



Drummond Middle/High School Handbook



The Drummond Area School District does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, including transgender status, change of sex or gender identity, disability, age (except as authorized by law), military status or physical, mental, emotional, or learning disability in any of its student programs, activities, or employment practices. It is the policy of the Drummond Area School District that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extra-curricular, pupil service, recreational or other program or activity because of the person's sex, race, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by s. 118.13 Wis. Stats. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, and national origin), and Section 504 of the Rehabilitation Act of 1973 (disability), and the Americans with Disabilities Act of 1990. All inquiries or complaints regarding the discrimination under state or federal law shall be directed to the Office of the Superintendent, Drummond Area School District, PO Box 40, 52440 Eastern Avenue, Drummond, WI 54832 at (715) 739-6669, ext. 100.

Drummond MS/HS Bell Schedule

8:20 – 9:07	First Hour
9:07 – 9:22	Breakfast
9:25 – 10:12	Second Hour
10:15 – 11:02	Third Hour
11:05 – 11:52	Fourth Hour
11:55 – 12:42	Fifth Hour
12:42 – 1:12	Lunch
1:15 – 2:02	Sixth Hour
2:05 – 2:52	Seventh Hour
2:55 – 3:30	Timber Time

WELCOME TO DRUMMOND MIDDLE/HIGH SCHOOL

The material presented in this handbook is to be used as a guide for students and parents/guardians, as it addresses all aspects of student life at Drummond Middle/High School. It is very important for everyone to fully understand the rules and regulations that govern day-to-day expectations on our campus.

It is our goal to make this school a safe and friendly place, where students and adults interact in a healthy, nurturing, and wholesome learning environment.

We will be consistent in our disciplinary decisions, treating every student in as fair and equal a manner. Because we recognize the importance of a quality education for all students, we will not tolerate disruptive student behaviors.

Parents/guardians and teachers have something in common: the education, welfare, and guidance of the students. The success of the student in life, both now and later, is the primary interest of the parent/guardian and teacher alike. A well-balanced education for the students depends heavily on cooperation and support between parents/guardians and teachers.

Our expectation is that you are students who will strive toward excellence in all academic and extra-curricular activities. We expect that all Drummond Middle/High School students will be respectful, honest, responsible, compassionate, and self-disciplined. Please ask for assistance if there are any ways we can assist you in accomplishing your educational goals. All of us affiliated with Drummond Middle/High School wish you a fantastic year!

“Linking Learning to Life”

PURPOSE OF THIS HANDBOOK

This handbook is for you – the student and the parent/guardian. This is your school; you have a great influence on what kind of school it is and what kind of school it will become. There are many opportunities for students to increase knowledge and gain new skills, to develop good habits, to form and express opinions, and to accept responsibilities. In order that all may concentrate on these important opportunities, every student should thoroughly understand the information herein. The school will be a more enjoyable place in which to accomplish these goals if all students follow the rules and guidelines defined in this handbook.

MISSION STATEMENT

The Drummond Area School District's mission is to provide a diversified, progressive and safe environment for student success in an ever-changing world.

VISION STATEMENT

Drummond Area School District is known for excellence in teaching, and preparing students for lifelong learning.

GENERAL EXPECTATIONS

It is the goal of the Drummond Area Schools community to provide students a safe and challenging academic environment which encourages responsibility, good citizenship and lifelong learning. The staff at Drummond Middle/High School is committed to providing each of our students with the best educational opportunity possible. We have high expectations for our students in the areas of academic performance, attendance and behavior. In order to maximize their educational opportunity, students are expected to:

- Attend class regularly, on time, with the necessary supplies and materials to fully participate in class;
- Complete homework and assignments in a timely, responsible manner;
- Be courteous, polite and cooperative with staff members and other students;
- Accept responsibility for one's own behavior and decisions made relative to conduct, effort, performance and attendance;
- Know and adhere to specific teacher and course requirements, rules and regulations;
- Understand the Student Code of Conduct as stated in this handbook and conduct one self accordingly.

Opening Statement

Attendance and academic performance are closely related. To benefit fully from the educational process, all students are expected to attend school regularly and to be on time for all classes, study halls and related activities. The high school's attendance policies are designed to develop student's punctuality, self-discipline, and responsibility. The attendance record of the student is one of the most frequently used parts of a school record. Colleges, schools, and employers are very interested in the student's habit patterns, which are indicated by the attendance record.

Goals

- Improve student attendance and their knowledge of policies and procedures regarding attendance.
- Ensure and improve accuracy of school attendance record keeping.
- Improve school, parent and student communication regarding attendance.
- Improve parent and community knowledge and acceptance of attendance laws, procedures, and responsibilities.

Wisconsin State Statutes

Truancy: This means any absence for **part or all of one or more days** from school, which the school has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent of WI State Statute 118.15.

Truant: A pupil who is absent from school without an acceptable excuse for **part or all of a day on** which school is held during a semester. WI State Statute 118.15 and 118.16 (4).

Habitual Truant: A pupil who is absent from school without an acceptable excuse for part or all of **five days on which school is held during a semester**. WI State Statute 118.15.

Truancy Prohibited: No child required to attend school pursuant to the provisions of WI Statute 118.15, shall be absent from school for part or all of one or more days during which school attendance is required or engaged in intermittent attendance for the purpose of defeating the intent of WI Statute 118.15 unless the school has been notified of the legal and acceptable cause of such absence by the parent or guardian of the absent pupil.

Notification Process

Parents are asked to notify the school (715) 739-6231 by 9:00 am each day that his/her child is absent from school with the legal reason for absence. Students will need to bring in a doctor's excuse from all office appointments in order to be excused. Students are accounted for each day whether they attend school or are absent, following State Laws.

Parents will be notified in writing when their child has received three, and five days of unexcused absences in a semester. More than 10 days of excused absences without medical verification, in a school year may require medical verification or truancy may be referred. Before a student is referred to Bayfield County for truancy, a certified letter will be mailed to the home address of the student requesting the parent or guardian to attend a meeting with the principal. Failure to attend this meeting will result in an automatic referral.

Discipline Actions Regarding Truancy:

Skipping One Class: A student who skips one class, but does not leave the building, will be assigned 1/2 day of in-school suspension.

A student that leaves the building without permission/checking out in the office for all or part of a day is considered truant. A minimum of one-day in-school suspension will be assigned for this offense. If at all possible, the parent/guardian will be notified that their child is not in school. Truancy laws will be followed as previously described.

Excused Absences

Excused absences include:

- Illness or personal injury. Students must present a doctor's note as verification for extended illness.
- Medical appointment including dental and optical. Verification required.
- Social services or counseling appointment. Verification required
- Death in family.
- Religious holiday observance.
- Court appearance or legal procedure. Verification required
- Probation Officer visits.
- Participation in school sponsored activity.

