

# IOLA-SCANDINAVIA MIDDLE SCHOOL

## 2025 - 2026 STUDENT HANDBOOK



### HOME OF THE THUNDERBIRDS

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## Iola-Scandinavia Middle School Handbook

### Mission/Vision Statements:

**Mission:** The Iola-Scandinavia Middle/High School will empower all students to explore, grow, and thrive in the world.

**Vision:** We are committed to working together to provide a safe learning environment where students are valued, respected, and supported through rich academic and co-curricular opportunities.

### I. Attendance Regulations

- A. School Day:** Students are welcome in the building from 7:30 a.m. to 3:30 p.m. each school day. The Commons will remain open for students waiting for rides until 3:45 pm. Students should not be in other parts of the building unless participating in a school-sponsored activity with a teacher/advisor present to provide supervision.

#### B. Daily Schedule

1	8:05-8:48
2	8:51-9:34
BREAK	9:34-9:44
3	9:44-10:27
4	10:30-11:13
Lunch	11:16 - 11:46
5	11:49 - 12:32
6	12:36-1:19
7	1:22-2:05
8	2:08-2:51
TREK	2:54-3:21

- C. Passing Time:** Between class periods there is a three minute passing time. This time allows students to use the restroom, fill water bottles, and pass to their next class.
- D. Tardiness:** Students arriving late to school must report to the office. The attendance officer will determine if a student is excused or unexcused. Most tardies are considered unexcused. Students who are tardy by more than 10 minutes will be considered truant. Students also need to arrive on time for each class period. Tardies to class will be monitored by the teacher. If students have excessive tardies to class, they may be asked to make up the class time that they missed.
- E. Attendance Statute:** Wisconsin Statute 118.15 specifies that it is the responsibility of the parent or guardian to see that their child attends school regularly during the full period and hours that their school is in session. Please try to schedule appointments and vacations for a time when school is not in session. Verification may be necessary for an appointment to be excused.

**F. Absence Procedures:** When a student is absent from school for any length of time they must:

1. Have a parent call the school by 8:30 a.m. the same day and explain why the student is absent or bring a written excuse upon return to school if a call is not received. If a written excuse is not presented within two days of the absence, the absence will automatically be recorded as unexcused. Students may receive consequences (detentions, etc) for any unexcused absences in an effort to make up missed time.
2. If a student is at an appointment with a licensed medical, dental, or mental health provider please bring a note back to school after the appointment as documentation. Forms for this purpose can also be picked up in the office.
3. Requests for homework will be honored when a student is absent for two or more consecutive days.
4. It is the responsibility of the parent/guardian to provide reasons for student absences, and the school's responsibility to determine if the absence is excused or unexcused. Access to daily attendance records is available through *Skyward*. If you have questions, feel free to contact the building office administrative assistant.

**G. Excused Absences:** A student shall be excused from school attendance for the following reasons:

1. Physical or Mental Condition (Illness)
  - a. If the absence exceeds three (3) consecutive days, the parent/guardian may be asked to obtain a written statement from medical personnel.
  - b. If absences due to illness exceed ten (10) days, the parent/guardian may be asked to obtain a written statement from medical personnel.
2. Pre-Planned Absence: A completed pre-plan absence form signed by a parent/guardian and submitted at least one day prior to the student's absence. A student may be excused under this provision for not more than ten (10) days in the school year. The student is responsible for any course work missed during this absence.
3. Other reasons set forth in Board Policy 5200.

**H. Attendance and Athletics/Activities:** A student must be in attendance at school all day, periods 1 through 8 and TREK, on the day of the activity in order to participate. Students who are ill during the school day may not participate in after school practice or activity on the day(s) of their illness. Participants are also expected to be in school all day on the day following a contest. Exceptions may be granted only by the Principal via a pre-arranged absence plan or in cases of unforeseen emergencies.

**I. Truancy:** Under Wisconsin Statute 118.16 when a student is absent for part or all of any school day without an acceptable excuse, they are considered truant. A student is considered to be habitually truant when they are unexcused part or all of 5 or more school days in a semester. State Statutes and local ordinances specify that students who are truant may be subject to a fine or other sanctions. Their parents/guardians may also be subject to fines or other sanctions.

**J. Chronic Absenteeism:** Chronic absenteeism is defined as missing 10% or more of school days within a given academic year. Chronic absenteeism can significantly hinder academic progress and success, as consistent attendance is crucial for learning and classroom engagement. Students who are chronically absent may not be able to attend extracurricular field trips or school events such as games or dances.

- K. Leaving School Grounds:** Iola-Scandinavia Middle School is a closed campus. This means that after arrival in the morning, students will not leave the school building without permission from office personnel until dismissal. If it is necessary to leave school grounds during the day, a student must present a note from their parent/guardian indicating the reason for the request. **Requests for absences of more than one class period need to be pre-planned unless there is an emergency.** Each request will be handled on its particular merit. Students wishing to leave the building for any reason must sign out of the main office and sign back in upon return.
- L. Field Trips:** Field trips will be planned for groups of students in various disciplines throughout the year. Each staff member involved will ask for an approval slip signed by a parent/guardian. This approval slip will indicate the basic itinerary, cost, and time schedule of the field trip. Students must ride on the school-provided transportation and must accompany the group if they wish to participate in the activity. All in-school regulations are in effect on any field trip. Students absent from classes for participation in field trips or other school functions must check with their teachers in advance. Students are responsible to get the necessary work completed.

