



# **Appleton North High School**

## **2023-2024 Student Handbook**

5000 North Ballard Road  
Appleton, WI 54913

Main Office: (920) 852-5405 option 4  
Attendance Office: (920) 852-5405 option 1  
Guidance Office: (920) 852-5405 option 2  
Student Services Office: (920) 852-5405 option 3

*Students are responsible for reading the full handbook version online.  
Please contact Student Services with any questions.*

# OFFICE STAFF

## **ADMINISTRATION**

- Nathan Werner, Principal
- Patrick Lee, Associate Principal – Discipline and Attendance
- Jere Kubuske, Associate Principal – Athletics and Activities
- Joshua Chudacoff, Associate Principal - Curriculum and Instruction

## **BUSINESS OFFICE (920) 852-5405 Option 4**

- Duyen Bagwell, Head Secretary
- Sue Hietpas, Attendance Secretary
- Melissa Dickenson, Attendance Secretary
- Brandon Schnese, School Resource Officer

## **STUDENT SERVICES (920) 852-5405 Option 3**

- Robert Salm, Dean of Grades 10 & 12
- Stephanie Desens, Dean of Grades 9 & 11
- Heather Budler-Ronzoni, Head Secretary
- MaLee Xiong, Curriculum and Instruction Secretary/LMC Secretary
- Rachel Locy, Activities Secretary
- Kathryn Gardner, School Nurse

## **GUIDANCE OFFICE (920) 852-5405 Option 2**

The guidance 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
- Lori Krueger, Counselor
- Andrew Waldvogel, Counselor
- Julie Prudom, Counselor
- Jarrett Bednar, Counselor (SAP)
- Matthew Hechel, At-Risk Coordinator

## **APPLETON NORTH HIGH SCHOOL MISSION STATEMENT**

Appleton North High School will provide a learning environment that 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 (920) 852-5405.

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:
  - a. Patrick Lee, Associate Principal – Discipline and Attendance
  - b. Jere Kubuske, Associate Principal – Athletics and Activities
  - c. Joshua Chudacoff, Associate Principal – Curriculum and Instruction

# APPLETON NORTH BELL SCHEDULE 2023-2024

8 Period Day	Start Time	End Time
Period 1	7:55 am	8:42 am
Period 2	8:46 am	9:33 am
Flex/Advisory	9:37 am	10:24 am
Period 3	10:28 am	11:15 am
Period 4	11:19 am	12:06 pm
Period 5	12:10 pm	12:57 pm
Period 6	1:01pm	1:48 pm
Period 7	1:52 pm	2:39 pm
Period 8	2:43 pm	3:30 pm

# ATTENDANCE

## **STUDENT ATTENDANCE**

[Refer to Policy 430 and 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 the 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.

## **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.

## **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 for missed work 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, the 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 coursework 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 the 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 classwork missed, examinations excepted, for each day or period of absence. If the work is not turned in to 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

### **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 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 five 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 School Resource 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 of 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**

When the weather is bad, the Appleton Area School District [follows a process](#) for deciding if schools will be open or closed. The District must make a decision that is the best for all students. We encourage and strongly support you in making the decision that is best for your child(ren). You are always the best judge of your child's health and safety.

If you do decide to keep your child(ren) home on a day when school is in session, please be sure to contact your child's school to report the absence.

On days when the weather is bad, listen to any local radio or television station for information about school closings. You can also check the district's [website](#) and the district's [social media](#). The district will also utilize Infinite Campus alerts with robocalls, emails, and text messages, or a combination in an effort to reach all families. Please ensure that your [Infinite Campus notifications settings](#) are up to date.

## **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 the second semester begins. Once a semester begins, students will not be permitted to replace one class for another.



# BEHAVIOR & DISCIPLINE

## **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:

- Physical or verbal assault or harassment of another person is not tolerated. NO ONE IS ENTITLED TO USE VIOLENCE.
- Committing racist acts or racial slurs against another person or organization while on the school premises or at school-sponsored functions is not tolerated.
- Cheating or stealing from another person, or taking property belonging to the Appleton Area School District is not tolerated.
- Lying or withholding information from authorities should not occur.
- Vandalism of another person's property or property belonging to the Appleton Area School District is not tolerated.
- Blatant disruptions or the enticement of others to be disruptive while on the school premises or at school-sponsored function is not tolerated.
- 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.
- 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.
- 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
- A student WILL NEVER tamper with the school fire alarm system, security system, or make a bomb threat.
- A student is expected to be in class and on time unless excused.
- Students must adhere to the school's "Food & Drink Policy" as stated in this handbook.
- Littering on the school premises or at school-sponsored functions is not acceptable.
- Displays of romantic affection in public are not appropriate and should not occur while on the school premises or at school sponsored functions.
- 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.

