



Northland Pines High School 2018-2019 Student Handbook

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Mission Statement

Northland Pines School District is dedicated to empowering all individuals to reach their potential. We will be accountable and work together to:

- Model what is expected
- Nurture a safe, healthy, and trusting environment
- Provide a challenging and engaging curriculum
- Promote lifelong learning
- Build school, family, and community partnerships
- Celebrate cultural diversity, talents and strengths
- Thrive in a global society
- Foster continuous improvement

Northland Pines School District does not discriminate on the basis of sex, race, color, religion, national origin, ancestry, creed, sexual orientations, pregnancy, marital or parental status, or physical, mental, emotional, learning disability or handicap.

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Northland Pines High School Fee Schedule 2018 - 2019

(All fees are subject to change)

Grades 9-12

Daily Lunch	\$2.90
Daily Breakfast	\$1.65
Daily Hot Lunch/Milk	set annually
Annual Student Materials Fee	\$20.00*
Technology Insurance (Chromebook)	\$20.00*
Band Instruments	Items & amounts vary based on instrument
Advanced Placement Class Exams	\$92.00 (may vary)
US Oshkosh CAPP Credit	\$90.00/credit
Into to Culinary Skills	\$40.00
Advanced Culinary Arts	\$50.00
Family and Consumer Education	Determined by project cost
Food Service	\$20.00
Sewing Application Class	\$20.00
Textiles-Arts and Crafts FACE Class	\$20.00
Art-All Labs/Classes (School year maximum \$20.00/student)	\$10.00
Ecology Class	\$20.00
Health Class	Determined by nutrition
Personal Wellness	\$22.50
Technology Education Classes	Determined by project cost
Metal I and II Class	\$10.00

Optional Fees - Activity Passes

Adult (Single)	\$25.00
Family	\$40.00
Student	Free

Co-Curricular Activity User Fee

Athletics, Drama, Forensics, Musical, One Act Play

Individual: \$30.00* per sport or activity
Individual Max for the year: \$60.00*

Club/Extra-Curricular Fees

Band & Choir-Solo Ensemble & National Honor Society	\$10.00
Eagle Trap Club Dues	\$55.00

***Subject to waiver (free lunch eligibility criteria) and/or reduced rate (eighty percent (80%) reduction of fee based on free and reduced lunch eligibility criteria). If you feel you may qualify for free or reduced lunch, please pick up a form in the main office. Students who qualify will be granted the same reduction towards their annual Student Fee with the use of the "Sharing Information with Other Programs" Form.**

****Parents and students may elect to purchase optional device insurance through the district at a cost of \$20.00 per device per school year. The fee may be reduced to \$10.00 for families who qualify for free and reduced lunch and who have appropriately notified the district of this eligibility. Students who do not purchase insurance may be subject to fines for damage deemed beyond normal wear and tear on the device. Insurance is meant to cover incidentals and accidental damage. Negligence or intentional damages are not covered and the student will be charged for repairs. Please refer to the Chromebook Handbook for further information.**

NPHS Clubs/Activities/Organizations

Academic Decathlon	Bass Fishing	DECA	Drama Club	Eagle Trap Club
Forensics	German Club	HOSA	Musical	National Honor Society
Project Unify	Skills USA	Spanish Club	Student Council	Teen Court

NPHS Athletic Offerings

Boy's Sports - Baseball	Basketball	Cross Country	Football	Golf (Co-ed)
Hockey	Soccer	Track		

Girl's Sports - Basketball	Cross Country	Cheerleading	Dance	Golf (Co-ed)
Hockey	Soccer	Softball	Track	Volleyball

NPHS 2018-2019 Bell Schedule

Block Day with a Homeroom - (Wednesday - Even & Thursday - Odd)

Warning bell	8:15 am	
Block 1/2	8:20 am - 9:45 am	(85 minutes)
Block 3/4	9:50 am - 11:15 am	(85 minutes)
Early Lunch	11:15 am – 11:47 am	(32 minutes)
Block 5/6	11:52 am – 1:18 pm	(86 minutes)
Or		
Block 5/6 A	11:20 am – 12:02 am	(42 minutes)
Late Lunch	12:02 pm – 12:34 pm	(32 minutes)
Block 5/6 B	12:39 pm – 1:18 pm	(39 minutes)
Homeroom	1:23 pm – 1:53 pm	(30 minutes)
Block 7/8	1:58 pm – 3:25 pm	(87 minutes)

8 Period Schedule – Monday, Tuesday & Friday

Warning bell	8:15 am	
1 st Period	8:20 am – 9:05 am	(45 minutes)
2 nd Period	9:10 am – 9:55 am	(45 minutes)
3 rd Period	10:00 am – 10:45 am	(45 minutes)
4 th Period	10:50 am – 11:35 am	(45 minutes)
Early Lunch	11:35 am – 12:05 pm	(30 minutes)
5 th Period	12:10 pm – 12:55 pm	(45 minutes)
Or		
5 th Period	11:40 am – 12:25pm	(45 minutes)
Late Lunch	12:25 pm – 12:55 pm	(30 minutes)
6 th Period	1:00 pm – 1:45 pm	(45 minutes)
7 th Period	1:50 pm – 2:35 pm	(45 minutes)
8 th Period	2:40 pm – 3:25 pm	(45 minutes)

Code of Student Rights

This code of student rights and responsibilities was drawn up and adopted with the idea that every individual has certain rights and responsibilities in respect to other individuals. A student's exercise of rights and privileges in the school setting should be protected at all times. No right, however, is absolute. The freedom to exercise one's rights ceases when that exercise unduly infringes upon the rights of others. The purpose of this code, then, is to not only protect the right of the individual, but to protect the rights of the student body.

- ★ Each student has the right to an education
- ★ Each student has the right to be free from assault or intimidation
- ★ Each student has the right to hold property free from theft or damage
- ★ Each student has the right to expect courteous behavior from other students and school personnel
- ★ Each student has the right to seek and obtain help regarding drugs and/or alcohol
- ★ Each student may, with permission from the principal, solicit contributions or collect funds in accordance with District policy
- ★ All students have the right to form, hold, and express opinions and beliefs, so long as the expression does not disrupt the normal operation of school
- ★ Each student body has the right to establish an elective Student Council
- ★ Each student has the right not to be pre-judged for an alleged violation of this code and has the right to present his/her version before any judgement is made
- ★ Each student has the right to have access to all the rules to which he/she is subject
- ★ Each student has the right to appeal an application of the code of student rights and responsibilities through the grievance procedure

Code of Responsibility

Students enrolled in Northland Pines High School are expected to:

- ★ Attend school and scheduled classes on a daily basis, unless ill or excused by school officials
- ★ Take advantage of all available resources and learning opportunities presented to them, and develop and learn to the best of their abilities
- ★ Select courses with the purpose of achieving meaningful goals
- ★ Complete assigned work within the time designated
- ★ Challenge their intellect and not just work for grades
- ★ Give the best possible performance in all testing situations
- ★ Obey all rules, directives, and district policies which are communicated either verbally or in writing
- ★ Participate in school-sponsored events and activities
- ★ Accept help from their classmates and be willing to help others
- ★ Register complaints/concerns with staff who are best able to address them

Academics

Academic Honesty

All pupils at Northland Pines High School (NPHS) should strive for the highest standards of academic honesty. Cheating is defined as the intentional use of someone else's work or material on any test or assignment, or the use of any prohibitive means to enhance the performance on a test. Plagiarism is defined as the appropriating and putting forth as one's own ideas, language, or creations of another without citing sources.

Pupils improperly providing materials, as well as those on the receiving end will be held accountable. The teacher will deal with proven cheating or plagiarism violations on an individual basis. The pupil

may receive a zero (0) on the test or project involved. The offense will also be brought to the attention of administration, in which case the punishment will be up to administration and could include detention or suspension.

Class Changes

Pupils are to review their class schedules carefully prior to the beginning of each school year or semester to avoid making changes in their schedules. No class changes will be made after the first five days of the semester, unless approved by the principal. Priority for changes will be given to those who must take a course in order to meet graduation requirements.

Pupil's must present a written statement from their parent or legal guardian granting permission to drop any course. A 'drop request' must be signed by the parent or legal guardian. After the first week of the semester, a pupil will only be allowed to drop a course with the penalty of any 'F' for the semester.

