

SHEBOYGAN FALLS HIGH SCHOOL
220 Amherst Avenue
Sheboygan Falls, WI 53085

STUDENT HANDBOOK 2020-2021



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Mr. Brian Berlin, Associate Principal and Athletic
Director



**SHEBOYGAN FALLS
HIGH SCHOOL
STUDENT HANDBOOK
2020-2021**

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www.sheboyganfalls.k12.wi.us

Mission Statement

To challenge and support students on their own learning paths within and beyond the classroom.

District Vision

To be a community that inspires each student to reach his or her full potential with exceptional educators.

NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

The Board of Education is committed to providing an equal educational opportunity for all students in the District. The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities. The Board is also committed to equal employment opportunity in its employment policies and practices as they relate to students. The Board's policies pertaining to employment practices can be found in Policy [1422](#), Policy [3122](#), and Policy [4122](#). Nondiscrimination and Equal Employment Opportunity. The Board designates the following individuals to serve as the District's "Compliance Officers": Mary Lofy, Director of Instruction, 220 Amherst Avenue, Sheboygan Falls, WI 53085, 920-467-7893, mlofy@sheboyganfalls.k12.wi.us and Kevin Krutzik, High School Principal, 200 Amherst Avenue, Sheboygan Falls, WI 53085, 920-467-7890, kkutzik@sheboyganfalls.k12.wi.us.

TABLE OF CONTENTS

Absence Reporting	7
Academic & Career Planning Website	5
Academic Dishonesty/Plagiarism	10
Activity Code of Conduct	18
Age of Majority	13
Alcohol, Drugs, Narcotics	10
Appointments	8
Athletic Code of Conduct	18
Attendance & After School Activities	9
Attendance Expectations	7
Cafeteria Policy	14
Cellular Phones/Electronic Devices	11
Class Standing	6
College, Career & Life Ready Credentials	14
Computer Network Rules	14
Conduct Expectations	9
Dance Regulations	14
Detention	9
Disorderly Conduct	11
Disruptive Behavior	11
Dress Code	12
Drop/Add Course	6
Due Process Rights	11
Early College Credit Program/Start College Now	17
Exam Exemptions	14
Expulsion	9
Field Trips	9
Fighting	12
Fire Alarm	14
Grade Point Average	6
Grading Scale	6
Graduation Ceremony	15
Graduation Requirements	4
Harassment	12
Health Room	15
Incompletes	7
In School Suspension	9
Latex Free School	15
Laude System	5
Leadership/Organized Opportunities	13
Library	15
Lockers	15
Minimum Course Load	6
National Honor Society	15
Photography Policy	15
Pre-Arranged Absences	8

Prescription Medications	11
Public Displays/Affection	13
Report Cards	7
Schedule Changes	7
School Bell Schedules	4
School Bus Regulations	13
School Closing	16
School Meals/Food Service Items	22
School Resource Officer	15
Search & Seizure	9
Student Council	16
Student Parking	16
Student Records	7
Student Services	16
Study Halls	16
Tardiness	8
Textbooks	16
Tobacco	11
Truancy/Open Enrollment Truancy	7
Types of absences	8
Vandalism	13
Visitors	16
Weapons	13
Wisconsin State Scholar	17
Wisconsin State Tech Excellence Award	17
Work Based Learning Opportunities	17
Work Permits	16

**2020-2021 Bell
Schedule**

**M, T, Th, F Bell
Schedule**

7:50 – 8:40	1 st Hour
8:44 – 9:34	2 nd Hour
9:38 – 10:04	Enhancement
10:08 – 10:58	3 rd Hour
11:02 – 11:52	4A
10:58 – 11:24	4A Lunch
11:52 – 12:18	4B Lunch
11:28 – 12:18	4B
12:22 – 1:12	5 th Hour
1:16 – 2:06	6 th Hour
2:10 – 3:00	7 th hour

**Wednesday Bell
Schedule**

7:50 – 8:33	1 st Hour
8:37 – 9:20	2 nd Hour
9:24 – 9:44	Enhancement
9:48 – 10:31	3 rd Hour
10:35 – 11:18	4A
10:31 – 10:57	4A Lunch
11:18 – 11:44	4B Lunch
11:01 – 11:44	4B
11:48 – 12:31	5 th Hour
12:35 – 1:18	6 th Hour
1:22 – 2:05	7 th Hour

ACADEMIC/GRADUATION REQUIREMENTS

Students (Class of 2021) must successfully complete a minimum number of 23 credits of coursework to be eligible to graduate. For Classes 2022 and beyond, 24 credits of coursework to be eligible to graduate. Required credits include:

ENGLISH

TOTAL CREDITS 4

Required Courses: English 9, English 10, English 11 or AP English Language, English 12 or AP English Literature

MATHEMATICS

TOTAL CREDITS 3

Required Courses:

Algebra I or Algebra Essentials; Geometry, Geometry Essentials or STEM Geometry; Algebra 2 or Algebra 2/Trig

SCIENCE

TOTAL CREDITS 3

Required Courses: Science 9; Biology; One (1) additional Science credit

SOCIAL STUDIES

TOTAL CREDITS 3

Required courses: US History; Global Studies; Government & Politics - .5 credit; Economics - .5 credit

PHYSICAL EDUCATION

TOTAL CREDITS 1.5

Required Courses: Physical Education 9, 2 PE Elective Courses
- .5 credit each

HEALTH

TOTAL CREDIT .5

Class of 2023 and beyond

Academic and Career Planning Website:

www.sheboyganfalls.k12.wi.us/high/high-school-counseling.cfm

Laude System (beginning with the Class of 2019)

The purpose of the Laude System is to recognize students for the rigor of their academic program as well as their successes.

The Laude System is a Graduation Recognition System where the Laude score is based on a formula and students are recognized for classes taken with high rigor. The reliance on class rank for college admission is misleading and fosters student behaviors that many educators view as counterproductive to the learning environment. These may include: avoidance of challenging classes that might impact GPA/rank, excessive competition with peers, and a hesitation to take an intellectual and academic risk. Utilizing the Laude System forces college admissions to review the students' academic rigor, activities and accomplishments, and test scores.

