

# **Ithaca Student Handbook 2015-16**



***IT'S A GREAT DAY TO BE A BULLDOG!!***

***Building the Future,  
One Student at a Time!***

**ITHACA SCHOOL DISTRICT  
STUDENT-PARENT HANDBOOK  
2015-16 SCHOOL YEAR**

## Principal's Message:

Dear Parents and Students:

Welcome to the 2015-16 school year at Ithaca School District. I am very excited to embark on another year here in Ithaca. Last year was a great year and I'm looking forward to building on what we have started.

The Ithaca Board of Education, Staff and School Administration welcome you to the district and to the 2015-16 school year. As the school year begins, I encourage you and your student(s) to join us in the proud tradition of academic and social excellence found in the Ithaca School District.

The student handbook is intended to improve the educational program here at Ithaca Schools and to act as a guide for students and parents during the academic year. The handbook explains the rules, procedures and policies that are used during the school year. Please retain the handbook for reference during the school year. The Student Handbook will also be available via our school's website at <http://www.ithaca.k12.wi.us>.

Parents, please review this handbook with your student(s). I would also ask you to encourage and support the academic success of your child/children in every way possible. Your involvement and support is critically important to the success of your student(s).

This year there are some changes in how truancy will be handled. I encourage you to review that section specifically with your student(s). There will also be additional information available at the [Richland County Sheriff's Department](#) or the [Richland County Human Services](#) webpages regarding the county's truancy procedures.

I look forward to another great year here at Ithaca. I believe it is vitally important to work with parents in partnership to provide the best possible educational opportunities for all students. Please come and visit us at any time. You are always welcome!

Best wishes,

Paul Coenen  
Ithaca School District Principal  
608-585-2512 Ext 403  
[pcoenen@ithaca.k12.wi.us](mailto:pcoenen@ithaca.k12.wi.us)



***"It's a GREAT DAY to be a Bulldog!"***

### **STATEMENT OF PHILOSOPHY OF THE ITHACA PUBLIC SCHOOLS**

The Ithaca Public School District will promote the development of each student academically, physically, emotionally and socially. Education is the responsibility of the entire community: parents, students, teachers, and the administration. The school district will provide an environment of a positive attitude toward life-long learning in students, parents and community members.

We believe the school district should promote an understanding and appreciation for individual differences and the realization that these differences enrich our American culture. Furthermore, the school shall encourage each student in his/her role as a contributing member of our society.

### **THE MISSION OF THE ITHACA PUBLIC SCHOOL DISTRICT**

To provide educational programs to all students in the areas of mathematics, science, social studies, language arts, reading, and vocational skills to the maximum of each pupil's ability.

To encourage students to gain an appreciation and knowledge of fine arts, literature, environment and the diversity of people.

To develop an understanding of technological advances and their impact on our society and the world.

To develop appropriate study skills for classroom success.

To provide physical conditioning/coordination skills to each student, according to his/her abilities, which will promote life-long physical activities.

To provide counseling services to all pupils and their parents.

To assist students in the development of age appropriate personal and interpersonal skills.

To provide students with physical and mental survival skills in both their personal lives and the work world.

To provide a safe and clean learning environment, as well as appropriate and adequate instructional materials.

To encourage each student to participate in extra-curricular activities such as forensics, math team, band, vocational clubs and sports to attain skills that he/she may continue to use throughout life.

To include parents in the learning career of their students.

### **NON-DISCRIMINATION**

The Ithaca School District will not discriminate on the basis of race, religion, creed, political affiliation, physical, mental, learning or emotional disabilities, handicap, sex, sexual orientation, age, national origin, citizenship, marital or parental status, ancestry, color, arrest or conviction record, membership in the national guard, state defense force or any other reserve component of the military forces of the United States or Wisconsin, or any reason prohibited by state or federal law.

CMr. Robert Smudde-

### **STUDENT DISCRIMINATION COMPLAINT PROCEDURES**

Any complaint regarding the interpretation or application of the district's student nondiscrimination policy shall be processed in accordance with the following grievance procedures:

Any student, parent, or resident of the district complaining of discrimination on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental or emotional disability or handicap in school programs or activities shall report the complaint in writing to the Administrator.

#### **Complaints referred to:**

Mr. Robert Smudde-District Administrator

Ithaca School District

24615 Hwy 58

Richland Center, WI 53581

(608)585-2512

The District Administrator, upon receiving the written complaint, shall immediately undertake an investigation of the suspected infraction. The district Administrator will review with appropriate persons the facts comprising the alleged discrimination. Within 15 school days of receiving the complaint, the district administrator shall decide the merits of the case, determine action to be taken, if any, and report in writing the findings and resolution of the case to the grievant.

If the grievant is dissatisfied with the decision of the administrator, s/he may appeal the decision in writing to the School Board. The Board shall hear the appeal at the next regular school board meeting, or a special meeting called for the purpose of hearing the appeal. The Board shall make its decision in writing within 15 days after the hearing. Copies of the written decision shall be mailed or delivered to the grievant and the district administrator. If the grievant is dissatisfied with the Board's decision, s/he may within 30 days appeal the decision in writing to the State Superintendent of Public Instruction.

Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free and appropriate public education of a child with exceptional educational need shall be processed in accordance with established appeal procedures outlined in the district's special education policy.

Discrimination complaints relating to the programs specifically governed by federal law or regulation shall be referred directly to the State Superintendent of Public Instruction.

Nothing in these procedures shall preclude individuals from filing a complaint directly with the Office of Civil Rights as authorized by federal law. Such complaints shall be made to:

Office of Civil Rights, U.S. Department of Education  
300 South Wicker Drive, 8<sup>th</sup> Floor  
Chicago, IL 60606

## **STUDENT RESPONSIBILITIES**

Students at Ithaca School are responsible to:

- Be at school on time unless properly excused by a parent or sent home by a school official.
- Show respect and courtesy for others at all times, both physically and verbally.
- Demonstrate safe habits both in the classroom and outside the classroom.
- Take care of school property (desks, lockers, bulletin boards, windows, halls, etc). Help keep the building and grounds clean and attractive.
- Demonstrate kindness to staff and peers.
- Bring supplies to class daily (books, assignments, paper, pencils, etc). Do assignments and homework.
- Learn, make friends and have fun.

## **STUDENT/STAFF RELATIONSHIPS**

**Right:** Students and staff have a right to work, study and teach in an atmosphere of mutual respect. They also have the right to free inquiry and expression while being mindful of the responsibilities listed below.

**Responsibility:** Students have the responsibility to respect authority, feelings, physical well-being, and property of the school staff.

**Policy:** Students shall refrain from willful and persistent disobedience, disrespect, threats or attacks directed at members of the school staff, as well as damage to, or thefts of, property belonging to school staff members.

Students are expected to cooperate with teachers, teacher assistants, school support staff, volunteer parents, and other adults that carry out the mission of the school. Students that damage or steal staff property and/or are disrespectful, insubordinate, threatening, intimidating, or are physically violent to an adult carrying out the business of the school will face disciplinary action according to the Student Discipline Guidelines.

A student that threatens to harm, or harms a staff member will face police referral, out-of-school suspension, and possible recommendation for expulsion by the board of education.

