

La Farge Middle & High School
"Where Wildcat Pride Runs Deep"



Student Handbook
2007-2008

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Nondiscrimination Policy

The School District of La Farge does not discriminate against pupils on the basis of sex, race, national origin, ancestry, religion, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability or handicap in its education programs or activities.

The district encourages informal resolution of complaints under this policy. If any person believes that the La Farge School District or any part of the school organization has failed to follow the law and rules s. 118.13, Wisconsin Statutes; or in some way discriminates against pupils on the basis listed above, he/she may write a letter of complaint addressed to the administration office at the following address: District Administrator, School District of La Farge, 301 West Adams Street, La Farge, Wisconsin, 54639.

HIGH SCHOOL ACADEMIC INFORMATION

- A. **Graduation Requirements:** Candidates for graduation are required to present a total of 24 credits:
- | | |
|---|-------------------------------|
| 4 credits in English | 0.5 credits in Health |
| 3 credits in History and Social Studies | 2 credits in Math |
| 1.5 credits in Physical Education | 10.75 elective credits |
| 0.25 credits in Careers | |
| 2 credits in Science (1 in Life Science and 1 in Physical Science) | |

One credit is equivalent to 36 weeks (1/2 credit = 18 weeks) of a subject that meets for 5 forty-five minute periods a week in which a student receives a minimum-passing grade of 70.

A physical disability, which would preclude the taking of physical education, must be attested to by the filing of a physical examination report and statement from a licensed physician.

Grading Scale

A+ = 4.000	B+ = 3.333	C+ = 2.333	D+ = 1.333
A = 4.000	B = 3.000	C = 2.000	D = 1.000
A- = 3.667	B- = 2.667	C- = 1.667	D- = 0.667
	F = 0.000	E = 0.000	

Students are required to carry a minimum of Seven (7) classes per semester.

If, at the end of a grading period, a student still has some assignments due, the instructor may issue an incomplete instead of a failure. The maximum time for making up the incomplete is 2 weeks. After this time the incomplete will be changed to the earned grade or to a failure if assignments are not made up. The only exception to this 2-week time limit will be students who have been out of school for extended periods of time due to a major or catastrophic injury, illness, or emergency. **Teachers are encouraged to limit the number of incompletes that they give. Athletes who receive an incomplete are ineligible to participate in games or matches until the incomplete is made up.**

B. **Honor Roll**

The following criteria are used for determining Honor Roll Students for grades 9-12:

1. GPA of 3.00 – 3.499 are considered Honor Roll Students
2. GPA of 3.50 – 3.999 are considered High Honor Roll Students
3. GPA of 4.00 or above are considered Highest Honor Roll Students

Note: A student receiving an “F” will not be acknowledged for Honor Roll purposes regardless of overall GPA.

C. **Graduating Honor Students**

Seniors graduating from LHS who have an accumulated grade point average of 3.00 or above for their first seven semesters are considered honor students of LHS and will receive a gold medallion on the day of graduation.

D. **Tie-Breaking Criteria for the Wisconsin Academic Excellence Scholarship**

If two or more students have identical GPAs after seven semesters, the following steps will serve as tie-breaking criteria:

1. The student with the greater number of credits in the four major academic areas (Math, Science, English and Social Studies) beyond the number required will be awarded the WAES. We presently require 4 years of English, 3 years of Social Studies, and 2 years of Math and Science.
2. Should a tie remain after step 1, the student with the highest GPA for all courses taken in the 4 major academic areas (listed above) would be awarded the WAES.
3. Should a tie remain after step 2, the student with the highest total number of credits to that point would be awarded the WAES.
4. Should a tie remain after step 3, use the same standardized test that the students have taken. The first test of consideration will be the A.C.T. test; the best score on file as of the end of the seventh semester will be used. If this does not break the tie, the second test of consideration will be the P.S.A.T. score. If a tie still exists, the Wisconsin Student Assessment System examination, taken in the 10th grade, will be used. If a tie still exists, the last test consideration will be the S.A.T.
5. Should a tie still exist after step 4, the La Farge School board votes to break the tie.

E. Class Changes

All student class changes must be made within the first week of school. Changes must be made through the guidance office with the approval of the principal, the teacher of the class being dropped, the teacher of the class being added, and the student's parents. Parents are urged to discuss the student's program or schedule for the year with the student before the program is finalized. Drop/add forms will be available in the guidance office.

F. National Honor Society Selection Procedure

1. Selection procedures begin after January 1.
2. All sophomores/juniors with a cumulative GPA of 3.5 or better are eligible to apply.
3. An invitation to a meeting will be issued to all such students.
4. A letter of a student's eligibility will be mailed out to each student's parents prior to the meeting.
5. Students will be presented with a copy of the La Farge National Honor Society handbook.
6. Students will be told of the procedure followed in selection.
7. Students will be given a sample sheet like that which is distributed to all teachers asking for input on a student's service, leadership and character.
8. Students will be given a copy of the application form to be filled out. This is a two-part form: a form indicating interest; and an actual application form, both to be filled out and returned. Each form has a different deadline. Students will be strongly encouraged to type the application form, though it is not a requirement.
9. A list of eligible, interested students is distributed to all high school teachers. They indicate by A+, -, or 0, their impression of each student's service, character, and leadership.
10. These forms are turned into the NHS advisor and reviewed by the Faculty Council.
11. The Faculty Council meets and selects the new members. Students are selected by a simple majority vote.
12. Letters are sent out to both selected and non-selected students in a timely fashion.

Schools are not obliged to share with parents and students, information concerning the non-selection of specific students. According to the National Council of the National Honor Society and the NASSP legal counsel, no Constitutional due process requirements apply to non-selection cases.

