SCHOOL DISTRICT OF
ALTOONA

2025-2026 Parent/Student Handbook

1903 Bartlett Ave
Altoona, WI 54720
www.altoona.k12.wi.us

District Office Staff
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HR, Payroll, and Benefits
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Follow Us On

Facebook	@altoonaschooldistrict
Instagram	altoonasd
Educast Podcast	https://www.echometownradio.com/altoonaschools
District Website	https://www.altoona.k12.wi.us/

Board of Education

Jeremy Zook, President
Hillarie Roth, Vice-President
Nathan Simonson, Clerk
Lauren Otto, Treasurer
Robert Melland, Member

Emma Kopping, Junior Student Representative
Amaia Mohr, Senior Student Representative

Members of the public can attend regular and special Board meetings at 1903 Bartlett Avenue. Regular Board meetings are typically scheduled the third Monday of each month. Board meeting agendas are also posted on our webpage, at City Hall, the post office, and in the District office. Individual Board member's email addresses are available online.

ALTOONA BOARD OF EDUCATION
Board Meetings 2025 - 2026

July 21	Regular Meeting
August 18	Regular Meeting
September 15	Regular Meeting
October 27	Annual Meeting Budget & Levy Adoption Regular Meeting
November 17	Regular Meeting
December 15	Regular Meeting
January 26	Regular Meeting
February 16	Regular Meeting
March 16	Regular Meeting
April 27	Organizational Meeting Regular Meeting
May 18	Regular Meeting
June 15	Regular Meeting

Approved April 28, 2025

Please Note: This calendar may be subject to change as necessary.
Please check our website to confirm meeting dates, location, and time.

School Contact Information:

Altoona Early Education Center (4K)
754 Bartlett Ave, Altoona WI 54720
Tel: 715-838-7350

Ms. Laura Trachsel
4K Coordinator
715-838-2168, ext. 2009
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Principal
llancette@altoona.k12.wi.us

Ms. Shannon Ross
Administrative Assistant
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Altoona Elementary School
157 Bartlett Ave, Altoona WI 54720
Tel: 715-839-6050 Fax: 715-839-6166

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Ms. Shannon Ross
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Ms. Amy Bauman
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Altoona Intermediate School
1903 Bartlett Ave, Altoona WI 54720
Tel: 715-838-7111 Fax: 715-839-6066

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Ms. Jessica Brown
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Altoona Middle School
1903 Bartlett Ave, Altoona WI 54720
Tel: 715-839-6030 Fax: 715-839-6066

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Mr. Andrew Caudill
Athletics/Activities Director

TBD
Athletic/Activities Administrative Assistant

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Altoona High School
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Athletics/Activities Director
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Ms. Heather Burich Holle
9th-10th School Counselor
hholle@altoons.k12.wi.us

Mr. Kyle Dachel
11th-12th School Counselor
kdachel@altoona.k12.wi.us

Mr. Chad Hanson
Assistant Principal
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Ms. Tess Ginder
Administrative Assistant
tginder@altoona.k12.wi.us

TBD
Athletic/Activities Administrative Assistant

Ms. Jocelyn Prohovnik
Counseling Office Administrative Assistant
jprohovnik@altoona.k12.wi.us

Attendance

Any student, staff, or volunteer should stay home if they exhibit *any of the following symptoms*: a temperature over 100.4 Fahrenheit within the last 24 hours, vomiting or diarrhea. Any person who has a fever should be fever free without the use of medications for 24 hours before returning to school. Any person who has experienced diarrhea or vomiting, may return to school after 24 hours since the last episode and must do so without the use of medication. If your child is ill and will be staying home from school please contact the School attendance line at:

715-839-6095 and follow prompts or email using the following email addresses:
4K & Elementary: aes_attendance@altoona.k12.wi.us
4th & 5th Grades: ais_attendance@altoona.k12.wi.us
6th - 8th Grades: ams_attendance@altoona.k12.wi.us
9th - 12th Grades: ahs_attendance@altoona.k12.wi.us

** Parents who have not contacted their child's school by 8:20 am will receive an automated call from our Skyward system.

Visitor Procedures

We want our schools to be open and welcoming places for our families, volunteers, and the community. At the same time, it is important that they are safe and secure places for our students and staff.Visitors to our schools are asked to please call ahead to set up an appointment with the staff member they are visiting. Unannounced requests often are not possible due to staff schedules.

All visitors are required to do the following:

- Bring your driver's license (or government identification card). At your first visit to our school, you will use a self-service kiosk to scan your identification card for a criminal background check.
- Wear the visitor's badge in a place that is easily visible to staff and students.
- Remain in the specific area of the building where your meeting or visit is scheduled.
- Check back out at the kiosk after your visit.

Inclement Weather

We plan to **communicate** any weather-related decisions to you in the following ways: Local TV and radio; District website, Facebook; SchoolStatus Connect mass notification system (Direct notifications to families will be made by phone call in case of an early-morning cancellation or 2-hour delay, and by phone call and email when an early release is necessary.)Families should check Family Access to be sure their phone number and email address are current. Family Access is a right side link at: https://www.altoona.k12.wi.us/parents. A link to the Family Access Guide is also available there to provide step-by-step instructions as well as contact information if you need help with your username and password.

** **Parents and other caregivers will not receive school closure information or emergency messages if their information is not accurate in Family Access.**

2025-2026
Dates to Remember

Aug. 28.....Welcome Back Day Orientation
Sept. 1..... Labor Day - No School
Sept. 2.....First Day of School(5K - 12th)
Sept. 3.....First day of School (4K)
Sept. 26.....Inservice – No School for Students
Oct. 9.....Family-Teacher Conferences (Grades 4K-8th)
Oct. 16.....Early Release - Family-Teacher Conferences (Grades 4K-12th)
Oct. 17 .....No School
Nov. 24-25.....Inservice – No School for Students
Nov. 26-28.....Thanksgiving Break
Dec. 24-Jan 2 .....Winter Break
Jan. 19.....Inservice – No School for Students
Jan. 29 .....Family-Teacher Conferences (Grades 9th-12th)
Feb. 12.....Family-Teacher Conferences (Grades 4K-8th)
Feb. 19 .....Early Release - Family-Teacher Conferences(Grades 4K-8th)
Feb. 20.....No School
Mar. 23-27.....Spring Break
Apr. 3.....No School
Apr. 23.....Family-Teacher Conferences (Grades 9th-12th)
Apr. 27.....Inservice – No School for Students
May 25.....Memorial Day
June 3.....Graduation
June 3.....Last Day of 4K
June 4.....Early Release - Last Day for Students

TERM DATES

High School:
Fall: September 2nd to November 21st (56.5 days, Midterm Oct. 9th)
Winter: December 1st to March 4th (57.5 days, Midterm 22nd)
Spring: March 5th to June 4th (57.5 days, Midterm April 23rd)
AES/AIS/AMS
Semester 1: September 2nd to January 21st (85.5 days)
Semester 2: January 22nd to June 4th (86 days)

School District of Altoona

2025-2026

August 25

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

September 25

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

October 25

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

November 25

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

December 25

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

January 26

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

February 26

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

March 26

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

April 26

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

May 26

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

June 26

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

July 26

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

Events

28-Aug	Welcome Back Day
1-Sep	No School
2-Sep	First Day of School
3-Sep	First Day of 4K
26-Sep	Staff InService
9-Oct	4K-8 Evening Conferences
16-Oct	K-12 Early Release; No 4K
16-Oct	4K-12 Aft & Eve Conferences
17-Oct	No School
21-Nov	End of 9-12 Trimester 1 (56.5 Days)
24-25 Nov	Staff InService
24-28 Nov	No School
24-31 Dec	No School
1-2 Jan	No School
19-Jan	Staff InService
21-Jan	End of Semester 1 (85.5 Days)
29-Jan	9-12 Evening Conferences
12-Feb	4K-8 Evening Conferences
19-Feb	K-12 Early Release; No 4K
19-Feb	4K-8 Aft & Eve Conferences
20-Feb	No School
4-Mar	End of 9-12 Trimester 2 (57.5 Days)
23-27 Mar	No School
3-Apr	No School
23-Apr	9-12 Evening Conferences
27-Apr	Staff InService
25-May	No School
3-Jun	Graduation
3-Jun	4K Last Day of School
4-Jun	End of 9-12 Trimester 3 (57.5 Days)
4-Jun	End of Semester 2 (86 Days)
4-Jun	Early Release Day
4-Jun	Last Day of School
15-25 Jun	Summer School - Session 1
6-16 Jul	Summer School - Session 2

WHO TO CONTACT?

Parents and guardians often have questions or concerns and are unsure whom they should contact in the school district. While everyone in the School District of Altoona is willing to be of service to you, the following chart may be of help.

QUESTION/CONCERN	FIRST CONTACT	SECOND CONTACT	THIRD CONTACT
Academic progress in a particular class	Teacher of class	School Counselor	Principal
Student's class schedule	School Counselor	Principal	
Best course of study during high school	School Counselor	Principal	
Grade received in a course	Teacher of class	Guidance Counselor	Principal
Standardized test results	School Counselor	Principal	
Selection of colleges, scholarships, or post-secondary plans	School Counselor	Principal	
Health condition	School Nurse	School Counselor	Principal
Concern about classroom material, instructional material	Teacher of class	Principal	
Concern over personality changes, perceived problems	School Counselor	Principal	
Alcohol/drug use or abuse	School Counselor	Principal	School Resource Officer
Concern over possible bullying	Teacher of class	School Counselor	Assistant Principal
Student's extra-curricular activities/sports	Coach/Advisor of the activity	Athletic Director	Principal
Consequence given to a student because of behavior in a particular class	Teacher of class	Assistant Principal	Principal
Discipline situation not related to a particular class	Assistant Principal	Principal	School Resource Officer
Bus issues	Student Transit 715-839-5116	Assistant Principal	Principal
Fees or Fines	School Office Administrative Asst.	Principal	Director of Finance & Operations
School Lunch	Food Service Administrative Asst.	Food Service Director	Director of Finance & Operations
Attendance	School Office Administrative Asst.	Assistant Principal	Principal
Chromebook/Technology	LMC Para	LMC Director	Technology Coordinator
Work Permit	https://dwd.wisconsin.gov/er/laborstandards/workpermit/		
Not sure who to call? Call your child's school and explain your question/concern to the building administrative assistant and s(he) will identify the best place to start.			

School District of Altoona

Partners in Learning Plan

We believe that students learn best when they are respectful, responsible, safe & ready to learn!

Please review the goals that our school will be working towards.

Student Agreement

As a student, I will strive to:

- ✔ Respect my parents, school staff and other students.
- ✔ Attend school regularly, on time and appropriately dressed.
- ✔ Come prepared each day with supplies, books, completed work and folder/assignment notebook.
- ✔ Work as hard as I can on my school assignments and homework.
- ✔ Discuss with my parents what I am learning in school.
- ✔ Ask questions when I don't understand something.
- ✔ Read outside of class regularly.
- ✔ Accept responsibility for my own actions.

Parent Agreement

As a parent, I will strive to:

- ✔ Ensure my child attends school regularly, on time and comes appropriately dressed.
- ✔ Ensure that my child eats a healthy breakfast.
- ✔ Talk with my child every day about his or her school activities and homework assignments.
- ✔ Encourage good study habits.
- ✔ Promote good reading habits at home.
- ✔ Review my child's progress by monitoring homework, checking school work and folders/assignment notebook.
- ✔ Communicate with teachers and attend conferences.
- ✔ Support school expectations.
- ✔ Ensure all contact information is Skyward is accurate and updated.

Teacher Agreement

As a teacher, I will strive to:

- ✔ Encourage good citizenship by being a positive role model.
- ✔ Provide a positive and safe learning environment where students can be successful.
- ✔ Show respect to parents, students and family situations.
- ✔ Maintain high expectations for myself and the students.
- ✔ Explain my instructional goals.
- ✔ Utilize various techniques and resources to help each child reach his or her potential.
- ✔ Promote good reading habits and study skills.
- ✔ Communicate and work with families to support student learning.

SCHOOL DISTRICT OF ALTOONA

2025-2026
Parent/Student Handbook

1903 Bartlett Avenue
Altoona, WI 54720

https://www.altoona.k12.wi.us/index

04.25.2025

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ACADEMIC INTEGRITY
The administration and staff at School District of Altoona believe that students' commitment to their own learning is important for their growth.

Students who submit another's work as their own are engaging in academic dishonesty. Academic dishonesty is any form of cheating or misrepresentation of one's work and includes, but is not limited to, the following:

- Sharing or receiving of questions/answers on tests and/or homework assignments.
- Using sources specifically not allowed for a school assignment, quiz, test or examination.
- Copying or using written or downloaded information or works of art or music without giving credit for the source (plagiarism).
- "Works found online" (articles, photographs, charts, graphs, pictures, music, animation, websites, or any part of) may not be downloaded except for educational purposes under the supervision of a teacher. Downloaded materials cannot be represented as one's own in assignments.

Cheating extends beyond the bounds of the classroom and includes, but is not limited to, stealing a test, copying answers, using unauthorized materials or notes on tests, tampering with gradebooks, plagiarism, altering scores, etc. Disciplinary actions will be determined by the classroom teacher and administration. The assignment will still need to be completed in a way that proves learning of the standard and reflects the student's original thought.

ACCIDENTS (Policy 453.1)
Accidents that occur on school property, at athletic events, at co-curricular practices, or at school-sponsored trips must be immediately reported to the person in charge of the activity. A written report will be filed in the school office.

ADDRESS / PHONE / EMAIL CHANGES
Our preferred method for delivering school related communications is electronically. Keeping your contact information up-to-date in Skyward Family Access is the key to ensuring delivery of these documents. It is the parent's responsibility to notify the school office of any changes in regard to address, telephone number, email address, emergency contacts, contact between students and other parties, and medical needs. Please notify the school office immediately if any of your contact information changes throughout the school year. Address changes should be made by contacting the Registrar at 715-838-7345 ext. 513.

AFTER SCHOOL
All students not involved in after-school activities should leave the building immediately. Students who ride the bus are to proceed to their bus. Those who walk home or who are picked up should leave school grounds immediately unless arrangements have been made with a staff member.

AGE OF MAJORITY
Students over the age of 18 are allowed to take legal responsibility for their attendance or Skyward access by completing an Age of Majority Contract. Students must meet with either the principal or assistant principal to discuss the contract and complete the necessary paperwork.

ALCOHOL/CONTROLLED SUBSTANCES (Policy 443.4)
The following actions will be prohibited by students at all times at school, on school premises, on school buses, and while engaged in activities under school district jurisdiction and/or supervision. Police may be notified with any infraction.

- Possessing, using, buying, selling, distributing, transferring or being under the influence of alcohol in any form or a controlled substance, as defined by state and federal law
- Possessing with the intention of using, selling, distributing or transferring a substance that looks like or is represented as a controlled substance or alcohol, regardless of the true nature of the substance
- Possessing, transferring or selling drug paraphernalia.
- The possession or use of tobacco products is illegal on school property or at school sponsored events.
- The possession or use of vapes, e-cigarettes, or similar devices are prohibited on school property or at school sponsored events.
- Items that advertise or promote tobacco, nicotine products, vapes, alcohol, illegal drugs, or similar products are prohibited on school premises, in school publications, and at all school-sponsored functions. In addition, no student will be permitted to wear any clothing that depicts, promotes or advertises such products while on school premises and at school-sponsored function

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ATHLETIC/ACTIVITIES WEBSITE
To access information regarding athletic/extracurricular events, dates, times, and locations, please go to the *Home* tab on the Altoona School District website, and click on gorails.net.

ATTENDANCE (Policy 431 and Rule 431)
Any student, staff, or volunteer should stay home if they exhibit any of the following symptoms: a temperature over 100.4 Fahrenheit within the last 24 hours, vomiting or diarrhea. Any person who has a fever should be fever free without the use of medications for 24 hours before returning to school. Any person who has experienced diarrhea or vomiting, may return to school after 24 hours since the last episode and must do so without the use of medication. If your child is ill and will be staying home from school a parent/guardian should call the office by 8:20 a.m. to explain the student's absence.

Absentee Hotline: 715-839-6095 or email using the following email addresses:

4K: Enter 4 and follow prompts
AES: Enter 4 and follow prompts
AIS: Enter 3 and follow prompts
AMS: Enter 2 and follow prompts
AHS: Enter 1 and follow prompts

4K & Elementary: aes_attendance@altoona.k12.wi.us
4th & 5th Grades: ais_attendance@altoona.k12.wi.us
6th - 8th Grades: ams_attendance@altoona.k12.wi.us
9th - 12th Grades: ahs_attendance@altoona.k12.wi.us

** Parents who have not contacted their child's school by 8:20 am will receive an automated call from our Skyward system.

ABSENCE POLICY

Students are required to attend all class periods, including study halls, as well as lunch periods. According to Wisconsin Statute (Section 118.15), the parent or guardian is responsible for ensuring that students attend regularly until their 18th birthday. It is expected that excuses are sent or called in within 24 hours of the absences.

Parents are reminded that they are allowed to excuse their child up to ten (10) times during the school year. After that the absences may be unexcused and truancy may be filed. Regular school attendance is important for success.

Absences that are accompanied by official documentation from a medical appointment do not count towards the ten day limit; therefore we strongly encourage parents to obtain documentation when their student has a medical appointment. School- related activities including sporting or competitive events and field trips are excused. These absences are not counted towards the 10 day limit for attendance.

EXCUSED ABSENCES

Excused absences may include: illness or injury, medical appointment, legal appointment, DMV appointment, military appointment, college visit, funeral, religious holiday, family vacation and family emergency.

PRE-PLANNED ABSENCES

Families who know in advance that their child will be absent for funerals, college visits, family vacations, etc. are encouraged to contact the school office and notify their child(ren)'s teachers three days in advance.