**SCHOOL START TIME AND BELL SCHEDULE:**

**Middle School Schedule**

Warning Bell: 7:55  
1<sup>st</sup> Hour 8:00 – 8:47  
2<sup>nd</sup> Hour 8:50-9:37  
3<sup>rd</sup> Hour 9:40 – 10:27  
4<sup>th</sup> Hour 10:30-11:17  
LUNCH 11:17-11:47  
5<sup>th</sup> Hour 11:50 – 12:37  
6<sup>th</sup> Hour 12:40 – 1:27  
7<sup>th</sup> Hour 1:30 – 2:17  
8<sup>th</sup> Hour 2:20 – 3:08

**High School Schedule**

Warning Bell 7:55  
1<sup>st</sup> Hour 8:00- 8:47  
2<sup>nd</sup> Hour 8:50-9:37  
3<sup>rd</sup> Hour 9:40 – 10:27  
4<sup>th</sup> Hour 10:30-11:17  
5<sup>th</sup> Hour 11:20-12:07  
LUNCH 12:07- 12:37  
6<sup>th</sup> Hour 12:40-1:27  
7<sup>th</sup> Hour 1:30 – 2:17  
8<sup>th</sup> Hour 2:20 – 3:08

**Elementary Schedule**

**Elementary will have breakfast from arrival to 7:55.**

	<b>Recess</b>	<b>Lunch</b>
Grades 3-5	12:00 -12:45	11:35-12:00
Grades K-2	11:20 - 12:05	10:55-11:20
4 Year Old KGN		11:45-12:15

**VISITORS**

We invite parents to become active in school activities, programs, and classrooms. To ensure that all visitors are recognized by both students and staff we require visitors to register in the office and receive an identifiable nametag. Visitors are required to provide us with a form of identification that we will hold until the visitor returns to the office. We do this for everyone’s comfort and safety. (Laws of Wisconsin Section 40.301 (17) and 40.809(14))

Please enter through the north main doors located by the office. All other doors will be locked during the school day. Sign the visitor registry and clip the visitor nametag to a visible location near the shirt pocket area. Visitors are to return to the office and inform the receptionist when leaving.

**VOLUNTEERS**

The Ithaca School Board recognizes that valuable services to student learning can be provided by citizen volunteers.

1. Volunteers must be approved by the principal/administrator prior to performing volunteer services (working with students in classrooms or study halls, chaperones on field trips, etc).

2. All volunteers must complete the volunteer service form and a background check before working in the Ithaca School District.

### **SEX OFFENDER REGISTRATION**

Registered sex offenders are prohibited from being on public school premises unless they have notified the District Administrator or his or her designee of the date, time and place of the visit and of their status as a registered sex offender, or they fall under one of the exceptions to providing such notification outlined in state law. "School premises" mean any school building, grounds, recreation area or athletic field or any other property owned, used or operated for school administration.

It is the responsibility of the registered sex offender to provide the required notification. After receiving the required prior notification, the District Administrator or designee shall determine whether the registered sex offender will be allowed to be present on school premises for the proposed purpose or event and determine any conditions that may be placed on such permission for the safety of other persons present in the school environment.

A registered sex offender who is the parent of a child enrolled in the District is not subject to the above special school notification requirement if the person notifies the District Administrator at the beginning of each academic school year that he/she is a registered sex offender and that he/she has a child enrolled at the school except as follows:

1. If the child is not enrolled at the beginning of the school year, this notification must be made when the child is first enrolled.
2. If the person is not subject to the registered sex offender reporting requirements at the beginning of the school year or when the child first enrolled, this notification must be made when the person first becomes subject to the sex offender reporting requirements.

The notification requirements do not apply to:

1. A registered sex offender who is a student enrolled at the school if a county human or social services department, a licensed child welfare agency or other person supervising the student under a dispositional order has worked with school officials to help ensure the safety of the students attending the school with the student.
2. A registered sex offender who is a student enrolled at the school if the department of corrections has worked with school officials to help ensure the safety of the students attending the school with the student.
3. A registered sex offender who is on the school premises to vote if an election is being held that day and the person's polling place is on the school premises.
4. A registered sex offender who is on the school premises to attend an event or activity that is not sponsored by the school.

The District Administrator and building principal(s) have the authority to exclude from the school premises any person who disrupts or who appears likely to become a disruption to the educational program or who has violated the requirements of this policy. Any such individual shall be directed to leave the school premises immediately and law enforcement authorities shall be called if necessary. If law enforcement is contacted, visitation parameters may be established prior to any future school/district visits.

### **LEAVING THE BUILDING OR GROUND WITHOUT PERMISSION**

Wisconsin Statutes 121.02(1) provides that schools schedule at least 1137 hours of direct pupil instruction annually. Ithaca School is a closed campus. Students absent from class without authorization create their own problems, and are considered truant. Students are required to sign in and sign out when leaving and/or returning. Violators will be referred to the Step System.

## **STUDENT GUESTS**

Student guests will not be approved unless visiting with a parent/guardian. We encourage those interested in attending Ithaca School District to contact the principal and schedule a tour of the school. The principal can then answer any questions at that time.

## **STUDENT RECORDS**

The school office keeps a complete record of information for each student. These records contain grades, evaluations, Individual Education Plans (IEPs) if appropriate, standardized test scores, behavioral records, courses taken, health records, and other pertinent information. The legal parents or guardians have a right to review the student's record at any time. The office will provide the record for you to examine, and make copies of information at a nominal cost per page.

## **CONFIDENTIALTY AND MAINTENANCE OF PUPIL RECORDS**

### Notice of Rights – Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) is federal law that protects the privacy of student education records. These rights transfer to the student when he or she reaches the age of 18. Students to whom the rights have been transferred are “eligible students.” These rights are:

The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit a written request to the school principal that identifies the record(s) they wish to inspect. The school principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the portion(s) of the student's education records that the parent or eligible student believes is inaccurate or misleading.

Parents or eligible students may ask the Ithaca School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible students, the District will notify the parent of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records to the following parties or under the following conditions:

- School officials with a legitimate educational interest;
- Other schools to which a student is transferring, upon request by the other school;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations; To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to Wisconsin law.

School officials with legitimate educational interests are persons employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an

official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington DC 20202- 4605

### **NO CHILD LEFT BEHIND/TITLE I**

In accordance with the No Child Left Behind Act, parents and students have the right to request program or curriculum modifications and the decision-making process used in responding to such requests.

### **DIRECTORY INFORMATION**

FERPA permits school districts to disclose directory information pertaining to students as provided under FERPA and the Wisconsin pupil records law. Directory information can be disclosed without prior written consent either in school publications or to outside organizations.

Two federal laws require the Ithaca School District to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listing – unless parents have advised the District that they do not want their student’s information disclosed without their prior written consent.

**NOTICE IS HEREBY GIVEN** that the Ithaca School District has designated the following types of information pertaining to students to be “directory information” which may be made publicly available:

- **Grade level**
- **Major field of study**
- **Participation in officially recognized activities and sports**
- **Weight and height of members and athletic teams**
- **Dates of attendance**
- **Degrees and awards received**
- **Name of school most recently attended by student**

Any parent, guardian, or guardian ad litem of a student or any eligible student may notify the District within 14 days of publication of this notice that all or part of the directory data may not be released without prior consent of the parent, guardian, guardian ad litem or eligible student.

### **USE OF PHOTOS/VIDEO**

All forms of technology used for digital pictures/movie devices: possession/use of a camera, digital picture/movie devices, to include but not be limited to picture telephones, digital cameras, camera recording devices, etc., are prohibited from entering any locker room, changing room, bathroom area, and classrooms on school grounds except for official school purposes. This is in compliance with Wisconsin Statute 118.258.

