

APPLETON NORTH H.S.  
2017 Planner 2018

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# "HOME OF THE LIGHTNING"

## THIS STUDENT PLANNER/AGENDA BELONGS TO:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Grade: \_\_\_\_\_ Locker #: \_\_\_\_\_

### IN CASE OF EMERGENCY, CONTACT:

Name: \_\_\_\_\_  
Relationship to Student: \_\_\_\_\_  
Telephone (H): \_\_\_\_\_ (W): \_\_\_\_\_  
Name of Physician: \_\_\_\_\_

### IMPORTANT TELEPHONE NUMBERS

Main Office: (920) 832-4300  
Attendance Office: (920) 832-4308  
Counseling Office: (920) 832-4309

**Appleton North High School**  
5000 North Ballard Road  
Appleton, WI 54913

### BELL SCHEDULE

Period	Daily	Early Dismissal	2 Hour Delay/Late Start
1 <sup>st</sup> hour	7:30-8:18	7:30-8:00	9:30 -10:07
2 <sup>nd</sup> hour	8:23-9:11	8:05-8:40	10:12-10:53
I/E Time	9:16-9:46		
3 <sup>rd</sup> hour	9:51-10:39	8:45-9:15	10:58-11:35
4 <sup>th</sup> hour	10:44-11:32	9:20-9:50	11:40-12:17
5 <sup>th</sup> hour	11:37-12:25	9:55-10:25	12:22-12:59
6 <sup>th</sup> hour	12:30-1:18	10:30-11:00	1:04- 1:04
7 <sup>th</sup> hour	1:23-2:11	11:05-11:35	1:46-2:23
8 <sup>th</sup> hour	2:16-3:05	11:40-12:10	2:28-3:05

## **Appleton North High School**

### **Mission Statement**

**Appleton North High School will provide a learning environment, which challenges and encourages students to develop and use their abilities to become responsible, productive and ethical members of a global society.**

## **STUDENT NONDISCRIMINATION**

The Appleton Area School District does not discriminate against students on the basis of sex, race, age, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender identity, gender expression or physical cognitive, emotional or learning disability in its education programs or activities.

### **Steps to Follow if Parents Have a Concern**

If a parent/guardian has a problem, question, or concern involving a student at North that needs attention, we encourage you to call so we can jointly work through the issue. We feel it is in the best interest of our young people that we maintain an open, honest and constant flow of communication between home and school.

We recommend the following steps if there is a concern. All North staff members can be contacted by calling 832-4300.

1. Contact the classroom teacher, coach, or advisor. If there is a serious issue, you may wish to schedule a meeting.
2. If no resolution has been reached, please contact the person who coordinates the specific area of concern:

Patrick Lee – Associate Principal – Discipline and Attendance  
TBD – Associate Principal – Curriculum and Instruction  
Nathan Werner – Associate Principal – Athletics and Activities

## **OFFICE STAFF**

### **ADMINISTRATION**

David Pynenberg, Principal

TBD, Associate Principal - Curriculum and Instruction

Patrick Lee, Associate Principal-Discipline and Attendance

Nathan Werner, Associate Principal – Athletics and Activities

### **BUSINESS OFFICE #832-4300**

Peggy Weber Business Secretary

Sgt. Ignacio Enriquez School Resource Officer

### **STUDENT SERVICES #832-4308 Option 3**

Matt Berlowski Dean of grades 10 & 12

Rob Salm Dean of grades 9 & 11

Melissa Dickenson Head Secretary

Sue Hieptas Attendance Secretary

Victoria Fors School Nurse

*All information in this handbook is subject to change. Please visit the Appleton North website for most current information at: <http://north.aasd.k12.wi.us>*

## **COUNSELING OFFICE #832-4309**

The counseling office has a diverse staff providing student support, referrals to community agencies and short term individual and group opportunities for students in distress.

Nancy Van Der Loop Psychologist

Debbie Strick Social Worker

Barbrajean Wolfer Counselor A – F, X – Z

Lori Krueger Counselor H – L, ACA

Therese Helein Counselor G, M-R

Julie Prudom Counselor S – W

Ann Seubert Career Advisor

Matt Hechel At-Risk-Coordinator

Abby Vanderloop SAP

If student is in crisis outside school call Crisis Intervention numbers below:

Outagamie County 832-4646

Calumet County 849-9317

Winnebago County 722-7707

### **National Resources:**

[www.reachout.com](http://www.reachout.com)

### **United Way- Fox Valley**

[www.unitedwayfoxcities.org](http://www.unitedwayfoxcities.org)

(Mental Health Continuum)

[www.211now.org](http://www.211now.org)

### **Resources on North's website**

*ANHS Guidance website/Teen help sites*

### **SCHEDULE CHANGES-**

The process of scheduling North students is based on student choices. One of the responsibilities of making a choice is living with the consequences. Changing courses is permitted **ONLY** according to the following policies:

**ADD POLICY:** To add a course, students should make an appointment with their school counselor **before the fifth day** of each semester, preferably before the semester begins. Adds will only be approved if space is available.

**DROP POLICY:** After classes begin, students **MAY NOT** drop courses without penalty until the fifth week of the semester. To drop a course, make an appointment with your counselor during these times. Students who drop a course at this time are assigned to a study hall. Students requesting to drop a course before or after the fifth week of a semester will receive a grade of an "F" on their transcript. Students must maintain the School Board minimum class load. (Classes per Semester – Seniors 5, Juniors, Sophomores and Freshmen 6. Second semester course changes will be considered before second semester begins. Once a semester begins, students will not be permitted to replace on class for another.

## Appleton Area School District Calendar 2017-18

### June 2017

S	M	T	W	R	F	S
			1	2	3	
4	5	6	7	8	9	10
11	SS	SS	SS	SS	SS	17
18	SS	SS	SS	SS	SS	24
25	SS	SS	SS	SS	SS	

### July 2017

S	M	T	W	R	F	S
					1	
2	3	4	SS	SS	SS	8
9	SS	SS	SS	SS	SS	15
16	SS	SS	SS	SS	SS	22
23/30	24/31	25	26	27	28	29

### August 2017

S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	NTO	NTO	NTO	25
27	28	SO	SO	SO		

### September 2017

S	M	T	W	R	F	S
						NC
3	NS	EMS	6	7	8	9
10	11	12	LS	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### October 2017

S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	LS	12	13	14
15	16	17	18	19	20	21
22	23	24	25	SD	C	28
29	30	31				

Bern Arbitrary Friday = October 25

### November 2017

S	M	T	W	R	F	S
			1	2	3	4
5	6	7	LS	9	10	11
12	13	14	15	16	17	18
19	20	21	NS	NS	NS	25
26	27	28	29	30		

E = Elementary School

M = Middle School

S = Senior High School

P = Preschool/Early Childhood

C = Conference Compensation

NC = Non-Contract

NS = No School (Non-Contract)

NTO = New Teacher Orientation

R = Records

SD = Staff Development

SO = Staff Orientation

SS = Summer School

LS = Late Start (classes for students start 2 hours later than usual - 2nd Wednesday each month & May 2; Board Approved: February 27, 2017)

### Notes Regarding Bolded Calendar Days

#### June 2017

- 12 to 30 Summer School (S)
- 19 to 30 Summer School (EM)

#### July 2017

- 5 to 14 Summer School (EM)
- 5 to 21 Summer School (S)

#### August 2017

- 22 23, 24 New Teacher Orientation
- 29 to 31 Staff Orientation - Meetings - Prep

#### September 2017

- 1 Staff Non-Contract Day
- 4 No School - Labor Day
- 5 First Day of Classes

#### October 2017

- 26 No Class All Day - Staff Development
- 27 No Class All Day - Conference Compensation

#### November 2017

- 22 to 24 - No School - Thanksgiving Break

#### December 2017

- 25 to 29 No School - Winter Break

#### January 2018

- 1 Winter Break
- 2 Classes resume
- 22 No Class All Day - Records

#### February 2018

- 16 No School
- 19 No Class All Day - Staff Development
- March 2018
- 23 No Class - Conference Compensation
- 26 to 30 No School - Spring Break

#### April 2018

- 2 No School - Spring Break
- 3 Classes resume

#### May 2018

- 28 No School - Memorial Day

#### June 2018

- 8 Last Day of School - PM No Class - Records

### December 2017

S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	LS	14	15	16
17	18	19	20	21	22	23
24/31	NS	NS	NS	NS	NS	30

### January 2018

S	M	T	W	R	F	S
	NS	2	3	4	5	6
7	8	9	LS	11	12	13
14	15	16	17	18	19	20
21	R	23	24	25	26	27
28	29	30	31			

Bern Arbitrary Monday = January 23

### February 2018

S	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	LS	15	NS	17
18	SD	20	21	22	23	24
25	26	27	28			

### March 2018

S	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	LS	15	16	17
18	19	20	21	22	C	24
25	NS	NS	NS	NS	NS	31

### April 2018

S	M	T	W	R	F	S
1	NS	3	4	5	6	7
8	9	10	LS	12	13	14
15	16	17	18	19	20	21
22/29	23/30	24	25	26	27	28

Bern Arbitrary Monday = April 3

### May 2018

S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	LS	10	11
12	13	14	15	16	17	18
19	20	21	LS	23	24	25
26	27	NS	29	30	31	

### June 2018

S	M	T	W	R	F	S
					1	2
3	4	5	6	7	EMSR	9

### Semester Dates

End of 1st Qtr	November	3
End of 2nd Qtr/Semester	January	19
End of 3rd Qtr	March	22
End of 4th Qtr/Semester	June	8

## STUDENT ABSENCES

## 430 Rule

The Appleton Area School District believes there is a positive relationship between school attendance and student success. It further believes that school attendance is a responsibility shared by students, parents, schools and community.

