Student & Parent Handbook

Shell Lake Middle & High School

Middle/High School Office

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Updated July 3, 2026

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WELCOME TO YOUR MIDDLE AND HIGH SCHOOL!
GO LAKERS!

District Vision

To foster a thriving student body contributing to their school, their community, and their future.

District Mission

To inspire and support each student to thrive and contribute to society through educational challenges, community engagement, and high expectations.

HANDBOOK INFORMATION

The contents of this handbook have been adopted by the Board of Education and are presented as a matter of information. Material included in this handbook is considered an extension of the school board policy.

It should be understood that the following rules and policies are not all inclusive.

The school district reserves the right to modify, revoke, suspend, terminate or change any of all such plans, policies, and procedures in whole or in part, at any time with or without notice. The word Parent or Guardian can represent one-in-the-same throughout this handbook.

The Board of Education and the Administration shall take action as is necessary to insure the discipline and orderly conduct of the school. Action may be taken with respect to any offense, which interferes with the orderly conduct of the school regardless of the existence or nonexistence of a rule covering the offense.

NOTICE OF NONDISCRIMINATION POLICY

The School District of Shell Lake does not discriminate against pupils on the basis of gender identity/sex, race, national origin, ancestry, creed, pregnancy, marital status, sexual orientation, physical, mental, emotional, or learning disability or handicap or any other state or federal protected category in its educational programs extracurricular activities, pupil services, or other program activity. The district encourages informal resolution of complaints under this policy. If any person believes that the School District of Shell Lake or any part of the school organization has failed to follow the law and rules of S. 118.13, Wisconsin Statutes, or in some way discriminates against pupils on the basis listed above, he/she may bring or send a complaint to the administration office at the following address: 271 Hwy. 63, Shell Lake, WI 54871.

- **Step 1** A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the district employee designated to receive complaints. That employee shall send written acknowledgement of the receipt of the complaint within 45 days.
- **Step 2** A written determination of the complaint shall be made by the board within 90 days of receipt of the complaint unless the parties agree to an extension of time. Appeals under 20 USC S. 1415 and Ch. 115, Wisconsin Statutes, relating to the identification, evaluation, educational placement, or the provision of a free appropriate public education of a child with an exceptional educational need shall be resolved through the procedures authorized by Ch. 115, Subchapter V, Wisconsin Statutes. Complaints under 20 USC S. 1231 e-3 and 34 CFR SS. 76.780-76.782, commonly referred to as EDGAR complaints, that the state or sub grantee is violating a federal statute or regulation that applies to a program shall be referred directly to the State Superintendent.
- **Step 3** If a complainant wishes to appeal a negative determination by the board, he/she has the right to appeal the decision to the state superintendent within 30 days of the board's decision. In addition, the complainant may appeal directly to the state superintendent if the board has not provided written acknowledgment within 45 days of the receipt of the complaint or made a determination within 90 days of receipt of the written complaint. Appeals should be addressed to: State Superintendent, Wisconsin Department of Instruction, 125 South Webster Street, P.O. Box 7841, Madison, WI 53707.
- **Step 4** Discrimination complaints on some of the above bases may also be filed with the federal government at the Office for Civil Rights, U.S. Department of Education, 300 South Wacker Drive, 8th Floor, Chicago, IL 60606

Any questions concerning this policy should be directed to: Mr. Todd Felhofer, Superintendent of Shell Lake School District.

RIGHTS AND RESPONSIBILITIES OF STUDENTS

Students are expected to behave in a manner that exemplifies positive character traits and will be held accountable for their actions should they fail to meet these expectations. Student discipline will be enforced in a manner which respects the rights and recognizes the responsibilities of all students. The rights and responsibilities listed here also may help prevent discipline problems. Each student has a right to:

- Expect and receive a quality education.
- Attend school without fear of discrimination, retaliation, verbal harassment or physical harm.
- Utilize school facilities and programs according to established school regulations and procedures.
- Hold property free from theft or damage.
- Expect courteous behavior from other students and school personnel.
- Determine his/her dress so long as it is not distracting, inappropriate or indecent, and follows the Shell Lake student dress regulations.
- Obtain help regarding drug or alcohol use/abuse from school staff members.
- Form, hold and express opinions and beliefs so long as the expression does not disrupt the normal operation of the school.
- Have access to school rules to which they are subject.
- Due process in the application of the Student Conduct Code.
- Appeal an application of the Student Conduct Code through the appeal process outlined in the Code.

With these rights come responsibilities, which students must accept for the good of the entire school community. Students who assume these responsibilities will be individually successful in school and help provide a positive school climate for others. Student's responsibilities include the following:

- Understand and follow the guidelines in this student handbook.
- Attend school regularly, arrive on time, bring appropriate materials, be prepared to participate in class and do assigned homework.
- Work toward academic growth.
- Respect the rights, feelings, and property of fellow students, parents, and school staff.
- Conduct themselves properly while at school, en-route to and from school, at any school- related activity, or on school buses so as not to interfere with the rights of other students.
- Dress appropriately and have grooming habits which do not interfere with the learning process or school environment; or pose a danger to the health and safety of others.
- Properly care for, return, or pay for lost school-issued textbooks and other materials.
- Be accountable for personal actions both as an individual and as part of a group.
- Reach out to other students and school staff members in order to build bridges of understanding and cooperation.
- Refrain from being part of or escalating situations which violate student behavior expectations.
- Refrain from using profane and vulgar language.
- Obey the laws concerning the possession and use of illegal drugs.
- Cooperate with other students and staff members to promote the wellbeing, safety, and security of the school community.

ACADEMIC INFORMATION

SKYWARD FAMILY ACCESS

Parents and students have access to the Skyward portal, Family Access, to access information about their student.. To login, please go to our district website, and click on the →] Login icon. If you need assistance, please contact the 7-12 office.

GRADING -

The school district of Shell Lake bases their curriculum on the Wisconsin Model Academic Standards. The meaning of the letter and number symbols used in evaluation are as follows:

A	-	Excellent
B	-	Above Average
C	-	Average
D	-	Below Average
F	-	Failure
I	-	Incomplete Work
P	-	Pass
W	-	Withdrew
WF	-	Withdrew Failing

PASS/FAIL GRADES

Students may take up to one credit per year as pass/fail. To do so, students must complete a Pass/Fail Grade Form in the Guidance office, attain principal approval, and return the form to the Guidance office within the first two days of class.

PROGRESS REPORTS

Research shows that students earning all Cs or above or a GPA of 2.8 and above, are more likely to be successful for life after high school. (National Redefining Readiness Indicators, https://www.redefiningready.org/) To ensure that parents receive regular and timely communication on progress, regular progress reports will be sent by email through Family Access. Directions on how ***parents can set this up*** will be provided prior to the start of the school year. Mid-semester progress reports will also be given to students. If there is a concern about your son/daughter's progress, please first contact the teacher of that course. If there continues to be a concern, please contact the principal.

REPORT CARDS -

Grades measuring achievement will be given at the end of each semester. Comments regarding effort may be included in the comments section of the report card. All grades will be recorded on the student's transcript. For questions about grades, please first contact the teacher of that course.
Report cards will be sent after each grading period.

HONOR ROLL

Each **semester** Honor Roll students are announced. Qualifications are:
"A" Honor Roll = 3.6 or above
"B" Honor Roll = 3.000 - 3.599
An "F" eliminates a student from the Honor Roll for that Semester.

ACADEMIC LETTERS

Academic letters are awarded to students at an Assembly each May. Students may earn academic letters if they earn a 3.750 GPA for the three consecutive terms in the school year.

INCOMPLETE GRADES

All work must be completed by the end of the grading period, except in extenuating circumstances that have been approved by the building principal and the teacher of that course. Additional time, noted as an "incomplete", will be determined based on a case-by-case basis. If the timeline is not met, the incomplete grade will become a failing grade.

