



Westfield Area High School/Middle School

Student/Parent Handbook 2018-2019

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FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of a school year. This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior student handbook.

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for your and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your Principal. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

In order to provide the most accurate and up to date district policies and bylaws, and to reduce the amount of paper used on printing student handbooks, we ask you to refer to the district website and/or use the following URL <http://www.neola.com/westfield-wi/> . It is the responsibility of both students and parents/guardians to review and understand the policies as they are written. Below is a list of policies that students and parents are required to review and understand. It is also recommended that parents and students review and understand other policies not listed in this handbook. The listing of these policies within this handbook, along with providing the website information for district policies, constitutes publication of each policy.

5000 - STUDENTS

- ☐ [5111](#) Eligibility of Resident/Nonresident Students
- ☐ [5111.01](#) Homeless Students
- ☐ [5111.02](#) Educational Opportunity for Military Children
- ☐ [5112](#) Entrance Age
- ☐ [5113](#) Open Enrollment Program (Inter-District)
- ☐ [5113.01](#) Course Options
- ☐ [5120](#) Assignment within District
- ☐ [5136](#) Wireless Communication Devices
- ☐ [5200](#) Attendance
- ☐ [5200.01](#) Full-Time Student
- ☐ [5223](#) Absences for Religious Instruction
- ☐ [5310](#) Health Services
- ☐ [5310.01](#) Emergency Nursing Services
- ☐ [5320](#) Immunization
- ☐ [5330](#) Administration of Medication/Emergency Care
- ☐ [5335](#) Care of Students with Chronic Health Conditions
- ☐ [5340](#) Student Accidents/Illness/Concussion
- ☐ [5341](#) Emergency Medical Authorization
- ☐ [5350](#) Student Suicide
- ☐ [5410](#) Promotion, Placement, and Retention
- ☐ [5420](#) Reporting Student Progress
- ☐ [5421](#) Grading
- ☐ [5430](#) Class Rank
- ☐ [5430.01](#) Special Education Grading
- ☐ [5451.01](#) Wisconsin Academic Excellence Scholarship

☐ 5451.02	Technical Excellence Higher Education Scholarships
☐ 5460	Graduation Requirements
☐ 5460.01	Physical Education Substitute Credit
☐ 5463	Credits from Nonpublic Schools
☐ 5464	Early Graduation
☐ 5500	Student Code of Classroom Conduct
☐ 5511	Dress and Grooming
☐ 5512	Use of Tobacco by Students
☐ 5513	Care of District Property
☐ 5514.01	Student Use of Motor Vehicles
☐ 5516	Student Hazing
☐ 5517	Student Anti-Harassment
☐ 5517.01	Bullying
☐ 5520	Disorderly Conduct
☐ 5530	Drug Prevention
☐ 5540	The Schools and Governmental Agencies
☐ 5540.01	Investigations Involving Suspected Child Abuse
☐ 5600	Student Discipline
☐ 5605	Suspension/Expulsion of Students with Disabilities
☐ 5610	Suspension and Expulsion
☐ 5610.02	In-School Discipline
☐ 5630	Corporal Punishment
☐ 5630.01	Use of Restraint and Seclusion with Students
☐ 5722	School-Sponsored Publications and Productions
☐ 5751	School Age Parents and Married Status of Students
☐ 5771	Search and Seizure
☐ 5772	Weapons
☐ 5870	Student Production of Goods and Services

MISSION OF THE SCHOOL

United for Education Excellence, The School District of Westfield combined communities are dedicated to developing responsible citizens well prepared for diverse future opportunities. We strive for each learner to reach his or her full potential through the combined efforts of students, families, school and communities modeling high standards and providing challenging educational, real world experiences. In addition, it is our hope to develop lifelong learners.

It is the policy of the District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's sex, **including transgender status, change of sex or gender identity, disability, age (except as authorized by law), military status, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, or physical, mental, emotional, or learning disability** or other protected characteristics as well as place of resident within District boundaries, or socio-economic background.

Title VI, IX, and Section 504

IMPLEMENTATION AND GRIEVANCE PROCEDURES

The School District of Westfield will not discriminate on the basis of gender, race, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability in the educational programs in its employment practices, in its curricular programs, nor in its co-curricular programs.

If any person believes that the School District or any part of the school organization has inadequately applied the principles and/or regulations of Title VI, Title IX, and Section 504 or in some way discriminates on the basis of sex, race, color, national origin, age or handicap, he/she may bring forward a complaint to the Local Title IX and 504 Coordinator:

Superintendent
Administration Office
N7046 County Rd M,
Westfield, WI 53964
608-296-2107

The local Title IX and 504 Coordinator shall investigate the complaint and reply to the complainant in writing within two (2) days. If this reply is not acceptable to the complainant, he/she may initiate formal grievance procedures according to the steps listed in the School District of Westfield Policy Book.

School Closing and Early Dismissal Information

Your child's safety is of paramount importance. Determination for closing school will be based upon information from the Marquette County Sheriff's Department, Marquette County Highway Department, communication with staff living throughout the district, and the National Weather Service. We will make every effort to keep your child safe and minimize lost instruction time. The School District of Westfield is a large geographic area of several

hundred square miles and there can be considerable differences in weather conditions throughout the district. This poses significant challenges when determining when to cancel school. We will make our decisions based on the best available information and will do our best to make our decision in a timely manner. Stay tuned to the TV/Radio stations listed below regarding school closing.

EARLY RELEASE PLAN

Coloma Elementary
 Oxford Elementary
 Westfield Elementary
 High School/Middle School

3 hr. Plan II

12:00
 12:00
 12:20
 12:32

2 hr. Plan II

1:00
 1:00
 1:20
 1:32

1 hr. Plan II

2:00
 2:00
 2:20
 2:32

TV

Madison WMTV 15
 WKOW 27
 WISC 3
 Green Bay WBAY 2

RADIO

Portage/WI Dells WDDC 100 FM
 WNNO 106.9 FM
 WBKY 95.9 FM
 WBDL 102.9 FM
 WNFM 104.9 FM
 Madison WOLX 94.9 FM
 Berlin WISS 104.7 FM
 Wautoma WAUH 102.3 FM
 Oshkosh WPKR 99.5 FM
 WDLS 900 AM
 WPDR 1350 AM
 WRDB 1400 AM

If there is a delayed start, (i.e. one or two hour delay), it will result in a one or two hour delay in the bus pickup time.

- If there is no announcement, school will be held.
- In order for School Messenger (automated phone call, and/or email) to be effective, school offices must have current phone number and/or email information. Those who are not informed by this method should tune in to the TV/Radio stations noted.
- **If parents have any doubts or concerns about the weather they can choose to keep their children home.**

STUDENT PLANNERS

Students will be given an assignment book or planner to record all assignments given during the course of the day. This resource is designed to help students develop and strengthen study skills for organization and accountability. The planner is also a student “passport” for passes to other locations---students must have a pass to travel in halls. If a student loses the assignment book, a new planner must be purchased for \$10.00. Students will be expected to have their assignment books in each class and be responsible to

write down assignments daily. Planners can be a valuable communication tool between school and home and are required for all students daily.

ACADEMIC INFORMATION

MARKING AND REPORTING GRADES 4K-12: Policy 5421

Marks are assigned which represent achievement in subject matter only. They are intended to represent the degree to which the pupil has attained the objective set up for each of the courses taken.

Care should be taken to determine the mark as objectively as possible. Consistent evaluation during the marking quarter helps the teacher arrive at a more objective mark. A teacher should be able to justify any mark assigned. Careful records and frequent evaluation during the quarter strengthen justifications. Pupil self-evaluations also help, not only in justification but also in pupil growth.

Pupil progress is reported at mid-term (progress reports) and every quarter (report card) to parents and students. A formal report card with the letter marks is in standard use. Teachers are encouraged to supplement this form of report with comments, indicating student strengths and weakness, parent/teacher conferences, calls, and letters.

In the high school, only semester marks are posted on the individual student's permanent record. The mark for the semester is an average of the two quarterly marks and a semester exam if taken.

Marking: Grades 1-12 Grading Scale

A+	100	B+	89-87	C+	79-77	D+	69-67	F	59 and below
A	99-94	B	86-84	C	76-74	D	66-64		
A-	93-90	B-	83-80	C-	73-70	D-	63-60		

Grades 4-12 Individual Achievement Grade

A - Outstanding	C - Satisfactory	F - Unsatisfactory
B - Doing Very Well	D - Improvement Needed	

All schools will use the table below to calculate G.P.A. (Grade Point Average)

A = 4.0	A - = 3.67	B+ = 3.33	E = 0
B = 3.0	B - = 2.67	C+ = 2.33	F = 0
C = 2.0	C - = 1.67	D+ = 1.33	
D = 1.0	D - = 0.67		

G.P.A. for Advanced Placement (AP) courses will be calculated using the table below.

