

Pittsville High School Student Handbook School Year 2023 - 2024



Foreword

The student handbook is written with the intention of making each student feel a sense of belonging and connectedness to the school community. Students are encouraged to participate in academics and activities to a capacity that ensures their growing to their fullest potential while in the care of our school district.

The goal of the student handbook is to provide the necessary information and answers to frequently asked questions. Families are urged to read and discuss the handbook together. The handbook contains information for grades 9-12. Headings have been labeled to draw attention to parts which relate more directly to certain specific grade levels.

The Pittsville School District (PSD) recognizes that providing a free appropriate public education is a legal responsibility and a value upheld by society. PSD maintains the goal of academic growth and a positive learning environment with a robust curriculum that considers the 21st century learner. We believe every student should have access to a guaranteed and viable curriculum.

Our curriculum promotes the growth of young members of society by offering learning opportunities that include the “soft skills” such as problem solving, objective thinking, and good citizenship. Rules and regulations are created with these ideals in mind by the district staff for the Board of Education review and acceptance. This handbook is considered a living document and may be updated as deemed necessary.

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District Philosophy

Vision

~~Expecting Excellence and Innovation, Honoring Legacy, and Embracing Partnerships.~~

Mission

~~Expecting Excellence and Integrity from all, developing Innovative Students, strengthened through Partnerships with parents and the community.~~

We Believe:

- ~~Challenging expectations in a supportive environment increases individual student performance.~~
- ~~All children are unique individuals who learn in different manners and possess the ability to be successful.~~
- ~~Successful students are the result of a united effort between parents, community, and school.~~
- ~~In instilling respect, integrity, character, and healthy lifestyles in all students.~~
- ~~In honoring past legacy, while embracing innovation and change to prepare for the future.~~

Goals:

- ~~Strengthen Communication and Partnerships~~
- ~~We will implement procedures and activities which promote family and community involvement in education.~~
- ~~Improve Student Achievement~~
- ~~We will establish competencies, which require action steps and staff development, required to compete in a global and technological society.~~
- ~~Expect Excellence and Personal Integrity~~
- ~~We will implement strategies for student character development which emphasize individual excellence and personal integrity.~~
- ~~Maintain a Safe, Healthy, and Welcoming Environment.~~
- ~~We will ensure our school environment is safe, healthy, and welcoming.~~
- ~~Sustain Financial Viability~~
- ~~We will access the education system and prioritize available resources so we can meet the needs of all students.~~

Revised: September 7, 2010

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Public Notification of Nondiscrimination Policy

NOTICE OF SCHOOL DISTRICT POLICIES ON SEX DISCRIMINATION, THE DISTRICT'S TITLE IX COORDINATOR(S), AND PROCEDURES FOR REPORTING OR FILING A COMPLAINT OF SEX DISCRIMINATION

Title IX Nondiscrimination Policy Statement – As mandated by the current provisions of Title IX of the Education Amendments of 1972 and under the regulations set forth in Chapter 106 of Title 34 of the Code of Federal Regulations (“the federal Title IX regulations”), the District does not unlawfully discriminate on the basis of sex in any education program or activity that the District operates. Title IX’s requirement not to discriminate in any education program or activity extends to cover, but is not limited to, District students, certain admissions processes, and District employment. Inquiries regarding how Title IX and the federal Title IX regulations apply to the District may be referred to the District Title IX Coordinator (as designated below), to the Assistant Secretary for Civil Rights at the U.S. Department of Education, or to both.

The District’s commitment to nondiscrimination under Title IX and under other state and federal laws is further defined in the following policies of the School Board: Policy 113, 411, 411.1, 511, and 512.

District Title IX Coordinator – The District employee who holds the position identified below serves as Title IX Coordinator for the District:

Matthew Sherwood
Director of Special Education and Pupil Services
School District of Pittsville
5459 Elementary Avenue, Suite 2, Pittsville, WI 54466
715-884-2517 Ext.255
sherwmat@pittsville.k12.wi.us

General School Policies

Bus Transportation

1. All school rules set forth in the handbook and by School Board Policy are expected to be followed while students are riding the school bus.
2. All students riding the bus on extra-curricular trips must return on the bus unless proper authorization has been given in advance by parent/guardian and school officials.
3. If your child loses his/her bus privileges by suspension, it is the parent/guardian's responsibility to provide or arrange for transportation for the student so that he/she arrives safely at school. Upon receiving the 2nd written Bus Conduct Report, the student may lose his/her bus riding privileges. Serious misconduct on the school bus can lead to immediate suspension of a student's riding privileges. If you have any questions, you may call the school or Hahn Transportation.
4. Students being released from the school bus at points other than the normal release point must be approved by the administration. A written request from the parent must be received by the administration prior to such a request being approved.

Definition of a School Day

1. The "school day" for Pittsville High School students shall be from 7:50 a.m. to 3:15 p.m on Monday, Tuesday, Thursday, and Friday and from 7:50 a.m. to 2:05 p.m. on Wednesdays with ½ hour for lunch everyday. The "school day" may be redefined by the district administrator or designated school official as needed when unforeseen circumstances determine it necessary to make concessions regarding specific times of day.
2. Students are responsible for being in class on time- at the time designated by the teacher or schedule.
3. The class period may be rearranged from time to time to accommodate a special situation. When this happens students will be notified a day in advance whenever possible.
4. Class Schedule Time (9-12):

Regular Schedule

1st Block (including breakfast and announcements)	7:50 - 9:21 am	91 mins
Panther Pride Time (PPT)	9:25 - 10:15 am	50 mins
2nd Block	10:19 - 11:43 am	84 mins
Lunch	11:43- 12:13 pm	30 mins
3rd Block	12:17 - 1:44 pm	87 mins
4th Block	1:48 - 3:15 pm	87 mins

Early Release Wednesdays

1st Block (inc. breakfast and announcements)	7:50 - 9:15 am	85 mins
2nd Block	9:19 - 10:40 am	81 mins
3rd Block	10:44 - 12:05 pm	81 mins
Lunch	12:05 - 12:35 pm	30 mins
4th Block (Skinnies split at 1:30)	12:39 - 2:05 pm	86 mins
Student release (LMC available)	2:05 - 3:20 pm	85 mins

High School Registration

Registration for the following school year takes place in the spring of the preceding school year. Subjects offered by the Pittsville High School are described in a supplemental handbook entitled *Pittsville High School Course Offerings*. The supplemental handbook is available on the high school webpage, the High School Counseling Office, or main office.

Online, blended learning, and independent study courses:

Online, blended learning, and independent study courses, such as Rural Virtual Academy, NWECS, and college or university courses through ECCP, are offered to students who meet the prerequisites for these classes, demonstrate the ability to work independently, and receive approval by the Principal. If the student fails the course, and wishes to take it again, they are responsible for the course cost after the first attempt. To enroll in any of these courses, the students must sign up during the registration process in the spring of the preceding school year. Students taking online Advanced Placement classes are expected to take the advanced placement tests for these classes.

Early College Credit Program (ECCP):

ECCP allows high school students who are in good academic standing, to take post-secondary courses at a technical college or at another participating two-year or four-year college. Courses may count both for college credit and toward high school graduation. The school counselor will assist with eligibility, selection, and enrollment. Semester One requests to participate in ECCP must be made by March 1, in the school year prior to application. Semester Two requests must be made by October 1, of the school year that ECCP is requested.

Work - Based Learning:

Work - Based Learning (WBL) Program has been established for those students who will benefit from an educational program which includes part-time employment along with the usual classroom curriculum. Students in the work experience program must average at least 10 hours of work per week to earn one-half credit per term. The WBL credit will apply toward graduation requirements. To become eligible for the WBL, a student must complete a WBL Application and have this application approved by the Coordinator. The application contains a Student WBL Agreement, an Employer WBL Agreement, and a Parental WBL Agreement. To be approved, all terms of the WBL Agreement must be maintained. Students must have minimal absences/tardies, satisfactory grades, and acceptable behavior

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to participate. These conditions are outlined in the application form. WBL may include Youth Apprenticeship, which is a one or two year commitment. See the School Counselor and CTE Coordinator for details.

Work Permits:

A work permit may be obtained through the administration office. You will need to have a note from your employer, a note from your parents, a birth certificate or driver's license, social security number, and \$10.00. All students must have a work permit to be involved in the WBL program. A student may lose his/her right to work if the Department of Industry, Labor and Human Relations revokes said work permit. This request for revocation may be in writing by the school principal or minor's parent or guardian.

Career and Technical Education Academy (CTE):

The Pittsville School District Career and Technical Education (CTE) Academy will provide all students with the opportunity to participate in education programs which are suited to the individual's vocational goals. Programs will be developed to incorporate equity, flexibility, and creativity while allowing students the greatest number of options, which can lead to success in post-secondary education and/or the world of work.

Certification - Assistant Childcare Teacher:

Students with certification as an Assistant Childcare Teacher will be afforded the special opportunity of WBL. These students will be able to earn one (1) credit each semester while completing 480 hours of work in a childcare center. These students will be given release for up to one (1) block to fulfill their work requirements.

Students Schedule Changes (9-12)

Student schedules for each term are set three days after the beginning of each term. Any changes must be completed by the close of the school day on the third day. Online courses taken through Rural Virtual Academy must be requested 10 business days before the close of the prior term in order to be considered for placement of the following term. The reasons are:

1. To ensure proper processing time both for Pittsville High School administration and office staff as well as Rural Virtual Academy employees.
2. Online courses are meant to augment a students schedule in that the course requested does not already exist in PHS course offerings.
3. PHS courses are run off of student enrollments and a decrease in student enrollment in courses could impact on-ground course offerings.

The expectation is that students taking classes through the RVA will adhere to the timeline structured for each course. Any online course will be subject to the same criteria as all classroom courses at PHS. If assignments are not submitted in a timely fashion, grade checks done every three weeks will reflect the lack of activity and may result in withholding a student's ability to earn the status of privilege during PPT for the next three weeks.

1. Any schedule changes provided under these exceptions are intended to allow students to make selected adjustments to their schedule rather than extensive schedule changes.
2. The exceptions to this statements are as follows:
 - a. The student received a failing grade which no longer allows the student to meet a prerequisite for the course.

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- b. The student was scheduled into an inappropriate course.
- c. The student received a failing grade in a course and now needs to adjust his or her schedule to meet a graduation requirement.
- d. The student is able to enter a distance learning course due to an opening in the course offered through the network.
- e. The student drops an online class within the drop deadline of the course provider and needs to schedule an additional class in its place.
- f. Any circumstance the principal, in collaboration with the school counselor, deems exigent, such as COVID-19.

For a schedule change which meets the above criteria to occur, the following steps must be followed:

1. Students are responsible for conveying course changes to parents/guardians. This will be in effect unless parent/guardians notify the counseling office of other means of communication.
2. The student is responsible for avoiding repeating a course, if the student has already passed the course, with the exception of an elective credit including physical education, band, and choir, art and teacher's assistant. Credits cannot be awarded for repeating coursework previously completed successfully, except physical education, band, choir, art, and teacher's assistant.
3. Students can repeat a course in which a 'D' grade of any kind was received for newer higher letter grade & GPA calculation.