CLASS RANK

All **quarter or semester** grades are used to calculate a student's grade point average (GPA) and class rank. All credited grades are given equal weight. The following point system is used:

A	4.000	C+	2.330	D-	0.670
A-	3.670	C	2.000	F	0.000
B+	3.330	C-	1.670		
B	3.000	D+	1.330		
B-	2.670	D	1.000		

At the end of the 1st Semester of a student's senior year, senior honor students are determined for graduation. Seniors earning a 3.550 overall GPA will be recognized at graduation as honor students. **Valedictorian and Salutatorian representatives will be determined at the end of the 1st Semester of the Senior year.**
Students are reminded that quarter grades contribute towards your overall GPA. This includes high school level ITV courses. Students who take an ITV course for college credit will receive only one grade for the course. This grade will also affect the GPA.

GRADUATION REQUIREMENTS

All students will need 27 credits to graduate, including:

- 4 Credits of English
- 3 Credits of Social Studies
  (must pass the Civics exam)
- 3 Credits of Math
- 3 Credits of Science
- 0.5 Credit of Personal Finance **(Class of 2027)**
- 1.5 Credits of Physical Education
- 0.5 Credits of Health
- 11.5 Credits of Electives

GRADUATION EXERCISES

No student will be allowed to participate in any school related commencement activity unless they have fulfilled the graduation requirements set by the Board of Education, have paid fines and charges owed to the school district, and have met all penalties set by the high school principal for disciplinary action. A student may be excluded from the graduation exercises for egregious behavior and other situations that would compromise the integrity of the ceremony.

GRADE CHALLENGE

An adult pupil, or the parent/guardian of a minor pupil, may challenge a semester grade as being improperly recorded or otherwise unjustly representative. The grade may not be challenged on the basis of being unfair or as a result of improper judgment.

PROCEDURE TO CHALLENGE A GRADE

1) The adult pupil or the parent/guardian of the minor pupil must first make every attempt to resolve the dispute with the teacher and principal . If no resolution is found, the matter may proceed to the next step.
2) An adult pupil, or the parent/guardian of a minor pupil, must make a written description of the claim and send it via certified mail to the district administrator by the conclusion of the next grading period following the disputed grade.
3) The district administrator will review the claim and seek to resolve the challenge by conference and in writing within twenty days of receiving the letter. The District Administrator's decision will be final.

SCHEDULING CHANGES

Students participate in Academic and Career Planning (ACP) and are encouraged to schedule courses in preparation with their future goals. Students are provided ample time to consider which classes meet their interests and needs. Class schedules are not to be changed unless a special circumstance exists, such as the failure of a student to pass a prerequisite course. **Schedule change requests must meet the criteria on the Schedule Change Form located in the Guidance office, must be approved by the principal, and must be completed within the first 2 days of the grading period.**

Until a student's schedule change has been approved, the student is expected to report to his/her scheduled class.

No student may withdraw from one class and enroll in another class for credit unless the teacher, school counselor, and principal recommend that the student be placed in a modified class or a more advanced class. A student withdrawing from a class prior to the end of the term shall receive no credit unless otherwise approved by the principal.

WITHDRAW PROCEDURES

Students withdrawing from Shell Lake Schools are to use the withdrawal form, located in the counseling office, to obtain release signatures from all teachers, etc. All obligations are noted on this form. The completed form, fees, and fines need to be paid in the office prior to the student being officially withdrawn from school.

ACADEMIC HONESTY STATEMENT

Shell Lake School District students are expected to demonstrate honesty and integrity. This includes, but is not limited to: test taking, homework, class assignments and the original creation of projects, papers, compositions, and research. All work submitted by students should be a true reflection of their effort and ability.

The following behaviors are examples (non-exclusive) of violations of our academic honesty policy:

1. Cheating on a test.
2. Plagiarism - using the ideas of another as one's own without acknowledgment of the source (downloading materials from the internet or A.I., using the ideas within without crediting the source).
3. Submitting another person's work as one's own.
4. Copying another student's work (tests, quizzes, homework, and projects).
5. Allowing another student to copy your work.
6. Unapproved cell phone use or sharing pictures/details of test materials/answers with other students.

The following discipline is typically imposed for policy violations; however, the Principal retains the right to vary from such guidelines depending upon the nature and severity of the offense.

First offense

1. Zero for educational products, with the exception of summative assessments in which an alternative assessment will be administered.
2. Discipline report filed, noting disciplinary action.
3. Removal from National Honor Society if applicable.

Second offense

1. Zero for educational products. Zero for educational products, with the exception of summative assessments in which an alternative assessment will be administered.
2. Discipline report filed, noting disciplinary action. Conference scheduled with parents, teachers, and students.

GENERAL SCHOOL POLICIES

LUNCH PROGRAM

Students may bring their own lunch or may eat at school. School lunch prices can be seen on the district's website, under "Food Menu." Breakfast is free of charge for all students. Rates are subject to change. The district uses an automated school food service accounting system. The accounting system functions as a debit system. Parents/guardians are expected to maintain their lunch account in a positive balance. Parent/guardians who believe that the financial condition of their families is such that they cannot afford to pay for the cost of their child's meals shall be encouraged to make a written application for free or reduced meals in accordance with the National School Lunch Act guidelines. These applications can be obtained through any of the offices or on the website under the parent section.

NOTICE OF DELINQUENT LUNCH ACCOUNT

The district will notify parents when their lunch account is at a balance of $10.00. The district office will notify parents again when the balance is a negative $20.00. Notification will be by email, text, mail or phone to the parent/guardian to inform them of the need to deposit money in the account. Students with a negative balance of $20 or more will be allowed to eat a regular meal for up to four days. Each day notice will be sent to parents. If, after 4 days, no payment or arrangements have been made, the student will receive a juice and sandwich. Every day that a child does not get a billable meal, the school will notify the parents.

SCHOOL HOURS

Students are not to be at school before **7:45 a.m. or after 3:30 p.m.** unless they are here for a specific purpose under the direct supervision of an advisor.

Students are to enter the school through the main entryway by the administrative office. All other doors will be locked. Students are not permitted to leave school grounds during regular school hours without permission from the principal.

SCHOOL CLOSING

Should conditions necessitate the closing of school, announcements will be made using the following:

1. Sky Alert Message System
2. WJMC 96.1, WAQE 97.7 Rice Lake;
3. WEAU 13 Eau Claire; KARE 11 and KSTP 5, Minneapolis-St. Paul
4. School District website
5. School District Facebook page

STUDENT MEDICATION

All prescription medication must be registered and administered by school personnel, unless a 7-12 student has written authorization by Parent and School Administration to self-medicate. Parents must bring the medication to the school office where it will be counted and distributed to the student as prescribed by the physician. Students are not to bring any prescription or non-prescription medication to school on their own. Non-prescription medication may be taken by a student if there is written documentation from the parent allowing them to do so. All non-prescription medications will be kept in the nurses' office.

SCHOOL HEALTH SERVICES

A school nurse is on duty each day of the week. Students should request to see the nurse through Hall Pass.

STUDENT INSURANCE

The School District of Shell Lake provides student accident insurance for all students in preschool through grade twelve. **The coverage is a supplement to a family's health insurance plan.** It pays only after the family health or auto policy has processed the claim and then within the limits of the policy's benefits. This plan does not cover penalties imposed for failure to use providers preferred or designated by your primary coverage. Filing a claim is the responsibility of the parent. Parents must notify the administration office of an injury and obtain a claim form immediately. The school will not submit claim forms to the insurance company.

SAFETY DRILLS:

The law requires schools to regularly practice several safety drills including; fire, tornado, lockdown, hold, and evacuation. All students are expected to promptly use the appropriate procedure for drill.

ASSEMBLIES

Student attendance is required at assemblies unless excused by parents. When excusing the student, the parent should state the reason for the excuse. Final approval will be made by the building principal. Students not attending will be required to sit in the office/designated area, determined by the building principal.