The District, in accordance with State law, requires that all students between six and eighteen years of age (and those students enrolled in 5-year-old kindergarten) attend school regularly during the full period and hours, religious holidays excepted, that the school in which the student is enrolled is in session until the end of the school term, quarter or semester of the school year in which the student becomes 18 years of age, unless they have an acceptable excuse, meet attendance exceptions outlined in state law, or have graduated from high school. Although not required by state law, students in 4-year-old kindergarten are expected to attend 4K programming on a regular basis and excused and unexcused absences will be determined based on the procedures described in this policy. It is the responsibility of each school's attendance officer to determine if an absence is excused, unexcused, or truant.

A student will be considered excused for school attendance if the student is considered temporarily not in proper physical or mental condition to attend school, but can be expected to return upon termination or abatement of the illness or condition. The school attendance officer may request that the parent/guardian obtain a written statement documenting the existing condition.

A student may be excused in writing by the parent/guardian prior to an absence occurring. Under this provision, absences through prior parent request cannot exceed 10 days in a school year.

A student who has reached the age of 16 years and meets criteria established in Wisconsin statutes may also be excused from school attendance to participate in programs leading to high school graduation or high school equivalency.

No student shall be denied credit in a course or subject solely because of an excused or unexcused absence.

### **Cross References: At-Risk Plan 342.2**

**Graduation Requirements 345.6**

**Student Records 347**

**Student Nondiscrimination 411.2**

Communicable Diseases 453.3

Legal References: Wisconsin Statutes 115.76, 118.125, 118.13, 118.14, 118.15, 118.153, 118.155, 118.16, 118.162, and 118.33

Adoption Date: June 26, 1993

Amended Dates: November 28, 2005, January 25, 2010, June 10, 2013, September 23, 2013, February 9, 2015, January 25, 2016

**STUDENT ABSENCES**

The primary responsibility for regular school attendance of a student rests with the student's parent/guardian.

**Excused Absences**

All excused absences require that parent/guardian verification be provided to the school attendance officer or designee in advance of the absence or prior to re-admittance to school.

A parent/guardian may request that a student be excused from school attendance prior to an absence occurring. The request shall be made in writing or via phone contact with the school followed by a written request to the school. The student may be excused by the parent/guardian under this provision for not more than 10 days in the school year (**the 10 days includes excused absences due to intermittent illness**). A student will be considered absent for a full day if they are gone more than two-thirds of a school day or combination of excused absences cumulating to more than two-thirds of a day. Absences include but are not limited to the following:

- Appointments that cannot be scheduled outside of the school day.
- A court appearance or other legal procedure that requires the student's presence.
- A death in the immediate family or funerals for relatives or close friends.
- Attendance at special events of educational value such as college visits, job fairs, etc.

The Board of Education delegates discretion to administration to grant excusals for an emergency in the family or unique circumstances that require the absence of the student because of family responsibilities not to exceed 20 school days.

The school attendance officer or designee is authorized to approve an excused absence for any student for the following reasons:

- Evidence that the student is not in proper physical or mental condition to attend school. The District may request the parent/guardian to obtain a written statement from a physician, dentist, chiropractor, optometrist, or psychologist, or Christian Science practitioner residing in the State and listed in the Christian Science Journal as proof of the physical or mental condition of the student. Such excuse shall be in writing and shall state the period of time, which shall not exceed 30 school days. Absences beyond 30 school days require another written statement. It is suggested that a parent/guardian use the District document titled Medical Excuse Form.
- An emergency in the family, unique circumstance or other crisis that requires the absence of the student because of family responsibilities not to exceed 20 school days.
- Religious holidays.
- A quarantine imposed by a public health officer or the Board of Education's Communicable Disease Policy.
- A suspension from school (in-school or out-of-school suspensions).
- Approved school activities during class time.
- A student who serves as an election official if the student has a grade point average of 3.0 or higher.

- Special circumstances that show good cause and which are approved by the school attendance officer or designee.

A student's truancy, discipline or school achievement problems, or disabilities as described in Wisconsin statute 115.76, may not be reason for the school attendance officer or designee to excuse a student from attending school.

### **Truancy**

Truancy means any absence of part or all of one or more days from school during which the school attendance officer, principal, or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student, and also means intermittent attendance carried on for the purpose of defeating the intent of Wisconsin State Statute 118.15.

### **Habitual Truancy**

A student is considered a habitual truant if absent from school without an acceptable excuse for part or all of five or more days on which school is held during a semester.

### **Tardiness**

Guidelines and criteria previously described for determining if an absence is excused or unexcused apply to students who are tardy. A determination as to the classification of a tardy is the responsibility of the school attendance officer or designee. A pattern of tardiness on the part of any student shall be brought to the attention of the student's parent/guardian. If it appears that the student is negligent with being at school/class on time, appropriate disciplinary action shall be taken.

Depending upon the frequency and amount of school missed, tardiness may be classified as an unexcused absence and therefore reportable as truancy or habitual truancy. Students that are more than 10 minutes late to class will be considered unexcused for the hour. Guidelines regarding tardiness are established for each level in the District and communicated with students and parents/guardians through publications such as the Student Handbook.

### **Suspensions from School**

Suspensions from school are excused absences. During a period of suspension, a student shall not be on the school campus or at any school activity. When a parent/guardian/legal custodian has a meeting with an administrator, the student may be present.

Students will be afforded opportunities to complete missed assignments and examinations. Guidelines for these opportunities are provided in the section titled "Make-up Assignments, Examinations, Grading and Credit."

## **MAKE-UP ASSIGNMENTS, EXAMINATIONS, GRADING, AND CREDIT**

All students with excused and unexcused absences shall be given the opportunity to make up examinations and work missed in accordance with the guidelines outlined below. Credit in a course or subject shall not be denied solely because of a student's excused or unexcused absence from school. Districts are required to specify the conditions under which a student may be permitted to take examinations missed during absences. They are also required to specify conditions under which a suspended student will be permitted to complete course work, and take any quarter, semester or grading period examinations. These District guidelines follow:

### **Excused Absences**

- Students who are absent from school for reasons that are determined to be excused by the school attendance officer or designee shall be given the opportunity to make up work missed when they return to school. It is the student's or parent's/guardian's responsibility to contact the teacher to make arrangements for making up work missed during an absence from school. The respective teacher shall identify make-up work.

If any question arises as to the appropriateness, feasibility of making up a particular assignment or timelines, the teacher shall discuss with the building principal the extent to which make-up work or substitute assignments are possible.

- Students who are absent from school with the prior written permission of their parent/guardian are also required to make up work missed during the absence. The arrangements for making up course work and examinations shall be the same as for other excused absences.
- Examinations missed during an excused absence shall be taken within a reasonable time from the date of the absence. Students can be expected to complete an examination upon the day of their return, especially if it was a one or two day absence.

### **Unexcused Absences and Suspensions**

All students with unexcused absences and suspensions shall be given the opportunity to make up work and examinations missed in accordance with the following guidelines:

- Credit in a course or subject shall not be denied solely because of a student's unexcused absence or suspension from school.
- Students with unexcused absences or suspensions occurring during the time of major examinations (quarter, semester, or grading period) shall be permitted to take such examinations if course credit is at risk. The examination make-up date shall be determined by the teacher with approval of the principal. Students in this circumstance may be expected to make up the exam on the day of return.
- Students with unexcused absences or suspensions will be given one day to complete class work missed, examinations excepted, for each day or period of absence. If the work is not turned into the teacher within this established timeline, then the student may not receive credit for the work. Extensions to this timeline may be granted by the principal.

- Students with unexcused absences or suspensions may be assigned a supervised, directed study program to make up assignments and take examinations.

### **EIGHTEEN YEAR OLD STUDENTS**

When a student attains the age of eighteen years, the rights accorded to the parent/guardian transfer from the parent/guardian to the student. Students are no longer required by law to attend school. However, all students who choose to continue in school must follow all attendance policies. All written and verbal communication regarding attendance policy violations will continue to include the parent/guardian unless the adult student specifically requests their exclusion in writing to the principal.