### **STUDENT INFORMATION FORM**

It is vitally important that we have a completed student information form that has all current address, contact and emergency information. These forms are available to all parents in the office by request. If emergency information changes during the school year, please contact us immediately so our records are accurate.



Students who move within the district and change addresses or phone numbers should notify the office of these changes. It is necessary for the office to have a current address and telephone number of the parent and an alternative contact in case of an emergency.

### **SCHOOL MAILING LIST**

**All parents/guardians of our students** may both receive information from the school by request. The school will automatically send correspondence to the custodial parent or parent of primary placement without a request. We will send written correspondence to the second parent if we receive a signed and dated request in writing. Please send the request to C/O Mary Jo Meyer, 24615 Hwy 58, Richland Center, WI 53581.

### **GUIDELINES FOR TECHNOLOGY USE**

Students and their parents must read and sign the **Computer Network Use Agreement**, which allows school officials to monitor use and compliance with the policy. Students that do not return their agreement will have their computer network privileges suspended. See the Ithaca Student Discipline Guidelines in case of a violation.

It should be noted that all use of technology must be consistent with the goals and objectives of the school district. All users should appreciate that when they use online services, they are entering a global community, and any actions taken by them will reflect upon the school district as a whole. All telecommunications use must be under the direction of a district staff member. The Ithaca School District makes no guarantees regarding the reliability of the data connection.

### **WIAA PHYSICAL OR ALTERNATE YEAR CARD**

Athletes must complete a **WIAA Physical Card (year one)**, or an **Alternate Year Card (year two)**. Physical cards are completed and signed by your physician. Alternate year cards are signed by the parent. Parents and students must also read and sign the **Ithaca School District Co-Curricular Code of Conduct**. The WIAA card and athletic code must be completed before a student is allowed to actively participate in practice.

### **ATHLETIC/CO-CURRICULAR CODE**

All participating students attending Ithaca Public Schools must sign this document and, by signing it, be subject to the rules within the code.

### **SCHOOL SUPPLIES**

Each grade level team produces a supply list that is mailed in the previous year's fourth quarter report card. Supply lists are also available at the local retailers during the late summer months. Contact the school principal directly if you are unable to afford the supplies required. We will make every effort to provide the supplies needed for your child.

### **STUDENT TRANSFER TO ANOTHER SCHOOL DISTRICT**

Contact the school office to inform us of your intent to withdraw your child. Next, contact the new school for enrollment information. The new school will send a Request for Records form signed by you in order to obtain the student's record. We will maintain a student on our enrollment record until we receive a signed 'Request for Records' form from the new school district.

A student that no longer attends our school will be considered unexcused each day unless we have regular contact with the parent. A student is considered habitually truant if he/she is absent five or more days unexcused in a semester. We protect children from withdrawing from school and not attending another school by this process.

A student who is moving to another district must complete a transfer form available from either the new school or Ithaca. We will then wait for the arrival of the **'Request for Records'**, then remove your child from Ithaca School District enrollment.

## **TELEPHONE USE**

Students will be able to use the office phone with good reason during lunch only. Emergency use of the phone to parents will always be granted to all students. Homework/gym clothes left at home, social activity planning after school, etc., are not emergencies.

## **PARENT PHONE CALLS TO STUDENTS DURING THE SCHOOL DAY**

We will take messages to be picked up by your child during passing time between classes. Please refrain from texting or calling student's cell phones during the day.

## **LOST AND FOUND**

If a piece of clothing is found, it is placed in the lost and found located in the commons. Non-clothing items should be turned in or claimed at the school office. Lost clothing articles that are not claimed by the end of each nine-week grading period will be donated to charity.

## **EARLY RELEASE**

If school is released early for emergency reasons (such as inclement weather) all after-school activities are cancelled, all students are expected to leave the grounds and go home. All practices will be cancelled, and students sent home.

## **SCHOOL LOCK DOWN**

From time to time it may become necessary to "lock down" the school. This means that teachers are to lock classroom doors and restrict students from leaving the room. A lock down may be announced for any one of several reasons, which may include the following:

1. Intruder in the building
2. Sick or injured person requiring medical attention in the building
3. Law enforcement search of the building
4. Potential physical harm

Teachers and students will be informed via the public address system of any lock down. If there is no immediate danger to staff or students, an announcement will be made to keep students in class, but continue with regular classroom activities.

## **FIRE AND TORNADO EVACUATION**

Proceed to the nearest exit or shelter as instructed by the classroom teacher. When the fire alarm rings walk quickly to the nearest exit unless otherwise directed by the teacher, proceed to the designated place. Line up alphabetically and remain silent until released or given further instructions.

Tornado evacuation will be announced over the P.A. system; follow the instructor's directions. During drills and actual evacuations, absolute silence is required.

## **MEDICATION DISTRIBUTION**

### **Physician Prescribed Medications**

Wisconsin statute directs that where medications are administered, the physician prescribing the medication has the power to direct, supervise, decide, inspect, and oversee the administration of said medication. An employee or agent of the Board of Education shall not give medication to a student unless the following steps for administering the medication to the individual student are followed:

1. Written instruction from the prescribing physician for the administration of the prescribed medication. The prescribing physician must sign the written instructions. A written statement from the prescribing physician which identifies the specific conditions and circumstances under which contact should be made with the physician if there are any reactions of the pupil to the prescribed medication. The physician must also be willing to accept direct communication(s) from the person(s) administering the medication.

2. A written statement from the parent or guardian of the affected child authorizing school personnel to give the medication in the prescribed dosage and permission for school personnel to contact the physician directly.
3. Only limited quantities of any medication are to be kept at school. The medications are to be kept in a safe place not accessible to students and checked out only by a district employee or agent designated to administer the medication.

### **Non- Prescription Medications**

Designated personnel will administer non-prescription (over the counter) medications only with written parental approval and directions. All medication, prescription or non-prescription, must be turned into the school office upon arriving at school. No medication is allowed on the student's person or in assigned lockers.

### **AFTER SCHOOL**

Students are expected to leave the school promptly at dismissal time unless under the direct supervision of a teacher, coach, or activity advisor. Classrooms will be locked at the end of the teachers' contracted day; students are not permitted to reenter classrooms to obtain materials they may have forgotten.

Students that are participating in after-school extracurricular activities are also expected to leave the school at dismissal time if the event they are scheduled to participate in is not scheduled right after school and there is not direct adult supervision.

### **STUDENT AND/OR PARENT COMPLAINT**

The district encourages informal resolution of complaints. However, a formal complaint resolution procedure is available to address allegations of violations of Ithaca School District policy. If you would like to file a complaint, you are to contact the principal. When filing a complaint, it is important to distinguish between a simple concern and something you would consider a formal complaint. All formal complaints must be made in writing, signed, and dated. Complaints will be investigated by the principal upon receipt of said complaint. A written response to the complaint will be completed by the principal within ten working days. If you are not satisfied with the response, you are then encouraged to take the complaint to the next level, and share your complaint with the school's superintendent, Mr. Smudde. Written complaints will be submitted to the Wisconsin Department of Public Instruction.