A = 4.33	A - = 4.0	B+ = 3.67	E = 0
B = 3.33	B - = 3.0	C+ = 2.67	F = 0
C = 2.33	C - = 2.0	D+ = 1.67	
D = 1.33	D - = 1.0		

GRADUATION REQUIREMENTS

The number of credits required to graduate from Westfield Area High School is 26 credits. Certain courses are required for graduation. They are:

3 credits of Mathematics

3 credits of Science
4 credits of English
1 credit of U.S. History
½ credit of American Government
½ credit of World History
½ credit of Economics
½ credit of Social Studies Electives
1 ½ credits of Physical Education – Only ½ credit can be completed via Policy 5460.01
½ credit of Health – to be completed in middle school or done via Odysseyware in HS.
11 elective credits

All students must carry a minimum of 7 full classes each semester unless approval is granted by the Principal. Typically, only students that are in one or more Advanced Placement classes will be considered for having less than 7 full classes. Driver Education is not included in the 7-class requirement.

A failure in Physical Education for a semester or more will require that the course must be taken over. A failure in a required course will necessitate the student attending summer school or retaking the class entirely. A failure in an elective may be made up by retaking the same class or choosing another class in its place. In any event, F grades will be recorded on the permanent record even though the student makes up the class and receives a passing grade.

Physical Education must be taken during a student's Freshman year or during Summer School prior to the start of the school year. Students that do not take Summer School PE are required to take at least one semester of PE during the school year. It is strongly recommended that students complete their Physical Education classes early on in high school in order to avoid scheduling conflicts later on in high school. Students that delay completing their PE credits will be forced to forego other electives later on in high school in order to take PE classes.

Students dropped or expelled from a class for disciplinary reasons will receive a failing semester grade. A change to another class will not be allowed.

CHANGING COURSES

A student may not drop a class or add one under any circumstances after the 1st week of each semester, unless a teacher initiates the change. **Students enrolled in a year-long class are required to stay in the class for the entire year.**

GRADE LEVEL STATUS: Policy 5460

The following indicates the requirements needed for class level standing.

Sophomore standing - 6 credits; Junior standing - 12 credits; Senior standing - 18 credits

Students will be placed in the homeroom of their current class standing at the beginning of the year. Students will be included in the yearbook according to their class level standing based on credits.

EARLY GRADUATION: Policy 5464

The Board of Education acknowledges that some students are pursuing educational goals which include graduation from high school at an earlier date than their designated class.

Application for early graduation will be submitted to the high school principal in accordance with school regulations. The principal may honor this request if all conditions for graduation are met and the student fulfills the graduation requirements.

The student may participate in the graduation ceremonies with his/her designated class

ACADEMIC LETTER

Westfield Area High School awards an Academic Letter to students who have demonstrated continued academic excellence. Points are earned for each semester Grade Point Average above 3.20.

GPA of : 3.75 – 4.0 = 4 points

 3.50 – 3.74 = 3 points

 3.20 – 3.49 = 2 points

14 points earns the Academic Letter, 21 points a Silver bar, and 28 points a Gold bar.

HONOR STUDENTS

High Honor Roll and Honor Roll will be published at the end of each grading period. A student with a 4.00 will be on Principal's

Honor Roll. A student must have earned at least a 3.50 grade point average to be on the High Honor Roll and at least a 3.20 to be on the Honor Roll. All subjects will be used in determining the average. Credit value is taken into account.

Honor graduates of Westfield Area High School are defined as all seniors who have earned a cumulative grade point average of at least 3.5 after 7 semesters of high school attendance.

ACADEMIC HONESTY

All school work submitted for the purpose of meeting course requirements must represent the efforts of the individual student. To help maintain an atmosphere of mutual trust and confidence among students and faculty and to ensure that each student is judged solely according to his or her own merits, the School District of Westfield has established the following honor code: No School District of Westfield student will unfairly advance his or her own academic performance nor will the student in any way intentionally limit or impede the academic performance or intellectual pursuits of other students of the School District of Westfield community.

Any form of academic dishonesty is prohibited. Academic dishonesty includes, but is not limited to:

Plagiarism, forgery, copying or stealing another person's work, allowing another person to copy one's own work, doing another person's class work, creating more than one copy of one's work for distribution, intentionally accessing another's material for the purpose of using it as one's own, downloading information from other sources and presenting it as one's own, unauthorized copying of software, unauthorized use of hard copy or software to develop one's own software.

Faculty and building administrators will have the responsibility for monitoring the above actions.

It is the responsibility of all faculty to monitor students' work to avoid an academic dishonesty and to administer penalties for dishonesty in accordance with the district policies. The parents shall be contacted as soon as practicable to report any alleged academic dishonesty on the part of the students. Teachers are granted authority, with the direction and advice of their principals, to exercise their good judgment in applying a range of academic consequences for violations of this policy. Repeated violations of this policy at the high school level will result in disciplinary action up to and including removal from class with a grade of F and/or other disciplinary consequences. Student and parent appeals of any consequences resulting from violations of this policy shall follow established channels of communications up to and including filing of a complaint under board policy.

All teachers beginning especially at the elementary grades will educate students as to what constitutes academic dishonesty and what is acceptable and unacceptable behavior in our schools.

RULES AND REGULATIONS

HALL PASSES/BEHAVIOR

Students are required to carry their student handbook/passbook at all times with them throughout the day. Students are not permitted in the halls during class periods unless they are with a teacher, or have a valid, written hall pass. Since the hallways are quite crowded at times, students are expected to maintain proper behavior to ensure a safe environment. Running, pushing, yelling, hitting etc., are unacceptable.

GUEST PASSES

Students are not allowed to bring guests to school. Students that would like to bring a guest to a dance must complete the Guest Dance Permission Form

SENIOR ATTENDANCE: Policy 5200

All seniors are required to have regular attendance second semester in order to participate in the commencement ceremony. Any student who misses more than seventy (70) class periods (homeroom counts as one-half (1/2) a period), even if parent permission is granted, s/he will not be allowed to participate in the graduation ceremony. Note - medical excuse slips, family emergency, and/or college visits are the only exceptions to this rule.

EXTENDED - ADVANCE LEAVE

In the event an extended leave from school is necessary, it must be arranged for in advance. It is required that parents contact the school by phone. Materials to be covered should be assigned (as far as possible) before the student leaves and should be turned in to teachers 3 days after returning to school. Tests and other special projects missed during the extended absence must also be made up within 3 days. It is the student's responsibility to arrange to make up any missed work or to complete work before the absence (if possible). Extended absences during the school year are **not** recommended, and students/parents can run into issues with truancy if they have more than 10 excused absences for next year.

STUDENT DRESS: Policy 5511

The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools.

Accordingly, the District Administrator shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

- A. present a hazard to the health or safety of the student himself/herself or to others in the school;
- B. interfere with school work, create disorder, or disrupt the educational program;
- C. cause excessive wear or damage to school property;
- D. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

In order to assure a healthy and safe school environment for students, the following student dress code guidelines will be enforced:

1. During the school day, hats, caps, bandannas, head coverings and jackets shall be taken off and placed in the student's locker. These items shall not be worn in the school building except when the student has immediately entered or is leaving.
2. No student shall be permitted to wear clothing with beer, alcohol, or tobacco advertising or logos, or clothing that is suggestive of beer, alcohol, tobacco or drugs, language in poor taste, obscenities, racial or gender slurs, sexual innuendo, sexually suggestive pictures, promotion of gambling, illegal drugs and/or gangs on them. No student shall be permitted to wear mesh shirts, tank tops, halter tops, spaghetti straps, low cut tops, no short shorts or skirts – "fingertip test," or crop tops that are more than a half inch to an inch above the belt line (unless worn with an appropriate shirt underneath).
3. Medallions or other jewelry which identify gang members or gang affiliation or which have come to represent a gang shall also not be worn or displayed in school or at school events. Also, gang clothing is not always restricted to an item of clothing, but may include the way in which a particular item of clothing is worn. No gang insignia may be worn, possessed, used, distributed, displayed, carried or sold by any student on school grounds or at school related activities at any time. The reference to "gang insignia" would also encompass items of clothing that signify gang activity by the manners in which they are worn.
4. Accessories that may cause injury are not permitted. Examples are heavy chains, wallet chains, spiked bracelets/necklaces, excessively heavy or large medallions.
5. It will also be mandatory for students representing the school in co-curricular activities to meet more formal dress requirements, depending upon activity and occasion.

