



Middle/High School Student and Family Handbook

Grades 5-12



Fostering unique potentials, small in size, mighty in personalized education.

GILMANTON SCHOOL DISTRICT GOALS

Goal One: Enable students to meet competencies in reading, communicating, computing, and other curricular areas.

Goal Two: Foster student's physical, intellectual, social, and emotional well-being by promoting a general feeling of worth and pride in achievement.

Goal Three: Teach skills for lifelong learning, which allow all students to attain their fullest potential in the educational process.

Goal Four: Provide equal educational opportunity to all students regardless of race, national origin, religion, gender, age, or any other factors.

Goal Five: Provide a broad knowledge base to prepare students for a changing future.

Goal Six: Provide opportunities for students to develop an understanding and appreciation for a democratic way of life.

Goal Seven: Enhance the student's understanding and appreciation of other peoples and cultures and also for the concept "citizen of the world".

Gilmanton School District
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WELCOME!

On behalf of the Gilmanton Middle and High School staff, welcome to another great school year. Please take some time to familiarize yourself with the policies and procedures outlined in this handbook, as you will be responsible for abiding by the policies outlined. Should you have questions or concerns about some of the district's policies, you can address them with any of us and we can navigate them together. Welcome back and have a great year!

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NON-DISCRIMINATION STATEMENT

The School District of Gilmanton 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 or handicap in its educational programs or activities.

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ACADEMIC HONESTY

The Board values honesty and expects integrity in the District's students. Violating academic honesty erodes the trust between teachers and students as well as compromises the academic standing of other students. So that each student is judged solely on their own merits, the Board prohibits any student from presenting someone else's work as their own, using artificial intelligence platforms in place of one's own work, providing unauthorized assistance to another student, and cheating in all its forms.

All school work submitted for the purpose of meeting course requirements must be the individual student's original work. It is prohibited for any student to unfairly advance their own academic performance or that of any other student. Likewise, no student may intentionally limit or impede the academic performance or intellectual pursuits of other students.

Academic Dishonesty (Cheating): Cheating is defined as using dishonest methods to gain an advantage. This includes utilizing any kind of secretive means of gaining information for use on quizzes, tests, or homework. (Hersey, 2001)

Academic Dishonesty (Cheating) may take many forms, including, but not limited to, these examples:

1. Using cell phones, calculators, or any other electronic communication devices to look up, text and/or pass on answers during an exam or quiz.
2. Using Internet sources for answers while taking an online exam or quiz.
3. Using notes without the teacher's permission/knowledge during an exam or quiz.
4. Looking at others' papers during an exam or quiz.
5. Allowing others access to one's work; for example, assignments/papers/tests/quizzes from a previous trimester.

The Board also recognizes additional forms of Academic Dishonesty (Cheating):

- Plagiarism (of ideas, work, research, speech, art, music, etc.);
 - Plagiarism is a form of cheating. It is defined as stealing and passing off the ideas and words of another as one's own, using a created production without crediting the source, or committing literary theft. A paper is considered plagiarized if any part of it is taken from another source without citations. (Hersey, 2001)
 - Plagiarism may take many forms, including the following:
 - Copying word for word from any outside source without proper acknowledgement. This applies to the use of an entire paper, to the use of entire sections and paragraphs, and to the use of a few words and phrases.
 - Paraphrasing ideas from any outside source without proper acknowledgement.
 - Submitting in whole or in part a paper written by another student.
 - Submitting in whole or in part an assignment written for another course, without prior knowledge and consent of the instructor.
 - Allowing one's essay, assignment, or test answers to be copied by another student (Beaconsfield, 2001).
- Forgery of another's work;
- Presenting the results from an artificial intelligence platform as one's own ;
 - Because AI pulls information from multiple sources to craft answers that can lead to learning, it is to be used *only* as a starting point to generate student questioning and analysis points, and should not be used as a tool for completing course work. Teachers will use a screener to determine if the piece is authentically created by the students or through the use of AI.
 - Any use of artificial intelligence technology in the District's educational program or operations must be in accordance with State and Federal law as well as Board policies.

Violation of this policy may result in disciplinary consequences. Students may be disciplined for violations, up to and including suspension or expulsion. Administration will refer any illegal acts to law enforcement. (Board Policy 7540.08 - Artificial Intelligence (AI))

- Downloading or copying information from other sources and presenting it as one's own;
- Using language translation work of someone else when the expectation is doing one's own translation;
- Copying another person's work;
- Allowing another person to copy one's own work;
- Stealing another person's work;
- Doing another person's work for them;
- Distributing copies of one's work for use by others;
- Distributing copies of someone else's work for use by others;
- Intentionally accessing another's work for the purpose of presenting it as one's own;
- Distributing or receiving answers to assignments, quizzes, tests, assessments, etc.
- Distributing or receiving questions from quizzes, tests, assessments, etc.

Students who violate the District academic honesty policy are subject to disciplinary consequences. Teachers are authorized, in consultation with the Principal, to apply appropriate consequences for violations of this policy. Disciplinary consequences for significant violations may include removal from the class with a failing grade, removal from student leadership positions, elimination of honors recognition, loss of membership in honor organizations and honor cards, as well as other disciplinary consequences appropriate to the nature of the violation. Staff have the responsibility for monitoring students' work for compliance with any form of academic dishonesty. Parents shall be contacted as soon as practical to report any alleged acts of academic dishonesty by their child. Repeated violations of this policy will result in additional disciplinary consequences, up to and including suspension and expulsion. (Board Policy 5505 - Academic Honesty)

Students who observe an incident of academic dishonesty should immediately report it to their classroom teacher if possible, or to the principal or assistant principal during or after the class period in which the observation occurred.

ANNOUNCEMENTS

The bulletin board located in the first floor main hallway will be used for the daily announcements. It is a student's responsibility to check the bulletin board daily. P.A. announcements will be made for last minute changes or emergencies only.

Teachers are requested to read daily announcements during their third period class. The daily announcements will also be posted to the school's web site by 9:15 a.m. each school day.

Students or staff wishing to post bulletin board announcements throughout the school must obtain permission from the principal or assistant principal.

ARRIVAL and DEPARTURE PROCEDURES

MS/HS Student Arrival* at Beginning of School Day:

- Students riding bus will be dropped off at door #1 (by office)
- Student drivers enter at door #6 (by cafeteria)
- Student walkers enter at door #6 (by cafeteria) **OR** door 3 (gym lobby)
- Students dropped off by a parent enter at door #3 (gym lobby)

MS/HS Student Departure at End of School Day:

- Students riding bus exit at door #1 (by office)
- Student drivers exit at door #6 (by cafeteria)
- Students walking home exit at door #6 (by cafeteria) **OR** door 3 (gym lobby)

- Students picked up by a parent exit at door #3 (gym lobby)

MS/HS Students Arriving Late or Leaving Early:

- Students being picked up/dropped off enter or exit at door #1 (by office); sign in/out at office window
- Students driving enter or exit at door #6 (by cafeteria); sign in/out at office window
- Students walking home exit at door #6 (by cafeteria) **OR** door 1 (office); sign in/out at office window

*Students should not arrive or be dropped off before 7:30 a.m. on regular start days because there is no adult supervision until after that time.