- Being disrespectful to other individuals while on the school premises or at school-sponsored functions is not tolerated.
- The use of inappropriate, and/or abusive language while on the school premises or at school-sponsored activities is not tolerated.
- Students may only leave the school campus during the school day when authorized by the office staff or during "Privilege Release."
- A student will abide by all bus regulations when attending school or involved in a school activity or school-sponsored event.
- 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 (Find the [Technology Acceptable Use Policy](#) here).
- 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 the [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 11 & 12) or Ms. Desens (grades 9 & 10) at (920) 852-5405 option 3. Thank you.*

## **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 of cheating in their particular course.

The following progressive consequences will be applied when a student is found to have violated the Honor Code:

The first incident of the school year:

- The teacher involved with the Student Services Office will file a discipline referral.
- The teacher will make parental contact in a timely fashion.
- Students may receive a misconduct violation under the Co-Curricular Code.

The 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.
- Students 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.

## **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. Detention time is scheduled during lunch hours. At detention class/school-related work is done. Additional detention time can be served during hours before school when approved by the administration.

## **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, rules, and/or detention policy. ISS can also be an option for a student who 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.

## **OUT-OF-SCHOOL SUSPENSIONS**

State statutes permit the out-of-school suspension of students ([S.120.13](#)) for up to five (5) 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. A suspended student may not be on any school district property unless suspended in school, nor attend any school function during the term of their suspension. 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 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. 947.19](#))

**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 that 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, offer 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 police officer) who goes armed with a weapon or switchblade 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/Libel:** 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](#)). The 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 to the following reason: 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; engage in conduct while at school or while under the supervision of school authority which endangered the property, health, or safety of others; engage 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 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.

# BULLYING

## **BULLYING POLICY**

[Refer to Policy 443.71 and 443.71-Rule](#)

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 deliberate or intentional behavior using words 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 is 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, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, cognitive, emotional, or learning disability in its education programs or activities is also prohibited by law and Board policy. In addition, the District prohibits bullying or discrimination on the basis of gender identity and gender expression.

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.

## **BULLY & INCIDENT REPORTING**

SPEAK UP, SPEAK OUT is a School Resource Center where students, parents and community members can submit a confidential tip when they notice unsafe or risky behaviors that might be putting a student or the community in danger. [Learn more here.](#)

## **VIOLENCE & INTIMIDATION**

[Refer to Policy 443.7](#)

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.

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

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

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 his/her designee
- suspension from school
- recommendation for expulsion. ([S 120.13](#), [120.44](#), [947.013](#))

## **GANGS & GANG ACTIVITY**

[Refer to Policy 443.8 and 443.8-Rule](#)

Gang criminal activity includes, but is not limited to, intimidating or threatening others, participating in and/or enticing others to participate in any form or physical violence involving persons or property.

A gang member is an individual meeting any two or more of the gang related listed criteria:

- Self admission of gang membership
- Witness testimony
- Correspondence such as notes, letters, tapes, etc. indicating gang membership
- Paraphernalia or photographs of gang activities
- Gang related tattoos
- Gang related clothing or colors
- 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 will not be allowed to be displayed by anyone at any AASD school at any time including after-school events or school sponsored activities. Students may not display or wear any sign, gesture, insignia, symbol, color, combination of colors or combination or clothing, wearing apparel, or accessories which have been designed as gang identifiers. 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.

### **Consequences**

- Notification of parents and/or guardians and/or law enforcement officials
- Suspension from school pending parent/student conference with the school
- Repeat offenders: 5 days suspension with follow-up parent/school conference and/or possible recommendation for expulsion.

## **STUDENT HARASSMENT**

[Refer to Policy 411.1 and 411.1-Rule](#)

The Appleton Area School District (AASD) will not tolerate student harassment in any form and will take all necessary and appropriate action to prevent, remediate and eliminate it, up to and including discipline of the offenders. The District's policy is to maintain and ensure learning and working environment free of any form of harassment or intimidation, including verbal, non-verbal, physical, unwelcome conduct or behavior, sexual, bullying, cyber-bullying or other forms of harassment toward and between students, employees, School Board Members, parents, volunteers, independent contracted



service workers and applicants for employment. The District is committed to providing a safe, secure, and healthy environment that allows all students to maximize their learning potential.