Staff members have the final say on what is considered appropriate and inappropriate.

STUDENT USE OF MOTOR VEHICLES: Policy 5514.01

The Board of Education regards the use of motor vehicles for travel to and from school by students as an assumption of responsibility on the part of those students -- a responsibility in the care of property, in the observation of safety rules, and in the display of courtesy and consideration toward others.

The Board will permit the use of motor vehicles by students, in accordance with the rules of this District, provided that such students are licensed drivers and have been granted permission by the high school office to drive a motor vehicle on school grounds. The Board will not be responsible for motor vehicles which are lost, stolen, or damaged.

The District Administrator shall develop administrative guidelines for the operation and parking of motor vehicles and shall disseminate those rules to all students so affected. Daily/emergency passes are available in the office at no charge.

Parking lot violations will result in:

- 1st offense – 5 school days suspension of parking privileges.
- 2nd offense – 10 school days suspension of parking privileges.
- 3rd offense – Parking privileges revoked for the remainder of the year.

* Any violation of a serious nature, as deemed by the administration, may result in revocation of privileges.

* Chronic behavioral offenses, including attendance violations, may result in revocation of parking privileges.

Day passes are only for students who have purchased a parking permit and have driven a different vehicle other than the vehicle that has the parking permit. Day passes are obtained in the high school office and should be put in the vehicle right away in the morning so students do not receive a parking ticket. Students that drive to school and do not purchase a parking permit may be ticketed, and will have a fee assessed to their account to pay for the parking permit.

SCHOOL TRANSPORTATION

Students representing the school at away events must use school provided transportation. The only exception to using school

transportation will be for the student to ride with a parent or guardian. A parent or guardian may transport other than his or her own child providing the child's parent or guardian has given written permission to the activity advisor. Riding with another student or friend is not acceptable. When riding with a parent or guardian, a written note from parent a must be provided to the activity advisor in charge of the bus. Violation of this policy can result in a suspension from the activity where the transportation rule was violated.

BUS CONDUCT

Students riding a bus must obey the directions given them by the bus driver or chaperone. Being able to ride the bus is a privilege not a right. Students failing to obey directions given to them by a bus driver or chaperone will not be allowed to use bus transportation. More complete Rules of Conduct for All Bus Riders are distributed at the start of each school year. These rules must be signed by parent and student and returned to the school. Specific penalties for bus violations are outlined in these guidelines.

STUDENT LOCKERS

School lockers are the property of the School District of Westfield and are provided for the convenience of students. Students are assigned a locker and should keep them locked. Combinations to lockers should be kept confidential. If damage is not reported, the student to whom the locker was assigned will be held accountable. School officials retain the right to search lockers at any time; these searches may include canine units.

SEARCH AND SEIZURE: Policy 5771

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the following policy.

School Property

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Desks and lockers are public property and school authorities may make reasonable regulations regarding their use. The District retains ownership and possessory control of student desks and lockers and the same may be searched at random by school personnel at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph. Students shall not have an expectation of privacy in lockers, desks, or other school property as to prevent examination by a school official. The Board directs the school principals to provide students with written notice of this policy at least annually and that routine inspections be done at least annually of all such storage places.

The Board directs that the searches may be conducted by the District Administrator, building principals, assistant principals/Dean of Students and/or Police Liaison Officer.

Student Person and Possessions

The Board recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without **reasonable suspicion** that the search will turn up evidence that the student has violated or is violating either a particular law or a particular rule of the school. Any search under this paragraph must be reasonable in scope and reasonable in the manner in which it is conducted. The extent of the search will be governed by the seriousness of the suspected infraction, the student's age and gender, the student's disciplinary history, and any other relevant circumstances or information.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

Parking Permit Required

Permission for a student to bring a vehicle on school property shall be conditioned upon written consent of the search of the vehicle and all containers inside the vehicle by a school administrator with reasonable suspicion to believe the search will produce evidence of a violation of a particular law, a school rule, or a condition that endangers the safety or health of the student driver or others.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal. S/He shall attempt to obtain the freely-offered, written consent of the student to the inspection; however, provided there is reasonable suspicion pursuant to the above paragraphs, s/he may conduct the search without such consent. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable suspicion that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and in a manner that is minimally intrusive to the student based on the reasonable suspicion justifying the search.

Use of Dogs

The Board authorizes the use of specially-trained dogs to detect the presence of drugs and devices such as bombs on school property under the following conditions:

- A. The presence of the dogs on school property is authorized in advance by the District Administrator, except in emergency situations, or is pursuant to a court order or warrant.
- B. The dog must be handled by a law enforcement officer or certified organization specially trained to safely and competently work with the dog.
- C. The dog is represented by the Sheriff or Chief of the law enforcement agency providing the service as capable of accurately detecting drugs and/or devices.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found and the disposition made of them; and any subsequent action taken. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

The District Administrator may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the District Administrator, the search shall be conducted by the law enforcement officers at the direction of a District official. Law enforcement searches conducted independent of any District official request or direction shall be conducted based on standard applicable to law enforcement.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a particular law or school rule or which endangers the safety or health of any person shall be seized and properly cataloged for use as evidence if appropriate. Seized items shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items that may not lawfully be possessed by the owner shall be turned over to law enforcement.

LMC USE

The LMC (Library Media Center) is available to students for research, quiet reading, media and computer use, small group work and special projects. The faculty provides tables, study carrels for individual study, a work area for material production and a small conference room. Approximately 12,000 titles in fiction, nonfiction, and AV can be used and checked out by students, teachers and administrators in the Westfield School District.

Interlibrary loan services are available for students with material needs that cannot be met by this service, as there is frequently a 2-week delay in receiving loan materials.

A student who is on the Quarter Failing List will be allowed in the LMC to check out materials for use in the study hall. All passes of this kind must be secured from a classroom teacher and be presented to the LMC staff when entering the facility.

LMC Procedures:

1. Books, magazines and AV materials are placed in the LMC for student use. Any material taken out of the LMC must be checked out. Magazines and newspapers are not to be taken into study hall.
2. The person checking out the material is responsible for returning it on or before the due date and is also responsible if it is damaged or lost.
3. Books are checked out for a 2-week period and may be renewed. Back issues of magazines, vertical file materials, reference books and reserved materials may be checked out overnight.
4. Students who have not returned their overdue materials will have LMC privileges restricted until material is returned or paid for at full value.

COMPUTER USAGE

Computers are available for student use before school, after school and during study halls. Students who wish to use the computers during study hall must obtain a pass from the teacher who gave them the assignment they wish to work on. To protect the network from vandalism and computer viruses, Westfield Area High School is a disk free environment. Students using flash drives must first

obtain permission from the computer lab supervisor.

Students agree to use the school network computers for education purposes as it directly relates to their current classes. Accessing, transmitting any material that is in violation of state or federal laws or current school policies is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material or material protected by trade secret. The use of the network computers is a privilege, not a right. Inappropriate use may result in cancellation of this privilege, in accordance with school board policy #5800 and student agreement #5800B. Each student, who receives an account at any time, and students and parents will be notified before an account is closed permanently. Due process will be available in accordance with school policy.

Computer Behavior: Responsible students:

- Shall NOT use the network computers for any illegal purpose;
- **Shall NOT lend their User Identification and password to anyone else;**
- Shall NOT reveal names, addresses or phone numbers of students or staff;
- Shall NOT load a computer virus onto the network;
- Shall NOT load any software onto the network;
- Shall NOT use the network for sending or receiving personal messages;
- Shall NOT send or receive information that is obscene, racist, or offensive;
- Shall NOT access files of other students or staff;
- Shall NOT play games;
- Shall NOT perform any act or access any information that is in violation of the school's code of conduct;
- Shall NOT purchase any products or services sold through the internet;
- Shall NOT cause damage to computer equipment.

The school will not be responsible for any user damages suffered. This includes loss of data resulting from delivery errors and equipment malfunction. Use of any information obtained via the Internet is at the discretion of the student and the school denies any responsibility for the accuracy or quality of information obtained from the Internet.

FOOD & SOFT DRINKS

Food and beverages are to be consumed in the **cafeteria only** and not carried out of the cafeteria. School vending machines are not available for student use during the school day. Soft drinks and water are not to be carried during the school day. When consuming soft drinks or food during non-school hours, students are asked to use available waste containers for food wrappers and soft drink containers. All food is to be consumed in the cafeteria. Students that carry a water bottle must have a note from a physician explaining the specific need for the student to carry the water bottle with them. A new note is required to be submitted to the office every year.