ATTENDANCE

Absence is defined as missing part or all of one or more days, excused or unexcused. An excused absence allows the student to obtain credit for make-up work. The unexcused absence does not guarantee this will happen and is left to the discretion of the classroom teacher and/or administration.

Students are expected to be at school on time. Regular school attendance is necessary to achieve academic success. *The greatest single factor which contributes to low or failing grades in school is tardiness and absence from school.*

Any time a student comes late to school, leaves early or is gone for the whole day, ***parent contact with the school is required***, either by phone or by written notice. When a student is absent from school his/her parent/guardian must call the school before 9:00 a.m. the morning of the day(s) the student is absent. **Press 4 for the attendance line and leave a message as to who is absent and a reason why.** If no call is made, the absence will be assumed to be unexcused. ***Text messages are not accepted for reporting student absences.*** Clearing an unexcused absence will require an excuse from the student's parent/guardian.

Students 18 and Older - Students aged 18 and older are subject to the same attendance policies and school rules as all other students. The school is legally responsible for all students and their academic programming whether on or off-campus, so all students must attend all assigned classes, check out when leaving the building, and check in when arriving late. Additionally, parents are expected to write and sign all attendance notes unless a student has been declared legally independent of their parents and/or guardians by the court. Seniors will be assigned a detention for each unexcused period. If the detentions are not served (limit one served per day), students risk not being allowed to participate in the graduation ceremony.

Excused absences - illness, medical, dental, chiropractic appointments; legal proceedings; death in the immediate family; religious holidays; family emergencies; school field trips; and pre-arranged absences previously approved by the principal such as WIAA tournaments, family vacations, and pre-approved hunting. A student may not be excused for more than ten (10) days by his/her parent or guardian in a school year per Wisconsin law. A note from a medical professional upon return to school from appointments is required.

Students may be excused from school for dental and medical appointments; however, whenever possible, appointments should be made for non-school time or days. The parent must notify the office before school begins on the day of the appointment and the student must sign out by the office when leaving. Follow-up appointments, which cannot be scheduled for non-school time, should have their times varied so as not to always miss the same class.

Unexcused absences - include, but are not limited to, work; babysitting; skipping; shopping; haircuts; beauty and tanning appointments.. Any unexcused absence applies toward truancy.

Extracurricular Participation and Attendance - A student must be in school all day in all classes, in order to compete in an athletic event or practice that day. Students will be allowed to participate if they have an excused absence or a medical appointment. Students will be able to participate in athletic events and practices if they have an excused absence or excused tardy to school. The only exception will be if the student is excused by a parent due to illness. If the student is ill and cannot attend school, then the student will be considered ill and unable to attend after school events. If a student is too sick to attend class they should not participate in the event that day.

For all unexcused absences, the student/athlete will not be able to participate or attend after school practices

and/or events.

Tardiness - A student arriving late to school (but before 8:15 a.m.) is considered tardy and must sign in the office upon arrival. After 8:15, the student will be marked absent and will need a parent to excuse the absence. A student is also considered tardy during the remainder of the day if he/she is not in his/her seat when the second bell has rung. In all classes, the tardiness is handled by the classroom teacher. After three (3) tardies, a detention is assigned by the classroom teacher or administrator. Tardies reset or start at zero at the beginning of each trimester. A second detention will be scheduled if a detention is not served.

Truancy- As per Wisconsin Statute 118.16, parents are allowed to excuse their child a maximum of ten (10) days per year. All unexcused absences will fall under this rule. Absences in excess of this rule may be determined as unexcused. Students with unexcused absences in excess of the 10 day rule will be referred for truancy. This is Wisconsin State Law - Wis. Stat. sec. 118.15(3)(c). The School Board may excuse children who are temporarily not in proper physical or mental condition to attend school but can be expected to return to school upon termination or abatement of the illness or condition, Wis. Stat. sec. 118.15(3)(a). An excuse under this paragraph shall be in writing and shall state the time period for which it is valid not to exceed 30 days.

A student who has five unexcused absences in one trimester (either full or partial days) is considered truant. A legal referral may be initiated if a poor attendance pattern has continued and if the building principal has discussed the child's truancy with the parent or guardian to determine a solution or has attempted to contact the parent or guardian and has been refused or does not receive a call back. The district will provide an opportunity for educational counseling to determine whether a change in the child's curriculum would resolve the child's truancy and consider curriculum modifications under Sec. 118.15(1)(d). Administration and/or the parent/guardian may request an evaluation of the child to determine whether learning problems may be a cause of the child's truancy, and if so, take appropriate action or make appropriate referrals. If all steps have been taken and the truancy issue has not been solved, the incident will be reported to the county for truancy court.

BACKPACKS/BAGS

Backpacks and other similar types of bags are *allowed in classrooms*. *If at any time the teacher or administration determines there is not enough space available in the room or has any other reason for not allowing them*, backpacks will then need to be stored in the students lockers. When bags are not being used they need to be stored in lockers.

BREAKFAST/LUNCH PROGRAM and CAFETERIA GUIDELINES

Breakfast and lunch are served at school daily. Students are not permitted to take food from the cafeteria and are not permitted to eat food in the halls at any time. All food and beverage containers must be closed in the hallways. Other than water bottles, no food or beverages should be open or consumed in the gym at any time. A teacher may choose to grant permission to a student that asks to eat something in their classroom, but the teacher has the right to refuse.

All students, whether eating or not, must report to the cafeteria during their scheduled lunch period. Students who bring lunch from home are expected to eat it in the cafeteria. Students should use their best manners when eating in the cafeteria and should follow the directions of the cafeteria staff and supervisors. Students who display disciplinary problems will be restricted from eating in the cafeteria and may be assigned an alternate supervised location for lunch periods.

The Gilmanton School District uses a computerized point of sale system for recording meal and ala carte purchases. As a convenience, weekly emails are sent to families with a balance below \$20.00. Students whose families have a negative balance will be unable to charge ala carte items to their account. Families may apply for free or reduced meals at any time during the school year by contacting the district office personnel for application materials. A complete explanation of the food service program at Gilmanton is mailed to all families in August. Parents or guardians may be contacted about excessive ala carte spending out of courtesy.

BULLYING and CYBERBULLYING

Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent. Bullying can be physical, verbal, electronically transmitted, psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these. Examples of bullying include:

- A. Physical - grabbing, pinching, hitting, kicking, spitting, pushing, pulling, taking and /or damaging personal belongings or extorting money, blocking or impeding student movement, or unwelcome physical contact
- B. Verbal - taunting, malicious teasing, insulting, name calling, making threats
- C. Psychological - spreading rumors, manipulating social relationships, coercion, or engaging in social / shunning, extortion, or intimidation.
- D. Cyberbullying - the use of information and communication technologies such as email, text messages, instant messaging (IM), social media, or any other online platforms, to support deliberate, repeated, and/or hostile behavior, by an individual or group, that is intended to harm others.
 - a. Cyberbullying includes, but is not limited to the following:
 - i. Posting slurs or rumors or other disparaging remarks about a student or school staff member anywhere online.
 - ii. Using a camera phone to take and send embarrassing photographs or recordings of student or school staff members or post these images on video or photo sharing sites, including social media and other online platforms.
 - iii. Posting misleading or fake photographs of students or school staff members on web sites, social media, or other online platforms.
 - iv. If the cyberbullying incident occurs on social media and/or outside of school hours, law enforcement will intervene.
- E. Sexual harassment is prohibited in our school and at school-sponsored activities in accordance with *Board Policy 5517 – Student Anti-Harassment*. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature

For further information, please consult Gilmanton School District Board Policy [5517.01](#) - Bullying.