Procedures:

Parent or Guardian: Provide a written excuse or call the school office (715) 739-6231 by 9:00 am on the day of absence.

Student: Complete required make-up work immediately upon return and within a time period equal to the number of missed days.

School: Communicate concerns or questions to parents and students if needed.

Pre-arranged Absences

Pre-arranged absences include:

- Funeral
- Extended trips sanctioned by parent or guardian (e.g., family trip).
- College visit
- Military testing and physical.
- Senior pictures.
- Driver's license exam.
- Approved job interview.
- Court appearance or legal procedure.
- Participation in school sponsored activity.
- **Doctor appointments a note is required upon return.**

Procedures:

Parent or Guardian: Send a note to school with your child at least three days in advance stating the dates and reason for intended absence.

Student: Complete a Pre-arranged Absence form, including teachers' signatures, and return to the high school office. Complete required make-up work immediately upon return and within a time period equal to the number of missed days.

School: Provide Pre-arranged absence forms. Communicate concerns or questions to parents and students if needed.

Unexcused absences

Unexcused absences include:

- **Absent without permission from parent or guardian**
- **Absent for reasons other than stated under “excused absences” (e.g., hair appointments, oversleeping, car trouble, baby sitting, and missed the bus).**
- **Student will not be permitted to attend after school functions.**

Procedures:

Parent or Guardian: Support state statutes and the school’s responsibility concerning mandatory student attendance.

Student: Complete make-up work, including examinations, as assigned by teacher(s). Make-up work may receive partial credit at the discretion of teacher(s). In addition, a grade reduction may be implemented at the discretion of teacher(s). Credit for the course shall not be denied unless un-excused absences have caused the loss of enough participation points to result in a failed grade.

School: Discuss unexcused absences with parents and students with the goal of preventing future unexcused absences.

Responsibilities

Parent or Guardian

- Acknowledge and understand the school’s legal mandate to hold students accountable for attendance.
- Follow procedures for absences and abide by legal definitions of absences.
- Encourage your employer to relay school messages to you as soon as possible.
- Minimize your child’s absences from school.
- Meet the nutritional, medical, and physical needs of your child to ensure their good health. Encourage positive sleeping habits.

Student

- Acknowledge and understand the school’s legal mandate to hold students accountable for attendance.
- Follow procedures for absences and abide by legal definitions of absences. Check in or out of the high school office on day of your return or departure, respectively. Relay written notes between parents and the high school office.
- Contact teacher(s) immediately upon return to receive assigned make-up work.
- Minimize school absences.

Develop good nutritional and sleep habits to ensure good health. Communicate with parent or guardian when nutritional, medical, and physical needs are not being met.

School

- Keep accurate attendance records.
- Attempt to clarify “excused absences” as defined by state statutes.
- Communicate excused absences to teachers.
- Clearly communicate proper procedures for excused and pre-arranged absences.
- Provide written notice to parent or guardian when a student has reached “habitual truancy” status and attempt to prevent further truancy.
- Notify legal authorities when reasonable attempts to stop a student’s truancy by working with the student and parent or guardian have failed.
- Create a safe learning environment for students.

Early Dismissal

Parent or guardian must notify the school if their child must leave school early. Students must sign out on the form provided in the high school office. Students who leave before 3:00 p.m. will be considered absent for half a day.

Tardiness

Parents or guardians should call the school office (715) 739-6231 if their child will be late. Students arriving after 8:30 a.m. must sign in on the form provided in the high school office.

Students should show respect to their teachers and other students by arriving to class on time. Late arrivals cause unnecessary disruption. Consequences for class tardiness may include:

- 1st tardy – verbal warning.
- 2nd tardy – noon hour detention in the office.
- 3rd tardy – ½ day - ISS parent/guardian notified.
- 4th tardy – 1 day ISS - parent/guardian notified.

Illness During the School Day

Students who become ill at school should report to the teacher in charge. The school office will notify the parent or guardian. If the parent or guardian cannot pick up the student, the student may sign in to the sick room. Excessive use of the sick room will be prohibited. Students may not leave the school without proper authorization. Failure to obtain authorization constitutes truancy.

Chronic Ailments

Parents and students are urged to report any diseases or chronic ailments to the principal. This will insure the students involved will receive the best possible care and attention required. Confidentiality will be a priority with only the appropriate personnel informed.

Code of Classroom Conduct

Wisconsin Act 335 requires that school boards adopt a code of classroom conduct. The code of conduct gives teachers the authority to remove a student from class when deemed necessary under severe circumstances and requires principals to determine the appropriate educational placement for such students. Procedures shall be established to ensure communication with parents or guardians in the event a student becomes engaged in the disciplinary process.

Discipline Philosophy

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness and efficiency. It is the key to good conduct and proper consideration for other people. With an understanding of the purposes of discipline in a school, the student may form a correct attitude toward it and not only do their part in making our school an effective place of learning, but develop the habit of self-restraint which will make them a better person.

Student attention and order in the classroom are necessary for teaching or learning to take place. Students are reminded that they must adhere to good behavior, not only for their own benefit, but also for the benefit of others. Students are responsible for their own actions and are held accountable for all rules and responsibilities within this handbook. Students who are disruptive, disrespectful and who do not adhere to established policies will be subject to discipline.

Students will be treated fairly through due process. Disciplinary actions will not be determined until the principal has taken the opportunity to thoroughly understand the situation. Disciplinary actions will be designed to minimize disruption to the academic process. The ultimate goal of discipline is to modify the behavior of students to get them “back on track” and working toward their future.

Parents/guardians must also take responsibility for helping their child learn more positive behavior. First, they should acknowledge and appreciate their child’s honesty. They should discuss any inappropriate behavior exhibited by their child. They should communicate with the school and support the imposed disciplinary actions as determined through due process.

Disciplinary Guidelines

Each teacher is expected to establish his/her own set of classroom rules. These rules will be clearly announced and explained to the students at the start of every course. The students are responsible for knowing what the expectations are for each of their classroom teachers, as well as general school rules outside the classroom.

Every staff member is empowered and expected to verbally correct any student who is demonstrating inappropriate behavior, regardless of where it is happening. Students who do not comply are subject to disciplinary action determined by the staff member and principal. Teachers will try to resolve matters using their own disciplinary strategies before referring a student to the principal. Exceptions to this rule would be extreme misconduct.

When it is necessary to remove a student permanently from class for disciplinary reasons, the principal or a designated member of the administration staff, will notify the parent/guardian as soon as possible by phone or mail the teacher's written explanation. If the removal from class and change in educational placement involves a student with disability, parent/guardian notification shall be made consistent with state and federal laws and regulations.