Any student who believes he/she has been the subject of harassment based on, in whole or in part, sex, race, color, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender identity, gender expression, or physical, cognitive, emotional or learning disability, which interferes with his/her school performance or creates an intimidating, hostile or offensive school environment shall report the matter in accordance with the [District's Student Nondiscrimination Policy, 411.2 complaint procedures, 411.2 Rule.](#)

Any student who believes he/she has been the subject of harassment of any kind, including sexual harassment, shall report the matter in accordance with the reporting procedures identified in this Policy. If the alleged harasser is the person to whom complaints would normally be reported, the harassment complaint should be reported to the next higher administrative authority. If a student is not comfortable making the report to that person, he/she may report the complaint to another adult employee of the District and that person will ensure the harassment complaint is properly filed. All harassment reports and complaints shall be taken seriously and investigated in a timely manner. There shall be no retaliation against students for filing complaints or reports under this policy or participating in the investigation of a complaint under this policy.

### **STUDENT AND STAFF RESPONSIBILITY**

School staff members and school officials who observe or become aware of acts of harassment should report these acts to the building administrator/designee. Any other person, including a student who is either a victim of the harassment or is aware of the harassment, is encouraged to report the conduct to the building administrator/designee.



# STUDENT DRESS

Appleton Area School District's student dress code supports equitable educational access. It is written in a manner that does not reinforce stereotypes and that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size.

Appleton Area School District expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the district's intent to sustain a community that is inclusive of a diverse range of identities. The school district is responsible for ensuring that student attire does not contribute to a hostile or intimidating atmosphere for any student. Students are responsible for knowing the student dress code and for complying during school hours and school activities.

We believe that:

- All students should be able to dress comfortably for school and engage in the educational environment.
- All students and staff should understand that they are responsible for maintaining their own personal distractions without regulating individual students' clothing/self expression.
- Student dress code enforcement should not result in unnecessary barriers to school attendance/access to education.
- School staff should be trained to understand the dress code and to address code violations.
- Teachers should focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
- Reasons for conflict and inconsistent and/or inequitable discipline should be minimized whenever possible.

The goals of the AASD Dress code are the following:

- Maintain a safe learning environment.
- Allow students to wear clothing of their choice that is comfortable, allows them to express themselves (religion, self-identified gender, etc.) without fear of discipline or discrimination.
- Prevent students from wearing clothing or accessories with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing or accessories that denote, suggest, display or reference alcohol, drugs or related paraphernalia or other illegal conduct or activities.
- Prevent students from wearing clothing or accessories that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.
- Prevent students from wearing clothing or accessories that can be construed as being or including content that is racist, lewd, vulgar or obscene, or that reasonably can be constructed as containing fighting words, speech that incites others to imminent lawless actions, defamatory speech, or threats to others.
- Ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

**Students must wear the following items of clothing at all times:**

1. A shirt (with fabric in front, back, sides, under arms)
2. Pants/jeans or the equivalent (ex: skirt, shorts, sweatpants, leggings, dress, etc.)
3. Shoes/appropriate footwear

**Students cannot wear:**

1. Violent language or images
2. Images or language depicting/suggesting drugs, alcohol, vaping or paraphernalia (or any illegal item or activity)
3. Hate speech, profanity, pornography
4. Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized group
5. Accessories that could be considered dangerous or could be used as a weapon
6. Any item that obscures the entire face
7. Undergarments as clothing

**Dress code enforcement:**

To ensure effective and equitable enforcement of the dress code, school staff shall enforce the dress code consistently using the requirements below. School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement.