Clubs and Service Activities

These organizations are an outgrowth of pupil interest, and may vary from year to year depending on this interest, as well as available faculty advisors. The activities provide pupils with the opportunity to develop special talents, skills, and interests. Much pleasure and satisfaction can be found through participation in activities offered at NPHS.

Course Credits from Other Educational Institutions

The purpose of NPSD is to provide organized learning opportunities for pupils residing in our district. While most high school pupils will earn course credits only at NPHS, it is recognized that for various reasons some may earn credits for courses taken at other educational institutions. To clarify the District's acceptance of secondary credits for courses taken at other educational institutions, while the person is at NPHS; the Board of Education adopts the following guidelines:

1. All courses must be approved in advance by the high school principal.
2. To allow a pupil to graduate with his/her class as scheduled he/she may earn secondary credits for courses taken through other educational institutions to substitute for credits unsuccessfully attempted.
3. Students interested in taking a course that is not offered at NPHS should inquire in the guidance office regarding Youth Options and Course Options.
4. Credits earned at other educational institutions may be applied toward early graduation, if all other requirements for early graduation are met.

Early Graduation

The Board of Education acknowledges that some students are pursuing educational goals which include graduation from high school at an earlier date than their designated class. Application for early graduation will be submitted to the high school principal in accordance with school regulations. The principal may honor this request if all conditions for graduation are met and the student fulfills the graduation requirements.

Only those pupils who maintain consistent attendance, are in good standing, and meet the graduation credit requirements will be eligible for early graduation. Pupils must request early graduation from NPHS by June 1st of their junior year, in accordance with established procedures. Requests will be evaluated on an individual basis. Pupils must meet all requirements of graduation approved by the NPSD Board of Education and stated law.

1. Application procedures - Pupils applying for early graduation shall:
 - a. Meet with a guidance counselor to establish early graduation intentions and planning.

- b. File the formal application for early graduation by June 1st of their junior year.
- c. All school fees and miscellaneous charges must be paid in full.

Pupils whose applications are approved and who comply with the guidelines above may participate in the graduation ceremonies with his/her designated class

Equal Education Opportunity and Non-discrimination - Refer to Board of Education Policy #2260

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. In order to achieve this goal, the District Administrator shall:

1. Curriculum Content - review current and proposed courses of study and textbooks to detect any bias based upon the protected classes ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both sexes various races, ethnic groups, etc. toward the development of human society. Provide that necessary programs are available for students with limited use of the English language.
2. Staff Training - develop an ongoing program of staff training and in-service training for school personnel designed to identify and solve problems of bias based upon the protected classes in all aspects of the program.
3. Student Access -
 - a. Review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access thereto and are not segregated on the basis of the protected classes in any duty, work, play, classroom, or school practice, except as may be permitted under State regulations.
 - b. Verify that facilities are made available in a non-discriminatory fashion, in accordance with Board Policy 7510- Use of District Facilities, for non-curricular student activities that are initiated by parents or other members of the community, including but not limited to any group officially affiliated with the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code as a patriotic society.
4. District Support - require that like aspects of the District program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters.
5. Student Evaluation - verify that tests, procedures, or guidance and counseling materials, which is/are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of the protected classes.

The District Administrator shall appoint and publicize the name of the compliance officer(s) who is/are responsible for coordinating the District's efforts to comply with the applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or equal access. The Compliance Officer(s) also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), is provided to students, their parents, staff members, and the general public.

The District Administrator shall attempt annually to identify children with disabilities, ages 3 - 21, who reside in the District, but do not receive public education. In addition, s/he shall establish procedures to

identify students who are Limited English Proficient, including immigrant children and youth, to assess their ability to participate in District programs, and develop and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement, services, evaluation, and exit guidelines and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the District will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading and writing, on an annual basis.

Field Trips

Occasionally, pupils will have the opportunity to participate in school sponsored field trips. Pupils are expected to conduct themselves in a manner that will positively reflect on NPHS. All rules and regulations pertaining to pupil behavior will extend to all field trips. The funding of field trips must be provided by the class/activity group, student expense, and fundraising or outside resources.

Grading - Refer to Board of Education Policy #5421

1. Grade Replacement on Course Retakes - Students at NPHS are allowed to retake and in some situations are required to repeat failed courses. If a student repeats the exact same course as the one they have failed previously, then their grade will be replaced on their transcript. The initial grade will be removed and the GPA will be recalculated. The same will hold true for a course repeated to improve a grade. If a course is repeated to improve a grade only one (1) credit may be earned. Any student repeating a course of which they have already completed for credit must have prior approval from the teacher and principal.
2. Pass/Fail Policy - Seniors in good standing are allowed to take courses for a pass/fail grade when approved by the principal, and must fill out a pass/fail request form prior to the start of the class. All requests will be considered on a case by case basis. (*School to Work courses are exempt from this policy.)
 - a. No student will be allowed to take more than one pass/fail course during a school year. The teacher and principal will determine the criteria for a passing grade. This will be agreed upon by the principal, teacher, and student before the class begins.
 - b. Once a student has received a passing grade, their current overall grade point average will not be positively or negatively affected. The credits earned in a pass/fail course will be added to the overall total credit count if the student receives a passing grade.

Guidance and Counseling

The guidance and counseling program is designed to assist pupils throughout their high school careers. Each pupil has an assigned counselor who will help with the areas of education and vocational plans, school programs, co-curricular activities, personal matters, behavioral problems, and post-high school planning. Pupils with an appointment in the guidance office, must obtain an admit slip from the guidance office prior to their appointment. It is the pupil's responsibility to present this pass to the teacher whose class will be missed due to the appointment.

Health Education Curriculum - Refer to Board of Education Policy #2414

Our comprehensive health education curriculum is designed to develop skills for daily living and to prepare our pupils for their future roles as parents and citizens. Instructional units relating to family life education, in general, and human growth and development, in particular, are an integral part of our curriculum. All educators in NPSD have the following broad goals to guide their participation in health education curriculum:

1. To develop a wholesome attitude toward sexuality as one part of what it means to be a person.

2. To help school-age children understand the maturing process related to sexual development.
3. To discuss with dignity and with minimum embarrassment the concerns of growing up sexually.
4. To eliminate fears and anxieties concerning the rate of individual sexual development.
5. To answer pupil's questions regarding human sexuality.
6. To foster an understanding of the moral values of sexual equality and responsibility.
7. To show how sexual exploitation can limit each person in achieving his/her full human stature as male or female.
8. To prepare young persons to communicate their values regarding sexuality with others.
9. To develop an appreciation of the beauty of a loving marital relationship between two people and the value this relationship has in our society.
10. To develop and employ a personal code of ethics regarding sexuality that recognizes the variations in human values among different groups and individuals.

Course objectives relating to the following topics will be pursued in each grade level (6-12):

1. Self-esteem, stress, responsible decision making, and personal responsibility.
2. Human sexuality.
3. Family life skills
4. Interpersonal relationships
5. Protective behaviors

A parent/guardian is entitled to request additional information from the pupil's teacher as to specific strategies, materials, and resources used within a particular grade level. Various AODA, AIDS, and other related wellness presentations will be made throughout the school year. The pupil may be excused from participating in AODA, Human Growth and Development, and personal hygiene portions of the curriculum upon written request from the parent/guardian.

Homebound Instruction - Refer to Board of Education Policy #2412

Homebound instruction is available to any pupil experiencing an extended absence (30 days or more) from school for medical and/or other reasons determined unavoidable by administration. Arrangements for homebound instruction are to be made through the guidance department.

Honor Roll

An honor roll listing will be published at the end of each semester. The following categories are listed: Honor Roll 3.0-3.49, High Honors 3.50-3.84, and Highest Honors 3.85+.

Honor's Study Hall

Honors Study Hall will be available for juniors and seniors who meet the following criteria: maintain a cumulative GPA of 3.2 or higher, or a GPA of 3.5 for the student's last semester term GPA. Honor's Study Hall is a privilege and not a right, and is approved at the discretion of the principal.

National Honor Society

Membership in the National Honor Society (NHS) of NPHS is open to any junior or senior pupil who has achieved a GPA of 3.25 or higher and meets all other qualifications. The NHS advisor shall nominate all academically eligible pupils. The names of these pupils will be passed on to a faculty council who shall be given the opportunity to vote on the recommended pupils based on definitions of leadership, character, and service. NHS membership is a privilege, not a right. This means that just because a pupil is academically eligible, he/she may not, in the judgement of the faculty, meet the qualifications of leadership, character, and service.