Only full time students shall qualify for Laude status. Students with a 3.2 GPA or better after the 2nd semester of senior year are eligible for Laude recognition. Semester grades shall be used to calculate grade point average (GPA) for Laude calculation. Only high school level academic courses approved by the Board, or its designee, shall be included in computing semester grades. Transfer credits from programs with established standards (i.e. Advanced Placement/CAPP, transcribed credit) will receive Laude status. Other transfer credits may be approved at the discretion of the principal. Official Laude calculation will be completed after final (8th) semester grades are earned. Class rank will be determined by the Laude calculation when needed for external purposes (i.e. scholarship requests).

The Laude System at Sheboygan Falls High School will consist of three levels for academic grades earned and rigorous courses earned. The ranges for this recognition are as follows for the class of 2019 and beyond:

Award Levels*:

Summa Cum Laude (highest distinction): 50 or more Laude points

Magna Cum Laude (high distinction): 32 – 49.99 Laude points

Cum Laude (distinction): 16 – 31.99 Laude points

* Subject to change each year depending on number of Laude courses. There will be NO rounding of Laude points.

MINIMUM COURSE LOAD

Each student is required to take and maintain a minimum of 3.0 credits during each semester to maintain status as a high school student. A student may request a waiver from the minimum enrollment requirements, if the student or parents believe there is a substantial reason for a waiver. Requests for a waiver shall be presented to the Principal or his/her designee and shall clearly state the reason(s) for requesting such a waiver. The Principal or his/her designee shall render a decision in a timely manner and indicate the reason(s) for approval or denial of the waiver.

CLASS STANDING

Each student needs to have obtained a minimum number of credits to be considered a member of the sophomore, junior, or senior classes. In order to gain full standing in a class a student must have met the following standards:

Sophomore – 6.0 credits

Junior - 12.0 credits

Senior – 18.0 credits

Students may regain full standing in a class provided they regain minimum credit requirements. A student must be a member in good standing, meet the minimum standards qualifications of the class or group he/she would represent in order to hold positions of leadership or special honor; i.e. Class officer, homecoming court, prom court, etc.

GRADING SCALE

A	93-100
A-	90-92.99
B+	87-89.99
B	83-86.99
B-	80-82.99
C+	77-79.99
C	73-76.99
C-	70-72.99
D+	67-69.99
D	63-66.99
D-	60-62.99
F	0-59.99

GRADE POINT AVERAGE

Grades in all courses, including physical education and health are used in determining a student's grade point average (G.P.A.). The grade point is calculated on a non-weighted basis by dividing the number of grade points earned by the number of credits taken. Grades earn grade points as follows:

A = 4.00	C- = 1.67
A- = 3.67	D+ = 1.33
B+ = 3.33	D = 1.00
B = 3.00	D- = 0.67
B- = 2.67	E = 0.00
C+ = 2.33	F = 0.00
C = 2.00	

INCOMPLETES

Incompletes must be made up within two weeks of the close of a grading period or the grade automatically becomes a failure. Additional time may be allowed if special arrangements are made in advance due to extenuating circumstances.

REPORT CARDS

Grade reports can be found at the end of each of the four grading periods in your Infinite Campus Portal.

SCHEDULE CHANGES

Class changes should be requested and completed during the assigned times. Fall semester schedule changes are tentatively planned registration in July and spring semester changes are tentatively planned for the first two weeks in December.

DROPPING / ADDING A COURSE

Students may not drop/add a course for which they registered after the fifth day of the semester. Courses dropped before the fifth day of the semester will be considered a withdrawal and will not be included on the student's permanent record. Courses dropped **after** the fifth day of the semester will be considered withdrawal/failure and shall be entered as such on the student's permanent record. If student has a full schedule (7 classes) he/she will be allowed to drop a course within four weeks of the start of the semester with a withdrawal (no penalty) and add a study hall.

STUDENT RECORDS

Students may request that their official school transcript be sent to a college, university, or employer. The Student Services Office will handle the requests. The public availability of these records is subject to the guidelines of state and federal laws. Students should see their school counselor if they have any questions pertaining to their records.

ATTENDANCE EXPECTATIONS

Experience has shown that a pattern of regular attendance is essential to school success. This is true regardless of the reason for an absence. When classes are missed, they cannot be made up in the same manner as when a student is present for class discussion. The school seeks the active cooperation of student and parent in striving for the highest possible level of attendance. School Board Policy, in accordance with Wisconsin state statutes on Compulsory School Attendance Law, requires regular school attendance, but allows legal excuses for absence for personal illness. **Every attempt should be made to schedule vacations and appointments outside of the school day.**

TRUANCY

Parents will be notified by letter whenever a student misses a class without a proper excuse. Unexcused absences or truancy will be handled pursuant to Wisconsin Statutes and policies relative to compulsory attendance. Under State Statute, the responsibility for young people to attend school is that of the parents, however, each student must share in that responsibility. **The school reserves the right to determine whether an absence is considered excused or unexcused.**

OPEN ENROLLMENT TRUANCY

If your child is attending school under open enrollment in our district, truancy impacts your student's continued enrollment status. Pursuant to Wis. Admin. Code PI 36.08 the district has the right to terminate the open enrollment status of your child for the reason of habitual truancy. It is our sincere desire to work with you to support your child to be successful with school attendance.

ABSENCE REPORTING

Whenever a student is absent from school, the absence must be verified by a call from a parent/guardian. The Attendance Office phone number is (920-467-7890). A parent or guardian needs to call to notify the attendance office of a student absence by 9:00 a.m. When the absence is not excused by 4:00 p.m. of

the third day following the absence, the absence will be truant.

APPOINTMENTS

Appointments should be scheduled during non-school hours when possible. Permits to leave the building for appointments are obtained by parent phone call or presenting a note from home to the attendance office between 7:30 and 7:55 a.m. on the day of the appointment. Verification (a signature) of attending the appointment will be required upon return.

TYPES OF ABSENCES

Excused Absences - the following are acceptable excuses for missing school as outlined in SFSD Board Policy:

1. Physical or Mental condition – a doctor’s confirmation may be required if deemed appropriate.
2. Obtaining Religious instruction
3. Permission of Parent or Guardian – if the student has been excused by parent/guardian BEFORE the absence. A student may not be excused for more than ten days per school year and must complete any course work missed during the absences. Examples include, but are not limited to: professional or legal appointments that cannot be scheduled outside the school day, funeral of a relative, college visits, job fairs, and family vacations.
4. Religious Holidays – consistent with the student’s belief/creed.
5. Suspension or Expulsion
6. Program or Curriculum Modification – if the Board has excused the student from regular school attendance.

