

# PRENTICE HIGH SCHOOL 2022-2023 STUDENT HANDBOOK



Photos by Jeff Moenssen

# HOME OF THE BUCCANEERS



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## WELCOME BACK TO SCHOOL!

Welcome to the 2022-23 school year! Whether you are a new student, or you've attended school in our district for many years, our staff is eagerly anticipating seeing students back in the building after a summer of planning and preparing for a great school year!

Most of our staff from last year is returning for another great year! We are fortunate to have a great group of teachers and support staff working every day to help make things great for students and to help keep the school running smoothly. We do have a couple of new faces joining this great crew. We warmly welcome the following teachers: Ms. Sheridan Kalander, teaching our FACE classes; Ms. Katie Mayer, teaching high school English; and Mrs. Sarah Pfarr, as our middle school special ed para.

I want this year to be an excellent year for you. We work to provide you with as many academic and co-curricular activities as possible and to support you along the way. I highly encourage you to take part and get involved! This is a great place to try new things and find out what you like! It's a great place to develop leadership skills and take time to improve yourself and serve others as well!

Let's have a great year and spend this year being true BUCS!

**Be respectful**

**Use integrity**

**Choose Kindness**

**Show Sportsmanship**

Let's accomplish great things together and make it a great year!

**Mrs. Isaacson**  
**PK-12 Principal**  
**Prentice School District**

### GRADUATION REQUIREMENTS

A specified number of credits are required for high school graduation. Full credit courses are those in which one-half credit is granted for one semester of work.

For classes of a special nature, less than one-half credit per semester is granted. Such courses at the present time include Career Decision Making.

Among the minimum credits required for graduation there must be an appropriate spread of subjects as follows:

A. High School Diploma (24 credits minimum):

- 4 credits in English
- 3 credits in Social Studies (this includes 1 credit required in U.S. History and 1/2 credit in Civics)
- 3 credits in Science (this includes 1 credit required in Physical Science and 1 credit in Biology)
- 3 credits in Mathematics
- 1 1/2 credits in Physical Education
- 1/4 credit in Career Development, which includes ACP completion (which takes place from grade 6-12), a job shadow, and a college visit.
- 1/2 credit in Computer Studies (if not passed in grade 8)
- .1/2 credit in Health (if not passed in grade 8)
- 1/2 credit in Personal Finance (Required)
- 7.75 Electives
- Must pass the high school Civics Exam
- 8 hours of community service per year of attendance at Prentice High School

A student must enroll in courses totaling a minimum of six and one-half credits each year.

Physical Education is required of all freshmen, sophomores and juniors. Seniors may elect to take physical education. Students, whose physical activity must be limited for medical reasons, should request a form so that an adaptive physical education program can be established in cooperation with the family physician. If physical education cannot be taken, verification from a physician must be presented and another course of at least equal value must be taken in its place.

In order for students to gauge their individual progress, the faculty has established the following class status credit requirements: Sophomore: 6 credits, Junior: 12 credits and Senior: 18 credits.

### **CLASS DROP POLICY**

Students may ONLY drop a class during the first 5 days of the semester. Extenuating circumstances may be reviewed by the principal and school counselor. A form must be completed in order to drop a class. The form can be picked up in the school counseling office.

### **DISTANCE CLASSES**

Distance classes include any high school, dual credit or college course that is taught online or in the distance learning lab. These classes are available to sophomores, juniors and seniors. A signed contract must be turned in to the school counselor when registering for a distance class. If a student does not receive a C- or above in a distance class, the student/family is responsible for the cost of the course.

### **GLOBAL EDUCATION ACHIEVEMENT CERTIFICATE**

The Wisconsin Global Education Achievement Certificate (GEAL) is offered to graduating Prentice High School students who have demonstrated a dedication to global citizenship by successfully completing a global education curriculum and engaging in co-curricular activities and experiences that foster the development of global competencies.

Requirements to obtain a certificate include:

- 4 Credits of foreign language
- Cultural literacy – 8 components, including reading four books upon Ms. Mayer’s approval.
- Participation in co-curricular and other school-sponsored activities
- 20 Hours of community service
- A Final Capstone presentation

A more detailed outline can be obtained from Mrs. Heather Mayer. The State of Wisconsin will certify the certificate upon completion of the program.

### **SCHOOL COUNSELING SERVICES**

School counselor services are available for every student in school. These services include assistance with educational planning, interpretation of test scores, occupation and career information, study help, help with home, school and/or social concerns, or any concern the student may feel he would like to discuss with the counselor.

Students wishing to visit the counselor should contact the school counselor.

## SCHOOL LUNCHES

School lunches are available to all students 4K-12. Weekly menus are published in the Price County Review. Hot lunch prices are set at the annual meeting in July. Income eligible families may apply for free or reduced lunch prices at the high school office.

### SCHOOL DISTRICT OF PRENTICE MEAL CHARGING POLICY

The School District of Prentice recognizes the importance of good nutrition and wants to take all reasonable steps to make sure students have access to school meals.

These steps include providing access to applications for Free and Reduced Breakfast/Lunch for those families who qualify. Application forms will be sent home at the beginning of each school year, posted on the school district website and available from the building Principal's office.

All students who do not qualify for Free and Reduced Breakfast/Lunch are expected to pay for school meals at the time of purchase. The School District of Prentice recognizes that there may be times when a student has forgotten their lunch money, or inadvertently failed to keep a positive balance in their account. Parents or guardians will be contacted by the school by note, e-mail, telephone call or letter when their student's account goes into the negative.

**MEAL CHARGING** When a student's account becomes negative, or a student has forgotten their lunch money, meal charging may be permitted as follows:

#### **Elementary/Middle/High School**

The bookkeeper/cashier in each building will send a reminder notice home if a student is provided lunch without payment. Students will be permitted to charge up to \$30.00. If payment is not received for the charged lunches prior to the next lunchtime, students will be provided an alternative brown bag lunch consisting of an offering of the required food groups of grain, vegetable, protein, fruit and milk in place of the hot lunch offering of the day. The cost of the alternative meal will be added to the outstanding account balance. Up to three alternative meals will be offered to the student without prior payment.

If full payment is not made, or alternative arrangements made, students will not be permitted to charge additional breakfast/lunches until the outstanding balance is paid.

If the student's account has a negative balance the parent or guardian will be contacted by telephone, e-mail or letter regarding the outstanding balance.

#### **ACCOUNT BALANCES**

The parent or guardian of all accounts with a negative account will receive a letter informing them of the amount due on the account. Arrangements can be made at the individual schools to bring the account current. If a family is having financial difficulty in bringing the account balance they will be assisted in applying for Free and Reduced Lunch or in making acceptable payment arrangements. In addition, the School District of Prentice District Office is open from 7:30 a.m. to 4:00 p.m., Monday through Friday. Payments can be made by mail payable to the School District of Prentice, P.O. Box 110, Prentice, WI 54556. All account balances will follow the student(s) until graduation. At this point in time, all student accounts must be up-to-date in order for a student to walk in their graduation ceremony.

#### **FREE AND REDUCED SCHOOL MEALS**

Applications for Free and Reduced School Lunch can be submitted to the offices at any time during the school year. School personnel are available to assist anyone in filling out the application for Free and Reduced School Lunch. Any balance owed prior to being determined eligible will remain the responsibility of the parent or guardian.

## **USDA NON DISCRIMINATION POLICY**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

## **PASSES**

### **A STUDENT MAY NOT LEAVE THE BUILDING AT ANY TIME WITHOUT WRITTEN PERMISSION FROM THE HIGH SCHOOL OFFICE.**

Permission "MAY" be obtained from the high school principal between 8:00 a.m. and 8:05 a.m. by presenting a note from the parents indicating their agreement with such a request. Without such permission, the student may be considered truant and detention will be given.

During class or study hall time, students are not to be in the hallways without a pass. Permission **MUST** be obtained before class from a teacher whose room the student wishes to visit. When presented to the study hall teacher, permission **MAY** be granted for a pass.

Students should take appropriate materials to their classes. Locker passes for the purpose of obtaining forgotten materials during class time are **NOT** legitimate passes and will not be honored. Consequently, the student in this instance will be considered tardy.

Cell phone use to make a call or text during class time is **NOT** acceptable. Phone calls may be made during scheduled free time.

Passes to the bathroom are to be issued on an emergency basis only. Students abusing this privilege will be denied this permission.