Student Services

Food Program - Cafeteria (9-12)

The School District of Pittsville utilizes a computer software program to keep track of individual student accounts. As your child purchases meals and/or milk, an offsetting charge for that meal will be made against their account. Since this system depends on paying for meals in advance, each student must keep a positive balance in their account. Students whose accounts are below six (6) meals will be notified weekly using the Pittsville School District Skylert system. If a positive account balance is not maintained as required, your child will no longer be able to participate in the morning breakfast and/or lunch program. When sufficient money has been added to the account, the child can once again participate in the school food program. Applications for Free and Reduced Priced Meals are available in the office. Money for breakfast/lunch should be sent in a sealed envelope that is clearly marked with the child's first/last name and Student Identification Number. If your family has more than one student attending the district, be sure to list names, numbers, and how you wish the money to be distributed. Students are issued a Student Identification Number. This number is entered through a keypad at the beginning of the food line. Since it is impossible to keep the number confidential, a food service representative will monitor the process to ensure students are using the correct numbers.

Breakfast at PHS will be served at the beginning of the school day and consumed in 1st block (this is why five minutes are added to that class). Lunch is a half hour every day between 2nd and 3rd block.

Health Services (9-12)

Injuries or Illness:

1. Children are expected to report injuries or illnesses to their teacher(s). Serious injuries and illnesses must be reported to the office immediately.
2. School personnel will make the child as comfortable as possible and will determine what first

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- aid, if any, is to be administered.
3. Parents will be notified if the student's condition is serious. If parents are unavailable, the alternate designee on the Skyward Emergency tab will be contacted. The parent or alternate will be apprised of the child's condition and decide whether to pick the child up or to leave the child at school.
 4. In the event neither parent nor alternate is available, the health school personnel will determine whether medical examination is needed. If this determination is affirmative, school personnel will transport the child to the medical facility designated on the Skyward Emergency tab.
 5. Parents should keep the office apprised of any health condition including tendencies to "use" illness as a means of getting out of work. This information may be useful in dealing with health needs.
 6. School personnel will use their best judgment in protecting the child's health and well-being. This includes transportation by ambulance, if necessary.
 7. First aid services are available in the high school office. Students must secure a pass from teachers to go to the first aid office. Absence from class without such permission will be unexcused.
 8. The Skyward Emergency tab will be utilized in dealing with student injury or illness. Parents are responsible to report changes to the Principal's office.

Communicable Diseases:

Any student suspected of carrying a communicable disease will be excluded from school and advised to seek medical attention. A student excluded for this reason must have a note from parents stating what treatment is available for school re-entry. The following diseases are communicable and cause for exclusion from school now (others diseases may be added to this list by the County Health Department): measles, influenza, staph infection, impetigo, mumps, ringworm, infectious hepatitis, rubella, chicken pox, scarlet fever, strep throat, pink eye, scabies, lice, and whooping cough.

Medication Administration:

These are the legal requirements for providing medication at school:

1. Your child's medication must be in a properly labeled prescription bottle.
2. A signed permission form, Clinicians Order for Administration of Prescription Medication, with directions from the physician must be on file for each medication to be given.
3. A signed permission form from the parent or legal guardian must be on file for each medication to be given.
4. A new permission form from the physician and parent is needed at the beginning of each school year.
5. Parents who have not brought medication to school or provided the school with the necessary forms will be requested to give his/her child medication at school until the proper paperwork has been submitted.
6. If a child is to receive over-the-counter medications, they must be provided by the parent in their original container with dosages on the package. No OTC medications will be given unless a signed Parent/Guardian Consent Form for medication is on file in the school office. A non-prescription drug may be administered only in a dose prescribed on the bottle; a different dosage, if requested, must be accompanied by a request from the pupil's practitioner. If a child

takes medication during the day, the parent will be informed by a Health Office Visit form which will be sent home with the child. The school will not send home controlled substances with the student. Parents must pick them up at school.

7. Students may not self-administer or possess medications, with one exception: a student with asthma may carry an inhaler and self administrator with written approval of the student's practitioner and the student's parent or guardian.
8. All students who need daily/ongoing healthcare management will report to the office. School personnel will follow all directives provided by a student's Health Care Plan.

Please count the number of tablets of each medication you send to school and mark it on your calendar when your child will require a refill of medication. School staff will send the empty bottle home with each child. If you have the date on your calendar, then you will have medication available and your child will always have the medicine he/she requires.

Immunization:

Students must be in compliance with state requirements for immunizations unless they claim medical or religious exemptions. The Wood County Public Health Nurses provide free immunizations on designated nights. Getting the student's needed immunizations and reporting them to the school is the parents' responsibility.

General Policies (9-12)

Lockers and Hallways

1. Each student shall be assigned a locker for books and coats. Each locker is the property of the Pittsville School District. The school principal or other faculty member designated by the Principal is authorized to open lockers and desks to examine their contents including personal belongings of students.
2. Students are encouraged to put locks on hall lockers which are available at the HS office.
3. Each student is responsible for the condition of his/her locker.
4. Inside and outside of lockers must be kept free of marks, stick-ons, posters, locker posters, etc.
5. Students may be issued a physical education locker. Lockers and locks are the property of the Pittsville School District and locks are available at the HS office.
6. Students are asked to be very cautious about leaving valuables in an unguarded situation. Thefts are easier to prevent than rectify after they occur. It is each individual student's responsibility to make sure no valuables are left unguarded. The school district is not responsible for the loss of such articles. We encourage each student to lock their lockers. On occasions when bringing in expensive articles, these articles may be checked in the high school office.
7. A student may have an expectation regarding privacy of possessions, however the school reserves the right to inspect his/her person or locker if reasonable suspicion exists with the understanding that property brought onto school grounds may be searched or inspected under the following circumstances:
 - a) that the safety of others may be compromised, b) suspicion of the possession of illegal drugs or alcohol, tobacco or other inappropriate materials, or c) suspicion of possession of dangerous weapons or explosive materials (School Board Policy 443.6: Weapons on School Premises)
8. Locks with combinations are available in the office. Student lock combinations are their personal property. Do not share this combination with anyone to keep your property safe and secure. Locks must

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be returned to the office at the end of each year. Locks are the property of the Pittsville School District.

9. Periodic locker checks may be held at the discretion of the Principal. Prior notification may be given (Lockers School Board Policy 446.1; Appendix A).
10. Students are to carry backpacks responsibly in school. It is recommended that backpacks go in lockers. They are not allowed to be stored in the hallway. Students may use the staff workroom for large bags. If a teacher allows backpacks in class, they are to follow all teacher directions regarding their use. They are not to obstruct aisles or create trip hazards. All rules regarding illegal or unsafe items in school apply to whatever is in the backpack, which can be searched if a staff member has suspicion of possession of such items. The privilege to have a backpack in class can be taken away if abused.

Student Chromebooks

All students are given a Chromebook at the beginning of the school year, which includes an academic planning app, among others. Please see the Chromebook Guide for more information.

Class Dues

Students will be charged \$50 in class dues before their freshmen year. This one time fee will be prorated (\$13 a year) for students who join the school after their freshman year. It is nonrefundable and will only be used for student needs, such as offsetting the costs of the yearbook and funding class trips, and with consent of class officers. Opportunities will be made available for all students to assist in the raising of these funds.

Clothing for School (9-12)

Lost and found is located in the high school office. Clothing will be sent to charity at the end of each school year.

Dress and Appearance

While fashions change, the reason for being in school does not; Pittsville High School is a safe learning environment for all students, first and foremost. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk according to administration, is not permitted.

Students must wear shoes at all times.

~~Head coverings are not to be worn in the building, except when heading directly to or from one's locker at the beginning and end of the day, respectively.~~

Students are allowed to wear hats in school as long as their hats do not distract from the learning environment with distasteful messages or images, and as long as their face and ears are still visible. Hats are to be removed during the daily Pledge of Allegiance and the wearing of hoods in school is prohibited. The wearing of head coverings during class is subject to teacher discretion as to what is appropriate in the learning environment and students are directed to follow teacher guidance on this issue while in class.

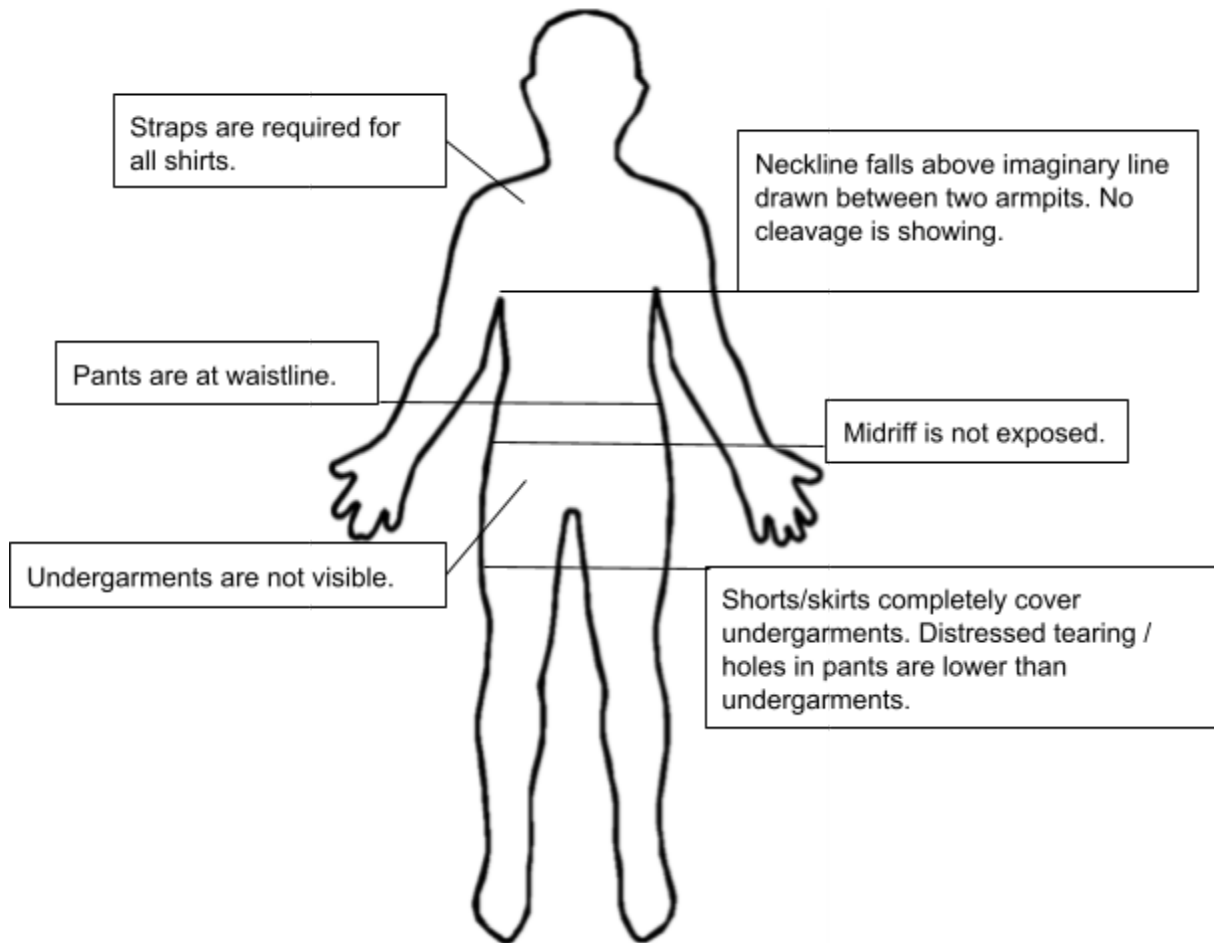
Any articles of clothing or accessories that display profanity, violence, discriminatory messages, messages which encourage alcohol or drug use, or sexually suggestive phrases are not to be worn during the school day or at school activities.

