers. Each student is legally responsible for the items in his/her assigned locker. Items seen as materially disrupting the educational process, or which are inappropriate in a school setting may not be posted or displayed in student lockers.

There is no reason for students to lose valuables while at school. No one can open the locker without the combination. Students should not give out their combination to other students. **Students should not place a gym lock on their regular lockers.** In addition, no personal locks are to be used on lockers; such locks will be removed. Any large amounts of money or personal valuables should be left in the high school office during the school day. Valders High School discourages students from carrying large amounts of money during school hours. Valders High School is not responsible for articles lost or stolen from lockers. **Theft of items which have not been locked in a locker will not be investigated.**

Locker room lockers will be opened the week following the end of school and the contents removed. The school cannot be responsible for items left in lockers.

Students are also responsible for maintaining their lockers and any damage incurred will result in the student making monetary compensation. Each student will be given one lock; if this lock is damaged or lost, the student will be responsible for the cost of a replacement lock. No posters or any other items should be taped to the front of the lockers. Team or activity locker decorations must be adhered to lockers with magnets.

Lost and Found

Articles found in and around the school should be turned into the high school office where the owner may claim his/her property by identifying it. Items not claimed by the end of the school year will be donated to a local charity.

Lunch Payments

The Valders Area School District uses an automated, family-based debit account system. High School students should submit their financial deposits in an envelope and place these deposits in the container in the high school office. Parents may also submit payment electronically using the district's internet website. Students and their families will be notified when their lunch accounts have been depleted to less than \$10.00.

Lunch Period Expectations

During lunch periods, students should be in one of the following areas:

1. The cafetorium
2. The commons (no food or beverages allowed)

3. Outside, on school property near the picnic tables, but not in the area of the middle school or Village Park. Students should not be in the parking lots, nor should they be entering, sitting in, or driving vehicles. Valders High School has a Closed Campus throughout the school day. Students must obtain permission to drive during the school day from the principal or his/her designee and must have prior permission from his/her parent or guardian. If a student must get something from his/her car, permission may be granted by the principal or by his/her designee.

Students are expected to discard their trash in the appropriate receptacles and to clean up their table area.

Students are not allowed to use the gymnasium or weight room areas during lunch and games which present a hazard to people or property (per the discretion of the administration) will not be played.

Students may eat in a classroom with the supervision of an instructor or advisor.

Lunch guests or visitors during the lunch period need to get prior permission from administration.

Students continuously creating problems during the lunch period will be placed in an alternate setting during lunch periods.

Nondiscrimination Statement

The Board of Education does not discriminate on the basis of any characteristic protected under State or Federal law including, but not limited to, religion, race, national origin, sex, disability, age, color, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, physical, mental, emotional, or learning disabilities, or genetic information in its programs, activities, or employment.

Equal Opportunities Discrimination Complaint Procedure

Any person that believes that s/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint with the District's Civil Rights Coordinator: Dr. Debra Hunt, Superintendent; 138 Wilson Street; Valders, WI 54245 Phone: (920) 775-9500 ext.5003 Fax: (920) 775-9509 E-mail: dhunt@valders.k12.wi.us The individual may also, at any time, contact the U.S. Department of Education, Office of Civil Rights, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661; Telephone: 312-730-1560, Fax: 312-730-1576; E-mail OCR.Chicago@ed.gov

Student Complaint Procedure Under Section 118.13, Wisconsin Statutes

Consistent with the requirements of Section 118.13, Wisconsin Statutes, it is the policy of the District that no person, on the basis of sex; race; creed; color; religion; national origin; ancestry; creed; pregnancy; marital or parental status; sexual orientation; or physical, mental, emotional, or learning disability may be denied admission to school or be denied participation in, be denied the benefits of, or be discriminated against on any curricular, extra-curricular, student services, recreational or other program or activity. Areas covered by this policy include admission to any school, class, program, or activity; standards and rules of behavior, including student harassment; disciplinary actions, including suspensions and expulsions; acceptance and administration of gifts, bequests, scholarships and other aids, benefits or services to students from private agencies, organizations or

persons; instructional and library material selection; methods, practices, and materials used for testing, evaluating and counseling students; facilities; opportunity for participation in athletic programs or other extra-curricular activities; and school sponsored foodservice programs.