***PASSES TO LEAVE/RETURN* (Grades 4-12)**

Students who have an appointment during the school day must have a pass to leave in order to be released from class/school. Passes to leave are only issued to students if a call or note has been received by the office from a parent/guardian. It is greatly appreciated if, whenever possible, parents contact the office ahead of time so a pass can be given to the student before they must leave. Doing so reduces interruptions to classes in progress. Upon return, the office will write a pass for that student, allowing them back into their class. Students are not allowed to leave without contact from the parent or guardian to ensure student safety.

MEDICAL EXCUSE REQUIREMENT

Excessive student absences due to illness may result in the student being placed on "medical." Parents will receive a letter notifying them that their student has been placed "on medical" and all future illness-related absences would require an excuse from a doctor. Absences that do not have an excuse from a doctor are treated as unexcused and may lead to a truancy referral.

ATTENDANCE GUIDELINES

1. Notes and phone calls to excuse students for acceptable reasons must come from a parent/guardian unless the student has turned 18 years old, and has turned in the age of majority form. If a student abuses this privilege, the office may revoke it. Forgeries and fake calls will be handled as a discipline issue.
2. According to state truancy law, tardiness may be counted as an absence. If a student must be late, the parent/guardian must call or send a note with the student.

3. Any student who participates at any level in sports, any co-curricular activities, practices, concerts, dances, plays, etc. must attend school all day in order to participate in, or attend, that day's after-school functions. A parent/guardian must contact the attendance office in advance of an absence from school in order to obtain a waiver from this rule. On occasion, the principal may approve an exception to the daily attendance rule.
4. The school expects verification of appointments. Therefore students must return to school with their appointment verification if they wish to participate in after school activities (athletics, plays, competitions, concerts, etc.)
5. We ask that efforts be made to schedule appointments after school or on days when school is not in session.
6. Once a student reaches 18 years of age, a parent can write a note allowing that student to sign themselves out for appointments and illnesses when needed. This will be approved by the principal, and will be monitored to ensure the student is not abusing the privilege.
7. Students who have an appointment during the school day must have a pass to leave in order to be released. Students are expected to sign out at the office when leaving, and sign in at the office upon their return in order to get an excused pass to class.

ATTENDANCE PROCEDURE

The School District of Altoona utilizes multiple communication channels to notify families of student absences, including phone calls, School Status Connect messages, emails, and formal letters. Attendance letters are issued when a student reaches designated absence thresholds, providing families with a record of their child's absences, emphasizing the importance of consistent school attendance, and outlining Wisconsin attendance laws. Additionally, these letters include contact information for district staff who are available to assist families facing attendance-related challenges.

EXCESSIVE TARDIES

A pattern of tardiness on the part of any student will be brought to the attention of the student's parent(s)/guardian(s). If it appears that the student is negligent, appropriate disciplinary action will be taken.

All tardies to school will be marked unexcused unless proper parent notification is received by the office within two days (48 hours) from the date of the tardy.

BACKPACKS (Grades 9-12)

Students are allowed to carry their backpacks to class. This will promote students getting to class on time and being organized and prepared for class. However, classroom teachers have the final say in where backpacks are stored. Each teacher will designate an area for students to keep their backpacks, and they are not allowed in the aisles as this causes a tripping hazard. Failure to follow teacher directives will result in a student being unable to carry a backpack for an amount of time determined by administration. First offense will typically be a few days and will progress from there. School officials reserve the right to limit or ban backpacks to ensure the health and safety of our students.

Sporting equipment should be stored in lockers.

BOOKS, CURRICULUM CONCERNS (Policy 333, Policy 342.6, Policy 361.1, Policy 361.2)
Under District policy and state law, parents have the ability to request an alternative to certain curriculum materials or content. If parents have concerns about curriculum content, they should contact the teacher of the course to discuss their concerns and, if needed, request an opt-out or alternative to the curriculum.

If a parent has a concern about certain books available in the school library, he or she should contact the Library Media Specialist. Parents are able to place restrictions on their child's ability to borrow certain school library books.

BULLYING/HARASSMENT (Policy 443.71 and Exhibit 443.71)
Harassment/bullying are defined as behavior intended to intimidate or humiliate another person and includes physical, verbal, psychological and "cyber" bullying.

Verbal: taunting, malicious teasing, insulting, name calling and making threats.

Physical: hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, and unwelcome/unwanted physical contact.

Psychological: spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.

Cyber Bullying: the use of information and communication technologies such as email, cellphone and page text messages, instant messaging, defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others.

Harassment includes personal comments or other expressions that insult, degrade, or stereotype any person or group because of race, color, national origin, gender, sexual orientation, religion, creed, pregnancy, parental/marital status, disability, or age. Harassment is behavior that is severe or pervasive enough that it interferes with an individual's performance or creates an intimidating, hostile, or offensive environment, or restricts/prevents free movement of an individual or group, whether the act is deliberate, intentional or unintentional.

Students who believe they have been subjected to harassment or bullying, or parents who believe their child has been subjected to it, should report the incident to a school staff member. Consequences for harassment/bullying will vary, depending on the behavior and severity.

BUSING (Policy 443.2)
Improper behavior on the bus or at a bus stop may result in a student being denied bus service. Every effort is made to communicate with students and parents when bus behavior is inappropriate. If the inappropriate behavior continues, the student can be suspended from transportation for the offense.

Rules:

- Be on time at the designated school bus stops
- Stay well back from the roadway while waiting for the bus

- Wait until the bus comes to a complete stop and the door opens before attempting to board the bus. If students are required to cross the road to load, wait for the driver to signal them to cross
- Keep hands, arms and head inside the bus at all times
- Keep the bus clean and free from damage
- Never tamper with the bus or any of its equipment
- Do not shout, roughhouse, swear or throw anything out the bus window
- Students are expected to abide by all District alcohol, controlled substances and tobacco use policies
- Remain seated while the bus is in motion
- Keep articles and equipment out of the aisles
- Animals are not allowed on the buses unless written authorization from the principal is given
- Follow all directions given by the bus driver
- When leaving the bus, cross the road at least 10 feet in front of the bus after checking to be sure no traffic is approaching
- Never walk behind the rear of the bus

The School District of Altoona contracts its buses with Eau Claire Student Transit. A representative can be reached at 715-839-5116.

STUDENT CONDUCT ON SCHOOL BUSES (Policy 443.2)
Students will conduct themselves while on the school bus in a manner consistent with established student behavior standards. During regular school day transportation, the bus driver will be primarily responsible for the maintenance of order on the bus. This supervision authority applies while students are on the bus. When a student fails to follow behavior expectations, such misconduct will be brought to the attention of the school administration. Where continuing or serious problems exist, the student's bus riding privileges may be suspended in accordance with established procedures.

Buses used for student trips and special school events will be supervised by a competent adult approved by the building principal involved. The bus chaperone will be in charge of discipline on the bus, determining the time of leaving and returning and other matters relative to proper conduct of the bus riders. The bus driver, in such cases, will be responsible for the safe driving of the bus.

CELL PHONES/ELECTRONIC DEVICES (Policy 443.5)
Students (grades 5K-8th) must keep their cell phones in their lockers and turned off during the school day. Students (grades 9-12) may use cell phones before and after school, during lunch and in between classes, as long as they do not create a distraction, disruption or otherwise interfere with the education environment. Students are prohibited from using cell phones in locker rooms or bathrooms. Further guidelines may be developed by building administration. Each classroom teacher will establish their classroom cellphone expectations. If the devices are a distraction and result in administration involvement the following procedure will be followed:

- First Offense (minor infraction)- Phone is kept in the office for the day and student has a conversation with administration
- Second Offense (minor infraction)- Phone is kept in the office for the day and parents/guardians are contacted.
- Third Offense (major infraction)- Phone is kept in the office and must be picked up by parents/guardians.
- Fourth Offense and beyond (major infraction)- Phone is kept in the office. Parent/guardian meeting (phone kept at school until meeting) and either a.) CICO for 2 weeks or b.) phone prohibited at school.

Note: If a cell phone is confiscated on a Friday or a day before vacation and it is a second, third or fourth offense, it will be returned to the student at the end of the day with the understanding that the remainder of the consequence will be fulfilled upon return to school.

Note: A student walking in the hallway using their cell phone during class time is considered in violation of this policy.

CLOSED CAMPUS

The School District of Altoona is a closed campus from arrival at school until dismissal. This is for the safety of students and staff. Students leaving campus without proper approval from the office may be disciplined following normal school procedures, which may include a truancy charge.

CODE OF CONDUCT (Policy 443 and Rule 443)

Students have the responsibility to abide by all reasonable district, building and classroom rules established by school officials. Students are expected to practice common rules of courtesy that are necessary in group settings to avoid disruption in the school and to protect school property and the health, safety and welfare of school staff and other students. The following lists expectations of behavior in general as well as specific areas of the school:

All Areas/Activities/Field Trips	Use appropriate language and volume Follow adult directions and school rules Report promptly to assigned area and remain there Clean up after yourself
Study Hall	Use time to study and do homework Stay in the assigned area Bring all materials with you
Hallways	Keep hallways passable
Hallways during class time	Carry a pass (Grades 4-12) No cell phone usage
Lunch Room	No restaurant food deliveries allowed Clean up after yourself Throw food waste and garbage in appropriate trash bins Return trays to the kitchen
Assemblies	Know why you are attending Make good choices who you sit by Ignore rude and inappropriate behavior Participate appropriately Pay attention to the speaker No electronic devices Applaud politely Wait until dismissed by adult
Bathrooms/Locker Rooms	Flush the toilet Return promptly to class Use bathroom between classes or at lunch Inform staff if there is a problem in the bathroom (clogged toilet, student issue, running sink, etc.) Lock your locker (grades 6-12) Give privacy to others Wash hands with soap and water

	No electronic devices
Computer Labs	Follow Altoona User Agreement rules Keep food and drink out of the labs Inform staff of computer problems Treat equipment with care
Parking Lot	Maintain safe speeds Remain alert and attentive Display your required parking tag Lock your vehicle Park only in designated spots/one spot per vehicle

COMPUTER/TECHNOLOGY USE (Policy 363.2)
The School District of Altoona continues to make a significant investment in technology and technology access. The District expects students to be careful, honest, and responsible in their use of school technology.

Personal use of district technology resources for commercial or political activities or for financial gain is prohibited. Computers will not be used to view or disseminate sexually explicit, vulgar, indecent, obscene, offensive, lewd, or harassing communications to other individuals or organizations.

Students will not intentionally seek password information, obtain copies of, or modify files, or other data, belonging to other users on the network. Altoona School District has the right to inspect, review, and remove any mail or files without notice, consent, or search warrant.

Summary of Student Acceptable Use of Technology

Expectations of Students	
Acceptable use includes:	**Unacceptable uses include but are not limited to:**
Careful use of technology	Sending sexually explicit, vulgar, indecent, obscene, offensive, or lewd communications
Honesty	Harassing – including bullying, teasing, threats, or suggestive language or graphics
Responsibility	Using other students' accounts or sharing passwords
Use for educational purposes	Entering social networking sites
Deleting unneeded files and email	Playing games not assigned by a teacher
Personal use – with approval of staff member in charge	Sharing personal identification information about self or other students
	Installing software on District computers
	Violating school rules, policies or Federal or state laws
	Accessing others' student files

COURSE OFFERINGS – CREDIT REQUIREMENTS (Grades 9-12)
For current information on course offerings, credit requirements, and career planning, go to the Parents tab on the Altoona School District homepage, select *School Counseling* and select *High School Counseling*.

DISCIPLINE (Policies 447, 447.3 and Rules 447.2, 447.3)
A positive learning environment is based on a foundation of respect and effective discipline. School staff cannot and will neither accept nor tolerate behaviors or actions of students that are disrespectful of the basic rights of others, that endanger health or safety, that are disruptive to the teaching and learning process, or that do not respect the property of the District or others.

Building principals, teachers and other designated staff will be authorized to discipline students for misconduct in accordance with District policies and school rules.

Sound disciplinary measures will be used in the District, taking into account the dignity of the student, the seriousness of the infraction, and the need for positive motivation of students. The ultimate goal is to help students develop an understanding of self-regulation and its necessity in a civilized society.

The District will not unlawfully discriminate in disciplinary actions, including suspensions and expulsions, on the basis of sex, sexual orientation, race, color, national origin, ancestry, religion, creed, pregnancy, marital or parental status, any physical, mental, emotional or learning disability, or any other legally-protected status or classification. Discrimination complaints will be processed in accordance with established procedures.

Detention
Detentions are issued to the student for a window of time so students are able to serve the detention(s) while also meeting other personal obligations.

- Detentions are held outside of class time.
- Students assigned a detention are expected to study, work on homework, or read
- Cell phones are prohibited

In-School Suspension
In-School Suspension may be used as a consequence for behaviors like truancy, chronic tardiness, insubordination, inappropriate language, fighting, tobacco, pupil harassment.

If a student fails to report to In-School Suspension without prior approval for the absence, the student will be suspended out of school for one day and will have to make up the In-School Suspension.

While serving an In-School Suspension:

- Students are expected to study, work on homework or read
- Chromebook use will be allowed under direct supervision and for school work only
- Cell phones will be given to the staff member supervising, and will be returned at the end of the day (or at the end of the In-School session, if the session is less than one day)
- In-School Suspensions may be served in half day or full day increments

Out of School Suspension
Any student suspended out of school will receive work credit for that day if turned in within a reasonable amount of time (as agreed upon by student and teacher, minimum number of days gone plus one). Suspended students are not allowed on school grounds at any time. This includes both home and away after school activities.

Expulsion

Any student whose behavior threatens the health or safety of any student, staff, or Board member may be referred for possible expulsion from school. Expelled students are not allowed on school grounds at any time, including after school activities whether home or away.

DRESS CODE (Policy 443.1)
The objective of the School District of Altoona dress code is to provide a safe, healthy, and productive learning environment. Any clothing or accessory judged to be unsafe, overtly offensive, of a threatening nature, or disruptive to the learning environment will be prohibited.

- Teacher discretion is allowed for hats and hoods in classrooms. **(Grades 4-12)**
- Shoes need to be worn at all times.
- No clothing or accessories may be worn that contain pictures or writing referring to alcohol, tobacco, vaping, sexual references, profanity, gambling, illegal drugs, and/or gangs
- Students will not wear clothing that defames, insults, threatens, harasses or injures any racial, religious or cultural group
- Students will wear clothing that covers their buttocks and undergarments.
- Students may not wear audio listening devices including but not limited to airpods, earbuds, headphones, etc. at any time during the school day without permission **(Grades 4-12)**
- Tops that are worn must have at least a 1-inch strap **(Grades 4-12)**
- Students may not carry or wear blankets during the school day. **(Grades 4-12)**
- Students who violate the rules for school attire will be asked to cover up or change their clothing
- Continued violation of the District's dress code may result in disciplinary action

If there is a disagreement between students / guardians and the staff regarding the appropriateness of clothing or dress, the principal or his/her designee will make the final decision.

DRIVING TO SCHOOL (Grade 9-12)
Speed in the parking lot should not exceed 15 miles per hour. Students are to drive attentively, cautiously, and be aware of those around them (in vehicles or on foot) at all times. Any items that are prohibited in the school or on school grounds are also prohibited in cars that are on school property. Students are responsible for all items that are in their cars. Students are advised to lock their cars.

EARLY GRADUATION (Grades 9-12) (Policy 345.61)
To be considered for early graduation, a student must complete the Request for Early Graduation form. In addition, students must submit a copy of their transcript(s), a letter stating the reason(s) for the request to graduate early, and a letter stating his/her post-graduation plans. Students must file the Request for Early Graduation and all the supplemental documentation with the high school principal.

Upon receipt of the materials, the high school counselor will schedule a meeting with the student, the student's guardian and the Early Graduation Team. The Early Graduation Team will consist of the school counselor, and at least one high school staff member.

Following deliberation of the Early Graduation Team, a letter will be sent home stating the approval or denial of the early graduation request.

Only one commencement ceremony will be held each year and those students graduating early will be able to participate in the year end graduation commencement. Early graduation will disqualify the student from any other high school opportunities (athletics, clubs and organizations, etc.). Early graduates remain eligible for scholarships made available to their graduating class.

EMERGENCY SCHOOL CLOSING INFORMATION (Policy 723.3)
When it becomes necessary to close school or delay the starting time due to weather conditions or other emergencies, you can receive this information by viewing/listening to the following:

- TV announcements called in by 5:45 am to WEAU TV-13, WQOW TV-18
- Radio announcements called in by 5:45 am to B-95, Z-100, Rock 92.1, WBIZ, WMEQ, Moose Country, Mix 98.1, WAXX, WAYY, I-94, The Big Cheese 92.9, WWIB
- Facebook
- District Homepage - WWW.ALTOONA.K12.WI.US
- School Status Connect (School Messenger phone calls may begin at 6:00 a..m.)

EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES (Policy 370)
Extracurricular and co-curricular activities are recognized as integral parts of the educational program. Students are strongly encouraged to participate in such activities, while giving their academic work the priority it deserves.

Extracurricular and co-curricular activities should be made available to as many district students as practical. As such, general fees for participation are not charged. Students may be asked to pay for personal use items that will be retained by the student.

BEHAVIOR AT CO-CURRICULAR EVENTS (ATHLETICS, CONCERTS) (Policy 443)
We hope you attend many of the Altoona activities and support your teams and organizations. This is your chance to support and socialize with your classmates and peers. Event expectations include:

- Stand, remove your cap/hat, and be attentive during the National Anthem
- Use appropriate language: No profanity, negative chants, taunting, booing, trash talking, or name calling
- Treat each person the way you would want to be treated. Personal attacks and taunting are unacceptable
- Do not interfere with the event
- Display only positive signage
- No noisemakers
- Clean up after yourself before leaving the event

FAMILY ACCESS

Account Information
All families have access to Skyward Family Access username and password. Each user has an individual username and password. If you don't know it, please contact your child's school office or Registrar at 715-838-7345 ext. 513.

- Altoona Elementary School - 715-839-6050
- Altoona Intermediate/Middle School - 715-839-6030
- Altoona High School - 715-839-6031
- Registar - 715-838-7345 or registrar@altoona.k12.wi.us

Family Access Web Address
Open an Internet browser (Google Chrome or Microsoft Edge preferred) and navigate to this address.