The following absences *may* be excused by the principal:

1. Quarantine – of the student’s home by a public health officer.
2. Illness of an Immediate Family Member
3. Emergency-if the emergency requires the student to be absent because of familial responsibilities or other appropriate reasons.

TARDINESS

The only excuse accepted for tardiness to school will be when there has been an unusual emergency and the school has been notified by the parent/guardian. Students who are tardy for their **first class in the morning** must obtain a tardy slip from the attendance office. Students who are tardy for classes during the day must resolve this tardiness problem with the classroom teacher. **No excuse slips are issued for any tardiness between classes.** 1. After the sixth (6) unexcused tardy during a semester, a 45 minute detention will be issued. Parents will be notified by letter and/or phone.

2. Nine (9) or more unexcused tardies in a semester will result in the student serving an after school detention. A letter will be mailed to the parent/guardian and a conference may be requested.
3. Fifteen (15) unexcused tardies will result in an assigned after school detention and loss of pass privileges for the duration of one academic quarter.
4. Twenty-one (21) unexcused tardies will result in a suspension. Parents will be notified by letter and/or phone.

Students who do not attend assigned detention will be considered truant. Any student that fails to attend an after school detention will be assigned additional consequences and a parent meeting/conference must occur prior to returning to school.

PRE-ARRANGED ABSENCES

A student who needs to be absent from school for a family vacation, medical reasons, fieldtrips, or other reasons must have this absence cleared in advance. Family vacations should be planned for school vacation time rather than during the time school is in session. A pre-arranged family vacations count toward the ten-day parentally excused limit per school year.

To approve an absence(s) in advance, a student needs to pick up a vacation/absence form from the attendance office at least one week in advance of the planned absence. **This form must be filled out by the parent, signed by all teachers, and returned to the attendance office no later than 2 days before the planned absence.** College campus visits (1 per semester) are excused absences for junior and seniors. *One week notice is required.*

ATTENDANCE AND AFTER SCHOOL ACTIVITIES

In order to participate or attend after-school or co-curricular activities (practices, games, concerts, dances, etc.), **a student must be present at all classes on the day of the activity.** Exceptions to this rule may include pre-arranged absences, appointments, or family related emergencies.

FIELD TRIPS

Students who go on field trips are expected to check with their teachers prior to going. A teacher may deny a student the opportunity to participate in a field trip if the student is failing the class due to lack of effort, poor behavior, or truancy. The student will use the class time to make up missing and/or deficient work.

CONDUCT EXPECTATIONS

Conduct of a student that in any manner disrupts the rights and privileges of other students shall be the basis for disciplinary action. The policies, rules, and regulations described in this handbook shall be enforced at all school-sponsored activities.

DETENTION

Students who violate school rules including unexcused absences, truanancies, tardiness or unacceptable behavior may be assigned detentions. Teachers may also assign detentions in their rooms. Office detentions are to be served from 3:05 to 3:50 pm. At the time a detention is assigned, the student will be informed as to which room the detention is being held. Detentions take priority over any extra-curricular activity scheduled for the same time period.

IN-SCHOOL SUSPENSION

Students who are in violation of school rules may be assigned to in-school suspension. Students assigned to in-school suspension report to the in-school suspension room and remain there for the school day. During an in-school suspension, assignments will be gathered and must be completed before the end of the school day. All completed assignments will be returned to teachers for grading and will be included as a part of the overall course grade. During an in-school suspension, all student privileges are forfeited.

OUT OF SCHOOL SUSPENSION

Students may be suspended from school for violation of provisions of the School Code of the State of Wisconsin and/or Sheboygan Falls School District policies. The period of suspension may not exceed ten (10) student attendance days. Students serving an out of school suspension will be allowed to make up any tests or assignments. Students serving an out of school suspension are not permitted to be in school buildings or grounds and are not allowed to attend any school activity. Students serving an out of school suspension who enter a school building or are on school grounds are subject to a trespassing citation from the Police Department.

EXPULSION

Behavior of a student considered as gross misconduct or gross disobedience is cause for issuance of a recommendation of expulsion from school. The period of expulsion can be for up to two calendar years. All procedural safeguards required by IDEA will be respected regarding the discipline and suspension of handicapped students.

SEARCHES AND SEIZURE

On school district property, the school district retains the right to conduct searches of students, their personal effects, school lockers, other district-owned facilities, and student automobiles. The school shall seize any illegal or

unauthorized materials discovered in a search. Unauthorized materials are items deemed dangerous to the health or safety of students, employees, property, or disruptive to the mission and process of the school day. The school conducts drug sweeps using K-9 units without notification to students.

The following actions are considered to be inappropriate behaviors on school property, at school activities, or on school-related transportation:

ACADEMIC DISHONESTY / PLAGIARISM

Academic dishonesty occurs when students obtain or assist others in obtaining credit for work which is not their own. Students must conduct themselves according to the highest standards of personal integrity. Plagiarism is the act of taking and using as one's own work another's published or unpublished thoughts, ideas and/or writings. Whenever students have questions about what is acceptable practice, they should ask their teachers.

Examples of academic misconduct include but are not limited to:

1. Submitting another student's work as one's own work.
2. Copying and pasting anything from the internet without proper citation.
3. Using direct quotes without citing the author and original source.
4. Using copies of another person's images, videos, diagrams, sounds, or ideas without proper citation.
5. Obtaining or accepting a copy of tests or scoring devices.
6. Receiving test questions or answers from a member of an earlier class.
7. Providing test questions or answers to a member of a later class.
8. Copying from another student's test, or allowing another student to copy during a test.
9. Talking to another student during a test as well as signaling a response.
10. Using materials that are not permitted during a test.
11. Copying, or having someone other than the student prepare the student's homework, paper, project, laboratory report, or take-home test for which credit is given.
12. Permitting another student to copy, or writing another student's homework, project, report, paper, or take-home test.
13. Falsely claiming illness to avoid the due date on which a paper, project, report, or presentation is due, or test is given.
14. Tampering with a grade book.
15. Using electronic devices to obtain or transmit test information.