If any person believes that the District or any part of the school organization has failed to follow Section 118.13, Wisconsin Statutes or in some way discriminated against students on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability, s/he may file a written complaint with the District Civil Rights Coordinator, as indicated above.

The procedure for resolution of complaints shall be as follows:

Step 1: A written statement of the complaint shall be prepared by the complainant on the form provided by the District and signed. This complaint shall be presented to the Coordinator. The Coordinator shall send written acknowledgement of receipt of the complaint to the complainant within forty-five (45) days of receipt of the written complaint.

Step 2: If the complainant is not satisfied with the Civil Rights Coordinator's Step 1 decision, s/he may file a written appeal with the Board of Education. A written determination of the complaint shall be made by the Board of Education within ninety (90) days of the receipt of the written complaint unless the parties agree to an extension of time.

Step 3: If a complainant wishes to appeal a negative determination by the Board, s/he has the right to appeal the decision to the State District Administrator within thirty (30) days of the Board's decision.

Copies of the Valders Area School District Nondiscrimination Complaint Form are available in each of the school offices.

The complainant may appeal directly to the State District Administrator if the Board has not provided written acknowledgement within forty-five (45) days of the receipt of the complaint or made a determination within ninety (90) days of receipt of the written complaint and the parties have not agreed to an extension of time. Appeals should be addressed to: State Superintendent, Wisconsin Department of Public Instruction, P.O. Box 7841, Madison, Wisconsin 53707-7841.

Office for Civil Rights

Discrimination complaints may also be filed with the Federal government at the Office for Civil Rights – Chicago, U.S. Department of Education; Citigroup Center; 500 W. Madison Street, Suite 1475; Chicago, IL 60661
Telephone: 312-730-1560 Fax: 312-730-1576

The complaint must generally be filed within 180 days of the date the discrimination occurred. You do not have to file a complaint with the district before filing a complaint with the Office for Civil Rights if you wish to do so.

Prohibition Against Retaliation

The Board will not discriminate against, coerce, intimidate, threaten, or interfere with any individual because the person opposed any act of practice made unlawful by any Federal civil rights laws, or because that individual made a charge, testified,

assisted or participated in any manner in an investigation, proceeding, or hearing under those laws or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.

False Information

Any individual who knowingly files a false complaint or knowingly provides false information concerning a complaint shall be subject to disciplinary action.

118.13 Wis. Stats.; P.I. 9, 41, Wis. Adm. Code; 14th Amend., U.S. Constitution

20 U.S.C. 1681, Title IX of Education Amendments Act

20 U.S.C. 1701 et seq., Equal Educational Opportunities Act of 1974

29 U.S.C. 794, Rehabilitation Act of 1973

42 U.S.C. 12101 et seq., The Americans with Disabilities Act 1990

42 U.S.C. 2000 et seq., Civil Rights Act of 1964

Vocational Education Program Guidelines for Eliminating Discrimination & Denial of Services, Department of Education, Office of Civil rights, 1979

Off Campus Non-traditional Courses

Any courses taken off campus, such as remedial courses at a technical college or classes taken for dual credit at universities but not under Youth Options, must be pre-approved by the principal. This would also include virtual (online) courses, summer school courses, PLATO, or PASS courses. If the course is approved, the grade that the student receives will be included in the student's grade point average. If the course is of the "pass-fail" variety, credit will be awarded for a passing grade, but the GPA will remain unaffected. The financial cost of these types of courses will be assumed by the student and/or parent.