Students receiving deficiency notices at mid-quarter and failures at the end of a quarter are "off passes" for a minimum of three weeks. This policy is not meant to be punitive but is aimed at structuring the student's time so that he/she will raise the failure(s) to a passing grade. Students who are off passes due to grades may go to the LMC or to a classroom to do research or an assignment only if a teacher writes a pass specifying the assignment to be worked on. After three weeks, if a student gets approval from all his/her teachers, that student will be put back on passes.

## **PARKING POLICY**

Student parking will be in the front parking lot east of the high school. The row closest to the school and the rear parking lot is reserved for staff only. Student overflow parking will be available in the church parking lot. When parking in the church parking lot be sure that you're not blocking the driveway.

Students are not permitted to go to their vehicles during school hours unless expressly authorized by the high school office. All school rules apply to students using the parking lots.

Driving safely is a primary concern. As such, students using school authorized parking lots must accept responsibilities, "Rules of the Road," inherent to driving, as well as the added responsibility of certain policies while driving on or near school grounds.

Students and staff are expected to abide by a village ordinance prohibiting parking on both sides of South Street to Pine Street during school hours.

Failure to abide by the stipulations of these regulations will result in the following:

1. Vehicles not parked properly in designated slots will be towed away at the owner's expense.
2. Students not observing the proper safety rules will lose their permit and not be allowed to use the parking lots.

## **ILLNESS**

All sickness or injuries should be reported to the high school office at once.

Parents will be notified to come to school to pick up a sick student.

## **STUDENT ATTENDANCE POLICY**

### **Compulsory Attendance Age**

In accordance with Wisconsin Statutes 118.15, all children between 6 and 18 years of age must attend school full time until the end of the term, quarter, or semester in which they become 18 years of age unless they have a legal excuse.

### **School Attendance Officer**

- a. The building principal or the principal's agent at each of the district's schools is designated to deal with matters relating to school attendance and truancy.
- b. The "School Attendance Officer" of each school shall determine daily which pupils enrolled in the school are absent from school and whether that absence is excused.
- c. Annually, on or after June 15, each building principal shall determine how many pupils enrolled in their school were absent in the previous year and whether the absences were excused. This information will be submitted to the District Administrator who shall notify the state superintendent of the determination.
- d. The "School Attendance Officer" in each school shall notify the parent or guardian of a child who has been truant of the child's truancy and direct the parent or guardian to return the child to school no later than the next day on which school is in session or to provide an excuse. The notice under this paragraph must be given before the end of the second school day after receiving a report of an unexcused absence and may be by personal contact, mail or telephone call of which a written record is kept, except that notice by personal contact or telephone shall be attempted before notice by mail may be given.

- e. "Truancy" means any absence of part or all of one (1) or more school days during which the school attendance officer, principal or teacher has not been notified of the legal cause of such absence by the parent(s) or guardian of the absent student and also means intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law.
- f. A habitual truant is a student who is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a school semester.
- g. The "District Administrator" in cooperation with each "Attendance Officer" will visit any place of employment in the school district to ascertain whether any minors are employed there contrary to law.
- h. The school attendance officer shall furnish student attendance information to the county human services agency in accordance with state and federal laws governing confidentiality of student records.

### **ATTENDANCE POLICY FOR HIGH SCHOOL**

The State Law requires that any person who having under control a child who is between the ages of 6 and 18 years shall cause the child to attend school regularly during the full period and hours, religious holidays excepted, that the school is in session until the end of the school term, quarter or semester of the school year in which the child becomes 18 years of age.

Scholastic achievement and success depends to a large degree on regular attendance. Illness and religious holidays are the only legitimate excuses for absences from school, according to state law. Additional excuses approved by the school board are listed below.

### **EXCUSED ABSENCES**

Illness, religious holidays, and all doctor appointments are excused absences.

State law and board policy allow ten (10) days of excused absences per year to be used at parental discretion. **PARENTS MUST PROVIDE A WRITTEN EXCUSE PRIOR TO THE ABSENCE 24 hours in advance (min) or more.** All course work for the period of absence must be made up. One day will be allowed for each day of absence (i.e. three days of absence equals three days make-up time). In the case of extenuating circumstances the principal may excuse an absence on the day of. All must be pre-excused by a parent unless it is an illness, doctor appointment or religious holiday. You will not be allowed to stay at school if you have an excused absence. All students must have pre-excused absence information sheets completed and signed by a parent and all of their classroom teachers. Under this section, a day is defined as any part or whole of a scheduled school day. The following form will be given to the student by the secretary when the student hands in a note at least 24 hours ahead or more.

Pre-Excused Absence Form  
Prentice Middle/High School

Please complete this form, have each teacher initial it, and bring a note signed by a parent or yourself, if 18 years old, into the office 24 hours or more before the date of absence. All of these steps must be completed before pre-excused day(s) will be granted.

Student Name \_\_\_\_\_

Date(s) of Absence \_\_\_\_\_

Name of Class	Assignment	Teacher Initial

(Brought in a note) \_\_\_\_\_

## ABSENCES CONFIRMATION

Parents must call school before 8:30 a.m. to confirm the student's absence. If a parent/guardian does not call in by that time, the High School Administrative Assistant will call to confirm the child's absence. A note stating the reason for the absence must be returned to the attendance officer upon the student's return to school. If the student was absent for a doctor appointment, an appointment slip from the doctor must be given to the attendance officer. This policy includes those students who have reached the age of 18 through the semester past their eighteenth birthday.

## UNEXCUSED ABSENCES

An unexcused absence is for any reason other than those stated above. The student will not be able to make up daily work, but will be able to complete all tests. You are responsible for setting up a time with the instructor to complete a test. Also, a one-day in-school suspension will be served for time unexcused.

## APPEALS

The chain of command for students' excused absences is the attendance officer, the faculty committee and the school board. No one else is authorized to excuse absences. The attendance officers for 2022-2023 are Randall J. Bergman, Administrator, and Kati Isaacson, PK-12 Principal.

In the event parents wish to appeal a decision by the attendance officer to excuse an absence, they may request from the principal that a faculty meeting be arranged to hear their appeal and consider extenuating circumstances. An "attendance appeal form" must be completed by the parents prior to the hearing by the faculty committee. Should the committee deny their request, the parents may request a hearing by the Board of Education through the district administrator.

## TARDINESS

Tardiness is a disruptive factor to any classroom. In addition, it adversely affects a student's grades, whether it is tardiness to school in the morning or to classes during the day. Therefore, tardiness will not be tolerated. All tardies and absences will be marked on Infinite Campus. Consequences for tardiness are as follows:

- 1<sup>st</sup> Offense: Warning
- 2<sup>nd</sup> Offense: 30 Minutes Detention
- 3<sup>rd</sup> Offense: 30 Minutes Detention and Contact Parents
- 4<sup>th</sup> Offense: 30 Minutes Detention, Contact Guidance and Parents
- 5<sup>th</sup> Offense: Contact Principal

## NOTIFICATION OF ABSENCES

When a student has been absent without a parental excuse, parents will be notified immediately by phone, e-mail or letter. This call will be made by the school secretary upon notice of student absence.

When a student has been absent a total of ten days in a semester, an administration review of the case will be held and will consider the following: parent input, in person or by phone, school input, academic, social/emotional, and medical input.

If necessary, a personal parent conference will be requested by the principal or the principal's agent to discuss the following options: educational counseling, evaluation of the student to determine possible learning problems, evaluation to determine possible social problems, home visitation.

Once a student accumulates fifteen absences, for whatever reason, the principal will appoint a faculty committee to further review the case. The committee will have the authority to:

- 1 . Require doctor's note for all subsequent absences, and/or
- 2 . Revoke privilege of all other excused absences.

## LEGAL REFERRAL

A legal CHIPS (Child in Need of Protective Services) referral may be initiated if a poor attendance pattern has continued and if the building principal or the principal's agent has completed the following:

- a. Met with the child's parent or guardian to discuss the child's truancy or have attempted to meet with the child's parent or guardian and been refused.
- b. Provided an opportunity for educational counseling to the child to determine whether a change in the child's curriculum would resolve the child's truancy and have considered curriculum modifications under Section 118.15(1)(d).
- c. Evaluated the child to determine whether learning problems may be a cause of the child's truancy and, if so, have taken appropriate action or made appropriate referrals.
- d. Conducted an evaluation to determine whether social problems may be a cause of the student's truancy and, if so, has taken appropriate action or made appropriate referrals.