Disciplinary Consequences

Cheating on homework, quizzes, papers, tests or large assignments (those requiring work of more than one (1) day) could lead to these potential consequences

- First Offense: 0% on assignment and immediate parent contact by teacher and administrator.
- Second Offense: Failure for the quarter and immediate parent contact by administrator.
- Third Offense: Failure for semester, withdrawal from class, and immediate parent contact by administrator.

Cheating on the final exam (or paper/project equivalent):

- First Offense: Failure (0%) on exam and immediate parent contact by teacher and administrator.
- If a student profits from assisting another student (i.e., stealing tests and selling them, doing homework or writing papers for money, trading papers), that student will receive an 'F' the semester in the affected class. Students removed from class under this policy will be assigned to In-School Suspension.

The school administration reserves the right, on an individual basis, to deviate from the aforementioned disciplinary consequences when in their discretion it is necessary for the proper and efficient operation of the school.

ALCOHOL, DRUGS, NARCOTICS

The possession of, appearing to be under the influence of, use of, delivery of,

attempted delivery of alcohol, drugs, narcotics, hallucinogenics or other mind-altering substances, or the possession of paraphernalia (such as, but not limited to: pipes, vaporizers, rolling papers, etc.) associated with drug use is a violation of State Law and of Board of Education policy. Any student engaging in such practices will be suspended from school up to ten days and is subject to expulsion for up to two years. The Police Department will be notified.

TOBACCO

Possession or use of tobacco or nicotine delivery systems, such as but not limited to: e-cigarette or vaporizers on School property is a violation of District policy. A student observed using or possessing tobacco or a nicotine delivery system is subject to detention, suspension and a Police Citation.

PRESCRIPTION MEDICATIONS

All prescribed medications will be checked in and administered by the school nurse or main office staff. Medication must be accompanied by instructions from your physician and authorization from parents. Students do not need to have over the counter medications such as aspirin administered by the school nurse. No medication, prescription or over the counter, may be given from one student to another student at any time. Providing prescription medication to other students will result in disciplinary action up to and including expulsion from school.

CELLULAR PHONES / ELECTRONIC DEVICES

Cell phones and electronic music devices are allowed in the cafeteria and hallways during lunch and passing times. Use of all electronic devices during class time is prohibited, Supervisors may grant usage at their discretion. Cell phones and electronic music devices will be confiscated from students who are using them inappropriately during the school day and will be returned only to a parent.

DISORDERLY CONDUCT

Students are expected to maintain high personal standards of courtesy, decency, honesty, and morality. Disorderly behavior such as fighting, forgery, intimidation, insubordination, theft, sexual harassment, perjury, and the use of profanity, vulgarity, or possession of pornography or inappropriate displays of affection is a violation of district policy and may require suspension and recommendation of expulsion for the remainder of the school year. The Police Department may be notified.

DISRUPTIVE BEHAVIOR

Students are expected to respect the rights and privileges of others. Behavior that interferes with the educational function of the school or the educational opportunities of other students will not be tolerated. The ignition of matches, lighters, or explosives, or the activation of the fire alarm system without justifiable cause are a threat to the safety of all students and may require suspension and expulsion. The Police Department may be notified.

DUE PROCESS RIGHTS

The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures. To better ensure appropriate due-process is provided a student, the Board establishes the following guidelines:

A. Students subject to suspension:

The suspended student, and if a minor, the parent of the suspended minor student shall be given prompt notice of the suspension and the reason for the suspension. The student or the student's parents may within five (5) school days following the beginning of the suspension, have a conference with the District Administrator. This conference will serve as the opportunity for the student to respond to the charges against him/her. If the Administrator finds that the student was suspended unfairly

or unjustly or that the student suffered undue consequences as the result of suspension, the student's record shall be expunged.

B. Students subject to expulsion

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

DRESS CODE

The Dress Code is designed to:

1. Create an environment conducive for learning.
2. Educate students for success and professionalism.
3. Build self-esteem.
4. Create a safe and secure school environment.
5. Educate students that school is a school work site.

Students are to be appropriately dressed when attending school and school-sponsored activities. Extremes in grooming and dress which violate the safety and health or which interrupt the educational process are not allowed. Students who do not meet the following dress guidelines may be required to change clothing, assigned detention or suspended from school. Inappropriate articles will be returned only to a parent.

1. Students are to wear opaque clothing that fully covers the body, including the necklines, from the shoulders to mid-thigh. Clothing must be worn so that the midriff/torso is not exposed. Clothing that is worn in such a way that undergarments are visible is not permitted. Pants and slacks must be worn at the waist.
2. Clothing that contains pictures and/or writing referring to alcoholic beverages, tobacco products, racial/sexual references, profanity, violence, weapons, suicide, and/or illegal drugs is prohibited.
3. Clothing which displays pictures, emblems, or writing that is lurid, sexually suggestive, offensive, vulgar, or obscene is prohibited. Chains, spikes, and dog collars are also prohibited.
4. Clothing and jewelry that may be considered dangerous are prohibited.
5. Wearing or carrying of hats, head coverings (i.e., skull caps, bandanas, etc.) and sunglasses once students enter the school building is prohibited. Exceptions will only be granted by the Principal. Hooded sweatshirts are to remain off the head while in the building.
6. Wearing of coats or blankets during the school day is prohibited. Coats, blankets, and back packs are to be placed in the locker when students enter the building.
7. Wearing of house or bedroom slippers or pajamas is not permitted.

FIGHTING

Students fighting on School District property will be suspended from school for up to ten days and may be referred for expulsion. Students are subject to arrest by the Police Department.

HARASSMENT

Harassment and Bullying of students undermines Sheboygan Falls' commitment to respect and security. Harassment is prohibited by state and federal law; and also by school board policy. Sheboygan Falls High School will not tolerate harassment of students.

What is Harassment and Bullying?

Harassment and Bullying are defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent. These

actions can be physical, verbal, electronic, or psychological attacks on the person or property of another, or a combination of any of these actions.

What are examples of Harassment or Bullying?

- A. **Physical** – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, unwelcome physical contact
- B. **Verbal** – taunting, malicious teasing, insulting, name calling, making threats
- C. **Psychological** – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning extortion, or intimidation
- D. **Electronic** – the use of information and communication technologies such as: email, cell phones, text messages, social media, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others

How do I report Harassment or Bullying?