Students who are selected for attendance at the Manitowoc County Alternative School must have completed at least 15 credits by the end of their junior year of high school. Students will be selected for this program based on at-risk factors, probability of completing the program, number of credits earned, availability of transportation, and other factors. The principal, guidance counselor(s), and director of curriculum and instruction will collaborate to make the final decision.

Out of School Suspension

If as a consequence of disciplinary action a student is suspended out of school, the student must leave the building and grounds and not return until the suspension is over. While on suspension, the student is prohibited from being on school district property, in the school buildings and attending or participating in school sponsored events. When the suspension(s) has been served, a parent or guardian may be required to accompany the student to school to meet with the principal before the student is allowed to attend classes.

Peer Leaders

Teenagers in need of help usually turn first to their peers. Talking things over with someone who knows how to listen and knows about community resources, if they are needed, can help. With this in mind, a group of students, grades 9-12, is receiving ongoing training to help build a positive school environment. To become part of this group or obtain a list of peer leaders, contact Student Services.

Performance Enhancing Substances

The WIAA is against the use of anabolic-androgenic steroids and other performance enhancing substances (PES). The WIAA identifies 'Restricted' substances. These restricted substances can be legally purchased, but are prohibited in connection with school programs. They include: Creatine, Caffeine-enhanced products, Energy drinks (e.g., Red Bull, Amp, Advance by PowerAde, Coke Blak), Herbal Caffeine, No Doz, Protein Powders and other substances as identified in the related materials. Even natural substances in unnatural amounts may have short-term or long-term negative health risks, so therefore performance enhancing substances are not allowed on campus or allowed to be brought into the building for consumption or distribution.

Permit to Leave

No student shall leave the school building during the school day except by permission from the high school office. If an absence is anticipated (i.e., medical appointment), students are to present a written parent request to the office at the start of the school day and obtain a Permit to Leave pass. A student who leaves school without checking out in the office will be considered truant and will be assigned a detention for each school period missed.

Registration/Scheduling

In January, all students are provided with registration materials for the following school year. Students will be asked to select the courses they plan to take the following year. Parents and students should look through the material, review the 4-year planning form, and ask questions of teachers, counselors, or the principal.

Schedule Changes

All schedule changes, drops or adds, must be made prior to the start of each semester and have the approval of a counselor, the principal and the parent/guardian. Students who drop a class after the first five days of a semester or who are removed from a class for disciplinary reasons will receive an F for the quarter and semester. This also applies to students who are enrolled in the Youth Options program. Students who wish to drop a full-year class at the end of the first semester must receive approval from the instructor and the principal. A parent-teacher meeting may be scheduled to make this determination.

School Hours

School begins at 8:00 am each morning and dismisses at 3:16 pm with one 30 minute lunch period. A four minute period between classes allows sufficient time for passage between classes as well as locker time. With the exception of days with Activity Period schedule, a 14-minute morning break will be available each morning following the 2nd period.

School Telephone Numbers

District Office	775-9500	High School Office	775-9530
Middle School Office	775-9520	Elementary School Office	775-9510

Severe Weather Drills

Each room has instructions posted for severe weather. Notification to move to protective areas will be by the public address system. When directed by the teacher, walk to the designated area and remain there until an all clear signal.

Student Appearance and Dress

Recognizing the correlation between dress and personal appearance and the way students conduct themselves in school, the following guidelines on student dress and appearance are adopted as school policy:

1. Cleanliness and dress are vital not only to the individual but also to those with whom the student shares a classroom.
2. Students will not wear clothing, hair, or accessories that can be hazardous to them or others during school activities, such as shop, laboratories, athletics, physical education, art, etc. Grooming and dress that prevent the student or others from doing their best work because of blocked vision, restricted movement, or exposure to danger will not be allowed.
3. Dress and grooming styles (extremely short skirts or shorts) that create a disruption of the learning process within the classroom must be avoided.
4. Clothing articles that cause undue school maintenance problems, such as heavy boots that cause excessive floor marking or trousers with metal rivets that scratch furniture, must be avoided.
5. Heavy coats/jackets are not to be worn to classes unless necessitated by heating problems in classrooms.
6. Backpacks are to be left in student lockers, unless permission is granted to a student due to medical necessity.
7. All clothing must be worn in an appropriate manner according to the way it is designed, including underwear, which should remain under garments without being visible, including boxers.
8. Some form of footwear will be worn at all times.