Parents/guardians shall be notified as soon as possible when a student is involved with or suspected of being involved with drugs or alcohol in school or at school sponsored events.

Disciplinary Action Options

- Verbal Warning
- "Time out" in office
- Detention
- Parent/Guardian Conference
- In-school Suspension
- Community Service
- Referral to Counselor
- Out-of-school Suspension
- Removal from class, loss of grade
- Alternative Education Referral
- Pre-expulsion conference
- Expulsion from school

Disciplinary Action Definitions

Detention: Students receiving a detention penalty from a teacher or administrator shall forfeit their entire lunch hour and eat in an isolated area supervised by an adult. Students who fail to serve an assigned detention by the following day will be subject to additional penalties assigned by the Principal.

In-School Suspension (ISS): Occasionally the need may arise to place a student in isolation to cool off or to serve a temporary penalty. Generally these students will be supervised in the office area, and able to complete school work.

Out of School Suspension (OSS): OSS is considered a very serious consequence. It is reserved for those students who are repeat offenders or for those who engage in a very serious violation of the rules. During the period of time a student is suspended out of school they have lost all privileges associated

with school. **(The student is not allowed on campus at any time during the school day or during any extra-curricular events, either as a participant or a spectator.)** Tests and exams may be made up. Homework may be made up at the teacher's discretion. Partial loss of daily participation points is possible in each class missed.

Expulsion: The school board will decide all recommendations for expulsions and determine the length of the expulsions. Wisconsin Act 128 authorizes school boards to allow for early reinstatement conditions attached to expulsion orders, as well as the power to revoke early reinstatement for additional violations.

Expulsion or Suspension for Off-School Behavior: A student may be suspended or expelled, depending on the seriousness of the infraction, for off-school behavior that directly affects the orderly conduct of instruction at school. A direct relationship between the off-school behavior and disruption of the academic process must be demonstrated. This does not include school sponsored events or activities, which are covered under the full disciplinary code in this handbook.

Severe Clause

In cases involving serious misconduct, the student(s) involved may be suspended or expelled in accordance with the due process procedure outlined in Wis. Statute 120.13(I) without the necessity of the following the "Disciplinary Action Procedures" above. Conduct causing the implementation of this severe clause could include, but not limited to, the following:

- Fighting.
- Display or use of weapons.
- Destruction of property.
- Use and/or possession of alcohol, tobacco or other illegal substance.
- Gross insubordination.
- Swearing/Gross disrespect.
- Violence or threats of violence.
- **(Students who refuse to cooperate, by giving false information, or refuse to provide necessary information may be penalized the same as those who are guilty.)**

Due Process

The process that assures individuals are treated fairly and in accordance with established rules and principles, by people who are in positions of authority. The basic elements of due process are as follows:

1. Notification: The student will be informed of the charges, with reference to the specific school rule violation where possible.
2. Response: The student will be given the opportunity to respond to the charges with their version of the events.
3. Fair decision: A decision will be rendered based on a fair and reasonable assessment of all the information or evidence presented.

4. Appropriate discipline: If a decision has been made that the student is guilty, the discipline will be appropriate to the infraction.

Classroom Conduct

A teacher may remove a student from class for the following conduct or behavior:

1. Conduct covered by the District's policies regarding suspension and expulsion (e.g., possessing a firearm, knowingly conveying a threat to destroy any school property by means of explosives). It should be noted that the principal makes decisions regarding suspensions and the district administrator makes recommendations for expulsion.
2. Disruptive, dangerous or unruly behavior. The following behavior, by the way of example and without limitation, may be determined to be disruptive, dangerous or unruly:
 - Inappropriate physical contact intended or likely to hurt, distract or annoy others such as hitting, biting, pushing, shoving, poking, pinching, or grabbing.
 - Inappropriate verbal conduct intended or likely to upset, distract or annoy others such as name calling, teasing, or baiting.
 - Behavior that may constitute sexual or other harassment.
 - Repeated or extreme inappropriate verbal conduct likely to disrupt the educational environment, particularly when others are talking (e.g., lecture by teacher, response by other students, presentation by a visitor) or during quiet study time.
 - Throwing an object, particularly one likely to cause harm or damage such as books, pencils, scissors, etc.
 - Inciting other students to act inappropriately or to disobey the teacher or school or class rules, including, without limitation, inciting others to walk out.
 - Destroying the property of the school or another student.
 - Loud, obnoxious or outrageous behavior.
3. Conduct which otherwise interferes with the ability of the teacher to teach effectively. Students are required to cooperate with the teacher by listening attentively, obeying all instruction promptly and responding appropriately when called upon. A student's noncompliance may, in turn, distract others either by setting a bad example or by diverting the class from the lesson to the student's inappropriate behavior. By way of example and without limitation this behavior includes:
 - Open defiance of the teacher, in words, gestures or other overt behavior.
 - Open disrespect of the teacher, in words, gestures or other overt behavior.
 - Other behavior likely or intended to sabotage or undermine classroom instruction.
4. Conduct, which is incompatible with effective teaching and learning in the classroom. In some cases, a teacher may believe that a student should be removed from the class for the good of the student and in the best interest of the class as a whole. Such reasons may, but need not be, disciplinary in nature, and for the purposes of illustration and without limitation irreconcilable personality difference or issues between students in the class

General Conduct

Academic Honesty/Integrity (Cheating)

Fundamental to the principle of independent learning are the requirements of honesty and integrity in the performance of academic assignments, both in the classroom and outside. Students must learn accept the responsibility for their own education. Following is a list of examples of violations to this principle.

- **Examinations: Any student giving or receiving assistance during an examination or quiz violates this section.**
- **Plagiarism: Any form for plagiarism violates the Academic Honesty Principle. Plagiarism is defined as the submission or presentation of work, in any form that is not a student's own, without acknowledgement of the source.**
- **Use of the same work in more than one course: Submission of the same work in more than one course without the prior approval of all teachers responsible for the course violates the Academic Honesty Principle.**

A student that has committed a violation of the Honesty Principle will receive an "F" on the assignment/test in question if it is their first offense of cheating. If a second offense occurs in the same class, the student will be removed from the class, an "F" will be given for the quarter grade and student will be withdrawn from the class. Credit will not be given for that course, but alternative courses can be taken with approval from the Principal, if needed for a Senior's graduation requirement during the senior year of school. The office will support this principle by documenting the disciplinary consequence in the student behavior record.