At Sheboygan Falls we take the issue of respect for all students and staff members very seriously. If an individual is the victim of harassment/bullying we want to respond to the situation promptly. We encourage all students to report any bullying or harassment to any teacher, counselor, or administrator.

What are the Consequences for Harassment and Bullying?

Consequences for confirmed harassment/bullying will be based on severity and prevalence and will increase with repeated offenses. Consequences may include verbal warnings, detention, suspension, police referral, and possible expulsion. Confirmed acts of harassment by a student will be recorded in that student's discipline file. The record will include a description of the complaint and follow-up disciplinary action. Please refer to Sheboygan Falls School District Bylaws & Policies 5517.01 for the full policy.

PUBLIC DISPLAY OF AFFECTION

Students are expected to exercise self-control and respect for the reputation of others. Kissing and inappropriate displays of affection are not allowed. Students who violate this policy are subject to disciplinary action.

SCHOOL BUS REGULATIONS

Students who ride the school bus are expected to know and observe standards of conduct determined by the State of Wisconsin and Sheboygan Falls School District. Students who violate the rules for bus riders are subject to detention, in-school suspension, suspension from school, and loss of riding privileges. The bus driver has complete authority and responsibility for the safety and behavior of passengers.

VANDALISM

Any student responsible for defacing, damaging, or destroying school district property is required to pay the cost for repair or replacement and is subject to suspension and referral to the Police Department.

WEAPONS AND LOOK-ALIKE WEAPONS

Possession by students of any weapons or look-alike weapons, which include but are not limited to pocket knives, utility knives, and razor blades, on school property or on buses is strictly prohibited. Students found in violation of this policy are subject to suspension from school for ten days and expulsion for up to two calendar years. The Police Department will be notified.

MISCELLANEOUS

AGE OF MAJORITY (18)

Students are not exempt from complying with school rules enacted by the

school board because they have reached the age of majority.

CAFETERIA POLICY

At designated times of the year, students will be allowed to eat in the Courtyard. All Lunch trays must remain in the cafeteria. Students are to be respectful of one another by taking care of their own eating space. Students are not to leave the immediate area of the Courtyard.

COMPUTER NETWORK RULES

Educational technology provides our users the opportunity to become a community of learners who live and work productively in the changing digital age. Technology engages learners in effective collaboration, global communication, and creative and critical thinking. It is expected that students electronically sign the Acceptable Use Policy and the 1:1 Handbook before they are allowed to use district technology.

Link to Technology Acceptable Use & Safety [Board Policy 7540.03](#)

Link to 1:1 Handbook [High School](#)

DANCE REGULATIONS

1. Dances are held for the benefit of SFHS students. One guest is allowed per student. A dance guest form must be filled out and returned to the office by the designated deadline. Students are responsible for their guest.
2. Students are expected to remain for the entire dance. **Once you leave, you may not re-enter.**
3. All school rules apply. Chaperones have the authority to ask anyone in violation to leave. Further sanctions may apply.
4. Any student found to be under the influence of alcohol will not be allowed to remain. The student's parents and law enforcement will be informed immediately and school disciplinary action will be taken.
5. No student guest out of school for more than one year will be allowed to attend school dances.
6. Students must attend school the entire day on the day of the dance.

EXAM EXEMPTIONS

Students are eligible for exam exemptions when they have achieved, in the prior semester, a grade point average of 3.5-3.99 (one exemption); 4.0 (two exemptions). Students can also earn exam exemption on the Aspire or ACT exams dependent on their individual score (see your counselor for information). An administrator or teacher can deny an exam exemption for any student with behavior issues in a class. **Exam exemption forms not turned in by the due date & time will not be accepted.**

COLLEGE, CAREER AND LIFE READY CREDENTIALS

Our school district's mission is to challenge and support students on their own learning paths. Sheboygan Falls High School Credentialing seeks to provide readiness opportunities that build skills for life and help students to find their path. Each student is encouraged to not only take a rigorous course schedule, but also meet multiple metrics to assess college, career, and life readiness. These readiness metrics include: community service hours, an Academic and Career Portfolio, extra-curricular involvement, work-based activities, soft skills, a minimum of 2.8 GPA, a C or higher in Alg2/Alg 2 Trig, attending a career fair or campus visit, and high attendance. Each student will need to demonstrate the he/she has met all nine required elements in order to be eligible for College, Career, and Life Ready Recognition. This is not required for graduation, it is voluntary.

FIRE/ALARM

The fire drill WILL BE announced first. When the fire alarm sounds students are to move quickly out of the building as directed by the classroom teacher. The last person

leaving the room should turn off the lights and close the door. Upon exiting, everyone should move a reasonable distance from the building. The classroom teacher will be in charge of his/her class at all times.

GRADUATION CEREMONY PARTICIPATION

Participation in the SFHS graduation ceremony is a privilege, not a right. The privilege of participating in school activities, including graduation, is dependent on one's ability to make appropriate decisions. Administration retains the right to restrict participation in the graduation ceremony for behaviors including, but not limited to: habitual truancy, excessive absenteeism, receiving suspension(s) or excessive referrals to the office, or other discipline matters just prior to commencement. All fees must be paid prior to the graduation ceremony.

HEALTH ROOM

A registered nurse is available in the health room on a scheduled basis. Students should report to the nurse in case of illness or injury. If a student becomes ill and the nurse is not in his/her office, the student **must report** to the high school office. **All students need to have an authorized card for emergency referral and medical treatment on file with the nurse.**

LATEX FREE SCHOOL

Sheboygan Falls High School is a latex free building.

LEADERSHIP AND ORGANIZED OPPORTUNITIES

Sheboygan Falls High School offers students many leadership, clubs, and organized involvement. A wide range of activities have been initiated for your involvement. See the course guide or the Counseling website for a full list of clubs and activities.

LIBRARY

The library – is for students use to do reference work, research projects, supplementary reading, recreational reading, and other library-related projects. **It is not intended to be a study hall.** Work that can normally be done in a study hall should not be done in the library. Student access to the library is determined by the classroom teacher who issues a pass (**study hall teachers cannot issue library passes**). A library media specialist and a library clerk are available to help students and staff with their library needs. All materials in the library are for the use of all students. All materials must be checked out. Library materials are to be returned to the library by the due date. Students will be charged for material not returned.

LOCKERS

Students should not share lockers or combinations with other students. Students should not leave any money or items of great value in their lockers. If you have to bring valuables to school, please bring them to the office for safekeeping.

