

Adams - Friendship Area School District

Parent / Student Handbook 2024-2025



Mission

Preparing All Students to Perform For Life

Belief statements:

We believe in creating and maintaining a safe and supportive environment for all (Safety).

We believe all students will discover their strengths, passions, and talents (Discovery).

We believe in rigorous, relevant, and engaging instruction (Rigor).

We believe collaboration among students, staff, families, and community is essential for learning (Collaboration).

Adams-Friendship Area School District

2024-2025

School Year Calendar

First Day of School = September 3
 Last Day of School = June 6
 Graduation = May 23

July 24						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 24						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Student Days = 0

September 24						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Student Days = 20

October 24						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Student Days = 22

November 24						
Su	M	Tu	W	Th	F	Sa
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Student Days = 16

December 24						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Student Days = 15

January 25						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Student Days = 21

February 25						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

Student Days = 18

March 25						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Student Days = 16

April 25						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Student Days = 21

May 25						
Su	M	Tu	W	Th	F	Sa
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Student Days = 21

June 25						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Student Days = 18

July 25						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Student Days = 16

August 25						
Su	M	Tu	W	Th	F	Sa
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Student Days = 21

Total student contact days= 175
 Teacher contract days = 191

- Adams County Fair
 - Orientation Day
 - Early Release
 - First Day of Classes
 - Last Day of Class
 - November 1 = End of Q1 42
 - January 21 = End of Q2/Sem 1 44
 - April 4 = End of Q3 47
 - June 6 = End of Q4 / Sem 2 42
- 175
- No Classes
 - New Teacher Inservice
 - Inservice / Professional Development
 - HS Graduation Day

- 10 Professional Development Days (Inservice/PD)
- 4 Paid Holidays (5/26, 9/2, 11/21, 4/18)
- 2 Parent Teacher Conferences (16 hours: November 13, 2024 1pm-7pm
February 13, 2024 1pm-7pm)

Changes from Previous Year (2023-2024)

Reduces student contact days from 177 to 176, but staff contracts remain the same with an additional inservice day in June.

Proposal to have June 10 as a "floating" professional development day in June.

Orientation day will include:
 1st -4th grade, 5th grade and 9th grade.

First Day of School: September 4th

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This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the District Administrator. The Policies and Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed. Contact your school principal if you have questions or want more information about a specific issue.

FOREWORD

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

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

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. If any of the policies or administrative guidelines referenced herein are revised after July 8th, 2024, the language in the most current policy or administrative guideline prevails. The current policies and guidelines are available on the District's website.

ADAMS-FRIENDSHIP SCHOOL DISTRICT PUBLIC NOTIFICATION

EQUAL EDUCATION OPPORTUNITY/ANTI-HARASSMENT

It is the policy (Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity) of the District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired based on the traits of sex (including gender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as “Protected Characteristics”) or other protected characteristics as well as place of residence within District boundaries, or social or economic background. Students who have been identified as having an impairment or disability under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act shall be provided with appropriate educational services. Parents who have questions should contact the Director of Student Services at (608) 339-3213 ext. 1013.

It is also the policy (Board Policy 5517 – Student Anti-Harassment) of the District to maintain an educational environment that is free from all forms of harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the Board can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

Any person who believes that the Adams-Friendship Area School District or any staff person has discriminated against them in violation of these policies may file a complaint. A formal complaint can be made in writing to a District Compliance Officer listed below:

Crystal Holmes
Director of Student Services
(608) 339-3213 ext. 1013
201 W. 6th Street
Friendship, WI 53934
holmes_c@afasd.net

Dr. Heather Terrill Stotts
Director of Curriculum and Instruction
(608) 339-3213 ext. 1019
201 W. 6th Street
Friendship, WI 53934
terrillstotts_h@afasd.net

The complaint procedure is described in Board Policies 2260 - Nondiscrimination and Access to Equal Educational Opportunity and 5517 – Student Anti-Harassment. The policies are available in the School office and on the District’s web page.

Due to the sensitivity surrounding complaints of harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. Once the complaint process is begun, the investigation will be completed promptly (What constitutes promptness will depend on the complexity of the issues, the number of incidents or factual elements, the number of witnesses and documents to be consulted, and the availability of witnesses and other evidence.).

If at any time during the investigation process, the investigator determines that the complaint is properly defined as Bullying under Policy 5517.01 - Bullying and not harassment under Policy 5517 – Student Anti-Harassment because the conduct at issue is not based on a student’s Protected Characteristics, the investigator shall transfer the investigation to the appropriate building principal.

Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

Our school is committed to an educational environment that is free of harassment of any form. Our school will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

Harassment means behavior toward a student or group of students based, in whole or in part on the traits of sex (including gender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as “Protected Characteristics which substantially interferes with the student’s school or academic performance or creates an intimidating, hostile or offensive school environment. Harassment also includes “hate speech” directed against a student—the use of language, behavior, or images/symbols that express prejudice against a particular group or groups on the basis of any protected characteristic(s).

Examples of conduct that may constitute harassment include:

- A. graffiti containing offensive language;
- B. name calling, jokes or rumors;
- C. threatening or intimidating conduct directed at another because of the other’s protected characteristic (e.g., sex, race, learning disability);
- D. Notes or cartoons;
- E. Slurs, negative stereotypes, and hostile acts which are based upon another’s protected characteristic;
- F. Written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- G. A physical act of aggression or assault upon another because of, or in a manner reasonably related to, the individual’s protected characteristic; or

- H. Other kinds of aggressive conduct such as theft or damage to property, which is motivated by a protected characteristic.

NONDISCRIMINATION ON THE BASIS OF SEX

The Board of the Adams-Friendship Area School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinator(s) is/are:

Crystal Holmes
Director of Student Services
(608) 339-3213 ext. 1013
201 W. 6th Street
Friendship, WI 53934
holmes_c@afasd.net

Dr. Heather Terrill Stotts
Director of Curriculum and Instruction
(608) 339-3213 ext. 1019
201 W. 6th Street
Friendship, WI 53934
terrillstotts_h@afasd.net

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process that provides for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process is included in Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities. The grievance process specifically addresses how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

It is a violation of this policy for anyone to knowingly making false statements or knowingly submitting false information during the sex discrimination complaint process, including intentionally making a false report of sexual harassment, or submitting a false formal complaint. The District will not tolerate such conduct, which is a violation of the Student Code of Conduct.

Neither the Board nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation, is a serious violation of Board Policy 2266 - Nondiscrimination on the Basis of Sex in

Education Programs or Activities that can result in the imposition of disciplinary sanctions, consequences, and/or other appropriate remedies.

All students, parents, and their representatives are advised to review Board Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities for more information and detail regarding the District's commitment to nondiscrimination on the basis of sex.

SEXUAL HARASSMENT

Sexual harassment is prohibited in our school and at school-sponsored activities in accordance with Board Policy 5517 –Student Anti-Harassment. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- A. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education; or
- B. Submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education; or
- C. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile or offensive educational environment.

Sexual harassment may include, but is not limited to:

- A. unwelcome verbal harassment or abuse;
- B. unwelcome pressure for sexual activity;
- C. unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of students by teachers, administrators or other school personnel to avoid physical harm to persons or property;
- D. unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- E. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status; or
- F. unwelcome behavior or words directed at an individual because of their sex or sexual orientation;

Sexual harassment examples include, but are not limited to:

- A. Repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
- B. Rating a person's sexuality or attractiveness;

- C. Staring or leering at various parts of another person's body;
- D. Spreading rumors about a person's sexuality;
- E. Letters, notes, telephone calls or materials of a sexual nature;
- F. Displaying pictures, calendars, cartoons or other materials with sexual content;
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another; or
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

It is also the policy of the school that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the school, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student. An inappropriate boundary invasion by a District employee or other adult member of the School District community into a student's personal space and personal life is sexual harassment.

If you wish to report harassment, please contact either of the District's Title IX Coordinators listed below:

Crystal Holmes
 Director of Student Services
 (608) 339-3213 ext. 1013
 201 W. 6th Street
 Friendship, WI 53934
 holmes_c@afasd.net

Dr. Heather Terrill Stotts
 Director of Curriculum and Instruction
 (608) 339-3213 ext. 1019
 201 W. 6th Street
 Friendship, WI 53934
 terrillstotts_h@afasd.net

Any person may report sexual discrimination, including sexual harassment, to the District's Title IX Coordinator listed above, regardless of whether the person is the alleged victim of the reported conduct. The report may be made in person, by mail, by telephone, or by email. The report may be made at any time, including during non business hours.

A copy of Board Policy 2266 - Nondiscrimination of the Basis of Sex in Education Programs or Activities, including the reporting, investigation, and resolution procedures, is available in the school office and on the District's website. Board Policy 5517 – Student Anti-Harassment, as well as the Board Policy 2266, both contain the complaint procedures and steps for investigating complaints under these policies.

Any person who is unsure about how to submit a complaint of discrimination, harassment, or sexual harassment is encouraged to immediately contact one of the listed Compliance Officers, a Title IX Coordinator, an administrator, or any trusted member of the staff for assistance in filing a complaint.

Retaliation against a person who files a complaint is prohibited by Board policy and Federal law. Any allegation of retaliation should be filed immediately with assurance that it will be taken seriously and fully investigated by the District.

BULLYING

Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent. Bullying can be physical, verbal, electronically transmitted, psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these. Examples of bullying include:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
 - B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
 - C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
 - D. "Cyberbullying" – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.
- All complaints about aggressive behavior that may violate this policy shall be promptly investigated. If the investigation finds that aggressive behavior has occurred, it will result in prompt and appropriate discipline, co-curricular sanctions and/or disciplinary action up to and including suspension or expulsion. Individuals may also be referred to law enforcement officials.
 - Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying.
 - Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making a false report may result in disciplinary action as indicated above.
 - If a student or other individual believes there has been bullying, regardless of whether it fits a particular definition, the student should report it and allow the administration to determine the appropriate course of action. (Board Policy 5517.01 - Bullying)

STUDENT HAZING

Hazing activities of any type are inconsistent with the educational process and may in some circumstances be a violation of State law. The Board prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored activity or event.

Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the principal or to the District Administrator.

Students who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil or criminal penalties. Disciplinary action for students may include, but is not limited to, suspension and/or expulsion. [Policy 5516 – Student Hazing]

SECTION 504/ADA COMPLAINT

Any person who believes that the Adams-Friendship Area School District or any staff person has discriminated against them in violation of the Policy 2260.01 – Section 504/ADA Prohibition Against Discrimination Based on Disability may file a complaint. A formal complaint can be made in writing to a District Compliance Officer listed below:

Crystal Holmes
Director of Student Services
608-339-3213 ext. 1013
201 W. 6th Street
Friendship, WI 53934
holmes_c@afasd.net

The complaint procedure is described in AG 2260.01A and AG 2260.01B and is available in the School office and on the District's website.

INJURY AND ILLNESS

All injuries must be reported to a teacher or to the office staff. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes injured or ill during the school day should request permission from the teacher to go to the office. The office staff will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission. (Board Policy 5340 – Student Accidents/Illness Concussion & Sudden Cardiac Arrest)

Inquiries regarding compliance may also be directed to the Wisconsin Department of Instruction or the Office of Civil Rights, U.S. Department of Education.

