



SOMERSET HIGH SCHOOL STUDENT HANDBOOK 2016-2017



*All students college, career,
and community ready.*

OBJECTIVES FOR OUR ACADEMIC PROGRAMS

- Each student receives a diploma and an education. These are not necessarily the same. The diploma will come if you follow the plan set forth by you with the help of your parents, your counselors, and your teachers. Education is learning to pour yourself out; learning how to make a commitment to something. It is learning to give. The more you give, the more you will receive. Education is learning to give all you have and not be concerned what others think.
- Establish excellence in education. You must want to learn and achieve at a level that students at other schools cannot match. Demand of yourself a higher level of work ethic, intensity, and perseverance than that of other schools. We do not look to other schools and wonder what they are doing to achieve success; they look to us and want to emulate and model our excellence in education.
- Through the academic experience, our students will become better people. It is the intent of Somerset High School to teach more than the academic fundamentals. You will develop or improve upon a genuine care and concern for other people. You will learn to be positive about this day, their school, their community, and their country. You will learn the influence they have on younger people and use this influence in a positive manner.
- Education is to be enjoyed. To be enjoyed, the educational experience must be done correctly. Once you learn and experience the connection between hard work, dedication, and perseverance, there is nothing more fun. You will know that your responsibility is to give your best effort (both physical and mental) and once this is done, everything else will fall into place.
- Both inside the school setting and out in the community, we expect that you are displaying the Somerset High School Character Traits to the best of your ability. These are learned traits and must be practiced and positively reinforced. The ultimate compliment for your work in this area is, "Somerset students and graduates are the nicest and most considerate people."

STUDENT EXPECTATIONS

- **Attendance** – Come every day on time. You must come every day to reap the benefits of the instruction and learning that occurs in the classroom. It is impossible for a teacher to replicate the learning that occurred in the classroom while you were absent. Irregular attendance makes it difficult, or impossible, for you to earn the highest grades possible. If you cannot come to school, call and let the school know that you are unable to attend and bring a written note from a parent when you return. You should also call or send an email to your teacher asking for what you missed while you were out. If you do not call, we fear the worst. Go the extra effort to let the school and your teachers know. Do not send messages through other students.
- **Attitude** – Come every day with the expectation of something great happening. You do not sing because you are happy; you are happy because you sing. You cannot teach a student who does not want to learn. Students who make it a struggle or a competition between the student and teacher lose in the end (i.e. the student who does as little as possible to get by and the teacher who tries to get more). Students who view the relationship between the students and teachers as a co-operative partnership achieve more in the classroom and open more doors for their future.
- **Effort** – You are expected to give great effort in each and every class and on each and every assignment. 110% is not the goal; rather, how close to 100% can you achieve on a consistent basis. You decide each day, in each class, and on each assignment, how much effort you will give. Effort is simply a habit. A student who gives 100% in all situations often outperforms a more talented student who gives less than 100%. Get in the habit of giving 100%.

- **Improve** – This means that you expect, prepare for, and practice and perform at your best on all that you do. This is higher than participation. It is to empty yourself physically and mentally to achieve your best. Improve means to not be afraid of making mistakes and not to fear failure; rather, to learn from your mistakes. It means to always encourage and never criticize.
- **Pride** – Take pride in yourself and your accomplishments. Your hard work will pay off and is something that you should be proud of. Take pride in your school. The accomplishments that we make as a student body will help set you apart from students who graduate from other schools. The ultimate compliment will be when we have others recruiting our students for their academics and complementing our character.
- **Respectful** – Respect for who they are as a person and not their abilities. Care about your classmates, teachers, support staff, and others. Work to help and support everyone in the educational setting to achieve their best.
- **Responsibility** – Do what you say that you are going to do both in and outside of the classroom. We must know that we can count on you at all times.
- **Role Model** - Just as you looked up to the high school students and the students in classes ahead of you, our elementary and middle school students look up to you to see how they should behave and achieve in school. Make sure that what they are seeing and imitating is positive. What legacy will you and your classmates leave at Somerset High School?

SOMERSET HIGH SCHOOL ATTENDANCE PROCEDURES/POLICY

Attending school each and every day is critical to the educational success of our students. When a student misses classes the learning that occurred while they were out cannot be replicated. Because of this, the following procedures/policy is designed to encourage students to be in school.

- **Parent/Guardian Responsibility**
 - If your child is absent, it is your responsibility to contact the school prior to the absence (prearranged) or on the day of the absence (illness related).
 - Additionally, you must provide a written note with the name of your child, reason for the absence, date(s) of the absence, and your signature to the office within two days of the absence. Failure to provide this note will result in the absence remaining unexcused.
 - You may contact the Somerset High School attendance secretary at 715-247-3355, by email at mmathys@somerset.k12.wi.us, or in person at the high school
 - Students who remain unexcused two days after their absence occurred are considered truant.
- **Tardiness**
 - All students are expected to be in class by 8:00 a.m. each school day. Students who are tardy (between 8:00 and 8:10 a.m.) will receive a 30 minute detention for each occurrence. Students who arrive after 8:10 a.m. will be considered absent for the class, as they have missed a significant portion of the learning, and will receive a 60 minute detention for each class, or portion thereof, missed.
 - When a student is late to school they must check in at the office and receive a pass to go to class. They may not report directly to class without a pass from the office.
 - Choosing to excuse a tardy to school will count as one parent excuse day.
 - Student athletes are required to be in school no later than 9:00 a.m. in order to participate in practice or competition that day. The only exception to this is if the student provides a signed and dated professional's note excusing the student late to school, or has the permission from the high school administration to be late to school beyond 9:00 a.m.
 - Students who arrive within 5 minutes of the start of any class (other than the first class of the day) will be counted as tardy to class and will receive a teacher assigned consequence. Students arriving more than 5 minutes late to any class (other than the first class of the day) will be counted as absent to class and will be counted as truant. A parent may use a parent excuse day to excuse the truancy.
 - Students who do not have a parent excuse days remaining may be assigned detentions or referred for truancy for being late to school by any amount of time.
- **Parent Excuse Days**
 - According to Wisconsin state law, "A parent may excuse their son/daughter for all or part of ten (10) school days for any reason that the parent chooses."

- A student may be excused by a parent note from school no more than 10 school days.
- If a student is absent for any part of a school day, this will count as a parent excuse day used.
- In order to use a parent excuse day, a parent/guardian must notify the Somerset High School office attendance secretary via a written note (with the required information listed above) within two school days of the absence.
- Failure to notify the high school office within two school days will result in the absence to school being counted as unexcused and subject to truancy.
- **Professional's Notes**
 - Somerset High School will honor professional's notes excusing absences. Professional's notes, provided to the school within two school days of the absence. Somerset High School will not honor professional's notes which are unsigned, without a date of service, or provided to the office outside of the two day time frame.
 - A note of excuse will be accepted from the following professionals: licensed physicians, dentists/orthodontists, chiropractors, optometrists/ophthalmologists, physician assistants, nurse practitioners, certified practice nurses, licensed clinical counselors, licensed psychologists, licensed social workers, attorneys, clerk of courts, and judges.
 - Absences being excused by a professional's note will not be considered a parent excuse day.

ACADEMIC HONESTY

Somerset School District believes academic honesty is essential to the learning process. As technology evolves and information sharing becomes easier, academic honesty issues grow for individuals, K-12 schools, universities, and businesses. It is expected that all schoolwork submitted for the purpose of meeting course requirements represents the original efforts of the individual student.