G. Early Graduation Requirements

Students planning on graduating early must meet the following criteria:

1. Have a grade point average of 3.0 or higher
2. Have documented proof of registration in an institution of higher learning
3. Extenuating circumstances w/approval of administration and board of education
4. Meet all academic requirements for graduation as listed in the student handbook.

MIDDLE SCHOOL ACADEMIC INFORMATION

A. Honor Roll

The following criteria are used for determining Honor Roll Students for grades 6-8:

1. GPA of 3.00 – 3.499 are considered Honor Roll Students
2. GPA of 3.50 – 3.999 are considered High Honor Roll Students
3. GPA of 4.00 or above are considered Highest Honor Roll Students

Note: The same grading scale used by the High School will be used to determine middle school overall GPA.

B. Middle School Students Receiving High School Credit

Middle school students who take advanced-level courses, which are equivalent to, or the same as high school level courses and which are taught by teachers certified to teach grades 9-12, will receive high school credit, as an elective credit only. Students must take the appropriate amount of state required credits once they enter high school unless they are exempted under form PI 1803, High School Graduation Compliance Review (consult WIAA regulations prior to this application). The grade achieved will not count toward the high school honor roll, accumulative grade point average, or class rank. (1996)

C. Class Changes

All student class changes must be made within the first week of school. Changes must be made through the guidance office with the approval of the principal, the teacher of the class being dropped, the teacher of the class being added, and the student's parents. Parents are urged to discuss the student's program or schedule for the year with the student before the program is finalized. Drop/add forms will be available in the guidance office.

ATTENDANCE

The responsibility for regular school attendance of a child rests upon the child's parent(s) or guardian(s). By Wisconsin State Law, parents/guardians may excuse their child's absence in writing prior to the event. A child may not be excused for more than 10 days in a school year under this provision. s.s.118.15(3)(c). All absences over the 10-day limit will be recorded as unexcused. If a student cannot attend school, a parent/guardian should call the school office by 10:00 AM. **Upon returning to school, students must obtain an admit slip from the office before being admitted to class. A written excuse signed by the parent/guardian must be presented within 48 hours or the absence will remain unexcused.** It is the responsibility of the student to obtain any coursework missed and make arrangements with the teacher(s) for completion. Students will receive 48 hours from the date of return to complete coursework missed (if the absence is excused), unless the teacher grants an extension. Absences will be recorded in ½ day increments (minimum).

A. Excused Absences

Students are expected to be in daily attendance at school unless they need to be absent for one of the following reasons.

1. Personal illness, medical, and dental appointments (medical/dental appointments require a "proof of visit" note from the Doctor to be excused)

a. **Illness** - If an illness becomes prolonged, more than **3 consecutive days**, the principal will require a doctor's note before excusing the student. If a student misses more than 5 days per semester due to illness, the principal will also require a doctor's excuse to excuse the absence.

2. Death in the family
3. Required legal appearances
4. Designated religious holiday service. If there is a service at night, the student will not be excused from school.
5. Family Emergencies (Administration approved)
6. Driver examinations
7. Approved school sponsored activities
8. Prior approved absence deemed educationally beneficial for the student by the school principal. The student must obtain a pre-plan absence form and have it completed and returned to the office at least 1 day prior to the absence. This may include school sponsored field trips, family vacations, college visits, and similar events.
9. Others approved by the administration

B. Student Transportation

Students providing their own transportation are expected to be at school on time. All students, who live outside the town, have transportation available to them. There is no reason to be late for school.

C. Unexcused Tardiness

Students are expected to be at school on time. Students that arrive for 1st hour after the 8:05 bell will be considered tardy. During school hours, students must arrive in the classrooms before the second bell to avoid tardiness. Times will be registered according to the master clock in the main office. Each student will be allowed to be tardy 2 times per class, per semester. **On the 3rd and all subsequent tardies the classroom teacher will assign the student a detention.** The principal will schedule detention times and dates.

D. Procedures for Pre-Plans

Pre-plans must be circulated to the student's teachers at least 1 day prior to the absence.

1. Pre-plans will be issued if the student presents a note signed by his/her parent/guardian or the office is notified by the teacher of a scheduled school event a minimum of 1 day prior to the absence.
2. Teachers are given the latitude to assign due dates for work listed on the pre-plan at their discretion. Generally, students will receive two days to make up their work for each day missed.
3. It is the student's responsibility to approach instructors with a make-up slip to determine what make-up work is required.

E. Unexcused Absences

1. All absences not meeting recognized excused criteria would be regarded as unexcused.
2. Students who are unexcused will not be allowed to make up work. He/she will be allowed to make up tests

F. Absences: Excused and Unexcused Statutes and Consequences

1. When a student has been absent all or part of 10 days within a semester, parents will be notified through a letter, phone call or request for a meeting. When a student has accumulated a total of 5 unexcused days in a semester, the school principal will notify parents. The parents will be made aware of the laws regarding school attendance and what the consequences of any further absences may be. A truancy referral will be initiated if appropriate.
2. When a student becomes a habitual truant the proper authorities will be notified and a referral made to the court. "Habitual Truant" means a pupil who is absent from school without an acceptable excuse under state statute 118.15 for part or all of 5 or more days on which school is held during a semester.