It is the philosophy of the Ithaca School administrative team and school board that complaints are opportunities to better serve the students and community of Ithaca. The following due process procedures further explain possible complaint remediation. Refer State Statute 118.13

### **DUE PROCESS**

Due process is given to all students in all discipline matters. This includes the opportunity to be informed of the provisions of the handbook, school regulation, or procedures allegedly violated; together with evidence to support the charge. Students and/or parents are given an opportunity to respond. The student will be given the opportunity to discuss the specific charges and to present his/her side of the story. The principal or designee will examine the evidence and make a determination as to whether a violation has taken place and will decide on the appropriate discipline measures, if it is determined that a violation has occurred. In cases where the student's presence constitutes a threat or disruption, he/she may be removed immediately, with the due process requirements fulfilled as soon as practicable. Students and/or parents have the right to appeal the decision to the next higher authority. **The appeal must be made in writing within five (5) school days after receiving the decision.**

#### **Step 1**

The faculty member identifies the problem behavior to the student and advises him/her to stop. The teacher may also wish to remind the student of the consequences of continuing to engage in inappropriate behavior.

#### **Step 2**

The teacher may assign the student detention, to be served with the teacher. Detention time served with the teacher may be for a period of time from 10 to 30 minutes. Teachers who assign detention time to a student are responsible for supervising the detention with the student. It is also the teacher's responsibility to contact the parents by phone prior to the time the student is to serve the detention. No student may be kept after school unless the parents have been contacted first. It is also very important to document that a parent contact has been made with a written record. When assigning a student a detention, teachers will identify the rule or policy that was broken, and offer him/her a chance to tell his/her side of the story. The need for due process also requires that the student have the right to appeal. If the student objects or denies culpability, the student must be given the chance to have a hearing with the principal, who will decide if the disciplinary actions are warranted.

### **Step 3**

If a student fails to respond to the disciplinary efforts of the teacher, the teacher will send a letter or disciplinary referral to the principal and parents. A copy of the letter or referral will be placed in the student's file. As a part of this notification, the teacher may wish to arrange a conference with the parents. The principal may be included in this conference if it is the wish of the teacher, parent, administrator, or student.

### **Step 4**

Teachers who wish for more restrictive measures to be applied to the student's behavior may make a referral to the office. This is accomplished by completing a "disciplinary referral" and turning it into the office. At this point, the matter will be taken over by the principal; however, the class- room teacher will continue to be involved in the process. It is generally expected that teachers will have utilized all of the measures available to them prior to making a referral to the office. The exception to this is when the student poses a threat to the health, safety, or welfare of other students. During such incidents, the student may be sent directly to the office, although a discipline referral will still be required subsequent to the event.

### **Step 5**

Students who have been referred to the office may be assigned to school-wide detention for up to 30/45 minutes per incident. Only the principal or designee may assign students to school-wide detention. This detention will be supervised by the office or its designee. Other disciplinary measures may also be taken when necessary. All discipline records are kept on file for one year.

### **Step 6**

Students who have become disruptive in the classroom may be sent to the office. However, it is our intention to keep such occurrences to a minimum. Teachers must have attempted to correct the problem in the classroom through the use of appropriate discipline procedures. If a pupil is removed from class, a written discipline referral must be completed by the teacher before the end of the school day.

### **Step 7**

When all of the above measures have been tried and failed, or when the student's behavior threatens the health, safety, and welfare of the other students, a student may be suspended from school. Suspension from school may take the form of either an out-of school or an in-school suspension. The procedures for suspension are detailed more specifically under the suspension policy. This is an extreme measure and will only be assigned by the principal or designee. State statutes regarding suspension will be followed, and all students will be afforded due process.

### **Step 8**

A conference with the student's parents will follow a student's return to school from a suspension. In addition, parent conferences will be held whenever the student's education is being impeded. The key to a successful discipline program is involving the parents to as great an extent as possible.

### **Step 9**

Severity Clause-In the event of a student creating a dangerous situation for themselves or others, violating laws, or performing acts that are deemed punishable by expulsion, the students will be suspended with a Pre-Expulsion Meeting scheduled to discuss the act and whether the student will face expulsion charges.

## **SCHOOL PROPERTY FOR STUDENTS**

### **BUILDING CARE**

Students are expected to help in maintaining the school building. Teachers will assign daily duties to students to maintain the building during the day, and to help prepare the rooms and hallways for evening cleaning.

### **BOOKS**

Textbooks are provided at no charge to students of the Ithaca School District. Students are not charged for normal use of books. Due to the increasing cost of textbooks, book covers are recommended in order to protect the book and reduce fines for damage. A limited number of book covers are given to the school by organizations throughout the year. Fines are based on the age and condition of the book. Place your name in the nameplate inside the front cover to help ensure the book is returned if it is lost.

### **STUDENT LOCKERS**

All lockers are the property of the Ithaca School District and are assigned to students to protect their schoolbooks and materials, coats, books, etc. Students who use personal locks must place the key or combination in the school office.

- A student may use only the locker that is assigned. Lockers may not be shared.
- If a locker is damaged and needs repair, the student should notify the office so arrangements can be made for repair. The student may be temporarily reassigned to another locker.
- The locker combination assigned should not be shared with another person. Students will not be allowed a new lock because they did not keep their combination confidential.
- Students' personal possessions and money should not be left unattended at any time.
- We recommend locks be used at all times. Items of value that are lost or stolen are not the responsibility of the school district.

### **LOCKER INSPECTION**

The provision of lockers to pupils is a privilege granted by the board of education. The assignment of lockers to pupils is a responsibility of the principal or his/her designees. The principal retains the right to inspect any locker or lockers as may be necessary. This right shall be exercised if and when, in the judgment of the principal, there may be reasonable cause or probable cause to believe that a locker may be used to conceal anything against school policy, illegal, or would endanger the health and safety of the school population.

A pupil will be required to open any personal belongings in a locker at the request of the principal.

**All lockers are the property of the school and are under its jurisdiction, and subject to searches by school officials. Random locker searches may occur.** Search of lockers and school grounds could include the use of animals. Wisconsin Statute 118.325

## **STUDENT ACADEMIC PERFORMANCE**

### **EQUAL EDUCATIONAL OPPORTUNITY**

The right of a student to participate fully in classroom instruction and extracurricular activities shall not be abridged or impaired because of sex, race, religion, ancestry, creed, sexual orientation, national origin, pregnancy, marital or parental status, physical, learning, mental or emotional disability or handicap.

Students who have been identified as having a handicap or disability, under Section 504 or the Americans with Disabilities Act or Rehabilitation Act, shall be provided with reasonable accommodations in educational services or programs. Students may be considered handicapped or disabled under this provision under this policy even if they are not covered under the district's special education policies and procedures. Students will have access to a free and appropriate public education (FAPE) as defined by statutes.

Nondiscrimination policies shall be printed in the student handbook, course selection material, enrollment material and published annually in August in the local newsletter and newspaper, to make students and parents aware of their rights.

Concerns regarding alleged violations of this policy shall be referred to the following:

- Title IX- Principal/ District Administrator
- Section 504- Principal/ District Administrator
- Other- Equal Opportunity/ Student Concerns- Principal/ District Administrator

### **HOMEBOUND STUDY**

Homebound study is provided for students, at the recommendation of the principal, who are kept out of school for an extended period of time due to illness, injury, or a legal obligation of the district or by other circumstances provided by law. The program provides an opportunity for students to continue their studies. Arrangements are made through the guidance and principal's office.

### **ITHACA GRADUATION REQUIREMENTS**

A minimum of 15 credits is required in the following areas for graduation. As well as the required areas, students must earn a minimum of 9 elective credits:

4 credits of English and/or speech, including 2 credits of courses designed for composition credit. Each student must take ½ credit of English per year.