Login Information
Enter your username and password to login to Family Access

Changing Login Information

Once logged in you can click on the My Account link in the upper right corner and change your login name, password or email address.

FAMILY/TEACHER CONFERENCES

(Grades 4K-8th) Formal Family/Teacher Conferences are scheduled two times per year, in the fall and spring. A notice will be sent out approximately 10 days before conferences. It will notify parents to schedule the conference through their Family Access account. Parents are also encouraged to contact teachers on an individual basis throughout the school year.

(Grades 9th-12th) Family/Teacher Conferences are a walk-in type format, allowing parents the freedom to see the teachers of their choice. Some Family/Teacher Conferences will be pre-scheduled. Conference will be held once per trimester. Please consult the published calendar on our website for exact dates.

FIELD TRIPS (Policies 352 and 352.1)

Families will complete a yearlong field trip permission form during the registration process. Students who have demonstrated that they have had difficulty following school rules may be required to stay back from the field trip and complete an alternate assignment. The administration will consider this on an individual basis, and parents/guardians will be informed in advance regarding this possibility.

FIGHTING (Policy 443)

Any act of hostile body contact while on school property or participating in any school sanctioned event will result in both parties disciplined and potentially sharing in paying for damages to private and/or school property. Disciplinary action will be determined based on district policy.

FIRE/TORNADO/INTRUDER DRILLS (Policy 723.1)

Throughout the school year students and staff practice various safety drills.
Drills are practiced for the following reasons:

- Practice provides an opportunity to correct any problems in drill procedures prior to an actual emergency.
- The more drills are practiced, the more 'routine' they become for students, allowing them to feel safer and more calm.

State law requires schools to conduct monthly fire drills and periodic tornado and intruder drills. Classroom teachers will instruct the students of the proper procedures and exits.

In a fire drill, students should wait with the teacher at a safe distance from the building until the all-clear signal is given to come back into the building.

For a tornado drill or during an actual tornado, it will be announced for students to report to an indoor shelter location. Students will stay in this area with their teacher until an all-clear signal is given.

We also practice what to do in the event that an unsafe or armed person enters the school.

FOOD SERVICE (Policy 760)

The District's food service program is intended to provide nutritious and appetizing meals to students. The District recognizes that good nutrition is vital to students' health, their mental and physical growth, and their readiness to participate and learn at school. The food service program is operated in conjunction with federal and state school nutrition programs, including the National

School Lunch Program, the School Breakfast Program and the Special Milk Program. All food service questions should be directed to the Food Service Director at 715-839-6056.

Applications for free and reduced lunches are part of the registration process and can be found on our website. You may request an application at any time during the school year. This not only helps families financially, but also the district, as many grants are based on the number of free and reduced lunch applications.

Meal Prices for 2025-2026 school Year

Breakfast:		**Lunch:**	
5K- 3rd	$2.00	5K - 3rd	$3.15
4th - 12th	$2.20	4th - 8th	$3.30
Adult	$3.00	9th - 12th	$3.50
		Adult	$4.90

Milk $.60

FORGERY (Policy 443)
Written or spoken misrepresentation of the truth in the form of forged passes, parent notes and signatures, false phone calls, lies, etc. Disciplinary actions could include detention and possible suspension.

GRADING (Grades 9-12) (Policy 345.1)
A course syllabus will be distributed at the beginning of each course. Teachers will take time to explain to students the requirements and objectives within the course. All courses offered at Altoona High School are given equal weight, with the exception of the following which are not included in a student's GPA calculation: tutoring, student service activities.

Frequency
Report cards will be issued to students after each trimester (Grades 9-12) and each semester (Grades 4K-8th). Parents are also able to view student progress and grades daily through Skyward Family Access. Questions regarding how to access the grading system can be directed towards the school office.

Grading Scale (Grades 9-12)

Grade	Honor Points
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
NC	0.00

Grading Scale (Grades 4K-8)
Student assessments and grades will be based on the following school-wide rubric. This rubric is used to help communicate how a student is progressing on a specific standard. It is important to recognize that a "4" is not the same as an "A". Rather, a "4" indicates that the child demonstrates a deeper knowledge of the standard in a way that goes beyond the grade level expectation. ***Please note that a 4 will be used sparingly and only in cases where there is ample evidence that a student is exceeding the proficiency expectations of a grade-level standard.

4	**Exceeds the Standard** ● Contains all qualities of a "3" ● Demonstrates a deeper depth of knowledge ● Demonstrates the standard in an innovative/unique/inquisitive way
3	**Meets the Standard** ● This is the expectation of this grade level ● Achieves the standard independently (with or without re-teaching)
2	**Progressing Toward the Standard** ● Requires some assistance, *content-specific* accommodations ● Demonstrates evidence below the standard ● After re-teaching, still not meeting the standard
1	**Minimal Progress Toward the Standard** ● Requires *content-specific* modifications in progressing toward the standard ● Demonstrates evidence well below the standard ● After re-teaching and possible intervention(s), still not meeting the standard
NE	**No Evidence to Assess the Standard** ● Educator has exhausted all resources to obtain evidence. ● Student refused to produce evidence

Reporting on Behavior: (Grade 4K-8)
A standards-based learning system separates behaviors from the academic system, however, we still feel it is valuable to report on student behaviors to communicate to parents and students the soft skills and character development necessary to succeed in school and beyond. This "behavior grade" will be expressed on the report card.

Make-Up Work (Grades 4-12)
Teachers will grant the number of days absent plus one day for make-up time for homework missed during an excused absence. The easiest way to get your student's homework is by either emailing the teachers directly. Examinations missed during an excused absence will be taken at a time agreed upon by the student and the teacher. A student may have a grace period in which to complete the minimum requirements and objectives and to replace the Incomplete (I) with the credit symbol he/she has achieved for the course. The grace period for the completion of this work will be two (2) weeks. A modified grace period may be granted through the principal's office when because of unusual circumstances, the student petitioned for an extension of time to complete make-up work. Failure to complete make-up requirements will result in an appropriately reduced grade. If during a course, a student fails to meet a deadline for completion of an assignment, the time allotted for the makeup work and/or its evaluation will be determined by the teacher.

GRADUATION (Grades 9-12) (Policy 345.62)

Graduation is at Oakleaf Stadium (weather permitting). Caps, gowns, and tassel purchase will be the responsibility of the families. Graduation information will be shared throughout the year.

Participation in the graduation ceremony is not required to receive a diploma from the School District of Altoona. Additionally, participation in the graduation ceremony is not a right. It comes with certain requirements that must be met in order to participate.

Cap, gown and tassel for graduation are ordered through Jostens by the student/parent. Students and parents will be notified when a visit is scheduled for Jostens to make their presentation to the seniors. In addition to the cap, gown, and tassel, there is an option to purchase announcements and graduation memorabilia.

Seniors who have excessive absences (10 or more) may not be allowed to participate in the graduation ceremony. If a student reaches this point, a letter will be sent stating that the student may be ineligible to participate in the graduation ceremony and possibly requesting a meeting between the student, parents/guardians, counselor, and dean of students/principal.

If a meeting is held, a plan will be put into place for the student to improve attendance to maintain (or regain) the privilege of participation in the graduation ceremony. If this plan is not followed, participation in the graduation ceremony may be revoked.

Participation in the graduation ceremony will be reserved for those senior students who have:

1. Met graduation requirements.
2. Followed their attendance plan and meet the criteria.
3. Participated in practice for graduation and abides by the rules for participation in the ceremony established by the principal and school district.
4. Paid fines, fees and fulfilled other obligations before the ceremony.

NOTE: This is only a set of guidelines. The administration reserves the right to their discretion. Each situation will be judged on its own merits.

GRADUATION REQUIREMENTS (Grades 9-12) (Policy 345.6)

Subject	Credits	Required Courses
English	4.0	English 9, English 10 or Enriched English 10, and 2 English electives
Social Studies	3.0	Civics, U.S. History, Social Studies 9 (suggested) and .5 SS elective
Mathematics	3.0	3 math electives
Science	3.0	3 science electives
Physical Education	1.5	1.5 Physical Education electives
Health	0.5	Health 10
Computer Req.	0.5	Computer Literacy or Computer Programming
Personal Finance	0.5	Personal Finance
Electives	10.0	

TOTAL	**26.0**	

OUTSTANDING FEES (Grades 9-12) (Policy 345.62)
Before a senior is given a cap and gown, all outstanding fees, parking fines, food service balances, LMC/Chromebook fees, library fines and materials must be paid and/or returned.

GUIDANCE / COUNSELING (Policy 364)
School counselors can provide help with decisions concerning school, future plans, friends, family, personal problems, and understanding ourselves. Services are provided in large groups, small groups, or individual sessions. All students are encouraged to use this service. Parents are encouraged to reach out to their child's counselor with any concerns they have related to their child's personal or academic progress. Please see the Counselor Contact Information at the start of this Handbook.

HATE-BASED BEHAVIOR (Policy 411.1)
Hate-based behaviors are those that attack, threaten, degrade, demean, or insult a person or group based on a student's sex, sexual orientation, race, color, national origin, ancestry, religion, creed, pregnancy, marital or parental status, any physical, mental, emotional or learning disability, or any other legally-protected status or classification.

Hate-based behaviors do not require an in-person or direct target. They include those behaviors that, even in general terms, attack a person or group. This includes, but is not limited to:

1. Language, gestures or other actions;
2. Displaying, writing, or wearing items; or
3. Communications on social media or other technology that occur at school or target a person or group at school.

HEALTH AND WELLNESS PROMOTION (SCHOOL WELLNESS) (Policy 458)
To promote the health and well-being of district students, the District has adopted the following school wellness goals:

1. The District shall equip all students with the knowledge, skills and opportunities necessary to make nutritious food and sound physical fitness choices for a lifetime.
2. The District shall encourage and promote a healthy lifestyle for students by implementing nutritionally adequate, educationally sound and financially accountable food and nutrition programs.
3. The District shall provide resources and opportunities for students, staff and others to develop and practice healthy eating habits within the school environment, at home , and in other community settings.
4. The District shall encourage student, staff and community involvement in and support of the District's school wellness policy and nutrition guidelines through education, programming and marketing.

ID'S – STUDENT USE – REPLACEMENT (Grades 9-12)
Students receive their school ID after pictures are taken in the fall. If lost, a replacement ID can be obtained through the high school office.

ILLNESS/INJURY AT SCHOOL (Policy 453.1)
If a student becomes ill at school, they should ask the teacher in charge if they may be excused to report to the office. The office is supplied with a thermometer, cot, ice, band aids, ibuprofen and Tylenol (Over the counter medication can only be given if the parent has signed the Parental

Permission Form found on the School Nurse web page under Health Room Documents). If the student needs to go home, the office will call a parent/guardian. All communication should go through the office.

The school nurse is available in the district Monday through Friday. The nurse rotates to the different schools.

In case of illness or injury, students will be temporarily cared for by school personnel in the office. School personnel will provide first-aid treatment only. If urgent medical treatment is necessary, parents will be contacted. If there is an emergency, 911 will be called and the student will be transported to the emergency room of a local hospital.

IMMUNIZATIONS (Policy 453.2)
To keep your child protected from certain communicable diseases and serious illnesses, State Law 252.04 Wis. requires all children to have routine immunizations and boosters. These requirements can be waived only if a properly signed health, religious or personal conviction exception is filed with the school office.

LOCKERS (Grades 6-12) (Policy 446.1)
A locker and lock are provided for student use at school. Personal locks are not allowed. We strongly encourage all students to lock their locker at all times and to not share their combination to prevent theft. *Students should not keep large sums of money and/or other valuables in hallway or gym lockers.* Also, the locker is NOT the student's private property and may be opened and searched by school authorities at any time. The school does not accept responsibility for the valuables of students. Academic locker combinations will be registered in the main office along with a master key for administrative access.

Students are responsible for keeping the locker neat and in good working order. Any damage to lockers will be the student's responsibility to pay for at the end of the year. All locks will be turned in at the end of the school year to the school office. There will be a fee assessed for any missing locks.

Students will be expected to exercise discretion in bringing personal items to school, recognizing that any personal items in their lockers, desks, or on their person that are evidence of an illegal act or school rule violation may be confiscated.

LOST AND FOUND
The lost and found items not claimed by the end of each semester / trimester (or other times of the year as shared by individual buildings) will be donated to a charitable organization.

LUNCH (Grades 9-12)
To minimize disruption to students having class while others are having lunch, students may be in the cafeteria, lobby. Students are not to be in the parking lot, hallways, or leave school grounds as we have closed campus. Food delivery services are not permitted.

MEDICAL/HEALTH NEEDS (Policy 453.1)
If a child has a special health concern or problem, it is important that the parent/guardian relays this information to the School District of Altoona school nurse at 715-839-6030, ext 475 so that a Health Plan can be created.

MEDICATION (Policy 453.4, Rule 453.4 and Exhibit 453.4)
Medication will be administered by designated school personnel with appropriate written permission. Over the counter medication (Ibuprofen and Acetaminophen) will only be given if the parent has allowed this on the medication permission form found on the School Nurse web page under Health Room Documents. A record will be maintained of all medication administered by school staff. All medications should be dispensed by the front office. At the end of the school year, parents should pick up remaining medication from the school office.

All medication that students need to take while attending school should be brought to the school office in its original container by an adult. If medication needs to be administered during school hours, a medication permission form found on the School Nurse web page under Health Room Documents signed by the parents and the student's physician must be kept in the school office. Prescription inhalers and epinephrine pens may be carried by the student after approval by the office.

MESSAGES/STUDENT'S LEAVING DURING SCHOOL DAY
In order to keep class interruption to a minimum, parents are asked to follow the guidelines listed below when getting messages to their students and/or picking them up before the end of the school day:

- If a parent knows ahead of time that their student will be leaving, they should either call or send a note in the morning so office staff can write a pass for the student to get out of class at the required time. This helps reduce the number of interruptions to classes that are in session.
- Parents of students in grades 4K through Grade 8 are required to come into the building to sign their child in/out. Students in Grades 9-12 may check themselves out through the office if their parents contacted the school in advance.
- Parents needing to deliver items to their students can drop them off at the office. Unless the student needs that item for their current class, the office administrative assistant will call him/her down between classes.

PARENTS (Policy 491)
Parent participation and involvement in the education of their children is important. When parents are involved in a legal action affecting the family, such as divorce or legal separation, it is important for school staff to have the information necessary to make appropriate decisions regarding the child(ren)'s educational program and parent involvement in the schools.

Staff will maintain neutrality between parents who are or have been involved in a legal action affecting the family, unless otherwise directed by a court order or legally binding document. It is the responsibility of a student's parent(s) to notify the building principal of any court document restricting a parent's rights or access to their child. Upon receipt of such a document, the principal will inform classroom teachers, office staff, and other staff, as appropriate, of any restrictions placed on a parent's access to a student, access to a student's school records, or participation in school-related activities.

PICTURES
Student picture day will occur at the start of the school year. All students must have a photograph taken regardless of whether or not pictures are ordered. The picture taken will be the photograph that appears in the yearbook and on any student identification cards (9-12). High School seniors may submit their senior photos to be printed in the yearbook rather than the school photo.

The School District of Altoona uses social media, the District webpage, and the District newsletter to highlight student learning, success, and achievement. They may also be used for promoting special school events and activities. Any parent who does not wish to have their child photographed at school should contact the school office.

PLEDGE OF ALLEGIANCE/NATIONAL ANTHEM

Every public school in Wisconsin is required by State Statute 118.06(2) to offer the *Pledge of Allegiance* or the *National Anthem* in grades one through twelve each day of school. No pupil may be forced against the pupil's objections or those of the pupil's parents/guardians to recite the Pledge or sing the Anthem. Student participation is optional; however, we request that students respect those who participate by remaining silent during the observance.

PROPERTY DAMAGE/THEFT

Students should share in the responsibility of keeping schools in their best possible condition. Any student who intentionally or negligently damages school property or another student's property will be held responsible. The student may be required to make restitution to the school in the amount determined by the administration. When a student is unable to make restitution, the student's parent/guardian will be held liable.

PUBLIC DISPLAYS OF AFFECTION (PDA)

Physical interactions among students should be limited to hand-holding and brief hugs.

RECESS (Grades 4K-8)

Students have recess in the morning and at lunch. Teachers also give classes brain breaks to get students up and moving around. Recess will take place outside unless it is raining or zero or below with the wind chill. Parents/guardians should be sure children come to school with clothing that allows for outside play.

RECRUITER ACCESS (Grades 9-12) (Policy 347.1)

The federal "No Child Left Behind Act of 2001" includes a provision that requires local school districts receiving federal assistance under the Act to provide, on request made by military recruiters or an institution of higher learning, access to secondary school students' names, addresses, email addresses, and phone listings. A secondary school student or the parent of the student may request that this information not be released without prior written permission by submitting a signed and dated note to the high school office.

Redefining Ready at AMS (Grades 6-8)

Will my child be "ready" for life after high school? Will he/she be successful in their career? These are just some of the questions families ponder, even while they are still in middle school. Even though college and a career seem far off, we know what levels of achievement and what experiences are relevant to success at this age level. Research has shown that the below indicators are a great predictor of future success. Knowing this, we can help set our children up for success to ensure they are college and/or career ready. The indicators that predict success fall into three categories, Academics, Interests, and Activities.

Academics:
What does this mean for students in middle school? We want our students to earn a "3" or "4" on their school assessments and on their report card. We also want our students to fall into the categories of "Proficient" and "Advanced" on the WI Forward Exam, which is the state assessment administered to all students in these grade levels.

Interests AND Activities:
Another predictor of future success falls into these two categories, interest and activities. **Interest** means that students have identified career interests. During their middle school years, all of our students get the opportunity to learn about the variety of career paths (college and career), assess their interest, and learn about what those next steps may be as they look at today and towards high school. This along with 2 or more of the below **Activities** are great predictors of future success.