### **MEDICAL EXCUSE FROM ATTENDING CLASSES**

Students who have a medical reason to be excused from specific classes shall obtain a written statement from their physician. The statement shall include the reason for the request and the period of time the student is to be excused. It is suggested that the parent/guardian use the District document titled Medical Excuse Form. The statement shall include restricted activities, as well as any appropriate accommodations or alternative activities.

Attendance by the student through partial participation will be expected and encouraged. However, if the teacher, in consultation with the principal, believes that another educational setting in the school would be more appropriate during the class period, then the student may be reassigned.

The medical statement will be maintained in the student's behavioral file with a copy provided to the teacher.

Students in Grades 6 through 12 - Students who are excused by a physician for more than 10 school days in a quarter grading period may receive a Withdrawal, Incomplete, or grade that will be computed as part of the student's grade point average. Students who receive a Withdrawal will be required to retake the class if required for graduation. Students who receive an Incomplete will be required to complete the coursework within the designated timeline and subsequently receive a grade. The principal and teacher will determine which option will apply.

Principals have the authority to waive courses for seniors who have a medical condition and excuse that may prevent them from graduating. Other means to obtain the necessary credit(s) will be pursued prior to a waiver being granted

Consequences for Unexcused Absences

<b>Days Unexcused</b>	<b>Consequences</b>
1	1 detention (full day = 5 detentions)
2	2 detentions
3	ISS (in-school suspension)
4	ISS, TRAC (truancy runaway assessment center), truancy warning
5	ISS, OSS (out of school suspension), TRAC, truancy citation

**TRUANCY COURT**

In an effort to positively impact individual student attendance in our middle and high schools, the Appleton Area School District, in collaboration with the Outagamie County Circuit Courts and the Truancy Reduction and Assessment Center (TRAC), have been conducting truancy court at each high school on a monthly basis.

Students who are absent from school without an acceptable excuse for part or all of any day on which school is held during a school semester are considered **truant**. Students who are absent from school without an acceptable excuse for part or all of 5 or more days on which school is held during a school semester (including being tardy to class) are considered **habitually truant**. In addition, if any student has more than 10 illnesses and doesn't have a doctor's excuse for each additional illness after 10 will be encouraged to attend truancy court.

The goal of the truancy court program is to provide more timely intervention with students who are truant and to provide a positive and proactive interaction between the judge and the truant student. Additionally, the program eliminates transportation to the court house and minimizes a student's time away from class by having the program on-site as opposed to the court house. It also allows the judge to follow up with the student more frequently with future appearances. While the judge may impose sanctions that can include a monetary forfeiture, it is our hope that the student will comply with the law and sanctions may be dismissed. This process is more easily monitored by having the judge appear at the school. Truancy court is a collaborative approach to deter habitual truancy and provide resources for parents and students who need it.

Any students identified as habitually truant will be issued a summons with a mandatory appearance at truancy court. This will involve the student appearing in front of a circuit court judge, court reporter, and court clerk to address the student's truancy. In addition, the school liaison officer or administrator may be present to provide attendance and/or behavioral documentation. Parents of students who are habitually truant are encouraged to attend. Other students will not be present during the court proceedings.

Possible consequences for unexcused absences could include detentions, in school suspension, a civics lesson, truancy conference with parents, truancy citation and involvement with the TRAC Program.

## **SIGN-IN & SIGN-OUT PROCEDURES**

Upon a student's late arrival at school in the morning or at any time during the day, the student must first sign-in at the counter in the Student Services Office before reporting to class. A pass will be issued upon his/her signing in.

If it becomes necessary for a student to leave school during the regular school hours for reasons such as illness, doctor/dental appointments, court appearances, driver's tests, etc., a parent is to call in with an excuse and the student is to sign-out in the Student Services Office before leaving the building. Upon returning, the student is to sign-in at the Student Services Office and will be given a pass for re-admittance to class. **Failure to follow this procedure will result in an unexcused absence.**

## **GUEST PASS PROCEDURES**

Any student wishing to bring a guest to school to attend classes, a dance, or any school event for registered students must follow the pre-arranged guest attendance procedures. The North High School host student must report to the Student Services Office to apply for a Guest Pass at least two school days prior to the requested arrival date. The following info will be required for the guest pass: the guest's full, legal name, the guest's birth date and present age, the guest's address, the guest's current school, the reason for the visit, and the name, address, home phone number, and work phone number of the legally responsible person with whom the guest is residing while in Appleton.

The completed Guest Pass Application will then be given to the Associate Principal and Police Liaison Officer for verification and approval. If the guest is approved for attending North High School or a North High School event, the guest must report with his/her host immediately upon arrival on campus to the Student Services Office along with proof of guest's identity (Driver's License, School ID Card, Photo Library Card, etc.). The guest will then be issued a Guest Pass for the day or the event. Guests are allowed to visit for one day/event per school year unless the principal grants special permission. **Guests must be of high school age.**

## **INCLEMENT WEATHER**

Inclement weather sometimes causes school to be cancelled for the day. This is especially true in the winter with snow and ice storms. Local radio and television stations are provided with cancellation news. Unless it is stated that public schools in Appleton are cancelled for the day, school will be held as usual.

School may be delayed only if buses are running late. Students that drive themselves or are dropped off by others need to be to school on-time.

Students/Parents are advised to listen to the following radio/T.V. stations for **No School** announcements: WHBY 1150, WAPL 105.7, WNAM 1280, WUSW 96.9, WOZZ 93.5, WROE 94.3, WOSH 1490, WVBO 103.9, WSGC 1050, WEMI 91.9, WGEE 1360, or WIXX 101.1, WBAY-Channel 2, & WLUK-Channel 11

◆ DISCIPLINE ◆

**Text- A-Tip**

**Text your tip to 274-637(crimes)**

**Start your message with keyword: APDTIPS**

**Reasons for texting a tip:**

- Information about a crime
- Drugs or drug information
- Suspicious Circumstances
- Anything that is "in progress"

**\*information will remain anonymous\***

**LIGHTNING QUICK \$50**

Appleton North High School is committed to providing all students, staff, and community members with a safe, nurturing school environment

Appleton North High School and the Appleton Police Department are offering the Lightning Quick \$50 Program for information leading to The confiscation of the following on school property:

- Illegal drugs
- Drug paraphernalia
- Alcohol
- Weapons

**All reports will remain anonymous.**

Contact school SRO, school administration, or any staff member at any time during the school day.

**BEHAVIORAL EXPECTATIONS**

By the time a student has reached high school, it should be quite clear what the behavioral expectations are for students. North expects students to be a credit to themselves, their families, and their school at all times. The behavioral expectations for North students are very similar to those for being a responsible and productive member of our society. Since part of the mission of North is to prepare students for the world of work, our behavioral expectations reflect those same expectations. Violations may result in teacher reprimands, conferences, parental contact, detentions, and/or exclusion or removal from class. In addition to disciplinary action by teachers, students may also be subject to administrative reprimands, conferences, parental contact, detentions, suspension, and/or expulsion from

school.

Finally, the educational program and options for any student may be changed and limited if the student is not performing at an acceptable level. The following are some of the basic expectations for ALL North students:

1. **Physical or verbal assault or harassment of another person is not tolerated. NO ONE IS ENTITLED TO USE VIOLENCE.**
2. **Committing racist acts or racial slurs against another person or organization while on the school premises or at school-sponsored functions is not tolerated.**
3. **Cheating or stealing from another person, or taking property belonging to the Appleton Area School District is not tolerated.**
4. **Lying or withholding information from authorities should not occur.**
5. **Vandalism of another person's property or property belonging to the Appleton Area School District is not tolerated.**
6. **Blatant disruptions or the enticement of others to be disruptive while on the school premises or at school-sponsored functions is not tolerated.**
7. **Any gang and/or gang-related activities are prohibited and will not be tolerated; this also includes the wearing of gang-related clothing or accessories.**
8. **The possession or use of a weapon while on the school premises or at school-sponsored functions is illegal and will be dealt with severely.**
9. **Students who possess, sell, purchase, use or are under the influence of drugs or alcohol while on the school premises or at school-sponsored functions will be dealt with severely.**
10. **Students who possess, sell, or use any form of tobacco products, including smokeless tobacco and e-cigarettes, while on the school premises or at school sponsored functions will receive appropriate legal and disciplinary consequences.**
11. **A student WILL NEVER tamper with the school fire alarm system, security system, or make a bomb threat.**
12. **A student is expected to be in class and on time unless excused.**
13. **Students must adhere to the school's "Food & Drink Policy" as stated in this handbook.**
14. **Littering on the school premises or at school-sponsored functions is not acceptable.**
15. **Displays of romantic affection in public are not appropriate and should not occur while on the school premises or at school sponsored functions.**
16. **Driving and parking a motor vehicle on school premises are privileges and students should only park in those areas that are designated for student parking. Safe driving practices are required.**
17. **Being disrespectful to other individuals while on the school premises or at school-sponsored functions is not tolerated.**
18. **The use of inappropriate, and/or abusive language while on the school premises or at school-sponsored activities is not tolerated.**
19. **Students may only leave the school campus during the school day when authorized by the office staff or during "Privilege Release."**
20. **A student will abide by all bus regulations when attending school or involved in a school activity or school-sponsored event.**
21. **A student will follow all the LMC rules and procedures when in the LMC, using materials and equipment, and when checking-in or checking-out the materials (The district's Technology Acceptable Use Policy is in this handbook).**
22. **Defiance of staff and staff directives will not be tolerated.**