## **II. Behavior Code**

- A. Academic Integrity Statement:** We, the staff at Iola-Scandinavia Middle School, believe that honesty and integrity are crucial components of academic excellence. We also acknowledge that there are instances in which students, not living up to their potential, make wrong choices. In an effort to help our students make the right choices, we have created this guide to inform students of what constitutes academic dishonesty. Broadly defined, academic dishonesty is the decision to aid or willfully commit an act of dishonesty. Specifically, academic dishonesty is defined as, but not limited to:

1. Copying or the attempt to copy another student's answers during a test or quiz including the act of obtaining and/or accepting a copy of an examination or scoring key.
2. Providing answers or examination questions to others.
3. Permitting another student to copy their homework, paper, project, computer program, science report or take-home examination unless the instructor has specifically permitted students to work as a group.
4. Altering or the attempt to change grades or official school records.
5. The use of any materials such as textbooks, on-line resources, or notes that are not permitted by the teacher for use during a test.
6. Seeking credit for work that is not one's own. This includes written work such as essays, term papers, computer programs, speeches, art work or any other format created by or in part by another.
7. Submitting, without permission of the teacher, an assignment or part of a work that has been submitted for credit in a previous course.
8. Plagiarizing. Plagiarism occurs when the words or ideas of another are used as one's own without the expressed written permission of the original author. It is the duty of all students to utilize correct citations and to apply those skills in all work that is turned in.
9. Sabotaging or destroying another student's work.
10. Submitting data as empirical data from laboratory projects or scientific research of any kind that has been changed or fictitiously created
11. Using Internet sites for translating assignments without the specific permission of the instructor.
12. Using AI to generate any assignment in whole or part without specific permission of the instructor.

An infraction of any one of these guidelines will result in disciplinary action at the discretion of the classroom teacher and the administration.

- B. Classroom Code of Conduct:** The District is committed to maintaining a favorable academic atmosphere. Teachers are expected to create a positive learning climate for students in their classroom and to maintain proper order. Students are expected to behave in the classroom in such 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 the rules of behavior established by the Board, administration, and their classroom teachers.

Student 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.

- C. Temporary Removal From Class:** A student may be removed from class for behavior which (1) violates the District's policy regarding suspension or expulsion; (2) violates the behavioral rules and expectations set forth in the Student Handbook; (3) is disruptive, dangerous, or unruly; (4) otherwise interferes with the ability of the teacher to teach effectively; or (5) is incompatible with effective teaching and learning in the class.

The following code specifies the reasons for which a student may be removed from class; however, it is neither possible nor necessary to specify every type of improper or inappropriate behavior, or every circumstance which would justify removal from class. Therefore, notwithstanding the provisions of this code, in every circumstance the teacher should exercise their best judgment in deciding whether it is appropriate to remove a student temporarily from class.

**Definitions:** For the purposes of this code, "student" means any student enrolled in the District. A "class" is any class, meeting or activity which students attend, or in which they participate while in school under the control or direction of the District. This definition of "class" includes, without limitation, regular classes, special classes, resource room sessions, labs, library time, or study halls. A "teacher" is any certified instructor, counselor, or administrator in the employ of the District. This definition includes, without limitation, any assigned substitute teacher, proctor, monitor, group leader, or paraprofessional. A "building administrator" means a principal of a school, or other individual duly designated by the building administrator or District Administrator.

**Procedures:** Except where the behavior is extreme, a teacher should generally warn a student that continued misbehavior may lead to removal from class. When the teacher determines that removal is appropriate, the teacher should take one of the following courses of action:

1. Instruct the student to go to the main office for the period of removal. In such case, the teacher should call the office to inform staff of the student's removal;
2. Obtain coverage for the class and escort the student to the main office; or
3. Seek assistance from the main office or other available staff. When assistance arrives, the teacher or the other adult should accompany the student to the main office.

In all cases the teacher should inform the principal or designee of the reason(s) for the student's removal from class. When the student arrives at the main office, the building administrator or designee may give the student the opportunity to briefly explain the situation. If the building administrator or designee is not immediately available, the student shall wait quietly in the office until the administrator or designee can speak with them. If the student is disruptive in the office, parents or the police may be contacted to remove the student from the building.

Within twenty-four (24) hours or one business day of the removal, whichever is longer, the teacher shall submit to the building principal or designee a short and concise written explanation of the basis for removal and inform the student's parent/guardian that the student was removed from class.

As soon as practicable, the building administrator shall send written notice of the removal. This notice will be sent to the parent/guardian contact information in the student's information system account (currently Skyward). Such written notice shall specify the class from which the student was removed, the duration of the removal, and the basis for the removal as stated by the teacher. The building administrator or designee shall keep written logs or records regarding unsuccessful attempts to contact the parents in accordance with this provision.

**Length of Removal:** In most cases, the student shall remain in the main office, or another location chosen by the building administrator or designee, for at least the duration of the class or activity from which she or he was removed, or longer at the discretion of the building administrator or designee. Prior to allowing the student to resume their normal schedule, the building administrator or designee shall speak to the student to determine whether the student is, or appears to be, ready and able to return to class without a recurrence of the behavior for which the student was removed. In the event it is not deemed appropriate to return the student to regular classes, the building administrator or designee shall either retain the student in the office or other specified area, or, where necessary, appropriate and practicable, shall take steps to have the student sent home.