ADAMS-FRIENDSHIP AREA SCHOOL DISTRICT BOARD OF EDUCATION

James E. Bays II, President
Lenna Hamilton, Vice President
Mandy Stanley, Clerk
Jeff Presley, Treasurer
Justin Allard - Joni Anderson - Steve Nelson - Laura Gron- Roberta Pantaleo

General Information

SCHEDULING AND ASSIGNMENT

Adams-Friendship Elementary and Adams-Friendship Middle School:

The principal will assign each student to the appropriate classroom and the program in which the student will be participating. Any questions or concerns about the assignment should be discussed with the principal.

Adams-Friendship High School:

Schedules are provided to each student at the beginning of the school year or upon enrollment. The schedule is based on the student's needs and available class space. Any changes in a student's schedule should be handled through the school counselors or the building principal. It is important to note that some courses may be denied because of limited space or the need to complete prerequisite courses. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

VISITORS

Visitors, particularly parents, are welcome at the School. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to register and obtain a pass. Any visitor found in the building without a pass shall be reported to the principal and/or law enforcement.

If a person wishes to confer with a member of the staff, they should call for an appointment prior to coming to the school in order to prevent any loss of instructional time. Visitors' access to classrooms and instructional activities are subject to reasonable restrictions and limits. Please consult with the principal regarding these restrictions. Students may not bring visitors to school without first obtaining written permission from the principal. (Board Policy 7440 – Facility Security and Policy 9150 – School Visitors)

In accordance with 120.13(35), Wis. Stats., the District Administrator has the authority to establish conditions for entering or remaining in a District building, prohibit the entry of any person to a school of this District, or require a visitor to leave when there is reason to believe the presence of such person would be or is detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, administrators are authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

EARLY DISMISSAL FROM SCHOOL

No student will be allowed to leave school prior to dismissal time without authorized consent. No student will be released to a person other than a custodial parent(s) or guardian without a permission note signed by the custodial parent(s) or guardian. (Board Policies 5200 - Attendance and 5230 – Release of Students to Authorized Persons)

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will use the following:

Skyward - SkyALERT

Radio:

WCWI- 106.1 FM Adams-Friendship

WRJC- 92.1 FM/1270 AM Mauston

TV Stations to Watch:

Madison Channel 3, 15, or 27

Wausau Channel 7 or 9

Should school be dismissed early due to weather, it is important that the emergency portion of the school enrollment form be filled out, stating where your child is to go after school. Please remember that breakfast will not be served on late start days.

Parents and students are responsible for knowing about emergency closings and delays. (Board Policy 8220 – School Day)

Weather-Related Closure:

Late Starts: Please remember that breakfast will not be served on these days, but a light snack will be served.

Early Dismissal: It is important that the emergency portion of the school enrollment form be filled out stating where your child is to go after school.

In-Person Instruction Cancellation:

- The first two non-consecutive weather-related closures will be considered traditional “snow days” (non-instructional days).
- On any additional consecutive days related to weather closures, we will implement our Non-Traditional Instruction (NTI) model.
- The third weather-related closure day and any weather closures days after will be NTI school days.

STUDENT RECORDS

The origination and maintenance of appropriate student records are essential to the effective operation of the District and meeting the educational interests of students. The rights and responsibilities of students, parents and the District with respect to student records are governed by State and Federal law (Board Policy 8330 – Student Records). Many student records are kept by teachers, counselors, and administrative staff. There are two (2) basic kinds of student records - directory data and confidential records.

Directory data can be given to any person or organization when requested, unless the parents of the student object in writing to the disclosure as required under school policy and State and Federal law. Directory data is specified in Policy 8330 – Student Records and includes a student's name, photograph, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, date of graduation, degrees and awards received.

If parents and eligible students do not submit such written notification to the District, directory data may be utilized by the District Administrator in District-wide publications, on the cable television educational access channel, or on the District's website. The directory data used will be properly verified and approved by the District Administrator.

Student records are generally considered confidential under State and Federal law and may not be released to third parties unless the student's parent(s) consent in writing. However, there are exceptions to confidentiality, and requests for records within these exceptions may be granted without a parent's written consent. If you have questions about the confidentiality of student records and/or the release of student records to third-parties, please contact the District Administrator or consult the Board Policy 8330 - Student Records.

Parents and students are reminded of: 1) their rights to inspect, review and obtain copies of students records; 2) their rights to request the amendment of the student's school records if they believe the records are inaccurate or misleading; 3) their rights to consent to the disclosure of the student's school records, except to the extent State and Federal law authorizes disclosure without consent; 4) the categories of student record information which have been designated as directory data and their right to deny the release of such information; and 5) their right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

The Family Policy Compliance Office in the U.S. Department of Education administers both Family Educational Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment (PPRA). Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and
PPRA@ED.Gov.

FIRE DRILLS, TORNADO DRILLS, LOCKDOWN DRILLS

The school has a comprehensive School Safety Plan (Board Policy 8420 – School Safety) that includes specifications for fire drills, tornado drills, and lockdown drills.

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers, who are responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm system for tornadoes is different from the alarm system for fires.

Administrative holds in which the students are restricted to the interior of the school building and the building secured may occur during the school year.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's Toxic Hazard Policy and asbestos management plan will be made available for inspection at the District office upon request. (Board Policy 8431 – Preparedness for Toxic Hazards and Policy 8431.01 – Asbestos Management)

Student Services

Pupil services are the four professions of school counseling, nursing, psychology, and social work organized into a team with school administration. The following eight components summarize the strategies, interventions, and programs pupil services professionals utilize to provide the comprehensive services necessary to support student development in the academic, career, and personal/social areas and address barriers to learning. Specific members of the pupil services team provide these components consistent with their training and respective areas of expertise.

- Assessment, screening, and evaluation
- Individual and small group student services
- Home-school collaboration
- Classroom instruction
- Collaboration and partnerships with community-based systems
- Services for staff
- Program and resource development, management, and evaluation
- Systems and policy change

SUICIDE PREVENTION

The School District values the mental health of every student and has counseling and prevention resources available for any student considering self-harm. Students may seek help from any staff member. In addition, students are urged to approach any staff member of their choice if they know of another student who is talking about death by suicide. (Board Policy 5350 – Suicide Prevention, Intervention, and Postvention)

REPORTING ABUSE AND NEGLECT

By law, school staff members are required to contact Health and Human Services if they have a reason to suspect that a student has been abused or neglected by a parent/guardian, other family member, unrelated person living in the home, or other persons responsible for the student's welfare. Examples of abuse include, but are not limited to, inflicting, causing, or allowing injury to be inflicted, creating a substantial risk of injury, or committing or allowing any sex offense to be committed. Examples of neglect include, but are not limited to, not being provided with adequate food, clothing, shelter, medical care, and/or supervision.

SCHOOL COUNSELING SERVICES

The school counselors are available to all students in an effort to personalize the educational process. This process involves a cooperative effort on the part of all school personnel to assist students in their personal and social development, educational needs and career planning. Counselors play a key role in linking student needs with available programs and services.

Counselors can help you with the following, but are not limited to:

1. Personal problems, in and out of school, such as alcohol and other drug abuse, depression, family, friendships, etc.
2. Academic progress
3. Class Scheduling
4. Choosing high school courses
5. Career Planning

In addition to providing one-on-one counseling with students, small groups of varying topics and classroom counseling lessons are also offered as needed. All of their services are provided with the assumed consent of parents unless otherwise requested.

SCHOOL SOCIAL WORK SERVICES

School social workers are available to all students in an effort to remove barriers impacting their educational experience.

School Social Workers can help you with the following, but are not limited to:

1. Connecting families to community resources
 - a. Food Services
 - b. Energy Assistance
 - c. Rent Assistance
 - d. Behavioral Health Providers
 - e. Housing Assistance
2. Connecting students with school-based mental health providers
3. Advocating for students and families
4. Serving as part of school and community teams

In addition, school social workers may provide one-on-one or small group counseling with students and provide classroom lessons. All of their services are provided with assumed consent of parents unless otherwise requested.

SCHOOL PSYCHOLOGIST SERVICES

The school psychologists are available to support student's ability to learn and teachers' ability to teach. This includes utilizing expertise in mental health, learning and behavior to help children and youth succeed academically, socially, behaviorally and emotionally. School psychologists partner with families, teachers, school administrators and other professionals to create safe, healthy and supportive learning environments that strengthen connections between home, school and the community.

School psychologists can provide the following supports and interventions:

1. Direct support and interventions to students, both individually and in groups
2. Classroom lessons on a variety of mental health topics
3. Crisis prevention and intervention services

4. Consultation with administrators, teachers, families, and other school-employed mental health professionals to improve support strategies
5. Collaboration with school administrators and staff to improve school-wide practices and policies
6. Assistance to staff, parents, and families in navigating the special education process (requires parent consent)
7. Psychological, behavioral, social-emotional and academic assessments (requires parent consent)
8. Collaboration with special education teachers and parents to develop appropriate Individualized Education Programs for students with disabilities and support special educational staff and students

School psychologists have a wide range of skills and can provide a variety of services and supports in addition to those listed above. Many of their services are provided with the family's assumed consent unless otherwise requested by the family.

STUDENT HEALTH SERVICES

Student Health Services are available to all students in an effort to remove health-related barriers impacting their educational experience. The student health services team is made up of 1 district registered nurse, 1 registered nurse at AFE, and various trained unlicensed assistive personnel in each building.

Trained unlicensed assistive personnel (UAP) assist students with the following, but are not limited to:

1. Scheduled and as-needed medication administration during the school day.
2. Initial assessment and care of students in a health emergency.
3. Basic first aid care.

The district registered nurse can assist students and families with the following, but are not limited to:

1. Coordinating care of students with known health needs by:
 - a. Obtaining medical records and information from the student, their families, and their healthcare provider(s).
 - b. Identifying and training UAP to provide daily care of the student.
 - c. Writing an Individualized Health Plan (IHP) and/or health-related 504 for the student.
2. Reviewing registration health forms and notifying staff members of health concerns (ie- food service will be notified of a student with a food allergy)
3. Advocating for students and families
4. Coordinating health screenings and health-related services to students throughout the school year. (ie- vision screenings, dental health screenings, optional vaccination clinics, etc)
5. Provide emergency nursing care in the event of serious illness or injury at school.
6. Provide health education and health promotion on a scheduled and as-needed basis.

Emergency Nursing Services

To provide for the protection of the students, the District shall make available emergency nursing services during the regular school day and during all school sponsored student activities. (Board Policy 5310.01 – Emergency Nursing Services)

Student Accident/ Illness and Sudden Cardiac Arrest

The School District believes that school personnel have certain responsibilities in case of accidents, illness, concussions, or sudden cardiac arrest that occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, notification of administration personnel, notification of parents, and the filing of accident reports. (Board Policy 5340 – Student Accidents/Illness Concussion & Sudden Cardiac Arrest)

Use of Prescribed Medication

In circumstances where a student must take prescribed medication during the School day, the following guidelines of Board Policy 5330 – Administration of Medication/Emergency Care are to be observed.