Harassment (policy 5517)

The school is expected to be safe, comfortable and free from harassment. It is inappropriate and/or illegal for any students or staff to participate in any form of harassment. *Individuals who feel they have been harassed in any way should see the principal to file a complaint.*

Harassment may include, but is not limited to, unwanted or unwelcome, deliberate or repeated unsolicited comments, gestures, graphic materials, physical contacts or solicitation of favors based upon one's group membership. Such conduct has the purpose or effect of substantially interfering with a student or staff member's performance or creates an intimidating, hostile or offensive school/work environment.

Whoever, with the intent to harass or intimidate another person, does any of the following is guilty of harassment:

- Strikes, shoves, kicks, or otherwise subjects the person to physical contact or attempts or threatens to do the same;
- Engages in a course of conduct or repeatedly commits acts which harass or intimidate the person and which serve no legitimate purpose.

Laser Pointers

Under Wisconsin Act 157, no person may intentionally direct a beam of light from a laser pointer:

- For no legitimate purpose at any part of the body or any human being;
- In a manner that could reasonably be expected to alarm intimidate or terrify another person;
- In a manner that, under circumstances, tends to disrupt any public or private event or create or provoke a disturbance; or
- At any part of the body of a correctional or law enforcement officer without the officer's consent.

Students are encouraged not bring laser pointers to school. If a student is found using a laser pointer in any of the above manners, the teacher should confiscate the laser pointer and give it to the building principal.

Threats of Violence/Illegal Acts

Students are encouraged to report any threat of violence or other illegal acts on school property.

Students may report to school personnel such as teachers, counselors, administrators, and coaches.

Students who report threats of violence or other illegal acts will remain anonymous. *These reports will be investigated and taken seriously.*

Bomb Scares

Any student who intentionally conveys, or causes to be conveyed, any threat or false information, knowing such to be false, concerning an attempt to destroy any property by means of explosions will be cited under the Severe Clause and prosecuted under Wisconsin Statute 941.015.

Disorderly Conduct

No student/staff member shall, in a public or private place, engage in violent, abusive, indecent, profane, boisterous, unreasonably lewd or otherwise disorderly conduct under circumstances in which such conduct tends to cause or provoke a disturbance.

Drugs (Illegal Substances and Non-prescribed Drugs, Including Alcohol)

No students may appear at school or school sponsored activities under the influence or in possession of alcohol, drugs, chemicals, or illegal/illicit substances. On reasonable suspicion, school officials will search for alcohol or illegal substance. *When a student is found to be under the influence or in possession of such a substance there will be automatic referral to the Police Department and notification of parents.* Students that are engaging in any activity that is considered "look-alike" drug, inappropriate use of over the counter medication for the purpose of getting "high" or alcohol use may also be penalized.

Consequences:

1st offense and all other offenses

- Law enforcement referral

- One to five days in or out of school suspension
- Report sent home and copy placed in student's file
- Conference with student and parent or guardian before student returns to school after suspension
- Possible expulsion from school

Tobacco

Local, state, and federal laws prohibit the use of tobacco by minors. School policy also prohibits the possession or transfer of these substances during school-related time or on school property. Students that are engaging in any activity that is considered "look-alike" tobacco use may also be penalized.

Consequences

1st offense

- One day in or out of school suspension.
- Report sent home and copy placed in student's file.

2nd offense

- Two days in or out of school suspension.
- Report sent home and copy placed in student's file.
- Possible referral to law enforcement

3rd offense

- Three days out of school suspension.
- Report sent home and copy placed in student's file.
- Conference with student and parent or guardian before the student returns to school after suspension.
- Law enforcement referral.

Dress and Personal Appearance (Policy 5511)

Students are expected to dress appropriately for school in order to maintain a healthy, safe, decent, non-disruptive, non-offensive, and non-distractive environment. An individual's dress and personal appearance should reflect sensitivity to and a respect for others.

When, in the opinion of a faculty member or administrator, a student's dress or personal appearance is deemed to be inappropriate, the student will be directed to change the unacceptable attire.

Dress and grooming must comply with safety standards, health standards, and not disrupt the educational process. Good judgment should be used regarding fit of clothing and type of clothes worn.

-Sunglasses, hats, headbands and bandanas are not appropriate attire for the classroom. They shall be removed at the door, stored in lockers and remain there until the end of the school day.

-Coats and backpacks must be stored in lockers. They are not to be brought to ANY classes.

-Examples of printed materials on clothing, which is prohibited, include:

- Sexually inappropriate material
- Alcohol and other drug related information
- Weapons or violence
- Tobacco products
- Racial/ethnic overtones
- Clothing with questionable words, gestures or markings

-Examples of clothing styles which are prohibited include:

- **Clothing that does not cover midriff, chest or undergarments**
- **Open back shirts**
- **Short skirts and shorts which create a distracting environment**
- **Pants worn too low which reveal undergarments**
- **Transparent clothing**
- **Items which pose a threat to the safety of students in special classes (i.e. Tech Ed)**
- **Clothing intended to degrade or disrespect any race or ethnic group**
- **Appropriate footwear must be worn (i.e. no slippers)**
- **Chains, spikes or studded jewelry are prohibited**

Students in violation of the appearance policy may be asked to change into acceptable attire. In addition, hats may be confiscated and returned at the end of each quarter.

False Fire Alarms

Whomever intentionally tampers with or removes, without authorization, any fire extinguisher or gives a false alarm by the improper release of the school fire alarm system may be fined up to \$500 or imprisoned not more than one year in the county jail or both (Wisconsin Statute 941.13).

Fines

Students are responsible for the books, materials and equipment loaned to them for use. If, in the judgment of school personnel, any such items are misused or abused, a fine will be imposed. A bill will be issued at the end of the school year for all unpaid obligations. Students will not be able to participate in graduation ceremonies if there are outstanding obligations.

Internet Use

The use of the internet is a privilege; users should take personal responsibility for their behavior while online. It is expected that the Drummond Areas School District students will conduct their Internet activities under the following guidelines:

1. All use of school resources to access the Internet must be in support of and consistent with the educational objectives of the Drummond Area School District.
2. Transmitting any material in violation of any US, state regulation or school board policy is prohibited (copyrighted material and threatening or obscene material).

3. Hate mail, harassment, discriminatory remarks and other antisocial behaviors are unacceptable Internet communication.
4. All information accessible via the Internet should be assumed to be private and subject to copyright protection.
5. Users have a responsibility to respect the privacy and property of the users. Users should not intentionally seek information about, obtain copies of, or modify files, data or passwords of other users.
6. For their own safety, users should not reveal any personal information, such as addresses, phone numbers or photographs.
7. Users should not expect the files stored on district servers will always be private. School and network administrators may review files and communications to maintain system integrity and to ensure that the network is being used responsibly.
8. Intentionally accessing obscene materials is prohibited.