- Cheating includes but is not limited to:
 - Copying from others or allowing others to copy from you.
 - Having or using a "cheat sheet", notes, formulas, or other information in either written, programmable calculator, or other technology-based format without teacher permission.
 - Having or using a communication device such as a cell phone, pager, PDA, or electronic translator to send or obtain unauthorized information.
 - Taking an exam for another student or allowing another student to take an exam for you.
 - Providing or willingly receiving information about all or part of an a quiz, test, or exam.
 - Giving or getting improper assistance on an assignment meant to be individual work.
 - Altering a graded exam and resubmitting it for a better grade without teacher permission.
 - Working together on a take-home exam, unless authorized by the teacher of the class where the take-home exam is used.
 - Re-submitting work from another person or another class.
- Plagiarism includes but is not limited to:
 - Using the language structure, ideas, thoughts, and/or creative work (pictures, video, music, etc.) of another and representing it as one's own work without acknowledgment and citation of the source in written, creative, or verbal work.
 - Citing nonexistent sources (articles, books, websites, etc.).
 - Acting as a provider of paper(s) for a student or students.
 - Making up data for an experiment.
- Forgery includes but is not limited to:
 - Altering grades or other academic records.
 - Giving false information.
 - Providing notes, signatures, or other documents that are forgeries to teachers or other school officials.
- Other forms of academic dishonesty include but are not limited to:
 - Misrepresenting academic accomplishments, such as tampering with computer records.
 - Deceiving a teacher or making up a false reason or excuse to get special consideration on an exam or an extension for course work.
- Use of computers in any of the following ways is prohibited:
 - Unauthorized copying of any software.
 - Copying or using another student's data disk or flash drive information.

- Unauthorized use of hard copy (printed material) to develop one's own software.

Students, their families, teachers, and administrators are all important contributors to academic honesty within our school community. It is essential that all involved understand their integral responsibilities in helping to promote a climate of academic honesty.

- Student Responsibilities:
 - Maintain and support academic honesty within our school.
 - Complete all assigned work, activities, and tests according to the directions, without engaging in cheating, plagiarism, or fraud.
 - Understand the Somerset High School Academic Honesty Policy and Guidelines and individual teacher assignment guidelines.
 - Clarify any questions about an assignment.
 - Ensure that other students do not make inappropriate use of his/her work.
- Parent/Guardian Responsibilities:
 - Support academic honesty within our school.
 - Become knowledgeable of the school-wide Academic Honesty Policy and Guidelines and individual teacher guidelines.
 - Advise son/daughter of parental expectations for complying with the Academic Honesty Policy and Guidelines.
 - Support teachers and administration in enforcing the Academic Honesty Policy and Guidelines.

Any action taken with respect to academic dishonesty shall take into consideration the rights of those students whose educational opportunity was diminished because of another student's dishonesty and the rights of the student who has violated these guidelines. The consequence will be dealt with on a case by case basis and work to help the student(s) understand more about academic dishonesty.

ACADEMIC RECOGNITION:

- Honor Roll - The following are the criteria a student must meet to be eligible for the Honor Roll:
 - Be enrolled as a full time student according to Board Policy.
 - Not receive an "F" on the report card for the specific grading period.
 - Maintain an average between 3.0 and 3.699 for the "B" Honor Roll.
 - Maintain an average of 3.7 or above for the "A" Honor Roll.
- Graduation Ceremony
 - Valedictorian and Salutatorian – The last of this recognition will be used for the class of 2017. These awards will be determined based on the weighted GPA.
 - Laude System - The purpose of the Laude System is to recognize students for the rigor of their academic program as well as their success in that program. This award system will be initiated with the class of 2018 and beyond.
 - Award Levels - Summa Cum Laude (Gold), Magna Cum Laude (Silver), and Cum Laude (White)
 - Minimum GPA - To be considered for a Laude award, a student must have a cumulative GPA after first semester senior year of 3.4 or higher.
 - Laude Score - A student's Laude Score will be determined by multiplying 1) the student's cumulative GPA after first semester senior year by 2) the number of "advanced" semester courses completed in all four years as listed on the Advanced Courses Chart.
 - Score Breaks – There will be no rounding of Laude Scores
 - 56+ (47+ class of 17) for Summa Cum Laude
 - 40-55.999 (34-46.999 class of 17) for Magna Cum Laude
 - 24-39.999 (20-33.999 class of 17) for Cum Laude
 - There may be some students who will need to be considered on a case-by-case basis, such as students who take a semester or year abroad or who graduate early.
 - Courses used for calculations can be found on the Somerset High School guidance web page. If you would like a paper copy, please contact your guidance counselor.

- Students graduating with a cumulative G.P.A. of 3.0 (class of 2017) or 3.4 (classes of 2018 and beyond) or higher and who are in compliance with the truancy policy shall be designated as an "Honor Student" for the graduation exercises.

ACADEMIC EXCELLENCE HIGHER EDUCATION SCHOLARSHIP

The Somerset School District will participate in the state sponsored DPI scholarship program. This program allows for the senior student with the highest G.P.A. to be offered a scholarship which will be applied toward tuition at a participating Wisconsin institution of higher education. In order to be eligible for the scholarship, a student must have attended Somerset High School on a full-time basis for at least 1.5 consecutive years.

As referenced in 5451.01 Wisconsin Academic Excellence Scholarship of the Somerset School District Board Policy, the student will receive the scholarship based on his/her cumulative grades in high school to include the first semester of his/her senior year. The Board of Education shall name the student annually by February 25th. (In the event the full Board does not meet between the end of the second term and February 25th, the Board's curriculum committee shall name the recipient, using the criteria established by the Board.)

In the case of a tie for the highest G.P.A., the following factors in subsequent order will apply:

1. A letter shall be requested from each student declaring himself/herself eligible or ineligible for the scholarship. Eligible for purposes of this provision means intending to enroll at a participating post-secondary school.
2. If two or more students are eligible, the student with the highest American College Test (ACT) or Scholastic Aptitude Test (SAT) score shall be designated the scholar (or an alternate for the scholar) provided all of the tied students have taken the same test.
3. If all of the students did not take the same test or if a tie continues, the student who has participated in the most school and community activities during high school shall be designated the scholar (or an alternate for the scholar).

The decision of the high school faculty shall be final.

AGE OF MAJORITY

All students at Somerset High School, regardless of age, are subject to school rules.

CLUBS AND ACTIVITIES

Throughout the year, and especially during the first weeks, announcements will be made about special opportunities. Whether pep fest, class meetings, clubs, organizations, or other activities, students are expected to be well behaved and follow the guidelines and expectations of the activity or they will be removed from the activity/group. The student represents Somerset in whatever he/she does; we want students to be proud of their school, and we want to be proud of our students!

Meetings for clubs and organizations will be held at non-class time whenever possible. If a student must miss part or all of a class for a meeting, he/she is responsible for getting proper permission. Also, the student is responsible for keeping up on the work in classes.

CREDIT FOR STUDENTS INCLUDED IN SHORT-TERM MEDICAL OR CHEMICAL DEPENDENCY TREATMENT

Students involved in short-term medical treatment (less than 9 weeks) will not have to lose graduation credits if at all possible. After a student and/or parent notifies the office of a hospital stay, work will be given or designed to match existing classes taken for credit. Where no classes exist to match with in-treatment experiences, attempts will be made to provide alternative experiences with permission by an administrator.