Parent/Guardian Teacher Conferences

Parent/Guardian teacher conferences are scheduled on **Thursday, November 8, 2018 from 4:00 pm to 7:00 pm, Friday, November 9, 2018 from 7:30 am to 12:00 pm and Thursday, February 28, 2019 from 4:00 pm to 7:00 pm**. It is not necessary to schedule an appointment with teachers.

Parents/guardians may meet with staff on a walk-in basis. All parents/guardians and students are encouraged to attend. Times and dates will be listed in school newsletters and the parent portal.

Progress Reports

Pupil progress reports may be sent home at any time between grading periods. These reports do not necessarily mean that the pupil is failing, but may point out a deficiency which needs to be corrected, or may indicate positive classroom progress.

Pupil Scheduling

During second semester, the guidance office will hold meetings with all pupils in grades 6 - 11. During these meetings, the registration booklet will be distributed which provides information regarding course offerings and graduation requirements. Within the following two weeks, pupils will have the opportunity to consult with their parents, teachers, guidance counselor, and principal as they plan their curriculum for the next school year. The signature of the pupil's parent/guardian is required on the registration materials.

Report Cards

NPSD provides the highest possible standards of quality in education and is concerned that the individual pupil realizes his/her full potential. The evaluation of achievement and progress, the report card, is issued at the end of each semester, is an important part of the school's program and must be consistently reviewed to assure its maximum usefulness. Incomplete grades must have the approval of the principal. All incomplete grades must be changed to a grade within ten school days from the end of the grading period.

Report cards will be available to parents/guardians at the end of the grading term on the Portal, unless a mailed copy is requested by September 16, 2016 by contacting the high school office and signing the Electronic Report Card Exclusion form. Report cards and grades can also be accessed using the student and parent portals online.

Service to Community Hours

The Northland Pines School District strives to have our students experience the satisfaction that comes from completing service learning in the community. Opportunities to serve the community allows students to learn more about themselves, apply academic skills to practical problems, and develop good citizenship habits. Students may have an opportunity to work with some of our community's skilled leaders and professionals, and also learn first-hand about some of the issues, needs, and problems of society. Service to the community may provide an opportunity to explore a career possibility; it may enhance employability by providing work experiences as well as references. Colleges and employers are also looking for this in their candidates. Through service to the community, students may experience the gratification of helping others without receiving wages.

Students in Grades 7-12 are required to perform 60 hours of community service prior to graduation.

- Community service hours are volunteer hours for which the student is not compensated.
- An adult supervisor on location must sign and date the verification form for the volunteer activity.

- Verification slips are available in the 7-12 guidance or main office and should be returned to the guidance office.
- Earth Day will be a 7-12 Activity in which students can receive 6 hours each year towards their hours.
- Students can earn more hours and those will be added to their total and put on their high school transcript.
- Hours can be counted for more than one activity, including National Honor Society.
- Hours will need to be done at the time of graduation, yearly check off is not required.
- Students will need to complete these hours at the time of graduation.
 - 2018/19 - 20 hours
 - 2019/20 - 30 hours
 - 2020/21 - 40 hours
 - 2021/22 - 50 hours
 - 2022/23- 60 hours
 - 2023/24- 60 hours
- If a student earns over 120 hours there will be a special notation in the graduation program.

Special Education Needs

Pupils with suspected special education needs may be referred for assessment and evaluation. Pupils, teachers, counselors, administrators, and parents can make referrals.

Student Activities

The activities program is an integral part of our high school curriculum. All pupils are encouraged to participate according to their interest and ability. Every activity participant will pay a fee for each activity he/she participates in, with a maximum fee per student per year and a maximum fee per family per year. These fees must be paid prior to participation in the activity.

All families at NPHS have the opportunity to purchase an activity pass, which is the economical way to enjoy the activities at the high school. The ticket covers all HOME athletic functions. Students may use their ID cards to be admitted to NPHS activities.

Textbooks

Textbooks are loaned to each pupil and pupils are held responsible for their care. Pupils will be charged for lost or damaged textbooks.

Withdrawals and Transfer from NPSD - Refer to Board of Education Policy #5130

Pupils moving out of the district or withdrawing from NPHS for any reason are asked to report this information to the office in written form signed by their parents/legal guardians. Upon receipt of this written notification, the pupil will be given a withdrawal form which must be signed by ALL of the pupil's teachers, guidance counselor, librarian, and food service department. This form must then be submitted to the main office for final approval by the principal. Upon the receipt of a request by another school district, all pupil records, including grades, will be sent directly to the school receiving the pupil.

Work Release

Work release may not be approved by the Board of Education under s.118.33(1)(b) Wis.Stats. A pupil's employment during school hours may only be approved if the employment is part of or related to a pupil's instructional program.

Youth Options Program - Refer to Board of Education Policy #2271

The Board of Education recognizes the value to students and to the District of students participating in programs offered by University of Wisconsin system institutions, technical colleges, tribally controlled colleges and private, nonprofit higher education institutions in Wisconsin. The Board will allow high school juniors and seniors who satisfy the eligibility requirements under the Youth Options Program statute and the administrative rules of the Department of Public Instruction to enroll in an approved course at an institution of higher education while attending in the District. Students will be eligible to receive college and high school credit for completing course(s) at institutions of higher education provided they complete the course(s) and receive a passing grade.

The School District's responsibility to pay for tuition, fees, books, and other necessary materials shall be limited to eighteen (18) postsecondary credits per student. Students are limited to a maximum of eighteen (18) post secondary credits total in both their Junior and Senior year combined. If the student fails a class or withdraws from a course for which the District has made payment, the student and/or parent/ guardian will reimburse the District for all costs related to that course. If a student fails a Youth Options course, they will no longer be eligible to participate in the Youth Options Program.

A college credit will receive one (1) quarter credit at the high school. The student is responsible to present transcripts and grade reports to the high school counseling office. All books paid for by the Northland Pines School District, will be returned to the District or the college's bookstore upon completion of the course. Transportation is the responsibility of the student and/or parent/guardian. State reimbursement may be available through an application to the Department of Public Instruction. The parent/guardian is responsible for the student's compliance with the compulsory school attendance law.

Since all public high schools participate in the Youth Options program, all juniors and seniors in Wisconsin public schools must meet the following requirements to be eligible:

1. A student must have a Cumulative Grade Point Average of 3.50 or better. This GPA must be maintained while taking Youth Options courses. The GPA will be calculated at the semester.
2. A student cannot miss more than ten (10) days of school per year.
3. Apply to the college in the school semester prior to the one in which the pupil plans to attend the postsecondary course.
4. Notify the school board of the pupil's intention of enrolling in a college no later than March 1st for a course to be taken in the fall semester; October 1st for a course to be taken in the spring semester. (See your guidance counselor for the necessary form.)
5. Notify school board if the pupil is admitted to the college.
6. Notify school board if the pupil is registered to attend a postsecondary course.

Student Services

Alcohol and Other Drug Abuse by Pupils

Pupils have the right to attend school in an environment that is free from the non-medical use of alcohol, other drugs, and mood-altering substances. These substances are harmful and interfere with the learning environment and performance of pupils. Drug will be defined as: "Any substance that alters perception or behavior, reducing the individual's ability to function appropriately in the school environment."

The Northland Pines School District (NPSD) prohibits the unlawful manufacture, distribution, dispensation, purchase, possession, or use of illicit drugs, alcohol, and tobacco products including drug paraphernalia in the school buildings or on school premises; in any school-owned vehicle or other vehicle used to transport pupils to and from school or school activities; on or off school property during

any school sponsored or approved activity, event, or function where pupils are under the jurisdiction of the school district. The NPSD is committed to a program to prevent the abuse of alcohol and the illegal use of controlled substances and/or alcohol.

All pupils enrolled in NPSD are required to abide by the terms of this policy. Violations of this policy will result in disciplinary action which may include suspension, expulsion, and/or referral for prosecution. Appropriate action will be taken in accordance with district disciplinary policies and practices for pupils including referral to an AODA coordinator for help and assistance. Additional disciplinary action may be warranted as required by federal and state statutes. Proper legal authorities will be notified of violations. If you have any questions or concerns about drugs or alcohol, please see an AODA counselor in the guidance office.