**Long Term Placement:** Where a teacher believes that the best interests of the student and/or the class require long term placement, the teacher should notify the building administrator in writing. Such statement should set forth as clearly and completely as possible (a) the basis for the removal request; (b) the alternative approaches and other steps considered or taken to avoid the need for the removal; (c) the impact, positive and negative, on the removed student; and (d) the impact, positive and negative, on the rest of the class.

Upon receipt of such a statement, the building administrator may, in their discretion, consult with the teacher and/or other District staff. In most cases, it is appropriate to inform and consult with the parents of the student and the student involved in the request for long-term removal. Following consideration of the teacher's statement and any other information, the building administrator shall, in their discretion, take one of the following steps:

1. Place the student in an alternative education program as defined by law;
2. Place the student in another class in the school, or in another appropriate place in the school;
3. Place the student in another instructional setting; or
4. Return the student to, or retain the student in, the class from which he or she was removed or proposed to be removed.

Long term placement is an administrative decision not subject to a formal right of appeal. However, the parents of the student, and/or the student, shall have the right to meet with the building administrator and/or the teacher(s) who made the request for the removal. Where possible, such meeting shall take place within three (3) business days of the request for a meeting. At the meeting, the building administrator shall inform the parents and/or student as fully as possible regarding the basis for the removal, the alternatives considered, and the basis for any decision. However, nothing in this Code shall prevent the building administrator from implementing a removal to another class, placement or setting prior to any meeting, notwithstanding the objection of the parent(s) or student.



**Removal of Students Under IDEA or Section 504:** Some different rules and considerations apply for students identified as requiring special education services under the IDEA or Section 504. In particular, placement for such students is a decision of the student's IEP team, subject to stringent procedural safeguards, and cannot be made unilaterally by teachers or the administration. In addition, most students covered by the IDEA should have a behavioral plan, which will address (a) whether and to what extent the student should be expected to conform to the behavioral requirements applicable to non-disabled students; and (b) alternative consequences or procedures for addressing behavioral issues. It is highly advisable that all IEP teams address these issues, and this Code, at least annually, sets forth the consensus of the IEP team regarding behavioral expectations and consequences.

Notwithstanding these issues, students identified as requiring special education services under the IDEA or Section 504 may, in general, be temporarily removed from class under the same terms and conditions as non-disabled students.

- D. General Conduct:** The Iola-Scandinavia School District does not discriminate in interpreting and enforcing the standards and rules of behavior, including student harassment, and administering disciplinary actions, including suspensions and expulsions on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender identity or gender expression, or physical, mental, emotional, or learning disability or handicap. Students should give thought to the consequences of their actions. Whenever restrictions are placed on students as individuals, it is because of the possible consequences of their actions to the larger group of which the individuals are a part. Students who act in a socially unacceptable manner without regard for specific rules, the authority of staff members, or the rights of fellow students, will be referred to the office for disciplinary action. When rule violations become habitual, suspensions and possible expulsion will occur.
- E. Positive Behavior:** Throughout the year, special activities and other incentives are provided for students displaying appropriate behavior. Additional information will be distributed to students throughout the school year. Students may also receive "Thunderbird Pride" cards in the mail for positive behaviors.
- F. Student Detention:** Each staff member has the right to assign a student to a detention. Students who ride the bus must be given one day's notice in advance of reporting and must arrange for their own transportation. If a student fails to report to a scheduled detention they will be referred to the office. These detentions may be used to correct academic progress problems or to help correct behavioral problems.
- G. Suspension:** The school board of a common or high school district may:
  - 1. Make rules for the organization, gradation, and government of the schools of the school district, including rules pertaining to conduct and dress of students in order to maintain good decorum and a favorable academic atmosphere, which shall take effect when approved by a majority of the school board and filed with the school district clerk.
  - 2. The school district administrator or any principal or teacher designated by the school district administrator also may make rules, with the consent of the school board and may suspend a student for not more than 5 school days or, if a notice of expulsion hearing has been sent under par.(c) for not more than a total of 15 consecutive school days.
  - 3. A student may be suspended from school for failure to comply with school rules, knowingly conveying any threat or false information concerning an attempted or alleged attempt being made or to be made to destroy any school property by means of explosives, conduct by the student while at school or while under the supervision of authority that endangers the property, health or safety of others, and conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of others at school or under the supervision

of a school authority or endangers the property, health or safety of any employee or school board member of the school district in which the student is enrolled. Suspension of students is considered a very serious matter and done only where there is a serious breach of school regulations and only where such action is considered to be in the best interest of everyone concerned.