ATHLETIC EVENTS, DANCES & ACTIVITIES

Students may not leave a school-sponsored activity and return to the same event. Students who leave the dance/building will not be allowed to re-enter. This includes athletic contests, concerts, school dances, and other school-

sponsored activities. Only 9-12 students may attend high school dances. Grades 7-8 students may only attend middle school dances. All 7-8 dances are closed dances, which means only Shell Lake students may attend. Homecoming and junior prom are open dances; all other high school dances are closed to non-district students. High school students may bring one guest to a closed dance. Shell Lake students bringing a guest from another school must fill-out and complete a "dance guest form." These students must be registered at least one day prior to the dance. All student groups must complete a dance application form and be approved by the principal prior to holding the event. Forms may be obtained in the high school office.

BEVERAGES AND FOOD

Drinking a sufficient amount of water each day is healthy and encouraged. Water bottles may be used in classrooms at the discretion of each classroom teacher. Students must use resealable containers; no pop tops. **No food should be taken into individual classrooms during the school day**. Any messes made by a student must be cleaned up by the student.

BUS DISCIPLINE/CONDUCT INFRACTIONS

The following procedures will be followed in the event there are behavioral problems while on the school bus. Please be advised that the school bus is an extension of the classroom and any problems on the bus will be dealt with accordingly. All school administrative staff and bus transportation staff shall strive to be fair and consistent in the administration of these procedures. The following information is a summary of disciplinary procedures that will be followed in the event of a problem, unless extenuating circumstances require otherwise:

1. The driver shall first attempt to talk with the student individually whenever possible to resolve a problem. The student may be assigned to a specific seat for a period of time.
2. If the rider continues inappropriate behavior, the driver will fill-out a bus discipline report. Upon receipt of the report, the principal and/or transportation supervisor will review the driver's report. Upon review, the following consequences may be assigned: meeting with child and/or parent, phone call to the parent, (c) warning or reprimand, or (d) suspension of bus privileges.
3. If several referrals have been made and the behavior has not been corrected, a meeting with the bus driver, parent, student and principal, dean of students and/or bus director will be set up. A suspension of bus service and/or revocation of bus riding privileges will be in place until the meeting takes place. After review of the referrals and subsequent actions assigned to each, a suspension or revocation may be assigned.
4. Further referrals that result in a finding of misconduct will result in revocation of bus services.
5. A single incident of a very serious nature which threatens the health, safety or welfare of the individual or other individuals may be referred directly to the principal for bus suspension, revocation of bus service, and/or other disciplinary consequences.

If a student, due to his/her behavior, must be removed immediately for the safety of all involved, the bus driver shall contact the bus supervisor to pick-up the student from the bus and transport him/her home. If the bus supervisor is unavailable, the driver shall contact the principal, or parent/guardian, or if unavailable, the police.

DRIVING/PARKING

Vehicle parking permits will be issued to students after proper forms have been completed and turned into the 7-12 office. Permits must be displayed from the rear view mirror at all times when the vehicle is parked on campus grounds during the regular school day. Permits are transferable between family-owned vehicles as long as the vehicle is registered on a school form. The first permit is free. Replacement and additional permits will cost $3.00. Students' parking privileges will be revoked for a specific period of time for non-display of the parking permit or unsafe behavior while in the parking lot. Motorcycles must be registered but will not receive a permit.

- All signage is expected to be followed in the parking lot area.
- Vehicles shall be operated on driveways and parking areas only.
- Students shall not go to any vehicle during the school day without permission from the building principal or school office.
- The school district assumes no responsibility for damage to or theft of a vehicle or an item stolen in or on a vehicle parked on school property.
- A student's privilege of driving a vehicle on school property may be suspended in the event that the student driver violates any rules regulating the operation of vehicles on school property.
- **Any vehicle may be searched, both interior and exterior in accordance with Policy 446.0 Student Search Activities.** Searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to discipline and withdrawal of parking privileges if he/she refuses to relinquish keys or unlock doors upon request of a school official.
- Loitering in the parking lot or in cars will not be permitted before, during or after school.
- Students may not transfer, sell, exchange or use the parking permit for any purpose not intended

for this policy.

- ATV-All Terrain Vehicles and Snowmobiles must obey all regulations and must be registered with the school and parked in designated areas.

FIELD TRIPS/SCHOOL ACTIVITY TRIPS

Various classes throughout the year make use of field trips. Parents may be asked to fill-out a parental permission sheet in order for students to participate in field trips. School transportation must be used to attend these trips. In most cases, field trips are not optional, but a part of the regular school day. Students are expected to attend unless there are extreme circumstances preventing them from doing so, they are prohibited from attending due to behavioral issues or safety concerns, or they are failing one or more classes and need to stay at school to remedy their grades.

LOCKER POLICY

Student lockers and storage areas are provided by the District for the convenience of the student to be used solely and exclusively for the storage of outer garments, footwear and school-related materials. No student shall use these storage places for any other purpose. Items brought to school or those stored in school are not insured for reimbursement by the Shell Lake School District. Students shall keep their lockers locked at all times. Each student is responsible for the contents of his or her locker whether or not it has been locked with a locking mechanism provided by the school. Students shall report any defective locking mechanisms to the office.

The school lockers and storage areas assigned to a student are the property of the Shell Lake School District. The Shell Lake School District retains the ownership and control of all student lockers, desks, and storage spaces. Furthermore, the District designates its building principal, activity directors, police liaison officers, fire department personnel, custodians, or others as designated by the District Administrator or building principal, as persons who may conduct searches of these areas. The use of these spaces by other than the assigned student is prohibited. At no time does the Shell Lake School District relinquish its exclusive control of such lockers.

In accordance with Policy 446.0 Student Search Activities, school authorities may conduct periodic general inspections of all contents within student assigned storage spaces at any time, for any reason, without notice, without student consent, and without a search warrant. The use of dogs that specialize in detecting illegal drugs may be utilized in searching school premises. School personnel shall maintain a passkey to all lockers and storage areas so that the school shall have access at all times. Students shall not be allowed to secure their lockers or storage areas in any way other than the locking mechanism provided by the school.

Any unauthorized items found as a result of the search may be removed. Items removed may be held by the school for return to the parent or guardian of the student (without liability to the school for safekeeping) unless the inspecting authority suspects that possession or storage of the unauthorized items found involves a violation of law in which case the suspect material removed shall be turned over to law enforcement officials.

Lockers are not to be "jammed open" at any time. Lockers should be kept clean at all times. Students are to use the locker they are assigned and are not to change lockers. Students should not give their locker combination to any other student. If students need to change the combination to their locker, they must see the principal. The cost of having a locker combination changed is $5.00. It is permissible for students to hang pictures in their lockers using magnets. No tape will be allowed. All inappropriate pictures will be removed. The principal will decide what is appropriate or not.

All damage/vandalism must be reported to the office immediately and the locker damage report completed by the student. Failure to do so will result in students being assessed the cost of the damages to the locker. At the end of the school year, students must clean all lockers assigned to them. The school will not be responsible for any materials left in lockers after school is dismissed for the summer.

MESSAGES

Parents who wish to contact their children or leave a message for them may do so through the 7-12 office. **Contact between students and people outside of school, including parents, should go through the office during the school day.** Please call the high school office.

PASSES TO LEAVE SCHOOL

In case of an emergency, illness, doctor appointments, etc., students must sign-out and request a pass from the office. Students also need to sign-in when they are returning to school. Failure to follow the proper procedure will be considered an unexcused absence and violation of school policy. If students need to leave during the middle of the school day, they must provide a written note from a parent/guardian pre-excusing them to do so.

POSTERS/POSTING INFORMATION

All student/community groups must have permission by principal to post information/news in the school building. Approved posters will be placed on the bulletin board

located in the commons. Unauthorized posters will be removed. Posters should pertain to Shell Lake activities.

SKATEBOARDS, ROLLER BLADES

Due to liability concerns and personal safety/ health issues, skateboards, and rollerblades **are not** allowed on school property. Please do not bring such equipment to school.

TEXTBOOK POLICY

In many courses, students will be given a textbook. When the book is issued, a book condition slip is filled out. If the book is damaged or not returned at the end of the school year, then a fine is levied for the repair or replacement of the book. It is important that students sign the book in ink in the area provided. You are equally responsible for items such as computers, cameras, calculators etc. that are checked out to you.