1. School Sanctions - Violations concerning drug or alcohol abuse (including possession thereof) shall result in the notification of proper legal authorities, suspension of the pupil from school for at least one day, and may result in consideration of expulsion. The District Administrator and the Board of Education shall be notified immediately of this action and the reason for the action.
2. Legal Sanctions - Pupils are reminded that local, state, and federal laws provide for a variety of legal sanctions and penalties for the unlawful possession or distribution of drugs and alcohol. These sanctions include, but are not limited to incarceration and monetary fines.
 - a. The Federal Controlled Substance Act provides penalties of up to fifteen years imprisonment and fines of up to \$25,000 for unlawful distribution or possession with the intent to distribute narcotics. For unlawful possession of a controlled substance, a person is subject to up to one year of imprisonment and fines of up to \$5,000. Any person who unlawfully distributes a controlled substance to a person under twenty-one years of age may be punished by up to twice the term of imprisonment and fines otherwise authorized by law.
 - b. Wisconsin law provides that any person who violates the criminal statute on controlled substances by processing or distributing opiates, narcotics, hallucinogens, depressants, or stimulants may be punished by a fine of up to \$25,000 and/or fifteen years of imprisonment. Distribution to a person under age eighteen may be punishable by up to twice the fine and imprisonment. Distributing controlled substances within 1,000 feet of any private or public school building may increase the maximum term of imprisonment by five years.
 - c. Possession or consumption of alcoholic beverages on school grounds may be punishable by fines of up to \$200. Wisconsin statutes also provide a penalty for an adult who knowingly permits or fails to take action to prevent consumption of alcoholic beverages by underage persons on premises owned by or under the control of an adult. Local ordinances also provide for prohibitions relating to illicit drugs and alcohol. Generally, these local ordinances are similar in content to state law.

Bullying/Forms of Aggressive Behavior - Refer to Board of Education Policy #5517.01

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school and community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from

school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business.

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well being. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however this type of bullying behavior need not be based on any of the legally protected characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Any student that believes he/she has been or is the victim of bullying should immediately report the situation to the building administration, activities director, or the District Administrator. The student may also report concerns to staff or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the District Administrator. Complaints against the District Administrator should be filed with the Board President.

Every student is encouraged to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above. All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building administration or the District Administrator. Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

All complaints about behavior that may violate this policy shall be investigated promptly by building administration. The staff member who is investigating the report of bullying shall interview the victim(s) of the alleged bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. Parents and/or guardians of each student involved in the bullying report will be notified prior to the conclusion of the investigation. NPSD shall maintain the confidentiality of the report and any related student records to the extent required by law.

If the investigation finds that bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include student discipline, including, but not limited to reprimand, suspension, or possible expulsion. Further, the result of an investigation that finds that bullying has occurred may result in discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials. The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making a false report may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, regardless of whether it fits a particular definition, he/she should report it and allow the administration to determine the appropriate course of action.

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

Verbal – taunting, malicious teasing, insulting, name calling, making threats.

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

Cyberbullying – the use of information and communication technologies such as email, cell phone and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others." The Board recognizes that cyberbullying can be particularly devastating to young people because:

1. cyberbullies more easily hide behind the anonymity that the Internet provides;
2. cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
3. cyberbullies do not have to own their own actions, as it is usually very difficult to identify cyber bullies because of screen names, so they do not fear being punished for their actions; and
4. the reflection time that once existed between the planning of a prank – or a serious stunt – and its commission has all but been erased when it comes to cyberbullying activity.

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student on a web site or on weblog;
2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the victim's cell phone bill;
3. using a camera phone to take and send embarrassing photographs of students;
4. posting misleading or fake photographs of students on web sites.

Harassment includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, national origin, marital status or disability, sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location.

Intimidation includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin, or sexual orientation.

Menacing includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury. Harassment, intimidation, or bullying means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that

takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop, and that has the effect of:

1. physically harming a student or damaging a student's property;
2. knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or
3. creating a hostile educational environment.

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law. To the extent appropriate in conducting a thorough investigation and/or as legally permitted, confidentiality will be maintained during the investigation process.

Discrimination and Harassment - Refer to Board of Education Policy # 5517

NPSD is committed to a positive and productive learning environment free of discrimination. Discrimination adversely affects morale and interferes with students ability to work and learn. Furthermore, the district prohibits sexual harassment or intimidation of it's employees or pupils, and finds such behavior just cause for disciplinary action. Sexual harassment substantially compromises the attainment of educational excellence; therefore the district will not tolerate such behavior.

Individuals who experience sexual harassment should make it clear that such behavior is offensive to them and may process a complaint pursuant to this policy. Sexual harassment may include the following actions:

1. Unwelcome verbal harassment or abuse
2. Unwelcome pressure for sexual activity
3. Unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of pupil(s) by teachers, administrators, or other school personnel to avoid physical harm to persons or property.
4. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status.
5. Unwelcome behavior or words directed at an individual because of gender.

Sexual harassment is prohibited. It results in discrimination for or against pupils on the basis of conduct not related to their learning performance. Such practices would include any academic action that is based upon an individual's acceptance of, resistance to, or refusal of sexual overtures. This form of sexual harassment may be more difficult for pupils to cope with when individuals offer or threaten to use the power of their position to control educational status in exchange for sexual favors. Individuals who instigate this type of harassment are subject to disciplinary action, including suspension and/or expulsion.

The district prohibits retaliation against any pupil because he/she has made a report of alleged discrimination; against any pupil who has testified, assisted, or participated in the investigation of a report. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or adverse pressure. Retaliation is itself a violation of federal and state regulations prohibiting discrimination and will lead to disciplinary action against the offender. Any pupil who believes he/she has been discriminated against may process a complaint.

Discrimination and Harassment Complaint Procedure - If any individual feels that he/she has been discriminated against in violation of Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, or the State Statute 118.13, he/she may pursue the complaint thereof through the following channels:

1. Discuss the concern with an appropriate district employee. The employee shall make a concerted effort, which should be documented (Incident Documentation Form) to halt the discriminatory practice discussed with him/her.
2. If these measures are unsuccessful and/or further action is required, the employee will assist the individual in filing a Discrimination Report Form with the District Compliance Officer, who shall then issue a written response to the complainant.
3. If the complainant is not satisfied with the answer of the District Compliance Officer, he/she may submit a written appeal to the District Administrator within ten working days after receipt of the District Compliance Officers written response. The District Administrator or designee shall arrange a private meeting with the complainant and other affected parties, if requested by the complainant, at a mutually agreeable time to discuss the appeal. The District Administrator or designee shall give a written response to the complainant's appeal.
4. If the complainant is not satisfied with the District Administrator's response, a complaint with the Board of Education may be filed within ten working days after receipt of this written response. The Board of Education shall conduct a hearing at which the complainant shall be given an opportunity to present the complaint. The Board shall give a written response to the complaint following completion of the hearing. Unless both parties agree to an extension, the district has 90 days to complete the above process.
5. If the complainant does not accept the decision of the Board of Education, the complainant has the right to appeal the decision to the State Superintendent within thirty days of the Board's decision. The request for review may be addressed to the State Superintendent, Wisconsin Department of Public Instruction, 125 South Webster Street, BOX 7841, Madison, WI 53707. Nothing in these procedures precludes an individual from filing a complaint directly with the Federal Office for Civil Rights, 300 South Wacker Drive, 8th Floor, Chicago, IL 60606, as authorized by federal law.

Fighting/Intimidation

Violence and/or threats toward fellow pupils and/or faculty will not be tolerated. Disciplinary actions up to and including expulsion and referral to legal authorities will be assessed. Pupils must learn to work out differences in a mature manner and to maintain a positive atmosphere in their school.

Gang and Gang Related Behavior

NPSD will not tolerate gang-related behavior in the schools, on school property, buses, or at school-sponsored events. Gang-related behavior creates an atmosphere where unlawful acts or violations of school regulations may occur. Behavior intended to initiate, advocate, or promote activities which threaten the safety or wellbeing of persons or property is harmful to the educational process and school environment and interferes with the mission of the school district.

A gang is defined as a group of two or more individuals with a unique name, identifiable marks or symbols who claim turf or territory, who associate on a regular basis, and who engage in antisocial or criminal activity. The following gang-related behaviors are prohibited in school buildings, buses, and at school-sponsored activities:

1. The presence of jewelry, accessories, manner of grooming, or apparel which implies membership, affiliation, or sympathy with a gang.