1. No student should be impacted by dress code enforcement due to racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.
2. Staff shall be mindful of enforcing the dress code at an appropriate time that does not interfere with the student's attendance and access to necessary instruction.
3. Students will have three options to be dressed more to code during the school day:
  - a. Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
  - b. Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
  - c. If necessary, students' parents/guardians will be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.
4. Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school. Shaming includes, but is not limited to:
  - a. Kneeling or bending over to check attire fit;
  - b. Measuring garment length or width;
  - c. Asking students to account for their attire in the classroom or in hallways in front of others;
  - d. Calling out students in spaces, in hallways, or in classrooms about perceived dress code violations in front of others;
  - e. Accusing a student of distracting others with their clothing.
5. These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities.
6. Students who feel they have been subject to discriminatory enforcement of the dress code should contact the Student Services department at their respective school. This includes being harmed or negatively impacted by another student wearing clothing with words, pictures or caricatures based on negative stereotypes.
7. A student who intentionally continues to wear clothing with imagery based on negative stereotypes, despite the awareness of the impact it is having on the reporting student, may be

violating the District's Student Anti-Bullying Policy. In addition, the student negatively impacted may file a complaint under the District's Student Non-Discrimination Policy.

8. Authority of Principals and Consequences for Violations: If there is disagreement between the student and/or parents and the staff regarding the appropriateness of clothing the principal or his/her designee will review the situation and make a decision.

# ELECTRONIC DEVICES

## **STUDENT USE OF PERSONAL ELECTRONIC COMMUNICATION DEVICES**

[Refer to Policy 443.5](#)

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 may be held by the teacher and/or held in the Student Services office. Appleton North High and/or Appleton Area School District accept 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 (920) 852-5405 option 3 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 PECDs by students while on campus is subject to disciplinary action. Students may not use PECDs to create, communicate, share, or post personal information, recordings or images of any other student or staff member without permission from that student or staff member.

The inappropriate use of cameras or other PECDs includes but is not limited to the following examples:

- 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 cyberbullying - placing cell phone calls or sending text messages that ridicule, threaten or harass another student

The inappropriate use of the Internet and PECDs by students while off campus is subject to disciplinary action if engaging in cyberbullying or maintaining or posting material to a website, social media account, or elsewhere on the Internet that threatens a likelihood of disruption in school or results in disruption in school.

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 any of the following:

- 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
- *Personal Electronic Communication Devices may be confiscated and held by school officials for return to the parent(s)/guardian(s) of the student, retained for disciplinary reasons, or turned over to law enforcement officers.*

# SAFETY

## **WEAPONS ON SCHOOL PREMISES**

[Refer to Policy 832](#)

No person, including someone with a CCW (Carrying a Concealed Weapon) license, shall use or possess a firearm, whether loaded or unloaded, any destructive device, or other dangerous weapon as defined under section 948.605 (Gun-Free School Zones Law) and 948.6 of the state statutes, in school buildings and other buildings owned, occupied or controlled by the school district, on school premises, in school-provided transportation, or at any school-sponsored or school-supervised activity, except as otherwise specifically authorized in this policy.

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 (e.g. Airsoft guns), knives, sprays, martial arts equipment, razors, leather tools, metal knuckles, etc.

Other objects not designed as weapons but used in a manner that cause intimidation or bodily harm to a person, as well as property damage, are considered weapons under this policy. Such items include but are not limited to: chains, pencils, belts, sprays, and laser pens.

The following are exceptions to the policy prohibition:

- A weapon in the possession of and under the control of law enforcement or military personnel acting in their official capacity.
- Any qualified current law enforcement officer who is off duty or any qualified former law enforcement officer may possess a properly licensed firearm provided that the individual meets all applicable conditions specified in the state and federal gun-free school zone laws.
  - Although permitted, the Board generally discourages the intentional presence of such firearms and strongly encourages such individuals to notify the District Administrator, building principal, or other activity supervisor of their possession of any such firearm in order to avoid misunderstandings should the presence of the weapon be identified by another person.
- The firearm is not loaded and is encased or in a locked firearms rack that is on a motor vehicle.
- A person who is a CCW licensee or an out-of-state CCW licensee may possess a firearm within 1,000 feet of the grounds of a school, but not in or on school grounds.
- A weapon used or handled by an individual in a legal manner for purposes of demonstration or educational presentations. This approval must be in writing and granted prior to the weapon being brought to the school. The weapon shall be maintained in the possession of the principal except during the actual demonstration or presentation.

On a case-by-case basis, the Board may give advanced approval allowing an exception to this policy for a specific event or activity, provided that the request for such an exception is also consistent with the discretionary exceptions authorized under state law.