Standards for dress vary from class to class for safety issues.

Clothing should always completely cover the torso from above the chest cleavage to cover undergarments. Clothing items such as backless tops, halter tops and strapless tops are not allowed. Undergarments must be

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worn and shall not be visible, with the exception of bra straps. Please refer to the diagram below for clarifications.



Consequences for Inappropriate Dress

Students will be sent to the office to correct issues with inappropriate dress, and if needed, offered alternate clothing to ensure minimizing lost instructional time. Parents will be notified of dress code violations either through a school notification, email, phone call, or letter home; combinations of all the above may occur to ensure thorough communication. Repeated violations of the dress code may lead to detention.

Displays of Affection and Sexual Contact

Amorous displays of affection on school grounds, at any school-related function, during transportation to and/or from school-related functions or any other function that can be deemed a reflection of the Pittsville School District community are not acceptable. Amorous displays of affection are considered behavior violations and commensurate consequences will be issued. Sexual contact of any kind in school is not allowed and will be referred to law enforcement.

Care of School Property

Pittsville School District understands accidents occur yet the responsibility for school property issued to or being used by students lies with the student. In cases where school property or equipment is damaged, lost, or

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vandalized due to deliberate, negligent or careless action by a student, the student will be charged the value of the property or equipment. Law enforcement authorities may be contacted.

Learning Media Center (LMC)

The school LMC operates for the benefit of all students. The Library Media Specialist and library assistants are available to help you use the center for your academic work as well as recreational reading.

To ensure the LMC is used to its fullest capacity, a few general rules must be observed:

1. The LMC must be a place conducive to student learning and collaboration focused on the curriculum of PHS.
2. All materials must be checked out before they are taken from the LMC.
3. Books can be checked out for two weeks. Overnight checkout is available for some reference books.
4. Do not mark, tear or cut any materials.
5. Return materials to their proper place when finished.
6. The LMC may be used after school if prior arrangements are made.
7. Respect the rights of your classmates to finish their work even though your work might be completed.
8. You will be welcome in the LMC as long as proper etiquette is observed.
9. LMC privileges may be revoked when repeated disruptions to the learning environment have occurred.
10. Students using the LMC to take a test will sign in and inform the Library Media Specialist (LMS) they are taking a test. Students will be seated appropriately to ensure the test is taken with integrity and students will leave the test with the LMS upon completion
11. The LMC is a designated learning and resource space for students enrolled in the Rural Virtual Academy (full time and blended learning).

School Counseling (9-12)

School counselor(s) are available to help students with exploration, goal setting, personal growth or issues related to school. Students may see the counselor individually, as part of the developmental school counseling program, or in small groups. Any parent/guardian who does not want their child to participate should contact the building principal in writing.

Post-Secondary representatives visit with high school students on a continuing basis during the school year. Representatives from all of the Armed Services are also available, and may be seen in the school counseling office, provided the students have received a pass from the counselor.

State required assessments (ACT, PreACT, Forward) are administered to all students at prescribed times during the school year as mandated by Wisconsin DPI. All students are required to be tested using the ACT during the spring of their junior year, and all 9th and 10th grade students are required to be tested using the PreACT assessment. The school counselor, in collaboration with other school staff, coordinates the testing days. The PreACT Exam is also available to freshmen and sophomores in the fall, as is a practice iteration of the ACT for juniors. ~~The PSAT is used for national merit scholars and by some area corporations to determine scholarship recipients.~~ Scholarship applications for local scholarships are available on the counseling website.

Pledge of Allegiance

Pittsville High School will observe a daily Pledge of Allegiance as part of the school day.

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Grading

Scholastic Indicators

A student's grades should be indicators of learning, ability, and foundational knowledge in a content area. A consistent system of calculating course grades will be determined by PHS staff. PHS staff will be embarking on a journey to ensure grades are accurate feedback and representation of a student's learning. Grades and report cards are traditional methods of communicating to students and parents the progress a student is making on their learning journey. SY 2023 - 2024 will be calculated with the values found in Figure 1.

Figure 1. Scholastic Indicators:

A = 4.000	B = 3.000	C = 2.000	D = 1.000
A- = 3.667	B- = 2.667	C- = 1.667	D- = 0.667
B+ = 3.333	C+ = 2.333	D+ = 1.333	F = 0.000

Term grades are recorded on the student's permanent high school transcript.

In the school year 2023-2024 Pittsville High School will move towards more consistent, accurate, equitable, and motivational grading.

Extra credit: Teachers will not give extra credit assignments or points at PHS. Enrichment activities are strongly encouraged; they should not be given points in the gradebook. Students can and should improve their grades by doing quality work and/or retaking assessments.

Group work: No student at PHS will receive a grade for a group project without demonstrating individual achievement. While group work is encouraged and group projects can be an excellent method for demonstrating learning, group grades are ineffective and an inaccurate representation of individual understanding. Students are to demonstrate individual proficiency and account for individual contribution in order to receive grades on school work.

Late work: Students are to do all work assigned by teachers, whether it is for a grade or not. Teachers are encouraged to require all practice work to be completed before an attempt on an assessment is made. Practice work turned in after the applicable assessment will not be counted for points. Teachers may mark incomplete work as IE or missing in the gradebook and make their determination as to whether it counts towards the final grade or not. Students who miss school for a legitimate reason are encouraged to stay caught up on their school work via Google Classroom. A reasonable amount of time upon return to school after an absence will be allotted to students to turn in missing work, often equal to the amount of days missed. Students will not be penalized with point reductions for late work. The grade on the work will reflect its quality, not its timeliness.

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Missing assessments: Students are expected to do their best on every assessment given by their teachers. These assessments, which could take the form of a lab report, essay, short answer test, etc., will be used as important evidence of mastery. When an assessment is missed, students need to take every reasonable step to get it completed as soon as possible. This includes staying after school, working during lunch, or over the weekend.

Retakes: Students are allowed and encouraged to retake assessments at PHS. Depending on the assessment type, an alternate version of the assessment may be given by the teacher. Between the original test and the retake, students are to meet with their teacher and discuss their original performance, plan for remediation, and when they will retake the assessment for credit. Full credit, based on achievement, will be given to students who retake assessments.

Practice grades: Students will not be penalized for struggling while practicing a new skill. Class work and homework will be graded for achievement and entered in the gradebook at the teacher's discretion. No teacher in any core class (math, science, health, English, social studies) will assign more than 25% of the final grade based on practice. Teachers in all classes will strive to ensure that the vast majority of the grades their students earn will be for performance, not practice.

Teacher judgment: Teachers are allowed to exercise their professional judgment when assigning a grade, even if it does not align with the percentage in the gradebook. An example of this is if a student earned a poor grade on an early assessment but grew in achievement level throughout the term, the teacher can enter a higher grade in the program or "no count" an old assessment (this only works when the assessment is of the same standard). The teacher's judgment will be respected.

Behavior grades: Students will be given feedback on their behavior and how it affects their classroom performance. This will be especially true in classes in the Career and Technical Education department which directly assess employment skills. Students' grades, however, will be based on achievement, not behavior. Note that in some classes, such as Physical Education and Career & Financial Literacy, behavior grades such as participation are directly related to achievement.

Academic Integrity: Students are expected to do their own work. Copying, cheating, and plagiarizing are not allowed. **This policy includes inappropriate use of artificial intelligence websites or applications to dishonorably complete student work.** Staff who assign work which is susceptible to plagiarism are asked to teach the definition of plagiarism and how to avoid it through quotations, citations, and rewording. The Panther Trait of "Honor" is to be highlighted in any such lesson. Additionally, staff are asked to remind students that copying and cheating are dishonorable and not allowed at PHS.

Students who violate our terms of academic integrity will be asked to redo the task or do a similar task. There may be additional sanctions applied, but the students' grade will not be permanently lowered.

Consequences for academic integrity violations:

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	Plagiarism	Copying/cheating
1st offense (PER YEAR)	Meet with student and teacher, discuss violation of honor code, document in Skyward, revise and resubmit work.	Meet with student and teacher, discuss violation of honor code, document in skyward, re-do assessment/assignment with explanation/justification.
2nd offense (PER YEAR)	Indiana University plagiarism course after school, parent notified, document in Skyward, resubmit work.	Parent notified, document in Skyward, do alternate assessment/assignment.

Report Cards

Formal report cards are available for printing if requested after the end of each term indicating the grades earned each term.

A continual grade report is available through the school district website. Teachers will update grades each week.

Honor Roll

1. Students who maintain an average per term of 3.50 or better will be listed on the High Honor Roll.
2. Students who maintain an average per term of 3.00 to 3.49 will be listed on the Honor Roll.
3. Students in the top 10% of their class will wear a gold cord during graduation exercises.
4. Students may retake a class. They will receive additional credit, and a grade that will become part of their cumulative GPA. They will retain the credit they received for the original class, and their grade will change to either passed (P) or failed (F).

Graduation Requirements

Students must carry four (4) classes per term.

To graduate from Pittsville High School, a student must earn 28 credits (based on the PHS grading system) or as determined by the student's IEP. An exception may be made for upperclassmen who transfer into PHS from a district with lower credit expectations and therefore cannot acquire 28 credits in time to graduate with their class. These situations will be examined on a case-by-case basis and a course of action will be determined by the principal and school counselor which will support the student and uphold the prestige of the PHS diploma. The table below indicates the credits required to graduate.

Table 1. Graduation Requirements:

English	4 credits
Math	3 credits
Social Studies	3 credits

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Science	3 credits
Physical Education	1.5 credits
Career + Financial Literacy	.5 credit **
Health	.5 credit
Electives Remaining**	12.5 credits

**Not required for graduation, but all students will be scheduled into a Career and Financial Literacy course.

Students may, with the guidance of appropriate teachers, demonstrate competency in ELA 9, ELA 10, and Algebra I without taking the high school courses. If deemed to be proficient in the course material, students will be allowed to skip that class and move on to the next course in the progression. Students in this situation will have to take the same number of required classes and acquire the same number of credits as their peers; the benefit is the access to more challenging and rewarding courses. Students who complete Algebra I may be asked to take a refresher course on algebraic concepts before their ACT in the fall of their junior year.

~~Junior High health may count towards the health graduation requirement per DPI, but not toward the 28 credit requirement. Pittsville High School follows the DPI recommendation that 7th and 8th grade students who earn qualifying credits in math, science, and foreign language will be awarded high school credit. It is also the recommendation of DPI that grades earned in qualifying 7th and 8th grade courses will not be part of the high school grade point average.~~

A student must attend seven (7) semesters of high school, unless he/she applies for early termination of attendance.

Early Graduation:

The Board of Education may grant early graduation to students who have completed all graduation requirements by the end of their seventh semester. A formal application must be made to the Principal by March 15th, and will be presented prior to the April School Board Meeting of the student's junior year. This application must include a statement of the student's post-secondary educational, military, or career plan. Parent approval of early graduation is necessary if the student is under 18. Extenuating circumstances must be presented to the high school principal as soon as possible after the March 15 application date for consideration.