Activities:

- Attendance
  - Being at school is the first and most important step to experiencing success. The habits they learn and practice in school will carry over with them into high school and after graduation.
- Community service
  - Seeking and experiencing opportunities to be involved in areas within their passion, as well as giving back to our community, will foster characteristics that will lead students to greater success prior to, and after graduation.
- Co-Curricular Participation of two or more activities in each academic year
  - Participation in any of these opportunities provides our students with ways to enhance their sense of belonging to their school, other students and adults, and just enjoy other aspects of school that may carry with them into high school and beyond graduation.

What does this mean for students in middle school? Attendance is important. Encourage your child to participate in co-curriculars or to engage in community events. For a list of co-curriculars offered in AMS, please see page 18.

For more information, here are additional resources:

- https://ies.ed.gov/ncee/edlabs/regions/northwest/pdf/REL_2017250.pdf
- https://www.brookings.edu/wp-content/uploads/2016/06/0920-pathways-middle-class-sawhill-winship.pdf
- https://www.naceweb.org/career-readiness/competencies/connecting-bridges-introducing-the-cocurricular-career-connections-leadership-model/
- https://files.eric.ed.gov/fulltext/ED497603.pdf

RELIGIOUS ACCOMMODATIONS (Policy 323)
The School District of Altoona attempts to reasonably accommodate students' sincerely held religious beliefs with regards to attendance, examinations, and other academic requirements.

REPORT CARDS
Report cards will be issued to students after each trimester (Grades 9-12) and each semester (Grades 4K-8th). Parents are also able to view student progress and grades daily through Skyward Family Access. Questions regarding how to access the grading system can be directed towards the school office.

SCHOOL DANCES (Grades 9-12)
All dances must be sponsored by a sanctioned high school organization and approved by the high school principal prior to the event. Any student who wishes to bring a guest (any person who is not a current Altoona High School student) to a dance, must complete a Guest Form and have it approved by the administration. Guests must be currently attending high school. All school behavior rules apply at school dances, even if the dance is not on school grounds. Attendance is up to administrative decision.

SCHOOL OFFICE HOURS
When school is in session, the Elementary School office will be open from 7:15 a.m. to 3:15 p.m. and all other school offices will be open from 7:30 a.m. until 4:00 p.m. The offices open to the public one week prior to the first student day at the beginning of the school year and remain open to the public one week after the last student day at the end of the year. The District Office and Enrollment Office remain open to the public Monday through Thursday during the summer months.

SCHOOL TELEPHONES
Students who need to call home or to contact a relative should report to the school office to use the phone. Students are not to use classroom phones.

SCHOOL WELLNESS (Policy 458)
The School District of Altoona's standard for school snacks allowed at parties, celebrations, or to share with the class is as follows:

1. Snack will be a store bought item containing a nutrition label and ingredient list, still intact on the container.
2. Snack does not necessarily need to be individually packaged, for example, cupcakes from Sam's Club, Walmart, or Festival's bakery department are allowed, if they follow rule #1.
3. If the snack is individually wrapped, the original nutritional label and ingredient list must be included with the snack. For example, if you bring in a 32 count box of fruit snacks, they are individually wrapped, but do not each have the nutritional label on them. That is fine. Please keep them in the original box so the nutritional label and ingredient list can be viewed.
4. Peanut and tree nut **aware** school. We attempt to limit snacks that have peanuts and tree nuts baked in them, as well as where/how they are processed. As a district, we have many allergies to peanuts and tree nuts and we want to keep our district safe. We cannot guarantee that we are 100% peanut or tree nut free, but we strive to be peanut and tree nut aware.

SEARCHES (Policies 446 and 446.1)
It is the policy of the District to provide a safe and healthy environment for everyone in school buildings and on school grounds. School officials have a duty to investigate any suspicion of harmful materials within the school or on school premises. Harmful materials include any materials that could harm the health and safety of students, school personnel, or property. This includes, but is

not limited to, locker searches, search of personal belongings, search of vehicles. Canine units may be used to detect the presence of drugs, explosive devices or other illegal substances.

STUDENT LOCKER SEARCHES
Every student has a locker assigned to him/her. The lockers remain the property of the school district. This policy does not preclude periodic inspections for the purposes of cleaning lockers or for actions such as recovering library materials or textbooks. School administrators or their designees may search lockers with or without prior notice to the student. Students must use the locker assigned to them by the staff.

STUDENT MEETINGS WITH LAW ENFORCEMENT (Policy 445)
Cooperation with law enforcement is necessary for the education and protection of students, for maintaining a safe school environment, and for safeguarding all school property. At the same time, there is a need to minimize disruptions in the education process. Law enforcement and other agency officials who are called to the school for assistance will be permitted to interview students as necessary for the situation. Law enforcement or other agency-initiated interviews with students will be permitted at the discretion of the school administration and consistent with legal requirements.

Whenever possible, a school staff member will be present during a student interview with outside agency personnel. As permitted by law, parents/guardians of students who are not suspects in a specific violation will be contacted when an interview takes place with outside agency personnel.

TOBACCO FREE SCHOOLS (Policy 443.3)
Students are prohibited from any type of smoking and from possessing, distributing, or using tobacco products, nicotine products, non-medical vapor products, and any related items intended to facilitate the ingestion of such substances. These prohibitions apply (1) at all times in all District buildings, in all District vehicles, and on all District premises; (2) while students are attending or participating in a District-sponsored event at any location; and (3) at any other time that a student is under the supervision of a school district authority.

Examples of prohibited items and products include the following:

1. Cigarettes, chewing tobacco, e-cigarettes, nicotine vaporizers, and similar products.
2. Products that use heat, electricity, or a similar mechanism to create smoke or a vapor that is intended to be ingested, and which may or may not contain nicotine.
3. The components, parts, or accessories of any product or device intended to facilitate the ingestion of tobacco, nicotine, or any non-medicinal ingestible vapor (e.g., rolling paper, pipes, or cartridges or similar refillable/replaceable elements).

Violation of the tobacco or nicotine product prohibitions outlined in this policy by students will result in school disciplinary actions. Law enforcement officials may be contacted as necessary and appropriate.

TEXTBOOKS (Policy 443)
Textbooks are lent to the students by the school. These books are the responsibility of the student during the term. The conditions of the textbooks are checked at the time of distribution and again when they are returned upon completion of the course. Fines are assessed in cases where books are lost or more-than-normal wear and tear is evident.

TRANSCRIPTS (Grades 9-12)
A high school transcript is required upon transferring to another school, applying for admission to a college, and upon applying for a job or enlisting in the Armed Forces. Requests for transcripts should be directed to this link. An explanation of the symbols used in grading will appear on student transcripts along with information on grade point values. Please call the high school counseling office at 715 839-6031 to request a paper version of the form.

USE OF CAMERAS AND OTHER RECORDING DEVICES IN LOCKER ROOMS AND BATHROOMS (Policy 443.5 & 731.1)

The School District of Altoona will observe measures intended to protect the privacy rights of individuals using school locker rooms and bathrooms. The following provisions outline the extent to which protection will be provided:

A. Locker rooms are provided for the use of physical education students, athletes, and other activity groups and individuals authorized by the building principal or by District policy. No one will be permitted to enter into the locker room to interview or seek information from an individual in the locker room at any time. Interviews may take place outside of the locker room consistent with applicable District policies and/or school rules.

B. No cameras, video recorders, or other devices that can be used to record or transfer images may be used in the locker room or bathroom at any time.

C. No person may use a cell phone to capture, record, or transfer a representation of a nude or partially nude person in the locker room or bathroom or to take any other photo or video image of a person in the locker room or bathroom.

Students and staff violating this policy will be subject to school disciplinary action and possible legal referral, if applicable. Other persons violating the policy may be subject to penalties outlined in State law. The school administration will be responsible for enforcing this policy.

VIDEO SURVEILLANCE (Policy 731.3)
Video surveillance and electronic monitoring equipment are in place at various sites throughout the district. Any person who takes action to block, move, or alter the location and/or angle of a surveillance device will be subject to disciplinary action.

VISITORS (Policy 860)
We want our schools to be open and welcoming places for our families, volunteers, and the community. At the same time, it is important that they are safe and secure places for our students and staff.

Visitors to our schools are asked to please call ahead to set up an appointment with the staff member they are visiting. Unannounced requests often are not possible due to staff schedules.

All visitors are required to do the following:

- Bring your driver's license (or government identification card). At your first visit to our school, you will use a self-service kiosk to scan your identification card for a criminal background check.
- Wear the visitor's badge in a place that is easily visible to staff and students.
- Remain in the specific area of the building where your meeting or visit is scheduled.
- Check back out at the kiosk after your visit.

Thank you for your help in keeping our schools safe!

WEAPONS (Policy 443.6)
No District student shall possess or use any destructive device, firearm, weapon, or any other instrumentality used or intended to be used to cause discomfort, pain, and/or bodily harm (as defined in the administrative rule implementing this policy) of any kind at any time:

- in any school or other building/facility owned, occupied or controlled by the District;
- on the grounds of a school or on other premises owned, occupied or controlled by the District (including recreation areas and athletic fields);
- while under the supervision of a school district authority, regardless of the student's location;
- in any District-owned vehicle or on any form of District-provided transportation;
- while participating in or attending any District-sponsored program or activity;
- In or at any other location at school or under the supervision of a school authority; and/or
- In or at any other location when directed at, used against, or otherwise used to threaten any District employee or Board member.

The possession and use of "facsimile firearms" and/or facsimile dangerous weapons is also prohibited. "Facsimile firearms" include any thing or object that visually resembles an actual firearm or that would reasonably appear to resemble a firearm, or is used in a manner that would reasonably appear to be a firearm. Examples of "facsimile firearms" include airsoft guns, pellet or BB guns, toy guns, cap guns, or any other object modeled to look like a gun. A "facsimile firearm" may in appropriate circumstances be found where an individual's physical gestures, deceptive use of clothing, or any other means are used to deceive others to reasonably believe that individual is in possession of an actual firearm. A "facsimile weapon" includes any thing or object that visually resembles an actual weapon or that would reasonably appear to be a weapon, such as toy knives, toy swords, stage props, or fake military hardware or ordinance.

Students violating this policy shall be subject to school disciplinary action, up to and including suspension and expulsion.

WITHDRAWAL PROCEDURE

1. The parent/guardian reports the withdrawal to the school office their child currently attends for grades 4K-8. Students in grades 9-12 will report to the Counseling Office for a withdrawal form.
2. For students in grades 9-12, the withdrawal form is filled out by the student's teachers, school librarian, lunch personnel, counselor and the principal. For students in grades 4K-8, the school office will provide the child's homeroom teacher a withdrawal form to complete.
3. All materials, books, and equipment must be returned and outstanding fees paid.

4. Upon completion of the withdrawal form, the student returns the form to the counseling office so a copy can be made. This should be done on the student's last day of attending classes.

WORK PERMITS

All students who are **under 16 years** of age are required to obtain a work permit before they begin work. Parents/Students may apply for a work permit using **this site.**

District Device Handbook

1:1 Device Procedures and Information

Devices will be distributed to students at the beginning of each year. Students must have a Parent Internet User Agreement and Equipment Form on file to maintain access to district devices, internet and electronic communications.

Failure to turn in forms may result in loss of device/internet privileges until a form is submitted.

District-Issued Digital Devices

Students are provided an iPad or Chromebook free of charge from the Altoona School District to use as an educational tool. Students in grades 6 - 12 will also be issued a case and allowed to bring their Chromebooks home. Students are responsible for keeping their assigned device in working condition. If their device or related materials become lost or broken, a replacement fee may be charged.

The Library and Technology Department will assess and charge repairs/damage to district-issued devices throughout the school year. Noted damages of misuse, accidental or intentional drops and spills, cracked screens, missing keys, missing charging cord or case, or damage that impedes the use of the device will be charged. All replacement fees assessed will be invoiced and sent via email to guardian(s).

Assigned devices and chargers are barcoded and checked out through the technology inventory system for students in grades 6 - 12. If another student uses your child's device and it becomes lost or damaged, your child is still responsible for the damage. Fees rolled over from previous school years will still be on your child's account and need to be paid.

Average Cost of Chromebook Repair & Replacement Fees

Chromebook Screen	$50.00	Protective Case	$35.00		
Touch Screen Replacement	$150.00	Chromebook Frame	$27.00		
Hinge Repair	$20.00	Chromebook Plastic Top	$25.00	Keyboard Repair	$45.00
Chromebook Plastic Base	$30.00				
Charging Cord	$35.00	Chromebook Ports	$10.00	Verizon Hotspots	$200.00

- Replacement cost for devices that have been lost/not returned/or damaged beyond repair will be based upon the age of the device, approximately $250.

Devices UNDER REPAIR

When a student's device is in for repair, they will be issued a loaner until it is repaired. These loaner devices may be checked out for home use. The same expectations apply to loaners during repair periods as for assigned devices issued to students at the beginning of the year.

LOST OR STOLEN Devices

To replace a stolen device, charger or case, a police report must be filed. The replacement will be provided at no cost.

RECEIVING YOUR Device GRADES K-5

Devices for students in grades K-5 will be issued to their classroom teacher in classroom sets and utilized according to the classroom procedures. Students will bring and utilize their assigned device in the classroom or in specials as directed by their teacher.

RECEIVING YOUR Device GRADES 6 -12

Incoming 6th and 9th grade students or new students in grades 6-12 will be issued a device on or prior to the first day of school or first day of attendance. Students in grades 7, 8, and 10-12 will keep their device over the summer and bring it back to school charged and ready to use on the first day.

- Chromebook with barcode affixed to device
- Charging cord with AC Adapter power cord

- Chromebook Carrying Case

RETURNING YOUR Device

Students in 8th grade will return their device at the end of the school year and a new replacement will be prepared for pickup prior to the first day of 9th grade. Students who are moving or leaving the school district must return their device prior to the last day of attendance.

TAKING CARE OF YOUR Device

Care of the device is the responsibility of the student. In the event that your device gets broken or fails to work properly, please bring it to your school's library media center for repair. Do not take district owned devices to an outside computer service for any type of repairs or maintenance. Younger students will be assisted by their teacher to initiate repairs.

General Precautions:

- Do not use food or drink near your device.
- Do not leave the power cord plugged in while transporting your device.
- Do not carry your Chromebook by the screen or with the screen open or by the corner of the Chromebook.
- Do not write or draw on your device. Do not place additional stickers or other adhesives to your device or any other accessories.
- Keep the device secured at all times, especially when outside of your classroom.
- When a Chromebook won't be used for a period of time, students should log out of their account for security purposes.
- Do not leave your Chromebook in an area that could become very warm or very cold.
- When students are not using their device, it should be stored in their locked locker or in a secure classroom designated by a teacher.
- Devices have Altoona School District identification, which should not be removed or altered

USING YOUR Chromebook AT SCHOOL

- It is expected that take-home devices will be fully charged every day.
- Because devices are district owned, they are to be used for educational purposes, and can be monitored at school or at home. District-issued devices are disabled from midnight to 4:00 am.

BACKGROUNDS AND PASSWORD

- All screensavers and backgrounds must be school appropriate. Images of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, or gang related symbols or pictures will result in disciplinary action.
- Students must keep their passwords confidential.

ACCOUNT ACCESS

In order to gain access to the district network, students should log in with their Altoona School District account. Students should only use their account. ***Use of another student's account is prohibited under the District Acceptable Use Policy.***

ACCEPTABLE, SAFE AND RESPONSIBLE USE OF TECHNOLOGY RESOURCES (Policy 363.2)

The Director of Future Ready Learning shall be responsible for the maintenance and enforcement of rules and procedures concerning the acceptable, safe, and responsible use of the District's Internet access infrastructure and other technology-related District resources by any person who is authorized to use the District's systems and equipment, including any student, District employee, District official, or other authorized user. To the extent appropriate to various groups of users, and with such additions as the administration deems necessary or appropriate, those rules and procedures shall:

1. Provide notice regarding the District's retention of ownership, control, and oversight of the District's technology and network equipment and resources. Specifically, to the extent not prohibited by law, and at all times and without further notice:

    a. Individual users are subject to direct and regular District oversight of, and District access to, any and all data, files, communications, or other material that they create, store, send, delete, receive or display on or over the District's Internet connection, network resources, file servers, computers or other equipment.

    b. All aspects of any individual's use of the District's technology-related equipment and resources, including any online activities that make use of District-provided Internet access, are subject to monitoring and tracking by District officials.

    c. Except as to any privacy rights that independently exist under state or federal law, no person who accesses and uses the District's electronic networks and other technology-related equipment and resources does so with an expectation that any privacy right exists that would prevent District officials from (1) monitoring the person's activities; or (2) accessing equipment, data, communications, and other materials as described above.

2. Provide notice to users that their use of District technology resources is solely at their own risk regarding possible damage to, or any other potential loss of, data, content, software, or equipment. The District makes no promises or warranties to users regarding potential damage or other loss.

3. Prohibit the use of the District's technology-related resources by any person who has not been authorized as a user by school officials.

4. Establish rules and expectations related to maintaining a safe, appropriate and effective learning environment.

5. Confirm that all District policies prohibiting bullying, harassment, and discrimination apply with full force to an individual's online and other technology-based activities and communications.

6. Address and prohibit the unauthorized collection, disclosure, use and dissemination of personal and personally-identifiable information regarding students and minors, as applicable to technology-based resources.

7. Address employees' obligations regarding the proper retention of District records, maintaining the confidentiality of student records, and avoiding inappropriate disclosures of District records.

8. Establish rules and expectations related to accessing and using systems, networks, and data appropriately, including rules (a) prohibiting the use of District resources to access and/or

transmit inappropriate material via the Internet, electronic mail, or other forms of electronic communications; and (b) prohibiting unauthorized access to systems, networks, and data.

9. Establish rules and expectations related to academic integrity.

10. Establish rules and expectations related to copyright law, licensing agreements, and related issues.

11. Establish rules and procedures related to maintaining and securing District property and resources.

12. Establish rules and procedures related to requests to temporarily adjust levels of Internet filtering/blocking where there is a demonstrated educational purpose and the request is otherwise consistent with District policies and applicable law.