BUS INFRACTIONS

A student who engages in misconduct on a bus shall be subject to consequences and may be deprived of the privilege of riding on the bus.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The school will not be responsible for the loss of personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

The Board authorizes the imposition of fines for the loss, damage, or destruction of District-owned, borrowed or leased equipment, computing devices, school records, apparatus, musical instruments, library materials, textbooks, and for damage to District buildings or facilities. Therefore, if a student damages or loses school property, the student or their parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Code of Conduct, and may be referred to law enforcement. (Board Policy 5513 – Care of District Property)

CELL PHONES, OTHER SMART DEVICES, or PERSONAL COMMUNICATION DEVICES

Because Chromebooks work well for educational technology needs, cell phones and other Smart devices will not be allowed in any classrooms, including listening to music or checking Infinite Campus, both of which can be done on a Chromebook.

Students may not use a Personal Communication Device (PCD) in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See *Board Policy 5517.01 – Bullying*. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon membership in a Protected Classification defined in Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

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

Students are encouraged to use the school's technology resources for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Unauthorized or inappropriate use, including any violation of the School District's policies and administrative guidelines, may result in cancellation of the privilege, disciplinary action consistent with the School's rules, and civil or criminal liability.

The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District.

Users have no right or expectation to privacy when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

Middle School - Middle school students must keep their personal devices in their lockers from the time the first bell rings to the end of the school day.

High School - High school students may use their personal devices between classes and during lunch. Teachers have the discretion of asking a student to leave their phone on the teacher's desk or in the classroom phone drop-off pouches.

Parents and Guardians - Texting or calling during class time is a distraction to every student and teacher in the classroom. Parents wishing to contact their child during the school day should call the district office at (715) 946-3158 - Option #2, and ask to speak with their child, or a message can be relayed to the student upon request of the parent.

If the student device is confiscated, it will be released to the student or parent/guardian after the student complies with any disciplinary consequences that are imposed. Any confiscated device will be held in a secure location in the building's central office or principal's office.

Students are prohibited from using their devices to:

- a. Transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs.

- b. Send, share, view or possess pictures, text messages, e-mails or other materials of a sexual nature (i.e. sexting) in electronic or any other form.
- c. Also see **BULLYING (and CYBERBULLYING)**.

An important reminder is that adults *do* have the right to inspect the contents of student devices for inappropriate materials. Failure to comply will result in the loss of privileges of personal devices.

Violations of this policy will result in the following:

- 1st Violation - Adult staff members confiscate the personal communication device (PCD) and bring it to the office for the remainder of the day. The student picks up their PCD at the end of the school day.
- 2nd Violation - Confiscation of the PCD for the remainder of the day and a parent or guardian needs to pick up the device in the school office. The device will remain in the office until the parent can pick it up.
- 3rd Violation - Confiscation of the PCD for the remainder of the day and fifteen (15) consecutive school days following the confiscation.
- 4th Violation - Students will check PCD into the office and pick it up at the end of the school day for the remainder of the school year.

CLASS FUNDS

Upon a classes graduation, any class funds remaining in the "Class of xxxx" activity account will be dispersed of as follows:

1. \$500 will be given to class treasurer and president for them to set up a private account at a bank of their choice to be used for future class reunions, etc.
2. Any amount over \$500 left can be dispersed as the class chooses in any of these ways:
 - a. Donate to school to be used as the school sees fit
 - b. Donate or buy something for the school with your name (Class of xxxx) attached to it
 - i. Examples: weight room equipment, speakers, etc.
 - c. Donate to the Gilmanton Alumni Scholarship Fund
 - d. Donate to an organization of your choice
 - i. Examples: Gilmanton Community Club, Buffalo County Humane Association, ALS, Student Council, National Honor Society, etc.

CLASSROOM CONDUCT, EXPECTATIONS and BEHAVIORAL CONSEQUENCES

The Gilmanton School District is committed to maintaining an orderly and safe academic atmosphere. Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty should be maintained in the schools of this District. Student conduct on or adjacent to school premises, on school vehicles, and at school-related events and activities shall be governed by the rules and provisions of the Student Code of Classroom Conduct.

A major component of the Gilmanton School District is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards. **Each student shall be expected to:**

1. abide by national, state, and local laws as well as the rules of the school;
2. respect the civil rights of others;
3. act courteously to adults and fellow students;
4. be prompt to school and attentive in class;
5. work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, sex, sexual orientation, race, or ethnic background;
6. complete assigned tasks on time and as directed;
7. help maintain a school environment that is safe, friendly, and productive;

8. act at all times in a manner that reflects pride in self, family and in the school.

Teachers are expected to create a positive learning environment and to maintain proper order in the classroom. Students are expected to behave in the classroom in a manner that allows teachers to effectively carry out their lessons and allows students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the school and their classroom teachers. Such rules of behavior include a prohibition on knowingly making false statements or knowingly submitting false information during a sex discrimination complaint process, including intentionally making a false report of sexual harassment or submitting a false formal complaint. Providing false information is a violation of the Student Code of Conduct. To ensure adherence to these expectations and principles, the Board of Education has adopted this Code of Classroom Conduct, which applies to all students. (Board Policy 5500 – Student Code of Classroom Conduct).

Reasons for the Removal of a Student from Class - Disturbances that interrupt the learning process cannot be permitted by any teacher. A teacher may temporarily remove a student from the teacher's class if the student violates the Code of Classroom Conduct. Additionally, the student may be removed from the class for a longer period of time within the discretion of the Principal. A student removed from class may also be placed in an alternative education setting.

Removal of a student from class for violating the Code of Classroom Conduct or placement of the student in an alternative educational setting does not prohibit the school from further disciplining the student for the conduct that caused removal or placement including, but not limited to, suspending or expelling the student.