If students are found to have violated any of the listed guidelines they may be subject to losing computer and Internet use at school for a semester to a year. All students must sign an Internet Use Agreement form to be eligible to access the Internet at school.

Locker Contents and Decorations

Lockers are provided as a privilege to students for storing any necessary clothing, books and other school supplies. Decorations, mirrors, and storage racks are acceptable contents, provided they remain in good taste. Reports of inappropriate contents or decorations may result in an unannounced search and removal of such items. The administration will not be responsible for returning or replacing items confiscated in a search. All locker decorations should be removed once the sport is finished.

Loitering

Persons who do not attend school or work at the school may not be in the building without permission. Unauthorized persons will be warned and asked to leave. If they ignore this request or if they return, a complaint will be signed against them for criminal trespass.

Medication Administration/Immunization

1. Medication shall be administered by authorized school personnel after the "Parent Medication Consent" and "Physical Order for Medication Administration" forms have been filled out, signed and returned to the School nurse or authorized person.
2. Medication given at school must be a pharmacy-labeled bottle with the following information:
 - Child's full name
 - Name of drug and dosage
 - Time to be given
 - Physician's name
 - Date prescription was filled

3. The student will take medication at the designed time, administered by the authorized personnel. It is the responsibility of the student, not the school personnel, to get his/her medication at the prescribed time.
4. Only limited quantities of any medication are to be kept at school. No medication will be kept at school over summer break. Medication shall be kept in a locked drawer or cabinet.
5. Only the physician makes any changes in medication dose or schedule. A new physician order and parent consent form must be completed and on file in the school office.
6. An accurate and confidential written system of record keeping shall be established for each student receiving medication in school. It shall include the medication name, dose and time given. This is to be initialed each time the medication is given by the authorized person doing so.
7. Student should not keep over-the-counter medications in their lockers or in their possession. Students bringing such medications to school (Tylenol, aspirin, Advil, Midol, cold meds. etc.) should bring them to the office in their original container with a permission slip and instructions from the parent/guardian. Office personnel will administer these medications per parent request. Medication shall be kept in a locked drawer or cabinet.

Public Display of Affection

Public display of affection that can be considered offensive to other students and school staff is inappropriate behavior in school. Students who are reported to the administration for this behavior will be appropriately disciplined.

Profanity

The use of obscene language and profanity is not acceptable in school. Students who refuse to speak appropriately will be appropriately disciplined. Chronic offenders may be removed from the classroom or school.

Authorized Searches

Locker Searches

School lockers are the property of the Drummond Area School District and are provided to students without charge. At no time does the district relinquish its exclusive control of lockers provided for the convenience of students. The principal or an authorized faculty member designated by the principal may conduct a locker search or inspection for any reason at any time, without notice, without student consent and without a search warrant. School authorities may remove any unauthorized item found in the locker. While examining the contents of the lockers, student personal property may be inspected by the authorized persons if said persons have reasonable cause to believe that the contents threaten the safety, health, or welfare of students, including, but not limited to stolen property, illicit contraband or materials.

Search of Student/Personal Property

Each student has the right to freedom from search of personal property, except in situations where a principal or designee has reasonable grounds to suspect that the student might possess

stolen objects or other objects in apparent violation of either the law or school rules. Any searches conducted must be related to the objects of the search and not overly intrusive in light of the age and sex of the student and the nature of the infraction.

Random Searches

When school officials determine it is in the best interest of school safety, random searches may be conducted in whole, or in part, for the purposes of eliminating the possession of alcohol, tobacco or other drugs, weapons, stolen property, or any other suspected or reported items that do not fall under the locker policy for approved contents or decorations.

Search By Dogs

The Drummond School District reserves the right to order the unannounced searches of the school property, including all lockers and parking area. Personal items belonging to students, including vehicles, may be seized until the search is over if any items are detected to be suspicious in nature.

Weapons

School board policy 443.9 states that: “No one shall possess a weapon on school property, school buses, or at any school event. A weapon is defined as any objects that by its design and/or used can cause bodily injury or property damage.”

A. Students and Weapons

Students violating this policy on possession of weapons will be subject to disciplinary action, possible suspension and/or recommendation for expulsion. In the case of intent to threaten or cause bodily harm to others, or to cause property damage, law enforcement officials will be notified, parent/guardian will be notified and recommendation for expulsion review considered.

B. Students and Guns

In accordance with the State of Wisconsin Gun Free School Act of 1994, any student in possession of a firearm at school or at a school related activity will be expelled from school for one calendar year. The expulsion is able to be modified by the School Board on a case-by-case basis.

Cell Phones & Two-Way Communication Devices

Students who bring cellular telephones to school are responsible for keeping their telephones turned off and out of sight during class time and study halls.

The use of cell phones/electronic communication devices in locker rooms is prohibited. Violations of this policy may result in disciplinary action against the student up to and including expulsion.

DASD Policy 5136 - Personal Communication Devices

Students may use personal communication devices (PCDs) before and after school, during their lunch break, in between classes as long as they do not create distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities), and/or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (I.e., not just placed into vibrate or silent mode) and stored out of sight.

However, technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal.

For purposes of this policy, "personal communication device" includes computers, tablets (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)), telephone paging devices (e., beepers or pagers), and/or other web-enabled devices of any type. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, and/or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Also, during after-school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the building principal. Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the school day, or a parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity, the confiscated PCD may be turned over to law enforcement.

PCDs, with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any

stage or degree of disrobing or changing clothes. The District Administrator and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property. Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 - Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violation and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 - Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility or theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

ACADEMIC INFORMATION

Academic Requirements

Students in grades 9, 10 and 11 are required to take a minimum of 5.5 credits per year. Students in grade 12 must work closely with the guidance counselor in determining their schedule to ensure completion of required credits for graduation. Required courses must be successfully completed for graduation. The school counselor, the principal, and the student's parents must approve any deviation from the required courses.

The following Guidelines shall be used in determining WI Academic Excellence Scholarship Award Nomination and Valedictorian and Salutatorian at Drummond High School. (NEOLA)

5451.01 - WISCONSIN ACADEMIC EXCELLENCE SCHOLARSHIP Wisconsin's Academic Excellence Scholarship is a State supported program, jointly administered by the Department of Public Instruction (DPI) and the Higher Education Aids Board (HEAB). The program offers scholarship recipients an exemption from specified tuition and fees for post high school education at eligible higher education institutions in Wisconsin.

By February 25th of each school year the Principal/Counselor will designate the appropriate number of senior(s) from the high school with the highest grade point average in all subjects as scholars eligible to receive an Academic Excellence Scholarship. The following standards must be met to qualify for the Academic Excellence Scholarships. The student and alternates must:

- A. Be a resident of the United States who is either a U.S. citizen or an alien lawfully admitted for permanent residence;
- B. Be a Wisconsin resident as defined in 36.27 Wis. Stats.;
- C. Have achieved senior status and have been in attendance for three (3) consecutive semesters during their junior, and senior year(s);
- D. Be selected based on the Grade Point Average (GPA) on the student's official transcript as of the last day of the semester which ended just prior to February 25th.