LUNCH PROCEDURES

The lunch purchase is a computerized process. All students have an account and should keep a sufficient amount of money in their account for lunch purposes. The minimum amount allowed is the value of one week worth of lunches. However, students are encouraged to have more than one week in their account. Students with a negative balance in their lunch account will be denied hot lunch services.

TEXTBOOKS

Textbooks are provided by the school district on loan and are your responsibility. Write your name on the bookplate at the front of the book so that it may be returned to you if misplaced. No other writing should appear anywhere in the book. Textbooks **must** be covered to help protect the life of the book. Fines will be charged at the end of the year for lost or damaged textbooks and workbooks, and fines will be assessed to students that did not cover their textbooks.

2431 - CO-CURRICULAR PARTICIPATION/CODE

Co-curricular activities are defined to be all activities, which are not graded courses offered in the curriculum. All students participating in co-curricular competition of any kind must sign the co-curricular code.

All students (grade 7-12) participating in co-curricular activities shall be required to maintain a minimum 1.67 grade point average at the end of each quarter/semester and have no semester failing grades in order to take part in any co-curricular activities.

A quarter or semester grade point average of less than a 1.67 or one (1) semester "F" grade will prevent a high school and middle school student from co-curricular participation from the day of release of grades (which is three (3) business days after the end of the grading period) plus the next four (4) full calendar weeks of co-curricular activities.

Fourth quarter and second semester grades will be used to determine eligibility for fall student activities.

Entering students (grades 7th and 9th) are eligible for all co-curricular activities during their first quarter attendance at the middle school and high school.

"E" grades will not be used in determining a student's eligibility status for co-curricular participation.

WIAA standards allow no semester failing grades and no more than one (1) failing quarter grade.

A student, in order to regain eligibility to participate in co-curricular, will be allowed summer enrollment and/or completion of an approved correspondence course as a means of clearing a semester "F" grade into a passing grade.

Students who are ineligible will be able to practice, but will not be able to suit up for the games.

Students will not miss class time for travel to athletic contests if ineligible.

Every student will receive a handbook that includes the above policy.

Prohibited Conduct and Penalty for Violation

In order to set good examples of strong character and self-discipline, all students participating in co-curricular activities will conform to the following code:

- A. A student shall not possess, use, sell or distribute any non-authorized drug or controlled substance (Wis. Stat Section Chapter 961).
- B. A student shall not possess, use, sell or distribute any tobacco product (Wis. Stat Section 134.66).
- C. A student shall no use, sell, or distribute any performance enhancing drug as currently defined by the WIAA.
- D. A student shall not possess, use, sell or distribute any alcoholic beverages. A student may consume an alcoholic beverage when consumption is a tenant of their religion and an integral and necessary part of a religious activity (Wis. Stat Section 125.05).
- E. A student shall not attend a party where alcohol beverages, unauthorized drugs or controlled substances are made available and/or accessible to or used by minors and/or students of the School District of Westfield.
- F. A student shall not engage in any hazing activity. Hazing is defined as any activity expected of, or done to, someone joining a group (or to maintain full status in a group) that humiliates, degrades, or risks emotional and/or physical harm, regardless of the person's willingness to participate.
- G. A student shall not engage in any criminal activity and/or damage the property of any person or organization.
- H. Honesty Clause:

1. The student shall be truthful.
2. The student shall be forthcoming with information.
3. The student shall not be deceptive or untruthful.
4. The student shall be cooperative.
5. In responding to any questioning about his/her personal actions, it is expected that the student shall answer truthfully.

The principal, Athletic Director or District Administrator will reduce the penalty by fifty percent (50%) for being truthful.

The penalty for violating the code shall be a suspension from the sport/activity as set forth below. **The suspension will begin when notification of the violation is made to the parent/guardian of said student.** Any student engaged in serious criminal activity, any act of criminal violence, or reporting to an activity/practice under the influence of alcohol or non-authorized drugs will be penalized as a third offense. Interscholastic scrimmages will not count towards serving co-curricular code violations. The calculation for suspension will be made based on the total number of varsity season activity contests. Middle school sports/activities will use their own schedules.

- A. **First Offense** - the student will be suspended for twenty percent (20%) of the total contests, rounded to the nearest whole number, in the student's sport/activity.

If a co-curricular participant receives a violation due to drug-related issues, the participant will be required to successfully complete an education course set by the District Administrator. Participation in the course may indicate a need for alcohol/drug assessment. If an assessment is required or treatment is recommended, it is the financial responsibility of the parents/guardians to provide for that treatment. Athletes have a proven risk of injury after use of illegal chemical, athletes will be required to provide evidence of a clean drug test prior to any further participation in contests - this too shall be the financial responsibility of the parents/guardians.
- B. **Second Offense** - the student will be suspended for fifty percent (50%) of the total contests, rounded to the nearest whole number, in the student's sport/activity.
- C. **Third Offense** - the student will be suspended for 365 consecutive days from any school sport/activity.
- D. **Suspension Carryover** - Example if a student is found to be in violation of the code with one (1) football game remaining, and must serve a twenty percent (20%) suspension, it would be calculated as follows: There are nine (9) games, and the student misses one (1), which would equal 11.11%. The student would then be suspended for 8.89% of the next season he participates in. If that season is basketball, which is twenty-two (22) games, the student would be suspended for two (2) games. If the next sport was wrestling, which is fourteen (14) contests, the student would be suspended for two (2) contests.

In order to receive season ending awards (i.e. letters, captain pins, MVP, MIP plaques etc.), the student must finish the season/activity in good standing. Good standing is defined as all suspensions/penalties have been served in full.

The above suspensions are to be invoked during the designated seasons or activity time in which the student has, in the past, or clearly intends to participate. This code is in effect for twelve (12) months of the year.

The above suspensions are cumulative throughout the student's high school career.

Discipline of Participants for Other Misconduct

Other misconduct by participants may result in contest suspension or other penalties as imposed by the advisor, coach, Athletic Director or principal. Examples of other misconduct may include (but are not limited to the following): sexting, truancy, cheating, failure to maintain training hours, skipping practice, abuse of equipment, negative student account balances or other conduct unbecoming a student of the School District of Westfield.

No food service account shall maintain a negative account balance for more than thirty (30) days concurrently. Any unintended negative balance will need to be addressed immediately if not paid in full. Administrative action shall take place (up to suspension of all co-curricular activities and/or withholding of diploma.

Serious violations and consequences will be reported to the Athletic Director or principal for parental notification. All recommendations for removal from the activity will be reviewed by and imposed by the Athletic Director.

If the student is serving an out of school suspension or is expelled from school, the student cannot participate in any of the sport/activity during the time the student is suspended or expelled.

Changing or Dropping Sports/Activities

- A. Freshman or sophomore students may change from one sport/activity to another during the sport/activities season with agreement of both coaches/advisors or by serving a two (2) week waiting period before the change is allowed. Juniors and seniors who have earned letters in a sport may not change sports during the sport season.

Athletes will be allowed to change sports from one season to the next without any penalty or approval.

- B. No student who is dropped from one sport/activity for disciplinary reasons shall be eligible to compete in another sport/activity for that particular season.

Guidelines for Determining Violations of the Code

- A. When making a determination if there has been a violation of the code, the principal, assistant principal or dean of students may use any credible evidence provided by law enforcement and/or School District of Westfield employees providing it is within ninety (90) calendar days of the alleged incident.

Any identifiable image, photo, or video which implicates a student to have been in possession or presence of alcohol and/or other drugs or portrays actual use, or to have displayed behavior reflecting conduct unbecoming to an athlete or potential criminal activity, shall be confirmation of a violation.

- B. Students are to self-report any violation of the code. If the student reports a violation before the principal, assistant principal or dean of students has credible evidence of a violation, the penalty for a first time violation will be reduced to ten percent (10%) of the contests.
- C. Any alleged violations of Policy [2431](#) occurring off School District of Westfield property and/or district activities will be referred to appropriate law enforcement agencies for investigation.

Appeals Process

Any participant and/or the participant's parent/guardian may appeal the guilt/innocence of a code violation placed upon the student. This procedure will be followed in the event that the student and/or the student's parent/guardian wish to pursue the matter. Parties desiring to do so must notify the school principal, in writing, of their desire to meet with the co-curricular council, within three (3) working days (not school days) of notification of a violation. Students will not be allowed to participate in their current sport until the final decision is rendered. The appeals council will listen to the parties involved within three (3) working days of notice of appeal and then render a decision.