3. In accordance with state statute 118.15 students who are truant may be subject to disciplinary measures **by the court**:
4. In accordance with state statute 118.15, students who are found habitually truant may be subject to disciplinary measures **by the court**:
 - a. Suspension of driver's license—not less than thirty days and not more than ninety days
 - b. Ordered to participate in counseling, community service, or a supervised work program
 - c. Ordered to stay at home except for school or religious worship
 - d. Ordered to attend an educational program
 - e. Fines up to \$500.00

G. Release During School Hours

1. If an absence should be required during school hours, the student must present an excuse from the parent/guardian to the principal or attendance secretary. The excuse must state the nature, time and date of the appointment.
2. A Blue pass (permit to leave school pass) will then be issued. The time listed on the pass is the time the student will be excused from school. Students must sign out in the office when leaving the building and sign back in when they return.
3. If a student becomes ill, the principal or secretary will try to contact parents or someone listed on the emergency card. If parents give their permission, the student will go home and the same procedure will be followed.
4. Failure to seek permission to leave school will be handled according to our discipline policy.

H. Other Attendance Items

1. Hall Passes—Pass slips signed by a staff member are necessary for passing from one room to another when classes are in session. If you are late entering a class, have a late pass from the teacher who detained you or get one from the office.
2. Passing Between Classes—Three minutes are allowed for students to pass between classes. Students are to use this time to go to the restroom, get drinks, etc. Students are to be in the classroom before the second bell rings. When the second bell rings, students should be in their seats and ready to start work. Students should not be allowed to go to the restroom or lockers during class. Teachers may make an exception in cases of illness or emergency.

BUS INFORMATION

A. Bus Rules and Regulations

The purpose of these rules and regulations is to improve the service of our transportation system and to better maintain the necessary equipment. With full cooperation upon the part of the students, parents, driver and school officials, it is certain the efficient bus services can be maintained for the students riding on the buses of the La Farge School District. Following is the rules and regulations that will be enforced for your comfort and safety:

1. Previous to loading, on the road or at school

- a. Be prompt! Bus drivers are not required to wait for anyone.
- b. Leave home early enough to arrive at the bus stop on time.
- c. Stay off the road at all times while waiting for the bus. Bus riders should conduct themselves in a safe manner while waiting for the bus.
- d. Stay back from the edge of the road at least 8 feet while waiting for the bus at school.
- e. Wait until the bus comes to a complete stop before attempting to enter the bus.
- f. Buses will leave the school promptly at 3:20 p.m.

2. Boarding the bus

- a. Board the bus in an orderly manner, do not crowd.
- b. Use the handrail while boarding.
- c. Get to your seat as quickly and as quietly as possible, without running.

3. Riding on the bus

- a. Obey the driver at all times. Conduct yourself on the bus as you would in a classroom. Any student misbehaving may be placed on detention or lose bus riding privileges.
- b. Stay in your seat while the bus is in motion.
- c. When seated, make sure that your feet and all other objects are out of the aisle.
- d. If windows are open, do not put anything outside—arms, books, pencils, etc.
- e. Do not throw anything out of the bus window.
- f. Eating and drinking on the bus is at the discretion of the bus driver.
- g. Keep your voice down so that the driver can listen for other vehicles.
- h. Warn the driver if you spot a danger he may not have seen.
- i. Inform the bus driver when you expect to be absent from school, or will not be riding the bus at night, so that he will not be looking for you at the bus stop.
- j. Treat the bus equipment as you would valuable furniture in your home. Inform the driver of damage to bus equipment. **Damage to seats, etc. must be paid for by the offender if the damage is not accidental.**
- k. Do not tamper with any of the bus equipment—fire extinguisher, emergency door, flares, etc.
- l. Help care for the comfort and safety of younger children.
- m. Only students who are assigned to a bus may ride that bus unless bus driver or school official gives permission.
- n. Gambling or use of inappropriate language will not be tolerated. Repeated offenses may mean the student may be suspended from riding the bus.
- o. Students in violation of the bus rules may be subject to suspension from riding the bus.

4. Unloading (home or at school)

- a. Stay seated until the bus comes to a complete stop.
- b. Get off the bus quickly and quietly, without crowding, shoving or pushing—use the handrail.
- c. If you need to cross the road, cross at least ten feet in front of the bus. Make sure the driver can see you before you cross. Wait until the driver signals you to cross.
- d. Get off at your assigned stop unless parents and school officials have given proper authorization in advance.

5. Closeness of transportation to home

- a. Students will be transported to all homes located on state, county, or town roads.
- b. Students who have private driveways may be asked to walk up to one-half mile.

6. Drivers

- a. All bus drivers have passed the required driving tests and have all required qualifications of school bus drivers.

- b. Drivers will conduct bus evacuation drills every six weeks to insure unloading of children in the event of an accident.
- c. Drivers have complete authority while students are loading or unloading.

7. Extra-curricular busing

Buses to high school extra-curricular events may be provided for high school students if a sufficient number of students sign up to go. The minimum number will include the cheerleaders, if it is a sporting event, plus 20 students. Students will pay a fee set up by the administration to help defray the cost of the bus. Chaperones are needed.

DISCIPLINE AND AUTHORITY FOR DISCIPLINE

Discipline at best is self-control. In those cases where a student shows a lack of discipline, a discipline policy has been formed. All teachers, custodians, bus drivers, para-educators and other staff members have full authority to enforce the rules of the school and keep order about the school buildings, on buses and on all school property.

Any material, not used for schoolwork, which becomes a nuisance may be confiscated and destroyed at the teacher’s discretion. Items, which may not be allowed in the classroom, except by special permission may include: beverages, candy, food, gum, walkmans, or any item deemed inappropriate by the teacher or principal.

1. Detention Policy

Students placed on detention will be required to serve a 30-minute detention period after school in a designated area supervised by a staff member. Failure to serve detentions will result in a Step 3 violation (in-school suspension).