It is neither possible nor necessary to specify every type of improper or inappropriate behavior for which a teacher may remove a student from class. Provided below, however, are *examples* of reasons a student may be removed from class. **A teacher may remove a student from class for conduct or behavior that:**

- A. would result in suspension or expulsion under the Board's policies and procedures;
- B. violates the behavioral rules and expectations of the school;
- C. is dangerous, disruptive or unruly. Such behavior includes, *but is not limited to*, the following:
 - a. possession or use of a weapon or look-alike or other item that might cause bodily harm to persons in the classroom;
 - b. being under the influence of alcohol or controlled substances or otherwise violating the District alcohol and drug policy;
 - c. behavior that interferes with a person's work or school performance or creates an intimidating, hostile, harassing, or offensive classroom environment;
 - d. arguing, taunting, baiting, inciting or encouraging an argument or disruption or group posturing to provoke altercations or confrontations;
 - e. disruption or intimidation caused by gang or group symbols or gestures, or gang or group posturing to provoke altercations or confrontations;
 - f. pushing, striking, or other inappropriate physical contact with a student or staff member;
 - g. interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means;
 - h. dressing or grooming in a manner that presents a danger to health or safety, causes interference with work, or creates classroom disorder;
 - i. repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions;
 - j. throwing objects in the classroom;
 - k. repeated disruptions or violations of classroom rules, or excessive or disruptive talking;
 - l. behavior that causes the teacher or other students fear of physical or psychological harm;
 - m. willful damage to or theft of school property or the property of others; or
 - n. repeated use of profanity.
- D. interferes with the ability of the teacher to teach effectively. Such conduct includes, *but is not limited to*, the following:

- a. repeated reporting to class without bringing necessary materials to participate in class activities; or
- b. possession of personal property by school rules or otherwise disruptive to the teaching and learning of others.
- c. shows disrespect or defiance of the teacher, exhibited in words, gestures or other behavior; or
- d. is inconsistent with class decorum and the ability of others to learn. Such behavior includes, but is not limited to, sleeping in class, blatant inattention, or other overt or passive refusal or inability to engage in class activities.

Procedure for Student Removal From Class - When a student is removed from class, the teacher shall send or escort the student to the Principal and inform the Principal of the reason for the student's removal from class. The teacher shall provide the Principal with a written explanation of the reasons for the removal of the student within twenty-four (24) hours of the student's removal from class. The Principal or Assistant Principal will generally give the student an opportunity to briefly explain the situation. The Principal or Assistant Principal shall then determine the appropriate educational placement for the student.

Student Placement - The Principal or Assistant Principal shall place the student, who has been removed from a class by a teacher, in one of the following alternative educational settings:

- A. an alternative education program approved by the Board under State law;
- B. another instructional setting, time-out, in-school suspension or out-of-school suspension; or
- C. the class from which the student was removed if, after weighing the interests of the student, the other students in the class, and the teacher, the Principal determines that readmission to the class is the best or only alternative.

Parent/Guardian Notification Procedures - The teacher or a member of Administration shall provide the parent or guardian of a student removed from class with notice of the removal and the reason(s) for the removal. The notification shall be made as soon as practicable, but no later than two (2) school days after the student's removal from class. The notice shall also include the reasons for the student's removal and the placement made by the Principal or Assistant Principal. If the removal from class and change of educational placement involves a student with a disability, the parent notification shall be made consistent with State and Federal laws and regulations applicable to disabled students.

If the student removed from a class is subject to disciplinary action up to and including suspension or expulsion for the particular classroom conduct and/or other disciplinary incidents the parent shall also be notified of the disciplinary action in accordance with legal and policy requirements.

Detentions and Student Behavior Management - A standard detention is 30 minutes and will be served during lunch or after school depending on the tier the student is on with the instructor that assigned the detention, other staff or administration. If a detention is intentionally skipped, an additional detention will be added.

Students may be required to have a working lunch or after school detention for the following reasons:

- 3 unexcused tardies in one trimester
- Repeated tier 1 (minor) behavior after staff has attempted in-class measures
- Tier 2 (major) behaviors
- Removal from class for any reason (Teacher will contact parent for all removals from classroom.)
- Violation of school rules based on [Defining Behaviors List](#). Details will be written up using the Behavioral Management System in Infinite Campus.

A Restorative Tiered Approach will be used to promote learning and growing from mistakes, while increasing levels of disciplinary consequences if behaviors persist.

- **Tier 1: Lunch Detention** - For lunch detention, students will report to the designated room to eat lunch. Reteaching the expected behavior is the goal at this time.
- **Tier 2: Lunch Detention** - For lunch detention, students will report to the designated room to eat lunch. Reteaching the expected behavior is the goal at this time. Parent contact will be made.

- **Tier 3: After School Detention** - After 2 lunch detentions the 3rd will revert to after school detention, students will report to the designated room. After school detention will be 3:30-4:00 on a date assigned by a staff member. Parent contact will be made.
- **Tier 4: Structured Day** - Restorative Practice and Loss of Free Time Until Complete
 - Students turn in their phones to administration before the school day begins. It will be returned at the end of the day.
 - Staff members will pick up students at the end of class and walk them to their next class.
 - Working Lunch with staff.
 - Accountability Project - Designed for each specific incident and worked on with staff. Parents and or guardians are encouraged to work with children as well.
 - Exit Meeting with Student, Staff, Administrator and any other person to help in the accountability project.
 - Students will be done with Structured Day when all of the steps have been completed and have earned the right to go back to unsupervised activities.

Tiers can be skipped depending on the severity of the behavior. If any steps will be omitted, it will be determined by administration and staff. If a student fails to show up for working lunch or after school detention, parents will be notified and time will be added. If students continue to have behavior problems after working through the tiered approach then the student may be subject to suspensions and/or referred to the School Board for other disciplinary actions.

CLOTHING and PERSONAL ATTIRE

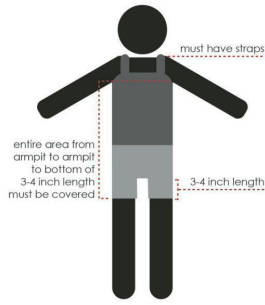
How you dress gives an impression of who you are. Although the District is tolerant of current fashion and cultural preferences, it still has a philosophy of what dress is appropriate to wear to school and events it sponsors. Student attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them. Clothing is deemed inappropriate if it disrupts the learning process. This policy is intended to provide guidance for students, staff, and parents.

Clothing should be clean, free of excessive tears, and safe to wear for the types of activities performed by the students. Clothing which bears reference to drugs, alcohol, tobacco, or of a sexual nature (see Sexual Harassment Policy) are prohibited.

The following types of clothing are not to be worn in school: short shorts or skirts, tube tops, belly shirts, t-shirts with cut off sleeves that reveal the chest or part of the chest regardless of the student gender, clothing that is too revealing, etc. If weather is inclement, students are expected to wear sweaters, sweatshirts, or other weather appropriate clothing. Clothing should cover the body adequately. All students must have a pair of athletic or phy-ed shoes to use when on the gym floor.

Administration reserves the right to be the last word in fashion and may request that questionable types of clothing not be worn. Guidelines are noted as such:

- Clothing must cover areas from one armpit across to the other armpit, both front and back, down to approximately 3 to 4 inches in length on the upper thighs (see image below). Tops must have shoulder straps. Rips or tears in clothing should be lower than the 3 or 4 inches in length covering the upper thigh.



- According to state regulations in public buildings, shoes must be worn at all times and should be safe for the school environment. Pajamas, bedroom shoes, or slippers should not be worn, except for school activities approved by the principal.
- See through or mesh garments must be worn with appropriate coverage underneath that meet the minimum requirements of the dress code.
- Headgear including hats, hoodies, and caps are not allowed unless permitted for religious, medical, or other reasons deemed appropriate by school administration such as a Hat Day fundraiser by a student group or organization.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.
- Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana, or other controlled substances.
- Clothing may not depict or imply pornography, nudity, or sexual acts.
- Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
- Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
- Sunglasses may not be worn inside the building without permission from the principal.
- Clothing and accessories that endanger student or staff safety may not be worn.
- Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang or other organization that advocates illegal or disruptive behavior is prohibited.