- A. Parents should, with their physician's advice, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
 - B. The Medication Request and Authorization Forms 5330 F1, 5330 F1a, and 5330 F1b must be filed with the Principal before the student will be allowed to begin taking any medication during school hours. The forms are available in the School office.
 - C. All medications to be administered during school hours must be registered with the school office.
 - D. Medication that is brought to the school office will be properly secured.
 - E. Medication may be conveyed to school directly by the parent.
 - F. For each prescribed medication, the container shall have a pharmacist's label with the following information:
 1. student's name;
 2. practitioner's name;
 3. Date;
 4. pharmacy name and telephone;
 5. name of medication;
 6. prescribed dosage and frequency; and
 7. special handling and storage directions.
- Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about their person, except for emergency medications for allergies and/or reactions.
 - Any unused medication unclaimed by the parent will be destroyed by School personnel when a prescription is no longer to be administered or at the end of a school year.

A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

CBD Products

In accordance with Board Policy 5330 – Administration of Medication/Emergency Care, students and parents are reminded of the following regulation regarding CBD product use, possession, and distribution on District property or at school activities:

No CBD products will be permitted for use at school.

Direct Contact With Communicable Diseases

In the case of non-casual-contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have their status reviewed by a panel of resource people to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff in school unless there is definitive evidence to warrant exclusion. (Board Policy 8453 – Direct Contact Communicable Diseases)

Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency Virus), Hepatitis B, and other diseases that may be specified by the Wisconsin Department of Health Services.

As required by Federal and State law, parents may be required to have their child's blood checked for HIV and HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

STUDENTS WITH DISABILITIES

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability (Board Policy 2260.01 – Section 504/ADA Prohibition Against Discrimination Based on Disability). This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is generally required. More important, the school encourages parents to be active participants. To inquire about Special Education programs and services, a parent should contact the Director of Student Services at (608) 339-3213 ext 1013. (Board Policy 2460 – Programs for Students with Disabilities)

The District is committed to identifying, evaluating, and providing a free appropriate public education ("FAPE") to students within its jurisdiction who are disabled within the definition of Section 504, regardless of the nature or severity of their disabilities.

SERVICE ANIMALS AND OTHER ANIMALS ON DISTRICT PROPERTY

Students, parents, and other members of the public may be accompanied at school by a service animal in accordance with Federal and State law, and Board Policy 8390 – Animals on District Property.

Other animals permitted in schools and elsewhere on District property shall be limited to those necessary to support specific curriculum-related projects and activities as approved by the principal.

- An emotional support animal is not granted the same access to school buildings and classrooms, as service animals. The District is not required to grant a student's request that they be permitted to bring an emotional support animal to classes or on school grounds for any purpose.

- Therapy dogs which meet the certification and documentation requirements in Policy 8390 – Animals on District Property may be allowed limited access to the schools to perform their educational purpose as determined by the principal.

BILINGUAL STUDENTS/ENGLISH LEARNERS

The District recognizes that there may be students enrolled whose primary language is not English. The District provides appropriate identification and transition services for bilingual students and English Learners (ELs). The purpose of these services is to develop English language skills that will enable the students to function successfully and complete the District's required curriculum. (Board Policy 2260.02 – Services for Bilingual Students/English Learners)

To inquire about programs and services for bilingual students and/or English Learners, a parent should contact the District Administration Office at (608) 339-3213.

Academics

ACADEMIC AND CAREER PLANNING

Academic and career planning services, including individualized support and access to software tools and staff assistance, are provided to students in grades 6 to 12. The mission of academic and career planning is to provide a comprehensive plan, which will be developed and maintained by a student, that includes the student's academic, career, personal, and social goals and the means by which the student will achieve those goals both before and after high school graduation. (Board Policy 2411 – School Counseling and Academic and Career Planning)

STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

Students are encouraged to use the school's technology resources for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Unauthorized or inappropriate use, including any violation of the District's policies and administrative guidelines, may result in cancellation of the privilege, disciplinary action consistent with the school's rules, and civil or criminal liability. Smooth operation of the school's network relies upon users adhering to the District's policies and administrative guidelines. Prior to accessing the Internet at school, students are required to confirm their agreement to abide by the terms and conditions of the Student Technology Acceptable Use and Safety Agreement.

Violation of the Student Technology Acceptable Use and Safety Agreement may result in disciplinary consequences up to and including expulsion from the District, civil liability and/or referral to law enforcement.

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

Use of District technology resources to engage in "cyberbullying" is prohibited. "'Cyberbullying" involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group, which is intended to harm others."

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student or school staff member on a web site or on weblog;
2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
3. using a camera phone to take and send embarrassing and/or sexually explicit photographs/recordings of students or school staff;
4. posting misleading or fake photographs of students or school staff members on web sites.

To the extent permitted by the First Amendment, instances of cyberbullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct. (Board Policy 7540.03 – Student Technology Acceptable Use and Safety)

District 1:1 Chromebook Handbook

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with State standards and District policy. (Board Policy 2623 – Student Assessment)

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign course grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the school counseling staff.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

Depending on the type of testing, specific information and/or parent consent may need to be obtained. The assessment program will not violate the rights of consent and privacy of a student participating in any form of evaluation.

Student Activities

SCHOOL SPONSORED PUBLICATIONS AND PRODUCTIONS

The Board of Education sponsors student publications and productions as a means by which students learn, under adult direction/supervision, the rights and responsibilities inherent when engaging in the public expression of ideas and information in our democratic society. (Board Policy 5722 – School-Sponsored Publications and Productions)

AFASD ACTIVITIES CODE

AFHS	Please see the Activities Code of Conduct listed under the AFHS section of the handbook.
AFMS	<u>AFMS-Activities-Code of Conduct:</u> The Adams-Friendship Middle School will be using the Activities Code of Conduct approved by the Board of Education, summer 2022. The Activities Code of Conduct can be referenced on the school website. A meeting will be held prior to the start of the school year to further explain the code and student expectations.

STUDENT CONDUCT

ATTENDANCE

The District requires all students to attend school regularly in accordance with the laws of Wisconsin and Board Policy 5200 - Attendance. The school's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the guidance of a competent teacher are vital to this purpose.

Compulsory Student Attendance

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school is in session. All students must attend until the end of the term, quarter or semester of the school year in which the child becomes eighteen (18) years of age unless they fall under an exception outlined in the Policy 5200 - Attendance. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

Excuse for Absence

A parent of a student who is absent shall provide **either** a written or oral notification stating the reason for and the time period of the absence. This statement must be submitted prior to the absence if the absence is foreseeable. If the absence is not foreseeable, the statement must be provided prior to the student's readmission to school. The statement shall be submitted to the school office and filed in the student's school record. The District reserves the right to verify statements and investigate absences from school.

Release of Students to Authorized Persons

If only one (1) parent is permitted to make educational decisions or to approve absences of the student by Court order, the responsible parent shall provide the school with a copy of the Court order. Absent such notice, the school will presume that the student may be released into the care of either parent.

No student who has a medical disability which may be incapacitating may be released without a person to accompany the student.

No student shall be released to anyone who is not authorized by a parent with authority to do so.

Excused Absences

A student shall be excused from school for the following reasons:

Physical or Mental Condition

The student is temporarily not in proper physical or mental condition to attend a school program. If the absence exceeds 10 days, the inability of the student to attend school due to a physical or mental condition must be certified in writing by a licensed physician, dentist, chiropractor, optometrist or psychologist or Christian Science practitioner living and residing in Wisconsin, who is listed in the Christian Science Journal. The time period for which the certification is valid may not exceed thirty [30] days.

Obtaining Religious Instruction

Students may wish to obtain religious instruction outside the school during the required school period. The time period or periods of absence shall be determined by the attendance officer. Such absences must be at least 60 minutes but not more than 180 minutes per week. Requests for absence under this paragraph shall be denied if the student fails to attend religious instruction after requesting to be absent from regular school. The supervisor of such religious instruction shall report monthly, to the principal of the school regularly attended, the names of the students who attended such weekly religious instruction. See Board Policy 5223 – Absences for Religious Instruction for further details.

Permission of Parent or Guardian

The student may be excused by their parent or guardian before the absence for any or no reason. A student may not be excused for more than ten (10) days under this paragraph and must complete any course work missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:

- professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside the school day
- vacations

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student's teacher(s) to make necessary arrangements.

Religious Holiday

The student wishes to observe a religious holiday consistent with the student's creed or belief.

Suspension or Expulsion

The student has been suspended or expelled.

High School ONLY

Program or Curriculum Modification

Students may be excused from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.

High School Equivalency – Secured Facilities

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

Child at Risk

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

Election Day Official

A high school student age sixteen (16) or seventeen (17) is permitted to be excused to serve as an election official provided that the following criteria are met: (1) the student has the permission of their parent to serve as an election official on election day; (2) the student has signed up and the municipal clerk has informed the principal that the student has been assigned to serve in this capacity; and (3) the student has at least a 3.0 grade point average or equivalent, or has met alternative criteria established by Board, if any. The principal shall promptly notify the municipal clerk or the board of election commissioners of the municipality that appointed the child as an election official if the child no longer has at least a 3.0 grade point average or the equivalent, or no longer meets the established alternative requirements. A student's absence to serve as an election official under this policy shall be treated as an excused absence. Where possible students are encouraged to provide advance notice as much as possible. Students are responsible for completing any missed school work and responsible for making appropriate arrangements to do so.

A student may be excused from school, as determined by the School Attendance Officer, for the following reasons:

- A. Quarantine - Quarantine of the student's home by a public health officer.
- B. Illness of an Immediate Family Member - The illness of an immediate family member.

Truancy

A student will be considered truant if they are absent part or all of one or more days from school during which the School Attendance Officer, principal, or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student. A student will also be considered truant if they have been absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance statute (Sec. 118.15, Wis. Stat.).

When a student is truant, the School Attendance Officer shall ensure that all applicable provisions of the District's Truancy Plan are carried out.

Unexcused Absences

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The principal will determine on a case-by-case basis the appropriate methods to deal with unexcused absences. Administrative action to address unexcused absences shall be in accordance with due process as defined in Board Policy 5611—Due Process Rights, the Student Code of Conduct, and other applicable Board Policies.

Habitual Truancy

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

When a student initially becomes a habitual truant, the School Attendance Officer shall ensure that all applicable provisions of the District's Truancy Plan are carried out.

Parent/Guardian Responsibilities

It is the responsibility of the student's parent or guardian to ensure that their child attends school regularly. Parents are expected to provide an excuse for all absences.

Student Responsibilities.

Students are required to attend all classes and other school activities on their daily schedule unless they have been excused from school.

Make-Up Course Work and Examinations

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

STUDENT BEHAVIOR

A major component of the educational program is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Expected Behaviors

Each student shall be expected to:

- abide by national, State, and local laws as well as the rules of the school;
- respect the civil rights of others;
- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, sex, sexual orientation, race, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family and in the school.