Once a student has compiled 5 detentions, any further offenses will result in conferences with parents or a legal guardian, and/or in-school or out-of-school suspension. Students may become eligible for detention for:

- disruptive behavior, inappropriate displays of affection, or the use of inappropriate language in the classroom, lunchroom hallways, on school grounds, on buses, or at school functions
- violations of the student handbook
- unexcused absences/tardiness
- violation of hall passes
- or others deemed appropriate by the principal

2. Discipline Policy: The Step System

When corrective actions taken by the classroom teacher have failed or the rule infraction is an on going and/or chronic, the incident shall be referred to the principal for investigation and action. The severity of the consequences applied by the principal depends upon two factors: **1) the seriousness of the offense and 2) the previous disciplinary record of the student.** In an effort to take both factors into account, a progression of consequences, the Step System has been adopted. A student who is referred for violating a rule contained within this code will receive the consequence that corresponds to the entry-level step for that offense. With each successive referral the student will be advanced up the step system at least one-step depending upon the seriousness of the infraction. The disciplinary consequences for each step are as follows:

- Step 1:**
- Referral to the principal for a conference**
 - Incident recorded in student folder**
 - Written notification to parent(detention slip)**
 - Detention time assigned**

- Step 2:** Referral to the principal for a conference
Incident recorded in student folder
Written(detention slip) or verbal(phone call) notification to parents
Detention time assigned
- Step 3:** Referral to principal for a conference
Incident recorded in student folder
Notice to parents either by writing, phone call or conference
One (1) day of suspension (In/out School)
- Step 4:** Up to five (5) days suspension (in school or out-of-school)
depending upon offense
Incident recorded in student folder
Notice to parents either by writing, phone call or conference
- Step 5:** Five (5) days out-of-school suspension, mandatory
Incident recorded in student folder
Notice to parents either by writing, phone call or conference
- Step 6:** Expulsion hearing before the school board

3. Provisions for the Use of the Step System

1. A disciplinary file will be initiated for each student referred to the principal. A record of each violation, as well as the step assigned, will be maintained.
2. After a student has been placed on a step, the next infraction will result in the student being advanced to the next step. A step may be “jumped” if the infraction calls for a higher entry-level step. For example, a student who is on Step 1 and commits a Step 4 violation will be advanced to Step 4. Normally, a student will advance up the step System with each successive violation; however, the principal may exercise discretion as to whether a student on Step 5 or over should be advanced for a minor violation.
3. A student may work his or her way down the step system by demonstrating good behavior. Each period of 20 school days without a referral will be regarded by the reduction of one (1) step.
4. The principal shall be responsible for seeking the assistance of counselors, teachers, the school psychologist, a social worker, and other professionals to help students correct their behavior problems.

4. Disciplinary Infractions and Consequences

A. School Attendance

Right: All students living within the boundaries of the La Farge School District who are under the age of 21 are entitled to a free public education through the twelfth grade.

Responsibility: Students are expected to attend school on a regular basis.

Policy: Students will attend all classes, assemblies, and required meetings unless properly excused by a parent or guardian. Students are required to report to school and classes on time and to remain on the school campus during regular school hours unless excused by a blue pass or a pink slip for a pre-planned absence.

<u>Infraction</u>	<u>Step</u>	<u>Special Provisions</u>
<u>A-1 Truancy</u> Being absent from school part or all of a school day without permission of parents or school administrators	2-4	
<u>A-2 Unexcused Absence</u> Failure to report to assigned class(es) without an acceptable excuse. Continued offenses will result in referral to District Attorney	2-4	Student will not be allowed to make up work, only tests
<u>A-3 Leaving Campus without Permission</u> Leaving the school without a blue pass or pink sheet Forging a parent's signature to leave school	2-4	
<u>A-4 Tardiness</u> Reporting late for school, class, or other required activities (3 tardies = 1 detention)	1	
<u>A-5 Failure to Report to Detention</u>	2-4	

B. Student/Student Relationships

Right: Each student has the right to attend school and school activities and be free from threats against his or her feelings, physical well being, and property.

Responsibility: Each student shall be responsible to respect the feelings, property, and physical well being of other students.

Policy: Students will refrain from physical and verbal abuse directed at other students, as well as any damage or theft of the property of a fellow student.

<u>Infraction</u>	<u>Step</u>	<u>Special Provisions</u>
<u>B-1 Threatening or Intimidating Acts:</u> The act of verbally, or by gesture, threatening the well being, health or safety of any student on school property or enroute to/from school.	1-6	Referral to police when appropriate
<u>B-2 Physical Attack:</u> The act of physically assaulting or in some manner attempting to injure any student on school property or enroute to/from school.	3-6	Referral to police when appropriate
<u>B-3 Disrespect:</u> To insult, call derogatory names, use obscenities, toward, dishonor, or in other manners abuse verbally or in writing any member of the student body.	2-6	A note of apology may be required
<u>B-4 Shake Down:</u> The act of extorting things of value from a person in school, under pressure of either implied or expressed threats.	4-6	Referral to police when appropriate

<u>B-5 Fighting:</u> The act of involving hostile bodily contact in or on school property, or going to or from school, including any school sponsored event.	3-6	Referral to police when appropriate
<u>B-5a Scuffle:</u> Both parties involved are to be equally disciplined and share in damages, unless self defense can be shown on the part of one of the students.	1-6	
<u>B-6 Property Damage:</u> Damaging another student's property.	2-6	Restitution required.
<u>B-7 Theft:</u>	3-6	Restitution required and referral to police when appropriate
<u>B-8 Horseplay:</u> Tripping, shoving, Misuse of another student's books, etc.	1-3	
<u>B-9 Harassment/Sexual Harassment:</u> appropriate.	3-6	Referral to police when appropriate.