In selecting the scholarship recipient(s) for the Academic Excellence Scholarship, unweighted grades and weighted grades for all semesters the students have attended Drummond High School will be used to compute grade point averages. Students enrolled under the Chapter 220 Program and full-time public school Open Enrollment Program who qualify based on the standards identified above are eligible for the Academic Excellence Scholarship in the school they actually attend. The designation of scholar will be awarded to the qualifying student(s) with the highest grade point average. The scholar's GPA shall be

computed to as many places past the decimal point as necessary to determine a distinction between the scholars.

In the event of a tie involving the GPAs:

- A. The first tie breaker will be the highest ACT composite score; SAT total math & verbal
- B. The second tiebreaker will be the number of Advanced Placement courses taken and the AP grade point average at the end of the first semester of senior year.
- C. In the event there is still a tie, a coin flip will determine the scholar.

The following criteria will be reviewed by the counselor/principal who will make final determinations of each award for Valedictorian/Salutatorian.

1. If the eligible student's grade point (CPA's) averages are within 100's of each other, the student's grade point averages will be determined based on the 8th semester for Valedictorian/Salutatorian. Should a tie occur the students would be selected based on their ACT composite scores, or their SAT total math and verbal scores.
2. If the above criteria do not determine the nominee, then the eligible student with the greatest number of AP courses taken at the end of their 8th semester for Valedictorian, Salutatorian.
3. Should none of the above listed criteria break the tie, the students' names may be drawn out of a hat, or the students' may be listed as co-valedictorians.

Class Schedule Changes

Only with extenuating circumstances will permission be granted to drop a subject after the first **five days of a quarter**. Likewise, permission may be granted to join a class no later than the **fourth day** of the first week of the quarter. Exceptions to this procedure may occur at the discretion of the principal. Dropping out of a one or two semester class before completion will result in loss of credit for any completed quarters, and a W/F.

Fees

Fees may be assessed in physical education, technology education, or other departments. Unpaid fees will accrue toward graduation fees due.

Report Cards

Report cards are available online to parents using the student identification number as user name and student birth date as password. Mid-semester grades provide assessments of students work. Final grades are used to determine student's grade point averages. Report cards are the property of the students and their families.

Progress Reports

Additional progress reports may be mailed to parents at any time detailing outstanding, improving, declining, or failing work.

Early Graduation

Requests for early graduation must be obtained in writing and submitted to the School Board for approval. Students, who apply for and receive early graduation, are no longer students at DHS and may not participate as such.

Correspondence Courses

When an accelerated course, not offered in our curriculum is taken, the Board of Education may reimburse the student or parent/guardian of the student. Upon submission of evidence of completion, the board will reimburse all tuition if a grade of C or above is earned. The Board will not pay tuition for correspondence courses taken to meet graduation requirements, credit deficiencies, or to make up failures in courses taken at Drummond High School.

Early College Credit Program (ECCP)

This program allows all public high school students, who meet certain requirements, to take post secondary courses at a UW institution, a Wisconsin technical college or one of the state's participating private, nonprofit institutions of higher education.

The student does not have to pay for a post secondary course if the school board determines the course may receive high school credit and the course is not comparable to a course offered in the school district. Specific rules pertain to students attending school under the ECCP provision. Students considering this option should see the Guidance Counselor.

Graduation Policy

A student will be graduated from the Drummond Public Schools after he/she has attended a minimum of four (4) years of secondary school and earned, according to their class, 24 academic credits. This achievement shall be recognized by the issuance of a diploma at an appropriate graduation ceremony. Recognized academic credits may be earned in language arts, mathematics, foreign language, science, social studies, business education, technical education, music, art, physical education, and special programs such as independent study, and special services such as aides. All required classes must be successfully passed for graduation.

These graduation requirements may not apply to special education students. Graduation requirements will be determined by the student's individual education program (IEP) committee.

STUDENTS ATTENDING FOUR YEARS OF HIGH SCHOOL BUT FAILING TO MEET CREDIT REQUIREMENTS OUTLINED IN THIS GRADUATION POLICY WILL NOT BE ALLOWED TO PARTICIPATE IN THE GRADUATION CEREMONY.

Requests for early graduation must be obtained in writing and submitted to the School Board for approval. Once Board approval and early graduation has taken place, such students may not participate

in student activities, as they are no longer considered an enrolled student at DHS. They may participate in spring commencement.

Seniors with failing grades, or credit deficiencies may not participate in activities such as: Prom, Student Appreciation, SpringFest or the Senior Class field trip, until the student is on track to graduate. Seniors must also be attending school regularly, according to their schedules.

A student will be graduated from the Drummond High School after attending four years of secondary school and successfully completing the required credits outlined as follows:

Drummond High School Graduation Requirements

<u>Subject</u>	<u>Credits</u>	<u>Special Requirements</u>
Math	3.00	
Social Studies	3.00	1.0 credit of U. S. History
Science	3.00	
English	4.00	
Health	.50	
Information Proc.	.50	
Physical Education	1.50	
Personal Finance	<u>.50</u>	
	16.00	Total Required Credits
	8.00	Elective Credits
	24.00	Total Credits Required for Graduation

Credit Recovery Program

The Drummond High School Credit Recovery Program provides students with the opportunity to recoup credit when they are either credit deficient or have failed a class. Besides retaking the entire course, students have two ways they may regain credit through the school.

Credit Recovery Class

Students who fail a course by more than 10%:

1. Will be allowed to work on an alternative credit recovery option with the approval of the principal or counselor (On-line or correspondence course).
2. Completion of required work – must earn a 65% or better.
3. Successful completion of the credit recovery class will not reinstate athletic eligibility.

Students who fail a course by 10% or less:

1. With teacher approval, may be allowed to make-up work as assigned by teacher of the failed class.
2. Must turn in passing/completed work within two weeks of grade notification.
3. Satisfactory completion of required work will receive a grade of D-.
4. Successful completion of the credit recovery class will not reinstate athletic eligibility.

DRUMMOND HIGH SCHOOL
Credit Recovery Application

Student: _____ Date: _____

Failed Course: _____ Current Percentage: _____

Teacher Signature: _____
(Indicates teacher agrees that student may redo/retake assignments, projects, tests, quizzes in order to receive a passing grade.)