### Teacher Responsibility

Teachers are required to emphasize the importance of good attendance. Classroom procedures and grading requirements will be developed which reflect the effect class attendance has on student progress. Teachers are required by law to take daily attendance (period by period) in their classes and maintain a record of absences.

### Principal Responsibility

The building principal will request from each teacher, at the beginning of the school year, the procedures used for grading students. All grading systems throughout the district shall reflect the effect class attendance has on student progress.

## EXCUSES FROM REGULAR ATTENDANCE

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 be excused from regular attendance prior to that time under the following conditions:

1. Any child who is 16 YEARS OF AGE may be excused from regular school attendance by the school board upon the child's request and with the written approval of the child's parent(s) or guardian if the child and his/her parent(s) or guardian agree, in writing that the child will participate in a program or curriculum modification leading to the child's high school graduation. Program or curriculum modifications for purposes of this requirement include the following:
  - a. Attendance at a vocational, technical and adult education school in lieu of high school or on a part-time basis;
  - b. Modifications within the child's current academic program;
  - c. A school work training or work study program;
  - d. Enrollment in any alternative public school or program located in the school district in which the child resides;
  - e. Enrollment in any nonsectarian private school or program located in the school district in which the child resides which complies with the requirements of 42 USC 2000d (Title VI of the Civil Rights Act-Nondiscrimination on the basis of race, color or national origin). Enrollment in such school or program shall be pursuant to a contractual agreement which provides for the payment of the child's tuition by the school district;
  - f. Home-bound study, including nonsectarian correspondence courses or other courses of study approved by the school board of nonsectarian tutoring provided by the school in which the child is enrolled; or
  - g. Enrollment in any public educational program outside the school district in which the child resides.

Enrollment of a child in such a program may be pursuant to a contractual agreement between school districts.

2. Any child who is 17 YEARS OF AGE OR OVER may be excused from regular school attendance by the school board upon the child's request with the written approval of the child's parent(s) or guardian if the child will participate in a program or curriculum modification leading to the child's high school graduation or leading to a high school equivalency diploma. (Program or curriculum modifications include those outlined above.)
3. A written agreement is required between the child, his/her parent (s) or guardian, the school board and a representative of the high school equivalency program or program leading to the child's high school graduation prior to a child's admission to such program (s). The agreement must state the services provided, the time period needed to complete the high school equivalency program or program leading to high school graduation and how the performance of the student will be monitored.
4. The school board is responsible for monitoring the written agreement on a regular basis. In no case, however, can the agreement be monitored less frequently than once per semester. If the school board determines that a child is not complying with the agreement, the school board is expected to notify the child, his/her parent(s) or guardian and the high school equivalency program or program leading to high school graduation that the agreement may be modified or suspended in thirty (30) days.

### **SCHOOL CONSEQUENCES FOR TRUANCY**

#### **First Offense**

1. A warning will be given by the student's focus teacher.
2. Conference with student and administration.
3. Records of the incident will be maintained by the attendance officer.

#### **Second Offense**

1. Conference with student and administration.
2. Time missed will be made up in detention. Thirty (30) minute lunch detention will be served. Missed exams (i.e. quarter and/or semester exams) may be taken at the teachers' convenience.
3. A record of the incident will be maintained by the attendance officer.

#### **Third Offense**

1. Conference with student, parent(s)/guardian, counselor, school psychologist and administration to discuss whether social problems might be the cause for truancy. Invite human services to attend. Formal evaluation of the same. Discuss the possibility of a need for a change in curriculum as a solution to the truancy problem.
2. Lunch detention will be assigned under the same conditions as above.
3. Student and parent(s)/guardian will be informed that continued violations will result in a referral to the Price County District Attorney's office.

#### **Fourth Offense**

1. Notify Price County Sheriff's Department with required "first letter" indicating ongoing truancy problem. Copy will also be sent to the District Attorney and parents.
2. Student will be referred to special education to determine if a learning problem exists which may be the cause of the student's truancy.

3. A 30 minute after school detention will be served.

### **Fifth Offense**

Notification letter will be sent to the Price County Sheriff's Department requesting that a citation be issued for habitual truancy. Copy will also be sent to the District Attorney and parents.

## **STUDENT RECORDS**

Student records are maintained in the interest of the student to assist the school in providing appropriate educational experiences.

There are two types of official student records maintained by the district. These records include:

- (a) PROGRESS RECORDS – Those records which include the student's grades, a statement of the courses the student has taken, attendance records, and records of the student's school extra-curricular activities.
- (b) BEHAVIOR RECORDS – Those records which include psychological tests, personality evaluations, records of conversations, any written statement relating to a pupil's behavior, tests relating specifically to achievement or measurement of ability, the student's physical health records and any other records which are not progress records.

Permanent or cumulative records will be kept for each student enrolled in the School District of Prentice.

- (a) PROGRESS RECORDS will be maintained indefinitely after the pupil ceases to be enrolled. This policy affects only those records of students in attendance since June 9, 1974.
- (b) BEHAVIOR RECORDS will be maintained for a period of five (5) years only with the written permission of the adult student or the guardian or parent of a minor student. If permission is not given, the behavioral records will be destroyed one year after the student last attended school.

A complete copy of the Student Records Policy is available from the district administration office.

## **COLLEGE/MILITARY RECRUITING ACCESS TO STUDENT INFORMATION**

The federal "No Child Left Behind Act of 2001," education legislation signed into law by President George Bush, includes a provision that requires local school districts receiving federal assistance under the Act to provide, on request by military recruiters or an institution of higher education, access to secondary school students' names, addresses and telephone listings.

A secondary school student or the parent of the student may request that the student's name, address and telephone listing not be released to military recruiters or institutions of higher education without prior written parental consent. Local school districts are required to notify parents of the option to make such a request and to comply with any request.

Local school districts receiving assistance under the Act are also required to provide military recruiters the same access to secondary school students as is provided generally to post-secondary educational institutions or to prospective employers of those students.

If you do not want the Prentice School District to disclose the above mentioned directory information for your child's education records without your prior written consent, you must notify the district in writing by September 30<sup>th</sup> of each school year.

## CLOSED CAMPUS

The Board of Education has established a closed campus policy. Students must stay on the school grounds from the time they arrive, even if the first period has not yet started, until dismissal or until they are picked up by the bus.

Students must bring a written parental request to the office to leave the campus for any reason. If it is necessary to leave school, a permit must be obtained, signed by the front office staff, and returned when the student returns to school..

Wisconsin Statute 118.258 prohibits the possession or use of electronic paging or two-way communication devices on school property without special permission of school authorities.

## SCHOOL CLOSING

In the event of severely inclement weather or mechanical breakdown, school may be closed or the starting time delayed. The same conditions may also necessitate an early dismissal. School closing, delayed starting or early dismissal will be announced over radio station WSAU/WIFC, AM 550, FM 95.5. To receive school closings via text or email through Infinite Campus, please call the school office at 715-428-2811 to be added to the messenger system. Reports in the morning will be between 6:15 a.m. and 6:45 a.m. School closings will also be posted on district social media. If no report is heard, it can be assumed that school will be in session. Please do not call the school. Telephone lines must be kept open for emergencies.

## CLUBS

Our club program is designed to make available as many different types of clubs and activities as possible to meet the interests of the student body. All clubs meet in designated classrooms during focus period or lunch. The plans, activities and functions of each club are decided upon and carried out by the members and their elected officers, with the help of an advisor. The success of each activity depends upon the loyalty and work of the members and the capabilities of the officers.

A club is only as good as its members make it. Help make your club and your time fruitful by participating actively! Be sure to become familiar with the co-curricular code relating to your specific club.

## SCHOOL FEE

A school fee of \$50.00 will be assessed to each student's account at the beginning of each school year. Starting with the 2022-2023 school year, refunds will no longer be given.

## LOCKERS

Each student is assigned a hall and a phy. ed. locker for the storage of books, equipment, and other school related materials. It is the student's responsibility to see that his locker is kept locked and in order at all times. Only school combination locks are to be used. All other locks will be removed.

Since lockers are a permanent part of the building, students are expected to keep them in good usable condition. If any damage has occurred, the students will be held responsible for that damage. If someone else damages your locker, report that immediately or you will be held responsible. If your locker needs repair, notify the high school office as to the nature of the repairs indicating the location and number of your locker.