The School Board, in its approval of the code of conduct, will recognize the appeals council appointed by the principal. The council will consist of four (4) people, the Athletic Director, a coach (not connected with the student's current sport/activity) a staff member and a School Board member. The council, with the exception of the Athletic Director, will serve a two (2) year term. The principal will assign substitutes when a member of the council asks to be removed for matters of conflict of interest. The co-curricular council meeting will be conducted by the Athletic Director. Three (3) out of four (4) council votes are needed to overturn any ruling made by the governing body. In the event of a tie the appeal is denied. The principal then informs the student and parent/guardian of the council's decision within twenty-four (24) hours. This shall be the final

appeal step and the decision is not appealable to the School Board. NOTE: the coach/advisor of the participant involved may represent the participant as a non-voting member.

NO STUDENT CAN PARTICIPATE IN ANY CO-CURRICULAR ACTIVITY UNLESS THE STUDENT AND THE STUDENT'S PARENT/GUARDIAN HAVE EACH SIGNED THE HANDBOOK AND RETURNED THE HANDBOOK TO THE SCHOOL.

This Code becomes effective the day after it is revised and adopted by the School Board.

Revised 11/14/12

Revised 4/17/13

Revised 11/19/14

Revised 8/19/15

Revised 3/22/17

CODE OF CLASSROOM CONDUCT

The Westfield School District is committed to maintaining an excellent academic atmosphere and an orderly, safe environment. Teachers are expected to create a positive learning climate for students in their classrooms and maintain proper order. Students are expected to behave in the classroom in a manner that allows teachers to effectively carry out their lesson plans and students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the board, administration, and their classroom teachers. Parents should be aware of, and responsible for their children's activities, performance and behavior in school, and are asked to cooperate and consult with the school to prevent or address problems. Student's behavior that is dangerous, disruptive or unruly, or that interferes with the teacher's ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to removal from class and placement as outlined below. In addition, the student may be subject to disciplinary action in accordance with established board policies and school rules as stated in the rules which follow this code in the student handbook. Students are required to comply with all reasonable directives from staff members. There is no way that every rule can be listed in a handbook. Absence of a rule from this handbook does not mean a student is exempt from following commonly accepted practices. Students are to conduct themselves in an acceptable manner, and are to follow all written and unwritten rules.

REASONS STUDENTS ARE REMOVED FROM CLASS

While we prefer that students remain in class, a teacher may remove a student from class for:

- A. Dangerous, disruptive, or unruly behavior that interferes with the ability of the teacher to teach effectively. Examples of such behavior may include, but not necessarily limited to the following:
 - a. Possession or use of a weapon or other items that might cause bodily harm to person in the classroom
 - b. Being under the influence of alcohol or other controlled substances
 - c. Behavior that interferes with a person's work or school performance or creates an intimidating, hostile, or offensive classroom environment
 - d. Fighting, taunting, baiting, and or encouraging a fight or disruption
 - e. Intimidation caused by gang or group symbols or gestures
 - f. Pushing or striking a student or staff member
 - g. Obstruction of classroom activities or other intentional action to attempt to prevent the teacher from exercising assigned duties
 - h. Dressing or grooming in a manner that presents a danger to health or safety of others, causes interference with work, or creates classroom disorder
 - i. Restricting another person's proper utilization of classroom facilities or equipment
 - j. Repeated classroom interruption, confronting staff argumentatively, making/obnoxious noises, or repeatedly refusing to follow directions
 - k. Throwing objects in the classroom
 - l. Repeated disruption or violation of classroom rules
 - m. Behavior that causes the teacher or other students from physical or psychological harm, such as physical confrontations or verbal/physical threats
 - n. Willful damage to school or other person's property
 - o. Defiance of authority (willful refusal to follow directions given by the teacher)
 - p. Possession of person property prohibited by school rules and otherwise disruptive to the teaching and learning of others
 - q. Use of profanity
 - r. Harassment (verbal, physical, racial, or sexual harassment) of fellow students will not be tolerated in school

CONCERNS, SUGGESTIONS, QUESTIONS

If students or parents/guardian have concerns, questions, and/or suggestions, please use the following procedure. In the event that you are not satisfied with the proposal solution, you may appeal to the next level.

Level 1 – Classroom Teacher: All concerns, questions, and/suggestions should start with the classroom teacher. Please allow for sufficient time, research, and examination of all alternatives and possibilities before appealing to the next level.

Level 2 – Building Principal/Asst. Principal: If your concerns, questions, and/or suggestions are not dealt with to your satisfaction at level 1, they should be brought to the attention of the Principal/Asst. Principal. You will need to make an appointment with the Principal.

Level 3 – District Administrator: If your concerns, questions, and or suggestions have not been dealt with to your satisfaction at level 2 in a reasonable period of time, you may appeal to the district administrator. You will need to make an appointment.

Level 4 – Board of Education: If concerns, questions, and/or suggestions still exist after you have gone through levels 1, 2, and 3, the district administrator may approve the board of education for review.

DETENTION

Students may be assigned detention for undesirable patterns of conduct, as well as other disciplinary problems. Students assigned to detention are to report to the room designated, and for the number of days assigned. Each student must bring study materials and cooperate with the detention supervisor. Any student who breaks the regulations of the detention period may be suspended or be assigned additional consequences.

DETENTION PROCEDURES

- Students that have been assigned detention are required to go to the front of the lunch line to get their lunch.
- Students are required to report to detention within 5 minutes after the bell
- Absolutely no talking or other disruptions will take place in detention
- Students are dismissed to return their lunch tray 1 minute prior to the bell.

THE STEP SYSTEM

When incidents occur inside/outside of the classroom, when corrective actions taken by the classroom teacher have failed, or when the rule infraction is of a severe nature, the incident shall be referred to a Principal/Asst. Principal for investigation and action. The severity of the consequences applied by the Principal/ Asst. Principal depends on two factors: the seriousness of the offense and the previous disciplinary record of the student.

In an effort to take both factors into account, a progression of consequence (the step system) has been adopted. A student who is referred for violating a rule within this code will receive at least, at the discretion of the Principal or Asst. Principal, the consequence that corresponds to the entry level step for that offense. When applying disciplinary consequences, school authorities are not bound to the steps listed in the code of conduct; the steps are merely a guideline. The normal recommended minimum consequences for each step are as follows:

Step 0: *Teacher Actions*

Step 1: *Principal/Assistant Principal/ Asst. Principal Conference*

Step 2: *Principal Conference/Parent Notification/Detention*

Step 3: *One day in-school suspension*

Step 4: *Two day in-school suspension or out of school suspension*

Step 5: *Three day in or out of school suspension, at the discretion of the administrator. Reentry conference is required.*

Step 6: *Four day suspension in or out of school, at the discretion of the administrator. Reentry conference with parent and student and written contract required with both parent and student.*

Step 7: *Five day out of school suspension and Administrative Discipline Hearing.*

Step 8: *Fifteen day out of school suspension pending an expulsion hearing before the board of education.*

**Egregious or recurring disciplinary issues may result in after-school detention.*

A. SCHOOL ATTENDANCE

Rights: All students living within the boundaries of the Westfield School District are entitled to a free public education.

Responsibility: Students will attend all classes, assemblies, required meetings etc., unless properly excused by a parent/guardian and Principal. Students are required to report to school and classes on time and to remain on the school campus during regular school

hours.

Infraction	Step	Special Provision
A-1 Unexcused Absence: Absences which do not comply with policy or procedures, but are not truancy.	1-2	Students may be assigned to make up time.
A-2 Failure to serve detention	2-3	Insubordination
A-3 Truancy: Being absent from classes for part or all of a school day in violation of policy.	3	Students will be assigned to make up time. In addition, offenders may be referred to legal authorities.
A-4 Chronic Tardiness (have reached top of Tardiness Policy)	4	Students will be referred to legal authorities.

B. STUDENTS – TO – STUDENT RESPONSIBILITIES

Rights: Each student has the right to attend school and school activities without fear of threats against his/her feelings, property, or physical well-being.

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

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

Infraction	Step	Special Provision
B-1 Disrespect: To insult, call derogatory names, use obscenity toward, dishonor or in another manner abuse verbally or in writing any member of the student body.	2-6	
B-2 Threatening, intimidating, harassing acts: The act of threatening, verbally or by gesture, the well-being, health, or safety of any student on school property.	2-6	Referral also made to counselor and Principal.
Property Damage: Of another student's property	2-6	Restitution required through student contract. Referral to police.
B-4 Theft: From another student	2-6	Same as above.
B-5 Shakedown: The act of extorting objects of value from a person, under pressure of either implies threats or expressed threats.	3	Referral to police when appropriate.
B-6 Physical Altercations: Any act of hostile bodily harm/contact on school property, going to or from school, or at any activity under school sponsorship.		
B-6a Scuffle	2-5	Both parties involved will be disciplined and will share in damages, unless self-defense can be shown on the part of one student.
B-6b Fight	3-6	Same as above. Referred to police when appropriate.
B-6c Physical Attack: The act of physically assaulting or attempting to injure any student on school property.	5-8	Referral to police when appropriate.