These items are not to be worn in school at any time:

1. Shorts that are so short as to be disruptive to the learning process
2. Tops with bare midriff or see through shirts, shirts/blouses/tops with thin spaghetti straps (sleeveless tops must have straps at least 1-inch wide).
3. Tank tops, or shirts/blouses/tops that are low-cut in the front and/or back. In particular, no cleavage should be visible.
4. Caps, hats, and visors. Principal or his/her designee will determine the appropriateness of scarves, bandannas, or other headgear.
5. Clothing that has obscene, vulgar or suggestive language or pictures on it.
6. Clothing making references to tobacco and/or alcoholic beverages, or serving as advertisement for an alcohol establishment. This includes any local establishments, Hooters, or other establishments that earn a substantial amount of income from the sale of tobacco or alcohol.
7. Clothing apparel referring to illegal drugs in the pictures and/or slogans.
8. Clothing apparel that portrays any gang significance, as determined by the administration.

9. Clothing seen as intimidating or likely to disrupt the educational process. This includes any reference to Playboy or similar type magazines or symbols associated with these magazines.
10. Halter or tube tops and sleeveless shirts that are slit below the armpits

Coaches, shop teachers, lab teachers, physical education instructors or any teacher teaching an activity type class and/or advising any school activity may set specific dress and grooming regulations to assure the safety and well-being of the participants. All such regulations drawn up by instructors, students, coaches, or advisors must be approved by the principal.

Note: Students whose dress exceeds the limits set by the school will be referred to the administration. Those in violation of the code will be asked to change clothes at school or, if no appropriate clothing is available, the office staff will contact a parent and the student will be sent home to change. Repeated problems with a student's appearance or will result in disciplinary consequences.

Student Immunizations

Wisconsin State Law requires all public and private school students to present written evidence of immunization against certain diseases (measles, mumps, rubella, polio, diphtheria, tetanus, hepatitis B, chicken pox, and whooping cough) within 30 days of school admission. These requirements can be waived only if a properly signed exemption is filed with the school.

Student Insurance

The school district has insurance that can be used to help parents with medical expenses resulting from an accident which occurred at school or on a school sponsored activity. Parents must notify the high school office if they would like to submit a claim. Parents are to use their own insurance first, or if they have no insurance, must pay the first \$100.00 of the bill before the school's insurance can be used. Insurance information is available in the office.

Student Records

The U. S. General Education Provisions Act declares the following as directory information which may be made public; however, parents may contact the building principal to limit the publication of the information below:

Student's name, address, telephone listing, date and place of birth
major field of study, participation in recognized activities and sports,
weights and height of members of athletic teams, dates of attendance,
degrees and awards received, most recent previous educational agency
or institution attended.

Student Services Information

The Student Services Department at Valders High School has complete responsibility for the registration and class placement of individual students. Each student should familiarize himself with the materials provided in the Student Services Office or website. Difficulties of any kind in your school work should be reported to your teachers and Student Services so that proper assistance can be arranged. Student Services offers testing, individual and personal counseling, post

high school education information, and career information. School counselors are available to help you get the most out of school.

Study Halls

Students can have one study hall per semester, with some exceptions including the quarter opposite driver's education or grade nine marching band, or upon approval by the high school principal. All students are to be working on schoolwork or reading for the entire class period unless instructed by the teacher. Students can spend their study hall in the library (numbers will be limited). Students must have their planners with them when they go to the library or their request will be denied.