13. Provide direction and processes for the reporting of violations of the policies, rules and procedures that govern the acceptable, safe, and responsible use of the District's technology-related resources.

14. Provide notice to users regarding possible consequences for violations of the policies, rules and procedures that govern the acceptable, safe, and responsible use of the District's technology-related resources. Consequences may include the suspension, restriction or revocation of the privilege of use or access, the imposition of other disciplinary action by the District, and/or referral to law enforcement.

15. Provide a means for documenting each user's receipt and acceptance of the terms and conditions under which they may be authorized to use the District's technology-related resources.

The administration shall take steps to ensure that instruction or training activities and reasonable structural and systemic supports are in place to facilitate and enforce individual users' compliance with the District's policies, rules, and procedures that govern the acceptable, safe, and responsible use of the District's technology-related resources. Appropriately limiting a user's access rights to be consistent with the individual's role and authority, and running up-to-date anti-virus and other protective software are examples of structural and systemic supports that can facilitate the acceptable, safe, and responsible use of the District's technology-related resources. Ultimately, however, a cornerstone of the District's expectations for individual users is that use of District technology resources is a privilege that requires each user to take an appropriate degree of personal responsibility for following District rules and procedures and for using sound judgment in his/her communications and other technology-related personal conduct and activities.

Additional Provisions Regarding Internet Safety

Internet access is an essential component of the District's technology program and technology infrastructure for the advancement and promotion of high-quality operations, instruction, and student learning. Internet access provides students and staff with statewide, national and global communications opportunities; rich sources of data, information, and research; as well as a wealth of adaptable instructional tools that build and enhance skills. The ability to appropriately locate, navigate and utilize Internet-based resources is itself an essential skill for all students and instructional staff. Further, from an instructional point of view, students need to be capable of critically reviewing and analyzing Internet-based resources to determine their accuracy, credibility, and weight as a sound authority on the subject matter that is being addressed.

However, Internet access is neither inherently nor exclusively a beneficial educational resource. Internet access can be used—inadvertently or, in some cases, purposefully—to facilitate inappropriate, harmful, deceptive, and even illegal activities and communications. Further, notwithstanding reasonable efforts at prevention, there is still a risk that a student may, at some time, be exposed to particular content or participate in particular activities or communications that the District would consider harmful, deceptive, or otherwise inappropriate, or that a parent or guardian may find objectionable.

Consistent with applicable federal laws, the School Board believes that the best approach to student Internet safety involves a combination of technology protection measures, monitoring, and instruction. The District's comprehensive approach to student Internet safety shall take into account the differing ages and instructional levels of the students in the District.

It shall be the responsibility of the Director of Future Ready Learning, in consultation with such designees as they deem appropriate, to:

1. Ensure that the District's systems and equipment that provide access to the Internet make active use of technology protection measures designed to block or filter Internet access to visual depictions that are: (a) obscene; (b) pornographic; or (c) as to computers and other devices that may be accessed by students or other minors, otherwise harmful to minors. Filtering, blocking or other protective technologies will also be used to decrease the likelihood that student users of the District systems and equipment might access materials or communications, other than visual depictions, that are inappropriate for students.

2. Develop and implement procedures that provide for the monitoring of students' and other authorized users' activities when using District-provided equipment or District-provided network access or Internet access. Such monitoring may sometimes take the form of direct supervision of students' and minors' online activity by school personnel. To the extent consistent with applicable law, other examples of such monitoring activities may include the use of applications, services, equipment, or other methods by which school personnel can:

    a. track and review users' Internet histories, online communications, uploaded, downloaded, saved or deleted data, files, applications, programs or other content, or other online activities;

    b. track and log network access and use by any person or under any account; or

    c. monitor file server space utilization by District users by, for example, file size, file type, file content and/or file function.

3. Develop and implement an instructional program that is designed to educate students about acceptable and responsible use of technology and safe and appropriate online behavior, including (a) safety and security issues that arise in connection with various forms of electronic communication; (b) information about interacting with other individuals on social networking sites and in chat rooms; and (c) cyberbullying awareness and response. Such educational activities shall vary by the instructional level of the students and shall include (but shall not consist exclusively of) reinforcement of the provisions of the District's specific rules regarding student's acceptable and responsible use of technology while at school.

Building principals and their designees shall have responsibility, within their respective schools, for overseeing the day-to-day implementation of the District's policies, rules and guidelines regarding the acceptable, safe, and responsible use of technology resources.

Legal References:

Wisconsin Statutes

Section 120.12(1) [school board duty; care, control and management of school property and affairs of district]
Section 120.13(1) [school board power to adopt conduct rules and discipline students]
Section 120.18(1)(i) [report on technology used in the district]
Section 943.70 [computer crimes]
Section 947.0125 [unlawful use of computerized communication systems]
Section 995.55 [access to personal Internet accounts]

Wisconsin Administrative Code

Section PI 8.01(2)(k) [integration of technology literacy and skills in curriculum]

Federal Laws and Regulations

Children's Internet Protection Act (CIPA) and Neighborhood Children's Internet Protection Act (NCIPA) [policy and other requirements related to Internet safety]
Protecting Children in the 21st Century Act [Internet safety policy requirement; education of students regarding appropriate online behavior]
Children's Online Privacy Protection Act (COPPA) [parent control over personal information collected by websites from their children]
E-rate funding requirements [technology plan and other requirements]

Adopted: **10/02/1995**
Amended: **07/26/2016**
12/20/2021

The School District of Altoona

2025-2026 Co-Curricular Code of Conduct

July 1, 2025- June 30, 2026

Altoona High School

2025-2026 Co-Curricular Code of Conduct

July 1, 2025 - June 30, 2026

Unlawful Discrimination

Consistent with legal requirements, the School District of Altoona shall not unlawfully discriminate on the basis of sex, race, religion, color, national origin (including limited English proficiency), ancestry, creed, pregnancy, marital or parental status, sexual orientation, homelessness status, or physical, mental, emotional or learning disability/ handicap in its curricular, career and technical education, co-curricular, student services, recreational or other programs or activities, or in admission or access to programs or activities offered by the District as required by section 118.13 and other state statutes. This policy also prohibits student discrimination under Title IX of the Education Amendments of 1972 (sex), Title VII of the Civil Rights Act of 1964 (race, color, national origin), Section 504 of the Rehabilitation Act of 1973 (handicap) and Americans with Disabilities Act of 1990 (disability).

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2025-2026 Co-Curricular Code of Conduct | Altoona High School

Co-curricular activities are an important part of the comprehensive program of the School District of Altoona. While the goal as a school district is to provide a sound academic experience for our students, co-curricular activities provide special opportunities for participants to promote their mental, physical, social, and emotional development. We feel these contributions to the overall development of our students are essential, and we appreciate the support of our programs by our student body, staff, parents, and community. Participating in co-curricular activities is a privilege and not a right.

The School District of Altoona Co-Curricular Code of Conduct, along with any other rules set forth by the School District of Altoona, Department of Public Instruction (DPI) and/or the Wisconsin Interscholastic Athletic Association (WIAA), establishes expectations for student conduct, as they represent the School District of Altoona, it's student body and community. As a representative, students must conform to and abide by this Code of Conduct.

Definition of "Student" in this document shall refer to students entering Altoona High School, grades 9-12. Definition of "Coach" and "Advisor" in this document shall refer to any adult assigned by the School District of Altoona who oversees any aspect of a co-curricular activity.

Prior to participation, the student and parent/guardian are provided this Code of Conduct. The student and parent/guardian must read, acknowledge and accept, which is completed during the online athletic registration process and through the district student handbook. Acknowledgement of this handbook is implied when a student is registered at AHS.

- Policy 370 CO-CURRICULAR ACTIVITIES (COMPETITIVE AND NON-COMPETITIVE)
- Policy 371.1 - STUDENT-INITIATED CLUBS AND SIMILAR ORGANIZATIONS

2025-2026 School Year Co-Curricular Definition and Programming

Altoona High School offers many great opportunities for students to be involved in clubs, activities and athletic programs. The Student Activities Office has redefined co-curriculars into various categories which are defined below:

1. **Activities** are non-sport programs that compete or perform, often against other schools.
2. **Athletics** are sport programs that compete against other schools.
3. **School-Sponsored Clubs** are composed of students with similar interests and created with the backing and sponsorship of Altoona High School. They have a direct tie to a classroom course or an established presence within AHS. Each group has a staff advisor who guides the club and provides direction and leadership for the group in conjunction with the student leadership. School-sponsored clubs can meet before or after school and host events during the school day.
4. **Student-Initiated Clubs** are led by students. These clubs provide the opportunity for AHS students to meet during non-instructional time. Students are required to obtain a staff member to supervise the group activity. As these are student-led clubs, the beliefs and viewpoints are not necessarily representative of the School District. The expectations outlined in the code of conduct do not apply to student interest clubs.

AHS Athletic Programs		
Fall	**Winter**	**Spring**
• Cross Country • Football • Girls Golf* • Boys Soccer* • Girls Tennis • Girls Volleyball • Special Olympics	• Boys Basketball • Girls Basketball • Boys Hockey* • Girls Hockey* • Wrestling* • Special Olympics	• Baseball • Boys Golf • Girls Soccer* • Softball • Boys Tennis • Track & FIeld • Special Olympics

*denotes cooperative program

AHS Activities	AHS School-Sponsored Clubs
• DECA • Drama Club • Esports • FBLA • Fishing Club • Forensics • HOSA • Mock Trial Club • Show Choir • Skills USA	• English Research Club • National Honor Society • Prom Committee • Student Council

Activities/Clubs as of 07/01/2025 “ * “ = New Club/Sport/Activity

Academic Eligibility

A student must meet school and Department of Public Instruction requirements defining a full-time student and have received no more than one failing grade (including incompletes) in the most recent school issued grade reporting period. A student shall become academically ineligible by earning an “NC” in one or more classes during the latest transcripted grading period (Midterm and/or End of Trimester). A student academically ineligible is not permitted to compete in an event or contest and will be unable to travel to an event or contest with the team if there is an early dismissal/release.

Midterm
A student receiving one (1) or more failing grade(s) at midterm is considered ineligible, which will be determined the day after grades are posted. Student eligibility will be reviewed each Wednesday by the A.D. office. If a student has a failing grade at this time, they are ineligible until the following Wednesday (next grade check). If, during this period (prior to the scheduled Wednesday meeting), a student achieves passing grades, they must arrange a meeting with the A.D. before their eligibility can be reinstated. The eligibility will last until the next grade check. This process continues throughout the remainder of the trimester.

End of Trimester
A student receiving one (1) NC at the end of the trimester becomes academically ineligible for 10 scheduled school days and nights. The student will regain eligibility on the 11th school day. A student receiving two (2) or more NCs at the end of the trimester becomes academically ineligible and may regain eligibility on the 16th scheduled school day by meeting the academic standard, following a period of 15 scheduled school days and nights of ineligibility. Students who received an “Incomplete” at the end of the trimester who raise their final grade to passing would be considered ineligible for the full suspension period unless otherwise determined by school administration.

Eligibility	1 NC or Incomplete	2 or More NCs or Incompletes
Ineligible	10 School Days/Nights	15 School Days/Nights
Reinstatement	Next Academic Day	Next Academic Day

Academic Dishonesty
Academic dishonesty will result in an alternative sanction as determined by Administration.

Falls Sports Academic Ineligibility (Athletic Programs Only)
When the earliest allowed WIAA game/meet takes place before the first day of classes at member school, “the maximum ineligibility period shall be the lesser of: a) 21 consecutive calendar days beginning with the date of the earliest allowed competition in a sport; or b) one

third of the maximum number of games/meets allowed in a sport (rounded up if one-third results in a fraction).” In those instances where a member school has begun fall classes on or before the date of the earliest allowed WIAA game/meet in a sport, ineligible students in these situations are subject to the standard rule applied when school is in session (15 scheduled school days and nights). In this situation, eligibility is regained on the school day following the period of ineligibility (16th school day).

Note 1: An inter school scrimmage does NOT count as a game or meet for purposes of this rule.

Note 2: If a multi-school meet is counted on your schedule as one meet, it also counts as one meet as it applies to the number of meets an ineligible student must sit out.

Note 3: Games/meets at different levels of competition (varsity, JV, freshmen) may NOT be combined to reach the number of meets an athlete must sit out.

Summer School

Summer school may be attended in order to correct failing grade(s). Not all courses are eligible for substitution or offered during summer school. In the event a class is not offered during summer school, the third semester failure will result in the student being ineligible to start the fall season.

Attendance

To be eligible for the day's activities, students must check into the high school front office by 8:30 am and attend school for the entire day. Failure to provide appropriate documentation (such as a medical, dental, or court note) for any absences will render the student ineligible to participate in activities (whether practice or contest) on that day. Likewise, even if a parent excuses an absence (with codes like E - AP, E - PA, etc.), the student remains ineligible to participate without proper documentation.

Tardies

Excessive tardiness, as defined as 10 or more tardies throughout the start and end date of the season, impacts the learning experience and may result in a student being ineligible as determined by the administration.

Administrative School Suspension

A student serving an administrative school suspension (in school or out of school) may not attend the day’s activities until they have resumed attending classes after the completion of the suspension.

Weekend Participation
A student who is absent (unexcused) from school on the last day of a school week is ineligible that day through the weekend for participation in practice and game/contest. Eligibility will be reinstated once the student returns to school.

Early Dismissal for an Event
Periodically, departures for an event may require an early dismissal during the school day. The A.D. Office will update attendance in Skyward and communicate through daily announcements regarding students being dismissed early for an event.

Students are expected to communicate with their teachers in advance about missed class time and are responsible for coordinating a plan for any missed curriculum work.

Behavioral Expectations and Conduct

Students are expected to adhere to all school and classroom expectations. Conduct at or away from school including but not limited to: refusal, non-compliance, engaging/being an accomplice to any illegal or unacceptable conduct contrary to the philosophy of the Co-Curricular Code of Conduct, the rules and regulations within the WIAA, the ideals, principles and standards of the School District of Altoona and common law may result in loss of privilege to participate as part of Altoona co-curricular activities. When representing the School District of Altoona, either at home or at another school, students are expected to adhere to all school policies and behave appropriately.

All violations of this Code of Conduct are cumulative throughout the student's school career. Any student under suspension due to a code of conduct violation will be required to practice with their team/activity and complete the season in good standing for the violation to have been served. The student must address their coach/advisor to discuss their violation and recommit to the code of conduct by reviewing the code with administration. No penalty may be issued or reduced to a penalty or resolution that is less than the minimum penalty required by the WIAA rules, if applicable. Per WIAA regulations, when determining percentages or parts of a season for penalties, the school must use the maximum allowed games and round partial games up. Any student with a violation occurring during WIAA tournaments is disqualified for the entire tournament series in that sport.

Inappropriate Behavior

1. The School District of Altoona acknowledges the widespread issue of mood-altering substance use among adolescents, which adversely affects behavior, learning, and overall development. Therefore, regardless of quantity or age, students are prohibited from using or possessing beverages containing alcohol, tobacco or similar substances, electronic cigarettes or vaping devices (including accessories), street drugs,

performance-enhancing substances (PES), or any substance classified by law as a drug or drug-like substance, including look-alikes. However, students are permitted to possess and use drugs prescribed specifically for them. Misuse of prescription or over-the-counter drugs constitutes a violation.

2. All students are required to refrain from engaging in illegal activities, including those prohibited due to their age. Being present in bars or attending parties where alcohol consumption or illegal drug use occurs is strictly forbidden. Any student found in a bar or at a party where such activities are taking place must promptly leave to avoid violating this code of conduct. This rule does not prohibit presence in establishments primarily serving food, attendance at bars or parties under parental/guardian supervision, or participation in family events with adult oversight. However, parental/guardian presence does not exempt students from adhering to the aforementioned rule.
3. Any student who commits any acts of willful, persistent, disruptive behavior, a legally punishable criminal act or any act in violation of or subject to penalty under Wisconsin State Statutes, shall be suspended from competition, performance and in some cases, practice, whether or not the student is prosecuted by governmental authorities.
4. The School District of Altoona will not permit any type of discrimination, nor will any student participate in any type of hazing or “initiation ceremony”. The National Federation of State High School Associations defines hazing as “any humiliating or dangerous activity expected of a student to belong to a group regardless of their willingness to participate." It is not a defense of one’s actions that the person against whom the hazing is directed has consented or acquiesced. Consequences for discrimination/hazing incidents will be the sole discretion of the principal and may include suspension for up to one calendar year.

Felony

Upon being charged or convicted of a felony, a student will be ineligible for all participation in WIAA activities until the student has satisfied all of the requirements ordered by the court in declaring a sentence served, including probation, community service and/or any other court orders. Any student convicted of a felony would be ineligible for athletics for a minimum of one (1) calendar year from the date the original suspension began, if the court ordered sentence served, including probation, community service and any other court orders is less than 1 year.

Investigation Procedure

The Activities Director and/or building administrator will make determinations as to whether or not violations of the Code have been committed. Any student alleged to have engaged in conduct which is in violation of the Code will be subject to the following procedures:

A. The student’s participation in the investigation procedure is expected. The student’s refusal to answer questions pertaining to his/her/their violation may be used as a basis for a presumption that the student committed the alleged violation.
B. The Activities Director or building administrator may obtain information in regard to alleged violations of the Code in any reasonable manner, including an interview of a

student alleged to have committed a violation and/or interviews of others who may have information about the alleged violation.

C. A student will be determined to have a violation if any of the following have occurred:
    a. The student admits the conduct constituting a violation.
    b. The Activities Director or building administrator obtains information, which in his/her/their judgment, demonstrates a preponderance of evidence that the student engaged in conduct constituting a violation.

When a suspension is assessed, the Activities Director or building administrator shall call home and send a disciplinary referral to the parent(s)/guardian(s) informing them of the decision and the basis for it. A copy of the appeal process will be included.