Seniors wishing to participate in the graduation ceremony must meet all graduation requirements to participate in the graduation ceremony, and finish the year in good standing. A student may transfer high school credit from an outside agency if the student is willing to pay for the class or classes and the high school principal approves the class prior to the start of the course. 67.5 clock hours are used to determine a half credit on the high school transcript. In general, one post-secondary credit is equivalent to .25 of a high school credit. The request must be submitted by the parent of the student to the high school principal before final approval is given. The approval will determine whether the credits are in required courses or elective course work. This paragraph is separate from youth options. Per DPI, students must pass a Civics Test in order to graduate. This test will be given by the Civics teacher in the junior level Civics or AP Government class (any students who do

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not have either of these classes will have to schedule this test independently with that teacher and take it during PPT).

Emergency Procedures

Fire and Tornado Drills (9-12)

1. There will be fire drills throughout the year.
2. The fire warning signal is a steady horn blast.
3. When the alarm is sounded, everyone is to move to the designated emergency exits. DO NOT RUN, but walk swiftly. When outside, students should move to at least 100 feet from the building.
4. Each room in the school will have a definite route or passageway for evacuation. Rules concerning evacuation will be posted in each area and will be explained by the homeroom teacher. Teachers are to close their room doors as they move toward the designated exits.
5. Tornado watch/warning procedure- during a tornado watch, specific teachers or other school staff members will be designated to monitor commercial radio or TV for tornado warnings.
6. The tornado warning signal is an alternating horn blast. When practiced, this drill will be initiated by an announcement that severe weather is in the area.
7. Students shall return to the building or classroom only after being directed to do so.

Building Lockdown / Closed Door / Active Shooter or Intruder drills:

1. PSD subscribes to the run + hide + fight safety plan in the event of an active shooter (ex: ALICE training).
2. PHS staff and students will train in the run + hide + fight safety plan at least three times per school year.

Inclement Weather (Snow storms, etc.)

Normally, notification of school closing because of inclement weather is done before 6:00 am. If weather conditions are such that you think the school schedule may be interrupted, please listen to one of the radio stations listed below. Notification of cancellations, delays, or early dismissals due to inclement weather will also be made through the Pittsville School District’s School Messenger alert system. Notifications will also be made on the school district’s website and social media pages, but those may not be the first sources employed by the school district. Parents and students are encouraged to use the Skylert notification system as their main method of communication for school closures.

Radio and television stations which will cover school closures:

WIFC	95.5 FM	Wausau
WOSQ	92.3 FM	Marshfield
WOFM	94.7 FM	Wausau
WGLX	103.3 FM	Wisconsin Rapids
WSAW	TV - 7	Wausau

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WAOW	TV - 9	Wausau
WEAU	TV - 13	Eau Claire

Attendance Policy (9-12)

Attendance Requirements

According to Wisconsin State Statute 118.15, all children between the ages of 6 and 18 years of age, except as provided by law and the policies herein, shall attend school during the full period and hours that school is in session until the end of the school term, or semester of the school year in which the child becomes 18 years of age. Truancy shall be defined as any absence during part or all of one or more days from school during which the District has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil. A 'habitual truant' now means a student who is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a school semester. When in attendance, a student must attend all classes in which he/she is enrolled unless excused by a principal. A student may not leave school property during the day unless he/she has been officially excused. School attendance is essential for successful academic achievement and participation in extracurricular activities. It is important to remember that students must make up work when absent.

Excused Absences

1. Absences will be considered and treated as either excused or unexcused. The following are to be considered as EXCUSED ABSENCES:
 - a. Personal illness of the student or medical quarantine. Doctor's excuses will be necessary after a student missed five (5) days in a semester due to illness.
 - b. Family emergency or other emergencies or circumstances beyond the control of the student, at the discretion of an administrator.
 - c. Bonafide religious holiday.
 - d. Medical or dental appointments if they cannot be arranged during non-school hours.
 - e. Drivers license examination.
 - f. Transportation delays that are beyond the control of the student.
 - g. Inclement weather in situations when schools are not closed, or parent judgment that local conditions advise staying home.
 - h. Court appearance or other legal procedure.
 - i. Trips with parents/guardians if arranged with individual teachers and office notification, a minimum of one week in advance.
 - j. Necessary work at home for which arrangements have been made in advance.
 - k. Suspension or expulsion pursuant to 120.13 WI stat.
2. By Wisconsin State Statute, a parent may excuse their child from school for up to 10 school days per year.

Excused Absence Procedure

For an absence to be excused, the following procedure must be followed:

1. After a student is absent from school, for either an excused or unexcused reason, the student must bring a signed note to their school office from his/her parent or guardian. Phone contact may be used in lieu of a note.

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2. This note or call must include the time, date and reason for absence.
3. For an absence to be ruled excused it must be for one of the reasons included in the previous section and parents will be notified of any absence ruled unexcused.
4. If a note or call is not received from the parents/guardian, the absence will be deemed unexcused.
5. Pre-arranged absences can be entered using the Google Form found on the Pittsville School District webpage under the PHS tab. Pre-arranged absences should be done whenever possible to ensure students and teachers communicate about missed learning from the classroom, and related school work. All school work must be turned in within two school days upon returning from any absence.

Make Up Work

If the absence is excused, the teacher will assign make-up work for the missed period. The student will have a maximum of two (2) days to complete the assigned work. If the work is not made up within that time, or any extension the teacher may grant, the teacher will enter the work as “missing” in the gradebook. This may look like a “0” (zero) until the work is turned in. Upon receiving the work, the gradebook “0” (zero) will be changed to “incomplete” until the work can be graded. It is the student's responsibility to inquire about such work.

Unexcused Absences

1. Parents will be notified of each student absence. Chronic unexcused absence from any class during the same semester may result in an attendance hearing involving the student, his/her parents, the Principal (or Principal's agent) and others as determined by the Principal.
2. The fifth unexcused absence in a class during the same semester by a student shall result in further conference with the possibility of course failure or an alternative program.
3. Appropriate disciplinary action to serve as a deterrent to unexcused absences and truancy may also result. Options may include detention, in-house suspension, out of school suspension, a referral to Social Services, or a citation as stated in the City of Pittsville Ordinances. A copy of this ordinance is available in the High School Office.

Truancy

Legal referral for truancy will follow WI stats. 118.16 and local City of Pittsville ordinances.

Phone Call Home Checks (9-12)

Spot checks may be done to the homes of absent students and information obtained may be made to determine the reason for absenteeism.

Tardiness

1. Students can be considered tardy if they are not in their assigned class when the bell rings. Teachers will clarify additional expectations for their specific classes as appropriate.
2. A tardy student must, upon arrival at school, get a tardy slip issued by the office. The tardy slip will indicate that the tardiness is excused, if the reason is acceptable; or unexcused, if the reason is not acceptable. “Tardy” is considered being absent for less than 10 minutes. Over sleeping is not an excuse for being tardy.
3. Students who are on accepted release time programs are not considered tardy when they arrive at school in accordance with their identified release time. Such students must check into the office upon arrival at school.

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4. Students who are tardy to class because of a teacher requirement should get a tardy slip from the teacher before returning to class. Tardy slips may be obtained from the office for other occurrences.
5. Disciplinary action may include detention and, in certain cases, in-school suspension.

Telephone Calls

In emergencies, telephone calls may be made to the school office (high school, 884-6412) between the hours of 7:30 a.m. and 3:30 p.m. Only messages of an urgent nature will be delivered to students. Students will not be allowed to make unnecessary calls. School phones are for business. Students need to limit calls to non-class time. For the benefit of all students, these calls should be a maximum of two minutes or less.

Change of Address

If at any time during the school year a student moves to a different address, the change should be reported to the office. A change in a telephone number should also be reported. All contact information should be kept up to date in Skyward.

Leaving School During Regular School Day

1. Permission to leave school during the regular school day must be obtained from the office. Reasons for excused absences are found in the Excused Absences section of this handbook. This will be granted upon parental request, providing the student has acceptable attendance. Students must sign out in the office before leaving for any reason.
2. Underclassmen (Grades 9 & 10) may not leave for lunch, even if excused by a parent, unless accompanied by that parent. Upperclassmen (Grades 11 & 12) may be excused on a daily basis by parents, although this is discouraged. Students who are 18 years old may sign themselves out for lunch as they wish. Any upperclassmen can, however, lose this privilege if abused or if not in good standing with the school.
3. Students on accepted release time programs must check out in the office.
4. Students who wish to be excused from class for a two hour block for the Behind the Wheel portion of Drivers' Education can request permission with a designated Google Form on the school website up to 2X per class per term. Students must have a C or higher in every class which would be missed and must have fewer than 10 non-medical absences in the school year. The form must be done five (5) or more school days before the driving lesson.
5. Any student who leaves school under any circumstances other than those outlined above will receive an unexcused absence, as well as possible disciplinary consequences.

Panther Pride Time

Panther Pride Time (PPT) is a non-graded 49 minutes between 1st and 2nd block, ~~to be used for breakfast,~~ intervention, enrichment, student-led extracurricular collaborations, academic advising, and study hall. Intervention is defined as any curriculum-based activity that closes gaps in learning. Enrichment is defined as any curriculum-based activity that advances student learning related to a content area. Junior and Senior students may use this time as part of WBL, Job Shadow, Senior Capstone, or any other curriculum-based activity previously approved in writing (or email) by the Principal. A system of privileges may be established by the high school staff to regulate additional opportunities for students during Panther Pride Time. PPT is not an open campus time unless specifically approved by the principal, usually in the spring **for seniors** when earned. We will not have PPT on Wednesdays while we have Early Release.

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Senior Lounge

The lounge (Room 505) is an area where Seniors can talk, play games, watch TV, eat, and/or study. Seniors check out a key from the main office in order to gain entry to the lounge. The key holder is in charge of the room and needs to make sure that school rules and cleanliness are upheld. If trust is lost, the lounge will be closed as needed. Generally, this room is only available for use during PPT or lunch.

Student Visitors

There will be no student - visitors allowed on school grounds during the regular school day, unless approved by the principal in advance.

The following conditions must be met for a student guest to a school dance to be approved: a) must be at least a freshman in high school, b) must be no older than 20 years of age, c) must have approval from home (parent / guardian), and d) must have school administrator approval (done via Google Form in two weeks prior to dance).

Student Use of School Facilities

Students may use the school facilities, such as the weight room or gym, only when proper supervision is present. The weight room is not open for non class activities during the school day.

Video Cameras

The Pittsville School Board has authorized the use of video cameras on district property to ensure the health, welfare, and safety of all staff, students, and visitors. Video cameras may be used in any areas deemed appropriate by school administration. Video recordings may become a part of a student's disciplinary record.

Student Rights and Unacceptable Behavior

Responsibilities of Student

In addition to those responsibilities and regulations previously listed in this handbook, students are responsible for helping to maintain an environment where education can benefit all participants. Behavior that becomes dangerous, disruptive, or destructive cannot be tolerated and will be handled with appropriate measures.