Backpacks:

Only clear backpacks will be allowed in the classrooms. Clear backpacks will be available for purchase from the high school office. All other backpacks and large bags must remain in lockers.

Public Displays of Affection:

Public displays of affection, including but not limited to locked hugs and embraces, kissing, etc. are not appropriate in the educational setting and will not be allowed.

USE OF CELL PHONES, OR PERSONAL COMMUNICATION DEVICES

Students may use personal communication devices (PCDs) before and after school, during their lunch break as long as they do not create a distraction, disruption, or otherwise interfere with the educational environment, during after-school activities (e.g., extra-curricular activities), and at school-related functions. Use of PCDs, except those approved by a

teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

AFHS		
Cellular telephones or electronic communication devices are turned off and stored during all classes.	Students will be required to store the device in their locker or place the device in the cell phone cabinet for the entire class period.	Teachers and Administration may request the phone or devices if the expectations are not followed.
AFMS		
Cellular telephones or electronic communication devices are turned off and stored for the duration of the day. Earbuds, headphones, etc. are not to be used unless used for specific curricular purposes.	Students must store the device in the cell phone cabinet in their homeroom or lock box approved by administration. Devices must be locked from 7:50 until 3:20 each day.	Teachers and Administration may request the phone or devices if the expectations are not followed.

Deliveries and Messages to Students

Parent/Guardian must notify students in advance to check for a delivery in the main office. Messages will only be announced to students during passing time notifying them of items or personal messages delivered by parents/guardians. There will be no disruption to instructional time for this communication.

PCDs, with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The District Administrator and building principals are authorized to determine other specific locations and situations where the use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying. 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.

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

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

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property. (Board Policy 5136 – Personal Communication Devices)

WEAPONS

Per Policy 5772 The Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law, without the permission of the District Administrator.

The term “weapon” means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921[a, 3]), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives (subject to the exceptions below) razors with unguarded blades, clubs, electric weapons (as defined in 941.295(1c)(a), Wis. Stats.), metallic knuckles, martial arts weapons, chemical agents, ammunition, and explosives.

VIDEO AND AUDIO SURVEILLANCE

The Board of Education has authorized the use of video and audio surveillance and electronic monitoring equipment at various school sites throughout the district, including school buses. Any person who takes action to block, move, or alter the location and/or viewing angle of any video camera shall be subject to disciplinary action. (Board Policy 7440.01 – Video Surveillance and Electronic Monitoring)

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The school will not be responsible for the loss of personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

The Board authorizes the imposition of fines for the loss, damage, or destruction of District-owned, borrowed or leased equipment, computing devices, school records, apparatus, musical instruments, library materials, textbooks, and for damage to District buildings or facilities. Therefore, if a student damages or loses school property, the student or their parents/guardians will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Code of Conduct, and may be referred to law enforcement. (Board Policy 5513 – Care of District Property)

PROHIBITED USE OR POSSESSION OF INTOXICANTS, DRUGS, OR PARAPHERNALIA

The administration and staff recognize that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

As the educational institution of this community, our school strives to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For purposes of this policy, "drugs" shall mean:

- all dangerous controlled substances as so designated and prohibited by Wisconsin statute;
- all derivatives of hemp, including Delta-8-THC, Delta-9-THC, Delta-10-THC, Delta-11-THC, THC-O, and all other forms that cause psychosis, in all forms of delivery (i.e. inhalation, ingestion, injection, etc.) except those permitted by the school in accordance with Board Policy 5330 – Administration of Medication/Emergency Care;
- all chemicals which release toxic vapors;
- all alcoholic beverages
- any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- "look-alikes;"
- essential oils and oil-like products that may be mistaken for a drug;

- anabolic steroids;
- any other illegal substances so designated and prohibited by law.

The use, possession, concealment, or distribution of any drug, drug look-alike, and any drug paraphernalia at any time on school property or at any school-related event is prohibited. Disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school's drug abuse guidelines. (Board Policy 5530 – Student Use or Possession of Intoxicants, Drugs, or Paraphernalia)

USE OF TOBACCO/NICOTINE IS PROHIBITED

The Board of Education is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco and nicotine use for both users and non-users, particularly in connection with secondhand smoke, are well-established. In addition, students less than eighteen (18) years of age are generally prohibited by law from purchasing or possessing cigarettes and other tobacco products.

It shall be a violation of District policy for any student of the District to possess, use, consume, display, promote, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content, at any time on school property or at off-campus, school-sponsored events. (Board Policy 5512 – Use of Tobacco and Nicotine by Students)

The use of other products containing nicotine, such as nicotine patches and nicotine gum is also prohibited except when a student provides documentation from a licensed medical practitioner that the student's use of non-tobacco nicotine products is being medically supervised for the cessation of a nicotine addiction and the student complies with Policy 5330 - Administration of Medication/Emergency Care.

STUDENT CODE OF CLASSROOM CONDUCT

The school is committed to maintaining an orderly and safe academic atmosphere. Teachers are expected to create a positive learning environment and to maintain proper order in the classroom. Students are expected to behave in the classroom in a manner that allows teachers to carry out their lessons effectively and allows students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the school and their classroom teachers.

Such rules of behavior include a prohibition on knowingly making false statements or knowingly submitting false information during a sex discrimination complaint process, including intentionally making a false report of sexual harassment, or submitting a false formal complaint. Providing false information is a violation of the Student Code of Conduct.

To ensure adherence to these expectations and principles, the Board of Education has adopted this Code of Classroom Conduct, which applies to all students. (Board Policy 5500 – Student Code of Classroom Conduct)

Grounds for Removal of a Student from Class

Disturbances that interrupt the learning process cannot be permitted by any teacher. A teacher may temporarily remove a student from the teacher's class if the student violates the Code of Classroom Conduct. Additionally, the student may be removed from the class for a longer period of time within the discretion of the principal. A student removed from class may also be placed in an alternative education setting.

Removal of a student from class for violating the Code of Classroom Conduct or placement of the student in an alternative educational setting does not prohibit the school from further disciplining the student for the conduct that caused removal or placement including, but not limited to, suspending or expelling the student.

It is neither possible nor necessary to specify every type of improper or inappropriate behavior for which a teacher may remove a student from class. Provided below, however, are examples of reasons a student may be removed from class. A teacher may remove a student from class for conduct or behavior that:

- A. would result in suspension or expulsion under the Board's policies and procedures;
- B. violates the behavioral rules and expectations of the school;
- C. is dangerous, disruptive, or unruly. Such behavior includes, but is not limited to, the following:
 - 1. possession or use of a weapon or look-alike, or other item that might cause bodily harm to persons in the classroom;
 - 2. being under the influence of alcohol or controlled substances or otherwise violating the District alcohol and drug policy;
 - 3. behavior that interferes with a person's work or school performance or creates an intimidating, hostile, harassing or offensive classroom environment;
 - 4. arguing, taunting, baiting, inciting, or encouraging an argument or disruption or group posturing to provoke altercations or confrontations;
 - 5. disruption or intimidation caused by gang or group symbols or gestures, or gang or group posturing to provoke altercations or confrontations;
 - 6. pushing, striking, or other inappropriate physical contact with a student or staff member;
 - 7. interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means;
 - 8. dressing or grooming in a manner that presents a danger to health or safety, causes interference with work, or creates classroom disorder;
 - 9. restricting another person's freedom to properly utilize classroom facilities or equipment;
 - 10. repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions;
 - 11. throwing objects in the classroom;
 - 12. repeated disruptions or violations of classroom rules, or excessive or disruptive talking;
 - 13. behavior that causes the teacher or other students fear of physical or psychological harm;
 - 14. willful damage to or theft of school property or the property of others; or
 - 15. repeated use of profanity.
- D. interferes with the ability of the teacher to teach effectively. Such conduct includes, but is not limited to, the following:

1. repeated reporting to class without bringing the necessary materials to participate in class activities or
2. possession of personal property by school rules or otherwise disruptive to the teaching and learning of others.

- E shows disrespect or defiance of the teacher, exhibited in words, gestures, or other behavior; or
- F. is inconsistent with class decorum and the ability of others to learn. Such behavior includes but is not limited to, sleeping in class, blatant inattention, or other overt or passive refusal or inability to engage in class activities.

Procedure for Student Removal From Class

When a student is removed from class, the teacher shall send or escort the student to the principal and inform the principal of the reason for the student's removal from class. The teacher shall provide the principal with a written explanation of the reasons for the removal of the student within twenty-four (24) hours of the student's removal from class.

The principal will generally give the student an opportunity to briefly explain the situation. The principal shall then determine the appropriate educational placement for the student.

Student Placement

The principal shall place the student, who has been removed from a class by a teacher, in one of the following alternative educational settings:

- A. an alternative education program approved by the Board under State law;
- B. another instructional setting, time-out, in-school suspension or out-of-school suspension; or
- C. the class from which the student was removed if, after weighing the interests of the student, the other students in the class, and the teacher, the principal determines that readmission to the class is the best or only alternative.

Parent/Guardian Notification Procedures

The principal shall provide the parent or guardian of a student removed from class with notice of the removal and the reason(s) for the removal. The notification shall be made as soon as practicable, but no later than two (2) school days after the student's removal from class. The notice shall also include the reasons for the student's removal and the placement made by the principal. If the removal from class and change of educational placement involves a student with a disability, the parent notification shall be made consistent with State and Federal laws and regulations applicable to disabled students.

If the student removed from a class is subject to disciplinary action up to and including suspension or expulsion for the particular classroom conduct and/or other disciplinary incidents the parent shall also be notified of the disciplinary action in accordance with legal and policy requirements.

Students with Disabilities

A student with a disability under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, and Section 115.758, Wis. Stat. may be removed from class and placed in an alternative educational setting only to the extent authorized under the laws.

Definitions

“Student” means any student enrolled in the District, an exchange student, or a student visitor to the District’s schools.

“Teacher” means a person holding a license or permit issued by the State Superintendent whose employment by a school district requires holding such a license or permit.

“Class” or “classroom” means 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, counseling groups, assemblies, study halls, lunch, or recess. “Class” also includes regularly scheduled District-sponsored extracurricular activities, either during or outside of school hours. Such activities include, by example and without limitation, District-sponsored field trips, after-school clubs, and sporting activities.

OTHER FORMS OF DISCIPLINE

It is important to remember that the school's rules apply at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the Principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Informal Discipline

Informal discipline takes place within the school. It includes:

- writing assignments;
- change of seating or location;
- lunch-time or after-school detention;
- in-school restriction;

SUSPENSION AND EXPULSION

Board Policy 5610 – Suspension and Expulsion authorizes the use of suspension and/or expulsion as follows:

A. Suspension

1. Duration and Grounds for Suspension

The principal or a person designated by the principal may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days or ten (10) consecutive school days if the student is eligible for special education services under Chapter 115, Wis. Stats., if the suspension is reasonably justified and based upon any of the following misconduct:

- a. Noncompliance with school or School Board rules;
- b. Knowingly conveying 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;
- c. Conduct by the student while at school or while under the supervision of a school authority that endangers the property, health or safety of others;
- d. 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;
- e. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of any employee or School Board member of the School District in which the student is enrolled.
- f. Under paragraphs c, d, and e above, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

The District Administrator, or any principal or teacher designated by the District Administrator shall suspend a student if the student possessed a firearm while at school or while under the supervision of a school authority.