3 credits of social studies, including 1 ½ credit of American Studies and ½ credit in Civics.

\*2 or 3 credits of science

½ credit of health education (earned in grades 7-12)

\*2 or 3 credits of math

½ credit of consumer education

1 credit fine arts

4 years of physical education (1/2 credit per year)

\*Class of 2016 requires 2 credits. Class of 2017 and beyond requires 3 credits.

All high school students must be enrolled in classes equaling 7 credits throughout their high school years.

Students are required to take and pass Algebra I as one of the \*2 or 3 math credits.

Graduation requirements may be completed in seven semesters, but students will not be graduated with a diploma until the normal graduation date at the close of the year.

**Any senior planning on early graduation must apply to the Board of Education in writing no later than Nov. 15 of the school year of graduation.**

Students that are planning to attend a four-year university are strongly encouraged to select courses beyond the minimum. The University of Wisconsin suggests that incoming freshman have the following credits:

4+ credits in the area of English

1 credit algebra

1 credit plane geometry  
2+ credits advanced math  
4 credits social studies  
4 credits science  
2+ credits foreign language  
2+ additional academic or fine arts



All students must be enrolled in a minimum of 7 classes, not including Physical Education, to be considered a full time student. Accommodations may be made for pupils with exceptional educational interests, needs, or requirements.

### **GRADUATION CEREMONY**

It is the position of the Ithaca School Board that graduation ceremony is a privilege extended to our students that are in good standing with the requirements of graduation. To be able to participate in the graduation ceremony, the District states that you have not only meet the academic requirements for graduation, but also be in good standing with all rules set forth by this handbook. Administration will determine if students have met requirements in order to participate in the graduation ceremony.

Good standing will be defined as compliance with the Discipline Policy of the Ithaca School District. Any infraction in violation of the District's Discipline Policy must have been resolved by appropriate consequences being served by the student who committed the infraction. This includes but is not limited to school attendance issues, bullying or harassment behaviors, physical violence, vandalizing, defacing or destruction of school property, any threat to safety of the students, alcohol and other drug infractions, academic dishonesty, or frequent violations of the school dress code. Frequent violation of the Discipline Policy will result in progressively more severe consequences.

### **FOURTH AND EIGHTH GRADE STUDENT PROMOTION**

Fourth and eighth grade students will not be promoted to the fifth or ninth grades without meeting the promotion requirements as established by a committee of teacher, parents, students, and administrators and then adopted by the Ithaca Board of Education. Each school district in the state of Wisconsin is obligated to have in place a policy for fourth and eighth grade promotion. Copies of these policies will be available in the school and district offices. Students in the fourth and eighth grades will be made aware of the requirements throughout the school year. Teacher and administrators will be available to discuss these promotion policies during parent teacher conferences or by appointment.

### **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences will be scheduled during the year. Information will be made available in the 'Bulldog Bulletin' and the district website. It is the hope of the faculty and administration that parents visit the school on the days set aside for this purpose. We invite parents to visit the school at any time during the school year. We do appreciate advance notice of such a visit in order to schedule the time to meet with the teacher during a planning period.

### **MID-QUARTER PROGRESS REPORT**

Nine-week periods or quarters record grades. High school quarter grades are averaged into semester grades. Grading standards are determined by the teacher, and are not subject to appeal except in rare, infrequent cases.

Progress reports will be sent to parents.



Incomplete work not made up in two weeks becomes a failure, unless prior arrangements have been made with the instructor or principal. NO incompletes will be given to seniors their last grading period in school.

### **GRADING APPEAL PROCESS**

A student and/or parent who wish to challenge a grade must do so in a timely fashion. The student and/or parent must initiate a grade appeal within three weeks following the end of the quarter. Appeals started after this time period will be denied. Those wishing to make an appeal must use the following procedure:

**STEP ONE:** The student and/or parent must first contact the teacher with whom the grade is at issue. If they come to an agreement, and no grade change is the result, no further action is needed. If a change of the grade in question is agreed upon by all parties, a grade change request form must be completed by the teacher and submitted to the Principal. The Principal will review the request and other pertinent information and will approve or deny the grade change request. .

**STEP TWO:** If the denied or if the teacher and student cannot come to an agreement regarding the grade awarded, the student and/or parent may request that the Principal review or reconsider the issue. This appeal must be initiated within two weeks of the end of the appeal. The Principal will review the teacher's grading policy, the computation of the grade awarded, and other relevant information and policies. A decision by the Principal to approve or deny the request to change the grade will be rendered within two weeks of the receipt of the appeal.

**STEP THREE:** If the student and/or parent wish, they may appeal the Principal's decision to the Board of Education. This appeal must be made within two weeks of the Principal's decision. The BOE will review the Principal's decision and either uphold or overturn that decision. The decision made by the BOE will be based upon procedural grounds relating to whether the Principal followed the prescribed procedure and arrived at a reasonable conclusion. The decision of the BOE is final.

### **TRANSPORTATION**

#### **STUDENT VEHICLES AND PARKING**

Students have a right to be safe on school property and their vehicles free from vandalism.

Students will park in the north parking lot.

Students will drive in a safe manner and follow traffic laws.

Students are not allowed in the parking area unless arriving to or leaving school, or with office permission.

Students participating in after-school activities **are not permitted** to move cars from one parking area to another.

Failure to follow the above responsibilities will result in loss of driving privilege and/or appropriate disciplinary action.  
Refer to statute 118.105

## **BUS RIDING**

Transportation to and from school is provided for students living within the School District of Ithaca. Students attending this school on open enrollment basis will be required to secure alternative transportation to and from school. The following regulations will be followed by all students riding the buses for any reason, including, but not limited to, field trips and sporting events: School rules do apply in addition to bus rules.

## **BUS RIDER REGULATIONS**

Bus drivers are in complete charge of all persons riding with him or her.

- Bus drivers will report any misconduct to the transportation supervisor.
- Remain seated when bus is in motion.
- Keep head, hands, and arms inside the bus.
- Scuffling and/or bad language are forbidden.
- Do not litter bus with food or debris. No pop bottles or canned pop on buses.
- Flash devices are prohibited. (Cameras, cell phones, etc)
- Water squirting devices are not permitted.
- Parents will be notified if misconduct continues.
- The rider will pay for damage to bus other than regular usage.
- Be at the loading place at scheduled time, morning and afternoon.
- Throw nothing out bus windows.
- Inform driver, if possible, when rider must be absent.
- The driver will explain proper boarding and exiting procedures and all passengers will follow his guidelines.
- Excess cargo will be limited and secured in the bus to ensure the safety of all riders. The drivers will determine if excess cargo will be permitted or not.

**Any student who flagrantly violates any of these rules or jeopardizes the health and safety of others will be suspended from riding on a school bus.**

## **EXTRA-CURRICULAR TRANSPORTATION**

Students riding buses to extra-curricular events **MUST** ride the bus both ways, unless the principal has been notified in writing by the parents prior to the event. Students may **NOT** participate if they drive themselves or ride with other students. Parents may take their student home after an event if they personally inform the coach or advisor in writing. Students who violate this will meet with necessary personnel and dealt with severely.

### **Bus Routes – Private Drives, Lanes, Dead-ends, etc.**

Where ample bus turn-around space is not provided, or in instances when ground conditions are such as to prove hazardous or impassible to Ithaca School District property (school buses), the students will be expected to meet the bus transportation at the nearest suitable and sensible pick-up point. Regular school bus service will be reinstated for the

student/s as soon as conditions warrant. Expenses accrued through private transportation by parent to Ithaca District Schools will not be reimbursed as a result of the aforesaid situations.