Additional Rules and Regulations

Students will be expected to comply with classroom rules and activities as defined by the teacher, coach, or sponsors. Food and drinks other than water are only permitted in the normal classroom setting with teacher permission and respect for the cleanliness of our facilities. In addition, we encourage parents to discourage the use of energy drinks by their student(s) during the school day. The evidence strongly suggests these drinks tend to interfere with the student's ability to perform at an acceptable and productive level in the classroom setting. Any teacher, coach, sponsor, etc. may have additional rules and regulations beyond those listed in this handbook. These rules and regulations will be presented to each student involved at the beginning of his/her class, sport, or activity. Those additional rules and regulations are also subject to all appeal procedures.

Harassment

Federal and State law prohibits employment discrimination on the basis of race, color, creed, sex, age,

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disability, national origin, or sexual preference. Among these prohibitions is the harassment of employees, students, citizens, and volunteers. The School District of Pittsville is committed to maintaining an environment that is free from discrimination and any form of harassment whatsoever. Harassment is unlawful and is conduct that exposes both the School District of Pittsville and individuals engaging in harassment to significant liability under the law and is prohibited in any form.

This policy has been enacted by the School District of Pittsville Board of Education to provide a comprehensive, direct statement to employees, students, agents, citizens, and volunteers that sexual harassment is not tolerated in the school district. Sexual harassment is a form of misconduct, which undermines the integrity of the district's employment and academic relationships. Sexual harassment or hazing refers to behavior which is not welcome, which is personally offensive, which debilitates morale, and which interferes with the working and learning effectiveness of its victims and their peers. Individuals who experience sexual harassment or hazing should make it clear that such behavior is offensive to them and may process a complaint pursuant to this policy.

The School District of Pittsville shall maintain and ensure a learning and working environment free of any form of sexual harassment or intimidation between students. Any student who believes they have been subjected to a sexual harassment or hazing should report the incident in accordance with the District's established discrimination complaint procedures. If the subject of the complaint is the person designated to handle discrimination complaints, the student may file the complaint with the next higher authority listed in the complaint procedures. It is the intent of the District to create an atmosphere where complaints will be treated fairly and quickly.

Students who engage in sexual and other harassment shall be subject to discipline according to Student Conduct policy and Student Handbook which may include expulsion. Any person reporting alleged sexual harassment in good faith will be protected from retaliation. Any person who retaliates by harassing any complainant or accused person will be considered to have violated this policy and will also be subject to corrective disciplinary action.

Bullying

Pittsville School District continually strives to ensure a learning community in which all students enjoy mutual respect. Bullying, which is defined as repeated, intentional, and unwanted harmful actions towards another person, is a form of harassment which will not be tolerated in any form.

Bullying may include the following behaviors or actions:

1. Hitting, hurting, and fighting
2. Cyberbullying
3. Name calling
4. Gossiping
5. Spreading rumors
6. Threatening others, extortion
7. Teasing and mimicking
8. Excluding individuals from a group
9. Making others feel unwelcome
10. Stealing, hiding, or damaging property

Students who undertake such actions will be subject to school discipline which may include, but are not limited to such sanctions as detention, suspension, legal referral, or in extreme or recurring cases, expulsion.

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Unacceptable Behavior

Basic to a definition of unacceptable behavior in the Pittsville School District is the firm conviction that the entire community must subscribe to reasonable group needs. Control of individual actions in order to create an acceptable learning atmosphere free from undue disruption or intimidation is the school's responsibility. Actions which go beyond reasonable control either by the degree of severity or repetition will be subject to punishment. If determined egregious by staff or administration, a student will receive a disorderly conduct citation from the School Resource Officer, an offense considered a misdemeanor, for swearing at staff or other students.

1. At Staff / Students: Defined as directed toward, or with intent for the staff member or student(s) to hear, in response to a staff member or student within the learning environment.
2. Learning Environment: Defined as any area of the school campus, school transportation, or sponsored school event.

Violations against Person

Harassment (ss 947.013):

Participating in, or conspiring for others to engage in harassing acts that injure, degrade or disgrace other individuals.

Abusive Language (ss 947.01):

Disruptive or threatening language to others in which words may be amplified causing normal words to become abusive through gestures which shock reasonable people.

Interference/Obstruction:

This is any intentional action taken to attempt to prevent a staff member from exercising his/her lawful assigned duties.

Possession of Weapon (ss 941.23):

Any dangerous weapon; any firearm, whether loaded or unloaded; any device designed as a weapon and capable of producing death or great bodily harm. (See School Board Policy 443.11)

Assault And Battery (ss 940.19):

Assault and battery is performing an act with intent to cause fear in another or immediate bodily harm or death or intentionally inflicting or attempting to inflict bodily harm upon another.

Fighting (ss 947.01):

Mutual combat in which both parties have contributed to the situation by verbal and/or physical action.

Violations Against Property

Unauthorized Use of School Property:

Definition: The unauthorized/illegal use of school property for non-school activities.

Willful Damage of School Property (ss 943.012):

Willful Damage to Property of Staff Members and Others (ss 943.01):

Theft (ss 943.20):

Definition: The unauthorized taking of the property of another.

Robbery/Extortion (ss 943.32):

Definition: The obtaining of property from another where his/her consent was induced by use of force or a threat of force.

Violations against Traffic Regulations

Parking:

Explanation: Parking in an unauthorized area on school property.

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Reckless or Careless Driving (ss 346):

Definition: Driving on school property in such a manner as to endanger persons or property.

Walking Carelessly When Motor Vehicles are Present (ss 346):

Definition: This includes in places fenced or otherwise designated as off limits.

Bicycles:

Explanation: If bicycles are to be brought to school, it will be up to the owners to park them in a designated area and that they be left there until the student goes home. All other students are requested to leave the bikes alone and no one is to ride his/her bike around the school grounds during the school day.

Skateboarding:

Explanation: No skateboarding on school property.

Violations against Classroom or General School Procedures

Willful disobedience:

Definition: The refusal to follow school or classroom rules & regulations.

Behavior:

Definition: Disruptive, dangerous, or unruly behavior is the actions which interfere with effective operations of the school.

Defiance:

Definition: Defiance of authority is the refusal to follow a legal direction/order given by a staff member.

Falsification of Records or Identification:

Definition: Falsifying signatures or data on official records. Refusal to give correct identification or giving false identification when requested to do so by a staff member.

Other Prohibited Behaviors:

1. Distribution of materials on or near school property of inflammatory, libelous, or slanderous materials.
2. Leaving school grounds during school hours without proper clearance. This includes places not necessarily away from school property but away from assigned study or activity areas.
3. All water-squirting devices are prohibited in the school buildings and on school grounds.
4. Chronic and unexcused absenteeism.

5. Truancy.
6. Chronic and unexcused tardiness.
7. Manner of dress or personal grooming which presents a clear danger to the student's health and safety causes an interference with work or creates classroom or school disorder.
8. Trespassing is defined as being physically present on school property, or at a school activity after being directed to leave by school personnel responsible for the control of said premises.
9. Students are not allowed to record altercations or illegal acts by phone, nor post/share such acts via electronic communication.

As per City of Pittsville Ordinance; whoever, in a public or private place, engages in violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly conduct under circumstances in which the conduct tends to cause or provoke a disturbance is guilty of a Class B misdemeanor. The fine for a person under the age of 17 years old is \$100.00. The fine for a person of age 17 years or over is \$295.00. No child under the age of 18 may possess or buy any cigarettes or tobacco products. The fine is \$50.00 for ages 17 and under.

The issue of student classroom conduct is further addressed in the Student Code of Conduct. (School Board Policy 443.34)

Violations of Personal Behavior

Alcoholic Beverages

Consumption, distribution and/or possession of alcoholic/fermented beverages by students while in school, or school property, school transportation, during re-entry or during school sponsored activities are prohibited by state law (Wisconsin Statutes 66.054 and 176.01).

Controlled Substances

1. Consumption, distribution and/or possession of controlled substances (drugs), prescription drugs and/or non-prescription drugs, without physician(s) authorization, by students while in school, on school property, during re-entry, on school transportation, or during school sponsored activities are prohibited by state law (Wisconsin Statutes 961). The student(s) who willfully and persistently breaks the board policy, rules and regulations and/or the laws of the state will find that the school administration will take appropriate action in school and with appropriate community agencies\law enforcement agencies.
2. The use or possession of tobacco or look-alike tobacco products by students in K-12 is prohibited during school, on school grounds, on school transportation, or during school activities.
3. Possession or use of vaping devices is illegal for all persons under the age of 21 and is not allowed by Pittsville students on campus. Suspected use, distribution, or possession of vaping products will be aggressively investigated and, if appropriate, referred to law enforcement.

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4. It is the Pittsville School District's position that the school environment must be orderly and safe in order for students to learn. The School District prohibits students from possessing, using, transmitting, selling, or being under the influence of any drug (or look-alike drug) or alcoholic beverages of any kind while on any district school campus or at any district school function or activity. The only exception to this policy is the student who is under a physician's orders to take medication. Those students are expected to inform their school's administration when taking prescription medication.
5. No student shall consume or be under the influence of alcohol or other drugs, possess alcohol or other drugs, or possess a mood modifier and/or drug-related paraphernalia. This policy applies to all students in the following circumstances:
 - a. On school grounds; before, during, or after school.
 - b. Off school grounds when at school activities or functions.
 - c. In school vehicles, rented carriers, or in private vehicles, the use for which was arranged by school, en route to or from school activities.
6. A canine unit (drug dog) may be used on school premises or in the school zone to deter the use and/or possession of drugs. The dog will be used to locate drugs in lockers and in vehicles parked in the school's parking lots or on city streets within the drug free school zone.
7. Any student who uses, sells, transfers, possesses, or violates the alcohol or other drug offenses listed above may be recommended for expulsion when appropriate by the building principal and referred to the proper law enforcement agencies. Repeated violations will be recommended for expulsion (School Board Policy 447.3).
8. Gambling, game of chance for stakes, and betting during school or school activities is prohibited by District policy. Student(s) who willfully and persistently break the policy will find that the school authorities will take appropriate action. (State Statutes 9.40 series).

Note: Infraction of the above policy, rules and regulations and related rules of Section IV of Pittsville Student Handbook will also cause the student(s) to become ineligible for athletic competition and/or awards under the current WIAA Rules of Eligibility and the Pittsville High School Athletic Code. Casual discussion of alcohol use, drug use, and sexual involvement is inappropriate in the school setting. Staff overhearing such discussion will be compelled to report the information to police, social services, athletic directors, or other appropriate authorities.

Staff Members

It is every student's duty to accept feedback, redirection, and if necessary, consequences from any staff member, (including bus drivers, cooks, and custodians.) Students are expected to address the staff formally. Disrespect for staff members brought to the attention of the building principal will result in steps taken to reteach and correct the behavior.

Manners

All behaviors exhibited by the student while at school and school-related activities are a reflection of that student and the school. It is the intention of PSD and PHS to create an environment of mutual respect supported by families and community. Students are expected to deploy common courtesy and good manners. The expectation of student interaction with all staff

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members is that all adult staff will be formally addressed. Words such as please and thank you will be used and reciprocated.