C. STUDENTS/STAFF RELATIONSHIPS

Right: Students and staff have a right to work, study, and teach in an atmosphere of mutual respect.

Responsibility: Students are responsible to respect authority, feelings, physical well-being, and property of members of the school staff. Staff members, regardless of their title or position, are to be shown respect and students are to follow the directive of any staff member.

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

Infraction	Step	Special Provision
C-1 Insubordination: The willful failure to respond or carry out a reasonable request by authorized school personnel.	2-5	
C-2 Disrespect for the property of a member of the school staff.		
C-2a Property damage	2-4	Restitution required through student contract.
C-2b Theft	2-4	Same as above. Referral to police when appropriate.
C-3 Disrespect: To insult call derogatory names, use	3-5	Referral to police when appropriate.

obscenity toward, dishonor or in any other manner abuse verbally, physically, or in writing any member of the school staff.		
C-4 Threatening/Intimidating Acts: Verbally by gesture threatening the well-being, health, or safety of any member of the school staff.	5	Referral to police when appropriate.
C-5 Physical Attack: Physically assaulting any member of the school staff on school property or at any activity under school sponsorship.	7-8	Referral to police.

D. SCHOOL PROPERTY

Right: Each student is entitled to learn in a well-equipped, well maintained, attractive school environment.

Responsibility: Each student is responsible to repeat and help maintain the appearance of the building and the equipment therein.

Policy: Vandalism, theft, and abuse of school property, building, and grounds are prohibited.

Infraction	Step	Special Provision
D-1 Vandalism, willful damage of school property		
D-1a Abuse of printed or AU materials	2-3	Restitution required
D-1b Defacing, damage requiring cleaning or repair	2-5	Restitution required
D-1c Destruction: To render unusable	4-6	Restitution required through student contract. Referral to police.
D-2 Theft		
D-2a Major Theft: Considerable enough to report to police.	5-8	Restitution required through student contract. Referral to police.
D-2b Minor Theft: Not serious enough to report to police.	2-5	Restitution required through parental contract.
D-3 Littering	1-3	Assignment to work detail.

E. PROTECTION OF THE PUBLIC SAFETY

Right: Each student has a right to be safe and secure from physical harm while attending school.

Responsibility: Students are responsible to conduct themselves in such a manner as not to pose a threat to the health and safety of others.

Policy: The infraction listed below, as well as other acts that threaten the health and safety of students/or staff are strictly forbidden.

Infraction	Step	Special Provision
E-1 Detonation of fireworks or similar devices.	4-8	Referral to police.
E-2 False alarms		
E-2a The act of initiating a fire alarm or initiating a report warning of a fire or other catastrophe without just cause.	6-8	Referral to police.
E-2b Discharging or tampering with fire extinguishers or safety equipment.	3-5	Referral to police.
E-2c Bomb threats	8	Referral to police.
E-3 Arson: The attempt of intentional burning of any property of the school or its staff or students.	7-8	Referral to police.
E-4 Improper use of motor vehicles.		
E-4a Parking in unauthorized areas or improper parking.	1-4	Referral to police. Repeated violations will result in the offender not being allowed to drive to school.
E-4b Unauthorized driving during the school day.	2-3	Same as above.
E-4c Reckless driving.	3-5	Same as above and reported to police.
E-5 Weapons and explosive devices.		
E-5a Possession of weapon or explosive device.	3-8	Referral to police.
E-5b Threats involving a weapon/explosive device.	3-8	Referral to police.
E-5c Use of weapon/explosive device	8	Referral to police.
E-6 Use of possession of mace, pepper gas, etc.	2-8	Referral to police if illegal.

F. ALCOHOL, TOBACCO, AND DRUGS

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

Responsibility: Each student is responsible to keep his/her mind and body in a sound, healthy condition.

Policy: The possession, use, or sale of non-prescription drugs, alcoholic beverages, or tobacco is prohibited on school grounds, during or before school, and at school sponsored activities. (Refer to Policy 5500).

Infraction	Step	Special Provision
F1 Alcohol and drugs.		
F-1a Possession of drug related paraphernalia.	7-8	Referral to police when appropriate.
F-1b Under the influence of alcohol/drugs.	7-8	Same as above.
F-1c Possession of alcohol and or drugs.	7-8	Confiscate materials. Refer to police.
F-1d Observed use of drugs.	7-8	Referral to counseling and police.
F-1e Selling or transmitting alcohol/drugs	7-8	Referral to police.
F-1f Possession of alcohol or drug look-alike products	7-8	Confiscate products.
F-2 Tobacco		
F-2a Possession of tobacco products (on person, in vehicle, or locker).	3-5	Confiscate products and referral to police if under the age of 18.
F-2b Use of any tobacco products on school premises or at school functions under school sponsorship.	3-5	Same as above.
F-3 Possession of look-alike drug products.	2-8	Confiscate products/referral for legal action/possible expulsion

G. OTHER DISCIPLINARY INFRACTIONS

Infraction	Step	Special Provision
G-1 Being an accessory to violating a school rule.	1-4	Step assignment at Principal's discretion depending on level of involvement.
G-2a Electronic entertainment devices, and other prohibited articles.	1-4	Confiscated, possibly returned at end of day.
G-2b Cell phones and communication devices.	1-4	1 st offense – confiscated, returned at end of the day 2 nd offense – returned to parent; wi-fi accessed revoked for year. 3 rd offense – put on step 3, electronic device prohibited.
G-2c Use of image capturing devices in unauthorized areas (locker rooms, restrooms, and areas of privacy).	5-8	Referral to police.
G-3 Entering unauthorized areas	1-2	
G-4 Abusive, derogatory, or offensive language used in the presence of others. This includes, but not limited to racial, sexual, ethnic, and religious slurs.	1-4	
G-5 Inappropriate items or articles of clothing.	1-3	Confiscate, change into appropriate attire – personal or school supplied
G-6 Gambling	1-3	Materials confiscated and not returned.
G-7 Disruption of school events, games, meetings, and assemblies.	1-3	Removal from event/and possible exclusion from similar programs.
G-8 Misrepresentation: Written or spoken misrepresentation of the truth (i.e. Forged passes, or parent signatures, false phone calls, lies, etc.).	2-3	
G-9 Misuse of food in the cafeteria or other areas of the building	1-3	Work detail as assigned by Principal, confiscated food/pop.
G-10 Necking, embracing or other inappropriate amorous behavior in school.	1-3	
G-11 Repeated or serious classroom disruption	3	

G-12 Cheating		
G-12a In classroom or assigned work for class.	1-3	Teacher's discretion.
G-12b This extends beyond the bounds of the classroom, (e.g. Stealing a test, tampering with teacher's computer, grade books etc.).	4	Removal from class without privileges.
G-14 Computer abuse and/or "hacking".	3-5	Loss of computer privileges, possible referral to authorities for prosecution.
G-15 Improper or disruptive behavior not covered elsewhere in this code.	2-4	
G-16 Gross misconduct and violation of school policy	1-8	

TARDY SYSTEM

Occurrence	Intervention	Details
1 st , 2 nd Tardy	Computer Entry	Brief counsel by staff
3 rd Tardy	Guidance/Front office contact	Guidance – reminder of school expectation
4 th Tardy	Loss of passes for one week	Principal/Asst. Principal conference
5 th - 8 th Tardy	Lunch detention and loss of passes	Letter to parent
9 th - 12 th Tardy	Lunch detention/revocation of passes for extended time	Letter to Parent
13 th & Above	Suspension/Loss of privileges	After School Detention/Referral for truancy

Students that are assigned evening detention are required to attend for the entire duration of the detention period. Absences from evening detention are not accepted. Students that have employment responsibilities are required to notify their employer of their inability to attend work due to detention. Evening detention takes precedence over after school activities or employment.

5200 - ATTENDANCE

State law requires the Board of Education to enforce the regular attendance of students. Further, the Board recognizes that the District's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age, unless they fall under an exception under State law, this policy, or administrative guideline issued under this policy. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

Written Excuse Required

The District Administrator shall require, from the parent or guardian of each student or from an adult student, who has been absent for any reason a written, signed, dated statement stating the reason for the absence and the time period covered by the absence.