Possible consequences for a student violating this policy:

- Suspension from school
- Referral to law enforcement officials or juvenile justice system

- Recommendation for expulsion

Law enforcement officials shall be contacted to help deal with a weapons situation, which presents an immediate threat to safety. If the situation does not allow an opportunity to contact law enforcement officials immediately, school staff shall attempt to diffuse and control the situation in the safest manner possible, until law enforcement officials can be summoned.

## **ALCOHOL & OTHER DRUGS**

[Refer to Policy 443.4 and 443.4-Rule](#)

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, non-alcoholic beer/beverages, 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 in violation of this policy.

Violation of this policy or refusal to submit to a required breath test 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 453.4 (Medication Administration to Students) shall not be considered a violation of this policy. Secondary distribution 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**

[Refer to Policy 443.4 and 443.4-Rule](#)

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 includes electronic cigarettes. 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.

## **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.

## **SEARCH OF LOCKERS, DESK, AND OTHER STORAGE AREAS**

[Refer to Policy 446.1](#)

All lockers, desks, and other storage areas provided for student use remain the property of the Appleton Area School District. At no time does the Appleton Area School District relinquish its exclusive control of these areas.

A search of lockers, desks, and storage areas may be conducted by a District administrator, school administrator, or a school employee designated by the District administrator or school administrator as determined necessary and appropriate. This search can be conducted without the consent of the pupil, without notifying the pupil, and without obtaining a search warrant. A police school liaison officer or other law enforcement official at the request of or in conjunction with the district administrator or school administrator may also conduct searches.

No student shall lock or otherwise impede access to any locker, desk, or storage area except with a lock provided or approved by the District. Unapproved locks will be removed. Any unauthorized item(s) found in lockers, desks, and other storage areas may be removed. Items removed may be held by school officials for return to the parent(s)/guardian(s) of the student, retained for disciplinary proceedings, or turned over to law enforcement officials.

## **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.



# PARKING

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 Lamers buses need a clear lane to transport students without traffic congestion.

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.

## **PARKING PERMITS**

All students parking on school property must have their current parking pass properly displayed. Student Services has permits. There is a \$5.00 fee.

## **VIOLATIONS**

Students will be penalized for violating the school parking policy. Violations may be reported by any North faculty or staff member or concerned adult.

The following are considered violations:

- Providing false or misleading information
- No current permanent or temporary pass properly displayed
- Parking anywhere other than in designated area(s)
- Not parking inside the lines
- Using another person's pass (BOTH parties will be ticketed)
- Driving too fast or recklessly
- Not following normal traffic pattern
- Squealing tires (includes entering and exiting the lot)
- Not yielding to school bus
- Lack of courtesy (includes butting in, failure to alternately merge, etc.)
- Making too much noise (engines or stereo)
- Having any display (includes bumper stickers) that does not reflect a positive image for Appleton North High School
- Unsafe conduct (including driving with persons hanging out the window, on the outside of the vehicle, etc.)

## **SEARCHES**

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 vehicle on school property**

**which could conceal the aforementioned illegal materials without the consent of the student, without notifying the student and without obtaining a search warrant.**

## **PENALTIES**

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

- 1<sup>st</sup> VIOLATION: The student receives a warning, and reviews the 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 the school parking lot for a time determined by the Deans or Administration. Parking on school property after eviction may result in the vehicle being towed away at the owner's expense.

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

*Note: Parking rules are in effect on school days.*

# CAMPUS

## **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 7:55 a.m. to 3:30 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.

## **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 Administration (Sophomores, Juniors, Seniors.) Freshmen 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.

## **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.

## **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. Students 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.

### **JUNIOR/SENIOR RELEASE**

Junior and senior students have the privilege to apply for off campus release, in place of a traditional study hall or privilege. Release means students will have the opportunity to leave school grounds.

Interested juniors and seniors must apply using the Campus Release Application and agree to the terms and conditions. Students may not have more than two hours, lunch and 1 class period of release during any given semester. Participation in the campus release program is contingent on approval. Students who are not eligible will be assigned a study hall.

Junior release will only be granted during the second semester upon meeting eligibility requirements. Please refer to the [Release Terms and Conditions](#) for more information and eligibility requirements.

### **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 10:15 am 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. 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 the use of the LMC;
4. Study hall teachers and substitute teachers cannot write passes to the LMC.

# FUNDRAISING

## **RELATIONSHIP WITH COMMUNITY AND COMMUNITY ORGANIZATIONS**

[Refer to Policy 881 and 881-Rule](#)

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.