

Excerpts from 24–25 MS/HS Student Handbook:

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.

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.

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 member confiscates the personal communication device (PCD) and brings 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.

CLASSROOM CONDUCT, EXPECTATIONS and BEHAVIORAL CONSEQUENCES

The Gilman 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 Gilman 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

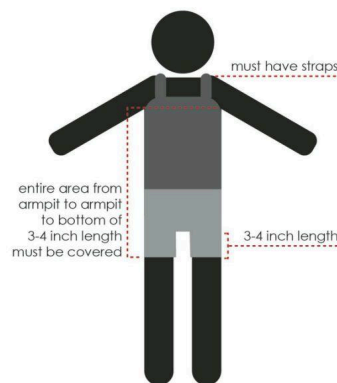
safety of students and the adults that supervise them. Clothing is deemed inappropriate if it disrupts the learning process. This policy is intended to provide guidance for students, staff, and parents.

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.

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 1st trimester of the coming school year. Honor Card rules are governed by the contract they sign. [Honor Study Hall Contract](#) Students are free to checkout during Panther Time as well as study hall.

SENIOR LEAVE

Seniors who have signed the Senior Privilege/Leave Contract are eligible to leave school at the end of 6th 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](#)