All personal items and books, when not in use, are to be kept in lockers. Do not tamper with another locker or give your combination to another person.

It is understood that you assume all responsibility for the contents of your locker. **Students' privacy relating to school lockers is conditional. The Board of Education reserves the right, through their administration, district administrator and principals, to search any locker at any time.**

## COMPUTERS/TECHNOLOGY

Computers, chromebooks and other technology are provided and maintained by the school district for educational purposes only (i.e. research, word processing, class projects, and presentations, etc.). Accessing objectionable materials as well as malicious attempts to destroy equipment and/or workstation and network data is prohibited. Violations of state and federal laws will be prosecuted. Students' privacy relating to school computer use is conditional. Internet and e-mail services are public in nature. **The Board of Education reserves the right, through their administration, district administrator and principals and their delegates, to monitor and access all users' computer files, internet activities and e-mail content.**

## SCHOOL FUNCTIONS AND AFTER-SCHOOL ACTIVITIES

Students who miss any portion of a day for illness, unexcused absence, or parent excused (pre-excused) day shall not attend, participate, or compete in athletics on that day. Excused absences for a religious holiday, prior excused medical/dental appointments, driver license appointments, pre-excused absences for school sponsored events, and pre-excused days for the sake of attendance at a funeral, will allow students to attend, participate, or compete in co-curricular events.

All regulations pertaining to student conduct while in school are also in effect during school functions (i.e., dances, parties, field trips and all other off-campus activities). Dances and parties are also regulated by the following conditions: The time to start and terminate a party or dance shall be determined by the class or organization sponsoring the event. Admittance shall be open to any member of the Prentice High School student body who has not lost his/her activities' privileges at the time of the event. Visiting students will be admitted only with a special guest ticket obtained from the high school office and previously approved by the officers of the Student Council and the sponsoring organization. These officers will meet to discuss and approve all requests and submit them to the high school principal for final approval.

## SCHOLASTIC ELIGIBILITY

Students are encouraged to participate actively in the co-curricular activities at Prentice High School. These activities, such as athletics, forensics, class activities, clubs, drama, student government, yearbook, etc., are provided as high interest educational programs in their own right. However, they are considered secondary to the prime educational program, the various classes in which you enroll. Consequently, the minimum academic requirement for a student to participate in a co-curricular activity is to do passing work in all of his/her classes, or passing work in a faculty-approved load. (This includes both quarter and semester grades.)

Any student not maintaining this level of academic performance will not be eligible for any co-curricular activities until again doing passing work in all classes, but not less than three weeks. Spring grades will carry over to the next fall.

## CO-CURRICULAR CODE

A co-curricular code has been established detailing minimum eligibility requirements and conditions for reinstatement after a violation has occurred. The code is meant to stress the importance of self-discipline, appropriate and legal conduct, healthful activities, and team responsibility. Included under the code are all athletic, co-curricular and school activities. Please see code for the entire list.

## GENERAL CONDUCT

Every student must be given the opportunity to pursue his/her educational interests in a setting that is free from disruption or distraction that will interfere with the learning process. Fair and reasonable disciplinary guidelines and regulations have been established to insure and protect the rights of everyone connected with the school; i.e., students, parents, teachers and taxpayers.

Appropriate behavior will be positively recognized and the response to inappropriate behavior will be progressive in nature, i.e., minor infractions of rules will be dealt with less severely than repetitious or major infractions. For example, parents may not be notified of minor infractions, but will be involved when the student repeats an inappropriate behavior. Discipline will be considered in its appropriate manner, i.e., it is learning rather than punishment.

The loss of activities' privileges, detention, restricted use of computers, and in-school or out-of-school suspensions or expulsion are examples of possible consequences for student misconduct. State law requires an expulsion for one calendar

year for possession of a firearm and a referral to law enforcement.

Conduct which is unacceptable when students are at school or participating in school functions are stated below. The definition of “at school” includes any property rented, contracted and/or maintained by the school district for any use including: instruction, storage, and/or parking. Listed below are those behaviors which are most common. The list is not all inclusive.

### **ACADEMIC DISHONESTY**

Cheating on academic work (providing answers, receiving answers, plagiarizing, etc. will not be tolerated. Students caught cheating will receive an in-school suspension along with teacher consequences instilled by the classroom teacher.

### **UNACCEPTABLE CONDUCT**

1. Endangering property, health or safety of others or him/herself:
  - a. Fighting
  - b. Physical harassment
  - c. Sexual harassment
  - d. Verbal harassment
  - e. Possession or use of firearms, knives, razors, martial arts equipment, metal buckles or brass knuckles, etc. (This prohibition includes look-alike weapons as per school board policy.)
  - f. Vandalism
  - g. Throwing or propelling objects
  - h. Use of laser guns/pointers which endanger the safety of other people
2. Impeding the opportunities for him/herself and others to learn:
  - a. Loud talking
  - b. Class disruption
  - c. Lack of effort
3. Unlawful behavior:
  - a. Possession of drugs, alcohol, tobacco, e- cigarettes. drug-related paraphernalia, etc.
  - b. Stealing
  - c. Extortion
  - d. Truancy
  - e. Gambling
4. Disrespect toward others including school employees and students:
  - a. Disrespectful language (e.g., using and/or displaying obscene language)
  - b. Disrespectful attitude (e.g., unwillingness to put forth effort)
  - c. Disrespectful behavior (e.g., indecent exposure, obscene gestures, unwanted physical contact)
  - d. Insubordination (e.g., failure to follow reasonable requests by staff members)
  - e. Verbal and physical threats and intimidation
5. Disrupting teaching process:
  - a. Defiance of the teacher, manifest in words, gestures, or other overt behavior
  - b. Open disrespect of the teacher, manifest in words, gestures, or other overt behavior
  - c. Other behavior likely or intended to sabotage or undermine the instruction
6. Violating school rules:
  - a. Tardiness
  - b. Violating pass privileges
  - c. Use and/or possession of tobacco products
  - d. Failure to serve detention
  - e. Misuse of computers

Your parents and all taxpayers are legally required to pay taxes that build and maintain the public school system. Therefore, any damage or defacement done to this building, equipment, buses, or books must be paid for with your own family's money.

Keep the halls open to traffic by walking to the right. Do not block traffic by standing in groups. Pass through the halls quickly and quietly.

### **ELECTRONICS POLICY**

Prentice School District students are **DISCOURAGED** from bringing electronic equipment to school. If a student chooses to bring equipment to school, he/she is ultimately responsible for the security and proper use of that equipment. Students are encouraged to leave equipment at home, but at a minimum to lock the equipment in their lockers. Students may use electronics before school, after school, and during lunch/recess. Students are expected to use electronics appropriately, which means:

- Getting to class on time
- Not using a device to bully or harass
- Not using a device in any way that disrupts the learning environment

Electronic devices are prohibited in all classroom settings unless the teacher approves the use. Coaches/supervisors or bus drivers may allow electronic equipment to be used on the bus.

#### **Consequences:**

**1<sup>st</sup> Offense:** Equipment/phone is confiscated by the teacher and personally brought to the office with a discipline referral. The student will receive a warning and may pick up the equipment at the end of the day. A letter is sent home.

**2<sup>nd</sup> Offense:** Equipment/phone is confiscated by the teacher and personally brought to the office with a discipline referral. The student receives 30 minutes of detention during lunch. The student's parent/guardian will need to pick up the equipment from the office.

**3<sup>rd</sup> and 4<sup>th</sup> Offense:** Equipment/phone is confiscated by the teacher and personally brought to the office with a discipline referral. The student receives in-school suspension. The student's parent/guardian will need to pick up the equipment from the office.

**Subsequent Offense:** Equipment/phone is confiscated by the teacher and personally brought to the office with a discipline referral. The student receives out-of-school suspension. The student's parent/guardian will need to pick up the equipment from the office.

### **APPEAL PROCEDURE**

1. Should a parent/guardian wish to appeal the action taken by the principal, it is the parent/guardian's responsibility to contact the principal and request an appeal of the principal's decision.

2. Should a parent/guardian wish to appeal the principal's decision, then a faculty appeals committee will be appointed by the principal to review the decision.

3. Should a parent/guardian wish to appeal the appeals committee's decision, it is the parent/guardian's responsibility to request through the respective building principal an appeal to the school board.