THEFTS

If an article is stolen, it should be reported immediately to the classroom teacher and then to the principal. Every effort will be made to recover stolen property. For insurance reasons, we ask that students fill-out a theft report in the office. A copy of this report will be filed with the Shell Lake Police Department.

VALUABLES

Students are cautioned not to bring large amounts of money or valuable personal items to school. Students, not the school, are responsible for their personal property. Any personal items brought to school should be locked in lockers. Students should be safe and keep lockers locked at all times.

VIDEO MONITORING

In pursuit of the School Board's goal to provide a safe environment on its premises and in connection with its operations and programs, the Board authorizes the District's lawful use of video surveillance or similar electronic monitoring equipment on District property and in connection with District programs and operations.

VISITORS

Visitors must register in the main office and obtain a visitor's badge. Visitors must keep the badge visible at all times and have a prearranged purpose for entering the building.

WORK PERMITS

The school district no longer issues work permits.
Students can obtain a work permit from the Wisconsin Department of Workforce Development. Here is the link: https://dwd.wisconsin.gov/er/laborstandards/workpermit/workpermitsteps.htm

STUDENT DRESS CODE

The manner in which students dress and groom themselves has an important relationship to their attitude concerning themselves and their school. The Shell Lake Middle and High School seeks to prepare students for the expectations of work and academic worlds beyond K-12 education. While it is recognized that choice of attire/grooming may be matters of expression and subject to fashion or current trends, any form of dress that is determined to interfere with the educational process or could cause injury to self or others is prohibited. Determination of interference will be be left up to faculty and administration, as defined by Wisconsin State Statute #120.13(1). The following rules must be observed:

1. Clothing designed to call undue attention or make the wearer conspicuous is inappropriate.
2. All students must wear footwear.
3. Clothing tops and bottoms must be worn at all times. Garments of any kind that expose an excessive amount of skin (backs, stomachs, cleavage, buttocks, side of torso, etc.) may not be worn as outer garments.
4. Underwear may not be worn as outerwear or be exposed to view. Any sheer clothing which reveals undergarments will not be allowed.
5. Markings or insignia on clothing or jewelry which contain slogans that insult cultural groups or individuals, contain reference to alcohol, tobacco, sex, drugs, profanity, gangs, or advocate disruptive activity or illegal behavior will not be allowed.
6. Students may not wear headgear of any kind inside the building from 8:00 am until 3:25 pm. For students arriving after 8:00, they may wear their headgear to their locker and then store it within until the end of the day.
7. Coats/jackets and backpacks are not to be worn or carried to classes during school hours. These articles of clothing/luggage are to be left in the lockers.

Students in violation of the dress code will be required to change into a different article of clothing. If the student does not have a change of clothing at school, we will attempt to provide one. If a replacement of clothing cannot be found or the student refuses to change, the student will be sent home.

ATTENDANCE

Research shows that attendance is critical not only for academic success but also to develop healthy work habits. Employers across the United States have noted higher absenteeism among employees. ***These healthy behavioral work/career habits start now.***

When an absence occurs, Parent/Guardian must:

- ❖ Call the school as soon as it is evident that the student will be absent.
- ❖ Provide the reason for the absence during the call.
- ❖ Early dismissal requests (notes) should be submitted to the High School Office before school begins in the morning or immediately upon the student's arrival if he/she is late to school. Notes should indicate the reason for the students leaving early. If a note is not presented in the office, a parent/guardian or person designated as a student's emergency contact is required to sign the student out in the High School Office.

Per Wisconsin State Statute 118.16, School Attendance Enforcement, parents are allowed to excuse students from school up to ten days per year. Any days missed due to illness and excused by a physician or licensed practitioner in writing will not count against the 10-day limit. **Any absences over 10, including parent excused absences exceeding the allotted ten days, will be considered unexcused**, unless accompanied by a doctor's note. Student absences for part of the day count towards the 10 day limit. I.E: A student who is absent via parent excuse for the first period of the day has 1 day of parent excused absence towards their 10 total. Doctor's notes should provide the time of the appointment. **A doctor's note for regularly scheduled appointments (dentist, counselor, eye doctor, physical, etc.) that typically take an hour or less, and within close proximity to Shell Lake, will not excuse an all day absence.**

Excused Absences

- Illness/doctor appointments
- Death in the immediate family
- Family emergency
- Those situations, beyond the control of the student, as determined by the principal.

Unexcused Absences

- Late or lack of call/note for authorized absence
- **More than ten days/instances of parent excused absences.**
- Late to school and reason is not authorized.

Extended Illness: If students are going to be absent for an extended period of time, the office should be notified in order that work may be sent home.

118.16(1)(a) "Habitual truant" means a pupil who is absent from school without an acceptable excuse under sub. (4) and s. 118.15 for part or all of 5 or more days on which school is held during a school semester. ***This is 10 days in the school year.***

Parents/Guardian will be notified in writing that their student has excessive absences, truancy, or habitual truancy.

- Habitual Truancy papers will be filed with the district attorney's office after 5 unexcused absences occur.
- Students may be issued citations, and need to appear before the county judge for unexcused absences according to the Washburn County truancy ordinance.

TARDINESS TO CLASS AND SCHOOL

A student will be considered tardy to class if not in his/her classroom when the bell rings and does not have a pass explaining the tardiness. A student is considered tardy to school if he/she arrives after the start of the school day by 5 minutes or more. Students will be considered unexcused if they arrive late to school by 20 minutes or more. Tardies are recorded, and after the fifth tardy a detention will be assigned. For each additional 5 tardies, students will serve an additional day of detention. Tardies are also classified as unexcused absences from class. Excessive tardiness may result in a student being truant.

ABSENCES AFFECTING EXTRACURRICULAR ACTIVITIES

Prearranged absences with a doctor's note after an appointment are desired when considering participation in extracurricular activities. No student will practice nor compete on the same day he/she is considered absent. The principal will determine whether a student is tardy or absent from class. Emergency exceptions may be considered by the principal.

SCHOOL WORK COMPLETION

Students are responsible to make-up all work missed during an absence. It is the responsibility of the student to ask for all assignments, tests, upon his or her return or prior to the absence. The individual teacher will provide a deadline date for the student completing the missed assignments and/or tests.

AGE OF MAJORITY

All students at Shell Lake High School, regardless of age, are subject to school rules. Students who have reached their 18th birthday are not permitted to originate their own excuses for absences unless they are not living with their parents or legal guardian and have court authorized authority.

STUDENT CONDUCT CODE

Every student has the right to attend Shell Lake Schools without the fear of being threatened or harmed in any way either verbally or physically. In order to make the goal a reality, the administration will enforce the following consequences for rule violations.

A recommendation for expulsion from Shell Lake Schools may be made to the board of education for the following behaviors at school or at school sponsored activities:

- Possession of a gun.
- Possession of a dangerous weapon with the intent to threaten or cause bodily harm to others or to cause property damage.
- Selling, dispensing or delivering drugs, alcohol, or other chemicals which Wisconsin Statutes define as illegal.
- Intentional use of unprovoked force against a Shell Lake school district employee.
- Making a bomb threat or placing a false alarm call.
- Repeated school violations.

Students may be recommended for expulsion from Shell Lake Schools to the board of education for the following behaviors at school or at school sponsored activities:

- Disrupting the school environment through the use of violence or threats of violence.
- Accepting, possessing, or being under the influence of alcohol, drugs or chemicals which Wisconsin State Statutes define as illegal.
- Acting in a way that threatens the life or health of another person where such conduct is considered criminal by federal, state or local laws.
- Starting a fire or attempting to start a fire on school premises.
- Setting off the school's fire alarm system or falsely reporting a fire when no fire exists.
- Making threats against any Shell Lake school district employee's life, property or welfare.
- Extreme disrespectful behavior/disorderly conduct towards school personnel/property, which causes a disruption of the educational environment.
- Repeated violations of the District's rules.