NATIONAL HONOR SOCIETY

Alpha Beta is the name of the Sheboygan Falls High School National Honor Society. The purpose of the society is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in students. Membership in the SFHS chapter of the National Honor Society is open to qualified juniors, and seniors. To be admitted to the NHS, students with a minimum grade point average of 3.4 are evaluated by a faculty committee in the areas of leadership, service, and character.

PHOTOGRAPHY POLICY

Students may be photographed by school employees for inclusion in the yearbook, district social media, newspaper articles, parent newsletters, and television reports or for promotional material authorized by school administration. Parents who do not want their child's photograph in any/all publications must complete the form included in our registration information.

SCHOOL RESOURCE OFFICER

A trained school resource officer is present daily. The officer is available to meet with individual students privately or to meet with groups or classes. The school resource officer is available to meet with students at other pre-arranged times.

SEVERE WEATHER/TORNADO PREPAREDNESS SCHOOL CLOSING DUE TO WEATHER

Should severe weather create an emergency situation, an alert will be given over the P.A. system along with directions to go to protected designated areas. An all-clear signal will be given to return to the classroom.

If school is closed due to heavy snow or other weather-related problems, this information will be announced through local media outlet and a message sent out thru Infinite Campus Messenger to all parents/guardians.

STUDENT COUNCIL

The purpose of this organization is to develop attitudes of good citizenship, promote harmonious relations throughout the school, improve school morale, and assist in the management of school activities and to promote the general welfare of the school. The student council conducts all student activities in the school. Each class elects three representatives to the Student Council. The entire student body elects the Student Council officers, which consist of a president, a vice-president, a secretary, and a treasurer. The president of the council must be a senior. All other officers may be juniors or seniors.

STUDENT PARKING

All motor vehicles driven to school must be registered in the high school office. A parking permit will be issued at the time of vehicle registration. This permit must be visibly displayed in the vehicle during school hours. **Students driving cars to school must park in the school parking lot, not on the streets adjacent to the school.** The first row has been assigned to teachers and is not for students use. The parking lots to the north (back building area) and south (front) of school are reserved for school vehicles, school personnel, and shop use. Because of potential thefts and vandalism to vehicles in and around school, the parking lots are off limits to all students throughout the school day. **Students are not to move or drive motor vehicles any time during the school day without receiving approval from the school office.** Items symbolizing racial/sexual references are prohibited.

STUDENT SERVICES

A range of student services is available to students including access to administrators, counselors, school psychologists, nursing staff members and school resource officer. These staff members are highly qualified to help deal with student's personal, social, career, vocational, academic, and health needs.

STUDY HALLS

Students are to bring study materials to the study hall and are to remain quiet and at their desks. Students are not to leave a study hall without a pass from the office or a teacher. **The study hall teacher cannot write passes for students to go to another work area.** A sign-out list will be in each study hall for those students signing out. *Sleeping in study hall is not appropriate.*

TEXTBOOKS

Textbooks are furnished and loaned to students free by the taxpayers of this school district. Students will be charged, however, for any undue damage or loss of a textbook. If the text is not useable due to damages, the student will be liable for the replacement cost of the book.

VISITORS

All Visitors, whether volunteering, attending an event or meeting with a teacher, will need to be let in at the main entrance, then check in and get a visitor badge at the front office desk. When leaving the building, the visitor must return to the office and return the visitor badge. This procedure helps us keep our schools safe by ensuring that no unauthorized person enters. Visitors,

in most cases, will not be asked to check in and out using this system during evening PTO/Booster meetings, school plays, programs, athletic events or other large-crowd events.

All visitors and volunteers must wear their name badges in plain sight at all times while on school grounds or at school-related events or activities.

All volunteers who wish to be considered as a chaperone, as well as planning to attend any off-site field trip, must fill out a background check each year. *The background check process is completed and approved or denied by our district office.*

WISCONSIN STATE SCHOLAR

Depending on total high school enrollment, one or two students in the senior class, as their grade point averages are determined at the end of seven (7) semesters, will be selected for the Wisconsin State Scholarship Awards. In case of ties for these awards, please see board policy.

WISCONSIN STATE TECH EXCELLENCE AWARD

Technical Excellence Scholarships (TES) are to be awarded to one or two high school seniors (depending on enrollment) who have demonstrated the highest level of proficiency in technical education subjects. For more information, please see board policy.

WORK BASED LEARNING OPPORTUNITIES

Sophomores, Juniors, and Seniors have the opportunity to explore career areas of interest. One and/or two year apprenticeship programs are available to 11th and 12th graders through Lakeshore Technical College. Programs designed to enhance career exploration by providing rigorous school-based learning and hands-on work experiences are: Job Shadowing, Skills Standard Certificate, Work Cooperative, and Transitional Education. For further information please contact your school counselor.

EARLY COLLEGE CREDIT PROGRAM/START COLLEGE NOW

Any public school student may enroll at an institution of higher education, (IHE) this includes UW System, private, or technical college, for the purpose of taking college level course work. It is the responsibility of the student to:

1. Explore options and contact his/her school counselor to discuss interest and proper procedures.
2. Submit a timely and complete application directly to the applicable IHE in the semester prior to the semester or session in which the course is scheduled to begin. The student must adhere to all application deadlines and other related requirements established by the IHE.
3. Submit a timely and complete written notice to the District that identifies the student's intent to take one or more courses under the Early College Credit Program. A separate notification form must be completed and processed for each IHE semester/session in which a student intends to take a course.
 - a. The initial notification form must be submitted to the district by March 1 if the student intends to enroll at the IHE in the subsequent summer or fall semester and by October 1 if the student intends to enroll in the subsequent Spring semester.
 - b. In addition to any other information required on the form, the initial notice must identify the name of the IHE the student plans to attend, the titles of the courses(s) in which the student intends to enroll, the number of postsecondary credits of each course, and whether the student will be taking the course(s) for high school credit, postsecondary credit, or both.

WORK PERMITS

Work permits are issued to 14 or 15 year olds through the high school office. To obtain a work permit, the student needs to bring to the high school office the following:

1. A note from the prospective employer, with address and phone number stating the intent to employ the student along with the job duties, hours of work and time of day the student will be working.
2. A note from the parent giving permission to work.
3. A birth certificate or baptism certificate.
4. Social Security card.
5. \$10.00

Note: Employers may be contacted and work permits may be withdrawn by the school for poor attendance, poor grades, or poor behavior.