C. Student/Staff Relationships

Right: Students and staff have a right to work, study, and teach in an atmosphere of mutual respect. They also have the right to free inquiry and expression while being mindful of the responsibilities listed below.

Responsibility: Students have the responsibility to respect authority, feelings, physical well-being and the property of the school staff.

Policy: Students shall refrain from disobedience, disrespect, threats, or attacks directed at members of the school staff, as well as damage to-or thefts of property belonging to school staff.

<u>Infraction</u>	<u>Step</u>	<u>Special Provisions</u>
<u>C-1 Insubordination:</u> The willful failure to respond or carry out a reasonable request by authorized school personnel	1-6	
<u>C-2 Threatening or Intimidating Acts:</u> Verbally or by gesture threatening the well-being, health or safety of any member of the school staff	4-6	Notification to police
<u>C-3 Physical Attack:</u> The act of physically assaulting any member of the school staff on school property or at any school sponsored activity	5-6	Notification to police
<u>C-4 Disrespect:</u> To insult, call derogatory names dishonor, make gestures, or in any other manner abuse verbally, or in writing, any member of the school staff	3-6	

C-5 Disrespect for School Staff's Property:

<u>C-5a Damage to staff's property</u>	2-6	Restitution required
<u>C-5b Theft of staff's property</u>	3-6	Referral to police when appropriate

D. School Property

Right: Each student is entitled to a well-equipped, well-maintained, clean, and aesthetically pleasing school environment.

Responsibility: Each student is responsible to respect and help maintain the appearance and the cleanliness of the building and grounds.

Policy: Acts of vandalism, theft, and abuse of the school buildings and grounds are prohibited.

<u>Infraction</u>	<u>Step</u>	<u>Special Provisions</u>
<u>D-1 Vandalism:</u> Destruction of public property	4-6	Restitution required Referral to police
<u>D-1a</u> Destruction to render something unusable	4-6	Restitution required. Referral to police.
<u>D-1b</u> Defacing-damaging something so that it requires repair or cleaning	2-4	Restitution or repair required
<u>D-2 Theft:</u>		
<u>D-2a:</u> Theft not serious enough to be reported to police	3-4	Restitution required
<u>D-2b:</u> Major theft-considerable enough to be reported to the police	5-6	Restitution required. Referral to police
<u>D-3 Abuse of School Grounds:</u>	2-5	Restitution required.
<u>D-4 Littering in School or on School Grounds:</u>	1	Assignment to work detail.
<u>D-5 Misuse of Food:</u> Consumption of food or drink in area not allowed or throwing of food in cafeteria	1-4	Assignment to work detail
<u>D-6 Misuse of School Property:</u>	1-4	

E. Protection of the Public's Safety

Right: All people have the right to feel safe and secure.

Responsibility: Students have a responsibility to conduct themselves in such a manner as not to pose a threat to the health and welfare of others.

Policy: The infractions listed below, as well as any act that poses a threat to the health and safety of students and/or staff are strictly forbidden.

<u>Infraction</u>	<u>Step</u>	<u>Special Provisions</u>
<u>E-1 Detonation of Firecrackers or Explosives:</u>	4-6	Referral to police
<u>E-2 False Alarms:</u>		
<u>E-2a</u> : The act of initiating a report warning of a fire or other catastrophe without just cause	4-6	Referral to police
<u>E-2b:</u> Bomb threats	6	Referral to police
<u>E-3 Arson:</u> The willful and malicious burning of, or attempt to burn, any part of any building or any property of the school or its staff and students	6	Referral to police
<u>E-4 Improper Use of Motor Vehicles:</u>		
<u>E-4a:</u> Reckless driving	2-6	Report to police
<u>E-4b:</u> Unauthorized driving during the school day	1-4	Repeated violations may result in the offender not being allowed to bring his/her car to school
<u>E-4c:</u> Being in the parking lot during the school day without a pass or permission.	1	
<u>E-5 Possession of weapons on the person or in his/her locker</u>		
<u>E-5a:</u> Possession of a gun	6	Referral to police
<u>E-5b:</u> Possession of a knife or other weapon with the intent or perceived intent to harm someone	5-6	Referral to police
<u>E-6 Off Premises Theft during School Sponsored activities:</u>	3-6	Referral to police

F. Alcohol, Tobacco, and Other Drugs

Right: Each student has the right to associate with students who are free from the use of alcohol, tobacco and drugs. They have the right not to be subjected to those wishing to buy, sell or use such substances.

Responsibility: Each student has the responsibility to keep his or her mind and body in a sound, healthy condition.

Policy: The use or sale of any non-prescription drugs, alcoholic beverages, or tobacco is prohibited on school grounds, as well as at or before any school-sponsored activities.

<u>Infraction</u>	<u>Step</u>	<u>Special Provisions</u>
<u>F-1 Alcohol and Drugs:</u>		
<u>F-1a:</u> Possession of alcohol or drugs	4-6	Police notified.

<u>F-1b:</u> Selling or transmitting alcohol or drugs	5-6	Referral to police.
<u>F-1c:</u> Noticeably under the influence of alcohol or drugs, as indicated by obvious behavior, mood changes, and/or the smell of substances on the person	4-6	Referral to police.
<u>F-1d:</u> Observed use of drugs or alcohol	4-6	Referral to police.