Suspension from school for up to five days may result for a student committing any of the above behaviors or any of the below behaviors at school or at school sponsored activities. If recommended for an expulsion, the suspension may be extended up to 15 days total.

- Verbal, physical, or sexual harassment of another person.
- Failure to identify yourself to a school staff member.
- Vandalism to school property or equipment.
- Possession or use of tobacco or other nicotine products.
- Forcing someone to act against his or her will through the use of intimidation and/or threats.
- Sexually explicit/obscene conduct.
- Use of profane or obscene language/gestures toward any member of the Shell Lake School District.
- Theft.
- Insubordination, refusal to follow a reasonable request of a school employee.
- Use of physical force against another student.
- Other inappropriate behaviors as defined by Board policy and/or the District Administrator.

In accordance with Title IX, all complaints of sexual

harassment, will be reported to the principal and Title IX Coordinator.

DISCIPLINARY PROCEDURES AND CORRECTIVE ACTIONS

The administration and faculty believe that, given a few guidelines, students are capable of determining right and wrong and choosing proper courses of action. It is our desire to place restrictions upon students only when necessary for the common good.

Authority to discipline lies with all the adults employed at the school. This includes secretaries, aides, janitors, and cooks, as well as teachers and school administrators. These people have the responsibility of enforcing school rules and regulations and must be accorded respect.

Teachers have the right to expect that students will conduct themselves in a manner that will provide a positive atmosphere for both learning and teaching.

Each teacher has developed classroom expectations for students covering grading, subject matter to be taught, and behavior. All students should be aware of these expectations and consequences of failing to meet them. Teachers will refer incidents of major classroom disruptions and repeated misbehavior to the office for disciplinary action. Teachers do have the right to discipline students under their supervision. Students refusing to accept the disciplinary measures of teachers will be referred to the office.

When incidents occur where corrective actions taken by the classroom teacher have failed, or where the incident is of a more serious nature, the student will be referred to the office for disciplinary action. Violation of school rules and misconduct will result in disciplinary action and/or corrective measures being taken. The corrective measures used will depend upon the nature of the behavior, the frequency, and the degree to which the student is willing to try to correct the undesirable behavior. Disciplinary actions and corrective measures will normally begin at a minimal level and then proceed to more serious levels. In this way, it is possible to allow for the individual difference of student and situation without altering the basic principle of uniform, impartial disciplinary action.

Disciplinary actions and corrective measures used by school officials include, but are not limited to:

- Student Conference
- Parent Contact
- Parent Conference
- Contract with Student and/or Parent
- Referral to School Counselor
- Financial Settlement
- Collection of Inappropriate Personal Property - Dismissal from Classroom/ Study Area
- Detention
- Class Suspension
- In-school Suspension
- Out of School Suspension
- Code Violation
- Referral to Police or Social Services Recommendation for Expulsion

Extracurricular Activities Code 377

See the code of conduct on our district's website which includes requirements in attendance, academics, and behavior including the use of alcohol, drugs, tobacco, or look-alike tobacco products that emulate smoking, vaping, or chewing.

STUDENT BEHAVIOR

The following behaviors are unacceptable and subject to disciplinary action. In most cases a "step by step" progression of increasingly severe disciplinary actions or corrective measures will be employed. There shall be a logical relationship between the severity of the offense and the action taken.

It must be understood that these rules for conduct are not all inclusive. The administration shall take such action as necessary and allowed by law to insure the educational climate of the school. Action may be taken with respect to any offense which interferes with the orderly conduct of the school or which impairs the well-being of the school regardless of the existence of a rule covering the offense.

Truancy From School/Class Cutting Attendance at school is required by state law until the age of 18 (WI Statute Ch. 118.15) except for illness or other legally acceptable reasons. Students must attend all classes including Laker Resource each day.

Off School Grounds/In Parking Lot Without Permission Students are expected to be in school from 8:00-3:25 each day. Being in the parking area or off school grounds without permission from the office will result in after-school detention or suspension. Students may be suspended or expelled for repeated violations.

PERSONAL AND PROPERTY RIGHTS

- **Physical Threats or Violence:** Incidents of physical assault (obvious willful attempt with force or violence to do harm to another) or severe verbal intimidation will not be tolerated at school or school activities and will result in discipline, up to and including expulsion.
- **Fighting:** Any fighting, battery, or any other conduct which may endanger the health or safety of self or other students is prohibited. The use of physical force against another person in a fight situation may result in suspension from school and referral to the police.
- **Theft/Vandalism:** No person may take or destroy any property of the school or personal property of others. Theft of school property or vandalism to school property and/or equipment may result in suspension from school and referral to the police.
- **Antisocial Behavior:** School activities and school in general cannot be conducted with antisocial behavior. Behavior deemed by school authorities to be disruptive, insubordinate in nature, or destructive, or dangerous to the welfare of the school and the people involved in the daily operation of the school and school activities is prohibited. Students may be referred to police with citations for disorderly conduct pending.
- **Use of Profane Language and/or Gestures:** Students are not to use profane language/gestures while in school or attending any school activity. Students may be referred to police with citations for disorderly conduct pending.
- **Force Against a Staff Member:** Any student intentionally using unprovoked force against a staff member may be recommended to the board of education for expulsion and referred to the police with possible expulsion proceedings taking place.
- **Verbal Abuse, Harassment, or Threatening of a Staff Member:** Any student verbally abusing, harassing or threatening any student or staff member may be suspended from school, referred to the police, and possibly be referred for expulsion.
- **Harassment:** Verbal, physical or sexual harassment of another person may result in the student being suspended from school and referred to the police.
- **Disrespect/Insubordination to a School Staff Member:** Students are expected to comply with the reasonable requests of teachers and school staff members. Failure to do so is a serious violation of the Student Conduct Code.
- **Dealing Drugs:** Any student selling, purchasing or possessing with the intent to sell or deliver drugs or chemicals which Wisconsin Statutes define as illegal or the student represents as illegal, may be recommended to the board of education for expulsion and police will be notified.
- **Alcohol and Other Drugs:** Any student possessing or being under the influence of alcohol or other drugs defined as illegal by Wisconsin Statutes may be subject to suspension from school, referral to police, and possible expulsion proceedings taking place.
- **Smoking/Smokeless Tobacco:** According to state law it is illegal for persons under the age of 21 to possess or use any type of tobacco or nicotine product. This includes any type of Vaping, (whether there is nicotine or not.) The use of tobacco and other nicotine products is also prohibited by state law on any school property or at school sponsored activities. Students violating this law may receive a suspension and be referred to the police. Violations at this time cost approximately $94.00.
- **Bomb Threats, Fire Alarms, and 911 Calls:** Any student who reports a bomb threat, fire or false alarm call will be suspended from school, referred to the police and possibly recommended to the board of education for expulsion. This would also apply to any student starting a fire or attempting to start a fire on school premises.
- **Improper Display of Affection:** Students have the right to be present in an environment, which shows proper respect for relationships between others. Students have the responsibility to demonstrate healthy, interactive relationships which evidence control and a proper sense of time and place. Public display of affection is inappropriate behavior at school. Such behavior as embracing, hugging, and/or kissing is offensive to other students and faculty members and is in poor taste. Students may hold hands, but that is the extent of physical contact, which should be displayed.

MISCELLANEOUS

- Students whose behavior in class causes the teacher to send the student out of the classroom are to report to the office immediately. Failure to report to the office will compound the situation and result in more severe disciplinary actions being taken.
- School personnel have the right to know the identity of all persons in the building. Students must identify themselves upon request of any school personnel. Violations of this rule may result in suspension from school.
- Modifying, destroying, accessing, possessing and copying data and support documentation is illegal and prohibited at school. Students are not allowed to use any teacher's computers unless given permission to do so. Students who attempt to or gain access to any school administrative or student record data will be suspended and possibly expelled

from school.