**SPECTATOR BUSES**

Spectator buses will attend away co-curricular events only with administration approval. A spectator bus may travel as an individual unit or as a combination of spectator/participant bus depending upon the situation: length of trip, size of load, weather conditions.

Ithaca District will not run separate spectator buses to combined day-night events except in cases where one bus will not serve both player and spectator purposes. A minimum of thirty (30) students must sign up prior to all away activity. A charge will accompany all signatures. NO REFUND will be made if the bus goes. A minimum of one chaperone is required for each 25 spectators. More chaperones may be required by the administration.

**PARENT DELIVERY AND PICK UP OF STUDENTS FROM SCHOOL**

All students are to be picked up and dropped off at the North parking lot. Parents picking up students are to wait in the commons area.

**FOOD SERVICE**

**SCHOOL LUNCHESES**

The school board on a yearly basis will set prices. Occasionally, the menu may be changed due to unforeseen situations. Each lunch includes milk. Check the school web site for weekly menu.

	Breakfast	Lunch	Milk
4K-5	\$1.40/\$.30 reduced	\$2.10/\$.40 reduced \$10.50/week	\$.30
6-12	\$1.40/\$.30 reduced	\$2.40/\$.40 reduced \$12.00/week	\$.30
Adult	\$1.75	\$3.70	\$.30
Elderly	\$1.60	\$2.60	\$.30

**FREE AND REDUCED LUNCH/BREAKFAST**

As the district receives monies for reading and math programs as well as grant monies based on this count, we encourage everyone to complete this form. This information is confidential.

If you believe you may qualify for free or reduced meal prices you will need to complete a National School Lunch Program/School Breakfast Program application. Applications are available at the district office.

Make Checks Payable to Ithaca School Lunch Program

## **LUNCHROOM BEHAVIOR**

Students are to be in the commons during their assigned eating time or outside during the recess time. Use the bathrooms during your eating time.

It is everyone's job to keep the cafeteria clean—do your part. The tray should be cleaned of food and debris. Silverware, plates, and trays should be placed on the dishwasher counter.

## **ATTENDANCE**

*Students are expected to be in assigned areas at all times indicated on their schedule.*

Parents have the right to excuse absences under **EXCUSED ABSENCES** and an additional 10 absences that can be excused as **PRE-ARRANGED** absences. A pre-arranged absence form must be filled out in advance of the absence in order to qualify for this excused absence. **Medically** excused absences do not count towards the parent's excused absences. **A slip from the medical provider's office confirming attendance at the appointment or medical absence must be submitted to the school for a medical absence.**

## **PRE-ARRANGED ABSENCES**

State law allows a parent to withhold their child for up to ten days within the school year for planned absences. As soon as you have confirmed plans, call or write a note to tell us when and why your child will be absent. Planned absences require the student to make-up assigned work.

## **EXCUSED ABSENCES**

Excused absences are granted for: personal illness, family illness, family emergencies, medical appointments, personal appointments with a professional, funerals, death in the family, religious holidays, court appearances, family trips, special events of an educational value, approved school activities, and special circumstances for good cause approved in advance by the attendance officer (principal).

## **UNEXCUSED ABSENCES**

Under Wisconsin Law, parents are responsible for their child's attendance at school. Absences for full or partial days for reasons not listed above will be considered unexcused. It is the parent's responsibility to contact the school. Phone calls to the home will be made after 9 a.m. whenever possible on the day of an unexcused absence. The phone call is a courtesy extended by the school to the parent.

If no excuse (note or phone) has been received by the office on the day of or on the day following an absence, an unexcused absence will be recorded. By state law a student is considered truant if five or more unexcused absences occur in a semester. Parents will receive a written notification of truancy from the attendance officer. Habitually truant students will be referred to the sheriff's department and/or Human Services based on the **Truancy** procedures listed herein. The student and/or the parent may be cited. Truant students can be fined for Simple Truancy in addition to possible school sanctions.

Habitual truants can be fined for Habitual Truancy and referred to Richland County Human Services for investigation and possible supervision in addition to possible school sanctions.

## **TRUANCY**

Each student shall have the right to an education. Each student shall attend school regularly as defined by Wisconsin Statute and local policy. Ithaca School District practices a closed campus policy. Students are not allowed to leave school grounds during the school day unless they are involved in a school-sponsored activity or they have written permission from a parent that has been approved by the school office.

School Policy/Regulation - Truancy means any unauthorized absence from school. "Habitual Truant" is defined by Wisconsin law as a pupil who is absent without an acceptable excuse for:

Part or all of 5 or more days on which school is held during a school semester or,  
Part or all of 10 or more days on which school is held during a school year.

The school will notify the parent of a student who is a habitual truant by registered or certified mail when the child initially becomes a habitual truant.

### **First Offense**

When a student meets the definition of truancy, the school may file a referral to law enforcement. They will then issue a citation and the student and at least one parent / guardian will be required to do the following;

- Attend a Truancy Diversion Hearing, which will be held weekly with the Assistant DA and the Judge.
- With the assistance of the Assistant DA, draft a diversion agreement to address the truancy problems.
- Present the agreement to the Judge, school representative, and juvenile intake worker.
- Upon review and approval of the Judge, the student and their parent/ guardian will have six months to prove that the truancy is being addressed.

### **Second & Subsequent Offenses**

If attendance continues to be an issue after a diversion agreement is ordered, then a student may be found to be habitually truant by the school. The school may then issue a second referral, this time to Health and Human Services, in which the following may occur;

- The juvenile intake worker will recommend to the Assistant DA that the diversion agreement is revoked for non-compliance.

- The Assistant DA will file to revoke the diversion agreement and also file to place the student on a Juvenile In Need of Protection and Services order (JIPS).
- Upon review and approval by the Judge, the juvenile will be placed on supervision for a period no less than one year.
- The student may be placed under court order conditions that limit personal freedoms until school attendance has improved, as well as being ordered to pay fines and complete community service.

Wisconsin Statutes 118.15 & 118.16, Richland County Truancy Plan, Board of Education Policy

### **DOLLAR\$ for DAY\$**

This program has been developed in conjunction with the Richland County court system and Community Service office in an attempt to utilize restorative justice to help truant students get back in school, develop consistent attendance habits, increase academic success, and improve school atmosphere and perception from the student's viewpoint. Students can work off truancy fines by attending school and developing consistent attendance habits. See the principal to engage in this program.

### **TARDY TO SCHOOL**

Students are expected to be in the classroom at the start of the school day. If your child is late provide a written note with the reason for being late and include the date and your signature. Late students will be considered “unexcused tardy” unless the reason is approved by the attendance officer. **Three (3) or more unexcused tardies to school will result in a meeting with the principal and a policy warning letter being sent home.** Continued tardiness will result in disciplinary action by the principal.

### **ASSIGNED AREAS**

Each student has a right to an education. Students at Ithaca Schools have the responsibility to be in class or assigned areas except during passing time or while carrying a hall pass. Passes will not be filled out or altered by the student. Obtaining an excused pass will not cause tardiness. Students will **not** be issued passes to visit vending machines in the school commons

### **SCHOOL NOTIFICATION OF ABSENCE(S) BY PARENT**

Please contact the office by 9:00 a.m. the morning of the absence. The school attendance number is 585-2311. Parents will provide a written excuse giving the reason for the absence. The written excuse should be brought to the school office prior to the start of school the day the student returns. Without proper notification, the office will consider the absence unexcused.