F-2 Tobacco:

<u>F-2a:</u> Possession of tobacco	3-6	Referral to police if appropriate
<u>F-2b:</u> Observed use of tobacco	3-6	

G. Other Disciplinary Infractions

<u>Infraction</u>	<u>Step</u>	<u>Special Provisions</u>
<u>G-1: Repeated or serious classroom disruptions</u>	1-5	New law allows teachers to remove disruptive student
<u>G-2 Disruption of Meetings and Assemblies:</u>	1-5	Possible Exclusion
<u>G-3 Cheating:</u> Stealing a test, tampering with a teacher's grade book, copying someone else's work or allowing him/her to copy your work	2-4	
<u>G-4 Misuse of Food:</u> In cafeteria or other areas of the school	1-5	Work detail in café
<u>G-5 Carrying and Listening to Radios, Tape and CD Players:</u> Only to be used For educational purposes	1	Confiscated – May be returned
<u>G-6 Being in an Unauthorized Area:</u>	1	
<u>G-7 Being an Accessory to a Rule Violation:</u> Step assignment dependent upon level of involvement and nature of rule violation	1-6	
<u>G-8 Abusive or Offensive Language:</u> Used in the presence of staff members and/or students, this includes written notes, published material or verbal communication	1-4	

G-9 Necking, Embracing or Other Improper and/or Disruptive Behaviors: 2-4

G-10 Head-Gear (hats and other gear) Repeatedly worn in building 1 Confiscated. May or may not be returned

SUSPENSION PROCEDURES

A. In-School Suspension

1. While on suspension, a student will be assigned to an appropriate location. Work will be requested from teachers and be allowed 1 day to make up missed class assignments and tests.
2. Students who are discipline problems during the in-school suspension will be suspended out of school and not be allowed to attend or participate in school activities that evening.

B. Out-of-School Suspension

1. No out-of-school suspension will be imposed without an informal administrative conference with the student, except where it appears that the pupil will create an immediate and substantial danger to: him or herself, another person or persons, or property around the student.
2. A written notice containing the grounds for the suspension, a brief statement of the facts, a description of the testimony, and a re-admission plan given to the student at or before the suspension is suppose to take effect and upon his or her parent or guardian by mail within 48 hours of the conference. In the event that a student is suspended without an informal meeting with the principal or administrator, the written notice may be served either personally or by mail upon the pupil and his/her parent or guardian within 48 hours of the suspension. Certified mail will be used and considered complete upon mailing.
3. When a student is suspended out of school, he/she must remain at home. Practices of extra-curricular activities and attendance at evening events will not be permitted.

DRESS

In an educational setting, appropriate dress is expected, as well as cleanliness and good grooming for all students. Shoes must be worn at all times. Headgear will not be allowed in school. Hats worn repeatedly in school will be confiscated and may or may not be returned to the student. Appropriate or inappropriate dress will be determined by the administration. Students found with inappropriate dress will be asked to change the clothing in question, or leave the school in order to obtain suitable clothing. Inappropriate dress may include, but is not limited to: pants with holes above the knee, open weave tops, midriff tops, clothing imprinted with obscene or suggestive sayings or symbols, garments with illegal products on them (tobacco, alcohol, drugs). ***Decisions regarding acceptable dress are ultimately at the discretion of the building principal.***

The following are not permitted:

- Bare feet
- Bare midriffs (The abdominal area should not be exposed, there can be no gap, front or back, between your pants and top, either standing or sitting)
- Tank tops, halter tops, strapless tops, spaghetti straps, torn/ragged clothing or bare-shouldered tops of any type (Blouses/shirts should be constructed so that the top of the shoulder is covered and is fitted under the arms, no cleavage may show)
- Hats, Caps, sunglasses inside buildings/classrooms between the hours of 7:30 AM-11:30 AM and 12 Noon-3:10 PM (All clothing accessories must be removed immediately upon entering the student locker areas)

- Apparel, jewelry or accessories that contains profanity or obscenity, or references promoting the use of drugs, alcohol, or tobacco
- Clothing that disrupts the effective functioning of the school
- Apparel, jewelry, accessories, notebook or manner of grooming that, by virtue of its color arrangement, trademark or any other attribute, are specifically identifiable as belonging to a disruptive group or gang
- Apparel, jewelry or accessories that may cause a safety risk – examples, neck chains, wallet chains, etc...
- Shorts and skirts shorter than your fingertips with your arms fully extended straight down your side.
- Wallet chains

FINANCES

No student may make any purchase for a school organization unless so authorized by the advisor of that organization. Bills covering expenditures must be turned into the office and then all business affairs must be transacted in a direct and prompt manner. All organizations must have the authorization of its advisor and the school principal before sponsoring any event. The event must then be placed on the school calendar.

If a class or organization wishes to purchase items for resale, an approval and purchase order must be obtained from the office. Profits of school organizations belong to the school and final direction of their disposition rests with school authorities. Money raised by an individual for any school organization becomes the property of that organization even if the student does not use the benefits derived from the funds raised.

All amounts of money owed to the school must be paid promptly. Library book fines, fees for periodicals, shop classes, or any ordered material must be paid for during the nine-week period they are incurred. Any damages to school property must be settled at once. Student grades will not be released until all bills are paid.