**\*\*\*In addition to these basic behavioral expectations, students are expected to immediately comply with ALL staff directives that are LEGAL, MORAL, and SAFE!**

### **DISCIPLINE INFORMATION THROUGH OUR SCHOOL MESSENGER SYSTEM**

For several years, Student Services have been working on changes to the way we inform parents when their son or daughter has had contact with Student Services. In the past, every detention or behavioral referral was sent home in the mail. We are now placing a pre-recorded call home for all unexcused absences and for behavioral contacts made throughout the day. In addition to this, the reason for the contact is typed and documented in our school's Parent Portal for parents/guardians to access. You can see the contact and the reason for consequences with his/her dean.

If your son or daughter receives a behavioral infraction you will hear the following message dialed to your primary contact phone number from our school messaging system that evening:

“Your son or daughter has received a behavioral infraction. Please access parent portal and click behavior to view the incident details and consequences for the behavior. If you have any questions please call your child’s dean, Mr. Salm (grades 9 & 11) at 832-6507 or Mr. Berlowski (grades 10 & 12) at 832-6509. Thank you.”

### **REGARDING ATODA CLASSROOM INSTRUCTION**

“The Appleton Area School District provides classroom instruction regarding alcohol, tobacco, and other drug abuse (ATODA) to all students in compliance with state and federal law. Parents who wish their child or children to be withdrawn from these instructional lessons and assemblies during the school year should call the school office.”

### **REGARDING SAP GROUPS**

“The Appleton Area School District trains staff to provide small group support in accordance with the Student Alcohol and Other Drug Policy (443.4) through the Student Assistance Program (SAP) to students in a variety of areas including but not limited to:

- Study Skills
- Family Change
- Grief
- Friendship
- Smoking Cessation (Not On Tobacco—NOT)
- Stress
- Resiliency
- Alcohol and Other Drug Abuse
- Concerned Persons

Parents who wish to refer their child or children for a small group or prefer that their child not participate in a small group should contact the school office.”

### **HONOR CODE**

Appleton North High School promotes **and** expects ethical behavior from all members of the North High School community.

Honesty and integrity is valued at North High School. Dishonest and unethical behavior, such as lying or cheating, will not be tolerated.

Cheating includes, but is not limited to, the following activities:

- Knowingly representing the work of others as your own.
- Using, obtaining, or providing unauthorized assistance on examinations, papers or any other academic work.

- Forging a signature to certify attendance, completion of a course assignment, or any other purpose.  
Copying materials; allowing another to copy your material; or using unauthorized materials during a quiz, test, project, or homework assignment.
- Removing examinations or parts of examinations without the knowledge or consent of the faculty member.
- Stealing, using or accepting stolen copies of tests or answer keys.
- Altering a teacher's grade book or computer records.
- Committing any other violation intended to obtain credit for work that is not your own.

**Being a part of any of the above activities is considered cheating and a violation of the North Honor Code.**

Each teacher will inform their students of the consequences for cheating in their particular course. The following progressive consequences will be applied when a student is found to have violated the Honor Code:

**First incident of the school year:**

- The teacher involved with the Student Services Office will file a discipline referral.
- The teacher will make a parental contact in a timely fashion.
- The student will receive a zero or failing grade on the assignment involved.
- Student may receive a misconduct violation under the Co-Curricular Code.

**Second incident in the same class:**

- The teacher will file a discipline referral with the Student Services Office involved.
- A request will be sent to other teachers of the student to determine if other, unreported, cheating incidents have taken place.
- A Parent Conference will be held.
- The student will receive a zero or failing grade on the assignment involved.
- A student may receive a semester grade of failure and removal from the class.
- Student may receive a misconduct violation under the Co-Curricular Code.

Repeated office referrals for cheating can result in more serious disciplinary actions up to and including removal from the class where the cheating took place, suspension, and/or an expulsion recommendation.

**BULLYING AND HARASSMENT POLICY**

The Appleton Area School District is committed to providing a safe, secure, and healthy environment that allows all students to maximize their learning potential. The Board of Education considers bullying to be detrimental to the health and safety of students and disruptive to the educational process and is prohibited.

Bullying is a deliberate or intentional behavior using word or actions, intended to cause fear, intimidation or harm. Bullying includes aggressive and hostile behavior that is intentional and involves an imbalance of power between the bully and the bullied and behavior that is repeated over time rather than an isolated incident. This behavior may include but is not limited to physical and verbal assaults, nonverbal or emotional threats or intimidation, harassment, social exclusion and isolation, extortion, use of computer or telecommunications to send messages that are embarrassing, slanderous, threatening or intimidating (cyber-bullying). Bullying may

also include teasing, put-downs, name calling, rumors, false accusations, and hazing. Bullying based on sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap in its education programs or activities is also prohibited by law and Board policy.

Bullying behavior is prohibited in all schools, buildings, properties, educational environments as well as on any school grounds or school buses. This includes any property or vehicle owned, leased, contracted, or used by the AASD such as public transportation regularly used by students to go to and from school and to school-sponsored events.

Students who engage in any form of bullying behavior at school or at a school-sponsored activity, will be subject to disciplinary action in accordance with Board policy. This action may include off campus behavior that causes substantial disruption to the educational environment. Consequences and sanctions for such actions, including retaliating against someone for reporting bullying behavior, may include but are not limited to, parent notification, suspension, expulsion, or referral to law enforcement officials for possible legal action. Student services staff will support the identified victim.

Education, intervention, awareness, and prevention shall exist for staff and students to ensure a learning environment free of bullying or intimidation toward and between students and staff.

#### **Disclosure and Public Reporting**

Appleton Area School District schools will distribute this policy annually to all students enrolled in the District, their parents, and/or guardians and employees. The District will provide a copy of the policy to anyone who requests it.

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. The Bullying Behavior Report Form will be used for written reporting.

The District will also keep data on the number and types of reports made under this policy. The results of each investigation will verify the details made in the complaint. In addition, an annual record of all sanctions will be kept. No individuals will be named in the annual report and the data will be used to develop prevention programs and strategies relative to the policy.

**Cross References:** Nondiscrimination on the Basis of Handicap/Disability, 112.1  
Programs for Disabled Students, 342.1  
Use of District Telecommunication Systems, 363.2 (522.7)  
Student Nondiscrimination Complaint Procedure, 411.2-Rule  
Sexual Harassment, 411.1  
Violence & Intimidation, 443.7  
Safe Schools: Policy & Prevention Strategies, 443.9

**Legal References:** Wisconsin State Statutes 111.31, 118.13, 118.164, 118.195,  
118.20, 118.46, 120.12(26), 120.13(1)  
PI 9, Wisconsin Administrative Code  
Title IX, Education Amendment of 1972  
Title VI, Civil Rights Act of 1964  
Section 504, Rehabilitation, Act of 1973  
Americans with Disabilities, Act of 1990  
Individuals with Disabilities Education Act  
Civil Rights Act of 1991

Adoption Date: April 14, 2008  
Amended Date: January 24, 201

## **BULLYING PROCEDURES**

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 administrator/designee. Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual, is encouraged to report the conduct to the building administrator/designee.

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. The Bullying Behavior Report Form will be used for written reporting.

### **Reporting Procedures**

If bullying occurs, students are encouraged to take the following steps:

1. Clearly say “stop” to the person whose behavior is unwanted and report to a trusted adult.
2. Speak with a trusted adult at school, such as a teacher or counselor, social worker, psychologist, nurse, or administrator.
3. When reporting to an adult, include the following information:
  - a. Give the name of the person and specific unwanted behavior
  - b. Describe the nature of the bullying
  - c. Give the date(s) of the event
  - d. Tell briefly what happened and note all incidents of bullying that may have taken place
4. A building administrator/designee may make an appropriate person(s) aware of the situation to discuss the case and determine the follow-up. All efforts will be made to handle the situation in a discreet manner and maintain appropriate confidentiality. The building administrator/designee will also inform students of the prohibition against retaliating against another student for reporting an incident of bullying.
5. Any employee who witnesses bullying between students must intervene by giving a verbal warning. In some cases it may be necessary to provide a report of bullying incidents to a building administrator/designee.
6. There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

### **Procedure for Investigating Reports of Bullying**

The building administrator/designee will begin the investigation of a report of bullying within one school day. This investigation will include an interview of the person(s) involved and a collection of the information that will determine the facts and seriousness of the report. Parents and/or guardians of all people involved in the bullying incident will be notified prior to the conclusion of the investigation. The District shall maintain confidentiality of the report and related student records to the extent required by law. The Bullying Investigation Form will be used.