Sanctions for Code of Conduct Violations (Activities & Athletics)

1. First Violation, the student's sanction: suspended from competition for 20% of the current season's regularly scheduled contests or the next season in which the student is participating, including the WIAA tournament series, if applicable. If the current season ends before the penalty has been served, the penalty will be carried over into the next activity with a pro-rated number of contests.
    a. AODA Assessment (Out of Season/First Offense Only)
    If a student is found to be in violation of a controlled substance out of season and they agree to complete an Alcohol or Other Drug Abuse (AODA) assessment at a certified agency at the expense of the student and follow the assessment recommendations, the suspension will be removed and they will be allowed to participate in the next season. The student can also agree to an AODA assessment in a program offered by the School District of Altoona. Refusal or failure to take the assessment or to follow its recommendations shall cause the individual to serve the balance of the original number of contests suspended.
2. Second Violation, the student's sanction: suspended from competition for 50% of the current season's regularly scheduled contests or the next season in which the student is participating, including the WIAA tournament series, if applicable. If the current season ends before the penalty has been served, the penalty will be carried over into the next activity with a pro-rated number of contests. For alcohol or drug use violations, the student will be required to complete an Alcohol or Other Drug Abuse (AODA) assessment at a certified agency at the expense of the student prior to regaining eligibility.
3. Third Violation, the student's sanction: suspended from competition for one (1) calendar year from the date of the violation. For alcohol or drug use violations, the student will be required to complete an Alcohol or Other Drug Abuse (AODA) assessment at a certified agency at the expense of the student prior to regaining eligibility.
4. Fourth Violation, the student's sanction: suspended from competition for the remainder of their time at the School District of Altoona.

One Year Out Rule

Penalties for code infractions will be considered served after 365 days from the infraction. Students that choose to not participate in an activity for one year will not have to serve the penalty but the penalty will still be recorded on the student's record.

Honesty Clause

If an offending student informs a school administrator of a code violation involving drug, alcohol, or substance abuse violations prior to any knowledge of the event being brought to the school administration, the offending student will receive a suspension of 10% for their offense if it is the student's first offense of this kind. This clause is only available on the first offense.

Sanctions for Code of Conduct Violations (School-Sponsored Clubs)
Violations of this Code of Conduct, at minimum, could result in loss of leadership privileges and/or membership in the School-Sponsored Club. Students and parents/guardians should be aware that additional rules and regulations set forth by the school-sponsored club may go above and beyond this Code of Conduct.

Alternative Sanctions
An Administrator has the discretion to impose alternate sanctions where they, after careful deliberation, determine the mitigating factors concerning the violation and circumstances warrant either an increased or reduced penalty. Any lesser suspension or alternate penalty is at the discretion of the administrator and is not a right or privilege granted to the student. Alternate sanctions may include but are not limited to participation in community service, restorative practice program or mental health counseling.

Students that meet with administration and deny violating the rule and later it is determined that a rule violation did occur may receive additional consequences.

Suspension Penalty Chart (Rounded to Nearest Whole Number)												
Number of Contests in a Season	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**
No. of Contests Ineligible (10%)	1	1	1	1	1	1	1	1	1	1	2	2
No. of Contests Ineligible (20%)	1	1	1	1	1	2	2	2	2	2	3	3
No. of Contests Ineligible (50%)	1	1	2	2	3	3	4	4	5	5	6	6

Suspension Penalty Chart (Rounded to Nearest Whole Number)												
Number of Contests in a Season	**13**	**14**	**15**	**16**	**17**	**18**	**19**	**20**	**21**	**22**	**23**	**24**
No. of Contests Ineligible (10%)	2	2	2	2	2	2	2	2	3	3	3	3
No. of Contests Ineligible (20%)	3	3	3	4	4	4	4	4	5	5	5	5
No. of Contests Ineligible (50%)	7	7	8	8	9	9	10	10	11	11	12	12

Appeal Process

If the accused student and/or their parent/guardian believes that the school administration's finding of a violation or the penalty imposed is not consistent with the Activities Code or Due Process Rights, the student or parent/guardian may appeal the decision. The student will remain suspended during the time of the appeal up to the extent of the penalty. To appeal, the following procedure must be followed:

- The student or parent/guardian must make a written request, within three (3) school days of notification of suspension, to the Director of Athletics and Activities for an appeal hearing. (If written notification is not received within three (3) school days, the student or parent/guardian will be deemed to have waived the right to contest the decision of the school administration).
- The school administration will arrange an appeal meeting within (5) five school days from receiving the notification of appeal with the student, parent/guardian, Director of Athletics and Activities, and the Appeal Committee. The Appeal Committee will consist of three (3) faculty members appointed by an administrator not involved in the incident. This administrator will act as the presiding officer of the hearing. Faculty members are only eligible to be appointed if they are not connected to the impacted student in any way. This includes, but is not limited to, serving as the student's coach, advisor, or teacher of any subject in the current grading term.
- The decision of the Appeal Committee will be final.

Additional Rules

Athletic Rules Established by the Wisconsin Interscholastic Athletic Association

Altoona High School is a member of the Wisconsin Interscholastic Athletic Association (WIAA), and, therefore, shall uphold and enforce the rules and regulations of the WIAA. The WIAA, as governing body, determines the rules and regulations for all contests and by enrollment, classifies all schools for state tournament competition. The rules and regulations as established by the member schools of the WIAA govern participation in high school athletics, and impact/affect your sports activity outside of school. The rules below are general statements only.

WIAA Eligibility Overview for Athletes | *You Are Not Eligible*:

- If you are not enrolled as a full time student at your school.
- If you reach nineteen (19) years of age prior to August 1.
- If you failed more than one class in the most recent grade-reporting period (or failed to meet your school's academic standard if that standard is stricter than the WIAA's).
- If eight (8) semesters have passed since entering Grade 9.
- If you have participated in school sports for all, or part of, four (4) school years.
- If you attend a public high school outside the district where your parent(s) reside full time in their primary residence. Exception: Students who are entering 9th or 10th grade at the beginning of the school year. Refer to Senior High Handbook, Rules of Eligibility. Transferring schools at any time may result in restrictions being imposed on eligibility, or in some cases a denial of eligibility. Refer to Senior High Handbook, Rules of Eligibility.
    - Note 1 – You may be ineligible and/or limited to non varsity competition if you have transferred from any school into a member school after the beginning of your 9th grade year, and you have not received a waiver from the WIAA.
    - Note 2 – A student who transfers after their sixth consecutive semester following entry into Grade 9 shall be ineligible for competition at any level for one calendar year, unless the transfer is made necessary by a total change in residence by parent(s). The calendar year will be determined from a student's first day of attendance at their new school.
- You are not eligible to practice or compete at any level if you do not have on file in your school: (a) evidence of having passed a physical examination signed by a licensed physician, physician assistant or Advanced Practice Nurse Prescriber, (b) signature of parent(s) giving permission to participate in sports, (c) parent signature affirming receipt of WIAA Rules of Eligibility, and (d) emergency locator form on file.
- If you do not sign and follow the code of conduct established by your school.

- If you participate in more than two contests or events other than for your official interscholastic school team while you are a member of that school team and during the entire school season (start of practice to end of season) of that sport. You must have prior school approval.
- If as an underclassman you have played in an all-star contest.
- If you let anyone besides your parents pay a fee for specialized training, like a summer camp, or if you are instructed by your school coach outside the season of a sport (unless the contact is in the summertime and takes place during an approved contact period).

WIAA Name, Image, and Likeness (NIL) Rules

Student-athletes are now permitted to profit off one's own name, image, and likeness given that profiting is not done using a prohibited action. NIL deals contracted by a student-athlete must be registered with the Director of Athletics & Activities before competing on behalf of the School District of Altoona.

All NIL Agreements must be registered with the AD Office by submitting this form -https://docs.google.com/forms/d/e/1FAIpQLSdDS6h_GG1htV9gG4WEyGfT_evcgF8mPuRyMRQBHRuSbl5l2w/viewform?usp=header-

Prohibited NIL Activities

- The student shall not appear in the uniform of the student's school and does not utilize the marks, logo, etc. of the school team, school, conference, or WIAA as part of any endorsement
- The student shall not promote activities nor products associated with the following: gaming/gambling; alcoholic beverages, tobacco, cannabis, or related products; banned or illegal substances; adult entertainment products or services; weapons (i.e. firearms).
- The compensation is not contingent on specific athletic performance or achievement (i.e. financial incentives based on points scored).
- The compensation is not provided by the school or persons associated with school as an inducement to attend a particular school ("recruiting") or to remain enrolled at a particular school.
    - Note" Definition of Persons Associated With School include, but are not limited to; current or former coaches, current or former athletes, parent(s)/guardian(s)/caregiver of current or former student/athletes (exception of one's own parent), booster club members, alumni, spouses or relatives of coaches, teachers, and other employees, coaches who become employed, active applicants for coaching positions, and persons who are employed by companies or organizations that have donated monetarily, athletic supplies, equipment or apparel to the school
- The NIL activities do not interfere with a student-athlete's academic obligations

- A student does not miss athletic practice, competition, travel, or other team obligations in order to participate in NIL opportunities.
- A student can not utilize representation or contract an agent. High schools or its employees are not allowed to help facilitate deals for student-athletes

Co-Curricular Travel

All students must travel with the team on school provided transportation, both to and from school sanctioned events. Parents/guardians requesting to personally transport their student to or from a school sponsored activity may do so by signing out with the coach/advisor and by completing the Student Travel Release Form (digital or electronic). The travel release form must be completed and turned in to the coach/advisor (each event or season). Students attending an away school sanctioned event are not permitted to leave without permission and must be signed out by a parent/guardian. Failure to do so may result in an alternative sanction.

The parent/guardian of a student participating in an off site athletic program or activity (Tennis, Golf, Softball, Baseball, Hockey, Wrestling), is responsible for transportation to and from the off site athletic program or activity. A signed document for a student driving and/or being transported to practice is required prior to the start of each season and valid through the end of that season if the site is outside of district boundaries. A form is required if a student is driving other students regardless of the location of the site.

Communication Expectations

The School District of Altoona encourages students to communicate with their coach and/or advisors throughout the season. In order to help students take responsibility for their actions while becoming increasingly independent and self-sufficient, it is imperative that they learn to self-advocate if issues arise. Students who have questions or concerns should address them with the coach/advisor during normal school/activity hours. Coaches/advisors will connect with the student at the next scheduled activity.

Parents/guardians attempting to meet with a coach/advisor immediately after a contest is strongly discouraged. To allow time to process the event/situation, We respectfully ask for the coach and parent/guardian to allow time to process, using the 24 Hour Rule. See below for appropriate steps/actions to take in addressing a concern. Prior to step 1, parents/guardians should speak with the student to help them reflect on all aspects and perspectives of the issue, with a particular emphasis on steps they can take to appropriately self-advocate.

Procedure for Addressing Concerns with a Coach/Advisor

1. Students seek out a coach/advisor at an appropriate time to discuss the issue.
2. If the student and coach/advisor are not able to resolve the issue, the student and parent may request a meeting with the coach/advisor or coaching staff.
3. If the meeting between the student, parent and coach/advisor does not resolve the concern, a meeting can be requested with the coach/advisor and the Athletics & Activities Director.

Equipment

Participants are expected to return school equipment/uniforms at the end of the season. Costs for damaged or unreturned items will be assessed to the participant and will prohibit participation in another sport until fees are paid.

Foreign Exchange Students

WIAA rules allow for one year of eligibility for foreign students participating in exchange programs. Eligibility is not automatic, however, and schools must fill out a request for foreign student eligibility. These students are required to meet existing WIAA rules in areas other than residence. All foreign students must have a physical conducted in the United States prior to participating in practice or competition at a member school and have the Parental Permission for Foreign Exchange Student Athletic Participation form completed.

Foreign Exchange Student Eligibility Application Process

1. A.D., in communication with the host family, fills out Foreign Student Eligibility Verification Form and submits it to the WIAA.
2. A.D. receives confirmation on-screen that the WIAA office has received the submitted form and an email confirmation will be sent for school records.
3. The form is routed to the WIAA office.
4. A.D. will receive two emails: one with the link to the printable form with final eligibility status indicated and a second email with password to retrieve the form.

Home-Based Private Education Student Participation

Per Wisconsin Statute 118.133, students who are enrolled in a home-based private-educational program may participate in interscholastic athletics and/or extracurricular activities in their school district on the same basis and to the same extent that it permits pupils enrolled in the school district to participate. The home-based private education student who lives within the Altoona School District must apply, meet state law, and follow the same rules and requirements on the same basis and to the same extent as full-time students of Altoona High School. Parents/Guardians must provide grading information to the A.D. at the end of each transcripted grading period regardless of the student being active in a co-curricular activity.

Participation Requirements (Athletic Programs)

Prior to participation, student athletes must:

- Complete the Athletics Online Registration: https://altoonahs-ar.rschooltoday.com/
- Turn in a WIAA Physical Card Form to the A.D. Office or upload to the registration during the Athletics Online Registration process.
    - **WIAA Physical Card Forms:**
        - Student-Athlete Physical Card (English) - 5th Edition
        - Athletes with Disabilities Form

Student-Athlete Injury and Care

Any student participating should assume the risk of participating and families are responsible for their own insurance coverage (Informed Consent). All injuries must be reported immediately to the coach(es)/advisor(s). The coach/advisor will complete a school injury accident form, notifying the building principal and A.D. of the injury. Should an injury be discovered after the student has returned home, the coach/advisor or A.D. should be contacted. Parents will be notified by the coach/advisor in the event their child is injured or hospitalized.

Concussion and Head Injury and Sudden Cardiac Arrest
(WI Statute § 118.293) (WI Statute § 118.2935)

At the beginning of a season, the person operating the youth athletic activity shall distribute a concussion and head injury information sheet to each person who will be coaching that youth athletic activity. The law was amended in 2013 and the concussion information and acknowledgement must only be distributed and collected to the participant once per school year. No person may participate in a youth athletic activity unless the person returns the information sheet signed by the person and, if he or she is under the age of 19, by their parent or guardian.

- Concussion and Head Injury and Sudden Cardiac Arrest Information
- Athlete Concussion & Sudden Cardiac Arrest Agreements
- Parent Concussion & Sudden Cardiac Arrest Agreements

HeadStrong Concussion Insurance Program

The HeadStrong Concussion Insurance Program was specifically developed to insure student athletes from the high cost of concussion treatment and neurological follow up. The insurance only covers athletes in WIAA recognized sports (Baseball, basketball, cross country, football, golf, hockey, soccer, softball, tennis, track & field, volleyball and wrestling) at WIAA member schools. It does not cover cheer, dance, or club sports.

Use of Electronic Devices in Locker Room/Restroom (WI Statute § 175.22)

No person may use an electronic device, or any recording device to capture, record, or to transfer a representation of a person in the locker room/bathroom.

Altoona Middle School

2025-2026 Co-Curricular Code of Conduct

July 1, 2025 - June 30, 2026

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2025-2026 Co-Curricular Code of Conduct | Altoona Middle School

Co-curricular activities are an important part of the comprehensive program of the School District of Altoona. While the goal as a school district is to provide a sound academic experience for our students, co-curricular activities provide special opportunities for participants to promote their mental, physical, social, and emotional development. We feel these contributions to the overall development of our students are essential, and we appreciate the support of our programs by our student body, staff, parents, and community. Participating in co-curricular activities is a privilege and not a right.

The School District of Altoona Co-Curricular Code of Conduct, along with any other rules set forth by the School District of Altoona and/or the Department of Public Instruction (DPI), establishes expectations for student conduct, as they represent the School District of Altoona, it's student body and community. As a representative, students must conform to and abide by this Code of Conduct.

Definition of "Student" in this document shall refer to students entering Altoona Middle School, grades 6-8. Definition of "Coach" and "Advisor" in this document shall refer to any adult assigned by the School District of Altoona who oversees any aspect of a co-curricular activity.

Prior to participation, the student and parent/guardian are provided this Code of Conduct, in which the student and parent/guardian must read, acknowledge and accept which is completed during the online athletic registration process and through the district student handbook.

- Policy 370 CO-CURRICULAR ACTIVITIES (COMPETITIVE AND NON-COMPETITIVE)
- Policy 371.1 - STUDENT-INITIATED CLUBS AND SIMILAR ORGANIZATIONS

2025-2026 School Year Co-Curricular Definition and Programming

Altoona Middle School offers many great opportunities for students to be involved in clubs, activities and athletic programs. The Student Activities Office has redefined co-curriculars into various categories which are defined below:

- **Activities** are non-sport programs that compete or perform, often against other schools.
- **Athletics** are sport programs that compete against other schools.
- **School-Sponsored Clubs** are composed of students with similar interests and created with the backing and sponsorship of Altoona Middle School. They have a direct tie to a classroom course or an established presence within AMS. Each group has a staff advisor who guides the club and provides direction and leadership for the group in conjunction with the student leadership. School-sponsored clubs can meet before or after school and host events during the school day.

AMS Athletic Programs		
Fall	**Winter**	**Spring**
• Cross Country* • Football • Boys Soccer* • Girls Tennis* • Girls Volleyball	• Boys Basketball • Girls Basketball • Wrestling*	• Girls Soccer* • Boys Tennis* • Track & FIeld

*6th Grade Participation Permitted

AMS Activities	AMS School-Sponsored Clubs
• Forensics • Show Choir • Mathcounts	• Art Club • Chess Club • Drama Club • Fitness Club • Fuel Up to Play • S.A.F.E. • Student Council

Academic Eligibility

While we recognize the importance our clubs, sports, and other co/extracurricular activities play in the lives of our students, their success and achievements in the classroom need to be the priority. In order to maintain eligibility, students need to be in good academic standing. Based on the standards-based grading scale, a student shall become academically ineligible by earning an “NE” in one or more classes during the latest transcripted grading period (end of each quarter). A student academically ineligible is not permitted to compete in an event or contest and will be unable to travel to an event or contest with the team if there is an early dismissal/release.

A middle school student regains eligibility once they are able to demonstrate they are no longer receiving an NE in all classes. Students who wish to regain eligibility need to meet with the Director of Athletics/Activities for steps regarding this process.