4. The purpose of school suspension is to place the responsibility for the student's action in the hands of the parents/guardians since the student's problem resulted from an inability to accept the normal mode of control expected of students. Suspension is never considered as a convenient means of punishing or denying the student the right to an education, but only as a corrective tool. Depending on the circumstances, the student may be allowed to return to school immediately following a parental conference with the school official directly involved. The purpose of the conference, if required, is to mutually work out a resolution to the student's problem. In some other instances, by policy, a designated amount of suspension time is specified, and the student may return at the end of this period of time.
5. **During a suspension the student is assigned to the custody of the parents and is not allowed to be on or near school premises, nor attend or participate in any school activities or events.** To do so may result in further suspension and possible expulsion. A suspended student may make up all school work for full credit within a reasonable amount of time.
6. Prior to any suspension, the student shall be advised of the reason for the proposed suspension. The student may be suspended if it is determined that the student is guilty of noncompliance with such rule, or of the conduct charged and that the student's suspension is reasonably justified. The parent/guardian of a suspended minor student shall be given prompt notice of the suspension and the reason for the suspension. The suspended student or the student's parent /guardian may, within 5 days following the commencement of the suspension, have a conference with the school district administrator or their designee who shall be someone other than the principal, administrator or teacher in the suspended student's school.
7. If the school district administrator or their designee finds that the student was suspended unfairly or unjustly, or that the suspension was inappropriate, given the nature of the alleged offense, or that the student suffered undue consequences or penalties as a result of the suspension, reference to the suspension on the student's school record shall be expunged. The administrator, or the administrator's designee, shall make a finding within 15 days of the conference. A student suspended under the paragraph shall not be denied the opportunity to take any quarterly, semester or grading period examination missed during the suspension period.

#### **H. Expulsion:**

1. The school board may expel a student from school whenever it finds the student guilty of repeated refusal or neglect to obey the rules, or finds that a student knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives, or finds that the student engaged in conduct whether at school or not at school which endangered the property, health, or safety of others, or if the student is at least 16 years old for repeatedly engaging in conduct that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority, and is satisfied that the interest of the school demands the student's expulsion.
2. Prior to such expulsion, the school board shall hold a hearing. Not less than 5 days written notice of the hearing shall be sent to the student and, if the student is a minor, to the student's parent or guardian, specifying the particulars of the alleged refusal, neglect or conduct, stating the time and place of the hearing and stating that the hearing may result in the student's expulsion. Upon request of the student and if the student is a minor, the student's parent or guardian, the hearing

shall be closed. The student and, if the student is a minor, the student's parent/guardian may be represented at the hearing by counsel.

3. The school board shall keep written minutes of the hearing. Upon the order by the school board of the expulsion of a student, the school district clerk shall mail a copy of the order to the student and, if the student is a minor, to the student's parent/guardian. The expelled student, or if the student is a minor, the student's parent/guardian may appeal the expulsion to the state superintendent. An appeal from the decision of the state superintendent may be taken within 30 days to the circuit court of the county in which the school is located. This paragraph shall be printed in full on the back of the notice.

**H. Dress Code:** The school recognizes that a student's individual dress is primarily a parental responsibility which should reflect concern for health and safety of the students and others and to school property. When the dress of an individual student constitutes a health or safety problem, seems to be unsuitable for school wear, is a physical danger to any person, or when the student's manner of dress or grooming causes a disruption or disturbance, staff shall take appropriate corrective action.

With these thoughts in mind, I-S High School has adopted the following dress code:

1. Students are to dress neatly. Clothing with tears/holes/rips is generally unacceptable.
2. The feet and the body are to be covered. Bare midriff is not permitted. Shorts, dresses, and skirts must be long enough to cover the mid-thigh area.
3. Shirts must not expose cleavage and must cover the back. Undergarments may not be exposed.
4. Apparel and hair styles should not be contrary to any health and safety considerations.
5. Displays of lewd, obscene, profane or vulgar language or images, or promotion of alcohol, tobacco, or other drugs (on T-shirts, etc.) are not acceptable in school or at school functions.
6. All students will refrain from wearing any headgear in school during the school day. Caps will be kept in lockers during the school day.
7. Coats or backpacks will not be worn during the school day. Coats, backpacks, purses, etc., will be kept in lockers during the school day.

#### **I. Prohibited Behaviors**

1. **Alcoholic Beverages:** The State Statutes prohibit students under the age 21 from procuring, seeking to procure, and knowingly possessing or consuming intoxicating liquor in public. Possession and/or use of alcoholic beverages/products or look-alikes are prohibited at all times in the school building, or on school grounds, on school-sponsored trips or at any school activity. Students found consuming, possessing, or under the influence of alcoholic beverages/products on school grounds or at school-sponsored activities will be suspended from school, possibly expelled and reported to the police.
2. **Controlled Substances (Drugs):** The State Statutes prohibits the use or possession of controlled substances and/or the possession of drug paraphernalia. Students found using, possessing, or suspected of being under the influence of controlled substances or drug paraphernalia on the school grounds or at school activities will be suspended from school, possibly expelled, and reported to the police.
3. **Use of Tobacco/Nicotine Products:** Wisconsin State Statutes prohibit the use of all tobacco products on premises owned or rented by, or under the control of, the school board. Wisconsin Statutes also prohibit minors from possessing any cigarette, nicotine product, or tobacco product. Any student caught using or possessing tobacco or nicotine products while on school property or at school-sponsored events will be suspended from school and possibly expelled. Minors will be

referred to the police. This section also applies to possession of synthetic drugs and all smoking devices including vapor e-cigarettes.