## **STUDENT DRESS AND GROOMING (K-12)**

Our school does not encourage an informal atmosphere; therefore, students are expected to dress in good taste and maintain good grooming habits appropriate for a school learning environment. It is the responsibility of students and their parents/guardians to follow the Prentice School District Dress Code. The following restrictions will be placed on the grooming and dress of Prentice students:

1. Footwear must be worn at all times.
2. Hats, caps, hoods, and bandannas worn as hats and hoods are not permitted during normal school class time hours.
3. No student shall be permitted to wear any clothing which is normally identified with a gang or gang-related insignia, colors, or paraphernalia; or clothing that is elicited or contains pictures and/or writing referring to alcoholic beverages, tobacco products, sexual references, harassment, profanity, and/or illegal drugs. This includes all clothing including, shirts, pants and facemasks.
4. Your torso will be covered front and back while sitting or standing.
5. Students must be appropriately clothed to avoid distractions and classroom disruptions. Additional guidelines include (but are not limited to) no stomachs, undergarments, or cleavage showing. Shirts must have a strap of at least 1" and not just worn off the shoulder. Shirts/top straps must not be less than 1" and shorts must have at least a 4" inseam. Dresses and skirts must be of comparable length of shorts with at least a 6" inseam.
6. All open holes in jeans must be below the 4" inseam mark
7. All shirts must be worn during the school day and during sporting practices and events after school. i.e. no shirts and skins.
8. Shirt sleeves that have been cut must not show any torso or chest.

Special exceptions will be considered for prom or other dances.

All athletic team uniforms are to be aligned with the WIAA guidelines and policies.

Students wearing clothing determined to be unacceptable by any staff member will be sent to the office if they refuse to change. If they do not have something to change into, students will wear a loaner shirt or something available at school.

This code is not intended to limit the rights of the student but to allow the administration to establish rules or restrictions regarding specific paraphernalia or dress that disrupts or threatens to disrupt the learning environment of school. If there is a disagreement between students and/or parents/guardians and the faculty or staff regarding the appropriateness of clothing or other paraphernalia, the administration will use his/her discretion to make the final decision. The school administration will use prudent discretion to make decisions regarding the appropriateness of each student's dress. With student and parent support and the use of common sense in terms of student dress appropriate for school, issues can be easily resolved.

\*\*\*Teachers are required to monitor students for dress code violations. A student in violation should be given the opportunity to change without further consequences.\*\*\*

### **K-5 Violations**

- A letter will be sent home explaining the situation
- Meeting with parents if improper dress continues
- Disciplinary actions for violations will be determined by the elementary principal

### **6-12 Violations**

- Given the opportunity to change before the end of that class period

## **BACKPACK POLICY**

No backpacks, purses, or bags of any kind are to be carried around during the school day unless deemed necessary for an educational or medical reason.

## **DETENTION**

This is what the detention system will be for 2022-2023. Detention is given to students to help them understand that their

behavior needs improvement.

**\*\*\*Detention times double for no-shows \*\***

First offense: Warning given by teacher/conference with student.

Second offense: 30 min. lunch detention to be served with the detention supervisor. The teacher will notify the high school office to have the incident entered into Infinite Campus and it will be assigned for lunch the next day. The teacher will also call the parent/guardian to inform him or her of the issue.

Third offense: 30 min. lunch detention to be served with the detention supervisor. The teacher will notify the high school office to have the incident entered into Infinite Campus and it will be assigned for lunch the next day. The teacher will also call the parent/guardian to inform him or her of the issue.

Fourth offense: Parents and guidance notified 30 minute detention to be served after school. Students will not be able to practice or participate in any after school co-curricular activity or attend any school activity that night. Teacher, student, guidance, and principal will meet to discuss the issue.

Fifth offense: Student will serve an in-school suspension for continued misbehavior. Parents will be notified. Students will not be able to practice or participate in any after school co-curricular activity or attend any school activity that night. Teacher, student, guidance, and principal will meet to discuss the issue.

Continued offenses will involve a meeting with the student, parents, school counselor, principal, and teacher. Continued detention or suspension may include out of school suspensions as well. This detention or suspension takes precedence over participation in co-curricular activities. Students may be taken off activities or lose privileges. Depending on the violation, the principal may suspend the student from school or recommend to the Board that a student be expelled. Students who do not show up for this detention will be treated according to the disciplinary procedures established which would include contact with the student's parents and possible suspension from school.

- Students serving detention will be expected to work on school work quietly. Upon request of the custodial staff and/or principal, a student may volunteer to do physical work rather than remain in the detention room.

### **NO TOLERANCE**

There is a **no tolerance policy** on the "F" word. Students using this choice word will be sent directly to the principal and will serve an in-school suspension the next day.

### **STUDY HALLS**

One of the objectives of high school is to help students learn proper study habits and self-discipline. Study halls are for studying. However, this time can also be profitably used by obtaining a pass from a teacher to such study areas as the LMC, Home Ec. Lab, Shop Lab, Guidance office, Music or Art areas, etc. These will be granted only when a teacher is available to supervise in these areas.

### **PUPIL TRANSPORTATION**

The school bus is considered a classroom on wheels and the pupils are expected to conduct themselves as in a classroom. Once students board the bus, they are to remain on the bus until they arrive at school and are subject to all school rules and regulations.

The driver is in complete charge at all times. Students must obey his orders or be refused the right to ride the bus. Disorderly students should be reported to the driver at once, since he may not notice the situation immediately.

Students participating in any school sponsored trip (e.g. field trip, music, forensics, athletics, etc.) are expected to ride school transportation to and from the event. Any other exceptions must be cleared with the faculty advisor and principal prior to the event. Students may ride home with their parents after an event only if the parents personally speak with the head coach informing him/her that their child is going with them.

## **PUBLIC ADDRESS SYSTEM**

All notices of club meetings, athletic and social events, general information for the day and specific announcements are made with the public address system at the beginning of the Focus period.

## **TELEPHONE USAGE**

**Incoming Calls:** Parents need to call the school whenever a student is absent from school. A student will be called from class to answer the phone in cases of emergency only. Otherwise, messages will be delivered to the student.

**Outgoing Calls:** Students may use their cell phone only during scheduled free time or call from a classroom or office.

## **GYM LOCKERS**

Each student should have his own individual locker. Only official school padlocks will be allowed on gym lockers. If you fail to return the lock assigned to you, you will be charged an additional \$5.00. These lockers, as well as the book lockers, will be inspected from time to time for order and content. Gym lockers **MUST** be completely emptied at the end of the school year.

## **L.M.C.**

The LMC has books, magazines and pamphlets for assigned study and recreational reading. It is open for use during the entire day. The librarian is always available to assist those who need help. Behavior in the LMC must be conducive to studying. Reference books and current magazines are to be used in the LMC or checked out for overnight use only. Computer use is available to students for educational purposes only. **This does not include games.**

## **ALCOHOL, TOBACCO AND OTHER DRUGS**

The use and/or possession of cigarettes, e-cigarettes, juul, or tobacco products is prohibited by State Statute on school grounds and in school buildings. State law prohibits the use of tobacco products on school property and in school vehicles. Wis. Act 95 further prohibits the possession of cigarettes or tobacco products by anyone under the age of 18 years. All use of alcohol and other drugs is strictly prohibited. As of September 1, 1986, the legal drinking age in Wisconsin is 21. Prescription medications are to be construed as exceptions to this policy when used by the individual for whom they were prescribed, and in the manner and amount prescribed.

A breath test can be administered by an authorized school agent or law enforcement officer if there is reasonable suspicion that a pupil is under the influence of alcohol while the pupil is: on school premises; in a motor vehicle; or while participating in a school sponsored activity.

If a student falls under the co-curricular code, all consequences of a code violation will be in effect. Students with a positive breath test, not under the code, will be subject to suspension as outlined in the Student Handbook.

Students that refuse to submit to breath testing will be suspended a minimum of one day. Suspension may be increased to three days pending a conference with parents and students. Students suspected of possession or use of tobacco and who refuse to cooperate with a teacher are subject to appropriate disciplinary action, which may include a suspension.

### **Consequences for Violation:**

#### **A. Possession and/or Use:**

**First Offense:** Students will be suspended a minimum of one day. The suspension will be increased to three days pending a satisfactory reinstatement conference with the parents and student. A satisfactory reinstatement conference will result in a student going through a chemical dependency (CD) assessment and possible participation in the Student Assistance Program (SAP) if the assessment so indicates. For the first offense of use or simple possession for personal use,

appropriate law enforcement officials will be notified.