List assignments/projects, quizzes, tests to be completed or redone (use back if needed):

I UNDERSTAND THAT I MUST COMPLETE THE LISTED ASSIGNMENTS WITHIN TWO WEEKS IN ORDER TO RECEIVE CREDIT.

Student signature _____

Submit to Ms. Kaiser no later than 5 days after semester grades are posted.

Counselor approval: _____

Principal approval: _____ DATE _____

General Information

18-Year-Old Students

Upon turning 18, a student should schedule a conference with the principal to discuss the student's majority status (as an 18 year old) as it relates to school policies.

Accidents

Every accident in the building, on the school grounds, at practice sessions, or at athletic events sponsored by the school, must be reported immediately to the person in charge and to any other necessary authorities.

Cafeteria

To encourage good nutrition, a well-balanced lunch is offered to every student. Students are expected to practice good manners while in the cafeteria. Students must arrive no **later than 5 minutes into their scheduled lunch period**. Students may not take food or drink outside the cafeteria area without permission. During their scheduled lunch period, students may not enter classroom areas without permission.

Social Events

School regulations apply during all high school social events (including dances). Students planning events must receive approval from the principal and their class advisors. All arrangements must be made with the janitorial staff. The organization sponsoring the event is responsible for all clean up.

Chaperones 21 or older are required at all events. During the events, students must remain inside the school building until they desire to go home. Students who leave the building will not be allowed to re-enter. Social events will end at 11:00 p.m. Students who have failing grades may not be able to attend.

Students from other schools are not permitted to attend Drummond School social events, except for the Prom and Homecoming. For the Prom and Homecoming, all guests must be approved by the principal prior to the event. Requests for guest attendance must be submitted to the principal two weeks prior to the event. The principal will screen the proposed guests and have discretion regarding their approval. Students are held responsible for their guests' behavior. Students should inform their guests of all school regulations.

Emergency Drill-Periodic drills will be held throughout the year as required by law and are an important safety precaution. All fire or disaster drills should be taken seriously. Any tampering with the fire alarm or extinguishers is a federal offense resulting in substantial fine.

Emergency School Closings

Students and parents are asked not to call the school in case of an emergency school closing. Announcements of a school closing will be placed with these outlets:

AM radio stations	WHSM 910	WATW 1400			
FM radio stations	WHSM 101.1 WJH 96.7	WBSZ 93.3	WNZR 107.3		
Television stations	Channel 3 KDLH	Channel 6 KBJR	Channel 10 WDIO		

Lockers

Lockers are school property and under the jurisdiction of school authorities. They are provided as a convenience to students for storage of books, supplies, jackets, etc. A locker is to be used only by the student assigned and should be kept clean.

Lost and Found

Lost and found is located in the high school office. Textbooks will be returned to appropriate teachers and library books to the librarian. Found articles that are not claimed within 6 months will be discarded. The school is not responsible for lost or stolen items.

Parent Conferences

Parents and guardians are encouraged to call school any time they wish to make an appointment for conferences with teachers, counselors, or administrators. An all-school parent-teacher conference night is scheduled annually in November. The school strives for 100% parent participation at this event.

Posters

The principal must approve of all posters and announcements to be displayed in the building, including on the bulletin boards. Posters and announcements must be removed after a reasonable length of time.

Scholarships

Information for scholarships may be obtained in the high school guidance office

Clubs and Organizations

There are numerous clubs and organizations at Drummond Middle/High School. Any student who wishes to be part of these organizations is welcome!

Student Government

The student body elects members of the student council each fall. Members include president, vice-president, secretary, treasurer, and two representatives from each grade. Membership in student government is open to any student enrolled at each respective level. Students should contact their class advisors for further information.

The objectives of the student council are to maintain close cooperation between students and teachers, to provide the administration with student input, to assist in fundraising for school activities and equipment, to develop leadership skills, to promote high standards of citizenship, and to maintain school spirit.

Student Vehicles

Students may drive vehicles on campus providing they have a valid driver's license (not a driving permit). Students must park their vehicles in the student parking area unless otherwise instructed by the administration. Students must drive in a reasonable, prudent and lawful manner and abide by all related parking and traffic rules.

Textbooks and Chromebooks (Grades 7-12)

Textbooks are provided free of charge. Students may be fined for excessively damaged or lost books. Unpaid fines shall accrue toward graduation fees.

Visitors

Parents and guardians are encouraged to visit the school periodically and to take an active interest in school functions. **Students are not allowed to have other visitors in school, without Administrative permission.**

Policy on Freedom from Harassment (5517)

The Drummond Area School District is committed to making its school and facilities safe for all students. This includes freedom from harassment, including sexual harassment. Harassment is defined here as "continual annoyances." When the annoyance has sexual overtones, such as the use of language, which contains either explicit or implicit working, which results in the person having feelings of being victimized, it becomes harassment, and may be sexual harassment depending on the nature of the contact.

The policy of the Drummond Area School District is:

1. To encourage staff to recognize incidents which constitute harassment, with or without sexual overtones, and to seize upon them as opportunities for instruction of children regarding the negative nature of harassment, and the laws, which prohibit it.

2. Staff members are required to report any observed incidents of harassment to the school principal as soon as possible thereafter.
3. The parents of students who are harassing others shall be notified immediately and a parent conference shall be scheduled as soon as possible thereafter to review the facts.
4. When a student alleges to a staff member that he/she is being harassed by another person, the staff member shall report the allegation to the school principal as soon as possible.
5. All incidents of harassment or allegation of harassment shall be investigated by the school principal and the results of the investigation shall be recorded in writing.
6. Students found guilty of harassment shall be instructed about the negative effects it has upon the victim, and if the harassment continues following the parent conference, the student may be subjected to appropriate disciplinary action.
7. Repeated offenses may result in suspension of the student from school, and severe offenders may be referred to the school board for possible expulsion.

Non-Discrimination Complaint Procedure (Policy2260)

If any person believes that the Drummond Area School District or any part of the school organization has failed to follow the law and rules of s. 118.13, Wis. Stats., or in some way discriminates against pupils on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, learning disability or handicap, he or she may bring or send a complaint to the District Administrator, Drummond Area School District, P.O. Box 40 Eastern Ave., Drummond, WI, 54832.

Step 1. A written statement of complaint shall be prepared and signed by the complainant and presented to the District superintendent. A written acknowledgment of receipt of the complaint will be sent within 45 days.

Step 2. The District school board shall prepare a written determination within 90 days of receipt of the complaint unless the parties agree to an extension of time.

Step 3. If a complainant wishes to appeal a negative determination by the school board, he or she has the right to appeal the decision to the state superintendent within 30 days of the school board's decision. In addition, the complainant may appeal directly to the state superintendent if the District fails to complete Step 1. Appeals should be addressed to: State Superintendent, Wisconsin Department of Public Instruction, 125 S. Webster Street, P.O. Box 7841, Madison WI 53707.