**Adoption Date:** April 14, 2008  
**Amended Date:** January 24, 2011

### **CLOSED CAMPUS**

North High School has a closed campus for the entire time school is in session. On regular school days this means that students may not leave the school building--except for being on the Commons patio--from 7:30 a.m. to 3:00 p.m., unless authorized in writing by office staff or authorized through the Senior Privilege or Junior Open Lunch programs. Authorization to leave school grounds is given by office staff under certain circumstances and according to specified procedures as explained in the Attendance section of this handbook. Students who do leave school grounds without authorization from office staff will be subject to disciplinary action. The school parking lot is considered off campus.

The school and its officials retain the right to conduct searches in accordance with Board of Education policy and Wisconsin law. If a student is not authorized to be off campus he or she is subject to a search.

### **STUDENT DRESS**

**Revised June 2015**

In an effort to keep the learning environment appropriate to a work setting, student dress must conform to the following minimum standards:

- Headgear (including hoods) may not be worn in the school building
- Jackets, coats and gloves may not be worn in the building during school hours
- Students must wear appropriate footwear in and around school at all times
- No pants can be worn below the waist (undergarments may not be visible)
- Students may not wear scanty or revealing clothing. Examples may include but are not limited to: short skirts or revealing shorts, clothing that exposes midriffs or undergarments
- No garments which advertise or promote alcohol, tobacco products, or other drugs may be worn
- No attire or accessory which by its design, use, or intended use, could cause bodily harm, property damage, or intimidation to other persons, may be worn. Examples may include but are not limited to: chains, leather straps, pet collars and spikes
- No gang-related attire is allowed
- Body markings or tattoos that do not meet the above standards must be fully covered

**Since styles change, the administration reserves the right to determine what is inappropriate for the learning environment.**

*This policy is in force during the school day, in school vehicles, and at all school activities. The wearing of outer garments and headwear is permitted in school vehicles and at school activities when appropriate.*

### **LIGHTERS & MATCHES**

Students have no appropriate reasons for carrying cigarette lighters and/or matches on the North High School campus. That being the case, any cigarette lighters and/or matches discovered by staff will be permanently confiscated.

### **REMOVAL FROM CLASS**

Students are expected to respect their classmates, their teachers, and the school building and equipment at all times. Students who demonstrate through their actions that they are not respectful may be permanently removed from class with a grade of "F" on their transcript and loss of credit. Appropriate behavior and use of equipment/materials is necessary to remain in class and achieve credit.

### **DETENTION**

Detention is a means used by the staff and administration to maintain proper discipline. Primarily, it is to serve as a reprimand and as a deterrent for further violation of school policies and procedures. Unless other arrangements are made, detention must be served at the time and place indicated when it is assigned. If a student should fail to appear for a detention, the time will either be increased or reassigned. In addition to being present and on time, when you are assigned detention, you **MUST** bring some work to do. Sleeping is **NOT** allowed and students are expected to comply with all directions as given by the supervisor. You can bring food to detention if it assigned during a student's lunch hour. Skipping detention can result in in-school suspension or suspension from school.

### **IN-SCHOOL SUSPENSION**

A student may be assigned to in-school suspension when the student has violated a school policy, refused to cooperate with school expectations and/or rules, or has a record of chronic attendance problems or misbehavior. The in-school suspension is intended to provide the student with a time-out from the regular daily routine to focus on the choices the student has made that resulted in this type of disciplinary action. Parents will be informed of the student's in-school suspension. The student will be provided with assignments from his/her classroom teachers and is expected to spend his/her time doing those assignments. In addition, reflective assignments relating to the student's behavior and attitude will be provided for completion.

Prior to the conclusion of the in-school suspension, the student shall meet with his/her dean and/or an administrator in a conference to determine if the student is prepared to re-enter classes. The student must commit him/herself both verbally and in writing to change the behaviors and choices that necessitated the in-school suspension. If a determination is made that the student is not ready to return to classes, further ISS time may be assigned, the student may receive an out-of-school suspension, or other consequences. Upon arrival, each student is given the rules of behavior while serving in-school suspension and must comply or receive additional consequences. **Violation of the in-school suspension rules is considered reason for suspending the student out of school. In these cases the student will return to complete the in-school suspension upon re-entry to school.**

### **OUT-OF-SCHOOL SUSPENSION**

State statutes permit the out-of-school suspension of a student (S. 120.13) for up to five days for misconduct. As a general rule, students may be suspended if they defy the authority of Appleton North High School staff, disrupt the orderly operation of the school, or interfere with the right of other students to learn. Suspended students may not be on any school district property, nor attend any school function, or work in any Co-op or Work Experience Program, during the term of their suspension. **For the purposes of making up schoolwork missed while suspended from school, suspensions are considered excused absences.** Students who commit an illegal offense while at North or during a school-sponsored activity are subject to

suspension from school as well as legal charges. Following are some illegal acts prohibited at North:

**Alcohol:** Students may not purchase, possess, or consume any alcoholic beverage (S. 125.07 and 125.09). Students in possession of or under the influence of alcoholic beverages, in addition to suspension and legal charges, may also be referred for possible expulsion.

**Battery:** A student causing bodily harm to another, by an act done with intent to cause bodily harm to that person harmed, is guilty of a misdemeanor (S. 940.19).

**Disorderly Conduct:** Students who engage in violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct in which such conduct tends to cause or provoke a disturbance is guilty of disorderly conduct (S. 947.01).

**Drugs:** It is illegal for any person to possess a controlled substance unless it is obtained from a valid prescription (S. 161). Students found to be in possession of illicit drugs will be referred for possible expulsion.

**Harassment:** A student who engages in repeated acts to intimidate a person by strikes, shoves, kicks, or otherwise subjects the person to physical contact, or threatens to do the same, is in violation of the law (S. 947.01).

**Hazing:** No person may intentionally or recklessly engage in acts of forced activity which endangers the physical health or safety of the student for the purpose of initiation or admission with any organization operating in connection with a school (S. 948.51).

**Obscenity:** A student who imports, prints, advertises, sells, has in possession, offers for sale, publishes, exhibits, or transfers commercially any lewd, obscene, or indecent written matter, picture, sound recording, or film, or who has in possession with intent to transfer to a person under 18 years of age any of the above materials or whoever makes any lewd, obscene, or indecent drawings or writings in school is guilty of a felony by state statutes (S. 944.21 and S. 944.23).

**Possession of a Dangerous Weapon:** Any person (except a peace officer) who goes armed with a weapon or switch blade knife in any school building or on school property is guilty of a Class A misdemeanor (S. 941.235 and S. 941.24 and S. 948.61).

**Possession/Discharge of Fireworks:** No person shall sell, use, discharge, or explode any fireworks in a school building or on school property (S. 167.10).

**Slander/Label:** State statute prohibits intentionally defaming another person, whether a student or staff member. This includes anything that exposes the other person to hatred, contempt, ridicule, or disgrace in their line of work (S. 942.01).

**Theft:** No student may intentionally take and carry away, use, transfer, conceal, or retain possession of moveable property of another person without the other's consent (S. 943.20).

**Tobacco:** State statute prohibits the possession of tobacco products by a minor (S. 48.983). Use of tobacco products on school district property by any person is a violation of state statute (S. 120.12).

**Vandalism:** Any student who intentionally causes damage to a school building and/or school property is guilty of a misdemeanor (S. 943.01).

## **EXPULSION**

The Appleton Board of Education may, on referral from a school administrator and after an expulsion hearing, expel any student who is found to be a detriment to the school environment due the following reasons: repeated refusal or neglect to obey the rules; knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; engaged in conduct while at school or while under the supervision of school authority which endangered the property, health, or safety of others; engaged in conduct while not at school or while not under the supervision of school authority which endangered the property, health, or safety of others at school or under the supervision of a school authority; endangers the property, health, or safety of any employee or school board member of the school district (S. 120.13). **Students who engage in such actions will be considered by North High School's administrative team for recommendation to the school district for expulsion from school**

## **ALCOHOL & OTHER DRUGS**

No student or employee of the Appleton Area School District shall knowingly possess, use, distribute, or be under the influence of alcohol, controlled substances, or any other mood altering chemicals while on school property or during school sponsored activities. The possession, use, or distribution of drug paraphernalia, look-alike drugs, nonalcoholic beer, or any substance misrepresented as alcohol or a mood-altering drug is also prohibited on school property or during school-sponsored activities. A student may be required to submit to a breath test to determine the presence of alcohol if a school official or law enforcement officer has reasonable suspicion that the student is under the influence of alcohol.