4. **Display of Affection:** Inappropriate displays of affection in the building or on the school grounds will not be permitted.
5. **Battery and Sexual Assault:** State Statutes prohibit crimes such as battery and sexual assault. Students guilty of these crimes while at school or under the jurisdiction of school authorities shall be suspended, possibly expelled and referred to the police.
6. **Fighting and/or Threats:** While under the school's jurisdiction, students involved in fighting or making threats will face disciplinary action, suspension and/or possible expulsion, depending upon the seriousness of the incident.
  - a. Fighting in any area of the school building or grounds will be reported. Academic skills permitting, the students may be required to submit in writing the cause of the problem and the possible solutions.
  - b. Each student may be suspended for a time not to exceed 5 days.
  - c. In case of bodily injury or property damage as a result of fighting, notification of law enforcement officials or the settlement of monetary reimbursement shall be left to the discretion of the offended and prosecution will become the responsibility of the offended.
7. **Fires, False Alarms, Possession of Weapons:** State Statutes prohibit crimes such as causing fires, setting false alarms, and possession of weapons and explosives. Students found guilty of these crimes while at school or under the jurisdiction of school authority shall be suspended, possibly expelled and referred to the police. Weapons include articles used or designed to inflict bodily harm and/or intimidate others, such as firearms, pellet guns, look-alike weapons, knives, pepper spray, chains, etc. Articles designed for other purposes but which are used or intended to be used to inflict bodily harm or intimidate others are also considered weapons under this policy. Possession of a firearm will result in an automatic one year **expulsion** (Gun Free Schools Act).
8. **Defamation (Slander/Libel-causing disgrace or harm to one's reputation):** State Statute prohibits defamation. Students guilty of defamation of school personnel could be prosecuted under the law.
9. **Vandalism, Graffiti, Arson, and Explosive Devices:** State Statutes prohibits crimes such as vandalism, arson, and possession of explosive devices. Wisconsin State Statutes provide that whoever intentionally marks, draws, or writes with paint, ink, or another substance on or intentionally etches into the physical property of another without the other person's consent is guilty of a crime. Students guilty of vandalism to school property or property at school, arson to school property, or damage by explosives to school property may be suspended, possibly expelled and referred to police.
10. **Laser Pointers:** Student possession or use of laser pointers at school or at school-sponsored activities is forbidden. Laser pointers will be confiscated and disciplinary consequences may be issued.
11. **Theft:** Any student caught stealing while at school or at school-sponsored events may be suspended and possibly expelled. Restitution shall be made and appropriate authorities will be notified.
12. **Obscenity:** State Statutes prohibits obscenity. Students guilty of breaking this law while at school or in the jurisdiction of school authorities shall be suspended, possibly expelled and referred to the police.
13. **Bomb Scares:** Whoever intentionally conveys or causes to be conveyed any threat of false information, knowing such to be false, concerning an attempt or alleged attempt being made or to be made to destroy any property by the means of explosives is guilty of a Class I felony, Wisconsin State Statutes 947.015 and is subject to suspension, possible expulsion and/or referral to the police.

14. **Disorderly Conduct:** Iola Village Ordinance states, "No person in the Village of Iola shall:
- In any public or private place engage in violent, noisy, riotous, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly conduct which tends to cause or provoke an immediate disturbance of public order or tends to annoy or disturb any other person.
  - Intentionally cause, provoke, or engage in any fight, brawl, riot or noisy altercation other than a bona fide athletic contest.
  - No person shall make unnecessary and annoying noises with a motor vehicle, including motorcycles and all-terrain vehicles, by squealing tires, excessive acceleration of the engine or by emitting unnecessary and loud muffler noise.
  - Students guilty of disorderly conduct while at school or under the jurisdiction of school authorities shall be suspended, possibly expelled, and referred to the police.
15. **Missiles:** The throwing of snowballs or other dangerous missiles is expressly forbidden.
16. **Loitering:** Students are not to loiter in washrooms, empty classrooms, the gym, hallways, or any other unsupervised area.

**J. Student Usage Agreement** Students using district network resources to access the Internet and other on-line computer networks will agree to abide by the following acceptable use agreement. Violation of this agreement shall result in loss of use privileges and may result in school disciplinary action. Appropriate legal action may also be taken against students.

The student acceptable use agreement consists of the following regulations:

- Student use of district network resources to access on-line computer networks is viewed as a privilege, not a right. The district encourages and allows students to access the Internet and other on-line computer networks only for educational and research purposes that are consistent with the educational objectives of the district.
- Students are prohibited from using district network resources:
  - To post or transmit through any on-line network or try to find unlawful, harmful, threatening, abusive, harassing, defamatory, vulgar, obscene, profane, hateful, racially demeaning, ethnically demeaning or otherwise objectionable or inappropriate material of any kind. This includes, but is not limited to, any material that encourages conduct that would constitute a criminal offense or otherwise violate Board policy or provisions of the student handbook.
  - To download files.
  - To reveal their or someone else's home address/telephone number.
  - To play multi-user dimension (MUDs) or other network intensive games.
  - To use Internet relay chat (IRC) for non-educational use.
  - To improperly use copyrighted material.
  - To attempt unauthorized access to other computer systems.
  - To seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent themselves on the networks.
  - To disrupt the use of systems by others. Hardware or software shall not be destroyed, modified, or abused in any way.
  - To engage in any unlawful activity.
  - For any other inappropriate use of the Internet or other on-line computer network.
- The District Technology Coordinator, District Library Media Director and/or classroom teacher may monitor all network use by students, including E-mail, to see that district network resources are being used in accordance with established policies, guidelines and procedures.
- Student misuse of district network resources shall result in loss of use privileges and may result in school disciplinary action. Appropriate legal action may also be taken against students.

**K. Personal Computers:** In general, students are not to bring personal computers to school. Students taking college courses through Start College Now and Early College Credit programs may, at times, need to use their own personal computer. These students will be allowed to access the school network with prior approval. The personal computer should only be used for the college course and should not be brought to school once the course is completed.