Attendance

To be eligible for the day's activities, students must check into the high school front office by 8:30 am and attend school for the entire day. Failure to provide appropriate documentation (such as a medical, dental, or court note) for any absences will render the student ineligible to participate in activities (whether practice or contest) on that day. Likewise, even if a parent excuses an absence (with codes like E - AP, E - PA, etc.), the student remains ineligible to participate without proper documentation.

Tardies
Excessive tardiness, as defined as 10 or more tardies throughout the start and end date of the season, impacts the learning experience and may result in a student being ineligible as determined by the administration.

Administrative School Suspension
A student serving an administrative school suspension (in school or out of school) may not attend the day’s activities until they have resumed attending classes after the completion of the suspension.

Weekend Participation
A student who is absent (unexcused) from school on the last day of a school week is ineligible that day through the weekend for participation in practice and game/contest. Eligibility will be reinstated once the student returns to school.

Early Dismissal for an Event
Periodically, departures for an event may require an early dismissal during the school day. The A.D. Office will update attendance in Skyward and communicate through daily announcements regarding students being dismissed early for an event. Students are expected to communicate with their teachers in advance about missed class time and are responsible for coordinating a plan for any missed curriculum work.

Behavioral Expectations and Conduct

Appropriate behavior is critical and expected from our students both at school and as a part of a team, club or other group. Students who display inappropriate behavior while at school, or as a part of a team, club, or group may receive reduced opportunities to compete or perform.

During practices, competitions, and performances, our coaches and advisors are tasked with holding our students to these behavior expectations demonstrating our character both here in Altoona and at other locations. Should a student not be able to comply with these expectations, loss of competition/participation time, and suspension from such activities, may be issued by the Athletics & Activities Director, coach or advisor as needed.

Code of Conduct Violations
Students who display inappropriate behaviors that warrant a suspension from school (in or out of school) will be held to the following guidelines during that school year:

> First Violation = Ineligible for 25% of the total amount of competitions for that season, or the following season they wish to participate. The student may still practice during this period.
>
> Second Violation = Ineligible for 50% of the total amount of competitions for that season, or the following season they wish to participate. The student may still practice during this period.
>
> Third Violation = Ineligible for one calendar year from all middle school level competitions, performances, and practices indefinitely. In order to be reinstated, the student will need to request a meeting with the Director of Athletics/Activities.

Additional Rules

Co-Curricular Travel

All students must travel with the team on school provided transportation, both to and from school sanctioned events. Parents/guardians requesting to personally transport their student to or from a school sponsored activity may do so by signing out with the coach/advisor and by completing the Student Travel Release Form (digital or electronic). The travel release form must be completed and turned in to the coach/advisor (each event). Students attending an away school sanctioned event are not permitted to leave without permission and must be signed out by a parent/guardian. Failure to do so may result in an alternative sanction.

Communication Expectations

The School District of Altoona encourages students to communicate with their coach and/or advisors throughout the season. In order to help students take responsibility for their actions while becoming increasingly independent and self-sufficient, it is imperative that they learn to self-advocate if issues arise. Students who have questions or concerns should address them with the coach/advisor during normal school/activity hours. Coaches/advisors will connect with the student at the next scheduled activity.

Parents/guardians attempting to meet with a coach/advisor immediately after a contest is strongly discouraged. To allow time to process the event/situation, We respectfully ask for the coach and parent/guardian to allow time to process, using the 24 Hour Rule. See below for appropriate steps/actions to take in addressing a concern. Prior to step 1, parents/guardians should speak with the student to help them reflect on all aspects and perspectives of the issue, with a particular emphasis on steps they can take to appropriately self-advocate.

Procedure for Addressing Concerns with a Coach/Advisor

1. Student seeks out a coach/advisor at an appropriate time to discuss the issue.
2. If the student and coach/advisor are not able to resolve the issue, the student and parent may request a meeting with the coach or coaching staff.
3. If the meeting between the student, parent and coach/advisor does not resolve the concern, a meeting can be requested with the coach and the Athletics & Activities Director.

Equipment

Participants are expected to return school equipment/uniforms at the end of the season. Costs for damaged or unreturned items will be assessed to the participant and will prohibit participation in another sport until fees are paid.

Home-Based Private Education Student Participation

Per Wisconsin Statute 118.133, students who are enrolled in a home-based private-educational program may participate in interscholastic athletics and/or extracurricular activities in their school district on the same basis and to the same extent that it permits pupils enrolled in the school district to participate. The home-based private education student who lives within the Altoona School District must apply, meet state law, and follow the same rules and requirements on the same basis and to the same extent as full-time students of Altoona Middle School. Parents/Guardians must provide grading information to the A.D. at the end of each transcripted grading period regardless of the student being active in a co-curricular activity.

Participation Requirements (Athletic Programs)

Prior to participation, student athletes must:

- Complete the Athletics Online Registration: https://altoonahs-ar.rschooltoday.com/
- Turn in a WIAA Physical Card Form to the Middle School Front Office or upload to the registration during the Athletics Online Registration process.

Student-Athlete Injury and Care

Any student participating should assume the risk of participating and families are responsible for their own insurance coverage (Informed Consent). All injuries must be reported immediately to the coach(es)/advisor(s). The coach/advisor will complete a school injury accident form, notifying the building principal and A.D. of the injury. Should an injury be discovered after the student has returned home, the coach/advisor or A.D. should be contacted. Parents will be notified by the coach/advisor in the event their child is injured or hospitalized.

Concussion and Head Injury and Sudden Cardiac Arrest
(WI Statute § 118.293) (WI Statute § 118.2935)

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- Concussion and Head Injury and Sudden Cardiac Arrest Information
- Athlete Concussion & Sudden Cardiac Arrest Agreements
- Parent Concussion & Sudden Cardiac Arrest Agreements

Use of Electronic Devices in Locker Room/Restroom (WI Statute § 175.22)

No person may use an electronic device, or any recording device to capture, record, or to transfer a representation of a person in the locker room/bathroom.

ACADEMIC AND CAREER PLANNING (Education for Employment)

Academic and Career Planning, or ACP, is a student-driven, adult-supported process in which students create and cultivate their own unique and information-based visions for post secondary success, obtained through self-exploration, career exploration, and the development of career management and planning skills. Students in the School District of Altoona utilize Xello software to engage in career exploration, planning and preparation.

Elementary School Students Career Awareness	Middle School Students Career Exploration	High School Students Career Planning and Preparation
• begin to explore career interests with their interests and strength • discuss learning and beginning career interests with their parents • conduct research on career interest(s) • participate in social-emotional learning	• have the opportunity to visit job sites related to career interests • discuss careers with current practitioners • develop a personal career profile • participate in social-emotional learning • establish their personal postsecondary preparedness indicator data • discuss career interests with their parents	• participate in courses clustered by career pathways • Access to courses that provide high school and post-secondary credits • access to local post- secondary program tours and information • experience on-the-job opportunities through site- based work experiences • participate in social- emotional programming • discuss careers with current practitioners • discuss career plans with their parents • continue to develop and update their personal career profile • track their personal postsecondary preparedness and readiness indicators

Wis. Admin. Code § PI 26.03(b)1 *Wis. Admin. Code § PI 26.04(4)*

ASBESTOS MANAGEMENT PLAN AND ASBESTOS MANAGEMENT ACTIVITIES

The School District of Altoona strives to create and maintain a safe and healthful environment at each of its facilities. In the pursuit of safety and to comply with state and federal laws and regulations that govern asbestos management in schools, the District has designated the following individual to serve as the District-wide Asbestos Management Coordinator:

Tim Chmelik, Director of Maintenance
1903 Bartlett Ave, Altoona, WI 54720
715-839-6030 ext. 3039
tchmelik@altoona.k12.wi.us

If you have any questions or concerns related to this notice or regarding the presence, management, or removal of asbestos or asbestos-containing materials in any District building, please contact the Director of Maintenance.

In addition, the District maintains an Asbestos Management Plan for its school facilities in the Facilities Office. The Asbestos Management Plan is available for inspection by the public, parents, and district employees. Upon request, the District will also make and provide a copy of any such plan(s). A reasonable copying fee may be charged as further provided in the District's public records policies/procedures. Please submit requests to inspect or receive a copy of any school's plan to either the Director of Maintenance or the Executive Assistant to the Superintendent.

Under the Asbestos Hazard Emergency Response Act (AHERA) and related state laws, the District ensures that qualified persons conduct periodic asbestos-related inspections and perform any asbestos abatement or other asbestos management activities. Below, please find some additional information about the status of asbestos management in the District's school facilities, including any planned or in-progress management activities at particular facilities.

School Facilities Where Asbestos Containing Materials Have Been Identified
In most cases, the presence of asbestos-containing materials in a building is a function of the age of the building. Please note that the identification of asbestos-containing materials does not itself amount to a finding that an active health hazard exists. Some materials can be appropriately managed "in place." The asbestos is beneath cabinetry and is not exposed. The district inspects these areas prior to any maintenance work performed in rooms containing asbestos under the cabinetry. The district performs periodic surveillance of asbestos twice per year and full re-inspections every three years. For more information please contact the Director of Maintenance during regular business hours for your inspection and review of the AHERA plan.

BULLYING

The School District of Altoona is committed to providing a safe, supportive and respectful school environment for all students and strictly enforces a prohibition against bullying. Bullying behavior interferes with student learning and has a detrimental effect on the personal health and well-being of students, and will not be tolerated in the District.

Bullying of students is prohibited at school, on school grounds, during school-sponsored activities, on school buses and at bus stops, and through the use of digital technologies. "Bullying" is defined as deliberate or persistent behavior, using words or actions, that is intended to cause fear, physical harm or psychological distress on another student and has the effect of doing any of the following:

1. substantially interfering with a student's education or school performance;
2. creating an intimidating or fearful environment in a school setting for a student or group of students; or
3. substantially disrupting the orderly operation of the school.

All District staff intervene promptly and firmly against it when they are made aware of bullying by observation or report.

Victims of bullying, observers of bullying, and parents or guardians of students who have been bullied are encouraged to report incidents of bullying to a teacher, a building administrator, a counselor, or any other staff member. Students are encouraged to report bullying as soon as possible to the nearest staff member. All reports of bullying shall be taken seriously, treated fairly and promptly and thoroughly investigated. Retaliation against individuals for filing reports under this policy or assisting in the investigation of such reports is prohibited.

Students found to be in violation of this policy shall be subject to disciplinary action ranging from positive behavioral interventions and supports up to and including suspension or expulsion from school. Referrals may also be made to law enforcement officials. When determining the appropriate consequences and remedial action, the building principal shall consider the developmental and maturity levels of the parties involved, the levels of harm, the surrounding circumstances, the nature of the behaviors, past incidences or past or continuing patterns of behavior, and the context in which the alleged bullying incident(s) occurred.

If a District employee has been found to have bullied or retaliated against a student in violation of this policy, he/she shall be subject to disciplinary action up to and including discharge. Employee disciplinary action shall be consistent with applicable provisions of the Employee Handbook or other District procedures.

Wis. Stats § 118.46(2) and *District Policy 443.71*

CAREER AND TECHNICAL NONDISCRIMINATION

The mega result of the School District of Altoona is to prepare students academically and socially for personal success in life and to be respectful, contributing members of the local and global communities.

It is the policy of the School District of Altoona that all career and technical opportunities will be offered on a nondiscriminatory basis, without regard to sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.

Career and technical education programs offer a sequence of courses that provides students with coherent and rigorous content. CTE content is aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in current or emerging professions. Courses are offered in a variety of career pathways including: Business & Administration, Health Sciences, Information Technology, Manufacturing, STEM, Hospitality & Tourism, Education, Finance and Human Services.

Students are admitted to courses for which they meet the listed prerequisites and grade-levels that the course is offered for. District Title IX and Section 504 Compliance Officer:

Missy Lesik, Director of Student Services & Special Education
1903 Bartlett Avenue, Altoona, WI 54720
(715) 838-7084, ext. 3011
mlesik@altoona.k12.wi.us

DIRECTORY DATA - MILITARY RECRUITERS ACCESS OF STUDENTS RECORDS

The Family Educational Rights and Privacy Act (FERPA) requires the School District of Altoona, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary within 14 days in accordance with district procedures. The primary purpose of directory information is to allow the School District of Altoona to include this information in certain school publications. Examples could include such items as: a playbill, showing your student's role in a drama production; school yearbook; an honor roll or other recognition lists; graduation programs; and sports activity sheets, such as wrestling, showing weight and height of team members.
Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. Federal public law 107-110, section 9528 of the ESEA, "No Child Left Behind Act" requires school districts to release student names, addresses, email addresses and phone numbers to military recruiters upon their request. The law requires a school district to notify a student of his/her right to opt-out by requesting that the school district does not release information to military recruiters. Students have the right to request that private information is not released to military recruiters. Students choosing to withhold private information from military recruiters should complete the opt out form in the registration packet or contact the high school guidance department.
The following has been designated as directory information:

- Student's name
- Recorded images of the student that are not being maintained by the District for a separate purpose as a behavioral record
- Student's school/grade level
- Degrees and awards received by the student
- Student's participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- The name of the school most recently previously attended by the student
- Student's dates of attendance (not including daily attendance records)

Under federal guidelines (FERPA and COPPA), a district may consent on behalf of parents or guardians for a child to utilize an educational tool that would give a 3rd party application, software or website access to directory information. The district utilizes a variety of online tools to support learning. These applications must demonstrate a clear tie to educational support. Parent or guardian request to opt out of the release of this directory information follows the same opt-out procedure (above) as other directory information.
District Policy 347.1

EARLY COLLEGE CREDIT AND START COLLEGE NOW PROGRAMS

The Early College Credit Program allows Wisconsin high school students to take one or more approved courses at an approved institution of higher education for high school and/or college credit. Start College Now allows junior and senior students to take courses at a technical college. Students must satisfy the eligibility requirements to participate in the Early College Credit Program (ECCP) or Start College Now programs. The application deadline is March 1 for the fall semester and October 1 for the spring semester. Other college credit opportunities include Advanced Placement (AP) Courses and Transcripted Credits.

For additional information on any of the above-mentioned programs, see your school counselor.
Wis. Stats. § 118.55, 38.12(14), District Policy 343.45, and District Policy 343.46

THE FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

- The right to inspect and review the student's education records within 45 days (34 CFR 99.10) of the date the school receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal or appropriate school official a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- The right to submit a written request for an amendment of the student's education records (34 CFR 99.20, 99.21, and 99.22) that the parent or student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend their child's or their education record should write to the school principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent (34 CFR 99.30 and 99.31).

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, or medical consultant); a contractor, consultant, volunteer or other party to whom the Board has outsourced a service otherwise performed by Board employees (e.g. a therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers).

"Legitimate educational interest" is defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office:
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

These rights transfer to the student when he or she turns 18 years of age or enters a postsecondary educational institution at any age ("eligible student").

District Policy 347

HUMAN GROWTH AND DEVELOPMENT INSTRUCTION

The School District of Altoona recognizes the family as a major forum for developmental experiences. In identifying its role, the district serves to reinforce that which is taught at home by providing learning experiences that can be used to make healthy life choices now and in the future. The District provides human growth and development instruction appropriate to each grade level and the age and level of maturity of students in grades 5, 7, and 10 consistent with Chapter 118 of the State Statutes.

Parents and guardians may review the curriculum and inspect the instructional materials used in each grade by submitting a written request to the Director of Curriculum, Instruction and Assessment, the school counselor, or the building principal.

Parents may file a written request with the school principal if they wish to have their child exempted from Human Growth and Development instruction in general or in a specified subject within the program. Students exempted from human growth and development curriculum will still receive instruction as outlined in State Statute 118.01(2)(d)2c (knowledge of physiology and hygiene, sanitation, the effects of controlled substances and alcohol upon the human system, symptoms of disease and the proper care of the body) unless the parent has filed a written objection with the school principal and section 118.01(2)(d)8 of the state statutes (knowledge of effective means by with students may

recognize, avoid, prevent and halt physically or psychologically intrusive or abusive situations which may be harmful to students). If a student is exempted, he/she may be held accountable for an alternative study of health topics.

Outlines below for grade levels that teach Human Growth and Development:

Grade 5 (students separated by gender for unit) • hygiene practices, puberty, healthy choices Grade 7 (unit during Health 7) • Reproductive system • Abstinence and why it is a healthy choice • STDs and negative effects • Healthy choices for your body and self-esteem • Sexual harassment and sexting	Grade 10 (unit during Health 10) • Reproductive system • Healthy relationships • Abstinence • STDs and risks associated • Contraceptives • Self-esteem and decision making • Warning signs of abusive relationships • Shaken Baby Syndrome and its effects

Wis. Stats. § 118.019(3) *District Policy 341.31*

MEAL CHARGE POLICY

Students will be permitted to purchase meals from the District's food service program using either cash on hand or a food service account. USDA regulations allow students other than those who qualify for free meals to be denied a meal if their account balance is negative. In the School District of Altoona, students will not be denied a meal because of a negative account balance, however, they will not be allowed to charge a la carte items, extra entrees, or extra milk.
The following reasonable efforts will be made by the School District of Altoona to keep parent(s)/guardian(s) informed regarding their family meal account; however, it is ultimately the responsibility of the parent(s)/guardian(s) to maintain a positive balance in their account so that the district can provide meals to their children.

1. Weekly notifications will be sent on Mondays when a family meal account balance falls between $0.01 and $10.00.
2. Daily notifications will be sent when a family meal account balance is in the negative.

The School District of Altoona will make a reasonable effort to collect all food service charges to the District. Uncollected food service balances that are delinquent may be pursued through legal means including, but not limited to, referring the matter to a collection agency.
District Policy 763 and *District Rule 763*

MEAL MODIFICATIONS

In compliance with the National School Lunch Act and the Americans with Disabilities Act Amendments Act of 2008 school districts are required to provide special dietary accommodations for students having a food-related disability.

All students seeking accommodations for a food-related disability must provide a statement signed by a licensed physician that contains the following information:

- The child's disability
- An explanation of why the disability restricts the child's diet
- The major life activity or bodily function affected by the disability
- The food or foods to be omitted from the child's diet and the food or choice of food that must be substituted.