### **STUDENT BEHAVIORS**

Students generally do not intend to hurt other students. For the most part injuries occur because students want to play on the school grounds as they might in their own back

yard. The large number of students on the playground, and in the building, at any one time increases the possibility for an accident. School rules are always stricter than what is acceptable at home to minimize student injuries. Students will follow the guidelines below or be referred for disciplinary action.

## **PLAYGROUND BEHAVIOR**

- No snowballs may be thrown on school premises at any time.
- Football and soccer should be played in the grassy playground area unless the playground supervisor allows play on the blacktop because of wet grounds.
- Tackle football is not allowed under any circumstances.
- Touch football that results in students being pushed to the ground is not allowed.
- Derogatory or profane language is not acceptable.

The principal may add, delete or modify the guidelines during the course of the school year to maintain a safe playground.

## **SCHOOL PROGRAMS AND SERVICES**

### **COUNSELING SERVICES**

The school counselor's primary role is to provide guidance for students and their parents to ensure student academic, social, and emotional success. The counselor works with:

- Individual students for academic, social, family, or personal problems.
- In the classrooms to teach all students skills for school and personal success.
- Small groups of students that have similar needs.
- The principal on behavior issues if needed.

The school counselor has to service the needs of a large number of students and will not be able to provide long-term professional therapy typically provided by psychiatrists, psychologists, and family therapists. These intensive counseling sessions for students of great need should be provided by the student's family.

Students that need to see the counselor should do so during their free time unless a serious emergency arises. Students will seek a pass from the office or the counselor. The

counselor will try to schedule students at a time when valuable class time will not be lost. If a student has a need determined by the counselor to require immediate attention, the counselor will have the right to remove the student from class, or write the student a pass to be given to the teacher.

### **CHANGING CLASS SCHEDULES**

All schedule changes must be done through the guidance and principal offices during the first five school days of each semester. Change after the first five days will be on a very limited basis and only in emergency situations. Any student dropping a class after the five-day period will receive a grade of F in the class.

### **PHYSICAL EDUCATION**

All students are required to take physical education. If students must be excused for any length of time, a doctor's excuse is necessary. School rules and regulations governing behavior, conduct, tardiness and attendance also apply to physical education classes. In order to prevent injuries, "general horseplay" of any kind will not be tolerated in the locker rooms.

Because many different types of activities are included in physical education, it is necessary for students to have loose-fit clothing for maximum comfort. Appropriate fitting shorts and T-shirts are acceptable. Sweatshirts and/or wind pants should be worn on cooler days for outside activities. Gym clothing should be washed regularly.

Students are provided locks for their lockers. Lockers or locker combinations should not be shared with classmates. Do not leave your locker unlocked during the class period. We recommend locks be used at all times. Items of value that are lost or stolen are not the responsibility of the school district.

### **LMC REGULATIONS**

Our school has a library media center rich in print materials, audiovisual materials and computer software. The use of the library media center is a privilege. A quiet atmosphere will be maintained for work on assignments, and for general materials selection and usage. Reference books, current issues of magazines and computer software CD-ROMs owned by the media center are to be used in the library media center. Books, back issues of magazines, videotapes and audiotapes may be checked out. Magazines, video and audiotape materials are due in one week. Book due dates are set at the middle of the quarter and the end of the quarter. Four items at a time may be checked out from the library as long as a student has no overdue items.

Students are responsible for any materials they check out from the library media center. A student with an overdue item will not be permitted to check out any other materials until the overdue item is returned or paid for. All damage to materials beyond reasonable wear and tear, and all losses shall be made good to the satisfaction of the media specialist.



Students who misbehave or misuse the LMC may be denied the privilege of using the LMC for a period of time to be determined by the library media specialist. This time will depend on the nature of the incident and previous revocations of LMC privileges.

### **AFTER-SCHOOL STUDY SESSIONS**

A supervised after-school study area will be available to all students wishing for adult/student assistance with class work or for a quiet place to work. Parents, students, or teachers may request for admittance to this program. All students who participate must be willing to work quietly and efficiently. Students who do not work productively will be asked to leave and a parent will be informed of the situation. If a student repeatedly disrupts the study session, the student will not be allowed to further attend. Contact the Principal or Guidance Counselor if interested.

### **FIELD TRIPS**

Field trips are provided for extension of the classroom curriculum or as a fun activity. All school policies and rules are to be followed while on an out-of-school activity. Chaperones are necessary to assist the staff to provide a safe and fun learning environment. Because the school is liable for all participants on field trips, there are certain guidelines:

- Chaperones must be responsible adults. Smoking, profane language, and inappropriate dress not permitted.
- Chaperones must complete a volunteer form before chaperoning the trip. A background check will be completed.
- Students are to ride to and from the activity on the school-provided transportation. Parent chaperones may drive themselves, but all students are to ride with the group.
- Permission forms must be completed and returned by the specified date in order to participate.

### **ATHLETIC EVENTS**

Students will not be allowed to remain at school on nights of athletic events unless a coach or acceptable adult (predetermined by the school administration) directly supervises them. For athletic events, the ticket table will open as necessary to meet starting times.

Students will also not be allowed to participate in or observe as a fan at extracurricular events while serving a suspension on the day of the activity.

For reasons of safety to players and spectators, the following regulations will be enforced:

- No spectators may be on the court during play or during half-time unless participating in an approved activity.
- No spectators may be along the end lines of the court during play.

The school reserves the right to deny admission to athletic events to any person who does not abide by all necessary regulations and respect the property of the school and others present. Students not participating in athletic events or playing in the pep band will pay regular student admission. Students sneaking into games will be removed from school property and may lose the privilege of attending future events. The athletic director and/or principal, has the right to ask any fan that is not displaying good sportsmanship during any athletic event to leave a sporting event.

### **STUDY HALL**

Study halls at Ithaca Schools will provide an opportunity for students to study free from distraction. Students in study hall have the responsibility of following the rules of the study hall monitor. Students violating this section of the Handbook will be subject to disciplinary action.

### **STUDENT INSURANCE**

The district does not provide student accident or health insurance. The district will make available a policy for those interested. Insurance forms can be picked up in the office in the beginning of the school year. In case of injury a notice of injury card is available in the office. This card is filled out by you and your parents and sent directly to the insurance company.

### **BEHAVIOR EXPECTATIONS**

#### **STUDENT/STUDENT RELATIONSHIPS**

**Right:** Each student has the right to attend school and school activities and be free from threats against his or her feelings, physical well-being and property.

**Responsibility:** Each student shall be responsible to respect the feelings, property and physical well-being of other students.

**Policy:** Students will refrain from physical and verbal abuse and harassment directed at other students, as well as any damage or theft of the property of a fellow student.

#### **PUBLIC DISPLAY OF AFFECTION**

Intimate public displays of affection (kissing, hugging, etc.), or other actions considered indecent or immoral are not acceptable in the school environment. Individual families differ on what is considered to be acceptable social interaction between students. The responsibility for guiding children in relationships rests with the parent. The school will maintain the standards of the parents with the highest standards out of respect for all families. Our standards are for the school environment and are not to be interpreted as standards for the community at large.

#### **RESPECT FOR OTHERS**

Students that disrespect, threaten, or intimidate students or staff will face disciplinary measures.