2. Displaying gang markings or slogans on personal property, clothing, or locker.
3. Use of gang-related hand signs or signals.
4. Possessing literature that indicates gang membership.
5. Antisocial or criminal activities which disrupt school or school-sponsored activities.
6. Committing a crime.
7. Initiations, hazing, and intimidation.

If administration verifies a pupil's involvement in gang behavior, the parent or guardian will be informed, as will the appropriate law enforcement agency. Violation of this policy will subject pupils to appropriate disciplinary action which may include suspension and/or expulsion.

Health Services - Refer to Board of Education Policy #5310

Pupils who have a health problem of any kind should report it to their guidance counselor. If necessary, an emergency call will be made to the health department. All pupils should inform his/her counselor and the front office of any and all chronic health problems such as hearing loss, dizzy spells, allergies, and seizure disorders.

If a pupil becomes ill during school, pupils may ask the teacher to be excused to report to the main office. The secretary will allow the student to notify a parent and/or legal guardian to either come and get the pupil or give us permission to release the pupil from school. Pupils may not leave the building without proper checkout in the main office. Phone calls and/or notes after the student has left campus without permission will not be accepted.

Pupils who, for whatever reason, stay in a lavatory (or any other self-designated area) during class time will not be given an excused absence for that time-frame. School personnel will not provide aspirin or other medication to any pupil at any time unless the proper medication procedure has been followed. If any pupil is injured while under school supervision, an injury report must be completed. Forms are available in the main office, which require documentation of the injury.

Offenses Referred to Administration

It is our intent to apply appropriate consequences to all violations at NPHS. Administration will have the authority to apply the following consequences if the situation warrants such:

1. Phone call to the parent
2. Lunch detention
3. After-school detention
4. Meeting with teacher, parent, pupil, administration
5. Suspension
6. Referral to the District Administrator
7. Referral to the Board of Education and possible expulsion
8. Referral to the proper authorities; pupil offenses may be referred to police authorities for violation of any laws, and authorities may impose penalty or citation as well.

Disciplinary action may be taken as a result of any behavior which is disruptive of good order or which violates the rights of others. The following acts are unacceptable and are subject to disciplinary action, including but not limited to detention, suspension, expulsion, and/or arrest.

1. Physically attacking any person involved in the operation of school.
2. Fighting or mutual combat, in which both parties have contributed to the situation whether verbally or by physical action.

3. Assault and battery, in which a student causes bodily harm to another by an act done with intent to cause bodily harm.
4. Abusive language directed at any person involved in the operation of the building.
5. Smoking or possession of tobacco, tobacco products, or look alike tobacco on campus.
6. Possession, use, being under the influence, sales of or distribution of alcohol, other illegal drugs, or look alike drugs.
7. False firearm or bomb threats made to the school or a school sponsored event.
8. Possessing, concealing, or storing a weapon or look alike weapon on one's person, in a locker, vehicle, or anywhere on the premises.
9. Unauthorized occupation of a parked vehicle in the parking lot, road, or perimeter road on campus between the hours of 8:00 am - 3:30 pm.
10. Parking outside of a student's designated parking area.
11. Student attire and manner of dress or personal grooming which presents a clear danger to student health and safety, causes an interference with work, creates classroom or school disorder.
12. Gambling in the building or on school grounds.
13. Caps or other headwear are not to be worn during the school day. They are an outdoor covering and are not necessary inside the school.
14. Excessive tardies.
15. Inappropriate signs of affection (other than holding hands.)
16. Hazing (harassment by abusive and humiliating tricks.)
17. Theft, and all other actions deemed inappropriate.

Ignorance of the rules cannot be used to excuse the violation. Administration retains the right to deal with any action not covered by these rules. An administrator may modify disciplinary procedures whenever he/she concludes such an action is appropriate.

*Possession is interpreted to include group possession in automobiles, at parties anywhere on school premises, or at school functions regardless of location. When a pupil knows that these substances are present, whether or not he/she uses them, the pupil becomes part of the group.

Right to Appeal

If a pupil is not satisfied with the decision of a teacher, coach, or advisor; he/she has the right to appeal in the following manner:

1. Contact the teacher, coach, or advisor and discuss the problem.
2. If not satisfied, contact the principal.
3. If not satisfied, contact the district administrator.
4. If not satisfied, request a hearing with the Board of Education.

School Operations

Address/Telephone Number Changes

Any changes in pupil address or telephone number should be reported to the main office immediately. In case of emergency, the office must have up-to-date information.

Building Accessibility

The high school building will be accessible from 6:30 am to 7:00 pm on days there are no events scheduled at the high school. Entrance doors when locked from the inside are not to be propped open by any means, at any time.

Care of School Property

It is each pupil's responsibility to take care of school property and materials. If an accident occurs, report it to a school employee. Careless acts will result in an assessment of damages. In addition, pupils have a responsibility to use trash and recycling containers to keep the school clean. This is your school, please make every effort to help keep clean and don't be afraid to pick up someone else's litter too.

Closed Campus

NPHS has a closed campus. Students may not leave the school campus without proper check-out and permission with the office. Leaving the school campus without parental and office consent is considered truancy and will have consequences.

Dances

Approval must be received from the principal/activities director prior to the scheduling of any dances by any school organization. Any person who is not a registered student of NPHS, must turn in a Non-Student Activity Permission Form five days prior to the dance in order to attend.

Detention

Detention may be assigned to a pupil for failure to follow rules. Detention time can be assigned during lunch periods or after school. Removal from class by staff could result in detention or suspension, depending on the reason for removal. If a student does not serve an assigned detention, suspension may occur. Lunch detention will also be assigned for students with excessive tardies.

Directory Data - Refer to Board of Education Policy #8330

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ('eligible students') certain rights with respect to the student's education records. The district discloses directory data without consent. Directory data means those educational records which include the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, videos, degrees and awards received and name of the school most recently attended by the student. Parents and guardians have until September 18, 2015 to inform their school district of which information may not be released without their consent.

During the course of the school year, individual students and student groups are occasionally videotaped and/or photographed in classroom situations, during fine arts performances, on field trips, while participating or watching an athletic competition, etc. The resulting photo and/or video may be used in a variety of ways: to promote the school, to instruct students or staff members, or to orient new parents, staff, and students. The final product could also take a variety of forms: photo displays, slide presentations, newspaper articles, pamphlets, video programs, or in the school yearbook. FERPA allows any parent/guardian or eligible student the right to inform any school their child not be photographed or videoed.

Disorderly Conduct - Refer to Board of Education Policy #5520

The Board of Education recognizes the right of each student to attend school for the purpose of receiving an education. The disruption of the educational program of the schools by disorder or any other purposeful activity will not be tolerated. For purposes of this policy, disorder shall be any deliberate activity by an individual or a group, whether peaceful or violent, which is reasonably likely to disrupt the normal operation of the school. The Board, having the responsibility for providing an educational program for the students of this District, shall have the authority to preserve order for the proper functioning of that program. Students shall not be disturbed in the exercise of their

constitutionally guaranteed rights to assemble peaceably and to express ideas and opinions, privately or publicly, provided that such exercise does not infringe on the rights of others and does not interfere with the operation of the schools.

Displays of Affection

Inappropriate physical conduct (other than holding hands) is prohibited. Excessive displays of affection while on school property or at school sponsored activities reflect poorly on perceptions of both parties involved. Detention, suspension, and/or a parent meeting may occur for anyone who violates this policy.

District Policies

A copy of all NPSD Board of Education approved policies relating to pupils are available for review on the NPSD website at <http://www.neola.com/northland-wi/>. Pupils and parents are encouraged to review these policies.

Emergency Drills

The first fire drill of the year will be announced beforehand and will be conducted for the benefit of new pupils and personnel. Additional fire, tornado, and emergency drills and codes will be held at various times throughout the year. In case of an emergency drill, everyone, without exception, is to evacuate the building immediately. The teacher in each classroom will direct pupils to their assigned exit. Our objective is a quick and orderly exit. Do not run; avoid laughing, joking, or talking to your neighbor during the drills. Please remain calm and keep order.

The first two pupils through an outside exit are to open and hold the doors until all pupils in that part of the building have exited. Upon exiting, pupils are to move at least 100 feet from the building and maintain order with your assigned teacher or Homebase teacher for non-instructional times. Return to the building will be permitted only after the 'all clear' signal has been given. Turning in a false alarm is a federal offense and will result in school discipline, as well as referral to legal authorities.