School Attendance Officer

The District Administrator shall designate an administrator at each school to be the School Attendance Officer. The School Attendance Officer shall perform any duties and responsibilities s/he is required to perform by State law, this policy, and any administrative guidelines issued by the school. The duties of the School Attendance Officer shall include, but not be limited to, the following.

- A. Determining daily from attendance reports submitted by teachers which students enrolled in the school are absent from school and whether the absence is excused.
- B. Submitting to the District Administrator, on or before August 1st of each year, a report of the number of students enrolled in the school who were absent in the previous year and whether the absences were excused. The District Administrator shall then submit this information to the State Superintendent.
- C. Providing student attendance information to individuals and agencies for purposes authorized by State law and the Board's Policy [8330](#) - Student Records.

Excused Absences

As required under State law, a student shall be excused from school for the following reasons:

- A. **Physical or Mental Condition**

The student is temporarily not in proper physical or mental condition to attend a school program.

- B. **Obtaining Religious Instruction**

To enable the student to obtain religious instruction outside the school during the required school period (see Policy [5223](#) - Absences for Religious Instruction).

- C. **Permission of Parent or Guardian**

The student has been excused by his/her parent or guardian before the absence for any or no reason. A student may not be excused for more than ten (10) days per school year under this paragraph and must complete any course work missed during the absence.

- D. **Religious Holiday**

For observance of a religious holiday consistent with the student's creed or belief.

- E. **Suspension or Expulsion**

The student has been suspended or expelled.

F. **Program or Curriculum Modification**

The Board has excused the student from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.

G. **High School Equivalency – Secured Facilities**

The Board has excused a student from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secure detention facility, or a juvenile portion of a county jail, and the student and his/her parent or guardian agree that the student will continue to participate in such a program.

H. **Child at Risk**

The student is a "child at risk" as defined under State law and is participating in a program at a technical college on either a part-time or full-time basis leading to high school graduation, as provided under State law.

Unexcused Absences

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The District Administrator shall develop administrative guidelines to address unexcused absences.

Truancy Plan

The Board will issue a Truancy Plan based upon the recommendations of the County Truancy Committee convened under State law, the Board's policies and procedures, and applicable provisions of State law. The Board will review and, if appropriate, revise the Truancy Plan at least once every two (2) years.

The Truancy Plan will include, at a minimum, the following:

- A. procedures to be followed for notifying the parents or guardians of the unexcused absences of a student who is truant or a habitual truant and for meeting and conferring with such parents or guardians
- B. plans and procedures for identifying truant children of all ages and returning them to school, including the identity of school personnel to whom a truant child shall be returned
- C. methods to increase and maintain public awareness of and involvement in responding to truancy within the school district
- D. a provision addressing the immediate response to be made by school personnel when a truant child is returned to school
- E. the types of truancy cases to be referred to the District Attorney and the time

periods within which the District Attorney will respond to and take action on the referrals

- F. plans and procedures to coordinate the responses to the problems of habitual truants, as defined under Sec. 118.16(1)(a), Wis. Stats., with public and private social services agencies
- G. methods to involve the truant child's parent or guardian in dealing with and solving the child's truancy problem

A student will be considered truant if s/he is absent part or all of one (1) or more days from school during which the School Attendance Officer, principal, or a teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student. A student who is absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance Statute Sec. 118.15, Wis. Stats., will also be considered truant.

A student will be considered a habitual truant if s/he is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester.

Notice of Truancy

The School Attendance Officer shall notify a truant student's parent or guardian of the student's truancy and direct the parent or guardian to return the student to school no later than the next day on which school is in session or to provide an excuse for the absence. The notice under this paragraph shall be given before the end of the second school day after receiving a report of an unexcused absence. Notice shall be made by personal contact or telephone call, if possible, and a written record of this notice shall be kept. If such notice is not effective, notice shall be made by mail. This notice must be given every time a student is truant until the student becomes a habitual truant.

Notice of Habitual Truancy

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

- A. a statement of the parent's or guardian's responsibility under State law to cause the student to attend school regularly
- B. a statement that the parent, guardian, or student may request program or curriculum modifications for the student under State law and that the student may be eligible for enrollment in a program for children at risk
- C. a request that the parent or guardian meet with the appropriate school personnel to discuss the student's truancy

The notice shall include the name of the school personnel with whom the parent or guardian should meet, a date, time, and place for the meeting and the name, address, and telephone number of a person to contact to arrange a different date, time, or place. The date for the meeting shall be within five (5) school days after the date that the notice is sent, except that with the consent of the student's parent or guardian the date for the meeting may be extended for an additional five (5) school days.

- D. a statement of the penalties, under State law or local ordinances that may be

imposed on the parent or guardian if s/he fails to cause the child to attend school regularly as required by State law

The School Attendance Officer will also continue to notify the parent or guardian of a habitual truant's subsequent unexcused absences.

Referral to the District Attorney

Truancy cases will be referred to the District Attorney as provided in the County Truancy Committee Plan. The School Attendance Officer will ensure that appropriate school personnel have done the following before any case is referred to the District Attorney:

- A. met with the student's parent or guardian to discuss the student's truancy or attempted to meet with the student's parent or guardian and received no response or were refused
- B. provided an opportunity for educational counseling to the student to determine whether a change in the student's curriculum would resolve the student's truancy and have curriculum modifications under State law
- C. evaluated the student to determine whether learning problems may be a cause of the student's truancy and, if so, have taken steps to overcome the learning problems, except that the student need not be evaluated if tests administered to the student within the previous year indicate that the student is performing at his/her grade level
- D. conducted an evaluation to determine whether social problems may be a cause of the student's truancy and, if so, have taken appropriate action or made appropriate referrals

Note that paragraph A. is not required if the meeting between school personnel, the student, and the student's parent or guardian, which was requested in the Notice of Habitual Truancy to the parent or guardian, did not occur within ten (10) school days after the Notice was sent. Paragraphs B., C., and D. are not required if appropriate school personnel were unable to carry out the activity due to the student's absences from school.

Make-up Course Work and Examinations

Students who are absent from school, whether the absence was excused or unexcused, shall be permitted to make-up coursework and examinations missed during the absence when they return to school. It is the student's responsibility to contact his/her teachers to determine what coursework and examinations must be made-up. Teachers shall have the discretion to assign substitute coursework and examinations. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence, unless extended by the principal based upon extenuating circumstances.

All seniors are required to have regular attendance second semester in order to participate in the commencement ceremony. Any student who misses more than seventy (70) class periods (Intervention counts as one-half (1/2) a period), even if parent permission is granted, s/he will not be allowed to participate in the graduation ceremony. Note - medical excuse slips, family emergency, and/or college visits are the only exceptions to this rule.

District Administrator Guidelines

The District Administrator shall develop administrative guidelines concerning the attendance of students which:

- A. ensure a school session which is in conformity with the requirement of the law;

- B. ensure that students absent for an excusable reason have an opportunity to make-up work they missed;
- C. govern the keeping of attendance records in accordance with State law;
- D. facilitate implementation of the Truancy Plan;
- E. identify the habitual truant, investigate the cause(s) of his/her behavior, and consider modification of his/her educational program to meet particular needs and interests;
- F. ensure that any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the District's limit on excused absence is referred for evaluation for eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 and Chapter 115, Wis. Stats.;
- G. provide that a student's grade in any course is based on his/her performance in the instructional setting and is not reduced for reasons of conduct. If a student violates the attendance or other rules of the school, s/he should be disciplined appropriately for the misconduct, but his/her grades should be based upon what the student can demonstrate s/he has learned;
- H. ensure that all parents and students are informed of the District's Attendance Policy and related guidelines;
- I. enable the School Attendance Officer to perform his/her duties under State law and this policy; and
- J. address unexcused absences.

115, 118.15, 118.125(2), 118.153, 118.16, 118.162, Wis. Stats.

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7540.03 - STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

The District makes access to interconnected computer systems within the District as well as the Internet available to students to provide various means of accessing educational materials and opportunities.

The District's Internet system has a limited educational purpose and is not intended to serve as a public access service or a public forum. The Board of Education has the right to place restrictions on its use to assure that use of the District's computer system is in accord with its limited educational purpose. Student use of the District's computers, network and Internet services ("Network") will be governed by this policy, the related guidelines and the student disciplinary process.

The Board encourages students to utilize the Internet to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The instructional use of the Internet will be guided by the Board's policy on instructional materials.

The Internet is a global information and communication network that provides an incredible opportunity to bring previously unimaginable education and information resources to our students. The Internet connects computers and users in the District with computers and users worldwide. Through the Internet, students and staff can access up-to-date, highly relevant information that will enhance their learning and the

education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges.