Tardiness

As an important element of life, students are expected to be on time.

Late to School: Students that are late to 1st hour must report to the office for an admit slip. Arriving after 8:15 is no longer considered a tardy, but is then considered a period absence.

Late to Class: Students are to report directly to class, and will be recorded as tardy, unless an approved signature on a travel card is presented.

Consequences of being tardy: The teacher will work with the student to correct the problem. A discussion with the student, restriction of the student break period, parental contact, or detention with the teacher is appropriate responses to tardiness. Teachers will develop their own plan of consequences for tardiness. Being on time for class will be defined as being in the classroom when the bell sounds.

Tobacco-Free Campus

The Valders Area School Board prohibits the use of all tobacco products while on school district property or property under the jurisdiction of the school district as well as at all school-sponsored activities off school premises. No student may possess tobacco products on school district property or property under the jurisdiction of the school district as well as at all school-sponsored activities off school premises. Consequences for students who violate this policy will be one day suspension from school for the first offense, two day suspension from school for second offense, three day suspension for third offense, four day suspension from school for fourth offense. Subsequent violations of this policy may result in a recommendation to the School Board for expulsion from school. Additionally, the student may be referred to police for possible citation for each violation.

Vandalism and Trespassing

If you should happen to damage something by accident, you should report it to a teacher or to the office immediately. Please respect the private property of our neighbors. Disciplinary action will be taken against those who vandalize.

Vehicles and Student Parking

During regular school hours, student vehicles must be parked in the Village Parking lot, the lot adjacent to the football field, or in the student parking section of the high school parking lot. Student cars should not be parked on village streets, in the middle school parking lot, in the upper lot on the northeast side of the district

office, or in the parking lot north of the gymnasium. Parking violations will result in parking citations. Once parked, these vehicles are not to be entered or moved until dismissal time. The school district accepts no responsibility or liability for any damages to cars parked in the village lot or on school property. A ten mile per hour speed limit exists within the parking lot. Streets in the vicinity of the school carry a fifteen mile per hour limit when children are present. The school administration may revoke the privilege of any student to drive a motor vehicle to school for failure to comply with these regulations and suspension of the student for driving his/her vehicle during school hours may result.

No students should be driving/sitting in their own cars or riding/sitting in others' cars during the school day (including lunch periods) without permission from the school principal or his/her designated adult supervisor. Violations of this policy will result in a one-day (in-school or out-of-school) suspension. Students should not be loitering in the parking lots before or after school.

Visitors

The only visitors allowed to attend school are those that are part of an approved educational program or with approval of the high school principal. Friends from neighboring schools will not be permitted to visit. Approval of school visitors must be granted no later than one school day prior to the visitation. Visitors wishing to meet with teachers must make an appointment with the teacher prior to the visit. Teachers may not receive visitors during instructional periods. All visitors must report to the high school office and sign in before entering the building. No visitors are allowed in the cafetorium or adjoining common areas during the lunch hour without the prior permission of the high school principal.

Work Permits

Students needing work permits may obtain them from the high school office. It is necessary to bring along evidence of date of birth (birth, baptismal certificate, or drivers license), a request for and the nature of your employment from your employer along with the employer's name, address, and phone number, times of day of scheduled work and total hours of work per week, your social security card, and a statement from the parent or guardian granting permission for employment. The fee is \$10.00, which should be reimbursed by the employer.

Youth Options

Juniors and seniors interested in enrolling in college/technical college classes must submit requests to the Youth Options coordinator for approval by predetermined deadlines, which will be announced in school. Students must re-apply each semester for admission to this program. Students participating in the Youth Options program are limited to a total of 18 credits over the two-year period, and the student and/or his/her parents/guardians are required to reimburse the school district for all costs (tuition, books, fees) if the student drops or fails the course. If the student chooses to keep the textbooks used in the course, s/he will be required to financially reimburse the school district for the cost of the books.