FIRE INSTRUCTIONS

The following instructions and regulations regarding fires, fire drills, and exits are extremely important as lives may depend upon their strict observation. The fire alarm is a long, continuous blast of the alarm horn. It may sound at any time during the school day and you are to consider every sounding of the alarm as the real fire that it may be. Upon hearing the alarm, you should:

- ❑ Lay aside your books and papers on your desk
- ❑ Stand and pass quietly out of the room when told to do so by the teacher.
- ❑ Walk rapidly, single file, toward the exit. Do not run, shove, push or talk. Do not take any books, coats, etc.
- ❑ The first two students to pass through each outside exit will open the doors until all students and staff have exited the building. They will join the others standing well clear of the building. They will then close the doors tightly.
- ❑ Remain at a safe distance from the building to be out of the way of the firemen. Do not stand in the road.
- ❑ A sign is placed in each room to direct you to the proper exit. Be sure you know the exit to be used by each room you have class in.
- ❑ Do not return to the building until you hear the all clear signal which is a series of short intermittent blasts on the alarm horn.

INJURY, ILLNESS AND INSURANCE

If a student becomes ill at school he/she should report to the office. The office will work with the student to decide what to do, lie down for a while or contact the parents for the student. A school related injury should be reported to the office as soon as possible. If your child sustains an injury at school or during a school sponsored activity, do the following:

- ❑ Notify school officials immediately of the accident. The school will send you a claim form with the school portion completed. You must complete the Parent Statement. **You or the physician along with all bills must send this form to the insurance company.**
- ❑ Parents must file a claim with your own insurance, as the school is participating in a low cost insurance program that provides benefits or medical expenses not covered by other insurance.
- ❑ The child must consult a doctor with 30 days from the date of the injury

The La Farge School District carries supplemental accident insurance through First Student Assurance Services, Inc. of Stillwater Minnesota. It is suggested that parents have a family health insurance to guarantee complete coverage of an injury to a student. Parents should first place a claim with their family health insurance company when a student at school incurs an injury.

PROCEDURE FOR ADMINISTERING MEDICATION IN THE SCHOOL SETTING

Designated school personnel with appropriate written permission will administer prescription medication. Over the counter medication shall only be given upon written permission from the parent or guardian. Prescription drugs shall be given only upon the receipt of written instructions from the student's physician and written parental permission. A record will be maintained of all medication administered by school staff. Appropriate medication administration forms can be obtained from the main school office.

LOST AND FOUND

A lost and found department is maintained in the school. Items can be inquired about by stopping in the office. Students are requested to bring articles found in the school or on school property to the office. Students are responsible for their own possessions. Students should not bring large amounts of money to school. Do not leave money in your locker. Large sums of money that must be brought to school should be left in the school office for safekeeping.

MISCELLANEOUS

Students may not bring or possess any object or item that may cause a disturbance in school or disrupt instruction in any way. Examples could be but not limited to: audio devices, cellular phones, tape recorders etc.

PROPERTY OWNED BY THE SCHOOL

Defacing school property will not be allowed. Vandalism is a violation of state law and will be referred to the police.

A. Textbooks/Educational Materials

The school provides textbooks, library books and a wide variety of educational materials to students. Any damage, loss or misuse of these materials is the responsibility of each student. A student will be required to pay for any damage to materials beyond normal use, or for any lost materials. Each student is responsible for materials assigned to him. A high school diploma will not be given to seniors who do not take care of their obligations before graduation.

B. Lockers

Students are responsible for locks assigned to their lockers, and for the condition of their lockers. It is their responsibility to keep their locker neat and clean at all times. Excessive damage, repair cost will be the responsibility of the student and his/her parent /guardian. Excessive damage is wear and tear beyond normal expectations for a given time period. The principal and the custodial staff will reserve the right to determine normal wear and tear.

1. The school is not responsible for the loss of property from lockers. Learn the combination and use the lock. Do not give out your locker combination to anyone.
2. The School District of La Farge retains ownership and possessor control of school lockers. The lockers are subject to inspection as determined necessary and appropriate.
3. Phy-ed lockers and locks will be issued for students taking physical education. Lockers should be kept locked at all times unless changing clothes.

C. Telephone for Student Use

A telephone is available for student use for local telephone calls only. As long as the phone is not abused, it will continue to be available for our students to use. The school phone will be available for use before school, during lunch break and after school. Parents and friends are asked not to call students at school except in the case of an emergency. Students should not use the phone to call parents to ask to leave school. The secretary will call parents of any child who feels ill and wishes to go home.

SPECIAL PROGRAM REQUIREMENTS

A. Driver's Education

If behavior or discipline becomes a problem in school—behind the wheel driving in the Driver's Education class may be delayed or cancelled for the individual until behavior and/or discipline is straightened out.

B. General Rules

1. Violation of these rules may result in loss of recess privileges, detention or other consequences according to our discipline plan.
 - a. No pop or food is to be taken into the classroom or gym. It must be eaten or consumed during lunchtime. **Do not put opened beverage containers in your locker.**
 - f. No hardballs are allowed outside without playground supervisor's permission.
 - g. No playing in the grandstand.
 - h. No jumping or sitting on the walls of the grandstand or the roofs of the dugouts.
 - i. Stay away from the road.
 - j. The throwing of snowballs, mud or gravel is not permitted. Detention time will be assigned to those who do.
2. Skateboards, roller-skates or blades, and snowboards are **not allowed at school**. Walkmans, electronic games, games on CDs or discs should not be used in the classroom or other rooms of the building during school hours.

C. Physical Education

Students in grades 9-12 are required to wear an approved uniform for physical education classes. Uniforms may be purchased through the physical education department. Payment is due when the uniform is issued.

D. Athletics

1. An athletic handbook is given to each participant in the high school athletic program. Each parent and student is expected to read the handbook before signing and returning the signature page to the school. The parent's signature attests to the fact that the parent has read and understood the regulations and has given their child permission to participate. The parent further agrees to help uphold these rules and regulations. Please call the school office if you have any questions concerning the Athletic Handbook
2. It is the desire of the La Farge High School to develop a program of athletics that will provide opportunities for all youth to develop the proper ideals of sportsmanship, ethical conduct and fair play. To make this possible, regulations have been established which will not only protect the athletic program, but also the athlete.