Violation of this policy or refusal to submit to required breath testing for the presence of alcohol will result in disciplinary action which may include: school disciplinary consequences; notification of law enforcement officials; notification of parents/guardians or legal custodians; notification of co-curricular advisors and the athletic director; notification of the district superintendent or designee; suspension and/or expulsion.

Use of prescription or over-the-counter medication in compliance with Board Policy shall not be considered a violation. Secondary administration of any prescribed drug on school property or during school-sponsored activities is prohibited.

Smoking and the use of other tobacco products by students and employees are prohibited on all school property (S. 48.983, 118.257, 118.45, 120.12, 120.13 (1), 125.02 (8m), 125.07, 125.09 (2), and Chapter 961).

## **TOBACCO PRODUCTS**

State law (S. 48.983) prohibits the use or possession of tobacco products by a minor. In addition, state law (S. 120.12) prohibits the use of any tobacco products in school buildings, on school grounds, or in school vehicles. This ban on the use of tobacco products also extends to all school-sponsored activities and functions conducted off school grounds. Students who violate the law will be referred to the police for legal consequences that may include fines and court appearances. Violations of school rules regarding the use and possession of tobacco products while on school property or attending school functions will result in disciplinary action. All North students are offered voluntary participation in a smoking cessation program on a regular basis.

## **STUDENT SMOKING AND TOBACCO USE**

The district is dedicated to providing a healthy, comfortable, and productive environment for staff, students, and community. The district believes that education has a central role in establishing patterns of behaviors related to good health and shall take measures to help its clientele resist tobacco usage for personal health and

the health of those around them with the intent of maintaining an environment free from the contaminants caused by tobacco usage. In the interest of a tobacco-free environment and in compliance with State law, smoking and the use of other tobacco products are prohibited in all district buildings, on all district-controlled properties and in all school-sponsored transportation vehicles at all times. This includes student attendance at extracurricular events within as well as outside the district. Police and school personnel also have the option of enforcing these rules in areas of close proximity to the school campus.

The success of a tobacco-free educational environment will depend upon the thoughtfulness, consideration, and cooperation of tobacco users and nonusers. All individuals associated with the school district will share in the responsibility of adhering to and enforcing this policy.

To further demonstrate its commitment to this issue, the district is implementing two student-focused programs at the middle and high school levels.

### **WEAPONS**

No one shall possess, use, threaten the use of, or store a weapon or look-alike weapon on school property, in a school facility, in a school vehicle, or at any school-sponsored function.

A weapon is defined as any object that by its design, use, or intended use, could cause bodily harm or property damage or intimidate other persons. Weapons include, but are not limited to: firearms, whether loaded or unloaded and whether operational or not, look-alike weapons, brass knuckles, knives and martial arts equipment. Items not designed as weapons will also be considered as weapons under this policy if they are used to cause bodily harm, or have the intent of causing bodily harm or property damage, or to intimidate other persons.

The following are **two exceptions to this policy**:

1. **A weapon in the possession of and under the control of law enforcement or military personnel acting in his or her official capacity.**
2. **A weapon used or handled by an individual in a legal manner as part of an approved school program and authorized by the Superintendents or designee.**

Possible consequences for violation of this policy include application of approved school disciplinary practices and procedures; notification of law enforcement officials; notification of parents/guardians or legal custodians; notification of Superintendent or designee; suspension from school; recommendation for expulsion. Expulsion is mandatory for a period of not less than a year for possession of a firearm as defined in Section 921 of Title 18 of the United States Code. (S. 120.13, 948.60, 948.605, 948.61).

### **VIOLENCE & INTIMIDATION**

No one shall threaten--verbally, non-verbally, or physically--the safety of another person through the use of intimidation or violence. Such conduct is prohibited on school property, in a school facility, in a school vehicle, at any school-sponsored function or while traveling to and from school.

**Violence** is defined as aggressive behavior which subjects a person to unwanted physical contact including, but not limited to, striking, shoving, or kicking.

**Intimidation** is defined as behavior or repeated acts which cause fear or physical or psychological discomfort, including, but not limited to, physical conduct or verbal or nonverbal threats or gestures.

Possible consequences for violation of this policy include: application of approved school disciplinary practices and procedures; notification of law enforcement

officials; notification of parents, guardians or legal custodians; notification of Superintendent or designee; suspension from school; recommendation for expulsion. (S. 120.13, 120.44, 947.013).

### **GANGS & GANG ACTIVITY**

Gang activity in the Appleton Area School District schools or on school property is prohibited. The Appleton Area School District defines a gang as an organized association, either formal or informal, of two or more persons with common signs, symbols and other identifying factors, who individually or collectively engage in criminal activity. Gang criminal activity includes, but is not limited to, intimidating or threatening others, participating in and/or enticing others to participate in any form of physical violence involving persons or property.

A gang member is an individual who meets any two or more of the gang-related listed criteria. These include self-admission of gang membership, witness testimony, correspondence such as notes, letters, tapes, etc. of gang membership, paraphernalia or photographs of gang activities, gang related tattoos, gang related clothing or colors, and/or association with known gang members.

Gang activity includes but is not limited to the display or possession of gang symbols; soliciting others for membership; requesting payment of dues, insurance, or other forms of protection from any individual; intimidating or threatening any individual; and/or inciting others to participate in any form of physical violence involving persons or property, or other criminal activity.

Gang identifiers, which may change periodically, will not be allowed to be displayed by anyone at any Appleton Area School District school at any time including at school sponsored activities. Students may not display or wear any sign, gesture, insignia, symbol, color, combination of colors or combination of clothing, wearing apparel, or accessories which have been designed as gang identifiers. Some examples of gang identifiers include, but are not limited to: 5-6 point stars, arrows, pitchforks, crowns, identifying numbers or groups of names or initials. The list of identifiers may be updated at any time. **Violation of this policy may result in notification of parents and/or guardians and/or law enforcement officials; suspension; recommendation for expulsion.**

### **SEXUAL HARASSMENT**

The Appleton Area School District's policy is to maintain and ensure a learning and working environment free of any form of sexual harassment or intimidation toward and between students, employees, school board members, parents, volunteers, independent contracted service workers and applications for employment. It is, therefore, the policy of the district that neither students nor employees will be allowed to engage in any form of sexual harassment or intimidation toward students or school employees.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, uninvited telephone calls or letters, and other verbal, visual or physical conduct of a sexual nature. Sexual harassment also includes, but is not limited to, unwelcome sexual flirtations, advances or propositions, verbal abuse of a sexual nature, subtle pressure or requests for sexual activities, unnecessary touching of an individual, graphic verbal commentaries about an individual's body, unusually degrading words used to describe an individual, a display of sexually suggestive objects or pictures, and sexually explicit or offensive jokes or physical contact.

No employee or student shall threaten or insinuate, either explicitly or implicitly, that a student's refusal to submit to sexual advances will adversely affect that performance, employment, work status, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment, or career or educational development. Similarly, no employee or student shall promise, imply or grant any

preferential treatment in connection with another student engaging in sexual conduct.

Any employee or student who is determined after an investigation to have engaged in sexual harassment in violation of this policy will be subject to appropriate response, which may include suspension or an indefinite expulsion for students. Any student or any parents/guardians who believe their student has been subjected to sexual harassment should report the incident(s) to the building principal and/or designee. If a student or parent is not comfortable with making a complaint to the principal/designee, the complaint may be made to a teacher, counselor, social worker, psychologist, or nurse with the understanding that incidents must be reported to administration for review and action. The employee receiving the complaint shall report the complaint to the principal/designee and the Assistant Superintendent for School Services. No retaliation or intimidation directed towards anyone that originates a complaint or participates in any way in an investigation will be tolerated.

Third party witnesses are strongly encouraged to report observed incidents of sexual harassment to the administration. Every effort will be made, when requested, to maintain the confidentiality of witness identity unless the witness is requested to testify at a hearing.

#### **STUDENT USE OF TWO-WAY COMMUNICATION DEVICES AND/OR ELECTRONIC DEVICES**

The Appleton Area School District recognizes the legitimate safety purpose that students and parents have in providing students with cellular phones and other two-way communication devices. The Appleton Area School District also recognizes the legitimate education right that students have to learn and engage in school activities without distraction or disruption from the use of two-way devices or other personal electronic equipment.