Cell phones and other electronic devices

1. In general, school policy is “Bell to Bell, No Cell.” Cell phones, and other electronic communication devices (ECDs) should be switched to silent mode in classrooms and kept out of sight during class time. It is encouraged that phones are left in the student's locker, or a backpack during the school day, unless permitted by the teacher. These devices may never be used in locker rooms or bathrooms for privacy reasons. Limited use of cell phones, laptops, and other similar internet-ready devices may be permitted if the administration finds such a device is required for medical, school, educational, vocational, or other legitimate needs that access to a school phone cannot mitigate. Students must have permission to use a device in the classroom, and it must be used only for purposes as defined by the teacher to support the curriculum. The classroom teacher retains the option of managing cell phones in the classroom based on an effective classroom management process in order to preserve the learning environment. Cell phones may be used in the cafeteria during lunch and halls between classes.
2. Laser beam pens or similar devices are also prohibited.
3. If the cell phone is visible or in use at unacceptable times, the cell phone may be confiscated at the discretion of the teacher. The cell phone may be retained by the classroom teacher for the remainder of the class time and a student can retrieve the phone at the end of class time.
4. In the event the student does not want to, or will not, provide the cell phone to the teacher when requested, the office will be notified and the phone will be taken to the office for the remainder of the day. It is the responsibility of the student to retrieve the phone at the end of the day.
5. Cell phones are not to be used in the locker room, bathroom, or in any environment that compromises the physical privacy of another student due to privacy issues. Pictures taken of other students in the locker room, bathroom, or in varying degrees of dress, could result in criminal prosecution. This concern is further addressed in School Board Policy 443.5 (Appendix B).
6. Inappropriate use of cell phones, such as texting in class, inappropriate use of earbuds in class, or presence of disruptive sounds, will result in the following consequences:
 - a. 1st Offense- teacher correction (not documented in Skyward).
 - b. 2nd Offense- teacher confiscates phone, student can retrieve from teacher after class after a respectful conversation regarding appropriate cell phone use. Documented in Skyward as an offense.
 - c. 3rd Offense- teacher confiscates the phone and delivers it to the main office. The student can retrieve the phone at the end of the school day after meeting with the principal or other representative to discuss appropriate phone use. Documented in Skyward as an offense.
 - d. 4th Offense- phone is turned into the main office and given only to a parent or guardian. Documented in Skyward as a major offense. At this point and after any further infractions, the principal may decide that the phone is too much of a

distraction and will need to stay off campus for a defined number of days.

7. Note - it is not the intention of PHS staff to instigate or engage in any conflict with students regarding the use of phones. Students will only be confronted when their use of phones violates the rules stated above. At all times, staff will remain courteous and respectful as they address the behavior. Conversely, students are expected to be forthcoming, responsible, and respectful regarding their phone use. Excuses such as “I was just checking the time” or failure to surrender the device after repeated infractions will not be tolerated.

Sexting:

It is unlawful for minors to possess, share, or view images of minors in a state of undress where private parts are exposed. Students are not allowed to take such pictures of themselves, request such pictures of underage peers, or view such images. It is the responsibility of any PHS student to report this behavior to school administration in a timely manner in order to protect our students. Situations involving sexting which occur on PSD property, at PSD events, or which come to the attention of PSD personnel will be taken very seriously by PHS staff and potentially referred to the local police.

Human Growth and Development

The Pittsville School District provides instruction in human growth and development throughout the K-12 curriculum. Parents who wish to exempt their student(s) from any or all of this instruction may do so by filing a written request explaining which content they object to with the teacher and principal. This request will be honored and alternate learning will be assigned.

Corrective Measures

Self-Discipline

The goal of all control measures is self-discipline. Use of corrective measures will depend upon the nature of the behavior, the frequency and the demonstrated degree to which the student is trying to correct undesirable behavior. Conferences will be conducted with students to ensure due process and to increase communication. Students faced with disciplinary action will be informed of the facts and nature of the conduct which has been challenged and will be given an opportunity to explain his/her version of the facts or conduct which has been challenged prior to the imposition of discipline. Detailed and emphatic explanation of cause and effect may be part of conference procedures.

Elastic Clause

Staff members at PHS are empowered to use necessary and proper judgment when dealing with safety situations and while always respecting student rights and dignity.

Informing Parents of Violations

Depending on the violation and the seriousness of the action, a student's parents may be

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contacted by telephone, email, or mail in addition to a student conference. The intent of the contact is to inform the parent of the violation, the student's attitude during the conference, and to elicit parent support for correcting the unacceptable behavior.

Detention

Detention may be required of a student for one or more breaches of school expectations.

Detentions will be served in the main office or in a classroom with a teacher as appropriate. Students failing to serve the assigned detention will receive additional detentions or in school suspension. Students are encouraged to work on school related work or have material to read. Sleeping is not an acceptable activity while serving detention. All seniors must serve their assigned detentions prior to participation in the graduation ceremony.

Noon detention will begin after the bell for lunch. The detention will run for thirty minutes. If a student misses a noon detention, an additional noon detention will be assigned. If a student fails to serve a noon detention a second time, an after school detention will be assigned.

After school detentions begin immediately at the end of the school day and will conclude at 3:40. Failure to serve in a timely and appropriate manner will result in additional detentions or in school suspension.

In-School Suspension (ISS)

In-School Suspension will provide the student with constant supervision from the time of arrival at school until the time of departure from school. This supervision will take place in a physical setting which provides a minimum of distractions from the student's assigned studies. The student will be responsible for the completion of the daily study assignments. The student may be kept after school to finish the assigned work if he/she does not choose to complete the assignments during the regular school day. The student's assigned classroom teachers will provide daily assignments for the student while in the ISS situation. A student will remain in ISS until he/she is capable of returning to the regular school environment. Parents will be notified of this action.

Probation (appropriate to case)

A student may be placed on conditional enrollment during a trial period. Parents are to be apprised of both the time and conditions of each probation. Students shall be required to be in attendance and meet the conditions set forth.

Removal from Class (appropriate to case)

Short Term Removal:

A teacher may remove a student from class for the good of the student and/or in the best interest of the class as a whole. Short-term removal will be for the duration of the activity in which the student was involved.

Long Term Removal:

A student may be removed from a class when the best interests of the student and/or the

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class require long-term removal. Long-term removal is not ordinarily considered on the basis of a single incident. Parents will be notified of this action.

Permanent Removal:

A student will be permanently removed from a class when the best interest of the student and/or the class requires permanent removal. The student who is permanently removed from a class will receive an ‘F’ for the remaining work of the grading period. Parents will be notified of this action.

In the Pittsville School Board Policy, Code of Student Conduct, removal from class is discussed in detail. (School Board Policy 443.34)

Permanent removal is addressed under long-term removal in the Code of Student Conduct. (School Board Policy 443.34)

Temporary Exclusion (appropriate to case)

A student may be summarily excluded temporarily from all or part of the school building or grounds, pending a parent conference, when an emergency situation requires the immediate imposition of this restriction. Temporary exclusion may be employed for a period of time not to exceed one full day following the day of exercise of the measure. If the condition of temporary exclusion - such as conferencing with the parents - is not met within the time limitation, the student is to be reinstated in school unless a formal suspension is initiated.

Suspension (appropriate to case)

A student may be denied access to any or all parts of the school and any instructional services for a set period of time. Before suspension, the student will be given an opportunity to give his/her side of the incident resulting in possible suspension to the principal or acting administrator. In all cases of suspension, the Principal will promptly report the facts, incident, and consequence for behavior to the parent/guardian of the student. In all cases of suspension, the principal will follow through with written communication to the parent addressing the incident and the term of the suspension.

Expulsion (appropriate to case)

Under sec. 120.13(1)(c), Wis. Stats., the school board may expel a pupil from school whenever it:

1. Finds the pupil guilty of repeated refusal or neglect to obey the rules, OR
2. Finds that a pupil knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; OR
3. Finds that the pupil engaged in conduct while at school or while under the supervision of a school authority which endangered the property, health or safety of others, OR
4. Finds that a pupil while not at school or while not under the supervision of a school authority engaged in conduct which endangered the property, health or safety of others at school or under the supervision of a school authority or endangered the property, health,

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or safety of any employee or school board member of the school district in which the pupil is enrolled, and is satisfied that the interest of the school demands the pupil's expulsion. In this subdivision, 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.

5. In addition to the grounds for expulsion under subd. 1, the school board may expel from school a pupil who is at least 16 years old if the school board finds that the pupil 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 does not constitute grounds for expulsion under subd. 1, and is satisfied that the interest of the school demands the pupil's expulsion.
6. Prior to such expulsion, the school board shall hold a hearing. Upon request of the pupil and, if the pupil is a minor, the pupil's parent or guardian, the hearing shall be closed. The pupil and, if the pupil is a minor, the pupil's parent or guardian may be represented at the hearing by counsel. The school board shall keep written minutes of the hearing. Upon the ordering by the school board of the expulsion of a pupil, the school district clerk shall mail a copy of the order to the pupil and, if the pupil is a minor, to the pupil's parent or guardian. The expelled pupil or, if the pupil is a minor, the pupil's parent or guardian may appeal the expulsion to the state superintendent. If the school board's decision is appealed to the state superintendent, within 60 days after the date on which the state superintendent receives the appeal, the state superintendent shall review the decision and shall, upon review, approve, reverse or modify the decision. The decision of the school board shall be enforced while the state superintendent reviews the decision. An appeal from the decision of the state superintendent may be taken within 30 days to the circuit court of the county in which the school is located.
7. The School Board reserves the right to allow conditional reinstatement under certain conditions as described in sec. 120.13(1)(h).

Appeal Procedure

(For cases other than expulsion.)

It is expected that all professional and non-professional staff, students and parents follow the proper procedure in handling problems, complaints and appeals. The following steps outline the appeal procedure:

1. Any student who feels that conditions of the school and/or decisions made by staff members are not in his/her best interest is, at his/her request, to be offered a meeting with that staff member to make every effort to resolve that complaint.
2. If the student feels that the complaint is still valid, he/she may request a meeting with the Principal and/or a member of the staff designated by the Principal.
3. If the student is not satisfied that the complaint has been resolved satisfactorily, his/her parents may schedule a meeting involving the parent(s), student, and Principal.
4. If the parent(s) is not satisfied that the complaint has been resolved at Step 3 (above), a meeting of parent(s) and student with the Superintendent may be requested immediately.

Other Policies Affecting Students

Eligibility Standards (9-12)

1. All students who participate in athletics are governed by the WIAA Rules of Eligibility and the Pittsville School Athletic Code of Conduct.
2. All students participating in athletics will receive a copy of the Pittsville School District Athletic Code, which outlines all rules of eligibility and the penalties for violations.
3. Student athletes under the Athletic Code may be required to complete missing school work prior to attending practice or contests.

Awards System

1. It is the philosophy of the Pittsville School to recognize students for their accomplishments and contributions.
2. Each faculty advisor of a student activity, director or coach may determine a system of awards for student achievement in that particular area of student activities.

Records

1. By federal law, all students are covered under the Family Educational Rights and Privacy Act (FERPA). An accurate cumulative record shall be maintained for every student enrolled in the Pittsville Public Schools. The records shall include the health record of the student, grades earned, standardized test scores, and attendance record.
2. If a student has been referred for an exceptional educational need, a separate folder will be started. The folder will be destroyed according to state guidelines
3. Only authorized school personnel, parents and legal guardians shall view the records without subpoena. The student, with the consent of her/his parents/guardians, may view her/his record upon request.
4. The parent or legal guardian has the right to review and file an objection or request for deletion of any material in the folder.
5. School officials will forward transcripts from the cumulative record upon written request of parents, legal guardians, students 18 years old or older, and ex-students to bonafide educational institutions and potential employers.