Forgery and Notes

Deliberately misrepresenting a parent's, legal guardian's or NPHS staff member's signature is a serious matter. Pupils who forge notes and/or passes from parents or staff will be disciplined.

Fundraisers

All school clubs and/or organizations are required to schedule specific sale periods at least one week in advance and have them approved by the principal and/or activities director. Fundraising organizations will be responsible for the cleanliness and order of sales area. Failure to do so will result in termination of further sales by that group. Sales promotions will be limited to one at a time with a two-week limit per sales period.

Hall Passes and Behavior

Pupils in the halls while school is in session must have a pass from their teacher for that particular period. Pupils may be asked to present this pass by any member of the high school staff. Any pupil in the halls without a pass will be dealt with accordingly. Any student forging a staff member's signature or frequently wandering the halls will be assigned detention time and be denied pass privileges for a designated period of time. Pupils are expected to maintain proper behavior in the hallways. Excessive displays of affection, loudness, horseplay, and running in the halls are not acceptable.

Insurance

Pupil accident insurance is not provided to any students by the school district. If a pupil or family wishes to purchase supplemental insurance through school, please contact the office. It is highly recommended students participating in co-curricular activities purchase the Student Assurance Services supplementary insurance.

Library Media Center (LMC)

The LMC has books, magazines, newspapers, a career center, computer lab, multimedia stations to aid students with assignments, and recreational reading. The LMC is open Monday, Tuesday, and Thursday from 7:30 am to 5:00 pm. Wednesday and Friday the LMC will be open from 7:30 am to 3:30 pm, unless special arrangements are made to stay open later. Fines are charged at an established rate for overdue or damaged materials. Internet use is for educational purposes only as determined by staff and administration. Going to inappropriate sites or writing any inappropriate messages are strictly prohibited and students could lose computer privileges and/or be assigned detentions/suspensions.

Leaving the Building

A pupil with a dental/medical appointment must present a request from his/her parent or legal guardian to leave school. Permission to leave the building for other personal appointments will be handled on an individual basis. Students are encouraged to schedule all appointments before or after school.

Leaving school without proper checkout could result in detention, suspension, and/or loss of parking privileges. Phone calls and/or notes after the student has left campus without permission will not be accepted.

Pupils returning from dental/medical appointments must present a note or appointment card from that office verifying the appointment. Any unauthorized departure from campus will be considered cutting class and an unexcused absence, and will be dealt with in accordance with state truancy regulations.

Lockers

Each pupil is assigned a locker for the storage of his/her books and equipment. Pupils are not to share or switch lockers with another student, nor give their locker combination to any other students. It is the pupil's responsibility to see that his/her locker is kept locked and orderly at all times. Students should not store money or other valuables in their lockers. Since lockers are a permanent part of the building, pupils are expected to keep them clean and in good, usable condition. Nothing should be posted on the outside of a locker for any reason.

Lockers are property of NPSD and are subject to periodic, unannounced searches, without pupil consent and without a search warrant. At no time does NPSD relinquish its exclusive control of lockers provided for the convenience of students. School authorities or law enforcement, including canine units, for any reason and at any time, and without notice, student consent, or search warrant, may conduct periodic general locker inspections. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to the proper legal authorities for ultimate disposition and appropriate school discipline shall result.

Gym Locks - Gym locks will be assigned at no cost for P.E. & Sports lockers. However, if the lock is lost a replacement fee will be charged.

Lost and Found

Turn any articles that are found into the main office. If pupils have lost an item, check with the office.

Lunch Hour

NPHS has a closed campus and pupils may not leave the school campus during their designated lunch hour. Pupils are expected to conduct themselves in a polite manner while using the lunchroom facilities. Unmannerly, disrespectful, loud, or rowdy behavior will not be tolerated and will be dealt with accordingly. Inappropriate behavior in the lunchroom will result in disciplinary action, which may include detention, suspension, and/or assignment of lunchroom cleaning duties. All students in the lunchroom will be confined to the lunch, commons, and fieldhouse areas. Students will not be allowed in the hallways during lunch periods, unless they have a pass. Pupils during lunch times are expected to obey the following guidelines:

1. Obey lunchroom supervisors.
2. Keep the lunchroom clean.
3. Do not intentionally spill or throw food.
4. Stay within the designated areas.
5. No students are allowed in the parking lot during lunch hours.

Medication Procedure

If it is necessary for a pupil to have medication during the school day, he/she must bring the prescribed medication in the proper container, which indicates the physician prescribing the medication, a written statement from the physician, pupil's name, and dosage requirements.

A parent or legal guardian medication consent form must be on file in the office in order for medication to be administered. All medicines are kept locked in the office and are dispensed from the office. The health and safety of students and staff is a primary consideration in dealing with illness and communicable diseases. In an effort to keep students healthy, district personnel may call parents if their child is not feeling well while at school to notify them of the illness. The student will then need to be picked up from school by the parent, guardian, or emergency contact person. If your child is ill, and is staying home for the school day, please notify the school office.

Personal Attire/Dress Code

It is a pupil's responsibility to dress in a manner that meets reasonable standards of health, cleanliness, and safety. Students are expected to dress adequately, suitable for weather conditions, and in good taste. Any article of clothing or style of dressing that tends to draw attention interferes with instruction or threatens health or safety is considered inappropriate. The manner in which pupils dress and groom themselves has an important effect upon the attitude they have toward themselves and the school.

Clothes should be neat, modest, clean, and appropriate for school activities. As styles change, there is a need to be clear about appropriate dress for students at school:

1. Tops that are worn must not be lower in the front than the tops of the armpits. If a student has a low cut top (top that dips down in front to expose the chest), they must wear another layer underneath.
2. Shorts must be appropriate in length. Short-shorts are not permissible.
3. Undergarments should not be visible at any time, and should remain under clothing.
4. All pants must be appropriately worn with no skin or undergarments showing.
5. Shorts need to be longer than the pocket liners.
6. Pupils must wear shoes and are not allowed to have bare feet, slippers, or stocking feet.
7. Accessories such as hats, caps, sunglasses, curlers, wave clips, hair rollers, head scarves, head rags/bandanas, sweatbands, or gloves are not allowed during school hours.

8. Apparel with alcohol, tobacco, ethnic or racial slurs, or reference to sex is not appropriate for school. Other examples are obscenities, questionable language, double meaning statements, or statements advocating pain, death, or suicide.
9. Pupils are not allowed to wear jewelry or accessories that indicate gang identification or gang membership. Pupils are not allowed to carry or wear large chains or wear jewelry with spikes.
10. Backpacks, bags, purses, and coats are not allowed in the classrooms.

Pupils not dressed in an appropriate manner as determined by administration, will be required to change the inappropriate clothing. Any time lost from class for this purpose will have to be made up by the pupil. If the nature of appearance disrupts the classroom, thus interfering with the educational rights of others, the student will be referred to the principal. Students being referred to the principal for repeat offenses will be disciplined accordingly. Parents may be notified by phone, as well as in writing, and a conference may be deemed necessary.

Personal Property

It is recommended that pupils identify both school and personal property. Pupils are requested to carry only enough money to meet their daily needs and should never leave valuables unattended. In the event that something is lost or missing, it should be reported to the office immediately, as that is where the lost and found area is located.

Profanity

Profanity in written or spoken form will not be tolerated. Not only is profanity offensive, it is disrespectful and a cause for disciplinary action, including possible referral to police authorities for violation of state law.

Pupil Driving and Parking (Including Snowmobiles/ATV's)

NPSD Board of Education urges all pupils to use the district transportation system rather than their own or parent's vehicles for getting to and from school. The use of school parking lots are a privilege for pupils, not a right. Snowmobiles and ATV's will not be operated during school hours, and will be operated with extreme caution and with regard for the safety of others. If a pupil elects to drive to school, the following guidelines apply:

1. All pupil vehicles must be registered in the high school office with the Application to Drive Vehicles/Snowmobiles on School Property form. No pupil shall be allowed in any vehicle or in the parking lot during the school day without proper authorization. Pupils should bring any necessary materials in from their vehicles prior to the start of school.
2. Vehicles must be parked in a designated student parking area in the back parking lot and must be parked within the designated lines. Parking in a handicapped parking area will result in a ticket from law enforcement officials.
3. Vehicles should be locked at all times. The school will not be responsible for stolen items or damage to a pupil's vehicle.
4. Pupils may not use their vehicle for field trips.
5. Snowmobiles and ATV's will be parked by the north entrance.
6. Any and all unauthorized, unregistered vehicles may be towed away from the school grounds at the owner's expense and/or have parking privileges revoked.
7. Any violation of the above rules or any action which is deemed by the principal and/or his/her designee to be in violation of good, safe driving practices may result in the loss of school parking privileges and/or disciplinary actions. Driving in an unsafe manner to and from school may also result in referral to legal authorities.