ACTIVITY CODE OF CONDUCT

While appropriate behavior is expected by all Sheboygan Falls High School students, those involved in school sponsored activities must maintain an even higher level of decorum because they represent the school. Our athletic and drama codes have been designed for students in these two very important and visible school endeavors. This activity code outlines expected behavior and consequences for misbehavior or misrepresentation in other extra-curricular functions.

THE FOLLOWING CODE OF CONDUCT IS IN EFFECT FOR THE DURATION OF THE CLUB, ORGANIZATION, OR CLASS ACTIVITY.

ALL STUDENTS REPRESENTING THE SCHOOL IN EXTRA-CURRICULAR CLUBS, ORGANIZATIONS, OR CLASS ACTIVITIES WILL:

1. Refrain from use and/or possession of any tobacco products, alcoholic beverages, drugs, contraband, paraphernalia, or controlled substances.
2. Show respect for other students and supervisors involved in school activities. Refrain from any violence including the physical and/or verbal abuse of others.
3. Respect the property rights of others. Refrain from the theft or vandalism of property belonging to the school or individuals.
4. Exhibit general conduct in and out of school so as to bring no discredit to the school, to the organization, or the student.
5. Attend all classes on the day of a practice, meeting, or performance unless specifically excused consistent with current attendance policies and regulations.
6. Maintain high academic standards.
 - a. The student will have fifteen (15) days to improve grades to a passing level if he/she has failed one class in either the previous or current grading period. The student will become ineligible to participate in the club, organization, or activity if he/she fails to achieve a passing level in all classes.
 - b. The student will be ineligible to participate in the club, organization, or activity if he/she failed two classes in either the previous or current grading period.

IN ADDITION, STUDENTS IN POSITIONS OF LEADERSHIP OR SPECIAL HONOR (i.e. CLASS OFFICERS, HOMECOMING COURTS,PROM COURT, ETC.)SHALL MEET THE FOLLOWING ADDITIONAL EXPECTATIONS:

1. Refrain from behavior that results in suspension from school for any reason during the school year.
2. Meet the minimum standards or qualifications of the group or class he/she would represent “i.e., attendance, behavior, any violations, etc.”

PENALTIES FOR VIOLATIONS

The principal and advisor have the following options when a violation occurs:

- Suspension from the organization, club, or activity.
- Permanent removal from the organization, club, or activity.

- Referral to counseling.
- A combination of the above.

ATHLETIC CODE OF CONDUCT

Participation in a sound athletic program contributes to a student's health and happiness. Athletics, also, teach the value of cooperation and the spirit of competition. Sheboygan Falls High School (Falcons) has a year round program in athletics. The school is a member of the Eastern Wisconsin Conference. Varsity sports include football, boys' and girls' cross country, boys' and girls' tennis, boys' and girls' wrestling, boys' and girls' basketball, boys' and girls' soccer, boys' and girls' golf, boys' baseball, boys' and girls' track, girls' volleyball, girls' softball, and girls' swimming.

I. **PHILOSOPHY AND OBJECTIVES**

- A. We consider interscholastic athletics to be an important part of our total school program. Through our athletic program an athlete should have an opportunity to develop physically and emotionally; gain specific sport skills; learn sportsmanship, cultivate a wholesome competitive spirit; and acquire the ability to work closely together.

II. **RULES OF ELIGIBILITY**

- A. An athlete must be eligible as per WIAA residency standards; have parent's/guardian's consent; a physical examination card on file; a concussion protocol form; a signed Athletic Code on file; and all rental/athletic fees paid.
- B. Must not reach the age of 16 before August 1st of any given school year to participate on a junior middle team or have reached the age of 19 before August 1st to participate on a high school team.
- C. Must have completed all course work below grade nine to participate in a high school sport.
- D. Student-athletes may participate in more than one school-sponsored athletic activity (including dance & cheerleading) during any given season, only after a meeting of and unanimous approval by: advisors/coaches, athlete, athlete's parents, and athletic director.
- E. An athlete cannot compete for more than four years in a given sport on the high school level.
- F. An athlete must retain his/her amateur status in all recognized sports sanctioned by the WIAA and if the athlete; accepts for participation, reimbursement in any for (a) salary, (b) cash, (c) merchandise or any kind or amount or (d) share of game or season proceeds (complete rules on amateur status may be found in the WIAA handbook). It is important that the athlete or his/her parents check with the school or the WIAA if there are any questions of participation in fun runs or non-sanctioned school participation.
- G. Students are required to attend all classes the day of a practice or contest with the exception of a pre-arranged/ approved appointment and a family emergency.**
- H. Students receiving detention during the regular school day must resolve their detention obligation before attending a practice or contest.
- I. Students under suspension from school may not participate for the period of that suspension.
- J. An athlete must meet the following academic eligibility standards:
 - 1. At the beginning of each sport season, and again at the end of each quarter, coaches shall check on the grade status of each of their athletes. **Any athlete failing two or more courses shall immediately become ineligible for the**

remainder of the new grading period. A student's eligibility will be determined when teachers have verified grades and an "F" list has been completed. The only exception to this rule would be first quarter freshmen, who will be allowed to continue practicing with their teams with the requirement of monitoring academics through the counseling office, weekly progress reports, and coaches monitoring grades as well. **Game participation can only occur when all grades are brought to a passing level. Any athlete failing one course will be on probation and must have all of his/her grades to a passing level by the 3rd week into the quarter (15 days from the end of the last grading period) and the 6th week into the quarter (30 days from the end of the last grading period) to remain eligible. Students on probation must submit a progress report to the athletic director at the 3rd and 6th week into the quarter. An athlete who is still carrying an F at the grade check dates will be ineligible to compete in contests or matches until the next grade check date. The athlete may continue to practice with the team. For the purpose of this section, the academic grades for the 1st and 3rd quarters and the semester grades at the end of the 2nd and 4th quarters shall apply.**

2. Athletes who have lost their eligibility status for sports participation may regain eligibility by achieving all passing grades at the end of the next or any subsequent quarter.
3. A student who is (unexcused absence) truant from school one or more periods on a given day while a participant in an inter-scholastic athletics shall be ineligible to compete in the next contest in that activity. The penalty shall repeat for each day on which such truancy occurs.