The suspension period applies to “school days.” Thus, a suspension period does not include weekend days or vacation days.

2. Suspension Procedure

Prior to being suspended, on the day of the alleged infraction or as soon thereafter as is practicable, the student will be advised orally or in writing of the reason for the proposed suspension and given an opportunity to explain their conduct.

The principal, within their discretion, may also inform the student’s parents or guardian of the reason for the proposed suspension prior to suspending the student.

3. Notice of Suspension

The parent or guardian of a suspended minor student shall be given prompt written notice of the suspension and the reason for the suspension by mail and by sending a copy of the notice home with the student. Oral notice may also be given to the student's parent or guardian; however, it will be confirmed in writing.

4. Sending a Student Home on the day of the Suspension

Generally, the student should remain in school on the day of the suspension until school is dismissed for the day. Except as provided below, if the situation requires that the student be removed from the premises before school is dismissed, the principal shall attempt to contact the student's parent or guardian to request that the parent/guardian pick up the student. If the parent/guardian is unable to pick up the student, the student should remain under the school's supervision until school is dismissed, or in the event law enforcement is involved, under law enforcement supervision.

5. Opportunity to Complete School Work

A suspended student shall not be denied the opportunity to take any quarterly, semester or grading period examinations or to complete course work missed during the suspension period. Such work shall be completed pursuant to the procedures established by the School Board.

6. Reference to the Suspension in the Student's Record

The student's suspension from school shall be entered in the student's record as required by the rules adopted by the School Board concerning the content of student records.

The suspended student or the student's parent or guardian may, within five (5) school days following the commencement of the suspension, have a conference with an Administrator, who shall be someone other than a principal, administrator or teacher in the suspended student's school, to discuss removing reference to the suspension from the student's records.

Reference to the suspension in the student's school record shall be removed if the administrator finds that:

- a. The student was suspended unfairly or unjustly;
- b. The suspension was inappropriate, given the nature of the alleged offense; or
- c. The student suffered undue consequences or penalties as a result of the suspension.

The Administrator shall make a finding within fifteen (15) days of the conference.

7. Co-Curricular or Extra-Curricular Participation

A student's participation in co-curricular or extra-curricular activities during a suspension shall be determined on a case-by-case basis.

B. Expulsion

1. Grounds for Expulsion

The School Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and it finds that the student:

- Repeatedly refused or neglected to obey the rules established by the School District;
- 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;
- Engaged in conduct while at school or while under the supervision of a school authority that endangered the property, health or safety of others;
- Engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health or safety of others at school or under the supervision of a school authority or endangered the property, health or safety of any employee or School Board member of the School District in which the student is enrolled; or
- Was at least sixteen (16) years old and had repeatedly engaged in conduct while at school or while under the supervision of a school authority 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 that such conduct did not otherwise constitute grounds for expulsion.

Under this section, conduct that endangers a person or property includes threatening the health or safety of a person or threatening to damage property.

2. Expulsion for Bringing a Firearm to School

The School Board shall expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm to school or, while at school or while under the supervision of a school authority, possessed a firearm, unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. Any such finding by the Board shall be in writing.

3. Expulsion Hearing

Prior to expelling a student, the School Board shall provide the student with a hearing. Prior written notice of the expulsion hearing must be sent separately both to the student and their parent(s) or guardian(s) if the student is a minor; otherwise just to the student. The notice will comply with the requirements of State law.

The student, or the student's parent if the student is a minor, has the right to request a closed hearing or the Board may choose to close the hearing. The student and, if the student is a minor, the student's parent or guardian may be represented at the hearing by counsel.

4. Expulsion Order

The Board shall reduce its decision to writing in the form of a written order. If expulsion is ordered, the order must state the length of time that the student is to be expelled. The order should also state specific findings of fact and conclusions of law in support of the decision.

5. Student Records

The student's expulsion from school shall be entered in the student's record as required by the rules adopted by the School Board concerning the content of student records.

Discipline of Disabled Students

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

SEARCH AND SEIZURE

Search of a student and their possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others or as otherwise permitted by law.

Desks and lockers are public property and school authorities may make reasonable regulations regarding their use. The District retains ownership and possessory control of student desks and lockers and the same may be searched at random by school personnel at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph. Students shall not have an expectation of privacy in lockers, desks, or other school property as to prevent examination by a school official.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, network, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. A student's refusal to permit such access may be grounds for disciplinary action.

No strip searches will be conducted by any employee of the District, but may be conducted by law enforcement officials, if deemed necessary.

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever a staff member or chaperone has individualized reasonable suspicion to believe the student has consumed or is under the influence of an alcoholic beverage while on school premises or while participating in a school-sponsored activity. If the student refuses to take the test, the Principal will inform the student that refusal to participate implies admission of guilt leading to disciplinary action consistent with this handbook.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. (Board Policy 5771 – Search and Seizure)

STUDENT'S RIGHTS OF EXPRESSION

Our school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
 - 1. is obscene to minors, libelous, indecent, or vulgar;
 - 2. advertises any product or service not permitted to minors by law;
 - 3. intends to be insulting or harassing;
 - 4. intends to incite fighting or presents a likelihood of disrupting school or a school event;
or
 - 5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked, and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the building principal twenty-four (24) hours prior to display.

Distribution or display by any student of prohibited nonschool-sponsored material or in violation of the school's approval process will be halted, and the student(s) involved will be subject to disciplinary action.

STUDENT DRESS AND GROOMING

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

The school has established grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes.

Accordingly, the school prohibits student dress or grooming practices which:

1. present a hazard to the health or safety of the student or to others in the school, including by way of communicating threats of harm or depicting harmful conduct directed at others;
2. interfere with school work, create disorder, or disrupt the educational program, including dress that promotes or depicts illegal activity, such as illegal drug use, underage alcohol consumption, or similar activities;
3. cause excessive wear or damage to school property;
4. prevent the student from achieving their own educational objectives because of blocked vision or restricted movement.

Such guidelines shall also apply to the dress requirements for members of the athletic teams, bands, and other school groups when representing the school at a public event. A uniform or specific dress requirement may be enforced for students when representing the school.

In enforcing the dress code, the following procedures shall be used:

1. the principal shall serve as the initial arbiter of student dress and grooming in their building;
2. before taking action to enforce dress code requirements, including by requiring that a student remove, cover, or otherwise conceal the item or depiction at issue, the principal shall determine whether the item constitutes protected speech in so far as the item independently makes a statement of a discernable nature to the observer by depiction, words, or combination of the two that does not require separate explanation.

Expressive dress may not be protected speech if it involves:

1. Obscenity
2. Language or depictions intended to incite violence or foment hatred of others

Dress that is otherwise protected speech may still be prohibited if it is likely to cause a substantial disruption to the educational environment. This may include dress that includes the use of vulgarity, discriminatory language including racial or ethnic slurs, negative stereotypes, violence, or other communication when the clear intent is to invoke strong reactions in observers so as to impair the ability of teachers and/or students to engage in educational pursuit.

No protected speech may be prohibited on the basis of disagreement by school officials with the specific point of view expressed if the topic is otherwise permitted (e.g. permitting depictions of support for one political party, but prohibiting depictions of support for the other).

Students who violate the foregoing rules will not be admitted to class and may be subject to additional consequences.

If the clothing cannot be removed or concealed, the student may be sent home after contact is made with the student's parent/guardian. (Board Policy 5511 – Dress and Grooming)

STUDENT DUE PROCESS RIGHTS

The Board recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures.

To better ensure appropriate due-process is provided to a student, the Board establishes the following guidelines in Policy 5611 – Due Process Rights:

1. Students subject to suspension:

The suspended student, and if a minor, the parent of the suspended minor student shall be given prompt notice of the suspension and the reason for the suspension. The student or the student's parents may within five (5) school days following the beginning of the suspension, have a conference with an administrator. This conference will serve as the opportunity for the student to respond to the charges against the student. If the administrator finds that the student was suspended unfairly or unjustly or that the student suffered undue consequences as the result of suspension, the student's record shall be expunged.

2. Students subject to expulsion:

Prior to expelling a student, the Board must hold a hearing. A student and their parent must be given written notice of the intention to expel and the reasons therefore, at least five (5) days prior to the date of the hearing. The hearing is the opportunity for the student and their parent to appear with a representative or legal counsel before the Board to answer the charges. The Board will keep written minutes of the hearing. The hearing will be closed. The student and/or their parent may appeal the expulsion consistent with Chapter 120.13, Wis. Stats.

TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

Bus transportation is provided for all eligible students. The bus schedule and route are available by contacting Kobussen Buses at (608) 339-2411.

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.

A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the principal stating the reason for the request and the duration of the change and the principal approves. (Board Policy 8600 - [Transportation](#))

BUS CONDUCT

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided.

The driver is responsible for student safety and may assign seating or direct students in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

Previous to loading (on the road and at school)

Each student must:

- be on time at the designated loading zone;
- stay off the road at all times while walking to and waiting for the bus;
- line up single file off the roadway to enter;
- wait until the bus is completely stopped before moving forward to enter;
- refrain from crossing a highway until the bus driver signals it is safe;
- go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait for students.

During the trip

Each student shall:

- remain seated while the bus is in motion;
- keep head, hands, arms, and legs inside the bus at all times;

- not litter in the bus or throw anything from the bus;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other bus riders;
- not eat, play games or play cards, etc.;
- not tamper with the bus or any of its equipment.

Leaving the bus

Each student shall:

- remain seated until the bus has stopped;
- cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;
- be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless the driver has proper authorization from school officials.

CAMERAS ON SCHOOL BUSES

The Board of Education has authorized the installation of cameras on school buses for monitoring student behavior.

If a student is reported to have misbehaved on a bus and their actions are recorded on the bus camera, the recording will be submitted to the principal and may be used as evidence of the misbehavior. Since these recordings are considered part of a student's record, they can be viewed only in accordance with State and Federal law. (Board Policy 8600_Transportation)

PENALTIES FOR INFRACTIONS

Students who engage in misconduct on a bus shall be subject to discipline and may be deprived of the privilege of riding on the bus.

ADAMS-FRIENDSHIP HIGH SCHOOL



Home of the Green Devils

Kevin Moore, Principal
Nick Stormoen, Associate Principal
Kelsey Chojnacki , School Counselor
Tim Jensen, School Counselor
Bri Pope, School Social Worker
Emma VanHaren, Mental Health Navigator

School Website:

www.afasd.net/schools/hs

District Facebook Page:

<https://www.facebook.com/AdamsFriendshipSD/>

Mailing Address

201 W. 6th St.
Friendship, WI

Physical Address

1109 East North St.
Adams, WI

Phone Number

(608) 339-3921

Fax Number

(608) 339-2569

Handbook Guide

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Lost and Found
Vehicles at School
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General Information

Lost and Found:

All found items should be turned in to the high school office. Persons should check with the office assistants if you are looking for a lost item.