### **CLASSROOM BEHAVIOR**

Students have the right to receive the best possible education in a learning environment, which is safe and nurturing. Students have the responsibility to adhere to and follow all established classroom behavior expectation. Teachers may establish additional classroom rules, but all students will comply with the following guidelines:

- Students have the responsibility to be in class on time with all needed materials
- Students have the responsibility to be in assigned area or seat at the beginning of each class
- Students have the responsibility of obtaining a written pass from sending teacher or staff member if he or she is detained by a teacher or staff member
- Students have the responsibility to respect the rights of other students and adults in the classroom

### **POSSESSION OF WEAPONS**

Possession or use of weapons or look-a-like weapons on school grounds is strictly prohibited. Knives, guns, clubs, brass knuckles, laser pointers or any other device which is constructed for or can be used to physically harm another will be immediately confiscated and turned over to the local law enforcement agency. Students who have possession of such weapons may be suspended from school pending an expulsion hearing.

### **SMOKING AND TOBACCO USE**

Possession or use of tobacco, look-a-like, or electronic smoking products on school property are prohibited at all times. Students who fail to comply with this rule are subject to consequences outlined in the Ithaca School Discipline Guidelines.

### **ALCOHOLIC BEVERAGES/DANGEROUS DRUGS**

Students in possession of any kind of alcoholic beverage or any illegal drug/substance, or are obviously under the influence of one of these, while on school grounds or at a school-sponsored event, will be suspended from school pending expulsion hearing.

In the event that a student is caught in the act of distributing or selling controlled substances, look-a-like substances or electronic smoking devices or supplies, the offender will be suspended from school pending an expulsion hearing.

### **DANCES AND OTHER SOCIAL EVENTS**

The following rules apply to dances and social events:

1. Dances shall end by 11:30 unless otherwise approved by the principal.
2. Any class or club sponsoring an event will first clear it through the advisor, then through the principal. All school activities will be entered on the school calendar.
3. CHAPERONES- Students must receive signatures from a minimum of four (4) staff chaperones in order for the event to take place.
4. **Students will not be permitted to come and go during a dance. Students are expected to be at the dance no later than 30 minutes after the start of the dance. Once the student enters the event, he/she is expected to stay the duration, or go home. Students that leave a dance will NOT be allowed to return.**
5. Attendance the day of the event is required and attendance the school day prior to a weekend event is required.

### **HARASSMENT/BULLYING**

Students have the right to attend school without fear of physical threat and harm, or any form of harassment. Students have the responsibility to refrain from conduct that does not respect the rights, dignity, and safety of all individuals. Students have the responsibility to express their thoughts and feelings in a manner that does not offend, slander or ridicule others.

Inappropriate behavior, both physical and verbal, shall not be permitted in school or school-sponsored functions. Such behavior includes, but is not limited to:

- Swearing
- Verbal and /or physical threats or abuse
- Fighting, intimidation, or similar behavior
- Possession or use of any articles as a weapon to threaten or injure others
- Possession or use of potentially dangerous, illegal or disruptive articles or missiles (including fire crackers)

### **FIGHTING AND OTHER PHYSICAL VIOLENCE**

Students that injure others students with intent to harm are subject to consequences outlined in the Student Discipline Guideline.

Students that injure others without intent will face disciplinary action of a lesser degree if it is found that the student did not intend to harm, and could have avoided the injury with responsible behavior.

### **THEFT AND VANDALISM**

Students involved in theft or vandalism of student, staff, or school district property are subject to consequences outlined in the Student Discipline Guideline.

### **FALSE FIRE ALARMS**

To cause a false alarm in a public building violates our school policy and serious disciplinary action will be taken. Out-of-school suspension, police referral, and the potential for recommendation to the board of education for possible expulsion are possible consequences.

### **OTHER THREATS TO SCHOOL SAFETY**

Bomb threats, use of fireworks or other explosive devices, possession /display/use of burning materials, and arson have the potential to cause serious harm to the public's safety. Suspension, police referral, and possible expulsion are consequences for jeopardizing the health and safety of students and staff.

### **DRESS GUIDELINES**

Ithaca School takes pride in the appearance of its students. Students' attire should reflect a positive image for the school. Presenting a bodily appearance or wearing clothing which is disruptive, provocative, revealing, profane, vulgar, offensive or obscene, or which endangers the health and safety of student or others is prohibited.

**Athletic uniforms are exempt from Dress Guidelines. Athletic uniforms will comply with all WIAA uniform requirements.**

In order to assure a healthy and safe school environment for students, the following student dress code guidelines will be enforced:

- During the school day all head coverings shall be taken off upon entering the building. Head coverings and jackets shall be placed in the students' locker. These items shall not be worn in the classroom, and they shall not be worn in the building except when the student has immediately entered or is leaving the building. Individual exceptions may be made for the student with medical conditions or religious beliefs on a case-by-case basis.
- No student shall be permitted to wear any clothing that contains pictures and/or writing referring to alcoholic beverages, tobacco products, sexual reference, profanity, promotion of gambling, illegal drugs or gangs.
- Appropriate clothing is expected. Examples of some prohibited dress may include, but are limited to, exposed undergarments, bare midriff shirts, shirts without a shoulder strap at least 2 inches; see-through clothing; or attire that exposes cleavage; short skirts or shorts that do not meet fingertips.
- No adornments such as chains, heavy necklaces, or spikes that reasonably could be perceived as or used as a weapon may be worn. Any symbols, styles, or attire frequently associated with intimidation, violence or violent groups may not be worn or displayed in school or at a school event. No gang insignia may be worn, possessed, used, distributed, displayed, carried or sold by any student on school grounds or at school-related activities at any time. The reference to "gang insignia" would also encompass items of clothing that signify gang activity by the manner in which they are worn.

Displaying or wearing of such articles is counter productive to what is taught throughout our curriculum. Students wearing clothing that is inappropriate, and/or disruptive to the school climate will be asked to change. Students will be required to change into a different article of clothing. If the student does not have a change of clothing at school, we will attempt to provide one. If replacement of clothing cannot be found or the student refuses to change, the student will:

- 1) Contact a parent/guardian for a change of clothing to be brought to school.
- 2) The student will remain in the office if acceptable clothing is unavailable.

A meeting with the building principal will also be held regarding the dress code violation.

This code is not intended to limit the right of the building administrator or designee to establish rules or restrictions regarding other paraphernalia or dress that disrupts or threatens to disrupt the learning environment of any school. If there is any disagreement between students and/or parents and the staff regarding the appropriateness of clothing or such, the principal or administrator will use his/her discretion to make the final decision.

#### **VENDING MACHINES**

Vending machines are the responsibility of the organization, which controls them. Losses are also the responsibility of those organizations and not the office. Wrappers and empty bottles must be placed in the proper receptacle. Failure to properly dispose of trash from the vending machines could result in removal of machines.

#### **POP AND CANDY**

As per the district nutrition policy, pop and candy will NOT be allowed during the school day. Students are expected to bring other acceptable beverages for their consumption during the school day.

#### **STUDENT PERSONAL PROPERTY**

Students are strongly encouraged to leave all valuables and other personal property not necessary for school at home. Personal electronic devices such as stereos, pagers, cell phones, I-pods, or electronic games, etc. are not permitted for use during the school day. Personal devices not in lockers will be confiscated and returned to the student's parent or guardian.

Property deemed to be disruptive or causing a disturbance will be confiscated and held in the school office until the end of the school day or until a parent comes to school to collect the item.