**L. Harassment:** The School District expressly prohibits any form of harassment based on race, religion, sex, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender identification or gender expression, age or physical, mental, emotional or learning disability or handicap toward and between students. Employees or students guilty of harassment are subject to disciplinary action up to and including dismissal or expulsion.

**Definition:** Harassment is defined as any deliberate, repeated or unwanted verbal or physical contact, derogatory statement, or discriminating remark which is offensive or objectionable to the recipient or which causes the recipient discomfort or humiliation or which interferes with the recipient's academic performance. Sexual harassment can take the form of any unwanted sexual attention, ranging from leering, pinching, patting, verbal comments, displays of graphic or written sexual material and subtle or express pressure for sexual activity. In addition to the anxiety caused by sexual demands on the recipient, sexual harassment may include the implicit message from the alleged offender that noncompliance will lead to reprisals. Reprisals may include, but are not limited to, the possibilities of harassment escalation, unsatisfactory academic evaluations, difference in academic treatment, sarcasm, or unwanted comments to or by peers.

**Reporting:** Any student who believes they have been subjected to harassment by another student or employee should report the incident to the building principal or counselor. It is the intent of the District to create an atmosphere where complaints and complainants will be treated fairly and quickly.

If a student is not comfortable with making a complaint to the principal or counselor, the complaint may be made to any teacher. The teacher will report the complaint to the appropriate principal or counselor.

### **Formal Complaint Procedure**

**Step 1** - Any complaint may be presented verbally or in writing to the principal or counselor. The complaint should include the specific nature of the harassment, corresponding dates, and the action that they are seeking.

The person making the complaint will need to provide their name, address and phone number. If the complaint is verbal, the principal or counselor will make a written record and may request the complainant to sign such a written account.

**Step 2** - The principal or counselor shall thoroughly investigate the complaint, notify the person who has been accused of harassment, permit a response to the allegation and arrange a meeting to discuss the complaint with all concerned parties within 10 working days after receipt of a complaint, if deemed necessary. The principal or counselor shall give a written response to the complaint within 15 working days after receipt of the complaint.

**Step 3** - If the complainant is not satisfied with the response of the principal or counselor, he/she may submit a written appeal to the District Administrator indicating the nature of the disagreement. The appeal must be filed within 20 working days after receipt of the principal or counselor's answer. The District Administrator shall give a written response to the complainant's appeal within 15 working days of the date the appeal is filed or 15 working days after the meeting, whichever is later.

**Step 4** - If the complainant is not satisfied with the response of the District Administrator, an appeal to the School Board may be filed. The appeal must be filed within 10 working days of receipt of the District Administrator's response. The School Board shall conduct a hearing at its next regular meeting or at a

special meeting called for the purpose of hearing the appeal. The School Board shall give a written response within 15 days of the completion of the hearing.

#### **M. Location Specific Rules**

1. **Study Hall Rules:** The study hall is a place where students are expected to work quietly. Staff members will be responsible for designing and implementing study hall rules that create a favorable atmosphere for study. Students on the D/F list will remain in their quiet study hall.
2. **Library Rules:** The middle and high school libraries are housed in the same locale to meet the needs of our population. The Library Media Director will develop and communicate specific expectations. Any teacher may remove a student from the library for a good reason (poor grades, truancy, misbehavior, etc.) at any time. When library privileges are lost a student may still use the library if given a pass by a teacher indicating that library use is needed for specific class work.
3. **Gymnasium Rules:** All persons using the floor must wear gym shoes which have non-marking rubber soles. Hanging on the basketball rims or nets is not allowed.
4. **Shop Rules:** No student is allowed in the shop other than during a regular shop class period unless they have a pass signed by the Technical Education Instructor. Only students who know how and who have authorization are allowed to use any tools or equipment. The Technology Education instructor will develop and communicate specific expectations for all courses taught in the shop. Teacher supervision is necessary at all times.
5. **Lunchroom Rules:** Each student will be expected to observe a few simple guidelines during the lunch period in order to create a clean and pleasurable lunchroom environment.
  - a. Students are responsible for disposing of their own refuse and for keeping the table, floor, and area where they eat clean. Each student is responsible for the return of trays, milk cartons, etc., to its proper place.
  - b. Accidents do happen! If food is accidentally dropped on the floor, the student is expected to clean up after themselves.. The use of sarcasm, ridicule, yelling, or loud expressions is considered disrespectful and may result in a referral.
  - c. Students may not go to other parts of the school during their lunch period without supervision by a staff member.
  - d. Depending on the weather, students may have an outdoor recess. However, students may not be in the parked car area.
6. **School Bus Rules:** A complete listing of school bus rules and regulations will be distributed to students by their bus drivers. Refusal of authority will be reported to school officials resulting in the possibility of your riding privilege being denied. When riding the bus, you are on school property and are subject to school authority. Students who refuse to accept and conform to necessary rules may not be allowed to ride the buses.

**N. Respect Private Property:** There is private property on the south, west, and north sides of the school grounds. Please respect that property and avoid walking, biking, or using a vehicle through those areas.

**O. Personal Communication Devices:** While middle school students may possess PCDs, such as cellular telephones, in school, on school property, during after-school activities and at school-related functions, they must be powered completely off (i.e. not just placed into vibrate or silent mode) and be stored out of sight during school hours. However, technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal. The use of a PCD to engage in non-education-related communications is expressly prohibited.