Vehicles at School:

Students must purchase a parking permit in the office. This permit must be hung on the rear view mirror of the vehicle brought to school. The vehicle make, model, owner, and license number will be recorded when the permit is purchased. All student vehicles must be parked in the student lot across the driveway in front of the school whenever parking on school grounds. Vehicles without a permit and student vehicles parked anywhere other than the student lot may be cited. Irresponsible and/or unauthorized use of a vehicle may result in the loss of parking privileges.

According to School Board Policy #5771, permission for a student to bring a vehicle on school property shall be conditioned upon written consent of the search of the vehicle and all containers inside the vehicle by a school administrator with reasonable suspicion to believe the search will produce evidence of a violation of a particular law, a school rule, or a condition that endangers the safety or health of the students driver or others. Snowmobiles must be parked in the area between the driveway and the student parking lot. All bicycles must be parked in the bike stand.

School Assemblies:

Assemblies are part of the curriculum and are designed to be educational as well as entertaining. Please be considerate, respectful, and appreciative. In live entertainment, performers are very conscious of the audience. Talking, whispering, whistling, stamping of feet, public displays of affection, use of cell phones or personal listening devices is not allowed.

Work Permits:

Effective 6/30/2023, Work Permits are obtained via the Department of Workforce Development website only (<https://dwd.wisconsin.gov/er/laborstandards/workpermit/>).

Fees (Board Policy #6152):

Athletic Fees:

There will be no athletic participation fee for the 2024-25 school year.

Advanced Placement Testing:

AP tests fees are \$97 per exam. Students must sign up for the exam in the Fall if they intend to take the test. If a student signs up for the exam, there is a fee to cancel the exam.

Parents/Guardians or students may submit a request for financial assistance to the building principal or designee regarding curricular fees/costs for required books and school supplies. Note regarding fees: Upon request, required books and/or required school supplies will be provided or the fees waived for the current school year to free and reduced-price meals program participants. Other waiver/assistance requests will be forwarded to the Director of Business Services.

Academics

Schedules/Changes:

Adams-Friendship High School will make every attempt to ensure that each student is placed in classes he/she needs and has requested. Because course enrollments affect the recruitment of staff and the purchasing of materials, it is necessary to establish formal scheduling procedures:

1. January – Mid February: students receive scheduling information and select courses for the following year
2. Early March: course section determinations are finalized and adjusted as needed
3. Mid-August: students receive their schedules during the registration period

No student schedules will be changed in August except for the following reasons:

- Failure of the student to meet proper course prerequisites
- A different course is needed for failure make-up
- Course needed to meet graduation requirements
- Student has been scheduled for a course they have already taken

Once school begins, students will only be considered for course changes through a teacher recommendation. Students must complete a Drop/Add form which is signed by faculty, parents and school counselor by the end of the first week of school.

Green Devil Period

Green Devil Period is a *mandatory part of the instructional day*. Parents/guardians “excusing” a student from the Green Devil Period will result in a formal excusable absence, just as any other part of the school day. A student’s failure to report to Green Devil Period, in their scheduled assignment, may result in a disciplinary referral, an unexcused absence and a noon detention along with a possible referral for a truancy citation.

The Green Devil Period is designed to provide study and/or reading time for each student in addition to providing time within the daily schedule to meet the individual learning needs. Interventions may be assigned to any student who is demonstrating an academic skill gap that may require specific work in order to help the student become more successful.

GRADUATION REQUIREMENTS

Diploma

Normally, a student will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student will need to meet the District’s requirements for basic course work and earn the total number of required credits.

Specific course requirements are:

English	4 credits
Health	.5credit
Phys. Ed.	1.5 credits
Mathematics	3 credits
Science	3 credits
Social Studies	3 credits

Personal Finance .5 credit
College and Career Prep .5 credit
Electives 12 credits

Total 28 credits

EARLY COLLEGE CREDIT PROGRAM

Any student in 9th, 10th, 11th, or 12th grade may enroll in the Early College Credit Program providing the student meets the requirements established by law and by the District and subject to the approval of the Board of Education on an annual basis. A student or their parent must also complete and submit the Intent To Participate Form available from the Student Services Office or the Department of Public Instruction to the high school administration by February 1st if the student intends to enroll in the summer session, by March 1st if the student intends to enroll in the next fall semester, and by October 1st if they intend to enroll in the spring semester. Any interested student should contact the high school counselor to obtain the necessary information. (Board Policy 2271 – Early College Credit Program)

START COLLEGE NOW PROGRAM

Any student in 11th or 12th grade may enroll in a course at a Wisconsin Technical College System campus through the Start College Now Program providing the student meets the requirements establish by law and by the District and subject to approval of the Board of Education on an annual basis. A student or their parent must also complete the application form and submit it to the high school Student Services Office by March 1st if the student intends to enroll in the next fall semester or by October 1st if they intend to enroll in the spring semester. Any interested student should contact the high school counselor to obtain the necessary information. (Board Policy 2271.01 – Start College Now Program)

AFHS TIE-BREAKER PROCEDURES

Wisconsin Academic Excellence Scholarship Tiebreaker Procedures (Board Policy 5451.01):

In keeping with the spirit of the scholarship program as determined by the Dept. of Public Instruction and the Higher Educational Aids Board, the Adams-Friendship Area School District Board of Education agrees to designate students for these scholarships as defined by Wisconsin Statute 39.41 (1m) (a). This tiebreaker procedure will act as the official guideline for determining scholarship recipients if a tie does, in fact, occur in any given year. These guidelines will be put into effect when school officials have determined that two or more students have identical grade point averages in all subjects taken for credit after eleven trimesters in grades 9-12. The students must have attended Adams-Friendship High School for six consecutive trimesters.

Tiebreaker Procedures:

If two or more students have the same grade point average the following criteria, in rank order, will be used to determine the eligible student(s):

1. The scholar with the highest ACT composite score will be selected.
2. A student may select English, Math, Reading, or Science to determine the highest sub-score. The next tie breaker will be the second, third, and fourth highest sub-scores in that order.
3. In the event that there is still a tie, a coin flip will determine the scholar.

Student Conduct

Closed Campus/Lunch:

Students may not leave the school campus during the lunch period or during any other period of the school day without permission.

Clothing-Appropriate for School (Board Policy #5511):

- Please dress neatly and in good taste in order to focus our building on learning and being safe.
 - No sexual innuendos, alcohol and drug advertisements
 - No gang associations
 - Clothing should not portray hate speech, profanity, violence, or pornography.
 - No images or language that creates a hostile or intimidating environment based on any protected class
 - Blankets are not allowed in the building
 - Caps in the classroom are at the teacher's discretion
 - Shoes must be worn in the building per state statute
- Basic Principle: Certain body parts must be covered for all students at all times.
 - Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with opaque fabric. All items listed in the "must wear" category below must meet this basic principle.
 - Students Must Wear, while following the basic principle above:
 - A Shirt (with fabric in the front, back, and on the sides under the arms), AND
 - Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts)

Games:

- Using volleyballs, basketballs, footballs, etc. is permitted outside the building and in the gym only during designated time. It is not permitted anywhere else in the building anytime for safety reasons.
- The playing of games (cards, board games, etc.) at school is not permitted without administrative approval. The only exceptions are games that are part of a class assignment/activity or part of a club activity. Gambling is not permitted at any time.
- Skateboarding/rollerblading is prohibited on all high school property at all times due to insurance and legal issues, unless part of an approved activity with safety precautions in place. Scooters may not be used in the building at any time.

In School Suspension Expectations:

If a student is assigned an in school suspension, s/he must follow the expectations set forth by the In School Suspension supervisor. Students may be assigned for part or all of a school day and they will be required to make up work for all classes missed. If a student is not meeting the expectations, s/he may be suspended out of school.

In School Suspension Expectations:

- No music or cell phone use. The cell phone will be turned into the office upon entering the room
- Students are to be quiet and productive
- Students will be assigned a seat
- Students will be escorted to the restroom, office, and/or lunchroom when appropriate.

Tardy Policy:

Students are considered tardy if they are not in the classroom (or wing when staff is assigned to monitor) when the bell stops ringing. Tardiness will only be excused if the office staff, a teacher, or a staff member has unavoidably detained the student. The staff member who has kept the student must provide a pass to show to the classroom teacher.

Late bus arrivals will be announced to teaching staff and students will be exempt from the tardy policy.

Tardy Procedure per term:

- When a student reaches tardies three and four, a member of the attendance team will meet briefly with the student to discuss attendance and the expectation of being in class on time and the importance of good attendance.
- When a student reaches five tardies, a noon detention will be assigned.
- For each consecutive tardy up to a total of ten tardies, a detention may be assigned. The student will also be referred to the Building Assistance Team, and parents will be contacted. The student may also be referred to the School Resource Officer for a truancy citation.
- After ten tardies, a truancy meeting will be held with a member of the attendance team and the School Resource Officer. Parents/guardians will be contacted about truancy as well.
- After fifteen tardies, a truancy citation will be issued by the School Resource Officer.

Adams-Friendship Area School District Activities Code & WIAA Eligibility

Philosophy

The Adams-Friendship Area School District sponsors co-curricular activities to provide high school and middle school students with opportunities outside the classroom for personal growth, self-discipline, skill development, cooperation with others, creativity, and fun. Although it is understood the main purpose for attending school is to obtain an education, co-curricular programs are a valuable part of the total educational experience.

Participation in co-curricular activities is a privilege, not a right, and comes with it additional responsibilities. The standards outlined in this code will help to ensure that the involved students represent themselves, their families, their school, and the community in a respectful and dignified manner.

It is recognized that everyone may experience challenges that can act as a barrier to their health and well-being and impact their ability to participate in co-curricular activities. This code therefore includes provisions for support, to help students achieve their fullest potential.

The Board of Education does not discriminate based on any characteristic protected under State or Federal law including, but not limited to, sex; race; religion; national origin; ancestry; age; genetic information; color; creed; pregnancy; marital status; parental status; sexual orientation; or physical, mental, emotional, or learning disability in its programs, activities, or employment.

ADAMS-FRIENDSHIP MIDDLE SCHOOL



Chris Robinson, Principal
Tammie Alekna, Associate Principal
Monica Bork, Counselor
Brianna Pope, Social Worker
Emma VanHaren, Mental Health Navigator

Mailing Address:
201 West 6th Street
Friendship, WI 53934

Physical Address:
420 North Main Street
Adams, WI 53910

Telephone: 608.339.4064
Fax: 608.339.2434
School Website
<http://www.afasd.net/schools/ms>
Find us on Facebook and Instagram

Handbook Guide

The Middle School Experience
House Model
Homeroom Time
Eighth Grade CTE
Intervention and Enrichment (I/E)
Family Group
Breakfast and Lunch
Academics
Standards Recovery
Report Cards
Student Conduct
Before and After School
Passes
Restroom Conduct
Selling of Items
Displays of Affection
Personal Items
Discipline
Consequences
Decision Flow Chart
Chromebook Handbook

MIDDLE SCHOOL EXPERIENCE

Our middle school standards-based active learning experience provides students with the building blocks to transition through early adolescence and gain the skills they need to perform for life. We work to provide a guaranteed and viable curriculum that meets the diverse needs of our students at all grade levels through a gradual release house model. Students enter middle school in 5th grade supported by a single teacher. By 8th grade, students are supported by specific content teachers and able to transition to interest-based selected courses. Throughout a student's middle school experience they are supported emotionally, behaviorally, and academically by our personalized learning classroom communities. In addition to our core instruction, these communities ensure students are exposed to positive adult relationships, role models/advisors, exploratory courses, health and wellness, and social-emotional learning. Personalized classroom environments encourage student voice through supported decision making that ensures student connectedness through a family-like atmosphere. Our middle school experience helps our students recognize their talents and sets them on the path to be college and career ready.