DETENTION

Detentions are usually assigned after school. The student is responsible for getting him/herself home from school if detention is assigned. The following procedure will be followed when a detention is issued:

Staff will assign detention. The student must serve the detention either that day or on the following school day on which detention is held. Detention is served with the teacher in the area assigned by the teacher. If the student misses detention (except for an excused absence), it may be doubled or the student may be assigned an in-school suspension in lieu of the detention. Parents will be notified of the

skipped detention. All detentions assigned will be served. In extreme cases a recommendation for expulsion may result.

DRIVING PRIVILEGES

The privilege of driving motor vehicles on school property will be denied if it becomes detrimental to the health, safety, or welfare of the school/community. Specifically, behavior which will not be allowed includes speeding or reckless driving, storage of illegal substances, apparatus or weapons, parking in unauthorized locations on school property, or leaving campus without permission from the office.

Student parking is allowed in the lot directly north of the high school or in the parking spaces adjacent to the soccer fields. Students are not allowed to park in visitor sign parking spaces. Violators will be ticketed or towed at the owner's expense. No student traffic will be permitted on other areas of the school grounds between 8:10 a.m. and 3:10 p.m. Students should not be in their vehicles during the school day unless they have a pass or permission from the office to leave.

FOREIGN TRIPS

The Board recognizes global education as an important part of the school program. However, the district will not allow school sponsored student trips to foreign countries for any period of time.

The district shall not permit the use of school time or district staff in the advertisement or promotion of foreign trips. Parents/guardians shall be notified that the district does not provide for foreign trips.

GRADE CHALLENGE

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

Procedure to challenge a record claimed to be false or misleading:

- The student or the parent/guardian of the student must make every attempt to resolve any grade dispute issues with the teacher first. If no solution is found, the matter may proceed to the next level.
- The student, or the parent/guardian of the student, must make a written description of the claim and send it to the principal within three weeks of receiving the report card. If no solution is found, the matter may proceed to the next level.
- The student, or the parent/guardian of the student, must make a written description of the claim and send it to the District Administrator of schools by the conclusion of the next grading period following the disputed grade. Sending the letter by registered mail is recommended.
- The District Administrator of schools will review the claim and seek to resolve the challenge by conference and in writing within a period of twenty (20) days of receiving the letter. If the claim is not resolved at this step to the satisfaction of the student, or the parent/guardian of the student, they may, via registered mail, request to meet with the Board of Education and the District Administrator of schools in open session or in executive session. Upon receipt of the letter, the District Administrator of schools shall set the hearing date within thirty (30) days of the receipt of the letter. The Board of Education will issue a written determination within fifteen (15) days of the hearing. The student, or the parent/guardian of the student, may present relevant evidence at the hearing and may have assistance or representation by an attorney of choice at his or her expense.

HONORS COURSES/WEIGHTED GRADING

In Honors/Weighted courses the following point system will be used for the purpose of calculating grade point averages:

A--5 points; B--4 points; C--3 points; D--1 point; F--0 points.

All other grades will follow the standard grade point system of:

A--4 points; B--3 points; C--2 points; D--1 point; F--0 points.

Students enrolled in an Honors/Weighted course will receive notice of this on their school transcript.

The Honors/Weighted course entrance guidelines are:

1. Earned a grade of "A" or "B" in a course in that subject area previously taken by the student.
2. Recommendation of the guidance counselor.

3. Conference with the student, parent or guardian, guidance counselor, course instructor and if the student requests, a teacher advocate to discuss the student's admission to the course.
4. Recommendation of the instructor of the Honors/Weighted course.

Courses approved by the Somerset School Board as meeting the criteria for the Honors/Weighted Course program are: Advance Placement (AP) courses, College in the Schools (CIS) courses, and Honors courses.

ILLEGAL ASSEMBLY

It shall be the policy of the Board of Education to prohibit any student, citizen, individual, or groups of students, citizens or individuals to assemble or congregate in any school building or on the school property if such assemblage does not have the approval of the Board of Education or its designated administrative office, if such assemblage serves as a distraction or disruption to the operation of the school's program or activities, or if such assemblage creates an apprehension of great bodily harm to any person or damage to any property.

Students enrolled in the Somerset Public Schools who violate this policy shall be subject to detention and/or suspension from school for a maximum of five (5) days and may be referred to the Board of Education for possible expulsion action in accordance with state law if such students persistently refuse or neglect to obey this rule. The Board may also request the District Attorney to initiate criminal action against such students and their parents or legal guardians.

MARKING AND GRADING

Mid-term grades are an indication of how the student is doing at a certain point during the school year (typically 9 weeks into a semester). A student's term grade shall be an accumulation and combination of all grades throughout a semester period. A final exam will be given in each class each term.

PASSES FROM CLASSES

Students must have staff supervision to be out of class during their regularly assigned class periods. Students being sent by a teacher to another place in the building must have a pass. Misuse of a pass will result in loss of the pass privilege and possible detention (or other disciplinary action).

PROFANITY

The use of improper or profane language or obscene gestures in school and/or at school activities is prohibited. Offenders will be assigned detention(s) and may be suspended from class and other school activities. Students participating in such types of behavior may be referred to appropriate law enforcement authorities; criminal behavior will be referred to law enforcement authorities.

SCHEDULE CHANGES

Prior to class schedules being completed, students will be provided ample time to consider which classes meet their interests and needs. Therefore, class schedule changes should not be necessary except in extreme circumstances. For example, the failure of a student to pass a prerequisite would be considered reason to change a student's schedule.

Criteria:

1. The class is no longer needed due to summer school make-up.
2. The student has a written doctor's excuse to release him/her from the course.
3. The student needs to make up a required course.
4. Computer error necessitates a schedule change.
5. The student does not meet course requirements.

Until a student's schedule change has been completed (proper form filled out, signed by student, parent, teachers involved, and completed form returned to counselor), the student is expected to report to his/her scheduled class. Failure to follow their current schedule may result in truancy.

No student may withdraw from one class and enroll in another class for credit unless the teacher, guidance counselor, and an administrator recommend that the student be placed in a modified class or a more advanced class. An approved schedule change may only take place within four (4) days of the start of the first semester and prior to the start of the second semester. A student withdrawing from a class outside of the four (4) day grace period for the first semester and/or at any point after the start of the second semester shall receive no credit and the course will remain on their transcript with an F for withdrawing outside the add drop time table.

SOMERSET HIGH SCHOOL GRADUATION REQUIREMENTS

In order to be issued a Somerset High School diploma, a student must meet the requirements outlined in Components I and II of this policy. Students who meet all the criteria outlined in Components I and II below shall be issued a high school diploma.

Students with exceptional educational interests, needs or requirements may be provided with alternative education programs for high school graduation. Such alternative education programs shall be established in accordance with state law requirements. A student who successfully completes the alternative education program may petition the Somerset Board of Education to receive a Somerset High School diploma.

Component I: Academic Achievement

1. In order to be issued a Somerset High School diploma, a student must earn academic credits as follows:

	Class of 2017	Class of 2018 and beyond
Consumer Education	0.5 Credit	0.5 Credit
English	4.0 Credits	4.0 Credits
Health	0.5 Credit	0.5 Credit
Math	3.0 Credits	3.0 Credits
* Physical Education	1.5 Credits	1.5 Credits
Reading	0.5 Credit	0.5 Credit
** Science	3.0 Credits	3.0 Credits
*** Social Studies	3.0 Credits	3.0 Credits
Electives	8.0 Credits	6.0 Credits
Total (needed/possible)	24/26 Credits	22/24 Credits

* *If interested, see counselor for 0.5 credit of physical education exemption paperwork.*

** *Must include Science 9 and Biology.*

*** *Must include Modern World History, an American History, and Civics*

2. Reading Requirement: Results from a state and/or nationally accredited standardized reading exam will be used to determine placement in a reading course or waiver of the reading credit. Students scoring at the 26th percentile or above will have the reading requirement waived. All credits will still be required of the student above the waived Reading course in order to graduate. Students who believe the above requirements should be waived for conditions other than those noted above may petition the high school principal for further consideration.