- No one shall possess a dangerous weapon on school property, school buses, or at any school related event. A dangerous weapon is a gun, knife, razor, karate stick, metal knuckles, or any object that by its design and/or use can cause bodily injury or property damage. Students violating this policy on possession of dangerous weapons may be subject to immediate suspension and/or recommendation for expulsion. Law enforcement and parents will be notified and a recommendation for expulsion will be initiated if:

  A student possesses a gun and/or

  Possesses a gun or any other dangerous weapon with the intent to threaten or cause bodily harm to others, or to cause property damage.
- Producing or using technology to create images of violence or weapons used in violence against other people is prohibited and considered a threat against the school/students.
- Students are not to forge the signatures of either parents or school personnel.
- A student may not solicit contributions or collect funds for any purpose from students or school personnel on school property, at school sponsored events, or on school transportation unless given permission from the principal to do so. A student may not display, distribute, offer to sell or sell any item to students or school personnel on school property, at school-sponsored functions, or on school transportation unless written authorization has been obtained by the principal.
- Students who are found to have not been truthful in their statements will be disciplined as deemed appropriate by the administration.
- State law Section 941.299 places restrictions on the use of laser pointers and provides criminal penalties. Under the law no person may intentionally direct a beam of light from a laser pointer:

  For no legitimate purpose at any part of the body of the human being;

  In a manner that could reasonably be expected to alarm, intimidate, or terrify another person;

  In a manner that, under the circumstances, tends to disrupt any public or private event or create or provoke a disturbance; or

  At any part of the body of a correctional or law enforcement officer without the officer's consent.

  Students bringing laser pointers to school will be disciplined accordingly.

  All laser pointers will be confiscated.

STUDENT APPEAL PROCESS

All students have the right to due process of law in the application of the Student Conduct Code or other school rules. The -following due process procedure is available to any student or parent who wishes to challenge a school decision.

- **Step One**: The complaint can be appealed first to the principal in writing if the original action was taken by school personnel other than the principal. This appeal must be made within ten school days from the date the decision was made.
- **Step Two**: The complaint can be appealed to the superintendent if the original action was taken by the principal. This step would also apply to a student and parents who have utilized step one of this procedure and wish to appeal that decision further. This appeal must be made within ten school days from the date the principal makes his/her decision in step one. At this level the student and parent will be asked to put the complaint into writing. The superintendent will confirm or deny the principal's decision within ten days from the date the student and parent submitted their complaint to the superintendent. The superintendent's decision is final and binding, unless provided otherwise by statute.

CELL PHONES

As required by Act 42, the School District of Shell Lake Board of Education has adopted a cell phone policy (policy 443.51) to prohibit the use of cell phones and wireless personal communication devices by students during instructional time. As we believe the full school day to be instructional time, this means that students will be prohibited from using such devices from 8:00am-3:25pm. Students are allowed to keep their devices on their person or stored within their locker so long as they are able to do so appropriately, the device remains out of sight, and they refrain from utilizing them during the school day. The policy does identify some exceptions to this, including for emergency situations, managing medical conditions, or other curricular purposes in which it may be required. To view the definitions of these exceptions and more specific information on the policy, please refer to the boarddocs link on our school website. If parents need to contact students during school hours for urgent or time sensitive purposes, they may call the main high school office at 715-468-7814. Students who use their phones for work should alert their employers that they are not available during the school day.

Consequences for phone violations:

- 1st offense: Confiscated and turned in to office. Student(s) may pick up the device at the end of the day.
- 2nd offense: Confiscated and turned in to office. Parent(s) or Guardian(s) must pick up the device.
- 3rd+ offense: Confiscated and turned in to the office. Parent/Guardian and student will conference with the Principal when the device is picked up by the parent/guardian. Student(s) will turn the device into the office at the beginning of the day and pick it up at the end of the day for the remainder of the semester. If a student or family elects to not send the device with the student, the student will check in at the office each morning to confirm that they do not have a device on them.

Further non-compliance: failure to comply with these rules (not turning the phone over when directed) may result in suspension, immediate requirement for turning in the device daily, or further disciplinary actions.

Students shall not use electronic devices (school issued or otherwise):

- To take, disseminate, transfer, or share any images, recordings, or other content that is obscene, lewd, illegal, sexually-explicit, or otherwise inappropriate for the school setting.
- To create, communicate, share or post recordings or images of any student or staff member without permission from that student or staff member (except in an emergency).

Pornography/Nude Images/Lewd Media:

Possession and distribution of nude images of minors is a *federal offense* and will be referred to law enforcement.

Possessing, showing, or viewing any nude, lewd, lascivious images whether of actual people or computer generated human likenesses, Deep Fakes, is specifically prohibited. This is done to protect the students in the building. Classic art, biology, or health images are excluded from this prohibition. Violation of this policy will result in suspension on the first offense and may include a referral to law enforcement.

In accordance with Policy 446.0 Student Search Activities, if there is reasonable suspicion that a student has a photo of another person without permission, administration will enact the right of search and seizure. The student will be asked to show photos on the phone within the timeframe of the suspected violation. If the student refuses to do so, it is reasonable to conclude that the lack of cooperation supports the reported offense, and disciplinary action will be taken.

Privacy in Locker Rooms, Restrooms and other Designated Changing Areas

Locker rooms are provided for the use of physical education students, athletes, and other groups or individuals who are authorized to be present in school facilities pursuant to District policy. Students, school employees, and other persons present on school property are expected to comply with rules and procedures developed by the District and to, at all times, respect and protect the privacy interests of individuals who are using a locker room. No student should be present in a locker room unless he/she is using the facility for an authorized purpose.

1. Use of recording devices is strictly prohibited.

- No person may use any device with the capability to capture, record, transmit or transfer video, photos, or other images or representations of persons while in a district locker room, restroom or other designated changing area, without the prior written permission of the school's Principal, a designated facilities supervisor, or the Superintendent. No such permission shall be granted or exercised in circumstances when persons present in the locker room may be actively using the locker room as a changing area, shower facility and/or restroom facility. Any person granted such permission shall use the approved device openly without any attempt to conceal his/her use of the device.
- No person may ever use a camera, video recorder, cell phone or any other recording device at any time to capture, record, transmit or transfer an image or representation of a nude or partially nude person who is in any locker room, restroom or other designated changing area.

2. No person shall view or attempt to view from any concealed location, or in an otherwise secret or hidden manner, a nude or partially nude person who is using a locker room, restroom or other changing area.
3. All items and objects placed or stored in a locker room by a person using the locker room facility remain subject to the District policies concerning lockers and locker searches.
4. Students or staff members violating the Board Policy and rules established relating to locker room privacy (and for other similar areas of a school) shall be subject to school disciplinary action and possible legal referral, if applicable.

BULLYING

The School District of Shell Lake strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, and school buses and at school-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders**.** The school district consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power**.** The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.

Bullying behavior can be:
1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet – also known as cyber bullying)

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the school district. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.

Reporting

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the appropriate building principal. Any other person, including a student who is either a victim of bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to the counselor or principal.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident must be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

The school official receiving a report of bullying shall immediately notify the school district employee assigned to investigate the report. The following school district employees have been identified as the investigator: district administrator or building principals. There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

443.7
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Investigation

The person assigned by the district to conduct an investigation of the bullying report shall, within one school day, interview the person(s) who are the victim(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report.

Parents and/or guardians of each pupil involved in the bullying will be notified prior to the conclusion of the investigation. The district shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

Sanctions and supports
If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school district administration and school board may take disciplinary action, including: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. Pupil services staff will provide support for the identified victim(s).

Disclosure and Public Reporting
This policy will be distributed annually to all students enrolled in the school district, their parents and/or guardians and employees. It will also be distributed to organizations in the community having cooperative agreements with the schools. The school district will also provide a copy of the policy to any person who requests it. Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

An annual summary report shall be prepared and presented to the school board by the building principals at the regular August meeting. The report will include trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public.