**Second Offense:** A second offense will result in suspension of 3 days, notification of parents and referral to appropriate law enforcement officials for legal action. Participation in the SAP program is mandatory. Refusal to participate in the SAP program will result in a recommendation to the Board of Education for expulsion.

**Third Offense:** A recommendation for expulsion will be made to the Board of Education. The board may hold the expulsion in abeyance if the student participates in the SAP program and follows the recommendations satisfactorily.

## **B. Distribution**

If the student is found guilty of possessing or having under his/her control any chemical substances with the intention of selling, giving away, or otherwise distributing the same on school grounds, or while involved in any school function or activity, the student's parents, the law enforcement agency and any counselor involved with the student will be notified, and the student will be suspended from school for a minimum of three days up to five days. Additional extenuating circumstances may result in a recommendation to the School Board for expulsion.

## **STUDENT ASSISTANCE PROGRAM**

A special program has been developed to assist students who are experiencing problems relating to either alcohol or drug use. These problems may be the result of personal use or use by a family member, thus causing concern which is difficult to cope with. This program is designed to help students better deal with these problems in complete confidentiality. Trained teachers are available to work with students and provide services based on specific needs. See Mrs. Enders for further details.

## **HONOR ROLL**

The Honor Roll will be based on all credit classes which are graded on an A to F basis. The "Top Honor Roll" will include those students with a 3.8 or better grade point average. The "Honor Roll" will include those students with a 3.0 or better grade point average.

## **NATIONAL HONOR SOCIETY SELECTION PROCEDURE**

Each school year, after 1st semester grades are complete, all sophomores and juniors with a cumulative GPA of 3.50 or above and all seniors with a cumulative GPA of 3.25 or above are invited by means of a letter from the NHS advisor, to fill out an information form on which the student lists his/her co-curricular activities, demonstrated leadership, community activities, work experience, recognition, and awards. Students are given about one week to return information forms to the NHS advisor.

After the faculty committee, consisting of five teachers and the advisor, receives the information forms, the forms are screened by the committee. The committee looks for neatness, correct spelling, and accurate information. Students are then evaluated based on their demonstration of leadership, service, and character.

The remainder of the faculty also evaluates those candidates who have returned their information forms on a scale of 1-50 for each of the three areas of leadership, service, and character. The faculty committee uses the faculty evaluations to help them make selections, but selections will not be based solely on them.

After the selections are made, all students are notified of their selection or non-selection, by means of a letter from the principal or advisor. Those not selected are asked to meet with the advisor to discuss possible improvement of the standards by which members are selected. Those members selected, along with their parents/guardians, attend an induction banquet and ceremony held in the spring. After induction, new officers are selected, but do not assume their positions until the fall of the following year.

## SCHOLARSHIPS

There are many scholarships available for graduating seniors, and graduates should become aware of what is available. Many scholarships are not awarded because no one applies for them. Every student in Prentice High School should become familiar with the services of the guidance office so that educational and employment opportunities become known.

Locally, there are several awards made to Prentice graduates and numerous scholarships may be awarded. As scholarships become available throughout the school year the applications will be made available to seniors. The criteria for selection of scholarships varies somewhat with the nature of the award, but generally they are based on scholarship, services, type of courses taken, leadership, and involvement in total school programs.

At the state level, Wisconsin Statutes 39.41 provides that each year the valedictorian of the graduating class receives \$2,250 per year for Technical College or Four Year University. The statutes also require that school districts provide a procedure for selecting the recipient of this scholarship in the event of a numerical tie on behalf of two or more students. Prentice High School's tie-breaking procedure includes: That in the event of a tie on GPA, the composite score for the ACT test be used. In the event of a tie on the ACT test, the selection index from the PSAT/NMSQT, which are usually administered in the junior year, will be used. If a tie remains after using the PSAT/NMSQT score, a coin flip will be used to break the tie. The coin flip procedure is detailed in school board policy.

In order to be considered for a scholarship, a student **MUST** submit an application form to the school counselor. The faculty will be requested to rate the applicants and these ratings will be used by the scholarship committee in determining the amount of the awards. Students who do not apply will not be considered for a scholarship. Forms can be obtained from the counselor's office.

## STATEMENT OF NONDISCRIMINATION

The Prentice School District does not discriminate against pupils 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 of handicap in its education programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex or handicap.

The district encourages informal resolution of complaints under this policy. If any person believes that Prentice School District or any part of the school organization has failed to follow the laws and rules of S.118.13, Wis. Statutes, or in some way discriminates against pupils on the bases listed above, he/she may bring or send a complaint to the administration office at the following address: 1025 Town Street, P.O. Box 110, Prentice, WI 54556.

**Step 1:** A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the district employee designated to receive complaints. That employee shall send written acknowledgement of receipt of the complaint within 45 days.

**Step 2:** A written determination of the complaint shall be made by the board within 90 days of receipt of the complaint unless the parties agree to an extension of time; appeals under 20 USC S. 1415 and ch. 115, Wisconsin Statutes relating to the identification, evaluation, educational placement, or the provision of a free appropriate public education of a child with an exceptional educational need shall be resolved through the procedures authorized by ch. 115, subch. V, Wisconsin Statutes. Complaints under 20 USC s. 1231e-3 and 34 CFR ss. 76.780-76.782, commonly referred to as EDGAR complaints, that the state or a subgrantee is violating federal statute or regulation that applies to a program shall be referred directly to the state superintendent.

**Step 3:** If a complainant wishes to appeal a negative determination by the board, he/she has the right to appeal the decision to the state superintendent within 30 days of the board's decision. In addition, the complainant may appeal directly to the state superintendent if the board has not provided written acknowledgement within 45 days of receipt of the complaint or made a determination within 90 days of receipt of the written complaint. Appeals should be addressed to: State Superintendent, Wisconsin Department of Public Instruction, 125 South Webster Street, P.O. Box 7841, Madison, Wisconsin 53707.

**Step 4:** Discrimination complaints on some of the above bases may also be filed with the federal government at the Office for Civil Rights, U.S. Department of Education, 300 South Wacker Drive, 8th Floor, Chicago, Illinois 60606.

## **DISCRIMINATION FREE/HARASSMENT FREE SCHOOL POLICY**

The Prentice School District believes that all individuals should be treated with respect and dignity. Every district student and employee must be given the opportunity to pursue individual educational or employment interests in a setting that is free from disruption/discrimination and distraction, free from sexual harassment and free from harassment based on sex, race, age, disability, national origin, sexual preference, handicap, or religious affiliation.

In support of these beliefs the Prentice School District has established this anti-discrimination policy which strictly prohibits harassment or hazing of others by any student, employee, visitor, vendor or worker. Sexual harassment is defined as a form of sex discrimination, and includes unwelcome sexual attention, requests for sexual favors and other verbal or physical conduct or communication of a sexual nature. Sexual harassment may include, but is not limited to:

- (1) Verbal, written or graphic harassment or abuse
- (2) Subtle or overt psychological pressure for sexual activity
- (3) Inappropriate physical touching including unwanted kissing, caressing or grabbing
- (4) Intentional or repeated brushing against an individual
- (5) Demands for sexual favors which may be accompanied by implied or stated threats or promises concerning an individual's employment, education or personal status.

### **REPORTING PROCEDURES:**

The Prentice School District will, through its school board, teaching staff and administrative staff, affirmatively and vigorously pursue, through investigation and appropriate disciplinary procedures, any report of discrimination or harassment, including sexual harassment, of or by students, employees, visitors or outside vendors or workers.

Individuals who feel they may be or may have been the target of discrimination, hazing or harassment are encouraged to report the incident(s) immediately. Oral or written complaints will be accepted. Forms are available for complainants' use. Complaints of discrimination or harassment due to age, disability, handicap, religious affiliation, race, sex, sexual preference or national origin will be investigated in a timely manner by the principal or administrator responsible at the level of the complaint, or a substitute investigator, if appropriate, assisted by the school psychologist, guidance personnel, Price County Human Services, union representatives, the Price County Sheriff's Department, or other agencies as deemed necessary and appropriate. [Mandatory reporting laws may apply in cases of suspected child abuse or neglect.]