Students may use electronic devices during school hours in non-instructional areas of the school building. Such devices can be appropriately used in the commons, hallways (during passing time only) and other areas of campus, unless specifically denied as per teacher/staff directive. Exceptions to this policy can be made as deemed necessary and appropriate by the teacher or staff member in charge of a designated classroom or teaching area. Student violators will submit their device as requested by staff, and it will be held in the Student Services office. Appleton North High and/or the Appleton Area School District accepts no responsibility for lost or stolen electronic devices. Refusal to comply with this policy can result in disciplinary consequences as deemed appropriate.

If parents need to contact their son or daughter please do not text them. This could lead to confiscation of the cell phone if it goes off in class. Instead, please contact Student Services at 832-4308 and a message can be delivered to the student. Principals are authorized to establish school rules and acceptable use guidelines for limited, non-disruptive use of an electronic communication device during the school day in the school building or during school activities for safety, medical, vocational, or other legitimate uses.

The inappropriate use of personal cell phones or other digital devices by students while on campus is subject to disciplinary action. Students may not share or post personal information about or images of any other student or staff member without permission from that student or staff member. The inappropriate use of cameras or electronic communication devices includes but is not limited to the following examples. Cameras or electronic communication devices shall not be used:

- in areas where one would reasonably expect privacy, i.e. locker rooms, bathrooms, etc.

- to communicate test answers, photograph tests, or in any way enable students to cheat.
- to engage in cyber-bullying – placing cell phone calls or sending text messages that ridicule, threaten or harass another student.

The inappropriate use of the Internet, personal cell phones, and other digital devices by students while off campus is subject to disciplinary action if engaging in cyber bullying or maintaining or posting material to a web site or blogging that threatens a likelihood of disruption in school or results in disruption in school. Also, students involved in activities that interfere with the rights of other students to participate fully in school or extracurricular activities will be in violation of this policy.

Violation of this policy by students will result in disciplinary action which may include: revocation of district technology use privileges; application of school disciplinary practices and procedures; notification of law enforcement officials; notification of parents/guardians or legal custodians; notification of the activities director and/or co-curricular coaches/advisors; notification of the District Superintendent or designee; suspension from school; recommendation for expulsion. ***Unauthorized items may be confiscated and held by school officials for return to parent(s)/guardian(s) of the student, retained for disciplinary reasons, or turned over to law enforcement officers.***

#### **STATEMENT OF RESPONSIBILITY**

Access to technology is a privilege, not a right. Access demands responsibility. Students are responsible for their behavior while using District technology. All students will be expected to comply with District standards. All APPLETON AREA SCHOOL DISTRICT accounts are assigned a unique password, which is required to gain access to any and all services. User accounts may be treated like school lockers. In other words, users should not expect that items stored on equipment would remain private.

#### **PURPOSE OF TECHNOLOGY**

Technology is provided to students and staff to help promote excellence in education. Technology includes computer hardware and software, phone and voice mail systems, audio and video equipment, networks, tele-communications and related services.

#### **CONSEQUENCES OF INAPPROPRIATE USE OF TECHNOLOGY**

Inappropriate use of technology will result in one or more of the following:

Loss of access to technology including the District computer network.

Additional disciplinary action determined at the building level in line with existing practice regarding inappropriate behavior.

When applicable, law enforcement agencies may be involved.

APPLETON AREA SCHOOL DISTRICT reserves the right to restrict or terminate a user's account without notice in the event of an Acceptable Use Policy violation. APPLETON AREA SCHOOL DISTRICT also reserves the right to take action on abuse not specifically named in this statement of Acceptable Use Policies at the sole discretion of APPLETON AREA SCHOOL DISTRICT Administration. Use of the APPLETON AREA SCHOOL DISTRICT networks, systems and facilities systems constitute understanding of and agreement to Appleton Area School District Acceptable Use Policies. (May 1999).

#### **SEARCH AND SEIZURE**

The school and its officials retain the right to conduct searches in accordance with

Board of Education policy and Wisconsin law. Among the reasons for initiating a search are suspicions of concealing alcohol, illicit drugs, disruptive material, weapons, contraband, or other items, which pose a danger to health, safety, or an educational environment. Discovery of illegal materials will result in a legal referral and appropriate disciplinary consequences, which can include suspension and/or expulsion. Designated school officials, employees or agents may search a student's locker, backpack, purse, or other containers which could conceal the aforementioned illegal materials without the consent of the student, without notifying the student and without obtaining a search warrant. This also extends to any vehicle parked on school property.

### **FOOD & BEVERAGES IN SCHOOL**

Students should consume food and beverages in a responsible manner at all times. Disciplinary action may be taken whenever a student consumes food or beverages irresponsibly. Students are expected to follow any staff member's request immediately; failure to do so will be considered defiance.

### **STUDENT PARKING/DRIVING**

Student drivers, or persons driving students to or from school, are expected to obey all rules of the road and safe driving practices. Students must park their bicycles and motor vehicles in the designated Student Parking Areas. Parking in an area other than designated Student Parking Areas may result in disciplinary action (revoked parking privileges) and/or ticketing by police and/or towing from North's campus.

Parents should drop off students (am and pm) in the back parking lot, not the front, because numerous Valley Transit and Lamer's buses need a clear lane to transport students without traffic congestion.

### **APPLETON NORTH HIGH SCHOOL PARKING POLICY**

1. **PARKING PERMITS:** All students parking on school property must have a current parking pass properly displayed (lower left hand corner on the driver's side). Parking passes are limited to two (2) per family. If lost or you need to replace the cost is \$1.00.  
The Appleton North High School parking lots are considered part of the school grounds. Therefore, students are held to the same code of conduct as in the building or other school property.
2. **VIOLATIONS:** Students will be penalized for violating school parking policy. Violations may be reported by any North faculty or staff member or concerned adult.  
The following are considered violations:
  1. Providing false or misleading information
  2. No current permanent or temporary pass properly displayed
  3. Parking anywhere other than in designated area(s)
  4. Not parking inside the lines
  5. Using another person's pass (BOTH parties will be ticketed)
  6. Driving too fast or recklessly
  7. Not following normal traffic pattern
  8. Squealing tires (includes entering and exiting the lot)
  9. Not yielding to school bus
  10. Lack of courtesy (includes butting in, failure to alternately merge, etc.)
  11. Making too much noise (engines or stereo)

12. Having any display (includes bumper stickers) that does not reflect a positive image for Appleton North High School.
13. Unsafe conduct (including driving with persons hanging out the window, on the outside of the vehicle, etc.)

### 3. **PENALTIES**

The following are the penalties for violating the school parking policy:

1<sup>st</sup> VIOLATION: Student receives a warning, and reviews school parking policy.

2<sup>nd</sup> VIOLATION: \$5 fine and student reviews school parking policy.

3<sup>rd</sup> VIOLATION: **\$10 fine, plus eviction from school parking lot for a time determined by the Deans or Administration. Parking on school property after eviction may result in vehicle being towed away at owner's expense.**

**Note:** When a student receives a ticket, he/she must bring the ticket to Student Services within two school days. Failure to do so can result in doubling the violation, plus incurring a fine.

**Note:** **Parking rules are in effect during regular school hours (7:00 a.m. – 3:30 p.m.).**

### **COMMONS/LUNCH**

The Commons is a place to eat, study, relax and visit. Students are assigned to one of three daily lunch hours—periods 4, 5, and 6. Since classes are also in session during these hours, it is important for students to be respectful of others and follow the established procedures for Lunch. All food and beverages are to be consumed in the Commons or in designated areas.

Students may NOT leave the campus during their Lunch Period, except students authorized by the Senior or Junior lunch release program. Freshman and Sophomores may not leave the school campus during their lunch period. The parking lot is considered a restricted area and a pass is required to be permitted in this area. Loud, obnoxious, rude, or boorish behavior is never acceptable in the Commons or any area of the school. The area must be kept clean at all times; students are expected to pick-up their own wrappers, litter, and leftovers and deposit them into the appropriate waste containers. Food is not permitted at any time on the Patio.

### **HALL PASSES/SIGN-OUT**

Passes/Sign-out are required in all hallways once classes have begun except during designated lunch hours in the main corridor leading from the Commons to the Guidance Office, the LMC, and Administrative Offices.

### **JUNIOR PRIVILEGE**

Juniors without a scheduled class may use their "Junior Privilege" rather than be assigned to a Study Hall if they meet the eligibility criteria, submit a completed application, and are provided with a revised schedule that verifies acceptance. Junior Privilege allows students a variety of on-campus options during their free period such as socializing in the Commons, gathering information in the Career Center, or studying in the LMC. Students are allowed one (1) destination. **Once students arrive at their destination, they are expected to remain there for the rest of the class period.** This privilege may be withdrawn, and the student assigned to a Study Hall, if the junior does not abide by the rules and expectations set forth for maintaining their privilege. Student must get to their destination – i.e. LMC, Tech Lab, Resource Room, etc. within the first 5 minutes of Periods 4, 5, or 6 for their assigned lunch period.