"Licensed physician" is defined in Wisconsin as an individual possessing the degree of doctor of medicine or doctor of osteopathy or an equivalent degree as determined by the medical examining board and holding a license granted by the medical examining board. The child's physician needs to complete and sign a Physician Order for Diet Modification available at: https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/medical-statement.pdf. The completed form must be returned to the school health office for accommodations to be provided. If the child's dietary needs are not considered a disability, accommodations might still be possible. Please have the physician complete the form. Each request will be handled on a case by case basis. Please note the school district does not provide accommodations for diets that are not medically necessary (i.e. vegetarian, low carb, etc.). If at any point after initial completion the diet order changes or is discontinued please provide a written update to your child's school health office.

PROGRAM OR CURRICULUM MODIFICATIONS

The Board recognizes that the regular school program may not be appropriate for all students. Some students may need program or curriculum modifications to successfully meet the District's academic goals and/or graduation requirements.

Any student's parent, or the student if the parent is notified, may submit a written request to the building principal, to provide the student with program or curriculum modifications, including, but not limited to:

- modifications within the student's current academic program;
- a school work training or work-study program;
- enrollment in an alternative public school or program located in the School District in which the student resides;
- enrollment in any nonsectarian private school or program, or tribal school, located in the School District in which the student resides, which complies with the requirements of State and Federal law;
- homebound study, including nonsectarian correspondence courses or other courses of study approved by the Board or nonsectarian tutoring provided by the school in which the child is enrolled;
- enrollment in any public educational program located outside the School District in which the student resides, pursuant to a contractual agreement between school districts.

The principal must render his or her decision, in writing, within (90) ninety days of a request, except that if the request relates to a student who has been evaluated by an Individualized Education Program team and has not been recommended for special education, the decision must be made within (30) thirty days of the request. If the request is denied, the reasons for the denial must be included. A parent may request reconsideration of any decision made by the principal in response to a request for program or curriculum modifications. State law requires that the District offer an opportunity for the family to request that the Board review the decision.

Wis. Stats § Section 118.15(1)(d), Section 118.15(1)(dm), Section 118.15(1)(e), Section 118.15(1)(f)
District Policy 342.6 and *District Rule 342.6*

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)
(Student Privacy)

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to: *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent; or
8. Income (other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

Inspect, upon request and before administration or use:

1. Protected information surveys of students and surveys created by a third party;
2. Instruments used to collect personal information from students for any of the above
3. Instructional material used as part of the educational curriculum. These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. The School District of Altoona has adopted policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. The District

will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

District Policy 333

SPECIAL EDUCATION REFERRAL/EVALUATION/CHILD FIND

Upon request, the School District of Altoona is required to evaluate a child for eligibility for special education services. A request for evaluation is known as a referral. When the district receives a referral, the district will appoint an Individualized Education Program (IEP) team to determine if the child has a disability, and if the child needs special education services. The district locates, identifies, and evaluates all children with disabilities who are enrolled by their parents in private (including religious) schools, elementary schools and secondary schools located in the school district.

A physician, nurse, psychologist, social worker, or administrator of a social agency who reasonably believes a child brought to him or her for services is a child with a disability has a legal duty to refer the child, including a homeless child, to the school district in which the child resides. Before referring the child, the person making the referral must inform the child's parent that the referral will be made.

Others, including parents, who reasonably believe a child is a child with a disability may also refer the child, including a homeless child, to the school district in which the child resides.

Referrals must be in writing and include the reason why the person believes the child is a child with a disability.

Please contact the following when you have a referral:

Missy Lesik, Director of Student Services and Special Education
1903 Bartlett Avenue, Altoona, WI 54720
(715) 838-7084, ext. 3011
mlesik@altoona.k12.wi.us

SPECIAL NEEDS SCHOLARSHIP PROGRAM

This notice serves to inform parents and guardians of students with disabilities that the State of Wisconsin has established the Special Needs Scholarship Program. Under this scholarship program and as further specified in state law, a qualifying child with a disability may be eligible to receive a scholarship from the Department of Public Instruction (DPI) that allows the child to attend an eligible private school in Wisconsin that is participating in the Special Needs Scholarship Program.

This is a state-administered program. A parent or guardian who is interested in the Special Needs Scholarship Program should independently verify the participating private schools and the specific terms, eligibility criteria, and application procedures of the scholarship program with the DPI.
The Special Needs Scholarship Program is further defined under section 115.7915(5) of the state statutes. Additional information about the program is available on the website of the Wisconsin Department of Public Instruction: https://dpi.wi.gov/sms/special-needs-scholarship.

Department of Public Instruction Special Needs Scholarship Program Website

PI 49 Wisconsin Admin Code and *Wisconsin Statute § 115.7915(5)*

STUDENT ANTI-HARASSMENT

The School District of Altoona is committed to maintaining a learning and working environment for students and employees free from harassment, discrimination, or intimidation.

Harassment refers to the acts of physical, verbal, or psychological behavior based on sex, race, religion, national origin, ancestry, creed, pregnancy, parental or marital status, sexual orientation, physical, learning, mental or emotional disability or handicap which would create an intimidating, hostile, or offensive environment.

Students who experience harassment may immediately make it clear that such behavior is offensive. Students are entitled to due process protection and are encouraged to report the incidents to:

Missy Lesik, Director of Student Services and Special Education
1903 Bartlett Avenue, Altoona, WI 54720
(715) 838-7084, ext. 3011
mlesik@altoona.k12.wi.us

There shall be no retaliation against students who file complaints in good faith under this policy. A complaint shall be submitted within forty-five (45) working days of the occurrence of the incident being reported.

STUDENT ASSESSMENTS

The Wisconsin Student Assessment System (WSAS) is a comprehensive statewide summative assessment program designed to provide information about what students know in core academic areas and whether they can apply what they know. Parents may request additional information regarding any State or district policy regarding student participation in any assessments mandated by law and by the district by contacting their school principal or the District Assessment Coordinator.

District Policy 346

STUDENT ATTENDANCE

In accordance with state law, all parents must cause children between 6 and 18 years of age to attend school unless the child has graduated, is excused by the school attendance officer or parent, or is enrolled in an alternative program leading toward graduation. The responsibility for monitoring and encouraging attendance is shared by the parents, schools, and the community. The parent or guardian of absent students is expected to notify the school on the day the absence occurs. The school shall report a student's unexcused absences to the parent or guardian. Students are allowed and encouraged to make up work missed during excused absences from school. It is the student's responsibility to request assignments and schedule make-up exams. Missing school for unexcused absences will have a negative impact on a student's grade and in some cases contribute to the overall failure of a course. The school shall have the authority to initiate action as stated in District Policy 431 to secure a student and/or parents or guardians compliance with compulsory attendance law.

Wis. Stats § 118.15, 118.16 , 118.16(4)(d), District Policy 431 and *District Policy 423*

STUDENT LOCKER SEARCHES

Every student has the right to the use of the locker which has been assigned to him/her. The lockers remain the property of the school district. This policy does not preclude periodic inspections for the purposes of cleaning lockers, or, for example such actions as recovering library materials and textbooks. School administrators or their designees may search lockers with or without prior notice to the student. The student must use the locker assigned to them by the professional staff to the school.

Wis. Stats. § 118.325 and District Policy 446.1

STUDENT NONDISCRIMINATION

It is the policy of the School District of Altoona that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, career and technical education or other program or activity because of the persons' sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation,

or physical, mental, emotional, or learning disability as required by s. 118.13, Wis. Stats. This policy also prohibits discrimination under related federal statutes, including Title IX of the Educational Amendments of 1972 (sex), Title II, Title VI and Title VII of the Civil Rights Act of 1964 (race and national origin), Section 504 of the Rehabilitation Act of 1973 (handicap), and the Americans with Disabilities Act of 1990. This policy also prohibits harassment. Students, parents and all other members of the School District community are encouraged to promptly report suspected violations of this policy to a teacher or administrator. Any teacher or administrator who receives such a complaint shall file it with the District's Compliance Officer at his/her first opportunity.

Students who believe they have been denied equal access to District educational opportunities, in a manner inconsistent with this policy may initiate a complaint. Initiating a complaint will not adversely affect the complaining individual's participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with the knowledge that it is false.

The District Compliance Officer is:

Missy Lesik, Director of Student Services and Special Education
1903 Bartlett Avenue, Altoona, WI 54720
(715) 838-7084, ext. 3011
mlesik@altoona.k12.wi.us

PI 9.05 Wisconsin Admin Code and *District Policy 411*

STUDENT RELIGIOUS ACCOMMODATIONS

All students shall be provided reasonable accommodations for sincerely held religious beliefs with regard to examination and academic requirements. See the "Nondiscrimination" notice in this publication for the process for receiving and resolving complaints.

Wisconsin Admin Code PI 41.04 (1)(a)

TITLE I PROGRAM TEACHER / PARAEDUCATOR QUALIFICATIONS

Since the School District of Altoona receives federal Title I program funds, the district has developed a parent engagement policy. It is the desire of the District to establish positive partnerships with families and the community. Everyone gains if the school, home, and community work together to promote high achievement for all students. To that end, the District shall provide a variety of opportunities for families and community to become involved in children's education.
District Policy 342.5 and *District Rule 342.5*

Additionally, parents and/or guardians may request and obtain information regarding:

(1) the professional qualifications of their child's teachers including – whether the teachers have met state licensing criteria for the grade level(s) and subject area(s) taught;
(2) whether the teacher is teaching under emergency or provisional status through which state licensing criteria has been waived; and the undergraduate degree major of the teacher, and any graduate certification or degree held by the teacher, including the field of discipline of the certification or degree;
(3) the professional qualifications of paraeducators providing instructional-related services to their child.

Parents will be notified if their child is assigned to, or taught for four or more consecutive weeks, by a teacher who is not "highly qualified." This applies to all teachers, not just those who work in Title I programs. Parents will be given information on the achievement level of their child on each of the state academic assessments as soon as is practicably possible after the assessment is taken.

If you want to see the state qualification for your student's teacher, you may contact the District Office or access the information on the DPI website at: *www.dpi.wi.gov/tepdl/lisearch.html*

NOTICE OF SCHOOL DISTRICT POLICIES ON SEX DISCRIMINATION, THE DISTRICT'S TITLE IX COORDINATOR(S), AND PROCEDURES FOR REPORTING OR FILING A COMPLAINT OF SEX DISCRIMINATION

As mandated by the current provisions of Title IX of the Education Amendments of 1972 and under the regulations set forth in Chapter 106 of Title 34 of the Code of Federal Regulations ("the federal Title IX regulations''), the District does not unlawfully discriminate on the basis of sex in any education program or activity that the District operates. Title IX's requirement not to discriminate in any education program or activity extends to cover, but is not limited to, District

students, certain admissions processes, and District employment. Inquiries regarding how Title IX and the federal Title IX regulations apply to the District may be referred to a District Title IX Coordinator (as designated below), to the Office of Civil Rights at the U.S. Department of Education, or to both. The District's commitment to nondiscrimination under Title IX and under other state and federal laws is further defined in the following policies of the School District: Policy 113, Policy 411, Policy 411.1, Policy 511, and Policy 512. The nondiscrimination policies and grievance procedures can be located on the School District website at: https://www.altoona.k12.wi.us/district/school-board/board-policy The Title IX complaint procedure is included as Administrative Rule 411-R and the complaint form is included on the website at Exhibit 411-E.

District Title IX Coordinators – The District employees who hold each of the positions identified below serve as Title IX Coordinators for the District:

Missy Lesik, Director of Student Services and Special Education
1903 Bartlett Avenue, Altoona, WI 54720
715-838-7084, ext. 3011
mlesik@altoona.k12.wi.us

Reporting Sex Discrimination – Any person (including a person who is not claiming to have been personally harmed/victimized by the alleged discrimination) may report a concern or allegation regarding prohibited sex discrimination (including sexual harassment) to the District. Such reports may be submitted as follows:

1. To a District Title IX Coordinator, either in person, by U.S. mail, by telephone, or by electronic mail, using the contact information listed above. In person reports should be made when the Title IX Coordinator is reasonably available during regular working hours. Reports submitted by telephone, mail, or electronic mail may be made at any time.

2. By any other means that results in a Title IX Coordinator actually receiving the person's verbal or written report.

Filing Formal Complaints of Title IX Sexual Harassment – As required by the federal Title IX regulations, the District has established a formal grievance process for investigating and resolving "formal complaints" of "sexual harassment," as those terms are defined in the regulations.

An individual who is alleged to be the victim of conduct that could constitute sexual harassment under the federal Title IX regulations (i.e., a Title IX "complainant"), or a parent or guardian who has a legal right to act on behalf of such an individual, may file a formal complaint of sexual harassment. No Title IX complainant is obligated to file a formal complaint, but a qualifying formal complaint is necessary for the District to start an investigation using the District's formal Title IX grievance process.

Complainants are expected to file formal complaints of sexual harassment with a District Title IX Coordinator by submitting a document or electronic submission in person, by U.S. mail, or by electronic mail, using the contact information specified above.

Additional requirements for formal complaints of Title IX sexual harassment, including a description of the required content for a formal complaint, are set forth in District Policy 113.

District Response to Reports and Complaints of Sex Discrimination and to Formal Complaints of Sexual Harassment under Title IX – The District has established grievance procedures through which the District structures its response to reports that allege unlawful discrimination on the basis of sex in any education program or activity of the District. Those procedures are set forth in 411-Rule 1 and 511-Rule 1, as published on the District's website. The purpose of such procedures is to provide for the prompt and equitable resolution of any report or complaint of alleged sex discrimination, excluding formal complaints of sexual harassment under Title IX (which are subject to a different process).

Any time that the District has actual knowledge of sexual harassment or allegations of sexual harassment that could constitute a violation of Title IX, the District has obligations to respond to such knowledge in a manner that is not deliberately indifferent and in a manner that treats the alleged victim(s) of sexual harassment and the alleged deliberately indifferent and in a manner that treats the alleged victim(s) of sexual harassment and the alleged perpetrator(s) of sexual harassment equitably. Such a response includes, but is not limited to, offering supportive measures to a complainant and investigating and resolving any formal complaint that presents allegations of Title IX sexual harassment using the formal grievance process that the District has adopted for such formal complaints. District procedures for responding to alleged sexual harassment under Title IX, including the formal grievance process, are set forth in 113-Rule 1, as published on the District's website.
District Policy 113

NOTICE OF SCHOOL DISTRICT POLICIES ON DISABILITY UNDER SECTION 504 OF THE FEDERAL REHABILITATION ACT As mandated by Section 504 of the federal Rehabilitation Act and the regulations set forth in Part 104 of Title 34 of the Code of Federal Regulations ("the Section 504 regulations"), as well as by Title II of the Americans with Disabilities Act ("ADA") and the regulations set forth in Part 35 of Title 28 of the Code of Federal regulations, the District does not unlawfully discriminate on the basis of disability and prohibits all forms of unlawful disability discrimination in any District services or any program or activity that the District operates, including but not limited to admission or access to, and employment in, any District services, programs, or activities. Inquiries regarding how Section 504, Title II of the ADA, and the applicable federal regulations apply to the District, including inquiries regarding filing a report or complaint of possible violations of Section 504 and/or the ADA, may be referred to a District Section 504/ADA Title II Coordinator (as designated below). The District's commitment to nondiscrimination against qualified individuals on the basis of disability under Section 504, under Title II of the ADA, and under other applicable state and federal laws is further defined in the following policies of the District: District Policy 113, District Policy 411, District Policy 411.1, District Policy 511, and District Policy 512. These policies can be accessed at www.altoona.k12.wi.us/district/school-board/board-policy.

District Section 504/ADA Title II Coordinator(s) – The contact information for the District employee(s) who serve as the District's designated Section 504/ADA Title II Coordinator(s) is as follows:

Missy Lesik, Director of Student Services and Special Education
1903 Bartlett Ave, Altoona WI 54720
715-838-7084 ext. 3011
mlesik@altoona.k12.wi.us

The employee(s) designated above shall coordinate the District's efforts to comply with and carry out its responsibilities under Section 504 and Title II of the ADA. The District's compliance responsibilities include investigating any complaints that the District receives alleging any actions that are prohibited by Section 504, Title II of the ADA, or by the federal regulations that implement and enforce those laws.

USE OF CAMERAS AND OTHER RECORDING DEVICES IN LOCKER ROOMS
The School District of Altoona shall observe measures intended to protect the privacy rights of individuals using school locker rooms. The following provisions outline the extent to which protection shall be provided:

- Locker rooms are provided for the use of physical education students, athletes, and other activity groups and individuals authorized by the building principal or by District policy. No one shall be permitted to enter into the locker room to interview or seek information from an individual in the locker room at any time. Interviews may take place outside of the locker room consistent with applicable District policies and/or school rules.
- No cameras, video recorders, or other devices that can be used to record or transfer images may be used in the locker room at any time.
- No person may use a cell phone to capture, record, or transfer a representation of a nude or partially nude person in the locker room or to take any other photo or video image of a person in the locker room.

Students and staff violating this policy shall be subject to school disciplinary action and possible legal referral if applicable. Other persons violating the policy may be subject to penalties outlined in State law. The building principal shall be responsible for enforcing this policy.
District Policy 443.5

USE OR POSSESSION OF ELECTRONIC COMMUNICATION DEVICES
The Board of Education recognizes the value of students maintaining communication with their parents/guardians and other appropriate persons for health, safety, and educational purposes. The District also recognizes that students at different ages should have different privileges with wireless communication devices while on school premises. Therefore, high school students may use wireless communication devices before and after school, during lunch and in between classes, as long as they do not create a distraction, disruption or otherwise interfere with the education environment. Further guidelines may be developed by building administration. The use of wireless communication devices is strictly prohibited at the middle school, intermediate school, elementary school and 4K center. Students who have a cell phone must turn it off and keep it in their locker. The use of a wireless communication device in locker rooms is strictly prohibited. Individuals who violate this policy will be subject to school disciplinary action and possible legal referral.
Wis. Stats. § 118.258 and *District Policy 443.5*