Component II: Enrollment, Attendance, and Community Service

In order to be issued a Somerset High School diploma:

1. A student must be enrolled in a class or participating in a Board-approved activity during each class period of each school day while attending high school.
2. Except as otherwise provided, a student must be in high school attendance for eight semesters, including the two semesters immediately preceding graduation.
3. Students who intend to graduate early must notify the high school principal in writing. Notification must be received by November 1 of their senior year if they intend to graduate at the end of first semester.
4. A student must not be in truant status at the time of graduation.
5. Each student must provide written evidence of having completed at least 80 hours of community service. Transfer students must complete 10 hours per full semester enrolled in Somerset High School.

Students Who Do Not Meet the Above Requirements

The high school guidance counselor shall review all components of this policy with each senior student. If the guidance counselor determines that a senior student has not met the above criteria, he/she shall submit the name(s) of the student(s) to the high school principal. If the high school principal determines that a student has not met the above requirements, he/she shall convene a Teacher Review Committee. The committee shall be comprised of all of the student's assigned teachers at the time of the review. The Teacher Review Committee shall determine if all information regarding the student in each of the above components has been properly considered and the evaluation process was properly followed.

If the Teacher Review Committee is satisfied that all of the above criteria have been met and the evaluation process was properly followed, the committee shall recommend to the high school principal that the student be issued a diploma.

If the Teacher Review Committee determines that the student has failed to satisfy one or more of the above components, the committee shall convene a meeting with the student, the student's parent(s)/guardian(s) and the high school guidance counselor to jointly develop a remediation plan for the student. This remediation plan will suggest explicit ways by which the student may successfully meet the criteria noted above. If the student satisfactorily completes the remediation plan and meets the criteria specified above, the Teacher Review Committee shall recommend that the student be issued a Somerset High School diploma. If the student fails to satisfactorily complete the remediation plan or if the student, if he/she is 18 years of age or older, or the student's parent(s)/guardian(s) disagrees with the findings of the Teacher Review Committee, he/she may appeal the decision to not grant a diploma to the student in accordance with established procedures.

Remediation Allowing for Credit and Grade Point Modification

Students will have options to remediate credit and/or improve their grade point average by retaking the course, systematically recovering missing or incomplete coursework, or by taking a non-graded, pass/fail remedial class.

SOMERSET SCHOOLS ALL-SCHOOL HANDBOOK 2016-2017

Developing Learners. Empowering Futures. Together.

Our vision is to become a premier community, bridging learners with their passions and pathways.

BULLYING

The Somerset School District strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, on school buses, and at school-sponsored activities. Bullying has a harmful social, physical, psychological, and academic impact on bullies, victims, and bystanders. Bullying behavior can be:

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

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

A student who is either a victim of the bullying, is aware of the bullying, or any other concerned individual is encouraged to report the conduct to a school administrator or staff member. Reports of bullying may be made verbally or in writing and may be made confidentially. If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school district administration and school board may take disciplinary action, including: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate.

Please see the Somerset School District website at www.somerset.k12.wi.us for Board Policy 5517.01 Bullying for more detailed information.

BUS TRANSPORTATION

As per board policy, transportation to and from school is a service provided by the school district, and as such is a privilege. The following procedures apply to all students, both public and private, who ride a school bus.

These have been developed with primary concern of safety for all individuals in mind. All school administrative staff and bus transportation staff shall be fair and consistent in the administration of these procedures.

All students participating in an event must travel to and from the event in a vehicle supervised by their coach, advisor, or designated chaperone; "to and from" being defined as from the Somerset School Campus to the host site and back. The only other exception will be if arrangements have been made prior to the event between the parent/ or guardian and the coach, advisor, or chaperone, and approved by the building principal. The permission will be granted with the understanding that the student will be traveling with the parent/ or guardian, not relatives or friends. Non-compliance will result in disciplinary action.

The school is not responsible for transportation from the home to the school or back from the school to the home. After an event the students will be returned to the school building from which the student must secure his/her own transportation home.

COMPUTER LABS

Computer labs are available for classroom and individual student use. Students are to use these computer labs for schoolwork. Please see your teacher or media center staff for a pass.

CHANGES IN ADDRESS, PHONE NUMBERS, OR EMERGENCY CONTACTS

All families will be asked to complete or update a student emergency information card at the beginning of each school year. Correct information for contacting families is vital. **If, during the year, you have a change in any of the information requested on the student information card, please contact the school immediately.**

CARE OF THE BUILDING

Everyone should take pride in our school building and school grounds and do everything that can be done to keep them clean and attractive. Instead of walking by, please pick up paper and rubbish when you see it.

CHEATING, PLAGIARISM, OR FORGERY

The acts of cheating, plagiarism, or forgery in connection with academic endeavors or school processes or procedures are detrimental to the educative process and are subject to disciplinary action by the teacher and/or the administration.

DRESS AND GROOMING

Students are expected to be dressed in a decent manner while in school or at any school sponsored event. Headgear (hats, caps, bandanas, etc.) and jackets are outdoor wear. Both will be left in the student's locker during the school day and not worn in school, except on specially designated days.

Students will not be permitted to wear dress that causes a distraction or is unsafe; clothing or jewelry that refers to drugs, sex, violence, death, alcohol, tobacco products, obscenity, racism, gangs, or slogans that are suggestive of any of the above; clothing that may cause embarrassment to the wearer or viewer because of being immodest, suggestive or revealing – specifically, clothing tops must cover cleavage, have a one (1) inch minimum for straps, and must meet with pants/shorts/skirts (no bare midriffs). The top of the pants/shorts/skirts must be at waist level, and if the pants/shorts/skirts are too large for the waist, they must be held in place by a belt or device intended to hold up pants. Very short skirts or shorts are not appropriate school attire. Undershirts, cutoff shirts, muscle shirts, etc; all underwear items (including bras and boxers) must be completely covered. Shoes or sandals must be worn at all times. Unless specifically approved, bedroom slippers are not appropriate school attire. Students wearing clothing judged to be inappropriate will be asked to change and parents will be notified.

EMERGENCY SCHOOL CLOSINGS

In the event of school closing or delay of start, information will be shared by phone/email/text messages by the contact information listed in Infinite Campus. Additionally, local news/radio stations will be contacted as close to 6:00 a.m. as possible. Parents should be alert to the forecast of bad weather conditions and tune in to local radio/television stations to receive information on school closings/delays. In the event of an emergency closing during the day, the same messaging will be used and media will be contacted. The information will also be posted on the district web site.

FIELD TRIPS

Periodic fieldtrips are taken during the school year to enhance the knowledge and understanding of students. Attempts will be made to limit the cost of these trips. No student will be denied the opportunity to participate due to inability to pay. A parent/guardian permission slip must be signed and returned to the supervising teacher prior to each trip departure. All students are expected to depart from and return to the school campus with their group. Parents/guardians wishing to transport their child home from the event must request written permission in advance. All buses and school vehicles are to be cleaned out by the group using them when the trip is complete.