What does this look like in practice:

House model

- Teams within each grade level work with a small number of students.
- 5th-grade students are supported by a single classroom teacher and are exposed to exploratory curriculum.
- 6th & 7th-grade students are supported by a small group of teachers in a house model. They are exposed to exploratory curriculum and begin single course selections based upon interest.
- 8th-grade students are supported by a small group of teachers in a house model. They explore CTE program offerings and are able to select single course selections based upon interest.
- The house model supports students in receiving differentiated instruction and behavioral support through teacher collaboration.
- Students receive a social-emotional curriculum through their homeroom teacher
- All student experiences culminate in a “Capstone” project

Homeroom Time:

The daily homeroom time is designed to support the social-emotional learning needs of all students. It provides an opportunity for students and staff to collaborate on activities to assist student learning, build relationships and community. Activities include district adopted social-emotional learning curriculum, small group instruction, conferences, small group meetings, club meetings, and use of resource rooms and/or library. Students may be requested by individual teachers for remediation or enrichment activities.

Eighth Grade CTE Explores at the High School:

Students in 8th grade will have the opportunity to participate in a CTE (Career & Technical Education) rotation of explore classes. Transportation will be provided by the district via our contracted busing company and/or school vehicle.

Intervention and Enrichment Period (I/E)

All students will receive small group instruction at their level in both reading and math every day. This is called Intervention/Enrichment Period (I/E) indicating that we are meeting the individualized needs of each student whether they

are in need of intervention support for learners who are struggling or learners who need enrichment to extend their learning when concepts are already mastered

Family Groups:

At the commencement of the school year, 5th-grade students will be integrated into existing Family Groups through a randomized selection process. Each Family Group is led by two adult leaders and comprises of students assigned randomly to the group. These groups convene bi-monthly for sessions lasting either 25 or 45 minutes. During these sessions, Family Groups engage in team-building activities and service-learning projects. The primary objective of the Family Groups initiative is to foster a sense of belonging among students and to facilitate meaningful relationships with both peers and adults whom they may not typically interact with during their academic schedule.

Breakfast and Lunch:

We are fortunate to have free breakfast and lunch for all students through a grant application process. Students at Adams-Friendship Middle School, grades 5-8 have a choice between a hot lunch or cold lunch every day. Reduced and free lunch applications should be filled out by every family to support the grant application process. An application can be made through the Director of Food Service or the Adams-Friendship School District Office. If you have any questions regarding the school breakfast or lunch program please call Rosie Doyle, Adams-Friendship School District Food Service Director at (608) 339-3921, Ext 1114.

Academics

Standards Recovery Plan:

All students should strive to attain basic, proficient, or advanced skills in their academics. While students are promoted to the next grade level, each content still requires a level of skill mastery for future academic success. In the areas of mathematics and english language arts, if a 5-8 grade level student has

- No demonstration of proficiency of the standard (0) and no demonstration of work habits (0)
- Minimal proficiency of the standard (1) and no demonstration of work habits (0)
- Minimal proficiency of the standard (1) and minimal demonstration of work habits (1)

The student will be required to complete a standards recovery plan that will support them in mastering required skills from the previous semester (or grading period the course was offered). A team composed of building administration, teachers, a member of the student service team, special education case manager (if applicable), the student and the parent or guardian will meet to develop the standards recovery plan to address the student's skill deficits.

Demonstration of Proficiency	Work Habits	Required Action
Score 0	Score 0	Standards Recovery Plan
Score 1	Score 0	
Score 1	Score 1	
Score 1	Score 2 or 3	No additional work needed based on student's work habits and demonstrated effort

Report Cards:

Student Progress/Report cards are distributed following the end of each quarter. Progress reports will be sent home between report cards. Academic progress for standards and work habits will be reported on.

Student Conduct

Before School and After School:

At the start of each school day (7:50am), all students should report directly to their homeroom.

At the end of the day, all students who are not involved in afterschool activities are expected to leave the school grounds. The front doors will be locked upon dismissal. All adults and students who need access to the building need to enter via the office. The office will close at 4:00 pm.

***Please note: These times and procedures are subject to change.

After-School Activities

Behavioral expectations apply to all activities occurring on district property as well as district-sponsored events (games and concerts at Fine Arts Center are examples).

Coaches and directors of after-school activities will communicate pick up procedures with participants and families. Please note: Office doors are closed and locked after 3:45 pm therefore, access to the building is controlled by the coach or director.

Dances:

Only AFMS students will be permitted. Dances will begin at 3:30 and end at 5:30 pm. Students must be present at the start of the dance and may not be permitted after the start. If a student leaves the dance, they will not be readmitted and their parent/guardian will be contacted to pick up the student at that time. Student attire must meet the dress code and students must conduct themselves in accordance with school rules and expectations. Students who have several major incident reports or were absent from school on the day of the event, may not be permitted to attend, as this is a privilege not a requirement. School administration reserves judgment on who may or may not attend dances.

Passes:

To leave the classroom students will wait for an appropriate time to ask the teacher for permission. After permission is granted, students will use the school issued pass, to leave class for viable reasons. Students must try to return to class as soon as possible. Students may lose the privilege of leaving class if the teacher determines that the student is over using passes. When a student is late to school or returns from an appointment, the student will be issued a pass from the office with a date and time. (Note: Students will not be issued passes for the first five and last five minutes of class, unless deemed necessary).

Restroom Conduct:

Restrooms are to be utilized at breaks and during lunches and with teacher permission during class time. Students need to remember these facilities are for the use of everyone. Please make an effort to maintain a clean and hygienic environment. Report needed materials to staff so that it may be restocked timely. Students are **not** permitted to display the following behavior:

- Socialize inside of restrooms
- Use personal electronic devices (cellphones)
- Vandalize bathroom facilities
- Obstruct entrance or exit to the restroom
- More than one person per stall at anytime

Selling of Items

No students will be allowed to sell any items without prior authorization of the school administration. For the purpose of this handbook, all fundraising items through school based activities are pre approved.

Displays of Affection:

School is a public place and, therefore, displays of affection should be appropriate for such a place, students should not be engaged in acts of intimacy. For the purpose of this handbook, intimacy is defined as holding hands, hugging, cuddling, rubbing or caressing, playing with hair, kissing, sitting on - or resting limbs on another, groping or fondling, grasping or clinging to another's clothes, or any other action that would normally be viewed as an act of intimacy.

Dress Code Guidelines

School-Appropriate Attire

Remember the 3Cs when dressing for school; you should be **Clean, Comfortable** and **Covered**.

Personal appearance should not be distracting, cause disruption or present unsafe situations. The following guidelines, while not all inclusive, will be used by staff in discerning appropriateness of student attire between school hours of 7:50 - 3:25 as well as when participating in any extracurricular activities.

Therefore:

- ✓ Coats and sunglasses are not worn to classes;
- ✓ Undergarments are not showing;
- ✓ No slippers, blankets, or winter coats during the school day;
- ✓ Pants, skirts and shorts must be worn at waist;
- ✓ Appropriate footwear is a must.

****Note:** Any fashion (dress, accessory or adornment) that is a substantial distraction from the learning process or presents a safety risk or conceals/covers identity; displays suggestive, offensive, obscene, sexually degrading or racially motivated graphics or statements; or pertains to drugs, alcohol, tobacco, gangs, weapons or guns, is not permitted. Students not meeting the dress expectations will be required to alter their clothing or contact a parent to bring more suitable attire.

Helpful Hint: Temperatures vary from room to room. It is recommended that students keep a sweatshirt or sweater in their locker.

Please remember this listing is simply a guide to help students and is subject to change. Administration reserves the right to make exceptions to accommodate student needs.

Personal Items:

Backpacks:

Students will ONLY be allowed to have possession prior to homeroom and at the conclusion of school day. Students will be allowed to carry materials and books into the school at the beginning of the school day and out of the school at the end of the day in backpacks/purses. A pencil case size container is acceptable to carry personal items. At all other times (in the hallways, in the classroom, in the LMC, in the cafeteria, etc) students will be expected to leave their backpacks, book bags, drawstring bags, cross body bags and purses in their lockers or area designated by their homeroom teacher. On an individual basis only, students with special circumstances may be allowed to take their backpacks/purses to class. Exceptions require the permission of a building administrator and a pass will be issued to the student.

Bicycles, Heelys, (Skateboards, Skates, and Inline Skates Permitted on the Skate Park Only):

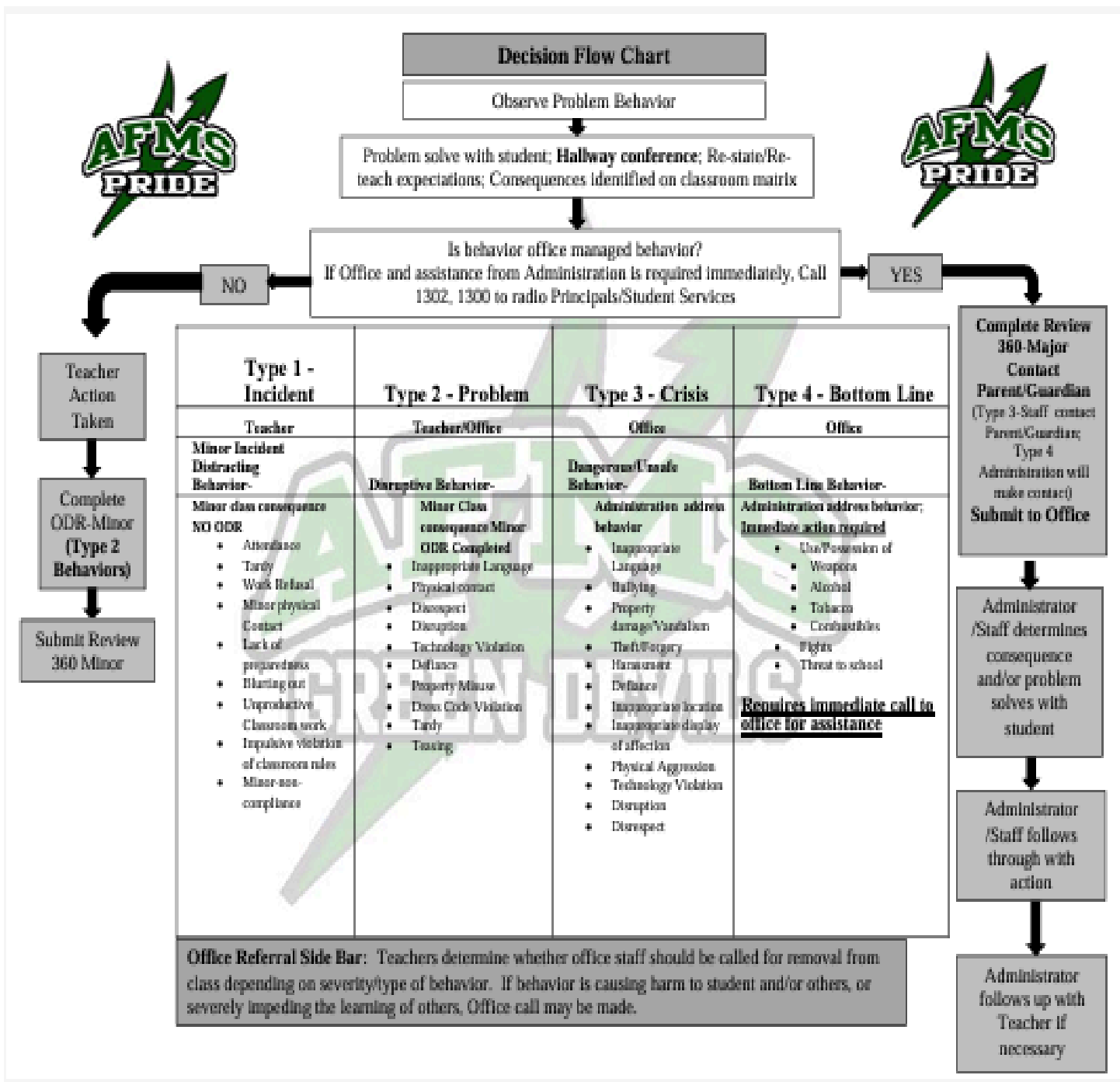
Students are not permitted to use bikes, Heelys, skateboards, skates, and/or inline skates on school grounds or in the school building unless as part of a class or during recess (bikes & skateboards or inline skates only). The school provides bike racks at the entrance for all students who ride bicycles to school, other materials should be stored in a student's locker. Students are to walk their bicycles on school grounds directly to the bike rack.