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08-18-14

COMPUTER USE EXPECTATIONS

Computers are meant to be used for educational purposes ONLY and are not to distract from classroom activities. If students are not using their computers as directed by the teacher, their online access will be limited.
Consequences for off-task behavior on the computer:

- First offense: Students will be asked to sit so that their screen is visible to the teacher at all times and their activity online will be closely monitored.
- Second offense: Computer use will be limited to classes where the computer is necessary for classwork. During all other periods of the day, the computer will be kept in the library. The computer will be kept in the library for two days and nights.
- Third offense: The internet capabilities of the computer will be severely restricted for one week. During this week, the computer will remain in the library overnight.

Additional information on our One-to-One policy, technology acceptable use policy, and the Children's Online Privacy Protection Act.

STUDENT DIRECTORY DATA

As per state statute 118.125(2)(j) certain personally identifiable information contained in a student's record is "Directory Data" and may be disclosed without prior consent. Directory data means those student records which include the pupil's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and the name of the school most recently previously attended by the pupil. Schools and other agencies find this information useful in things like athletic programs, yearbooks, newspaper releases, and for military branch recruiters.

Parents, adult students, legal guardians or guardians ad litem may deny release of all or any part of the directory data without student consent, by notifying the building principal or district administrator, in writing, within fourteen days of the publication of the notice. For students enrolling after the notice is published, the list will be available to the student's parents, adult students. Legal guardians or guardians ad litem within two weeks of enrollment. Students have the right to review and request a change in all records that are inaccurate or misleading.

Parents may give permission to the school to release information from their child's records, or file a complaint with the Department of Education if they feel the district is not complying with the law.
Appropriate records for students transferring to another school will be forwarded upon official request from the new school. The school district of Shell Lake may use photos of your child in our publications including but not limited to The Laker, the school website and social media sites such as facebook, twitter and instagram.

SHELL LAKE SPORTSMANSHIP EXPECTATIONS

Expectations of Parents, Students, and other fans or audience participants

- ➢ Realize that a ticket is a privilege to observe a contest and support high school activities, not a license to verbally assault others or to be generally obnoxious.
- ➢ Respect decisions made by contest officials.
- ➢ Be an exemplary role model by positively supporting teams in every manner possible, including content of cheers and signs.
- ➢ Respect fans, coaches, directors, and participants.
- ➢ BE A FAN ---NOT A FANATIC.

Acceptable Behaviors at Shell Lake High School Activities

- ➢ Applause during introduction of players, coaches, and officials.
- ➢ Players shaking hands with opponents who fouls out while both sets of fans recognize player performance with applause.
- ➢ Accept all decisions of officials.
- ➢ Cheer "leaders" lead fans in supportive school cheers in a positive manner.
- ➢ Handshakes between participants and coaches at the end of the contest, regardless of outcome.
- ➢ Treat competition as a game, not a war.
- ➢ Coaches/Players search out opposing participants to recognize them for outstanding performances or coaching.
- ➢ Applause at the end of the contest for performances of all participants.
- ➢ Everyone showing concern for injured players, regardless of team.
- ➢ Encourage surrounding people to display only sportsmanlike conduct.
- ➢ During the National Anthem, students, participants and fans are encouraged to remove any hats, face the flag, not talk, place their hand on the heart, and remain still until the end of the anthem.
- ➢ During the National Anthem, when singing, follow the music and lyrics precisely.

Unacceptable Behaviors at Shell Lake High School Activities

- ➢ Yelling or waving arms during opponent's free-throw attempts.
- ➢ Disrespectful or derogatory yells, chants, songs or gestures.
- ➢ Booing or heckling an official's decision.
- ➢ Criticizing officials in any way, displays of temper with an officials' call.
- ➢ Yells that antagonize opponents.
- ➢ Refusing to shake hands or give recognition for good performances.
- ➢ Blaming losses on officials, judges, coaches or participants.
- ➢ Laughing or name-calling to distract an opponent.
- ➢ Use of profanity or displays of anger that draw attention away from the game or activity.
- ➢ Negative hand held banners, etc.
- ➢ Use of Laser Pointers/Cell phone distractions

NOTICE TO PARENTS:
Right to Review Teacher & Paraprofessional Qualifications

To: All Parents

From: Mr. Kyle Johnson, High School Principal

Date: August 15, 2025

As a parent of a student at Shell Lake High School you have the right to know the professional qualifications of the classroom teachers and/or paraprofessionals who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Wisconsin Department of Public Instruction has licensed or qualified the teacher for the grades and subjects he or she teaches.
- The Wisconsin Department of Public Instruction has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please call 715 468-7816.

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ONE-TO-ONE TECHNOLOGY PROGRAM ACCEPTABLE USE

Introduction

This policy exists to supplement the School District of Shell Lake's Acceptable Use Policy in regard to the one-to-one technology program.

The devices provided for the purpose of the one-to-one technology program are the property of the School District of Shell Lake. Student assigned devices must be used in accordance with relevant policies and procedures, the School District of Shell Lake's Acceptable Use Policy and any applicable laws.

Use of the device, as well as access to the district computer network, the Internet and email are a privilege and not a right. These items are provided for educational purposes only and are intended to support the learning objectives of the School District of Shell Lake.

Use of the Device

Devices are assigned to an individual student. A student should never "swap" or "share" his/her device with another student. Devices should be in a student's possession or secured in his/her locker at all times.

Each student is responsible for his/her device – do not carry a device that belongs to another student. ID tags, inventory tags or any other identification affixed to the device must remain on the device at all times. Students are to report if any provided information or inventory tags are missing or damaged so replacement tags can be issued.

Students must have the written permission of their parent or guardian before they will be allowed to take their devices home.

Parents/guardians will be given the child's login name and password so that they can supervise the student's use of the device at home.

If the device is lost, stolen or damaged by another party, parents/guardians should immediately report the loss or theft to the School District of Shell Lake Administration.

If the device is damaged or not working properly, it must be turned in for repair or replacement. Neither students nor parents/guardians are authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the device.

Use of the Device for Internet and E-mail

Students and parents/guardians should understand that the School District of Shell Lake does not have control over the information found on the Internet. While every attempt is made to block access from inappropriate material while the student is

at school, the District is not able to fully control student usage of the device while at home. It is the parent/guardian's responsibility to supervise the information that a student is accessing from the Internet while at home.

Students should never share personal information about themselves or others while using the Internet or email. This includes a student's name, age, address, phone number or school name.

Parents/guardians and students are required to read and agree to the District's Acceptable Use Policy prior to receiving network and email access.

Students should be aware that Internet access and email, and other media that are accessed, created or stored on the devices are subject to monitoring and review by the District. The District has the right to review the device and accessed content for appropriateness, and to limit or revoke a student's access at any time and for any reason.

Consequences for Inappropriate Use

The use of any district technology is a privilege and not a right. Students are expected to use their device in accordance with these Policies and Procedures, and District Acceptable Use Policy and any applicable laws. Failure to use the device in an appropriate manner will result in the following consequences, as determined by the staff and administration of the School District of Shell Lake:

- Cancellation of student use or access privileges, including the privilege of taking the device home
- Suspension from school
- Expulsion from school
- Civil or criminal liability under applicable laws

Shell Lake School District
Technology Acceptable Use Agreement

Purpose
The purpose of this document is to set forth policies and guidelines for access to district technology, which includes its computers and network. This document also sets policies and guidelines for acceptable and safe use of the Internet, in accordance with the Children's Internet Protection Act (CIPA).

Introduction
Educational technology resources are available to students and staff in the Shell Lake School District. These resources are provided to promote educational excellence by facilitating resource sharing, innovation, and communication.

The continued operation of the network is dependent upon the acceptable, ethical and appropriate conduct of the users. Users of technology resources are expected to follow the same rules and common guidelines as other school activities as well as any federal or state laws. Users will indemnify the district of any damage caused by inappropriate use of technology resources.

Privilege
The use and access of the district computers and network is a privilege, not a right. Inappropriate use of these resources will result in disciplinary action, including the possibility of suspension or expulsion, termination of employment, and/or referral to legal authorities. The District reserves the right to limit, suspend or revoke computer and/or network access at any time.