The principal and/or assistant principal will determine if clothing is inappropriate. Students who wear inappropriate or offensive clothing will be asked to change. If necessary, the student will be sent home to do so, or alternative clothing may be provided if needed.

COLLEGE VISITS

Students are allowed and encouraged to visit institutions where advanced training may be taken beyond high school. The counselor will help schedule any college visits upon student request.

COMPLAINT PROCEDURE

For specific incidents that require a formal complaint, please follow the procedures listed below.

- A. Report the incident to the superintendent, principal, assistant principal, teacher, or school counselor.
- B. File complaint form (available in District Office) or handwritten submission to staff. Include description of action(s) which is alleged as being inappropriate. Provide dates, names, or titles whenever possible.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. If the investigation finds that aggressive behavior has occurred, it will result in prompt and appropriate disciplinary action which may include suspension or expulsion. Individuals may also be referred to law enforcement officials. False reports are not acceptable.

COPY MACHINE

Student personal use of the copy machine in the office is prohibited, unless copies are purchased at 10 cents per page for black and white or 25 cents per page for color.

DANCE GUIDELINES

Organizations/classes requesting a dance must arrange a date with the principal at least two weeks before the dance date. The sponsoring organization must abide by the following rules:

1. The dance must be held in the high school gym.
 2. There shall be a minimum of two adult chaperones, one of which must be the group's advisor.
 3. Dances end at 12:00 a.m. (midnight) unless a special time is approved by the principal. This means that your ride is here to pick you up by 12:00 a.m. at the latest.
 4. Dress will be determined by the sponsoring group and approved by the principal.
 5. Students are responsible for setting up and cleaning up after the dance.
 6. The sponsoring organization must make arrangements for the music and establish the admission fee.
 7. The sponsoring group must contact the office one day in advance to make arrangements for a cash box, payment for the music provider, etc.
 8. Once you leave the dance you may not return.
 9. Any student(s) suspected of drug or alcohol use will be remanded to the appropriate law enforcement official.
 10. Any student(s) creating disturbance such as fighting will be asked to leave the school grounds. If the said student(s) refuse to follow the request, the appropriate law enforcement officials will be notified.
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DRIVER PERMITS & EXAMINATIONS

Students will be excused to take their driver permit/road exams. Parents must notify the office in advance of their child's upcoming appointment.

DROP/ADD SCHEDULE CHANGES

Middle School - Students in grades 5-8 are not allowed to drop or add classes outside of the classes assigned. All students are expected to participate in exploratory classes, including music (both band and choir), tech ed, keyboarding, and art. Students in grade 8 are required to participate in exploratory classes that include music (choir), tech ed, keyboarding, and art. Grade 8 students have the option of taking band or a different elective class offered opposite of band *only if one is offered*. Students in grade 8 making a change to their schedule must follow the drop date deadline assigned at the beginning of each school year if they are to add or drop a class.

High School - A student wishing to request a change should follow these steps:

1. Discuss the change with parents and teachers involved.
 2. Obtain a drop/add slip from the counselor and obtain the signatures from teachers and the principal.
 3. Turn your completed drop/add slip to the counselor or office. Final decisions on schedule changes will be influenced by:
 - a) student's past academic record
 - b) reason for requesting change
 - c) teacher's recommendation
 - d) effect on class size
 - e) effect on student
 - f) student's obligation
-

EMERGENCY DRILLS

Fire drills are conducted several times per year. When the fire alarm sounds, students must leave the building in single file and in an orderly manner. Students should keep close to the corridor wall as they leave the building. The first two students to reach the designated exit should hold the doors open for the others. All students must move to an area at least fifty feet from the building. A school official will notify students and staff to re-enter the building. Each classroom has posted directions for the fire drill procedure. These directions are posted on the wall near the classroom door. Severe weather/tornado drills are completed each year in April. Alerts and directions for severe weather drills will be announced over the P.A. system. School safety drills are completed annually.

EVENT CALENDAR

Any group (or group associated with the school) scheduling any type of event involving the school or students must see that the event is added to the school calendar located on the district website by contacting the District Office.

EXPULSION

Prior to expelling a student, the Board of Education must hold a hearing. A student and his/her parents must be given written notice of the intention to expel and the reasons therefore, at least five (5) days prior to the date of the hearing. The hearing is the opportunity for the student and their parent(s) to appear with a representative or legal counsel before the Board to answer the charges. The Board will keep written minutes of the hearing. The hearing will be closed. The student and/or their parent(s) may appeal the expulsion consistent with Chapter 120.13, Wis. Stats.

FIELD TRIPS

Students may participate in field trips, which may require absence from class activities during a specified day. Participation in field trips is considered a privilege. Excessive absence or misconduct may make it necessary to restrict participation in field trips. Participation in a field trip requires that parents sign a permission slip that their child(ren) returns to school prior to going on the trip.

FIELD TRIPS and ACTIVITY BUSES

When bus transportation is provided by the school, students are expected to ride the bus to and from scheduled activities. Parents may send a written request to pick up their child at the activity or have him/her dropped off en route if the departure location is immediately adjacent to the normal route of return for the bus.

FINAL GRADES

The trimester grade is the final grade and is recorded on the student's permanent record. Students and parents can review and download grades through Infinite Campus. Official printed copies of grades are available by contacting the high school office.

FULL TIME STUDENT

All students carry a class minimum load of 2.5 credits each trimester. Exceptions to this requirement will only be made at the discretion of administration. Also see **GRADUATION REQUIREMENTS**.

GRADING SCALE

Gilmanton Middle and High School uses the following scale for determining grades:

98-100%	A+
95-97%	A
94-92%	A-
89-91%	B+

86-88%	B
83-85%	B-
80-82%	C+
77-79%	C
74-76%	C-
71-73%	D+
68-70%	D
65-67%	D-
Below 65%	F

- I = Incomplete (must be completed within two weeks of the end of the trimester, however, the principal may, under unusual circumstances, grant additional time for work to be completed.)
M = Medical excuse (credit towards graduation but not towards GPA or rank)
W = Withdrew (no credit given)

At the discretion of the superintendent, principal and school psychologist, a pass/fail grading system may be used, where “pass” denotes the student being awarded credit upon course completion, and “fail” denoting no credit earned upon course completion.

GRADUATION CEREMONY

Students who have successfully completed Gilmanton’s graduation requirements, including those who choose alternative routes to achieve these requirements, will be permitted to participate in the graduation ceremony. (*updated by Board of Education 11/30/2021*)

Administrative approval is required for any medallions worn by graduates during the ceremony that are not provided by the school.

GRADUATION REQUIREMENTS

Middle School - The Board permits students in 7th or 8th grade to earn credit towards a high school diploma in any class taken that is approved by the Board for such purpose, *provided that the student is academically prepared based on performance on approved student assessments and has been approved by the principal*. Any course designated for high school credit at the middle school level must be taught by a teacher with high school certification in the subject matter and must be taught using curriculum and assessments equivalent to those used in the subject at the high school level. Credit may be earned in any subject area meeting the requirements under this policy. Courses taken by middle school students for high school credit shall appear on the students’ high school transcript, along with the grade received.