### **COMPLAINTS MAY BE MADE TO ANY PRINCIPAL, SCHOOL COUNSELOR, UNION REPRESENTATIVE OR TEACHER**

Your RESPONSIBILITY is to report acts of harassment, hazing or discrimination to one of the persons listed above. Document, if possible, times, places, actions or behaviors and any witnesses.

Following investigation of a complaint, a timely response will be made to every complaint. Appropriate, remedial and/or corrective action will be taken immediately following investigation of a complaint if cause is found.

Disciplinary measures for anyone violating this policy may include suspension or expulsion for students, and measures up to and including dismissal for employees. Civil penalties may also be assessed by outside agencies.

If no probable cause is found to substantiate that discrimination/harassment has occurred, the case will be closed without assessment of penalty or discipline.

Appeal of a decision on the disposition of a case of reported discrimination, hazing or harassment; or, absence of a timely response to reported acts, should be made to the district administrator.

Employee appeals may be further referred to union representatives or through the grievance procedure and/or to the:

Wisconsin Department of Workforce Development  
Equal Rights Division  
201 East Washington, Room 403  
P.O. Box 8928  
Madison, Wisconsin 53708  
Telephone (608)266-6860

or to the

U.S. Equal Employment Opportunity Commission  
310 West Wisconsin Avenue  
Milwaukee, Wisconsin 53203  
Telephone (414)297-1111

In addition, the Wisconsin Department of Public Instruction, telephone (608)266-3390, or the U.S. Office of Civil Rights may be helpful resources for information, referral or appeal.

The School District of Prentice does not discriminate in its employment or hiring practices, or in admission or access of its programs or activities on basis of race, sex, handicap, national origin, sexual preference or disability.

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**Cross Reference:**

**Legal Reference: Wisconsin Statutes 115.92, 118.153, 118.33, 121.02(1)(p)  
PI 18 Administrative Code**



**School District of Prentice**

**File Code 363.2**

***2022/23 Acceptable Use Agreement of the Internet & District Network(Students)***

**IMPORTANT:** Please read and review this document carefully.

Internet access is provided to all students enrolled and teachers employed by the Prentice School District. We are very pleased to bring this access to the Prentice Schools and believe the Internet offers vast, diverse, and unique resources to both students and staff.

The Internet is an electronic network connecting thousands of computers all over the world and millions of individual subscribers. It provides students and staff with access to electronic mail communications; information and news from resources such as NASA, the Smithsonian Institution; and the Library of Congress; public domain software and shareware of all types; discussion groups on a wide range of topics ranging from Japanese culture to the environment to music to politics; information from most universities and from thousands of commercial; governmental, and other sources.

On a global network it is impossible to control all materials and a persistent user may discover controversial information. The District believes that the benefits of Internet access to educators and students, in the form of

information resources and opportunities for collaboration, far exceed any disadvantages. Students and teachers need to evaluate the source of the information to determine its accuracy and the bias of the author.

The district has installed filtering software and hardware which blocks access to most objectionable material based on categories (e.g. obscene language, pornography, violence/racism, hacking, etc.). See more here ([http://www.prentice.k12.wi.us/?page\\_id=1588](http://www.prentice.k12.wi.us/?page_id=1588)). This does not guarantee that on a given day an individual would not be able to access objectionable sites and material.

The continued availability of the Internet in the school district relies upon the proper conduct of end users. Guidelines are provided here so that students and their parents or guardians are aware of the responsibilities that accompany the privilege of using the Internet.

### ***GUIDELINES FOR USE OF THE INTERNET:***

**Appropriate Use:** The use of school computers and personal devices must be consistent with the educational objectives of the School District of Prentice and CIPA (The Children’s Internet Protection Act). Accessing or transmitting materials that are obscene is prohibited. Parents and guardians are to be advised that a student may be able to access content not authorized for educational use on any given day and it is the student’s responsibility to close out of the content immediately.

Hate mail, harassment, discriminatory remarks and other antisocial behaviors are unacceptable. Any user who receives unwelcome communications should bring them to the attention of the principal.

**Transmission of Materials:** Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material and threatening or obscene material.

**Avoiding Offensive or Inflammatory Speech:** Users shall abide by the rules of network etiquette. These include using appropriate language, respecting the privacy of other users, and not disrupting the use of the network by other users.

**Taking Responsibility for One’s Messages:** Anonymity is not allowed on the network. Individuals must take responsibility for their actions and words on an educational network. All e-mail and messages must be signed with the student’s full name. Impersonation is not permitted;

Pseudonyms are not allowed. However, for their own safety and security, users **SHOULD NOT** disclose any personal information such as addresses, phone numbers, or passwords.

**Email Archiving:** The district recently implemented an e-mail archiving solution to comply with current laws for public K-12 school districts and other educational establishments. Users are to be aware that their e-mail will be retained for a set amount of time defined by the district’s network/e-mail policies. In the event of controversial mail being sent over the school’s network from a student, district administration and principals reserve the right to access the user’s account and take any necessary action needed.

**Adhering to the Rules of Copyright:** All communications and information accessible via the Internet should be assumed to be private property and subject to copyright protection. Use of these sources shall be credited appropriately as with the use of any copyrighted material. In some cases, authors’ permission may need to be obtained before materials may be used.

**Chat Groups/EMail/Blogs:** Utilization of chat groups, social networking websites, and any e-mail other than school provided are prohibited. Blogs are allowed to be used for educational/classroom purposes only. A list of blogging guidelines to follow can be found here ([http://www.prentice.k12.wi.us/?page\\_id=2118](http://www.prentice.k12.wi.us/?page_id=2118))

**Unauthorized Access:** The District computers, software, servers, network, are all educational tools owned by the District. Any attempt to gain unauthorized access to District hardware and software is prohibited by law and is subject to prosecution.

**Rule Enforcement:** District Administration will determine what constitutes inappropriate use of Internet and their decision is final.

**USB drives/External Storage:** Students are allowed to bring their own personal usb flash drive, CD/DVDs, and other external storage devices to use for saving homework, class projects, and other school related files. Students are not allowed to use external storage devices for installing or running any software on school computers, infecting computers with viruses or malicious software, or

**Consequences for Unacceptable Use:** All rules and regulations apply as stated in the middle school and high school student handbooks. Consequences may include detention, suspension and/or restricting the student's use of computers. All users who are provided Internet access assume full responsibility and liability for use of the Internet and District Network within the District.

*Adopted: 9/06*  
*Revised: 12/01/11*

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**PRENTICE SCHOOL DISTRICT  
TECHNOLOGY DEVICE POLICIES AND PROCEDURES**

**INTRODUCTION**

The Apple iPad, Chromebook or Laptop, case and peripheral items (collectively referred to herein as the "device") that have been issued to you are the property of the Prentice School District. A device is being provided to the student as a courtesy, and must be used in accordance with the following Policies and Procedures, the District's device Use Expectations and other District policies and procedures, and any applicable laws. Use of this device, as well as access to the District's device network, the Internet and e-mail is a privilege and not a right. Moreover, the District administrative staff retains the rights to:

- 1). Collect and/or inspect the device at any time, including via electronic remote access with or without prior notice, and to
- (2) alter, add or delete installed software or hardware. Students should understand that they have no expectation of privacy in the device and that any data in the device is not considered private. The device provided is expected to be used for educational purposes only and intended to support the learning objectives of the District.

**STANDARD FOR PROPER USE AND CARE**

**Student Expectations for Use of device at School**

- Each device is assigned to an individual student. Students should never "swap" or "share" their device with anyone. Loss or damage that occurs when anyone else is using your assigned device will be your full responsibility.