First, and foremost, the Board may not be able to technologically limit access, to services through the Board's Internet connection to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources which have not been screened by educators for use by students of various ages.

The Board utilizes software and/or hardware to monitor online activity of students and to block/filter access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. "Harmful to minors" is a term defined by the Communications Act of 1934 (47 U.S.C. 254(h)(7)) as any picture, image, graphic image file, or other visual depiction that:

- A. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- B. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- C. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

At the discretion of the Board or the District Administrator, the Technology Protection Measure may be configured to protect against access to other material considered inappropriate for students to access. The Technology Protection Measure may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. The District Administrator or Technology Director may temporarily or permanently unblock access to sites containing appropriate material, if access to such sites has been inappropriately blocked by the Technology Protection measure. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the Technology Protection Measure.

The District Administrator or Technology Director may disable the technology protection measure to enable access for bona fide research or other lawful purposes.

Parents are advised that a determined user may be able to gain access to services on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents assume risks by consenting to allow their child to participate in the use of the Internet. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

The District Administrator shall prepare guidelines which address students' safety and security while using e-mail, chat rooms, instant messaging and other forms of direct electronic communications, and prohibit disclosure of personal identification information of minors and unauthorized access (e.g., "hacking") and other unlawful activities by minors online.

Network and Internet access is provided as a tool for your education. The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of electronic communications;
- B. the dangers inherent with the online disclosure of personally identifiable information;
and,

- C. the consequences of unauthorized access (e.g., "hacking"), cyberbullying, and other unlawful or inappropriate activities by students online.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students shall not access social media for personal use from the District's network, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

The Board designates the District Administrator and the Technology Director as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of the Network.

H.R.4577,P.L.106-554,Children's Internet Protection Act of 2000

47U.S.C.254(h),(1),Communications Act of 1934, as amended

20U.S.C.6801 et seq., Part F, Elementary and Secondary Education Act of 1965,
as amended

18 U.S.C. 2256

18 U.S.C. 1460

18 U.S.C. 2246

Revised 8/15/12

5136 - WIRELESS COMMUNICATION DEVICES

Students may possess wireless communication devices (WCDs) in school, on school property, during after school activities (e.g. extra-curricular activities) and at school-related functions, provided that during school hours and on Board authorized vehicles the WCDs are powered completely off (i.e., not just placed into vibrate or silent mode) and concealed and secured in hall lockers (but not locker room lockers) or vehicles.

Students are prohibited from using WCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Students who violate this provision and/or use a WCD to violate the privacy rights of another person may have their WCD confiscated and held until the end of the school year.

"Sexting" is prohibited at any time on school property or at school functions, while under the supervision of school authorities, or transmitted to others at school. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. This also explicitly includes displaying images received to a third party. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.

The use of WCDs that contain built-in cameras (i.e. devices that take still or motion pictures, whether in a digital or other format) is prohibited in locker rooms, classrooms, bathrooms.

Students are prohibited from using a WCD 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.

Students are also prohibited from using a WCD to capture 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 their WCDs to receive such information.

Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. Any WCD confiscated by District staff 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. WCDs in District custody will not be searched or otherwise tampered with except in accordance with Policy [5771](#) – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a WCD to school for a designated length of time or on a permanent basis. If the WCD 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.

A person who discovers a student in possession of or using a WCD 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 WCDs. The Board assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents/guardians during the school day.

Definition of Personal Technology Device

For purposes of the Bring Your Own Device (BYOD) initiative, Personal Technology Device (PTD) means a privately owned wireless and/or portable electronic hand-held equipment that includes, but is not limited to, laptop and mobile computers, portable Internet devices (iPod touch, iPad, Kindle, tablet PC), personal digital assistants, handheld entertainment systems or other portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting, receiving, and storing. Cell Phones/Smart Phones cannot be used during the school day. Cell Phones/Smart Phones must be turned off and stored in the student's locker.

General Rules

- A. Staff members may allow students to use personal technology devices (PTDs) on the School District of Westfield (SDOW) wireless network by completing and submitting the BYOD agreement. The ultimate authority of whether students may use (PTDs) rests with the classroom teacher.
- B. Under the provisions of the BYOD program, parents who choose to allow students to use their own technology and students who bring personal technology do so knowing that it will diminish their expectation of privacy regarding their personal electronic device while at school. The school reserves the right to search a privately owned electronic device in accordance with applicable laws and policies if there is reasonable suspicion that the student has violated SDOW policies, administrative procedures, school rules, or engaged in other misconduct while using the device.
- C. The use of the PTD is solely limited to support and enhance instructional activities currently occurring in the classroom environment. PTD's may not be used for non-instructional purposes, to include texting and non-authorized communications between students, and the unauthorized posting on social media.
- D. Recognizing that all such devices may not be appropriate for instructional situations, PTD's will be considered for classroom use if they are mobile and have the capability of browsing the Internet. These items include, but are not limited to laptops, netbooks, tablets, and e-readers. The final determination of devices that are appropriate to connect to the School District of Westfield network rests with the SDOW.
- E. Connecting a privately owned electronic device may not be successful if the technical specifications for wireless protocol are not met. Devices must use 802.11g or 802.11n Wi-Fi connectivity only to access the school's wireless network.
- F. No privately owned electronic device may be attached to the SDOW network if a signed AUP and BYOD policy form are not on file in the SDOW student information system.
- G. All information related to the privately owned electronic device(s) that is requested by this form will be submitted by the student prior to accessing the network.
- H. No student shall establish a wireless ad-hoc or peer-to-peer network using his/her PTD or any other wireless device while

on school grounds. This includes, but is not limited to using a PTD as a cabled or wireless hotspot. Example: Using a personal device as a server so that students can play an online game.

- I. Teacher permission is necessary for student use of a privately owned electronic device during classroom instruction or the classroom period. Final authority rests with the teacher.
- J. Voice, video, and image capture applications may only be used with prior permission from a teacher and for specific instructional purpose(s). Under no circumstances will video/sound/pictures be used for harassing others, cyber-bullying, academic dishonesty, or other actions prohibited by school policy or state and federal law.
- K. The teacher may request at any time that PTD's be turned off and put away. Failure to do so may result in disciplinary action and revocation of access to the network.
- L. Sound should be muted unless the teacher grants permission for use of sound associated with the instructional activities.
- M. PTD's may only be used by their registered users.
- N. No student shall use another student's log-on credentials.
- O. No student shall knowingly attempt to gain access to any computer, computer system, computer network, information storage media, or peripheral equipment without the consent of authorized school or division personnel.
- P. No SDOW owned academic or productivity software can be installed on personal devices.
- Q. No student shall use any computer or device to illegally collect any electronic data or disrupt networking services. Students may not engage in any malicious use, disruption or harm to the school network, Internet services, learning environment or any other electronic device owned by the school, any school personnel and/or student.
- R. Students may not attempt to use any software, utilities or other means to access Internet sites or content blocked by school division internet filters.
- S. Student takes full responsibility for the PTD at all times. The school is not responsible for storing or keeping the PTD secure at any time.
- T. The SDOW will not provide repair or software installation services to any PTD.
- U. This policy is in addition to all SDOW technology and Internet related policies, including the Acceptable Technology Use and Safety Agreement. Any student in violation of this policy may have their privileges suspended or revoked. The SDOW has the right to determine when and where PTD device use is appropriate.

Lost, Stolen or Damaged Devices

Each user is responsible for his/her own Personal Technology Device, and should treat it and use it responsibly and appropriately. The SDOW takes no responsibility for stolen, lost, infected, or damaged devices, including lost or corrupted data on those devices. While school employees will help students identify how to keep personal devices secure, students will have the final responsibility for securing their personal devices.

Please complete the **Personal Technology Bring Your Own Device Agreement** found on our district webpage under forms and turn in to your school office.

Revised 5/13/13

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Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Parents/Guardians are asked to avoid calling or texting their children on cellphones during the school day. Students may use school phones to contact parents/guardians during the school day.

Students are not to use cell phones in any way during the school day unless they have prior permission from the Principal. Students that use cell phones will have their phones confiscated and will face additional consequences. If a staff member requests that a student turn over their phone due to violation of school rules, the student is required to hand it to the staff member.

Electronic device violations will result in:

1st Offense: Confiscation of device, including the battery, until end of school day.

2nd Offense: Confiscation of device, including the battery. Parent must pick up in office. Blocked from wi-fi network.

3rd Offense: Confiscation of entire device. Parent must pick up and student is banned from bringing electronic devices on school grounds.