High School - Every student at Gilmanton High School must earn a minimum of 26 credits in grades nine through twelve to qualify for a diploma, including the credit requirements set by State statute. In accordance with State statute, a student must also successfully take and pass a civics assessment identical to the Immigration Naturalization Service (INS) Citizenship Test in order to graduate. Passing score is 65 out of 100. A student graduating prior to 2028 must also have participated in curriculum relating to financial literacy in order to earn a diploma.

For information on scheduling and courses, refer to the [GHS Scheduling Handbook & Course Descriptions](#).

Department	Credits Required	Courses Required
Language Arts (English)	4	English 9, 10, 11, 12
Social Studies	3	U.S. History, World History, Civics, Sociology
Science	3	Science 9, Biology, 1.0 Credit Elective

Mathematics	3	Algebra I, Geometry, 1.0 Credit Elective (recommendation by teacher &/or counselor)
Physical Education	1.5	Taken over the course of 3 years
Health	.5	Health (awarded in MS, grade 8)
Business (Financial Literacy)	.5	Personal Finance
Art, Tech Ed, or Business	.5	Choice
Elective Classes	10	
TOTAL CREDITS NEEDED FOR GRADUATION	26	

HARASSMENT

Harassment, intimidation, or bullying means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that take place on or immediately adjacent to school grounds, at any school-sponsored activity, and on school-provided transportation. Sexual harassment consists of unwelcome sexual advances, request for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature. Actions of any harassment can include suspension, expulsion, and reporting to legal authorities. Also see BULLYING (and CYBERBULLYING).

HOMECOMING

Homecoming planning is a collaborative effort between the senior class and advisors, who select the date, entertainment, and location. The principal must approve these plans before proceeding. All senior class members will serve on the homecoming court and are required to participate in school day homecoming festivities and the court presentation following the ballgame.

HOMEWORK

Late work will be graded at 80% for one day late and two or more days late will be graded at 66%. Teacher discretion for individual circumstances may be used. Also see **GRADING SCALE**.

HONOR CARDS

Students in grades 10-12 earning a 3.5 GPA or higher are eligible to obtain a GHS Honor Card. The Honor Card allows the students to check in for Panther Time attendance and then choose a quiet place of choice to work throughout the building. Honor Cards are awarded at the end of each trimester. For the 3rd trimester, students that show eligibility will obtain their Honor Card during Trimester One of the coming school year. Honor Card rules are governed by the contract they sign. [Honors Study Hall Contract](#) Students are free to checkout during Panther Time as well as study hall.

ILLNESS

Students going home during the school day due to illness must report to the office and sign out before leaving. Students may not leave school unless a parent or emergency contact has granted permission for the student to leave. Students that drive themselves to school must have parent permission to drive home in the event of illness. Also see ATTENDANCE and SELF-TRANSPORTATION TO SCHOOL.

INFINITE CAMPUS PORTAL

Parents/guardians and students are expected to use their Infinite Campus Parent or Student Portal account to look up grades, attendance, and meal account balances on a regular basis.

INJURIES AT SCHOOL AND SCHOOL ACCIDENT INSURANCE

All accidents, no matter how minor, must be reported to the coach if during an athletic game or practice or to the office if during the school day. Students must report any injuries immediately.

The school participates in a student accident secondary insurance policy that will provide benefits for accidental bodily injury incurred while: a) attending regular school sessions, b) participating in or attending school-sponsored activities and supervised extracurricular activities, c) participating in school-sponsored activities and supervised interscholastic sports, and d) traveling directly to and from school for regular school session, and while traveling to and from school-sponsored and supervised extra-curricular activities in school provided transportation. This plan covers only medical expenses which are not payable by other valid coverage. Therefore, you must first notify the school of the injury and then file a claim with your family coverage (if applicable).

LIBRARY/MEDIA CENTER

The library/media center will be open from 8:00 each morning until 3:10 each afternoon. Any student wishing to use the media center during this time is required to obtain a pass from their classroom teacher or the librarian prior to coming to the media center. Materials may be checked out for a three-week period. There are no fines charged on overdue materials; however, students with overdue materials will not be allowed to check out additional materials until overdue items are returned. Magazines may not be checked out. Taking media center materials from the media center without properly checking them out is stealing. Items that are lost or damaged are subject to a replacement fee.

LOCKERS

All students are assigned a corridor locker. Students should not share the locker combination with other students. The office will not give out any locker combinations other than for the locker you are assigned. Lockers are to be kept neat and clean. No ads for alcoholic beverages or pictures of questionable taste will be permitted. The school administrators or teachers have the right to remove such pictures/ads from your locker. Students are required to keep their belongings only in the locker assigned to them. Money and valuables are not to be kept in unlocked lockers. The Gilmanton School District is not responsible for articles lost or stolen from lockers. Articles thrown on top of the lockers will be put in the lost and found.

Students' lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections may be conducted by school authorities at any time, for any reason, without notice, without student consent, and without search warrant. Any unauthorized item found may be removed and held by the school without safekeeping liability until such time as a proper determination for dispensing of the article is made. Illegal or contraband articles will be turned over to legal authorities for ultimate disposition.

Phy-ed students may sign out a combination padlock for their phy-ed locker. A deposit may be required, which will be returned when the padlock is returned. Students who bring in their own locks must leave the combination with the phy-ed teacher.

LOST AND FOUND

Students who find articles should bring them to the office. Articles that appear to be of value will be kept in the office, and other articles will be put in the lost and found bin in the basement laundry room. A student who has lost something of value should report the loss to the office; however, the school is not responsible for lost articles. Every effort to try and recover the lost articles will be made.

MAKE-UP WORK

Students are generally allowed one day for each day of absence to complete make-up work. In the event of extended illness or extenuating circumstances, the student should make provisions for make-up work with the counselor or principal.

MEDICATIONS AT SCHOOL

No medication may be administered by school personnel without consent from the parent/guardian (and physician for prescription drugs). A form for this purpose is available in the GHS office.

MESSAGES

Students will not be called out of class for messages unless the message is an emergency. Students will be contacted by staff via email or in person between classes if there is a non-emergency message for them. Parents will be contacted primarily by email or text message due to the lag in post office delivery.

NATIONAL HONOR SOCIETY

The National Honor Society, established nationally in 1921 is the nation's premier organization established to recognize outstanding high school students. More than just an honor roll, NHS serves to honor those students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, and Character. These characteristics have been associated with membership in the organization since its beginnings in 1921. Chapter membership not only recognizes students for their accomplishments, but challenges them to develop further through active involvement in school activities and community service.

Students who are juniors or second semester sophomores and who have a 3.5 cumulative grade point average are eligible to apply for membership in the Gilmanton High School Chapter of the National Honor Society. Other criteria for membership include: wholesome character, outstanding leadership, and exemplary service. Applications are made available in February/March. A majority vote of the 5 member Faculty Council appointed by the principal makes the final decision on membership. New members are inducted every spring. Once students are members, they are required to attend monthly meetings and to participate in the various service activities sponsored by NHS, as well as uphold the standards in place when they were selected.