Limited Expectations of Privacy
Users should expect limited privacy in the contents of personal files on the school district system and be aware that data and other materials in files maintained on the school's network are to be subject to review or disclosure.

Users should also expect limited privacy in using the district's network for communication purposes. The district's network is a limited forum and may be monitored for improper use.

The District reserves the right to monitor all activity on the network.

User Expectations

Acceptable use means that an individual uses the district network, the Internet, and all other electronic information resources in an appropriate manner, abiding by the rules and regulations as described in this policy. Uses which might be deemed acceptable on the individual's personal computer at home may not be acceptable on this limited educational purpose network.

- Users agree to respect and properly use copyrighted material without permission of the author, except as permitted under Fair Use guidelines (17 U.S.C. § 107).
- Users will respect the rights and privacy of other users by not accessing private files or content unless given permission to do so.
- Users should act, communicate and use technology resources in a professional and courteous manner.
- Users will follow any other policies, directions, rules and/or guidelines in regard to technology that administration and/or staff may provide that are in addition to this policy.
- Users will not access, download, store, print, post or distribute pornographic, obscene or sexually explicit materials.
- Users will refrain from commercial activity, product endorsement, and political lobbying, except for school-sponsored activities.
- Users will not disclose his or her network account information to any individual, nor allow a different user to log in under his or her name. Likewise, a user will not access another user's account or use his or her password to access information that is not their own.
- Users will not attempt to bypass in any way the school's security and content filters.
- Users will not attempt to gain unauthorized access to the district's network, or use access methods other than those assigned and/or provided to the user.
- Users will not engage in illegal or inappropriate activities.
- Users will not engage in discrimination, sexual harassment and cyber-bullying.

- Users will not engage in vandalism, which is defined as any attempt to harm or destroy property of the school or another user.
- A student user will not reveal personal information such as: home address, phone numbers, passwords, credit card numbers or social security number, etc. in accordance with the Children's Internet Protection Act (CIPA).

Technology Hardware and Software

Hardware and peripherals are provided as tools for use for educational purposes. Users are not permitted to relocate (with the exception of portable devices), install or modify equipment without the consent of the technology director.

Users will follow proper software licensing rules and guidelines. Users are not permitted to install or modify software without the consent and guidance of the technology director.

Personal Devices

Personal devices may be allowed on the district network upon the discretion and prior approval of the administration and technology director. Examples of personal devices include but are not limited to: laptops, tablets, smartphones, MP3 players.

The owners of such devices are responsible to properly maintain and manage their devices. Owners of such devices are also responsible for any damage the device may cause to the district network. The district reserves the right to restrict and revoke access of any personal device to the district's network at any time.

Personal devices using the district's network will be subject to content filtering and technology protection measures as applicable.

Users will follow any other policy, rules or guidelines in regard to using personal devices on the district network as provided in the future.

Internet Safety

It is the policy of the district to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of

minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

To the extent practical, content filters shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. All district computers with Internet access available for student use are filtered with an Internet content filter.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for research or other lawful purposes.

To the extent practical, steps shall be taken to promote the safety and security of users of the district network when using email, chat rooms, instant messaging, and other forms of electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

As no content filtering system is perfect, it shall be the responsibility of all members of the district staff to supervise and monitor usage of the access to the Internet in accordance with this policy and the Children's Internet Protection Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the technology director or designated staff. The technology director may block inappropriate sites upon review and unblock sites that are considered as having educational value.

The district will work to constantly improve its efforts to instruct students on the ethical and appropriate use of technology and promote appropriate online behavior. Instruction and education shall include but is not limited to such topics as safe use of social networking and cyber-bullying awareness and response. Curriculum teams and administration are responsible for including this information into the curriculum.

Social Networking

The district reserves the right to disallow access to social networking sites. Access to social networking sites may be granted for educational purposes. Users will follow policy, use common sense and proper judgment when using these services.

Electronic mail and interactive, real-time communications

The district provides e-mail access that is filtered and archived. E-mail should not be considered completely private and secure. Users may access web-based, third party email accounts with the district network if allowed.

Users may not use chat or instant messaging when an assessment is being given. Users may use chat or instant messaging but only under the direct supervision or in a moderated environment that has been established to support educational activities or has been district provided, such as collaborative work projects. Users will follow policy, use common sense and proper judgment when using these services.

Violations of the Acceptable Use Policy

Violations of this policy may result in loss of privileges to technology resources. Students who are in violation of this policy will be subject to discipline, which may include suspension or expulsion.

Possible consequences of violations of the Acceptable Use Policy are indicated below, which include but are not limited to:

- Use of district network resources only under direct supervision
- Suspension of computer and/or network privileges
- Revocation of computer and/or network privileges
- Suspension and/or expulsion
- Legal action and prosecution by law enforcement

Particular consequences for violations of this policy will be determined by the school administration. The superintendent or

designee along with the school board will determine when school expulsion and/or legal action are appropriate. Consequences and discipline for staff violations of this policy will be determined by the school administration.

Service Disclaimer

The Shell Lake School District makes no warranties of any kind, whether expressed or implied, for the services it is providing. Shell Lake School District will not be responsible for any damages the user may suffer while on this system. These damages may include, but are not limited to: loss of data as a result of delays, non- deliveries, mis-delivery, or service interruptions caused by the system or by user error or omission. Use of any information obtained via the information system is at the user's own risk. Shell Lake School District specifically denies any responsibility for information obtained through electronic resources.

References: Copyright Policy 771
Employee Handbook

Children's Online Privacy Protection Act (COPPA)

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, advertising is turned off for the School District of Shell Lake's presence in Google Apps for Education. No personal student information is collected by Google for commercial purposes. The school's use of student information is solely for education purposes. Student information that is "collected" by Google is described as (projects, documents, email, files, username and password).

With regards to COPPA, a student's education records (projects, documents, email, files, username and password) stored in Google Apps for Education may be accessible to persons acting on behalf of Google by virtue of this online environment. This does not include any student demographic or grade information stored in the Skyward Student Information system. A student's use of Google Apps for Education is governed by the School District of Shell Lake Board Policy 363 – Technology Acceptable Use Agreement. For more information about COPPA – http://www.ftc.gov/privacy/coppafaqs.shtm

SIGNATURE PAGE

Signing below provides acceptance with the handbook, Acceptable Use Agreement, and consent for photographing. Please sign and return to your child's classroom teacher or office secretary.

PARENT/GUARDIAN: As the parent or guardian of the above named student, I have read this Acceptable Use Agreement and understand that Internet sites are filtered and that the District computer system accounts will be monitored. I understand my child may be disciplined for inappropriate or unacceptable use. I further understand that student use is designed for educational purposes. I understand that it is impossible for the Shell Lake School District to filter or restrict access to all inappropriate materials. I will not hold the Shell Lake School District responsible for inappropriate or unacceptable materials my child may acquire or create on the network system.

☐ I hereby give permission for the district to issue a school-managed Google account for my student and understand that the district utilizes Google Workspace for Education. By checking this box, I acknowledge and approve the **Google COPPA Notice** and **Google Privacy Agreement.**

☐ I have read and understand the contents of the Student-Parent Handbook.

☐ I understand that the school may capture photos, video or audio recordings of students participating in school activities. Parents must provide written documentation to the school office to exclude students from being photographed.

Parent Name (please print):_____

Parent Signature:_____Date: _____

STUDENT: I understand that technology is used during school hours for instructional purposes only. Misuse or violation of this agreement comes in many forms, but can be viewed as any messages, information or graphics sent or received that include or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and/or other listings previously described in this user agreement. I agree to report any misuse of the District's computer system to my principal, teacher, supervisor or system administrator. Internet sites are filtered and that my use on any district computer will be monitored. I hereby agree to comply with the above-described conditions of acceptable use.

☐ I have read this Acceptable Use Agreement and understand that Internet sites are filtered and that my use on any district computer will be monitored. I hereby agree to comply with the above described conditions of acceptable use.

Student Signature: _____

Student Grade: _____ Date: _____