Students taking another student's bike, Heelys, skateboard, skates or inline skates without permission may be subject to disciplinary action. Students will have access to the skate park during recess if they have appropriate equipment and a helmet. Bicycles are not allowed on the skatepark equipment.

Discipline: Consequences will be administered when any individual's actions interfere with the rights of teachers to teach, students to learn, or any situation whereby a student is harming another. Consequences vary depending upon the circumstances involved. A Restorative Practice approach will be utilized when appropriate, as to better support student learning.

This is meant to serve as a visual and a resource for those that need a technical layout for our adaptive mindshift. As we continue to grow together in understand lagging skills and how they affect behaviors, we will begin to use other tools to support our consequences. Progressive Discipline Outlines, such as this will be used fluidly, and we will continue to reserve the right to handle each situation individually as to meet the needs of individual students.

Behavior	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>	<u>4th Offense</u>
Level 1 - Classroom	<ul style="list-style-type: none"> Active Monitoring Buddy Rooms Hall Conference Special Seating Acknowledgment systems Parent Contact PBIS Strategies 	<ul style="list-style-type: none"> Active Monitoring Buddy Rooms Hall Conference Special Seating Acknowledgment systems Parent Contact PBIS Strategies 	<ul style="list-style-type: none"> Active Monitoring Buddy Rooms Hall Conference Special Seating Acknowledgment systems Parent Contact PBIS Strategies 	<ul style="list-style-type: none"> Active Monitoring Buddy Rooms Hall Conference Special Seating Acknowledgment systems Parent Contact PBIS Strategies
Level 2 - Minor <ul style="list-style-type: none"> Inappropriate Language Physical Contact Disrespect Disruption Technology Violation Defiance Property Misuse Dress Code Violation Tardy Teasing 	<ul style="list-style-type: none"> Frequent Parent Contact Hallway Conference Buddy Room 	<ul style="list-style-type: none"> Frequent Parent Contact Hallway Conference Buddy Room Fix-it-Plan Apology/Letter Restorative Lunch 	<ul style="list-style-type: none"> Frequent Parent Contact Hallway Conference Buddy Room Fix-it-Plan Apology/Letter SST Referral Restorative Lunch Major ODR 	<ul style="list-style-type: none"> Frequent Parent Contact Hallway Conference Buddy Room Fix-it-Plan Apology/Letter SST Referral Lunch Detention Restorative Lunch Major ODR
Level 3 - Major <ul style="list-style-type: none"> Inappropriate Language (abusive) Bullying Property Damage Theft/Forgery Harassment Defiance Disruption Disrespect Inappropriate Location Inappropriate Display of affection Physical Aggression Technology Violation 	<ul style="list-style-type: none"> Conference with student Parent phone call Parent Meeting Lunch Detention Restorative Solution 	<ul style="list-style-type: none"> Conference with student Parent phone call Parent Meeting ISS Lunch Detention Fix-it-Plan Restorative Solution 	<ul style="list-style-type: none"> Conference with student Parent phone call Mandatory Parent Meeting ISS/OSS Lunch Detentions Restorative After School Detention Police Referral CICO OSS Fix-it-Plan Restorative Solution CICO SAP Referral 	<ul style="list-style-type: none"> Conference with student Parent phone call Mandatory Parent Meeting ISS/OSS Lunch Detentions Restorative After School Detention Police Referral CICO OSS FBA/BIP BAT Referral SAP Referral
Level 4 - Major <ul style="list-style-type: none"> Use/Possession (Drugs, Weapons, Alcohol, Tobacco, Combustibles) Fighting Threats to School 	<ul style="list-style-type: none"> Parent phone call Parent Meeting ISS OSS Re-entry meeting Pre-expulsion Meeting/Manifestation Police Referral 	<ul style="list-style-type: none"> ISS OSS Re-entry meeting Pre-expulsion Meeting Manifestation Police Referral Re-entry meeting 	<ul style="list-style-type: none"> Parent Meeting ISS/OSS Re-entry meeting Pre-expulsion Meeting Manifestation Expulsion hearing Police Referral HHS Referral Outplacement (JCAP, 	<ul style="list-style-type: none"> Parent Meeting ISS/OSS Re-entry meeting Pre-expulsion Meeting Manifestation Expulsion hearing Police Referral HHS Referral Outplacement)



AFMS 1:1 Chromebook Handbook

To ensure every student is to become a productive, successful adult, we must create schools that provide an education which is both rigorous and relevant. No longer can we judge the success of our schools on mastery of content alone. We must move schools forward in embracing the full range of knowledge, skills, and dispositions that will allow students to be successful in a global world.

The Adams-Friendship Area School District is supplying each student with a Chromebook and power cord to use at school and home. Students attending AFMS will have 1:1 access to Chromebooks during school hours. Students will have

the opportunity to take the Chromebook home daily to complete their coursework. This device is a property of the Adams-Friendship Area School District.

In our 1:1 learning environment, Adams-Friendship Middle School aspires to:

- **Improve Student Learning:** Through instructional strategies that apply best practices in teaching with technology and a variety of resources that support the curriculum, student learning will improve.
- **Transformative Learning:** Through a 1:1 learning environment, students and teachers will be able to implement transformative uses of technology and enhance student engagement with content. Through this we hope to promote self-directed, lifelong learners.
- **21st Century Skills:** We will ensure that students have high-level 21st Century Skills, including communication, creativity, collaboration, and critical thinking skills which will prepare them for future learning.
- **Equity of Access:** By providing each student with a Chromebook, we bridge the digital divide by providing all students access to technology tools and resources for any time, anywhere learning.

The supplied device's function provides each student access to required educational materials needed for each student to be successful, even when internet access is not available. The Chromebook allows student access to Skyward, Google Suite for Education, educational web-based tools, as well as many other useful sites and access to downloadable content. The supplied device is an educational tool not intended for gaming, social networking, or high end computing.

Please see addendum 1.1 to review Chromebook Handbook, student expectations. Please contact us if you have any questions.

ADDITIONAL INFORMATION

Family Access:

Students and their families can monitor their classroom progress by accessing Skyward, the district information system. Log into: www.afasd.net and select "Family and Community" from the top menu. Then, click on Skyward Family Access.



ADAMS-FRIENDSHIP AREA SCHOOL DISTRICT



ADAMS - FRIENDSHIP ELEMENTARY

2024-2025



Roxanne Irej, Principal
Chris Olson, Associate Principal
Michelle Allard, Counselor
Erica Serstad, Social Worker
Emma VanHaren, Mental Health Navigator

Mailing Address:
201 West 6th Street
Friendship, WI 53934

Physical Address:
500 N Pierce St
Adams, WI 53910

Telephone: 608.339.3016

Fax: 608.339.0416

School Website

<https://www.afasd.net/schools/adams-friendship-elementary/>

Find us on Facebook and Instagram

Additional Information

APPROPRIATE LANGUAGE:

We believe in standards of acceptable language and standards for appropriate ways of talking to and with other people. We also believe that all of us have a responsibility to teach children that certain language is inappropriate and inform them that it is unacceptable. Excessive use of inappropriate language results in loss of privileges.

HEAD LICE:

With so many children spending so much time together, head lice can become a problem if it is not contained immediately. At least twice annually, there will be an all-school check. We will also check the heads of any children suspected of having head lice. If lice or nits are found, we will contact parents and send home treatment information with the child.
(Please see Board Policy 8450 for more information)

RECESS:

Recess for elementary children provides a break from the regular school routine as well as a way to run off excess energy in the fresh air. Parent/guardian requests to keep children inside during recess will be honored for up to two days. A doctor's note will be necessary for longer periods of time.

PROGRESS REPORTS:

Progress reports will be sent home four times a year.

2024-2025 Student Handbook

Student - Parent Signature Page

Parent/Guardian: I understand that my participation in my child's education will help his/her achievement and attitude. Therefore, I agree to carry out the following responsibilities to the best of my ability:

- Provide a time and quiet place for homework.
- Encourage my child to read daily.
- Attend conferences, open houses, and other school events when I can.
- Ensure my child attends school every day, is on time, and well-rested.

Teacher/School: We understand the importance of high-quality curriculum and instruction in a supportive and effective learning environment. Therefore, we agree to carry out the following responsibilities to the best of our ability.

- Provide a safe and caring learning environment where your child will be responsible for his/her own behavior and learning.
- Communicate and work with your family and other teachers to support your child's learning.
- Believe that each student can learn at her/his pace and strive to meet individual needs.
- Have high expectations for learning and achievement for all students.

Student: I understand my education is important to me. It will help me become a better person. I know my parents and teachers want to help me, but I am the one who has to do the work. Therefore, I agree to do the following:

- Be at school on time and prepared unless I am sick.
- I will do my homework and read every day.
- Pay attention and ask for help when I need it.
- Be responsible for my own behavior.

ACKNOWLEDGEMENT:

**I HAVE READ AND UNDERSTAND THESE RULES SET FORTH IN OUR STUDENT HANDBOOK
AS DEMONSTRATED BY MY ONLINE VERIFICATION IN SKYWARD.**

Print Name

Student/Parent Signature

Date