3. Each student participating in athletics must have a physical examination. The student must file a copy of the examination report in the school office before he or she is eligible to compete in athletics. Cards are available in the office.

E. Rules for La Farge High School Parties, Dances and Extra-Curricular Events

1. Parents of students are welcome as spectators at any time during these events. Parents may be asked to help chaperon some of the activities. In order that they may become acquainted with parents, faculty sponsors would appreciate an introduction by the son or daughter of the attending parent.
2. In requesting scheduling of school functions such as dances, parties, organizations' trips, etc., the faculty advisors and student chairpersons must have the event approved by the administration.
3. Dances following games will begin promptly after the game and will close no later than 11:00 pm. One half hour after the game or event, the school doors will be locked and no one will be allowed to enter. Any student leaving the dance or event will not be allowed to re-enter.
4. All other parties and dances will commence and end at a time specified by the sponsoring organization.
5. The chaperons will set standards for the lights and they will see that the standards are observed.
6. All parties, dances and social events except Homecoming and Prom shall be governed by these rules and such additional rules as seem advisable for the protection of our student body and school.
7. Any infraction of school rules during these activities will result in disciplinary action.
8. No Saturday night or Sunday activities unless authorized by the administration.
9. Only those class or organization parties held by the school will be considered school functions.
10. Parties held during class time must have prior approval from the administration.
11. Dances will be closed to include only La Farge High School students. Prior arrangements must be made with the principal or advisor if you wish to have a friend attend.
12. Dances with a band must have at least 2 class advisors or other faculty members present and, in addition, parent chaperons are advisable.

F. Special Assemblies

Special assemblies will be held from time to time. These assemblies will be educational and entertaining. It is important that the student body give its full attention and not talk or cause distractions while the program is being presented. Attendance at these assemblies is required. Pep rallies will be held periodically.

G. Student Council

1. High School - Our high school student council is composed of 12 members. Four members are elected by the student body in the spring or fall to serve as officers for the following school year. Students should commit to work for the betterment of the school.
2. Middle School – Our middle school student council is composed of 6 members. Their class elects two members from grades 6, 7, and 8 for the entire year. Students should commit to work for the betterment of the school.

H. Work Permits

Anyone under eighteen years of age working for wages must have a work permit from the State Industrial Commission. Work permits are issued from the administrative office by the principal. When applying for a work permit, students must have:

1. Written permission from parents
2. A copy of their birth certificate
3. A written statement from the person who will employ them
4. \$5.00
5. Social Security Number

SCHOOL LUNCH PROGRAM

The school will provide low-cost and nutritious meals in its cafeteria throughout the school year. Room is provided in the cafeteria for those students who choose to bring their lunches from home. Students need to inform the person in charge of lunch counts of their intent to eat school lunch before the beginning of the second hour of the school day. This is done so that a more accurate count of those eating may be given to the cooks. Parents are welcome to inspect our lunch program at any time. **It is the school's policy not to have students charge lunch for more than one week at a time.**

2007-2008 daily lunch prices – grades 6-12 - \$1.75
Breakfast – All grades - \$0.75

SUPERVISION

Students will not be allowed to engage in any class work or extra-curricular activity without a staff member's supervision. Students should not ask to work in a classroom, shop, gymnasium, weight room, etc. unless a staff member is present at all times.

TRANSPORTATION AND TRAVEL

The school does provide transportation to and from school for the school day. The school district will not be responsible for student drivers during the school day or during any activities after school.

A. Rules regulating student drivers

1. Do not drive to school unless there is a specific need to do so. Students who do drive motored vehicles to school must park in the school parking lot, not on the side street. (School Board Policy 15-8/27/62)
2. For the safety of all, reckless driving of any kind will not be tolerated. When driving becomes a problem, the students involved will be restricted from driving to school, and the parent/guardian will be notified.
3. Local and county authorities will be asked to monitor driving near the school.
4. Student drivers must park in student parking area, which is signified by the white, lined parking stalls. Student's who park in areas other than student parking will be towed at the owner's expense.

B. Travel route downtown

In an effort to reduce the risk of traffic and/or pedestrian accidents, the suggested routes are advised to students when traveling downtown:

1. When walking, please use the sidewalks that are available; do not walk in the street.
2. When walking downtown, use the sidewalk on Silver Street, turn left on School street, continuing to use the sidewalk. Turn right on Bird Street, continuing to use the sidewalk.
3. When driving, leave the parking lot via North Street to Highway 131.

VISITORS

Visitors to La Farge High School are required to stop at the office before touring the building, this includes only graduates and parents. School age visitors are not allowed.

WEATHER AND SCHOOL CLOSING POLICY

Any announcement for the closing of school or buses running late will be made over the radio stations WVRQ, Viroqua; WCOW, Sparta and WIZM, La Crosse; TV stations WKBT (8), La Crosse; WXOW (19), La Crosse; and WMTV (15), Madison. These announcements will be made as soon as possible to 6:30 AM. When there are concerns for weather and road conditions, a two-hour delay may be used, unless it has already been determined that there will be no school for the day.

Daily Class Schedule

1 st Period	8:05-8:50
2 nd Period	8:53-9:38
Resource	9:38-9:53
3 rd Period	9:56-10:41
4 th Period	10:44-11:29
Lunch	11:29-11:58
5 th Period	12:01-12:46
6 th Period	2:49-1:34
7 th period	1:37-2:22
8 th Period	2:25-3:10