Under certain circumstances, a student may keep their PCD “on” with prior approval from the building principal.

**Assumed Risk.** Students who bring personal electronic devices to school do so at their own risk. They are personally and solely responsible for the care and security of their PCD’s. The District shall not be responsible for the safety or securing of personal electronic equipment that students choose to bring to school. There is to be no expectation of privacy for the contents of these devices. School authorities may confiscate and examine these devices including (but not limited to) cell phones, flash drives, and personal computers, and search their contents if there is a reasonable suspicion that school policies, rules, or regulations have been violated, or to determine the ownership if lost on school premises.

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

**Exceptions.** The use or possession of such a device by a student is permitted if the Board or its designee determines that the device is used or possessed for medical, school, educational, vocational, or other legitimate purposes. Use of personal electronic devices is subject to, but not limited to, the following provisions: Students shall not turn on or use cellular telephones while participating in co-curricular activities without the explicit permission of their advisor/coach. Students are prohibited from using any device with picture/video capabilities in lavatories, locker rooms, designated changing areas, or any areas where a reasonable expectation of privacy exists. The District Administrator and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying. In particular, students are prohibited from using PCDs to 1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and 2) engage in “sexting” - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

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

**Consequences:** Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or



circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent or turned over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 - Search and Seizure. If multiple offenses occur, a student may lose their privilege to bring a PCD to school for a designated length of time or on a permanent basis.

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

Parents 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 during the school day.

**Disclaimer:** The Administration reserves the right to deviate from the information contained in this handbook in the best interest, safety and welfare of the staff and students. This booklet does not cover all existing policies of the Board of Education. Additional policies and regulations will be presented and discussed with the student body as they become pertinent in terms of timing. Should a question arise on any topic not covered in this handbook, students are encouraged to converse with school personnel for information or refer to School Board Policies available on the school website.

### **III. General Information**

**A. Lunch:** All meal and milk purchases must be prepaid. No cash will be accepted in the cafeteria line. Any combination of days, weeks or months of prepayment is suitable. Families need only make one payment for all of their children attending the Iola-Scandinavia School District. Payment is recorded to the family account and can be accessed by students in the elementary, middle, and/or high school.

**B. School Closing:** When it becomes necessary to close school, it will be announced on 800 AM or 92.7 FM-Waupaca or through the *Thrillshare* system, and social media (Facebook/Instagram).

**C. Fire Drills:** Fire drills are an integral part of the school safety program. Each student should be aware of the established procedures for these drills in each classroom. When the fire alarm sounds, students should move quickly to designated exits in single file and refrain from unnecessary talking. Students should be fully engaged in the drills without using phones or earbuds/headphones. Fire alarm exit cards are placed in every room signifying the exit to be used. Please note these.

**D. Tornado Evacuation:** In the event there is a tornado alert and time does not enable transporting the student's home, it will be necessary to follow emergency procedure. These are as follows:

1. WATCH means we will be watching for a tornado in the area.
2. WARNING means we must take specific action to protect the people in the building.
  - a. The warning will be given over the P.A. or be repeated short rings of the bell tone.
  - b. Students, teachers, and other personnel are to proceed immediately to the designated area by forming single file lines. Students should be fully engaged in the evacuation without using phones or earbuds/headphones.
  - c. No one is to leave the building after the alert without checking with the main office.
  - d. Classes that are outdoors during this emergency situation or drill should enter the building.
  - e. Once you are at the destination, sit on the floor, place your head on your knees and cover your head with your arms and hands.

**E. Dances:** Dances will be organized and planned for by school sponsored student organizations. Students are expected to follow these expectations:

1. Middle School dances are for Iola-Scandinavia middle school students.
2. No students are to be admitted again to the dance once they have left the school building.
3. Any student who attends under the influence of alcohol and/or controlled substances will be suspended and referred to the police.
4. Students not following school rules can be asked to leave by dance chaperones.
5. Students who have outstanding student obligations may not attend.
6. Students who have been suspended during the week in which a dance will be held may not attend. Students who are chronically absent will be ineligible to attend.

**F. Food/Beverages:** Food and/or beverages are allowed in the classrooms at the teacher's discretion. Staff will be responsible for monitoring usage and holding students accountable for any spills, mishaps or damages that occur. Due to regulations, students are not able to bring in outside food to sell to other students.

**G. Visitors:** In order for a student to bring a guest to accompany them to classes on a specific day, the following requirements must be met:

1. The guest must be a student at a high school that is not in session on the date of the visit.
2. The student must secure permission in writing from their parent/guardian as well as teachers at least 24 hours in advance of the guest's visit.
3. The student must seek written permission from the building principal after obtaining permission from their teachers. This must occur at least 24 hours in advance of the visit.
4. The student must introduce the guest to office personnel and staff members on the day of the visit.
5. The student is expected to be with their guest at all times and is responsible for making sure that their guest follows all school rules. Visits will not be allowed on the day before vacation and other special occasions at the discretion of the building principal.

**H. Accidental Injuries:** Injuries that occur on school grounds during the school day are not covered by any general benefit plan carried by the school. Accidents should be reported to the instructor supervising the activity.

**I. Administration of Medication:** Medication should be administered to students at home rather than at school whenever possible. Before any prescription medication may be administered to a student, school personnel must receive written consent from the student's parent/guardian and written instructions from the student's physician, dentist, or medical care staff. Written parent/guardian consent and instructions must be obtained before administering any non-prescription medication to students. All written instructions and consent forms shall be filed in the school office. All medications must be in the original container and clearly labeled.