Unauthorized Persons

1. No person whose presence or act interferes with, or disrupts the operation of the school, its students, or school activities may enter, or remain in any school vehicle, building, or upon any school ground, roadway or sidewalk.
2. Refusal of unauthorized persons to leave after being requested to do so by principal or his designee is subject to legal action.

Questioning By Police

A memorandum of understanding between the City of Pittsville and PSD is in place and coordinates the placement of a School Resource Officer (SRO) on the PSD campus for about 12 hours per week. The SRO office is located within PHS.

A cooperative effort shall be maintained between the high school administration and law enforcement agencies. It is paramount that the rights of the school, the home, the civil authorities, and the individual be clearly understood and protected.

Questioning of students about alleged illegal activities by police officers shall be approved provided the following conditions are met:

1. The principal or police will contact the parent(s) regarding police questioning.
2. Principal has been informed.
3. The officers report to the principal's office.
4. The questioning is conducted in a private room out of view and hearing of students and school personnel.
5. If the police officers are called by the school, the principal shall be present during the questioning.
6. The student is advised of his/her rights by the police officer. Please note, School Board Policy 445 delineates times when contact prior to questioning is not required.

Field Trip Consent Procedure

All students must complete and return to the classroom instructor a "Field Trip Consent Form" in order to be included on the field trip. This does not apply to field trips which involve only the regular class period and no transportation.

Computer and Technology

Computers and other technology are available to students to accelerate learning. This benefit will be provided to students who treat the equipment with respect and refrain from compromising the confidentiality expected by the staff and other students. The district reserves the right to review the information in an individual account. The students will follow all rules and regulations as set forth in the district computer use policy.

Vehicles Driven on School Property

Board of Education Policy Relating to Vehicles Driven on School Property

(For the purpose of this policy, vehicles are defined as any motor vehicle, motorbike or snowmobile.)

1. Specific parking areas will be designated for vehicles driven by school employees, students, and visitors.
2. The speed limit for all vehicles on school property is fifteen (15) miles per hour.
3. Cars and motorbikes may be operated on driveways and parking areas only.
4. Snowmobiles may be operated on established snowmobile trails only and are not to be

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operated on driveways or parking areas.

5. Student-driven vehicles may be parked in designated parking areas only.
6. Student-driven vehicles may not be used to violate any school rules.
7. Student-driven vehicles may not be driven during the school day except with permission granted by the school office.
8. A student's privilege of driving a vehicle on school property may be suspended in the event that the student driver violates any rule regulating the operation of vehicles on school property.
9. Students may go to their vehicles while school is in session after obtaining permission from the office. Students will move an improperly parked vehicle during school time if requested to do so by the office, or by law enforcement.
10. For safety reasons, students will not be able to work on their vehicles in the shop while school is in session.

Foreign Exchange Students

The district encourages foreign exchange student participation.

1. The specific application process and policy on exchange students is available in the administration or high school office.

Parent Permissions

There are times that we would like to recognize students publicly for the fine job they are doing. This is done through the displaying of their work, articles in the local newspaper, school yearbook, or other media. In reporting these events, your permission is needed to release information to non-commercial organizations that is pertinent to the recognition. The type of information released includes the student's name, parent's name, date of attendance, previous schools, activities or organizations, and photos of students. No other specific information would be released without your specific written permission.

Any parent NOT wanting this information released must make such a request in writing to the principal by the second Friday in September. This permission is valid for the current school year only.

Section 9528 of Elementary and Secondary Education Act (ESEA) provides access to students and student directory information to military recruiters and institutes of higher education. Parents may request that this information not be released without prior written parental consent. The high school office must be informed of your desire to be removed from the contact list by the second Friday in September.

Cheating and Plagiarism

Dishonest scholarly practices include, but are not necessarily limited to: taking, using, or copying another's work and submitting it as one's own, intentionally falsifying information, taking another's ideas with the intention of passing ideas in class as one's own, or supplying another student with your work.

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The judgment regarding a dishonest scholarly practice should, in most cases, be made by the individual instructor. The basic criteria to be used in judging the dishonest scholarly practice is the intention of the student to enhance his or her own position or another student's position within the class by employing a dishonest or unacceptable scholarly practice.

A few examples would include (but are not limited to):

1. Work copied verbatim from the original author.
2. Work copied practically verbatim with only a few words altered from the original without proper credit being given.
3. Copying answers from another's test paper.
4. Evidence of a deliberate and calculated plan to engage in a dishonest academic practice such as gaining access to examinations prior to the time the exam was to be given or the extraction of information regarding an examination from other students, whether verbally or through text messages.
5. Falsification of clinical records.

The course instructor will determine the appropriate penalty for proven cases of dishonest scholarly practice in his/her class.

See grading policy section for clarification.

School Accountability Report

Under Section 115.38(2) of the state statutes, school boards are required to notify, by January 1, the parents/guardians of each student enrolled in the district of their right to request a school and school district performance report. The report must be distributed to those parents/guardians who request it by May 1 of each year. In addition, each public school that maintains an internet site is required to prominently display a link to the school's accountability report on the home page within 30 days after the DPI published the accountability report. District and school data regarding test results, graduation, attendance, other academic indicators, teacher quality, and more can be located on the DPI WINSS website. To find information for the Pittsville School District or your child's school, go to: <http://dpi.wi.gov/wisedash>. If you do not have home web access, contact your school's office for access to a school computer.

Complaint Procedures/Investigation

The following procedure is adopted to provide for the resolution of employee, student, applicant, volunteer, citizen, agent, or consultant complaints alleging any type of harassment. Students, parents/guardians, or third parties who believe a student has been denied equal access to District educational opportunities in a manner inconsistent with this policy may initiate a complaint. Initiating a complaint will not adversely affect the complainant's participation in educational or extracurricular programs unless the complainant makes the complaint maliciously or with the knowledge that it is false. The District's Compliance Officer is:

Matthew Sherwood

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Director of Special Education and Pupil Services
Title IX Coordinator
715-884-2517 ext.255
sherwmat@pittsville.k12.wi.us

Complaints may be submitted to any of the following persons:

1. Teacher or Principal
2. Immediate Supervisor
3. District Compliance Officer
4. Board President or Board Member

Complaints may be submitted electronically, orally or in writing. All complaints will be investigated. A single file containing a written record shall be maintained by the investigator or any reviewing administrator on all complaints. The processing of the complaints will be handled within and according to the following categories and procedures:

1. Complaints between students shall be referred to the District Compliance Officer. Discipline shall be in accordance with the Student's Rights and Responsibilities and Pupil Nondiscrimination Policies. Parents of students found to be in violation regarding harassment shall be notified. Any student or the student's parent or guardian involved in such a complaint or investigation may appeal the District Administrator's decision. The parties involved shall be told of this right to appeal at all stages during the investigation and following the determination. The investigation shall take no longer than ten (10) days. The student(s) and/or parent may be asked to put the complaint in writing at any time in the process. Upon the completion of the investigation, the District Administrator shall inform the parties of the disposition.
2. Complaints involving students and staff and employee to employee. Complaints involving allegations of staff-student instances shall be referred to the District Compliance Officer. If the complaint is against the District Compliance Officer, the District Administrator shall assign the investigator. The investigator shall be assigned within ten (10) days. The complainant shall be required to submit the complaint in writing or to sign a narrative prepared by the investigator agreeing with the dates, times, and circumstances of the allegation. The assigned investigator shall take, under normal circumstances, no longer than ten (10) days to complete the investigation and file a report containing thorough findings of fact. Extensions of the ten (10) day timeline may be necessary when school is not in session, there are multiple instances, or witnesses are not available. The investigator shall:
 - a. Interview the complainant and completely explain the investigation process.
 - b. Limit the discussion of the matters to only those individuals who need to know the facts.
 - c. Assure that no retaliatory action be taken because of the complainant's good faith belief that an infraction of policies, rules, or regulations has taken place.
 - d. In interviewing the respondent, the investigator shall present a summary of the facts to allow the respondent to understand the situation and be allowed to respond. This should include dates, times, places, and the specifics of the alleged

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- acts.
- e. Consider any individual who might have knowledge of the situation. In interviewing relevant others, the investigator shall request them to provide facts based on personal knowledge.
 3. Upon completion of the investigation and report, the District Administrator shall confer relative to any necessary disciplinary action.
 4. Any employee to employee or employee to student complaint may be withdrawn at any time if done so in writing. Any intentionally false complaints submitted by an employee or student against another will necessitate appropriate consequences to be levied in accordance with due process laws, regulations, board policies, appropriate handbooks, or Master Agreements.
 5. If either party is not satisfied with the response of the investigating officer, he or she may submit a written appeal to the District Administrator indicating the nature of disagreement with the resolution thus far and reason underlying such disagreement. Such appeal must be filed within ten (10) days after such receipt of the District Administrator's answer. The District Administrator or designee shall separately meet with parties at a mutually agreeable time to discuss the appeal. The District Administrator or designee shall give a written answer to the appeal within ten (10) days.
 6. If either party is not satisfied with the District Administrator's review and decision, an appeal with the Board of Education may be filed within ten (10) days after receipt of the District Administrator's decision. The Board of Education shall, within twenty (20) days, conduct a hearing in closed session with the parties after the Board receives the appeal. The Board shall give a written answer to the parties within ten (10) days following completion of the hearing.
 7. If either party is dissatisfied with the Board's decision, he/she may appeal to the State Superintendent of Public Instruction.

Co-curricular Activities (9-12)

Co-curricular schedules are available on the District's web page at www.pittsville.k12.wi.us.

Fine and Performing Arts

1. Instrumental, Vocal Solo and Ensemble - District and State
2. Dorian Music Competition and Festival
3. Winter Concert - Music & Art Departments
4. Drama Club/Community Education Presentations
5. Fine Arts Show - Music, English, Art, Technical Education, Family and Consumer Sciences, and other departments

Athletics

1. Football
2. Basketball
3. Wrestling
4. Track
5. Cross Country
6. Baseball
7. Girls Volleyball

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8. Cheerleading
9. Softball
10. Dance Team

Student Organizations

1. Drum Line
2. Family, Career, and Community Leaders of America (FCCLA)
3. FFA (formerly Future Farmers of America)
4. Forensics
5. Future Business Leaders of America (FBLA)
6. History Club
7. International Club
8. Math Club
9. National Honor Society (10-12)
10. Pep Band
11. Pep Club
12. Pottery Club
13. Quiz Bowl
14. Science Olympiad
15. Ski/Snowboard Club
16. Student Council
17. Sources of Strength
18. Teen Leadership Wood County

Student Government

1. Each of the four classes in Pittsville High School organize and operate class governments. These class governments operate within the limits established by the School Board Policy and Administrative Policy.
2. The High School Student Council acts as the coordination unit for all student governments and should be very active in student affairs. The Student Council may also make decisions for fund raising activities.
3. Students of the Pittsville School are urged to constantly work with the faculty and the administration to ensure the best possible educational atmosphere.
4. From time to time an open discussion forum may be provided for students and faculty to talk about concerns. All students are urged to take part in these open discussions in order that all views may be known.
5. Students are urged to take advantage of the various means of communication. By doing so, many problems which arise from misunderstandings may be avoided.
6. Each year there will be student representation on the Pittsville School Board, pursuant to school board policy. This representative shall have a voice but no vote on the board. She/he will be chosen by the student council from the incoming seniors on the student council each spring.