- Devices should be in a student's possession or secured or attended at all times. Keep the device stored in a secure place when you cannot directly monitor it. Unsecured or unattended devices may be confiscated by school personnel. It will be your financial responsibility to replace devices which are lost or stolen.
- Passwords should always be kept confidential.
- Students who have permission to take their device home are responsible for bringing their device, fully charged, to school each day. Please leave your charger at home where you can charge your device each evening.
- Students are responsible for making sure their device is plugged in for recharging every night. Please do not bring your charger to school. Charge your device at home and bring your device to school fully charged.
- Students are responsible for saving or backing up their documents. All data should be backed up to the student's Google Drive account. Never consider any electronic information safe when stored on only one device.
- Students are not allowed to download or install software or other materials without permission of the District Technology Department.
- In the event the device is inoperable, the District has a limited number of spare devices for use while the device is repaired or replaced. However, it cannot be guaranteed a substitute device will readily be available to replace the device not operational. This agreement remains in effect for a substitute device also. The student may not opt to keep a broken device or to avoid using the device due to loss or damage. Please note that if a student forgets to bring their device to school, a substitute will not be provided.
- Students **will not** be allowed to utilize their own personal device at school in place of the District-issued device.
- Devices with cameras, cell phones with cameras, and other portable "Remotely Activated or Activating Communication Devices" capable of storing and transmitting or receiving images are banned from locker rooms and restrooms at ALL times. Students will be disciplined for the possession of such cameras in school locker rooms or restrooms. At no time are students authorized to video, photograph, or audio record others in the school building or at school activities without the consent of the other party.
- Harassment and bullying of students and employees, including via electronic communications, are against federal, state and local policy, and are not tolerated by the Board.
- All copyright laws must be adhered to, for this reason the installation and/or use of any Internet-based file sharing tools are explicitly prohibited. File sharing programs and protocols may not be used to facilitate the illegal sharing of copyrighted material (music, video, and images).

#### **USING THE DEVICE AT HOME**

- Students in grades PK-5 will leave their devices in their classroom at the end of each school day. There may be instances where devices are sent home (prediction of inclement weather or health related reasons) so that continuous learning will occur. Students in grades 6-12 will be allowed to take their device home with them at the conclusion of each school day.
- If the device is lost or stolen, parents/guardians should immediately report the loss or theft to the local police and District Administration.
- If the device is damaged or not working properly, it must be turned into the school for repair or replacement. Parents/guardians are not authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the device.
- Students are responsible for recharging the device at home on a daily basis.
- Use the device on a hard surface. DO NOT keep on beds or blankets.

#### **USING THE DEVICE FOR INTERNET AND EMAIL**

- Students and parents/guardians understand the District does not have control over information found on the internet. The district will attempt to block access from inappropriate material when possible. It is the parent/guardian's responsibility to supervise the information that a student is accessing from the internet while at home.
- Students should never share personal information about themselves or others while using the internet or e-mail. This includes a student's name, age, address, phone number, or

school name.

- The District retains the sole right of possession and/or ownership of District equipment and/or resources, including, but not limited to: the device; related equipment including but not limited to any materials, hardware, software, or programs owned by and/or installed on the device by the District; District internet and networks; and/or District e-mail. The District grants permission to the student to use the District equipment and/or resources, for educational purposes only, according to the guidelines set forth in this document; the Student Handbook; District rules and/or policies; and all applicable laws.
- The student may not deface or destroy District equipment and/or resources in any way. The student may not install or use any software or programs other than software or programs owned or approved by the District and made available to the student in accordance with this agreement. Inappropriate use of District equipment or resources may result in the student losing his/her privilege to use the District equipment and/or resources, discipline, and/or fines.
- The District retains the right to collect and/or inspect District equipment and/or resources at any time as well as the right to alter, add or delete items, documents, software, and/or programs accessed, created, stored, or installed as well as those which are in violation of the guidelines set forth in this document.
- The District has the right to review these items for appropriateness, and to limit or revoke student's access to them at any time and for any reason.

#### **GENERAL USE AND CARE OF A DEVICE**

- When transporting their device to and from school, students should always be sure it is kept protected, bag, or backpack. Bags are for the device and should not be used for any additional books, etc, unless there is room and a designated location for the device.
- Device cases should not be placed inside the student's book bag or backpack where it may be compressed and damaged by other heavy books, liquids, etc.
- Students are expected to treat their device with care and respect. The device, case, and peripheral items are the property of the District and should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the device, case, or peripheral items are not allowed and will result in loss of privileges to use the District equipment and/or resources, discipline, and/or fines.
- Do not attempt to remove or change the physical structure of the device, including the keys, screen cover or casing. Doing so will void the warranty and parents/guardians will be responsible for 100 percent of the repair or replacement cost. If students wish to put device-safe stickers, they should do so on the protective case.
- Students are encouraged to help each other in learning to operate their devices. However, such help should be provided with voices and not hands. Students should operate only their own devices and not those of other students.
- Any damage, loss, or inappropriate or careless use of a device should be reported to a teacher, or other staff member immediately.
- Devices should only be used while they are on a flat, stable surface such as a table.
- Students should protect their device from extreme heat or cold. Devices should never be left in a car, even if the car is locked.
- Devices should be protected from the weather, water or other liquid, food, and pets. Students should never eat or drink while using their device or use the device near others who are eating and/or drinking. This includes use during school lunches. Devices should remain in designated carrying cases until all liquid items are removed from the lunch table.
- Heavy objects should never be placed or stacked on top of your device. This includes books, musical instruments, sports equipment, etc.
- Students should use care when plugging in their power cord or phone cord or other peripheral.
- Devices should never be placed in a carrying case, bag or backpack while they are turned on. The device should either be turned off or in "sleep mode." In addition, devices

should not be placed on or under soft items such as pillows, chairs or sofa cushions, or blankets. This will cause the device to overheat and will result in damage to the device.

- Do not remove or interfere with the serial number or any identification placed on the device or its peripheral items.
- The device screen can be easily damaged if proper care is not taken. Do not touch the device screen with anything (e.g. pen, pencil, etc.) other than approved screen cleaners.
- Never leave any object on the keyboard. Pens or pencils left on the keyboards are guaranteed to crack the screen when closing the lid.

#### **CONSEQUENCES OF INAPPROPRIATE USE**

The use of any District technology is a privilege and not a right. Students are expected to use their devices in accordance with these policies and procedures, District device Use Expectations and other District policies and procedures, and any applicable laws. Students are expected to maintain a 100% working device at all times and will use reasonable care to ensure that the device is not damaged or lost. Failure to use this device in an appropriate manner may result in one or more of the following consequences, as determined by the staff and administration of the District:

- Cancellation of student use or access privileges, including but not limited to the privilege of the use of the device, taking the device home, or loss of specific websites and/or internet connection.
- Suspension from school.
- Expulsion from school.
- Civil or criminal liability under applicable laws.
- Fines.

#### **DAMAGE/LOSS**

In the event of damage to or loss of the device, power cord, and/or any of the peripheral items not covered by the warranty, the student and parents/guardians will be billed a fine for the costs of repair or replacement.

The District reserves the right to charge the student and parents/guardians the full and actual cost for repair or replacement (whichever is less) at any time, such as when damage or loss occurs due to intentional misconduct or gross negligence as determined by the District administration and or the District's break fix warranty.

#### **ITEM ESTIMATED REPLACEMENT COST**

iPad	<b>\$294.00</b>
Chromebook	<b>\$277.00</b>
Chromebook charger and cable	<b>\$68.00</b>
iPad charger and cable	<b>\$38.00</b>
iPad case	<b>\$45.00</b>
iPad case with keyboard	<b>\$66.00</b>

#### **AGREEMENT**

The students accepting of a device by the Prentice School District is also acceptance by the student to comply with the terms and conditions for use of the device set forth herein.

The student's acceptance of the device shall constitute agreement by the student and parents/guardians to read, understand and abide by these policies and procedures.

# Prentice School District

# 2022-2023

## Academic Year Calendar

### Events

July 22						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 22						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- Sept. 1 First day of classes
- Sept. 5 Labor Day
- Nov. 4 Teacher Work Day
- Nov. 10 Early Dismissal 1:25p.m.  
Parent/Teacher Conf.
- Nov. 23-27 Thanksgiving Break
- Dec. 23 Christmas Break Begins
- Jan. 20 Teacher Work Day
- Feb. 24-27 No School
- March 27 Teacher Work Day
- March 30 Parent/Teacher Conf.
- April 7-10 Easter Break
- May 27 Graduation 2:00 p.m.
- June 1 Last Day of School

September 22						
Su	M	Tu	W	Th	F	Sa
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 22						
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23	24	25	26	27	28	29
30	31					

November 22						
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27	28	29	30			

December 22						
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25	26	27	28	29	30	31

January 23						
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29	30	31				

February 23						
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26	27	28				

March 23						
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April 23						
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30						

May 23						
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28	29	30	31			

June 23						
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25	26	27	28	29	30	

July 23						
Su	M	Tu	W	Th	F	Sa
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 23						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- Quarter 1 45 days
- Quarter 2 44 days
- Quarter 3 43 days
- Quarter 4 45 days