The school retains the authority to conduct routine patrols of the pupil parking lot and inspection of the exteriors of the vehicles on school property. The interior of vehicles may be inspected whenever a school authority has a reasonable suspicion that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without pupil consent, and without a search warrant. If a property search yields illegal or contraband materials, such findings shall be turned over to the proper authorities for ultimate disposition and appropriate school discipline shall result.

Rules for the Bus Rider

Each pupil who is provided transportation services by the NPSD is expected to obey the rules established by the Board of Education for the safety and welfare of all pupils. Behavior on the school bus should be compared to behavior required in school and the classroom. Unacceptable behavior shall result in disciplinary action by school authorities and possible suspension of bus riding privileges. All students must have a Bus Conduct and Rules form signed and on file in the office each school year.

School Closing

When it becomes necessary to close school due to inclement weather or for any other reason, it will be announced on the Eagle River WERL/WRJO, Rhinelander WRHN, WOBT, WXPR, Antigo WRLO, Minocqua/Woodruff WWMH, Wausau WSAU, WIFC radio stations and Channel 9, Channel 7, and Channel 12 television stations and at www.npsd.k12.wi.us. The school will also send out an Infinite Campus message via phone, email, and/or text to each family regarding the closing of school.

Sportsmanship and Co-Curricular Events

Each pupil should use these guidelines to promote good sportsmanship:

1. Consider the visiting team, fans, and officials as guests and treat them accordingly.
2. Respect the rights of all spectators.
3. Accept the official's decision as final.
4. Support the cheerleaders with enthusiasm and school spirit.
5. Be modest in victory and gracious in defeat.

Pupils should refrain from the following unsportsmanlike conduct:

1. Booing or jeering officials or players at any time.
2. Applauding errors by opponents or penalties inflicted upon them.
3. Using profanity or poor language at any time during the game.
4. Throwing objects on the field or playing court.
5. Criticizing players and/or coaches for losing a game.

Participants must use transportation provided by the school for all events, regardless of distance or location. The school will not assume responsibility for any student who misses the bus and attempts to travel to the event site on his/her own, nor will the students be allowed to participate in this event. If a pupil wishes to travel home with their parent or guardian, the parent or guardian must sign the Transportation Permission Form in the presence of a coach at the event. Other transportation requests must be signed and on file in the activities office. This form or a note will allow a parent or guardian to transport his/her child home following an activity.

Trespassing

Unauthorized persons in the building or on school grounds will be charged with trespass. Pupils who are on a partial or limited schedule are required to arrive and leave the school grounds at the designated times. If the student remains and loiters on campus, they may be charged with trespassing and referred for school discipline. Pupils who are suspended from school are expected to remain at

home and will be charged with trespassing if they are in school or on school grounds in violation of their suspension (including before and after school activities.)

Vandalism

Pupils engaging in vandalism will face serious consequences, which may include assessment of damages, suspension, expulsion, and/or referral to legal authorities.

Vending Machines

The vending machines in the school are provided for the convenience of the NPHS community. Some vending machines will not be operational during the lunch hours or at other times as determined by the principal. Beverages will not be allowed in any classrooms. Water may be allowed in classrooms at the discretion of the teacher.

Visitors

Individuals other than NPHS pupils, staff, or Board of Education members are regarded as visitors and must report to the main office in order to receive permission to be on campus. Day visits by pupils from other districts are discouraged, but permitted if they have completed and submitted to the office a Visitors Permission form at least three days prior to the visit. A visitor must present their driver's license to receive a visitor's badge, which must be in a visible spot at all times while in the building.

Weapons on School Premises - Refer to Board of Education Policy #5772

The Board of Education prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle without the permission of the District Administrator.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives and razors regardless of length, clubs, electric weapons, metallic knuckles (or knuckles of any substance), martial arts weapons, ammunition, explosives, plastic or metal connected at one end by a length of rope, chain, wire, or leather; a cestus or similar material weighted with metal or other substance and work on the hand, a shuriken or similar pointed starlike object intended to injure when thrown, a manrikigusari or similar length of chain having weighted ends, and/or any chemical including, but not limited to, oleoresin capsicum spray (pepper spray.)

The District Administrator is authorized to establish instructional programs on weapons, and reporting and dealing with violations of this policy. The District Administrator will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

Great bodily harm means injury which creates substantial risk of death, causes serious permanent disfigurement, causes a permanent or protracted loss or impairment of the function of any bodily member, organ, or other serious bodily injury; or debilitates an individual to the point at which he/she is susceptible to great bodily harm. The use of a dangerous weapon as props in school plays, projects, show and tell activities, and/or all other school activities is prohibited.

Swift disciplinary action, including expulsion, shall be taken when a pupil engages in conduct while at school which endangers the property, health, or safety of others. Staff and students are expected to immediately report knowledge of a dangerous weapon or situation to the building principal or a responsible adult. Failure to do so may result in appropriate disciplinary action.

All persons including students and staff who possess a dangerous weapon while he/she is either on district property or while participating in a district sponsored activity will be referred to legal authorities for prosecution and reported to the State Department of Education in accordance with state and federal law. Pupils who violate this policy will also be subject to disciplinary action, which may include expulsion. Staff who violate this policy will also be subject to disciplinary action, which may include termination of employment.

This policy will be published annually in district pupil and staff handbooks. This policy does not apply to law enforcement officials who are acting within the scope of their employment or to persons whom the District Administrator or his/her designee has given prior approval to possess a weapon when such possession has been determined by the District Administrator to have a legitimate purpose.

Facsimile Firearms - No person shall possess a facsimile firearm while he/she is on district property or while participating in a district sponsored activity. Facsimile firearm means any replica, toy, starter pistol, or other object that bears a reasonable resemblance to or that reasonably can be perceived to be an actual firearm. Pupils who violate this policy will be subject to disciplinary action, including suspension and/or expulsion. Staff who violate this policy will be subject to disciplinary action, including termination of employment.

Work Permits

Work permits are required for all minors 14 & 15 years of age before commencing work for any employer (including parents or legal guardians.) To apply for a work permit in the high school office, the pupil must have the following information:

1. Signed statement from the employer indicating their intent for employment and specific duties.
**
2. Letter of permission from the parent or legal guardian. **
3. Birth or baptismal certificate, driver's license, state identification, or passport
4. Social Security card
5. \$10.00 work permit fee

The pupil must be present to sign the work permit in the presence of the permit officer.

** Work Permit forms are available in the high school office.

Attendance

Attendance - Refer to Board of Education Policy #5200

In accordance with state law, all children between six and eighteen years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen years of age, unless they fall under an exception under State law, this policy, or administrative guideline issued under this policy.

NPBS shall require, from the parent or guardian of each student or from an adult student, who has been absent for any reason a written, signed, dated statement stating the reason for the absence and the time period covered by the absence. The Board reserves the right to verify such statements and to

investigate the cause of each single absence. As required under state law, a student shall be excused from school for the following reasons:

1. Physical or Mental Condition - The student is temporarily not in proper physical or mental condition to attend a school program. Pupils excused for medical reasons by a doctor from participating in physical activities, are still required to attend any Physical Education class.
2. Obtaining Religious Instruction - To enable the student to obtain religious instruction outside the school during the required school period (see Policy 5223 - Absences for Religious Instruction).
3. Permission of Parent or Guardian - The student has been excused by his/her parent or guardian before the absence for any or no reason. A student may not be excused for more than ten (10) days per school year and must complete any coursework missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:
 - a. professional and other necessary appointments (for example, medical, dental, and legal) that cannot be scheduled outside of the school day
 - b. to attend the funeral of a relative
 - c. legal proceedings that require the student's presence
 - d. college visits (two days per year as a junior or senior)
4. Religious Holiday - For observance of a religious holiday consistent with the student's creed or belief.
5. Suspension or Expulsion - The student has been suspended or expelled.
6. Program or Curriculum Modification - The Board has excused the student from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.
7. High School Equivalency – Secured Facilities - The Board has excused a student from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secure detention facility, or a juvenile portion of a county jail, and the student and his/her parent or guardian agree that the student will continue to participate in such a program.
8. Child at Risk - The student is a "child at risk" as defined under State law and is participating in a program at a technical college on either a part-time or full-time basis leading to high school graduation, as provided under State law.