### **SENIOR PRIVILEGE**

Seniors without a scheduled class may use their "Senior Privilege" rather than be assigned to a Study Hall. The Senior Privilege allows students a variety of on-campus options during their free period such as socializing in the Commons, gathering information in the Career Center, or studying in the LMC. Students are allowed one (1) destination. **Once students arrive at their destination, they are expected to remain there for the rest of the class period.** This privilege may be withdrawn, and the student assigned to a Study Hall, if the senior does not abide by the rules and expectations set forth for maintaining their privilege.

### **LMC PASSES**

Students wishing to use the LMC during Study Hall must have a pass prior to study hall written by the classroom teacher for whom the student has specific work that requires the use of the LMC. Study Hall teachers and substitute teachers can't issue LMC passes to their study hall students. The LMC may be closed to all Study Hall students when heavy usage by classes deems it necessary. Students may use the LMC for one-half hour before and one-half hour after school without a pass. Juniors and seniors with privilege may use the LMC without a pass during their free periods of 1, 2, 3, 7, and 8, but will need an LMC lunch pass for periods 4, 5, or 6. LMS lunch hour passes may be obtained by **signing up prior to 10:15am** each day using the [Google sign-up form](#) found in the AASD Bookmarks folder. The number of passes available for any given lunch period depends on the number of classes signed up to use the LMC that period. Once students are in the LMC they **MUST** remain for the entire period. Students wishing to eat lunch **must** eat lunch in the commons prior to coming to the LMC, **NO FOOD ALLOWED**.

### **STUDY HALLS**

Students who are assigned to a study hall must attend or be subject to the same consequences as missing any other class. Students are expected to be on time and engaged in appropriate behavior. The following are **minimum** behavioral expectations:

1. Bring study or reading materials and use them;
2. Silence is expected unless specific permission is granted by the supervisor for students to quietly study together;
3. Food and beverages are not permitted; nor are games, radios, headphones, CD player, etc.;
4. Only allowed to leave study hall to the LMC with a pass from one of their classroom teachers for whom they have specific work requiring use of the LMC;
5. Study hall teachers and substitute teachers can't write passes to the LMC.

### **RELATIONSHIP WITH COMMUNITY AND COMMUNITY ORGANIZATIONS (STUDENT FUNDRAISING)**

The Appleton Area School District Board of Education recognizes that student fundraising activities are part of student organizations and co-curricular activities. Fundraising activities must be planned and conducted in such a manner that they are in compliance with all applicable laws and statutes. Further, fundraising must comply with the rules and regulations of the Board of Education. Fundraising on the part of students must be congruent with District or building goals, promoting educational and co-curricular activities, and may not interfere with the educational process nor create significant inequities among schools. Only approved student classes, clubs or organizations, operating under the guidance of an advisor and holding regular meetings, may conduct fundraising activities.

The number of fundraisers at all grade levels should be minimal. All fundraising activities must have the prior permission of the building principal or the Superintendent or his/her designee, depending on the scope of the activity. To prevent excessive fundraising, which can place a financial burden on students, families, and community members, the principal will coordinate requests to prevent conflicts. The purpose of the fundraising activity must be explicit, stating how the monies will be used.

Participation in any fundraising must be voluntary. "Door-to-door" solicitation by elementary age students shall not be permitted. According to State Statute, no child under the age of 12 may participate in any fundraising unless he/she has written permission of the parent/guardian.

Parent school-related groups must abide by this policy. No solicitation of pupils for funds or involvement in fundraising projects for charitable, philanthropic, or benevolent organization or purposes shall be permitted, without the written permission of the building principal or his/her designee; this does not apply to projects of Parent/Teacher Associations or the Appleton Education Foundation. All funds collected shall be recorded, deposited, and expended in accordance with procedures established by the Business Services office.

Cross References: Gifts and Bequests to Schools, 840 and 840-Rule Relationship with Community and Community Organizations (Student Fundraising), 881-Rule

Legal References: Wisconsin State Statutes Sections 103.23, 103.64, 118.12(2)(a) Appleton City Ordinance 11.16

Adoption Date: November 23, 1987

Amended Date: February 9, 1998 and March 13, 2006

## RELATIONSHIP WITH COMMUNITY AND COMMUNITY ORGANIZATIONS STUDENT FUNDRAISING (PROCEDURES)

### **FUNDRAISING**

#### Schools and Students

1. An elementary school or a middle school shall have no more than one major fundraising project per year. Generally, a high school activity group shall have only one major fund-raising project per year.

Definition of major fundraising project:

*A major fundraising project goes beyond the school's staff, students, and visitors. This does not apply to activities such as selling apparel at school events or a bake sale at a school-sponsored event.*

2. Involvement in fundraising programs is voluntary. Individual student and family rights shall be protected, specifically those of equal opportunity, voluntary participation, and emphasis on the general goal, rather than on student competition.

3. The building principal will approve a sale which is to be conducted in the school or among the families of students who attend the school. Application for a fundraiser must be submitted to the building principal at least two (2) weeks prior to the start of fund-raising activities, which could include ordering the items to be sold.

4. All fundraising proposals must include a request for fundraising dates, the reason funds need to be raised, the anticipated amount to be raised, and the purpose for which the funds will be used. A comprehensive database must be maintained at the respective school site.

5. Use of instructional time to conduct the fundraiser and its related recordkeeping shall be kept to a minimum.

6. No later than one week after the conclusion of a fundraiser, the advisor must submit a detailed record of the group collection and/or collectibles to the building principal.

7. All financial transactions will be maintained by using the activities accounting system. Records and receipts will be maintained at the location administering the accounts. Differentiation between the various pupil organizations will be maintained. Only parent organizations will be permitted to maintain separate checking/savings accounts.

8. All fundraising proceeds are administered by District personnel and will not be utilized for personal use.

#### Parent Organizations

1. Board policy and guidelines shall be followed, including items 1-5 above.

### **SOLICITATION BY OUTSIDE GROUPS**

#### Of and By Students

1. A school shall not permit solicitation of funds from students.

2. Adults from outside groups shall not ask students to solicit pledges for funds for charitable agencies, nor make the students available to the agencies for solicitation without prior approval of the principals. (There are too many such worthy agencies.)

#### Of Staff

1. The District shall not allow staff members to be solicited for funds in the school building, with the exception of United Way and the Appleton Education Foundation.

2. Vendors and sales persons shall receive permission from the Superintendent or his/her designee to call on building principals. If a principal is aware of a school group or parent group that wishes to raise funds, he/she may direct the sales person to the teacher sponsor, or the officers of the parent group.

#### By Staff

No School District employee may receive for his/her personal benefit, anything of value from any person other than his or her employing School District to sell, promote the sale of, or act as an agent or solicitor for the sale of any goods or services to any public school pupil while on the property of his/her employing School District or at an activity of his/her employee School District. {Wisconsin State Statute 118.12(2)(a)}

#### Incentives

1. No quotas may be set for individual students.

2. No pressure shall be exerted that compares the giving of one student with the giving of another student.

3. There will be no tangible incentives for fundraising that will be accrued to students, classrooms, or buildings. This is to avoid competition and/or undue pressure among students, classrooms, and/or buildings.

#### Advertising

1. Calendars, paper products, instructionally-related products, and other items which when given to the District result in a savings to a school or the District budget and

which carry commercial logos, may be used in District classrooms with permission of the building principal. Use of these items does not imply School District endorsement.

2. Equipment or materials containing advertising of a service, product or activity may be approved for school use by the building principal if the educational value or savings to the District taxpayers warrant such approval. Competing commercial enterprises, upon their request, will be afforded equal opportunity to offer equipment or materials for such approval.

#### Charitable Projects

1. Student groups may conduct projects for charitable giving of their choice with the approval of the building principal.

2. These projects shall follow the rules set forth in Board Policy and Procedures.

#### Gifts to Schools from Service Clubs, Organizations, Businesses, and Individuals

1. The District welcomes gifts from these groups and individuals.

2. Donors may designate the school(s) or program(s) which is/are to receive the gift.

3. Undesignated gifts will be rotated or assigned through the schools by the screening committee. The screening committee shall be comprised of a Board of Education member, an Assistant Superintendent, a member of a parent organization, a business person, a citizen member, a teacher member, and a student member.

4. Acceptable gifts shall be reported to the Board of Education so that the gifts can be recognized and recorded. Please refer to the Board of Education Policy 840, Gifts and Bequests to Schools.

5. Gifts may be solicited from these groups by parents, staff, or students following guidelines 1-5 under "Schools and Students" with the approval of the screening committee.

#### ANNOUNCEMENTS OF ACTIVITIES

Announcement of activities that are cultural or recreational and sponsored by school related organizations or non-commercial organizations may be made on the school public address system, or be posted or disseminated to students who want them.

Adoption Date: September 14, 1987

Amended Date: February 9, 1998 and March 13, 2006