NOTES FROM PARENT/GUARDIAN

Students must bring a note or have a phone call to the office from a parent or guardian anytime they wish to leave the building for any reason or upon returning from an absence. Also see **ATTENDANCE**.

ORGANIZATIONS

The following organizations exist at **Gilmanton High School**:

- Future Business Leaders of America (FBLA)
- Student Council
- G-Club (past and current athletic letter-winners)
- Yearbook
- National Honor Society (NHS)
- eSports

The following organizations exist at **Gilmanton Middle School**:

- Student Council
 - Robocats (competitive robotics team)
 - Destination Imagination
-

PARKING and SELF-TRANSPORTATION TO SCHOOL

Driving on school property is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.

Students who do bring vehicles may park in the designated areas only - in front of the gym, in the back of the school by the ball diamond, or in the parking area adjacent to the gym entrance. When parking in these areas, please do not block private driveways or gates to the school fences. No vehicles may be parked in the staff and visitor parking area on the west side near the office entrance or anywhere there is a "no parking" sign posted.

POSSESSION or USE OF INTOXICANTS, DRUGS, OR PARAPHERNALIA

The administration and staff recognize that the misuse of drugs is a serious problem in our society with legal, physical, and social implications for the entire school community. As the educational institution of this community, our school strives to prevent drug abuse and help drug abusers. **For purposes of this policy, "drugs" shall mean:**

1. all dangerous controlled substances as so designated and prohibited by Wisconsin statute;
2. all derivatives of hemp, including Delta-8-THC, Delta-9-THC, Delta-10-THC, Delta-11-THC, THC-O, and all other forms that cause psychosis; in all forms of delivery;
3. all chemicals which release toxic vapors;
4. all alcoholic beverages;
5. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
6. "look-alikes;"
7. essential oils and oil like products that may be mistaken for a drug;
8. anabolic steroids;
9. any other illegal substances so designated and prohibited by law.

The use, possession, concealment, or distribution of any drug, drug look-alike and any drug-paraphernalia at any time on school property or at any school-related event is prohibited. Disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school's drug abuse guidelines. (Board Policy 5530 – Student Use or Possession of Intoxicants, Drugs, or Paraphernalia)

Administration may arrange for a breath test for blood-alcohol to be conducted on a student whenever a staff member or chaperone has individualized reasonable suspicion to believe the student has consumed or is under the influence of an alcoholic beverage while on school premises or while participating in a school-sponsored activity. If the student refuses to take the test, administration will inform the student that refusal to participate implies admission of guilt leading to disciplinary action consistent with this handbook. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. (Board Policy 5771 – Search and Seizure)

POSSESSION or USE OF TOBACCO/NICOTINE

The Board of Education is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco and nicotine use for both users and non-users, particularly in connection with second hand smoke, are well-established. In addition, students less than 21 years of age are generally prohibited by law from purchasing or possessing products that contain tobacco/nicotine.

It shall be a violation of District policy for any student of the District to possess, use, consume, display, promote, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, nicotine pouches, regardless of content, at any time on school property or at off-campus, school-sponsored events. (Board Policy 5512 – Use of Tobacco and Nicotine by Students)

The use of other products containing nicotine, such as nicotine patches and nicotine gum is also prohibited except when a student provides documentation from a licensed medical practitioner that the

student's use of non-tobacco nicotine products is being medically supervised for the cessation of a nicotine addiction and the student complies with Policy 5330 - Administration of Medication/Emergency Care.

PRE-APPROVED ABSENCES

In general, all absences that you know about ahead of time must be pre-approved with the principal. Any of the noted excused absences will become unexcused without prior approval. Also see **ABSENCES**.

POST PROM

The post prom party is ***not*** a school activity, but instead, an ***optional*** activity that is ***organized and funded separately from the school by the parents/guardians of the junior class***. Although this activity is not organized by the School District, the School District encourages this event and attempts to support junior class parents/guardians with various planning aspects of the post prom party when possible.

PROM

Prom is the sole responsibility of the junior class and advisors. The juniors will make the necessary arrangements to put on the prom. Students will choose the method of selecting the court, date, entertainment, and place for the prom. These conditions will then be cleared through the advisor and then the principal. Students will be required to live within their budget and no exceptions will be made.

PUBLICATIONS, QUESTIONNAIRES, AND SOLICITATION

Students who have materials which they wish to distribute to the student body or in the school district must have prior authorization from the high school principal. Students may not solicit funds or pledges or sell items without prior approval from administration.

SAFETY

Families are strongly encouraged to speak with their students about safety in school and to encourage them to follow school rules with regards to safety. **To help keep our school safe at all times, students are asked to do the following:**

- Listen to all information that comes through the PA system.
- Follow the instructions of the teacher or any person in charge.
- Take all drills seriously so that students are prepared and know what to do in the event of an actual emergency.
- If you See Something, Say Something. Calmly discuss that practicing personal safety is an important task that we must all do, whether you see something in person or on social media. School staff can't help if they don't know.
- Remind students that there are many people here to keep them safe.

Parents should ensure that their personal CONTACT INFORMATION is always current and should notify the school of any changes to address, telephone numbers, and emergency contacts.

SCHOOL BOARD POLICIES

All official school policies are on the district website. The following are a few examples of those policies: Graduation, Attendance and Behavior, Bullying/Harassment/Hazing, Notice of Nondiscrimination, and Weapons.

SCHOOL PHONE USE BY STUDENTS

Students must ask in the office before using the phone to make a local call home. Calls must be kept to three minutes or less and may not be made during class time. Also see **CELL PHONES and OTHER SMART DEVICES or PERSONAL COMMUNICATION DEVICES**.

SCHOOL SONG

("Notre Dame Victory March" tune)
Cheer, cheer for Gilmanton High
Cheer for the victory, never say nigh
Send those rousing cheers on high
Shake down the thunder from the sky
Whether the odds be great or small
Gilmanton High will win over all
While those loyal sons and daughters
March on to victory.

SCHOOL VISITORS

Students may bring a visitor to school only by first obtaining permission from the superintendent, principal or assistant principal at least one day prior to the visit. Visitors' access to classrooms and instructional activities are subject to reasonable restrictions and limits.

SEARCHES BY SCHOOL PERSONNEL

Search of a student and their possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others or as otherwise permitted by law.

Locker Search - School lockers are the property of the Board of Education and the school district and are provided for the convenience of students. The school retains the right to conduct announced and unannounced locker searches under Wisconsin State Statute 118.325. Since lockers are the property of the school, school administrative personnel can search lockers at any time for any reason.

Vehicle Search - School officials may search the contents of a vehicle that is owned or operated by a student and that is parked on school grounds if (1) the school has a reasonable suspicion that there is evidence of contraband in the vehicle, or (2) the student has given consent to the search of the vehicle.

Technology Device Search - All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, for educational purposes. Chromebooks used by students are also the property of the District. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, network, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private. Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. A student's refusal to permit such access may be grounds for disciplinary action.

Personal Belongings of Students - School officials, with just cause, may search the personal belongings of students to ensure a safe environment.