**Asthmatics:** An asthmatic student may use and possess a metered dose inhaler or dry powder inhaler while at school, at school-sponsored activities or under the supervision of school authority if

1. The student uses the inhaler before exercise to prevent the onset of asthmatic symptoms or uses the inhaler to alleviate asthmatic symptoms;
2. The student has the written approval of the student's physician and, if the student is a minor, the written approval of the student's parent/guardian; and
3. The student has provided office personnel with a copy of the required approval(s).

**Epi-pens:** May be carried with the student if

1. The student has the written approval of the student's physician and, if the student is a minor, the written approval of the student's parent/guardian.
2. The student has provided office personnel with a copy of the required approval(s).

All other medications must be maintained in the school office. At no time should students have medications in their lockers or on their person. No over the counter oral, topical, and/or ophthalmic medication will be provided by the school per state law.

**J. Lockers:** School lockers are the property of the school district and are provided at no charge by the school. In accordance with State Statutes the school reserves the right to inspect lockers for missing books, illegal substances, etc. Please do not give your combination to others and do not keep valuables in your locker. **Lockers must be closed and locked using a school issued combination lock.** Consequences will result for failure to comply with this requirement including loss of locker privilege. Students may not share a locker or move to a different locker without permission from office personnel. Students are welcome to decorate the insides of their lockers in any manner that is consistent with school policies and expectations and that does not deface nor permanently damage the locker. It is the responsibility of the student to remove any and all decorations from their own locker before the end of the school year. Any decoration on the outside of the locker must be connected to a school activity and must be approved by school personnel.

**K. Counseling Office:** Students are encouraged to visit the counseling office. The counseling office offers all students an opportunity to receive assistance in various areas including personal situations, interpersonal skills, or any other area of concern to the student. Students are urged to consult at their convenience with the counselor and to inform their parents of the availability of this service to them. The Iola-Scandinavia School District does not discriminate in the methods, practices and materials used for testing, evaluating and counseling students on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender identity or gender expression, or physical, mental, emotional, or learning disability or handicap.

**L. Admission to Schools, Classes, Programs or Activities:** The Iola-Scandinavia School District does not discriminate in admission to any school, class, program or activity on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender identity or gender expression, or physical, mental, emotional, or learning disability or handicap.

**M. Acceptance and Administration of Gifts, Awards, and Scholarships:** The Iola-Scandinavia School District does not discriminate in the acceptance and administration of gifts, bequests, scholarships, and other aids, benefits or services to students from private agencies, organizations or persons on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender identity or gender expression, or physical, mental, emotional, or learning disability or handicap.

#### **IV. Non-Discrimination/Title IX**

[Notice of Nondiscrimination](#)

#### **V. Academic Information**

**A. Middle School Courses:** The following courses are required

Communicative Arts  
Language Arts  
Math  
Social Studies  
Science  
Physical Education  
Art  
Spanish  
Family and Consumer Education (7)  
Business Education  
Technology Education (8)  
Life Skills (8)  
Careers (8)

Middle school students may also choose to take Band and Chorus. They meet every other day so a student may choose to take one or both of these classes.

#### **B. Grading Scale:**

A+ 97-100%	A 94 - 96%	A- 92 - 93%
B+ 90 - 91%	B 87- 89%	B- 85 - 86%
C+ 83 - 84%	C 79 - 82%	C- 77 - 78%
D+ 75 - 76%	D 73 - 74%	D- 70 - 72%
F 69% and below	P Minimum Passing	

**C. Reports to Parents:** Parents/Guardians are able to check on their student's progress at any time through the use of Skyward Family Access and Schoology. Progress reports will be sent out near the end of the fifth week of each quarter. Parent/Teacher conferences will be held in the evenings 3 times during the school year. Specific dates will be published at the beginning of the school year. Staff will be available in their classroom during this time. Parents/Guardians are encouraged to visit with their student's teacher to discuss academic and/or behavioral progress.

## **VI. Co-Curricular Activities**

**A. Philosophy:** The Iola-Scandinavia Middle School co-curricular program is designed to provide students with valuable skill development, teamwork, and fun experiences that go beyond the academic realm. In order to retain the privilege of participating in these programs students are expected to exhibit respectable character and responsible conduct. At Iola-Scandinavia, we believe that students must be willing to accept reasonable rules and regulations, or be willing to accept the consequences for not doing so.

Our co-curricular policies are based on this philosophy. Our athletic policies are closely in line with the regulations set forth by the Wisconsin Interscholastic Athletic Association.

The School District of Iola-Scandinavia does not discriminate in provision or usage of facilities, or providing the opportunity for participation in athletic programs or activities on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender identity or gender expression, or physical, mental, emotional, or learning disability or handicap. Students wanting specific information about the Athletic Code should see the Athletic Director for a copy.

### **B. Co-Curricular Opportunities**

Art Crew	Basketball
Educators Rising	Cross Country
Forensics	Football
Garden Group	Track
	Volleyball

### **C. School Song:**

We're loyal to you, I-S High  
We know you're true blue, I-S High  
We know you're the best of the schools east and west  
And we greet you with zest, I-S High  
Rah! Rah!

Get into the fight, I-S High  
Stand up for your rights, I-S High  
Our school is a famed protector