Higher Education Academic Excellence Scholarship

It is the responsibility of the School Board of each school district to name the 12th grade pupil in

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each high school who has the highest grade point average in all subjects as the recipient of the “Academic Excellence in Higher Education Scholarship” established by the Wisconsin legislature in 1989-91 (39.41)(1m)(a). This shall be accomplished by February 15th of each year. Additionally, the student with the highest grade point average must meet all graduation requirements established by the state of Wisconsin and scholarship policies established by the School District of Pittsville Board of Education.

Selection Procedure

1. A grade point scale of 4.000 is used for all subjects and classes taken. This is the method for determining student rank in class. The grade point is carried to three digits to the right of the decimal.
2. Final grade calculations are based on the status of the senior class at the end of the seventh semester (first semester senior year).
3. The Board of Education will be notified of the scholarship selectee by the date deemed appropriate by the Wisconsin Higher Educational Aids Board, the overseer of the “Academic Excellence in Higher Education Scholarship.”

Tie Breaking Method

1. In the case of a tie, a tie breaking method must be developed by the local school board. In the case of a tie, a committee will be assembled to examine the pertinent data and determine the candidate that will be directed to the Board of Education’s attention. This committee shall consist of the high school Principal, high school guidance counselor, and one representative from the School District of Pittsville’s Board of Education.
2. In the case of a tie, the first tie breaker will be the highest composite score of the American College Test (ACT), with the final possible testing date in June of the student’s junior year.
3. The final method to be used as a tie-breaker will be a coin toss (one toss of a coin). The District Administrator will call and supervise the toss of the coin. The coin is supplied and tossed by the principal in the presence of the Pittsville Board of Education.

Student Requirements

1. The student is responsible to determine whether or not they are in contention for the scholarship.
2. Students must attend and complete the ACT during the spring date set by the state in order to qualify for the tie-breaker.
3. The building principal is responsible for communicating these requirements to all students annually via the student handbook or other appropriate means.

Technical Education Scholarship

The following criteria shall be used to select the State of Wisconsin’s Technical Excellence Scholarship (WI Act 60) recipient, awarded each year to a senior student (having completed six semesters of high school), before the end of their seventh semester.

1. In order to be eligible for nomination to a TES scholarship, a student must exhibit interest in and planning for a technical career, and must submit a PHS TES Scholarship

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- application no later than two weeks after the end of Term 2 of their senior year.
2. In addition, in order to be eligible for a TES scholarship, a student must also have completed at least one of the eight eligibility items (please see board policy or the school counselor for these items), and have no less than a “B” average in their CTE courses.
 3. Students will be chosen according to the following ranking system and one point will be awarded in each of the following CTE related categories: a) CTE course taken in high school, b) Participating in Youth Apprenticeship Program, c) Participating in WI Skills certificate, d) CTE Course/Youth Options credit earned, e) Industry recognized certificate earned, f) Transcribed credit earned, g) Each year served as an officer in a CTE student organization, and h) Each year participating in a CTE student organization. The tie breaking system will be based on the student’ GPA in applicable CTE classes, followed by their ACT scores, and finally a flip of a coin.

Valedictorian/Salutatorian

The graduating senior or seniors with the highest G.P.A. after seven (7) semesters will be the valedictorian or in the event of a tie co-valedictorians. The graduating senior or seniors with the second highest G.P.A. after seven (7) semesters will be the salutatorian or in the event of a tie co-salutatorians. G.P.A. will be cumulative, and each student will be allowed to drop one class from the computation of their GPA for the purposes of valedictorian/salutatorian selection.

2023-2024 School Calendar

JULY 2023							AUGUST 2023							SEPTEMBER 2023							OCTOBER 2023							
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	
						1			1	2	3	4	5							1	2	1	2	HS PTC	4	5	6	7
2	3	HOL	5	6	7	8	6	7	8	9	10	11	12	3	HOL	5	6	7	8	9	8	9	10	11	12	13	14	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	HS PTC	18	HS PTC	20	21	
16	17	18	19	20	21	22	20	21	INS	INS	INS	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	
23	24	25	26	27	28	29	27	28	INS	INS	INS			24	25	26	27	28	29	30	29	30	31					
30	31																											

NOVEMBER 2023							DECEMBER 2023							JANUARY 2024							FEBRUARY 2024													
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa							
				1	2	INS	4						1	2																		1	2	3
5	6	7	8	9	10	11	3	4	HS PTC	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10							
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	INS	20	11	12	13	14	15	16	17							
19	20	21	NS	HOL	NS	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	HS PTC	21	22	INS	24							
26	27	28	29	30			24	HOL	NS	NS	NS	NS	30	28	29	30	31				25	26	27	28	29									
							31																											

MARCH 2024							APRIL 2024							MAY 2024							JUNE 2024													
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa							
					1	2							6																					1
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8							
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15							
17	18	19	20	21	INS	23	21	22	HS PTC	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22							
24	NS	NS	NS	NS	HOL	30	28	29	30				26	HOL	INS	29	30	31	23	24	25	26	27	28	29									
31																						30												

First Date of School for Students: September 1

Last Day of School for Students: May 24

HOL	Holiday - No School	ES PTC	Elementary School: Gr 4K-8 Parent-Teacher Conferences
INS	Teacher Inservice - No School	HS PTC	High School: Gr 9-12 Parent-Teacher Conferences
NS	No School for Students and Staff	I	End of Quarter

TEACHER INSERVICE - NO SCHOOL		HOLIDAY - NO SCHOOL	
August 22-24	Teacher Inservice	September 4	Labor Day
August 29-31	Teacher Inservice	November 22-24	Thanksgiving Break
November 3	Teacher Inservice	December 25-January 1	Winter Break
January 19	Teacher Inservice	March 25-March 29	Spring Break
February 23	Teacher Inservice	May 27	Memorial Day
March 22	Teacher Inservice		
May 28	Teacher Inservice		
PARENT-TEACHER CONFERENCES		QUARTERS	
Grades 4K - 8	Oct 17, Oct 19 4:00-7:30 PM	1st Quarter	44 September 1 - November 2
Grades 9 - 12	Oct 3, Dec 5, Feb 20, Apr 23 5:00-7:00 PM	2nd Quarter	43 November 6 - January 16
		3rd Quarter	43 January 17 - March 19
		4th Quarter	42 March 20 - May 24
EARLY RELEASE	Wednesdays at 2:05 PM		

BOE approved 2/6/2023

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Appendix A: School Board Policy 446.1

<p>SCHOOL DISTRICT OF PITTSVILLE BOARD POLICY</p>
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STUDENTS

STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT SEARCHES

LOCKERS

446.1

School lockers are the property of the School District of Pittsville. At no time does the School District of Pittsville relinquish its exclusive control of these lockers.

These lockers are assigned to individual students as a convenient receptacle for storage of clothing, books, and other articles necessary for the student's use during the school day and shall not be used for any other purpose.

Periodic general inspection of lockers may be conducted by school authorities for any reason at anytime, without notice, without student consent, and without a search warrant. No padlocks other than those issued by the school may be used on school lockers. The school authorities will maintain a pass key for these padlocks.

All school lockers and the contents within may be searched by school authorities for weapons, drugs, other contraband or any item that may place any student, employee, or anyone else on the school premise in danger. School authorities may seize any or all items which are dangerous and/or illegal and any other item not authorized to be in the locker.

Students and parents and/or guardians shall be made aware of this policy annually.

Adopted: *October 12, 1998*
Reviewed: *August 8, 2005*

Appendix B: School Board Policy 443.5

SCHOOL DISTRICT OF PITTSVILLE BOARD POLICY

STUDENTS

STUDENT RIGHTS AND RESPONSIBILITIES

USE OR POSSESSION OF ELECTRONIC COMMUNICATION DEVICES (ECD) 443.5

The School District of Pittsville may prohibit pupils from using or possessing electronic communication devices such as cell phones while on premises owned, rented, or under control of the School District. This policy may allow for the use or possession of such a device by a pupil when the Principal determines that the device may be used or possessed for medical, school, educational, vocational, or other legitimate use. Annually, each student in the Pittsville School District shall be informed of this Board of Education policy. Electronic communication devices such as cell phones will be confiscated if the device is being used in a manner that is contrary to the Student Handbook guidelines. Laser beam pens or similar devices are also prohibited.

Students shall not use electronic communication devices:

- To engage in bullying or harassment.
- To communicate test answers, photograph tests, or engage in any other conduct that constitutes or facilitates academic dishonesty.
- To take, disseminate, transfer, or share any images, recordings, or other content that is obscene, lewd, illegal, sexually-explicit, or otherwise inappropriate for the school setting.
- In areas where other people have a reasonable expectation of privacy, including all locker rooms, bathrooms, or other changing areas (except in an emergency).
- To create, communicate, share, or post recordings or images of any other student or staff member without permission from that student or staff member (except in an emergency).
- In violation of the District's rules surrounding students' acceptable use of technology.

Possession and use of an electronic communication device by a student under this policy is a privilege. A student who chooses to exercise this privilege does so subject to the following conditions:

- The District is not responsible for the safety or security of personal electronic equipment that students possess or use at school or at a school-related activity. Students who possess or use such device(s) do so at their own risk with regard to possible theft, damage, misappropriation of data/equipment, or other loss.
- If the District determines that a student has possessed or used such a device in violation of the law, this policy, or a school rule or directive, the student is subject to appropriate school-imposed consequences, such as the possible loss of privileges, suspension, and/or expulsion. The District may also refer certain matters to law enforcement.
- If a District official has reason to suspect or determines that a student has possessed or used an electronic device in violation of the law, this policy, or a school rule or directive, a District official may temporarily confiscate the device and/or turn the device over to law enforcement.

SCHOOL BOARD POLICY 443.5 USE OR POSSESSION OF ELECTRONIC COMMUNICATION DEVICES (ECD) Page 2

- A device possessed or used by a student may be subject to an appropriately limited search by a District official when the official has reason to suspect that such a search may lead to evidence of a crime or a violation of Board policy or school rules. The scope of any such search will be limited to the suspected violation. Parents will be notified prior to searching a student's personal electronic device.

To the extent prohibited by law, school employees shall not request or require a student to disclose the access information for any of the student's personal Internet account(s), including those that may be accessible through a student's personal electronic communications device.

Neither this policy nor any school rules shall be construed to limit a student's ability to possess and appropriately use an electronic device that functions as assistive technology that is necessary for a student's education and that is required or authorized under an individualized education program (IEP) or a Section 504 plan.

LEGAL REFERENCES:**Wisconsin Statutes**

Section 118.258	[student use and possession of electronic communication devices]
Section 120.13(1)	[school board power to set conduct rules and discipline students]
Section 175.22	[locker room privacy statute and policy requirement]
Section 947.0125	[unlawful use of computerized communication device]
Section 995.50(2)	[intrusion on the privacy of another]
Section 995.55	[access to personal Internet accounts]

First Reading of Updates: October 14, 2019
Second Reading/Approval of Updates: November 11, 2019