Canine Searches - The District reserves the right to use canines trained for drug detection accompanied by law enforcement officials for purposes of the exploratory sniffing of the outside of lockers, vehicles parked on school property, and any other areas of school property deemed appropriate. This activity will be carried out on a random or periodic basis and/or when reasonable suspicion exists.

SENIOR LEAVE and EXPECTATIONS

Seniors who have signed the Senior Privilege/Leave Contract are eligible to leave school at the end of 6th/7th period daily. Senior leave is earned according to the details in the contract and may be revoked for behavioral or other unacceptable conduct by administration. [Senior Leave Contract](#)

Seniors will be required to attend Senior Day, Homecoming, and Spring Clean-Up Day.

SEVERE WEATHER

When the school receives a tornado or severe thunderstorm warning, students will be instructed to move from their classrooms into the designated safety areas. Students will not be permitted to leave school during a severe weather condition unless a parent comes to school and accompanies the student from school. An all-clear announcement will be made over the P.A. system when the danger has passed.

STAFF-STUDENT BOUNDARY VIOLATIONS

The School District is committed to maintaining safe, professional, and appropriate physical and behavioral boundaries between students and school employees, volunteers, or other adult members of the school community that occur during or outside of school hours.

- **Prohibited Behavior:** Professional boundary violations include any inappropriate physical contact, grooming behaviors, or interactions that breach the professional staff-student relationship.
 - **Reporting:** Any student who experiences or witnesses an inappropriate boundary invasion, or unapproved communication by a school employee or volunteer, must report it immediately to the building principal.
 - **Mandatory Parental Notification:** If there is reasonable cause to suspect that a student has been the victim or target of staff sexual misconduct, physical abuse, or an inappropriate boundary violation by a school employee or volunteer, the District will provide immediate and prompt formal notification to the student's parent or legal guardian.
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STAFF-STUDENT COMMUNICATION USING PERSONAL COMMUNICATION DEVICES

The School District is committed to maintaining professional and safe boundaries between students and school employees, volunteers, or other adult members of the school community that occur during or outside of school hours. In accordance with state law, all electronic communications between students and district staff or approved volunteers must occur exclusively through transparent, district-monitored educational tools (such as official district email or platforms that archive communication logs and remain accessible to parents and administrators).

Private, unmonitored communication between staff members and individual students on personal social media platforms or unapproved messaging applications is strictly prohibited. All digital communications regarding school-related matters constitute official student or public records and are subject to state retention laws. Any student who experiences or witnesses unapproved communication by a school employee or volunteer must report it immediately to the building principal.

When students communicate with staff, volunteers, or Board members using PCDs, discussions must be appropriate, professional, and related to legitimate school purposes. These communications shall occur only when absolutely necessary. Appropriate content includes:

- A. Instructional communication (assignments, coursework, academic support);
 - B. School-related activities (clubs, athletics, events, field trips, rehearsals);
 - C. Scheduling or logistical information related to classes or school programs;
 - D. Academic support related to school participation (such as clarifying expectations, providing reminders, or offering academic assistance); and,
 - E. Safety or emergency communication when necessary.
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STUDENT FEES, FINES, AND CHARGES

Students using school property and equipment can be fined for excessive wear and abuse. The fine will be used (only) to pay for the damage.

STUDENT PURCHASES WITH CLASS FUNDS

All students who purchase items which will be paid for from class or organization funds must be authorized by the appropriate advisor before the purchase is made. Itemized statements must be submitted to the principal's secretary for payment. Unauthorized purchases will not be reimbursed.

SUSPENSION (In School and Out of School)

If prior restorative and disciplinary measures are not successful, it may be necessary to take further action through suspension. Suspension from school is a temporary exclusion of a student from class attendance and participation in school functions for misconduct or violation of district rules and regulations due to a potential school safety issue.

A student may be suspended by an administrator for not more than five days if it is determined that they are guilty of:

1. Conduct while at school or while under the supervision of a school authority, which endangers the property, health, or safety of others.
2. Noncompliance with the school board rules such as:
 - a) Chronic misbehavior that continues after written notification to the parent or guardian.
 - b) Disruptive behavior to the extent that the behavior affects the learning experience of other students.
 - c) Commission of serious acts of defiance against a teacher, either by action or words.
 - d) Willful and persistent defiance.

The parent of the suspended student shall be given prompt notice of the suspension and the reason for the suspension. The student's parent(s) may, within five (5) school days following the beginning of the suspension, have a conference with the superintendent, principal or assistant principal. This conference will serve as the opportunity for the student to respond to the charges against him/her. If the superintendent finds that the student was suspended unfairly or unjustly, or that the student suffered undue consequences as the result of the suspension, the student's record shall be expunged. A suspended student shall not be denied the opportunity to complete all coursework.

TEST RETAKES

Students earning below a 70% may be required by the teacher to do a test retake, but all students have the option for a test retake. A teacher may require students to complete a relearning plan (detailing the steps that a student will need to undertake to demonstrate improved proficiency on the summative test) before a retake is administered. A teacher may assign a reasonable timeline for a reassessment opportunity. The teacher has the discretion to limit reassessments to 1 per trimester, unless summative tests are below 70% and students are expected to retake the reassessment. The student's ability to reassess can be limited to teacher discretion, if the teacher has observed a lack of student preparation for the original exam.

VIRTUAL LEARNING ON INCLEMENT WEATHER or EMERGENCY CLOSURE DAYS

When it is determined that it is unsafe to attend school because of weather conditions or because of a public emergency, students may still be expected to attend school virtually. For more information, refer to the [Virtual Learning Guidelines for Families](#). Also see **WEATHER OR OTHER BROADCAST ANNOUNCEMENTS, DELAYS OR CLOSINGS**.

WEAPONS

Students are prohibited from threatening, possessing, storing, making, or using a weapon on school property or at school sponsored events. The only exception is a school activity that has been approved and authorized by the superintendent, such as an archery unit in physical education classes.

The term “weapon” means any object which is intended to be used, or is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type including air and gas-powered guns, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

Violators will be referred to administration and the student’s parents or guardian will be contacted, and if the situation warrants, to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

WEATHER OR OTHER BROADCAST ANNOUNCEMENTS, DELAYS OR CLOSINGS

Families will be notified through our Infinite Campus messenger system of any school closings or delays due to inclement weather. Additionally, these announcements will be made with local media. These announcements will be made on the following stations:

WIAL (94.1 FM)	WBIZ (100.7 FM)
WEUZ (98.7/1400 AM)	WAXX (104.5 FM)
WHTL (102.3 FM)	WAYY (1150 AM)
WATQ (106.7 FM)	WECL (92.9 FM)
WMEQ (92.1 FM)	WQRB (95.1 FM)
WEAU TV - 13	WKBT TV - 8
WQOW TV - 18	

WORK STUDY EXPECTATIONS

To be eligible for Work Study students need to have employment for 3 months before entering the first day of work study. (Exceptions need to be presented to the administration.)

- Students must have completed or be currently enrolled in Occupational Relations to be eligible for work study.
- Juniors would be allowed a maximum of one academic hour of work study.
- Seniors would be allowed a maximum of two academic hours of work study.

Students may sign out for work at lunch time only if they are in good academic standing. If the student is below 70% in any class they will stay at school with the Dean of Students for the lunch period until their grade is above 70%.