Please see the Somerset School District website at www.somerset.k12.wi.us for Board Policy 2340 Field and Other District Sponsored Trips for more detailed information.

FIRE ALARMS

An Emergency Procedure Plan has been established by the Somerset School District for fire safety procedures. We are required by law to hold regular fire drills to safely evacuate the buildings, weather permitting.

Causing a false fire alarm is not only a violation of school rules but also a criminal offense. It is mandatory that the school report the individual to the police and the result, depending on the age of the child, may be a fine, a jail sentence, or both.

FOOD AND BEVERAGE

Food or drink may be consumed in the multipurpose room/commons during lunch and before and after school. There shall be no food or drink in classrooms or the gym areas except in special circumstances as approved by school staff. Students with food or drink at other times or areas will have the items confiscated.

INSURANCE

The school district does not insure students with primary coverage for health and/or accidents, nor do we insure their personal property. If you do not have such insurance coverage, you may wish to purchase it. Information regarding accident insurance through a private carrier is available through the office.

LEAVING THE BUILDING/CAMPUS

The district has a "closed campus". This means that unless a student has an approved pass from the office, he/she cannot leave the building/campus during school hours or at lunchtime.

LIBRARY/MEDIA CENTER (HS – MS)

The library is to be used for study, reading, research, and class projects. Books and periodicals may be checked out for a two-week period, while reference materials may be checked out overnight.

If a student loses library materials he/she will be assessed the replacement cost of the material. If a student has paid for lost materials and the materials are returned, the price of the item will be refunded.

Students are expected to return or renew materials by the due date. Library privileges may be lost due to inappropriate use of the library or library materials.

LOCKERS (HS and MS)

All students will be assigned a locker. It is each student's responsibility to keep the locker orderly and clean.

Students are advised not to keep money or valuables in their lockers. The district will not be liable for any losses incurred.

Hall and physical education lockers are the property of the school and may be searched by school officials if there is a reasonable suspicion to believe the contents may threaten the safety, health or welfare of the students, or include stolen property.

LOST AND FOUND

Lost and found items are located in the front lobby (HS), commons (MS), or on the west side of the commons (ES). Please check immediately if you have lost an item. Unclaimed items will be donated several times per year.

LUNCH/LUNCHROOM

A school hot lunch program is provided for students and staff. This is a prepay program. Individuals must pay in advance for their lunches. Payment should be made to the District Office. Please contact the District Office at 247-3313 for complete details. While in the lunchroom area students will be expected to conduct themselves in a respectful and responsible manner. This includes waiting patiently in line and returning trays and trash to the proper place. All lunches are to be eaten in the lunchroom area (HS students may be allowed to use the designated area in the back of the HS building).

At the start of the school year, free/reduced lunch application forms will be sent to all families. If you require one later in the year, please contact the District Office.

MEDICATION POLICY

All students needing prescription medication during school hours are required to have a completed, signed, Medication Administration Permission Slip on file in the health office. Medication is to be in a properly labeled container and kept in the health office. Pupils requiring medication at school shall be identified by parents to the health office. The health office in turn shall assume authority for involving designated school personnel in the administration of the medication. Students are to come to the health office at the scheduled time for medication to be administered. No student may carry or self-administer medication unless a signed consent form is obtained from his/her doctor.

Over-the-counter (OTC) medications will be administered with parent permission. Before OTC medications may be administered to students, parents/guardians must submit a Somerset School District Over-the-Counter (OTC) Medication Permission Slip with the medication to the school health care provider. The recommended dosage will be given, unless written orders by the doctor indicate otherwise.

Forms with complete information are available from the health office or by accessing the Somerset School District website. If you have any questions, call one of the school health-care providers at 247-3311 (elementary school), 247-4400 (middle school), or 247-3355 (high school) Monday through Friday. Diagnosis and treatment of illness and the prescribing of drugs are never the responsibility of the school and will not be practiced by school personnel. Please see Board Policy 5330 Administration of Medication and Emergency Care for more detailed information.

PROPER LANGUAGE/RESPECT FOR ALL

Everyone deserves to be treated respectfully while in school. Students and staff are expected to use respectful language and behaviors while in school.

We expect every staff member to be treated with respect and dignity, just as students should receive respect from the staff. A show of disrespect toward a staff member or insubordination on the part of the student will not, under any circumstances, be tolerated.

STUDENT USE OF CELL PHONES, PAGERS, OTHER TWO-WAY COMMUNICATION DEVICES AND LASER POINTERS (Board Policy) AND PERSONAL MUSIC DEVICES

While in some instances the possession and use of electronic equipment or devices by a student at school may be appropriate, often the possession and use of such equipment or devices by students at school can have the effect of distracting, disrupting, or intimidating others in the school environment and leading to opportunities for academic dishonesty and other disruptions of the educational process. Consequently, the Board of Education will supply any electronic equipment or devices necessary for participation in the educational program. Students shall not use or possess any electronic equipment on school property or at any school-sponsored activity without the permission of the principal.

Students may use the following electronic equipment/devices on school property for an educational or instructional purpose with the teacher's permission and supervision cameras, laptops, personal digital assistants, or portable MP3 players with headphones.

Laser pointers or look-alikes are not permitted on school premises or at school- sponsored activities. Students violating this policy will be disciplined according to established building procedures.

Students are personally and solely responsible for the care and security of any electronic equipment or devices they bring to school. The Board assumes no responsibility for theft, loss, damage, or vandalism to electronic equipment and devices brought onto its property, or the unauthorized use of such devices.

Please see the Somerset School District website at www.somerset.k12.wi.us for Board Policy 5136 Personal Communication Devices and 5136.01 Electronic Equipment for more detailed information.

TEXTBOOKS

All textbooks and supplementary books are furnished by the school and are the property of the school district. Students are responsible for taking care of school materials that are issued to them. Restitution will be required for any lost or damaged materials.

TORNADO DRILLS

Staff Emergency Procedures have been established in the Somerset School District for the purpose of protecting the health and safety of every pupil as well as the school staff. In the event of a tornado warning, all students and staff will move to the shelter areas in the school. Practice drills are held in preparation for such an event.

VISITORS

Visits by parents are welcome and encouraged at Somerset Schools. All visitors must check in at the office first, and get a visitor's badge. Visitors must return to the office and sign out at departure time. Somerset students must check in and out at each office when visiting or working in other school buildings. Student visitors are not allowed in any of our buildings. Students who do not attend Somerset are not permitted to stay during the day, at the building, on school grounds, or to go on field trips.

VOLUNTEERS

The Somerset School District appreciates the strong support and assistance provided by volunteers. The Board of Education supports community involvement as an integral part of the educational goals of the school district. For the safety of everyone, the district shall conduct criminal background checks annually on all volunteers. Background checks shall be conducted prior to the first time the individual volunteers for the district. School volunteers shall be expected to abide by all applicable laws, district policies and administrative procedures when volunteering. Please contact any school office for a volunteer form or access the Somerset School District website under "District Departments/Board Policies" for a copy of the form (Volunteer Application). You may also review the following board policies for further information: School Volunteers and Volunteer Guidelines. All volunteers are role models for students. Their dress should reflect this and follow the same dress code guidelines required of staff members.

WITHDRAWAL FROM SCHOOL

Students who are moving out of the Somerset School District and plan to attend another school should notify the school as soon as possible of the final day for the student's attendance. All school books and materials need to be returned to the school and any fines paid. No transfer of grades will be made unless all fines are paid and all text and library materials returned.