III. TRAINING RULES

- A. Coaches may provide athletic codes to each sport participant and will review the rules contained within during the first week of each sport session.
- B. The following list of WIAA/School District training rules will be in effect:
 1. No use or possession of tobacco products, contraband, or paraphernalia. This includes but is not limited to: e-cigarettes, vaporizers, rolling papers, makeshift pipes, etc...
 2. No use or possession of alcoholic beverages
 3. No unauthorized use of drugs or controlled substances
 4. A student athlete that supplies a banned substance or knowingly supplies a place (House, Property, Car) to consume a banned substance will receive an athletic suspension of one half of a sports season and one sports season for the second violation. The student does not have to be consuming the banned substance.
 5. No violations of a Wisconsin state statute, with the exception of a traffic violation.
 6. Training rules will be enforced on a 12-month basis
 7. Once signed, this code shall remain in effect until the athlete graduates, or signs off under B.10.

8. General conduct in and out of school shall be such so as to bring no discredit to the athlete, school, or team. Such conduct includes but is not limited to: conduct within the classroom, social media posts, media appearances, law-enforcement incidents, and behavior within the community.
9. All athletes are required to travel to and from out-of-town contests with their teams. Exemptions may be approved by the coach for legitimate reasons. An Agreement and Release form must be on file prior to the exceptions occurrence.
10. Senior athletes who have completed their sports career will no longer be responsible for following training rules provided they certify in writing to the athletic director that they no longer intend to participate in high school sports.

C. Penalties

1. **1st Violation - One quarter of the season**
2. **2nd Violation - One half of the season**
3. **3rd Violation - One sports season**
4. **4th Violation - Remainder of High School career**

A “Contest” is defined as any game, meet, invitational, or event. Interscholastic scrimmages, regardless of the size or importance of the event, may be counted if used as a regular season contest as defined by the WIAA.

Definition -- One quarter of the season

- 8-11 game season - 2 meets or games**
- 12-15 game season - 3 meets or games**
- 16-19 game season - 4 meets or games**
- 20+ game season - 5 meets or games**

One half of the season

- 8-9 game season - 4 meets or games**
- 10-11 game season - 5 meets or games**
- 12-13 game season - 6 meets or games**
- 14-15 game season - 7 meets or games**
- 16-17 game season - 8 meets or games**
- 18-19 game season - 9 meets or games**
- 20+ game season - 10 meets or games**

1. A student athlete is not allowed to be a captain within a season in which they have to serve an athletic code suspension.
2. A student athlete will not be nominated for all-conference honors for a season in which they have served an athletic code suspension.
3. The student under suspension shall attend all practice sessions unless otherwise specifically told not to by the head coach.
4. A student that receives a second athletic code violation for substance abuse can reduce their suspension from one half a sports season to one quarter of the season if they enroll themselves into a counseling / treatment program and supply official documentation of attendance. This is optional and not funded by the district.
5. In the event a violation is unusually severe, i.e. felony, occurs under aggravated situations or brings notable discredit to the school or the athletic program, the administration reserves the right to

- impose additional penalties deemed appropriate by the severity of the infraction.
6. If a portion of an athlete's suspension is to be fulfilled during the WIAA tournament series, then by WIAA rule, that athlete is suspended for the remainder of the tournament series.
 7. Should a third suspension become necessary, the period of the suspension shall be one sport season. If the athlete is in mid-season, the carry-over of the suspension shall be served during the next sports season in which the athlete participates. When two sports seasons are involved, the percentage of the number of contests from each season will be used to define the length of suspension.
 8. Suspension not fulfilled with the sport season where the violation occurred, must be fulfilled in the next sport season the athlete participates. The unfulfilled portion of the suspension will be fulfilled in proportion to the length of the next sport season based on the number of games or contests in that season.
 9. Suspensions are to be served at the earliest possible opportunity. They may also be served in a sport in which an athlete has not previously participated provided that sport is not already in season. The athlete must complete the entire season, and the coach will determine that the athlete's actions have been sincere.
 10. Any disciplinary action taken by the Extra-Curricular Council will result in a letter from the athletic director being sent to the parent/guardian of the student stating the Council's decision.

IV. EXTRA CURRICULAR COUNCIL & HEARING PROCESS

- A. **Appeals Procedure** – Athletes may appeal Athletic Code Violations only. If an Athlete feels the Athletic Code was misapplied the Athlete may appeal the decision of the Athletic Director and will remain suspended during the appeal process. There is a 2-step appeals process:
 - Step A – Extra Curricular Council Appeal** – hearing may be requested with the Principal and the Extra-Curricular Council. **This request must occur within 5 days of any disciplinary action.** *Appeal hearing process is detailed in IV.C.*
 - Step B – Secondary Appeal** – If the student-athlete is unsatisfied with the decision of the Extra-curricular Council the student-athlete may make a written appeal to the District Administrator. This secondary appeal's scope is to review if the code was applied properly with the information available at the time of the original decision and if the student-athlete was afforded due process. No new evidence may be considered. The decision of the District Administrator is final. *Appeal hearing process is detailed in IV.C.*
- B. The Extra Curricular Council will be composed of the following members for athletic hearings; Principal serving as chairman, and three faculty members appointed by the Principal.
- C. Hearing Process – Agenda for Extra-Curricular Council Appeal and Secondary Appeal
 1. Summation of Actions and Findings by Athletic Director
 2. Presentation of Appeal by Student-Athlete
 3. Appeals deliberation and decision

- D. Should the athlete and/or his/her parent(s) or guardian(s) disagree with that decision, they may appeal in writing within seven (7) days to the school district superintendent.

VI. ATHLETIC EQUIPMENT

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Athletes are responsible for any uniforms and/or equipment issued to them. It is the responsibility of the athlete to return the uniform and/or equipment to their coach at the end of the season. Athletes will be financially responsible for any lost, stolen, or damaged uniform and/or equipment that are issued to them.

ACCESS TO SCHOOL MEALS AND OTHER FOOD SERVICE ITEMS

Please refer to the following links:

<http://www.boarddocs.com/wi/shebfall/Board.nsf/goto?open&id=ANQNG5904FA>

<http://www.boarddocs.com/wi/shebfall/Board.nsf/goto?open&id=ANQNMZ58D383>

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