Step 4. Discrimination complaints on some of the above bases may be also filed with the federal government at the Office for Civil Rights, U.S. Department of Education, 300 South Wacker Drive, 8th Floor, and Chicago, IL 60606.

Disciplinary Appeal Process

The following due process steps are the procedures for a student and his/her parent to follow in appealing decisions relating to action taken by school personnel. It should be understood that students and parents will be expected to follow the due process steps in the event legal action should be initiated at some later date. Procedures to be followed with suspected or identified students with disabilities shall be consistent with those mandated by law and are specified on the parent placement permission form.

1. After learning, or being notified of an action taken by the school, parents or an adult student may formally appeal the decision in writing to the administrator involved. This appeal must be received within fourteen (14) days from the first day the parents or student became aware, or were notified, of such action.
2. The administrator involved, within three (3) days of receipt of such written appeal, shall formalize the action in writing and send a letter by certified mail to the parents outlining the specific details relating to: a) the violation or infraction, b) the date of the violation or infraction, c) the period of suspension or other action taken by the school, d) any other pertinent information.
3. After appeal has been received and the school's formal reply mailed to the parents, a date for a meeting will be established by the principal, such date no later than seven (7) days after the receipt of the written appeal of the student and his/her parents. Present at the meeting, in addition to the principal and/or the superintendent of schools, or designee, shall be school personnel involved, student, and parents. The student will be provided an opportunity to present evidence on his/her behalf at the meeting. A record of the meeting, including the decision, will be put in writing, a copy of which will be mailed to the student and his/her parents.
4. If the student and his/her parents are not satisfied with the conclusion, a second meeting may be requested before the board of education. The principal must receive, in writing, a request for such a second meeting before the board of education within fourteen (14) days of the mailing of the outcome of the original meeting. The student, or his/her parents, may have counsel and witness at "step 3" and "step 4" of this procedure.

Due Process Procedures for Out-Of-School Suspension (Less Than 10 Days)

1. The student shall be given oral or written notice of the charges, including specific acts involved. If the student denies the charges, the student shall be given an explanation of the evidence supporting the charges.
2. The student shall be given an opportunity to explain his or her conduct and to informally contest the charge. If the school official then determines the student should be suspended, the student shall be informed and the student's parents or guardian shall be notified by telephone, whenever possible, of the suspension and the reasons for the action.
3. The two steps above may be postponed in emergency situations relating to health and safety. Emergency situations shall be limited to those instances where there is a serious risk that substantial harm will occur if suspension does not take place immediately.
4. When parents cannot be contacted, the decision to send the student home, to allow the student to remain on school premises, or to refer him or her to the proper authorities must be made with consideration given to the student's age, maturity, and the nature of the misconduct that caused the suspension.
5. A suspension notice shall be mailed to the parents or guardian with a copy to the superintendent. The notice must state the date, the reasons for the suspension, the length of the suspension (not to exceed ten school days), and the procedures that must be followed by the student and parents or guardian to gain reinstatement.
6. After the parents or guardian receive notice of the suspension, they will be given the opportunity to schedule a conference with the Principal if they so request.
7. After the parents or guardian have discussed the suspension with the principal, they may appeal the decision to the Superintendent, whose decision will be final.

Due Process Procedures for Expulsions

1. The principal notifies the parent or guardian and the student in writing of the intent to request expulsion, citing the charges against the student.
2. The principal submits to the superintendent a written request for expulsion including a description of the charges with supporting facts and evidence.
3. The superintendent sets a date and place for an expulsion hearing.
4. A hearing officer designated by the superintendent conducts the expulsion hearing. The principal presents all evidence supporting the proposed expulsion, and the student has an opportunity to respond to the evidence and to present his or her version of the events. The student may choose to have counsel or representation at the hearing.
5. The hearing officer determines the facts of the case on the evidence presented at the hearing. The hearing officer's opinion and decision, with the recommendation for disciplinary action, goes to the superintendent.
6. The Superintendent states the decision in identical form to the student and parent/guardian, their representative, and the principal requesting the expulsion no later than three school days following the hearing.
7. The student and parent or guardian may appeal the decision to the school board through a written request directed to the Superintendent within 72 hours after receiving the decision

Student Chrome Book and Home Use Agreement

This student chromebook agreement, signed by both student and parent/guardian, is a contract that will be filed in the high school office.

The Drummond School District does not permit use of this equipment for any purpose other than what is educationally acceptable. Any violations of DASD Internet and chromebook use policy, as stated in the Student Handbook, may result in the loss of chromebook privileges at school and at home.

The configuration of the chromebook's hardware, equipment and all accompanying software including the operating system, belongs to DASD and may not be altered, or removed.

Parents/guardians accept full responsibility for any loss, theft or damage to the computer/accessories while issued to the student. Any damages to the chromebook or accessories judged by the District to be malicious, or intentional, will be the responsibility of the parent/guardian. The parent/guardian will be responsible for the cost of repair, or a \$100.00 deductible, whichever is less. Be advised that all fees related to the collection of this debt will be the parent's responsibility.

The chromebook and accessories shall remain in the case provided at all times, and will be returned upon a designated date to the DASD district. The chromebook should be returned in the same condition as it was originally issued.

The Drummond School District reserves the right to limit a student's access to the chromebook for any reason. Should a parent/guardian want the chrome book kept at school overnight, please mark appropriately below indicating that the student will not take the chromebook home for overnight use.

By signing this agreement the parent/guardian and student take responsibility in making certain the chromebook is kept in the case provided and is in a secure place during home use. In the event the chromebook is stolen, the authorities will be contacted, followed by District Administration.

Student Name (print) _____ Grade _____

Student Signature: _____

Parent Signature: _____ Date: _____

Signature Page Student Handbook

I have been provided with a copy of the Drummond Middle/High School Student Handbook. I have read and understand the handbook. I have reviewed the contents of the handbook with my parent/guardian. I understand that it is my responsibility to abide by the rules and regulations within this handbook. I also understand that any questions I have may be directed to the building principal for clarification.

Student Signature _____ Grade _____ Date _____

I have reviewed the handbook with my child and discussed the rules and regulations within this handbook. I realize my child is expected to abide by these rules or receive the consequences outlined. If I have questions or suggestions about the policies or procedures, I can direct them to the building principal.

Parent/Guardian Signature _____ Date _____

**PLEASE SIGN AND DATE WHERE ASKED AND RETURN TO SCHOOL AS
SOON AS POSSIBLE. REMEMBER TO KEEP YOUR HANDBOOK IN A
PLACE WHERE IT IS EASY TO ACCESS FOR INFORMATION.**