STUDENT ATTENDANCE

Regular attendance is an important factor contributing to school success. School attendance is necessary in order that students may fulfill the assigned requirements as scheduled.

The School District of Somerset will comply with state laws related to compulsory school attendance and truancy. All students in the district who are between the ages of 6 and 18 shall attend school regularly.

ATTENDANCE AT SCHOOL EVENTS-ABSENCE (HS/MS only)

Students absent due to illness after 9:30 am (HS) or 11:30 am (MS) will not be permitted to participate in an event after school that day. This means that students absent due to illness the morning of an event must report to school before the aforementioned times to be eligible to participate in an event

that evening. Any student absent due to truancy any period of the day will not be allowed to participate in an event after school that day.

MAKE-UP WORK

If work is incomplete due to an excused absence, a student will normally have two days for each day absent in which to make up the work missed during the absence. Work missed in an activity class such as choir or physical education may be impossible to make up. If extenuating circumstances exist, the teacher may extend the time allowed to complete the work. For HS and MS students, Incompletes must be made up within two weeks of the end of the previous grading period or students will be graded on work previously completed. If you wish to pick up daily make-up work for your child, please notify the school in the morning that work will be picked up that afternoon. Teachers need time to get books and/or assignments together.

TARDINESS TO CLASS (HS – MS only)

A student will be considered tardy to class if not in his/her classroom when the bell rings. Tardy students will be admitted into class with or without a pass. If a student has a legitimate pass signed by a staff member, then the student is excused. If a student does not have a pass, the tardy is unexcused and the classroom teacher may assign a detention to be served with that teacher. Tardies will be recorded by teachers each period of the day and reported to the office.

The classroom teacher will contact the parent or guardian by phone or letter if a student's tardiness persists.

TARDINESS TO SCHOOL

Students need to be in school in order for maximum learning to take place. Students should be present and on time for all school classes and activities. A student is considered tardy to school if he/she arrives after 8:10 am (HS) or after the start of first period but before the start of second period (MS). A tardy is excused if one of the parent excuse days is used (HS) or if it is for one of the reasons outlined as an excused absence (MS). HS students will be assigned a detention for each tardy and MS students will be assigned a detention after the third unexcused tardy in a semester and for each unexcused tardy per semester thereafter.

At the MS, any student arriving late to school unexcused after the start of second period will be considered truant. A notification of truancy will be mailed to the student's parent or guardian. HS and MS students will have a detention assigned for each period missed due to truancy.

A pattern of tardiness on the part of any student will be brought to the attention of the student's parent(s) or guardian. Habitual tardiness will be handled in the same procedure as habitual truancy. The definition of State Statue 118.16 will be interpreted to apply to tardiness as well as truancy.

UNEXCUSED ABSENCES-TRUANCY

Under state statutes 118.16, an unexcused absence for part or all of a school day is considered truancy. Notification of the truancy is mailed to the student's parent or guardian. Truant students in the HS or MS are typically assigned one detention for each period missed. Truant students may be referred to law enforcement officials. Students who are absent from school without a professional's note excusing part or all of five or more days during a school semester are defined as habitual truants. Habitual truants have five days to meet with their parents and the building principal to resolve the truancy issue. If truancy continues to be an issue, the habitual truant will be referred to the appropriate authorities.

Students who are truant will be given the opportunity to make up class work missed during their truancy. The amount of credit given for work will be determined by the teacher.

STUDENT CODE OF CONDUCT

DUE PROCESS

The handling of discipline cases at Somerset High School is directed toward the end of developing the best possible solution for the individual pupil, while at the same time protecting the rights of the total student group in a particular class. Students' behavior controls will always be compatible with the philosophy, beliefs, and objectives of the school and in no way will be detrimental to the total student body. Students will be assured due process according to the following procedures:

1. Notice. The principal, his/her designee, or the superintendent at the time of contemplated action shall give the student or parent/guardian notice of the contemplated action. Such notice may be oral or in writing. If oral, such notice shall be given in person or by phone call. If written, delivery may be by United States mail or by personal delivery. If mailed, delivery shall be deemed to be completed at such time as the notice is deposited in the United States mail, addressed to the last known address of the student or his/her parent/guardian.
2. Contents of Notice. The notice shall contain the following basic information:
 - a. A statement of charges.
 - b. A statement of the basis of the allegation.
 Note: specific names may be withheld if necessary to shield witness.
3. Informal Hearing. The student shall be given an opportunity to admit or deny the accusation and to give his/her version of the events. The administrator may further allow the student to present witnesses or may also call the accuser and hold a more extensive hearing in order to make a proper decision on the contemplated action.
4. Timing. The notice and informal hearing should precede removal of the student from school. There need be no delay between the time notice is given and the time of the hearing.

Notice and an informal hearing need not be given prior to removal from school where a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.

ALCOHOL AND DRUGS

The Somerset School Board prohibits students from possessing, using, selling, distributing or being under the influence of alcoholic beverages or controlled substances (drugs) as defined by state law (other than a drug legally prescribed to the specific student) while:

1. on school grounds before, during or after school.
2. off school grounds at school activities or functions.
3. in a school-owned vehicle, school-rented vehicle, or in a private vehicle the use for which was arranged by the school.

Consequences for possession, use, or being under the influence of alcoholic beverages or controlled substances as described in 1, 2, or 3 above:

First Violation: The student will be suspended from school and will be referred to the Student Assistance Program.

Second Violation: The student will be suspended from school, be referred for formal assessment, and must follow the recommendation resulting from that assessment. The student may be recommended for expulsion.

Third Violation: The student will be recommended to the Board of Education for expulsion.

Any student guilty of selling or distribution or assisting in selling or distributing alcoholic beverages or controlled substances as described in 1, 2, or 3 above shall be recommended to the Board of Education for expulsion.

In addition to the stated consequences, violators will be reported to law enforcement agencies in accordance with state law.

DAMAGING SCHOOL PROPERTY

Students involved in vandalism or defacing school property will be expected to reimburse the school for the amount of the damage and will be subject to other disciplinary action such as assignment to custodial duty in the school and/or suspension from school. Students participating in such types of behavior may be referred to appropriate law enforcement authorities; criminal behavior will be referred to law enforcement authorities.

EXPULSION FROM SCHOOL

The Board may expel a student from school for the following types of conduct if it is determined that the student is guilty of the conduct charged, and that the interest of the school demands the student's expulsion:

1. Repeated refusal or neglect to obey school rules or regulations;

2. Knowingly conveying or causing 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;
3. Engaging in conduct while at school or while under the supervision of a school authority which endangers the property, health or safety of others. 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.
4. Engaging in conduct while not at school or while not under the supervision of a school authority which endangers the property, health or safety of others at school or under the supervision of a school authority or endangers the property, health or safety of any employee or Board member of the district. 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; or
5. Repeatedly engaging 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 such conduct does not constitute grounds for expulsion under (1) through (4) above. (This reason for expulsion only applies to students 16 years of age or older.)

The Board shall expel a student for engaging in conduct outlined in state law which requires the student's expulsion (e.g., possession of a firearm).

Student expulsion proceedings shall be conducted in accordance with state law and established district procedures. Any consideration of expulsion for an exceptional educational need student will conform to legal requirements. Legal Ref: Sections 118.16(4) & 120.13(1) Wisconsin Statutes

EXCLUSION FROM SCHOOL EVENTS

Students who are under suspension by administrative action are not permitted to participate in or attend any school-sponsored activities during the period of suspension.

FIGHTING-BATTERY

Fighting is defined as mutual, aggressive, hostile actions in which both parties have contributed to the situation by verbal and/or physical action. If the action is decidedly one-sided, where only one individual is responsible for the physical action, only that individual will be held responsible. Battery is more severe and is defined as causing bodily harm to another by an act done with intent to cause bodily harm without the consent of the person harmed. Students involved in conduct of this nature before, after, or during the school day in the school building, on school property, or at a school sponsored activity will be suspended from school or school activities, and a parent conference will be held. Students participating in such types of behavior may be referred to appropriate law enforcement authorities; criminal assaults and felonies will be referred to law enforcement authorities.

HARASSMENT

Harassment is verbal or physical conduct that has the purpose or effect of creating an intimidating, hostile or offensive working or learning environment or interferes with the individual's work or learning performance. It may consist of a single act or a course of conduct. Harassment may include, but is not limited to, conduct relating to an individual's membership in a protected class, including but not limited to, an individual's age, sex, race, creed, national origin, color, marital status, pregnancy, etc. and may include sexual harassment.

Examples of conduct and behavior prohibited under this policy include, but are not limited to the following:

- Verbal comments or other expressions which insult, degrade, or stereotype any person or group because of that person's membership in a protected class, including but not limited to an individual's sex, sexual orientation, race, national origin, ancestry, color, creed, religion, pregnancy, marital or parental status, or physical, mental, emotional or learning disability.
- Discriminatory remarks which are offensive or objectionable to the recipient or which cause the recipient discomfort, anger, or humiliation or which interfere with the recipient's academic performance.

Sexual harassment may include, but is not limited to, the following:

- Unsolicited verbal sexual comments and harassment.
- Subtle pressure for sexual activity.
- Sexist remarks spoken or written about a person's body or sexual activities.
- Patting, pinching or unnecessary touching.
- Sexually oriented jokes, stories and materials (e.g., calendars, posters, magazines).
- Demanding sexual favors accompanied by implied or overt threats concerning one's employment or academic status.
- Attempted or actual physical assault.

Please see the Somerset School District website at www.somerset.k12.wi.us for Board Policy 5517 Student Anti-Harassment for more detailed information.

FORMAL HARRASSMENT COMPLAINT PROCEDURES

Sexual Harassment Complaints

The formal complaint process shall be as follows:

- Step 1: The person who has experienced or observed sexual harassment must file a written complaint with his/her supervisor, the building principal, the District Administrator, the Board President or their designee. See ACA, Harassment, for a copy of the Reporting Form. The written complaint should contain as much specific factual information as the individual can provide along with suggestions as to what he/she would like to see done to resolve the problem. The recipient of the written complaint shall refer the matter to the building principal or, if the principal is the source of the complaint, to the District Administrator, or if the District Administrator is the source of the complaint, the Board President or designee.
- Step 2: The complaint shall be thoroughly and promptly investigated. In all cases, the complainant shall be advised as to the results of the district's investigation and the remedial action the district intends to take, if any.
- Step 3: If the complainant is not satisfied with the result of the investigation, he/she may appeal the decision to the District Administrator within a reasonable period of time after receipt of the response in Step 2. If the investigation was conducted by the District Administrator or Board President or his/her designee, an appeal may be filed with the Board pursuant to Step 4 below. In all cases, the complainant shall be advised as to the results of the district's investigation and the remedial action the district intends to take, if any.
- Step 4: If the complainant is not satisfied with the District Administrator's or Board President's or designee's decision, he/she may appeal the decision to the Board of Education within a reasonable period of time after receipt of the response in Step 3. In all cases, the complainant shall be advised as to the results of the district's investigation and the remedial action the district intends to take, if any.

Other Harassment Complaints

A person who has experienced harassment other than sexual harassment may file a complaint as follows:

- Step 1: A person who believes he/she has been subjected to harassment is encouraged to advise the person who engaged in such conduct of his/her objection to the physical or verbal acts of harassment. Failure to do so does not prevent the individual from moving to Step 2 of this procedure
- Step 2: If the complaint cannot be resolved informally or if the person is unable to approach the offending person, the complaint should be presented to the building principal or designee either in writing or orally to be put into writing. The complainant should include the specific nature of the offensive behavior, date(s) of occurrence, name of the alleged perpetrator, names of witnesses and any informal strategies the complainant has used to try to stop the behavior. All complaints must be signed by the complainant. Complaints shall be handled confidentially to the maximum extent possible.
If the parent/guardian of any student involved in the incident has not been informed before this point, he/she shall be notified of the complaint.
- Step 3: The building principal or designee shall thoroughly investigate the complaint and notify the person who has been accused of harassment of the complaint, give him/her a copy of the complaint and permit him/her to respond to the allegation. The building principal or designee

may arrange a private meeting to discuss the complaint with all concerned parties within 10 school/business days after receipt of the complaint.

Step 4: If either party is not satisfied with the resolution of the building principal or designee, or the person alleged to have engaged in such conduct is the building principal, a written appeal may be submitted to the District Administrator indicating with particularity the nature of disagreement with the resolution and reason underlying such disagreement. Such appeal must be filed within 15 school/working days after receipt of the building principal's or designee's answer. The District Administrator shall arrange a private meeting with the affected parties, if requested by either party, at a mutually agreeable time to discuss the appeal. The District Administrator shall give a written answer to the appeal within 10 school/business days.

Step 5: If either party is not satisfied with the answer or the person alleged to have engaged in such conduct is the District Administrator, a complaint may be filed with the Board of Education within 10 school/business days after receipt of the Step 4 answer. The Board of Education shall, within 20 school/business days, conduct a hearing for the purpose of providing the complainant with an opportunity to present the complaint. The hearing shall be held in executive session if permitted under state law. The Board shall give a written answer to the complaint within 10 school/business days following completion of the hearing.

Please see the Somerset School District website at www.somerset.k12.wi.us for Board Policy 5517 Student Anti-Harassment for more detailed information.

POSSESSION OR USE OF WEAPONS ON SCHOOL PREMISES

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

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

The District Administrator will refer any student who violates this policy to the student's parents or guardians and may also make a referral to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

- A. weapons under the control of law enforcement personnel;
- B. items pre-approved by a principal as part of a class or individual presentation under adult supervision, including, but not limited to Hunters' Education courses, if used for the purpose and in the manner approved (working firearms, except those protected at all times by a cable or trigger lock, and live ammunition will never be approved); and
- C. theatrical props used in appropriate settings.

Please see the Somerset School District website at www.somerset.k12.wi.us for Board Policy 5772 Weapons for more detailed information.

SUSPENSION

A student may be suspended from school for:

1. Non-compliance with school or Board of Education rules;

2. Conduct which endangers the health, safety or property of others at school or under the supervision of a school authority;
3. Knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; or
4. Conduct while not at school or while not under the supervision of a school authority which endangers the health, safety or property of others at school or any employee or Board member of the district. This includes making a threat to the health or safety of a person or making a threat to damage property. In addition, a student shall be suspended from school when required by law.

The district administrator, building principals or designee shall be authorized to suspend a student for a period not to exceed five school days. Except as otherwise specifically provided by law, a student may be suspended for up to fifteen school days when notice of an expulsion hearing has been sent. A student will only be suspended if it is determined that he/she is guilty of noncompliance with the school rule or of the conduct charged, and that his/her suspension is reasonably justified.

Suspended students shall be allowed to make up any examinations or class work missed during the suspension period, in accordance with the district's student attendance procedures.

All student suspensions shall be administered in accordance with state law requirements. Students who are under suspension by administrative action are not permitted to participate in or attend any school-sponsored activities during the period of suspension.

Please see the Somerset School District website at www.somerset.k12.wi.us for Board Policy 5610 Suspension and Expulsion for more detailed information.

THEFT, VANDALISM, AND ASSAULT/BATTERY

The acts of theft, damage to property, assault, and menacing are violations of the law. Such behavior is cause for suspension and/or other disciplinary action such as restitution. Students participating in such types of behavior may be referred to appropriate law enforcement authorities; criminal assaults and felonies will be referred to law enforcement authorities.

TOBACCO PRODUCTS AND POSSESSION BY MINORS OF TOBACCO PRODUCTS

State law prohibits possession of tobacco products by a minor. State law also prohibits use of tobacco products on school grounds by anyone at any time. Students found in possession of tobacco products on school grounds (including smokeless tobacco and look-alikes) or at school-sponsored events will be suspended for one day on the first offense. Second and subsequent violations will result in a three-day suspension. Minors in possession of tobacco products may also be referred to law enforcement authorities.

PUPIL NON-DISCRIMINATION POLICY

The Somerset School district does not discriminate against pupils on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, religion, or handicap.

The district encourages informal resolution of complaints under this policy. If any person believes that Somerset School District or any part of the school organization has failed to follow the law and rules of statute 118.13, Wis. Statutes, and PI 9, Wis. Admin. Code, or in some way discriminates against pupils on the bases listed above, he/she may bring or send a complaint to the following address: District Administrator, P.O. Box 100, Somerset, WI 54025

Formal Discrimination Complaint Procedure

Step 1: Any complaint regarding the interpretation or application of the district's general nondiscrimination policy or equal opportunity employment policy shall be reported in writing to the District Administrator. See ACA, Harassment, for a copy of the Reporting form. If the complaint is about the District Administrator's interpretation or application of these policies, the complaint shall be reported in writing to the Board President or designee.

Step 2: The District Administrator, Board President, or their designee, upon receiving such a written

complaint, shall immediately undertake an investigation of the suspected infraction. The District Administrator shall review with the building principal, or other appropriate persons, the facts comprising the alleged discrimination. Within 15 days after receiving the complaint, the District Administrator, Board President or their designee shall decide the merits of the case, determine the action to be taken, if any, and report in writing the findings and resolution of the case to the complainant.

Step 3: If the complainant is dissatisfied with the decision of the District Administrator, Board President or their designee, he/she may appeal the decision in writing to the Board. The Board shall hear the appeal at its next regular meeting, or a special meeting may be called for the purpose of hearing the appeal. The Board shall make a decision in writing within 15 days after the hearing. Copies of the written decision shall be mailed or delivered to the complainant and the District Administrator.

Step 4: If the complaint is still not successfully resolved to the satisfaction of the complainant or in lieu of utilizing these procedures, the complainant may appeal or refer the complaint to appropriate agencies (e.g., State Superintendent of Public Instruction, Office of Civil Rights, Equal Employment Opportunities Commission) and/or courts having proper jurisdiction.

Please see the Somerset School District website at www.somerset.k12.wi.us for Board Policy 2260 Nondiscrimination and Access to Equal Educational Opportunities for more detailed information.

SCHOOL DISTRICT OF SOMERSET RESPONSIBLE TECHNOLOGY USE AGREEMENT

Using technology, including the Internet, is a privilege and not a right. Students must take personal responsibility for their behavior while using district technology. It is expected that School District of Somerset students will use the following guidelines when using technology resources on or off campus.

USER OPPORTUNITIES:

Students have the opportunity to:

1. Access equipment, resources, and help to complete technology activities;
2. Locate information to complete assignments or projects, which meet district educational goals;
3. Training to become knowledgeable technology users.

USER RESPONSIBILITIES:

Students are responsible for:

1. Their own behavior while using the district technology, Internet, and other telecommunications networks;
 2. Using technology, the Internet, and other telecommunications networks in ways which are consistent with district educational goals;
 3. Conserving technology resources, including file space, bandwidth and printer supplies;
 4. Avoiding the following prohibited activities:
 - a. Using technology for any illegal activity including violation of copyright or other laws;
 - b. Using technology in ways which violate school policies and student code of conduct;
 - c. Using technology for financial or commercial gain;
 - d. Using technology for ordering free or retail materials;
 - e. Damaging, destroying, or interrupting equipment or system performance;
 - f. Invading the privacy of other individuals by accessing and/or vandalizing their electronic data;
 - g. Gaining unauthorized access to resources (hacking);
 - h. Using someone else's account;
 - i. Installing, manipulating, reverse engineering, or copying of software;
 - j. Changing or manipulating any settings;
 - k. Using e-mail or any other electronic communication without permission;
 - l. Downloading district software programs or confidential data onto personal property.
1. Following accepted practice in use of technology, including:
 - a. Following general school rules for good behavior and proper communication. That which is abusive, defamatory, inaccurate, harmful, threatening, racially offensive, vulgar, profane,

pornographic, or illegal is not permissible. School rules regarding harassment apply to the use of technology.

- b. Following instructions and regulations established specifically for technology use.
 - c. Maintaining privacy and personal safety. Personal addresses, phone numbers, identification numbers, account numbers, passwords, and/or other personal information are not to be revealed to computer/ Internet users.
 - d. Being aware that technology systems are not guaranteed to be private.
 - e. Being aware that all internet sites will be filtered and logged.
 - f. Being aware that all users are subject to monitoring and logging of activity.
 - g. Treating the district's technology equipment with respect.
2. The School District of Somerset encourages students to use personally owned technology devices (i.e. laptops, notebooks, flash drives, MP3's, etc) for educational activities at school. The district must, however, protect school hardware, software and other information technology resources from misuse or damage, whether accidental or intentional. The district does not assume any liability for any damage to a student's personal equipment.
- While at school, students may only use non-school computer equipment with permission from Media Center personnel, Information Technology personnel, or the Building Principal. This restriction applies whether or not the non-school owned equipment is connected to the district network. Permission to use non-school equipment implies the user consents to the inspection of the equipment and any software or data contained therein to ensure compliance with established rules and policies regarding technology usage.
3. Security on any technology system is a high priority, especially when the system involves many users. If a user feels he/she can identify a security problem on the network, he/she must notify the Information Technology Department/Helpdesk. Any users who violate security rules may be denied access to District technology.
 4. Users are expected to adhere to any other district policies and procedures, including but not limited to "Student Network and Internet Acceptable Use and Safety" (Policy 7540.03), "District Web Page" (Policy 7540.02), "Computer Technology Network, and Internet Acceptable Use and Safety" (Policy 7540), "Technology Privacy" (Policy 7540.01).

CONSEQUENCES:

The School District of Somerset reserves the right to inspect and review computer files and other technology data without notice, without consent, and without a search warrant. If it is suspected that laws have been violated, a law enforcement agency may be contacted. The Principals will decide what is inappropriate use of the District Information System, and if the use policy has been violated. The Information Technology Department may close an account at any time in order to secure the network environment. Depending on the severity of the situation, and at the discretion of the district, any or all of the following consequences may be pursued:

- Suspension and/or revocation of District technology and/or Internet
- School suspension and/or expulsion
- Civil action and/or prosecution by the authorities
- Restitution of damages