A student may be excused from school, as determined by the School Attendance Officer, or his/her designee, for the following reasons:

1. Quarantine of the student's home by a public health officer.
2. The illness of an immediate family member.
3. An emergency that requires the student to be absent because of familial responsibilities or other appropriate reasons.
4. Others as approved on a case-by-case basis by the principal.

Unexcused Absences - demonstrate a deliberate disregard for the educational program and are considered a serious matter. The Board authorizes, but does not encourage the District Administrator, to suspend a student from a particular class or from school if sincere efforts by the staff and parents cannot rectify the pattern of absence. In keeping with its philosophy, the Board supports efforts to provide for out-of-school alternative educational opportunities for truant students rather than to heighten the effects of absence through suspension.

Truancy - A student will be considered truant if s/he is absent part or all of one (1) or more days from school during which the school attendance officer, principal, or a teacher has not been notified of the

legal cause of such absence by the parent or guardian of the absent student. A student who is absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance Statute Sec. 118.15, Wis. Stats., will also be considered truant. A student will be considered a habitual truant if he/she is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester.

When a student initially becomes a habitual truant, NPHS shall provide a notice to the student's parent or guardian, by registered or certified mail, which contains the following:

1. a statement of the parent's or guardian's responsibility under State law to cause the student to attend school regularly
2. a statement that the parent, guardian, or student may request program or curriculum modifications for the student under state law and that the student may be eligible for enrollment in a program for children at risk
3. a request that the parent or guardian meet with the appropriate school personnel to discuss the student's truancy. The notice shall include the name of the school personnel with whom the parent or guardian should meet the and telephone number.
4. a statement of the penalties, under state law or local ordinances that may be imposed on the parent or guardian if he/she fails to cause the child to attend school regularly as required by state law

Make-up Coursework and Examinations - A student whose absence from school was excused, except for an expelled student, shall be permitted to make-up course work and any quarterly, semester, or grading period examinations missed during the absences when they return to school. It is the student's responsibility to contact his/her teachers to determine what coursework and examinations must be made-up. Teachers shall have the discretion to assign substitute coursework and examinations. Teachers shall also have the discretion to specify where and when examinations and coursework shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence, unless extended by the principal based upon extenuating circumstances.

Credit in a course or subject shall not be denied solely because of a student's unexcused absences from school. Students with unexcused absences shall be permitted to make-up course work and any quarterly, semester, or grading period examinations missed during the absence if the student is at risk of receiving no credit in a course or subject if the work is not made up. Credit may, but is not required to be given for the completion of make-up work. Further, credit for make-up work may be given only after the student has satisfied consequences imposed for unexcused absences. The extent to which make-up credit is given shall be determined on a case-by-case basis by the principal and the respective teachers.

Extended Illness

Whenever a pupil, due to illness or injury, is unable to attend school for three days or more, parents are asked to inform the high school and make arrangements through the Guidance Office or the student's teachers for picking up assignments. The school will make every reasonable effort to assist in gathering materials for the pupil. It must be recognized that some subjects do not lend themselves to home assignments.

Medical Excuses from Physical Education Classes

Pupils unable to participate in physical education must obtain a waiver from a physician. Medical excuses must be presented to the principal within two weeks after the beginning of the term for which the medical excuse applies.

Suspension

When a pupil's behavior may warrant suspension from school, administration will gather information from a variety of sources, including a statement from the pupil in question. If a suspension from school is issued, administration will inform the pupil and the parent/guardian of the reason for the suspension.

Tardiness

Pupils are expected to arrive in class on time during the school day. A tardy will not be recorded if it is in result of school actions (late bus, etc.). It is possible that administration may consider extenuating circumstances that affect a number of students, such as weather conditions. Punctuality to class, work, or social engagements is a habit that NPHS encourages. Tardiness not only disrupts the class, but also forces the teacher to take class time to acknowledge the tardiness. If ignored, tardiness leads to a general disregard for a practice that is necessary for a successful career. Missing the bus, oversleeping, and car trouble are not reasonable excuses for tardiness.

If a pupil is late for school or class and accumulates four or more unexcused tardies per quarter, the pupil will be assigned a consequence, which is typically a lunch detention. After seven unexcused tardies per quarter, a pupil may be assigned an after school detention. Court may be considered for excessive tardiness.

Truancy - Refer to Board of Education Policy #5200

Any pupil who does not attend school for all or part of a school day and has no authorization to be absent will be declared truant and appropriate school discipline will result. (Also see attendance section.)

Vacations

Pupils who are out of town due to family vacations must have the administration's approval at least one week prior to departing in order for makeup work to be accepted. The pupil's teachers must also be informed one week in advance and must initial a Pre-Arranged Absence form, which are available in the office. Failure to follow these procedures could result in no credit being given for missed work.

Technology

Cell Phones

Students will be allowed to use their cell phone before 1st period, during passing time, during their assigned lunch period, and after school. Cell phone usage during the class period is only allowed at the discretion of the instructor. Cell phones at any other time during the school day are to be turned off. Any student found to be in violation of this rule will have their cell phone confiscated and the cell phone must be picked up in the high school office by his/her parent. Excessive violations to this rule may result in a parent/administration meeting. If a student is asked by a staff member for the student's cell phone, they must turn it over immediately. Failure to turn over the phone to the staff member may result in further consequences and/or permanent loss of cell phone privileges.

- 1.) If you are in violation of having it out and not turned in, the phone will be given to the office and the student may pick it up at the end of the day.
- 2.) Second violation will be that a parent will have to come in and pick it up.
- 3.) Third violation will be that the student will be banned from bringing it to school for 30 days.

Prior to the student's use of a cell phone (or other device) to take pictures or videos on school grounds, at any school-sponsored activity, or on school-provided transportation the student must obtain the consent of the staff and/or students in the pictures or videos. Possession of a cell phone or other

device by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege. Violations of this policy may result in disciplinary action against the student, up to and including expulsion.

Computer and Internet Network Use

NPHS is committed to facilitating the use of computer technology and access to Internet for the benefit of pupils, staff, and the community. Use of the Internet is a privilege, not a right. The Board of Education's Internet connection is provided for educational purposes only. NPSD expects all users to adhere to the Computer Acceptable Use Agreement, and all users are required to sign and return this form. Unauthorized and inappropriate use will result in a cancellation of this privilege.

The Board has implemented the use of a Technology Protection Measure which is a specific technology that will protect against (e.g., block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors.) The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication and/or services on the Internet. Parents/Guardians assume this risk by consenting to allow their students to participate in the use of the Internet. Students accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

The Board has the right to monitor, review and inspect any directories, files and/or messages residing on or sent using the Board's computers/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities. NPSD retains ownership and control of its computers, hardware, and software at all times.

Student mass email communication requires administrative permission prior to the student sending the mass email to groups including any pupil's, district staff, and community groups. Approval will only be granted based on educational purposes for the mass email. The mass email must also contain a specific email subject title.

NPSD expects all users to adhere to the Computer Acceptable Use Agreement, and all users are required to sign and return this form.

Laptop and Electronic Device (ECD) Use in the Classroom

Classroom use of personal computers is allowed in all classrooms except when it interferes with classroom learning. Students may also use other electronic devices in the classroom if it is determined that the device is used or possessed for medical, educational, vocational, or other legitimate purposes; and the device should be used on the wireless network, not through cell service. Students found using cell service instead of the wireless network will have their device taken and then returned under the cell phone policy.

School Telephones

The telephone in the commons area may be used by pupils during lunch hours or with a pass from a classroom teacher. The school/office telephones are for school business only. Pupils are to avoid using the office telephone, except in case of an emergency and must have permission for use.

Acknowledgement of 2018-2019 Student Handbook Rules/Policies

We have read and agree to abide by the 2018-2019 NPHS Student Handbook.

Review of Handbook with Advisor/Teacher

Date:

Advisor/Teacher Signature:

Date:

Pupil's Grade:

Pupil's Name:

Pupil's Signature:
