



2019-2020 STUDENT HANDBOOK

SOMERSET HIGH SCHOOL

645 Sunrise Drive

Somerset, Wisconsin 54025

(715) 247-3355

Home of the Spartans



Mrs. Shannon Donnelly, Principal

Mr. Trent Probst, Assistant Principal/Activities Director

2019-2020 SOMERSET HIGH SCHOOL

Welcome to Somerset High School - Home of Spartan Pride!

This handbook has been prepared for the students and parents in the Somerset High School Community in order that all individuals have a clear understanding of the practices, procedures, rules and regulations that guide our school community.

It is our hope that each student who journeys through this school will find it to be a welcoming and inviting place to learn, explore, take chances, celebrate our successes, and learn from our failures. Faculty, staff and administration work hard for the success of each student. It is our expectation that each student will be ready to learn, willing to contribute as a Somerset High School community member, and celebrate school success.

The handbook reflects a balance of school life, which includes a strong academic program, extensive co-curricular activities, and school procedures to provide a safe and caring environment.

The format of this handbook reflects "real life" practices in the work world. High school is the "real world" for our students. This is the time and place for students to practice skills and build habits for successful study and work as an adult. The design of the handbook is modeled on the kind of information that might be found in an employee handbook, with adaptations for students.

Each student and his/her parent/guardian are expected to read through the entire handbook. Students will be held responsible for knowing, understanding and following all rules, policies, practices and procedures in the handbook.

Adherence to these rules, policies, and procedures is an important first step to a successful year and career at Somerset High School.

So get active, get involved, and have a great year!

Shannon Donnelly

Shannon Donnelly
Principal

SIX PILLARS OF CHARACTER™

All school expectations and social guidelines are based on the Josephson Institutes' Character Counts! Six Pillars of Character™. The pillars are character traits that we focus on here at Somerset High School. All staff will hold students accountable to these traits and will be the foundation of our school community. The pillars are as follows:

- Trustworthiness - honesty, integrity, promise-keeping, loyalty
- Respect - courtesy, nonviolence, tolerance, autonomy
- Responsibility - duty, accountability, pursuit of excellence, self-restraint
- Fairness - openness, consistency, impartiality
- Caring - kindness, compassion, empathy
- Citizenship - civic virtue, lawfulness, common good

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).
 - Communication to the SHS office regarding your child's absence can be done via a phone call, email, written note, or in person.
 - Text messages will NOT be accepted to excuse absences.
 - Failure to provide this information with two days of your child's absence will result in the absence being categorized as "Unexcused" and could result in your child being truant.
- You may contact the Somerset High School attendance secretary, Dawn Miller, at 715-247-3355, or by email at shs@somerset.k12.wi.us, or in person at the high school.

Tardiness

- All students are expected to be in class by 8:00 a.m. each school day. A student is considered tardy to school if he/she arrives after the first bell and before 8:15 a.m. Habitual tardiness may result in the creation of an attendance plan to address the late arrivals as well as a referral for period or habitual truancy through our Municipal or County court.
- 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 10:00 am 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 10:00 am.
- 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 may 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 any parent excuse days remaining may be 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 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 phone call, email, in person, or 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 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 a cornerstone of education and essential to the learning process. It is expected that all school work submitted for the purpose of meeting course requirements represents the original efforts and abilities of the individual student. Students, their families, teachers, and administrators are all important contributors to upholding 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.

As technology evolves and information sharing becomes more accessible and sophisticated, academic honesty issues grow for individuals, K-12 schools, universities, and businesses.

- 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 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 a quiz, test, or exam.
 - Giving or getting improper assistance on an assignment meant to be individual work.

- o Altering a graded exam and resubmitting it for a better grade without teacher permission.
- o Working together on a take-home exam, unless authorized by the teacher of the class where the take-home exam is used.
- o Re-submitting work from another person or another class.
- Plagiarism includes but is not limited to:
 - o Using the language structure, ideas, thoughts, and/or creative work (pictures, graphs, statistics, 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.
 - o Citing nonexistent sources (articles, books, websites, etc.).
 - o Acting as a provider of paper(s) for a student or students.
 - o Making up data for an experiment.
- Forgery includes but is not limited to:
 - o Altering grades or other academic records.
 - o Giving false information.
 - o Providing notes, signatures, or other documents that are forgeries to parents, guardians, teachers or other school officials.
- Other forms of academic dishonesty include but are not limited to:
 - o Misrepresenting academic accomplishments, such as tampering with computer records.
 - o Deceiving a teacher or making up a false reason or excuse to get special consideration on an exam or an extension for coursework.
- Use of computers in any of the following ways is prohibited:
 - o Unauthorized copying of any software.
 - o Copying or using another student's data disk or flash drive information.
 - o Unauthorized use of hard copy (printed material) to develop one's own software.

It is expected that all school work submitted for the purpose of meeting course requirements represents the original efforts and abilities of the individual student. If such is not the case, the student has demonstrated unacceptable academic behavior and is subject to disciplinary action. Many institutions of higher education (post high school) programs penalize academic dishonesty with student expulsion. Therefore, in the interest of the student's future education, as well as the school's part in the personal development of students, the following are guidelines on academic dishonesty as outlined below:

Teachers will provide written documentation of the plagiarism and use the following procedure:

- Discussion with the student; the student still must meet the minimum requirement(s) of the course by rewriting the assignment according to the teacher's specifications.
- Referral to the school principal or assistant principal
- Call to the parent
- Referral to co-curricular coaches/advisors, guidance counselors, and National Honor Society advisers as applicable. Academic dishonesty could jeopardize a student's co-curricular, laude, and/or NHS status.

A second academic dishonesty offense will result in a meeting with student, parent/guardian, teacher, and principal to determine the root cause of the repeated academic dishonesty. This also would revoke a student's laude and/or National Honor Society eligibility.

ACADEMIC RECOGNITION:

Graduation Ceremony

- 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.
 - o Award Levels: Summa Cum Laude (Gold), Magna Cum Laude (Silver), 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:
 - the student's cumulative GPA after first semester senior year by
 - the number of "advanced" semester courses completed in all four years as listed on the Laude Advanced Courses Chart.
- Score Breaks – There will be no rounding of Laude Scores
 - 65+ for Summa Cum Laude
 - 64-55 for Magna Cum Laude
 - 54-40 for Cum Laude
- Students graduating with a cumulative G.P.A. of 3.4 or higher and who are in compliance with the truancy policy shall be designated as an "Honor Student" for the graduation exercises.

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 school counselor.

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 President, District Administrator, and High School Principal 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:

- 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.
- 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.
- 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.

BACKPACKS/PURSES

Backpacks should be used for transporting materials to and from school. Students should leave their backpacks/purses in their lockers during the school day, and take only the materials they need for class. Backpacks and purses in the classroom clutter the aisles, create an unsafe situation, and can be used to conceal items not allowed at school.

CELL PHONE USE

Cell phones or other communication devices can be used before the school day begins, during

lunch, passing time, and after the school day ends. Cell phones are only to be used in the classroom per teacher's directive. The use of cell phones for non-academic use in the classroom is prohibited--this includes accessing social media platforms such as, but not limited to, SnapChat, Facebook, and Instagram. Cell phone privileges may be revoked if a student cannot adhere to teacher directives in the classroom and/or if Administration determines that a student is not using their cell phone in a way that aligns with SHS expectations.

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.

DISCIPLINE/ DISCIPLINARY ACTION OPTIONS/CONSEQUENCES

It is the general policy of the Somerset High School to utilize restorative practices and/or progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the High School Administrators. At a minimum, violation of school district rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning.

In addition to a verbal warning, additional possible consequences include, but not limited to:

- Behavioral referral
- Parental meeting
- Lunch and Learn
- Referral for alternative placement

Failure to attend or successfully complete assigned consequences will result in additional and more significant consequences. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district and Board of Education policies.

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. In addition, students parking on school property are not allowed to display symbols, stickers, or other items on their vehicle which are offensive, objectionable, or that cause discomfort, anger, or humiliation or which interfere with other students experience at Somerset High School.

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.

DRESS CODE (Grooming)

To encourage a positive atmosphere, any type of attire which may cause a physical hazard, is in bad taste or attracts undue attention to the wearer, and thus creates a disturbance in the school is not acceptable. Please see guidelines below:

- Coats, sunglasses, chains, and blankets are prohibited in the school building during school hours.
- Hats, hoods, bandanas, or other headgear will not be allowed to be worn in the building during school hours.
- Clothing with any word(s), picture, logo, symbol or representation classified by the administrator as vulgar, obscene, racial, disruptive, or otherwise socially unacceptable in the school setting will not be allowed. This includes clothing that advertises drugs, alcohol, tobacco or places of business that sell these items.
- Students will not be permitted to wear clothing that may cause embarrassment to the wearer and/or viewer because of being immodest, suggestive, or revealing. Attire that exposes the midriff or undergarments and very short skirts or shorts are not appropriate for Somerset High School. Clothing tops must cover cleavage and undergarments and must have a one-inch minimum for straps.
- Shoes or sandals must be worn at all times.

While we recognize and appreciate that dress is an individual choice and a means of individual expression, please help us promote modesty and maintain an atmosphere free from distractions.

FOREIGN TRIPS

The Board recognizes global education as an important part of the school program. Any proposed school sponsored foreign trip must be brought in front of the Somerset School Board for final approval.

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.

WEIGHTED GRADING

In-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:
A--4 points; B--3 points; C--2 points; D--1 point; F--0 points.
- Students enrolled in Weighted course will receive notice of this on their school transcript. The 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 school counselor.
 3. Conference with the student, parent or guardian, school 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 Weighted course.

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

Midterm 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

Passes will be used on a limited/individual basis. We will work off of the premise that our students can make good choices when traveling in the building and will go where they are supposed to go without detour. If a student shows they need more guidance with that skill, an individual pass system may be used.

PROFANITY

The use of improper or profane language or obscene gestures in school and/or at school activities is prohibited. Offenders will be spoken to by Administration 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, school 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. After that time period, students will meet with the Principal for potential schedule change approval. 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 unless given approval by Principal for alternative arrangements.

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.

Component I: Academic Achievement

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

Class of 2020

4	Credits	English/Language Arts
3	Credits	Social Studies <ul style="list-style-type: none"> • must include Modern World History, American History or CIS American History, and Civics
3	Credits	Mathematics
3	Credits	Science <ul style="list-style-type: none"> • must include Biology or AP Biology
1.5	Credits	Physical Education
.5	Credit	Health
.5	Credit	Consumer Education
7.5	Credits	Total Electives
23	Credits	Total Graduation Credits

Class of 2021 and Beyond

4	Credits	English/Language Arts
3	Credits	Social Studies <ul style="list-style-type: none">• must include Modern World History, American History or CIS American History, and Civics
3	Credits	Mathematics
3	Credits	Science <ul style="list-style-type: none">• must include Biology or AP Biology
1.5	Credits	Physical Education
.5	Credit	Health
.5	Credit	Consumer Education
8.5	Credits	Total Electives
24	Credits	Total Graduation Credits

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 school 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 2019-20

Together we **engage**, **educate**, and **empower** all learners; bridging their passions to pathways to create successful futures and positively contribute to our local and global communities.

BACKPACKS/PURSES

Backpacks should be used for transporting materials to and from school. Students should leave their backpacks/purses in their lockers during the school day, and take only the materials they need for class. Backpacks and purses in the classroom clutter the aisles, create an unsafe situation, and can be used to conceal items not allowed at school.

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 is deliberate or intentional behavior using words, or action, intending to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involve an imbalance of power. 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).
- Psychological (e.g. spreading cruel rumors, intimidation through gestures, social exclusion).
- Cyberbullying (e.g. sending insulting messages or pictures by mobile phone or using the internet).

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 teacher, counselor, school administrator or any other staff member. Reports of bullying may be made verbally or in writing and may be made confidentially. All complaints about behavior that may violate this policy shall be investigated promptly by the building principal. 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/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 (ES/MS only).

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.

CHANGES IN ADDRESS, PHONE NUMBERS, OR EMERGENCY CONTACTS

Correct information for contacting families is vital. **If, during the year, you have a change in address, please contact the school immediately. All families will be required to provide proof of residency in their new residence, even if you are currently living within the Somerset School District boundaries.** If you need to change your phone number, emergency contact, email, etc., please log in to your Infinite Campus Parent Portal and make those changes.

CHARACTER EDUCATION

The School District of Somerset believes in supporting the social-emotional health of our students. In order to foster this development, character education will be taught at each of the schools using age appropriate materials and activities.

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 education 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, hoods, etc.), jackets, and items that cover the face or ears are outdoor wear. All will be left in the student's locker during the school day and not worn in school, except on specially designated days, or for religious observance.

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 MANAGEMENT

All Somerset School District staff and students will be trained in ALICE procedures. Building

specific drills will be done periodically as well as ongoing discussions regarding school safety.

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 website.

FIELD TRIPS

Periodic field trips 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 the 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.

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

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 (ES/MS). 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, school offices, or online. 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 eat in the front lobby at the designated tables or the designated area in the back of the HS building).

At the start of the school year, free/reduced lunch application forms will be made available to all families. If you require one later in the year, please contact the District Office or each building's website.

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.

RESTORATIVE PRACTICES

The School District of Somerset utilizes Restorative Practices. Restorative chats, circles, and conferences may be used to build and maintain relationships when things go wrong to repair harm.

SEARCH AND SEIZURE

Per federal law, school officials may search students and their belongings with reasonable suspicion of them possessing contraband. Students will be required to surrender their cell phone during the search. Items that may be searched include, but are not limited to, backpacks, jackets, lockers, pockets, purses or other bags, as well as any vehicle that is owned or operated by a student and parked on school grounds.

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 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 access the Somerset School District website under "Community" and click on "School Volunteers" to access the volunteer application form. 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.

STUDENT ABSENCES AND EXCUSES

The responsibility for regular school attendance of a student rests upon the student's parent(s) or guardian. Parent(s)/Guardian(s) are requested to call the school whenever their child is going to be absent. If a parent or guardian has not contacted the school, the school will call to verify the reason for the absence.

Personal contact, telephone call, handwritten, or e-mail messages are acceptable; text messages will not be accepted to excuse absences. If verbal or written verification is not received within three days, the student's absence will be unexcused.

The district administrator/attendance officer is empowered to approve a legal excuse to any student for the following reasons:

1. Bona fide religious holiday.
2. Personal Illness - A showing that the student is not in the proper physical or mental condition to attend school or an educational program. The district may request the parent or guardian of the student, after three consecutive or ten total days of absences, to obtain a written statement from a physician, licensed psychologist, licensed chiropractor, or Christian Science practitioner as proof of the physical and mental condition of the student. Such excuse shall be in writing, shall state the period of time for which it is valid, and shall not exceed thirty (30) days.
3. Non-emergency medical appointments.
4. A death in the immediate family.
5. An accident, illness, or other emergency in the immediate family that requires the attendance of the student.
6. A court appearance or other legal procedure which requires the attendance of the student.
7. A quarantine as imposed by the public health officer.
8. School busing delay beyond the control of the student.
9. A family trip that can be taken only during the normal school term. The intent of this statement is to provide an opportunity for students to accompany their parent/guardian on a vacation that cannot be scheduled when school is not in session. A parent/guardian shall be required to notify the principal or designee prior to leaving on vacation of the pending absence for the purpose of reviewing the student's attendance record, overall performance record and to provide make-up work.
10. Approved school activities during class time and/or special events of educational value.
11. A bona fide suspension/expulsion pursuant to section 120.13. Wisconsin Statutes.
12. Other times, where in the judgment of the building principal, it is in the best interest of the student to be absent from school. Such absences shall be judged on the merits of each individual case.

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

Students absent due to illness after 10:00 a.m. 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

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 the first bell and before 8:15 a.m. A tardy is excused if it is for one of the reasons outlined as an excused absence. Habitual tardiness may result in the creation of an attendance plan to address the late arrivals.

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 Statute 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 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.

DUE PROCESS

The handling of discipline cases at Somerset School District 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. 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 written, 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 (in or out of school) for one day and will be referred to the District AODA Coordinator. Law enforcement may be contacted as well.

Second Violation: The student will be suspended (in or out of school) for three days, be referred for formal assessment, and must follow the recommendations resulting from that assessment. Law enforcement will be contacted as well. The student may be recommended for expulsion.

Third Violation: The student will be referred to the School Board for expulsion. Law enforcement will be contacted as well.

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 and 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 in order to repair the harm 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 or symbols (*on clothing, vehicles on District property, etc.*) 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 on harassment reporting procedures.

FORMAL HARASSMENT 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 or oral complaint with his/her teacher, supervisor, the building principal, the District Administrator, the Board President or their designee. All oral complaints shall be reduced to writing. The written or oral complaint should contain as much specific factual information as the individual can provide. The complainant will also be given the opportunity to provide suggestions as to what he/she would like to see done to resolve the problem. The recipient of the written or oral 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 and that recipient must report such information to the Compliance Officer (CO) within 2 business days.
- Step 2: The complaint shall be thoroughly and promptly investigated by the CO. At the conclusion of the investigation, the CO shall prepare and deliver a written report to the District Administrator which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of harassment as provided in Board policy and state and federal law as to whether the complainant has been subject to harassment. At the conclusion of the investigation, the District Administrator must issue a final written decision. 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 District Administrator's or Board President's or designee's decision, he/she may appeal the decision to the State Superintendent of Public Instruction, within a reasonable period of time after receipt of the response in Step 2. 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 on harassment reporting procedures.

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. A re-entry circle may be used with students upon return to school from a 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/NICOTINE PRODUCTS

State law prohibits possession of tobacco/nicotine products by a minor. State law also prohibits the use of tobacco/nicotine products on school grounds by anyone at any time. Students found in possession of tobacco/nicotine products on school grounds (including smokeless tobacco, e-cigarettes, vaping devices/paraphernalia, and look-alikes) or at school-sponsored events:

First Offense: The student will be suspended (in or out of school) for one day and referred to the district AODA Coordinator, with possible referral to law enforcement authorities.

Second Offense: The student will be suspended (in or out of school) for three days, referred to the district AODA Coordinator who may collaborate with outside agencies for further assessment, and referred to law enforcement authorities.

Third Offense: The student will be suspended (in or out of school) for 5 days, referred to law enforcement authorities, and the student will be referred to the School Board for possible expulsion.

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 1:1 / TECHNOLOGY PROGRAM ACCEPTABLE USE AGREEMENT

A. Introduction

Chromebooks that are used by or are issued to students are the property of the School District of Somerset. The Chromebook is on loan to the student and must be used in accordance with all district policies and procedures. These Chromebooks are provided for educational purposes and are intended to support the learning objectives of the School District of Somerset. Chromebooks are to be used only in the classroom, designated areas, and/or at home for classwork.

B. Management, Administration, Monitoring and Privacy

The School District of Somerset has software and systems in place that monitor and filter all Internet usage to ensure the systems are being used for educational purposes, consistent with the District's goals. No School District of Somerset (SDS) user should have any expectation of privacy as to his or her Internet

usage or to the privacy of any electronic mail message, file, download, note, or other data stored on or transmitted or received through a SDS computing facility.

SDS, through appropriate management personnel, reserves the right to inspect any and all data stored in public or private areas of networked and individual storage systems of any kind, without notice or warning, and at any time, for any purpose.

SDS uses a filtering system to block sites deemed unnecessary and/or inappropriate. Offensive, disruptive, or harmful data include, but are not limited to, any messages, files, or data which contain the following:

- Pornographic or erotic images
- Sexual implications
- Racial slurs
- Derogatory gender-specific comments
- Data or activities which invade the privacy of another person
- Any comment which in any way defames, slanders, or libels another person
- Information or instructions designed to cause physical harm to another person
- Comments that offensively address a person's age, sexual orientation, religious or political belief, national origin, or disability
- Any comment intended to frighten, intimidate, threaten, abuse, annoy, or harass another person

If a user finds that he/she is connected to a site that contains any of the above material, he/she must disconnect from that site immediately, regardless of whether that site has been previously deemed acceptable by any screening or rating program, and inform the teacher or library media specialist of the incident.

SDS will fully cooperate with requests from law enforcement and regulatory agencies for logs, data and archives on individuals' computing activities.

C. Systems Management, Data Integrity and Security

The District's computing facilities may not be used to download or distribute software or data that is pirated or that is in any manner inconsistent with its license agreement or applicable copyright law or District copyright policy. Any software or files transferred in any manner into or via the District's computing facilities become the property of the District, subject to the restrictions of any existing licensing agreement or applicable copyright law or policy. In any event, such downloaded files, regardless of license or license ownership, may only be used in a manner consistent with the licenses or copyrights, applicable District policy, or other controlling authority.

Students must be mindful of the software/program/or extension they install on the Chromebook.

No one may use the District's computing facilities to propagate any virus, worm, Trojan horse, trap-door program code, or any form of destructive or malicious computer system instruction. Further, users may not propagate any virus "warnings" via electronic mail except to alert appropriate District Technology Department personnel.

SDS computing facilities may not be used to disable or overload any computer system or network or to circumvent any system intended to protect the privacy or security of another user or the user's data.

All data that is transferred into the District's computing facilities must be checked for viruses before it is run or otherwise accessed. On computers where virus scanning takes place automatically, the virus scanning software must not be disabled, modified, uninstalled, or otherwise inactivated.

D. User IDs and Passwords

Every user will be assigned a user ID and password that functions as the user's method of access to the SDS computing facilities.

Users should guard this information just as they would guard any other identifying material like a bank account number. Therefore, great care should be taken not to share or otherwise disclose this information to another person.

User IDs and passwords should never be written in a noticeable place, written down, or shared with any third party. If a password or user ID is compromised, the network administrator must be informed immediately so the user's account can be temporarily deactivated and a new password assigned.

Passwords should always be kept confidential. Students may never share their password with another student.

E. General Information about Chromebooks

Students are to treat their Chromebooks with care and respect. Chromebooks may be checked randomly to determine if each student has the appropriate Chromebook and to assess the condition of the Chromebook.

Students are required to back up data (locally stored) and other important files regularly to an appropriate storage space (i.e. Google Drive). The SDS Tech Department may, at times, collect Chromebooks for maintenance. All files not backed up may be deleted during these processes. Students are ultimately responsible for backing up all personal files on their own storage media.

If the Chromebook is lost, stolen or damaged by another party, parents/guardians should immediately report the loss or theft to the School District of Somerset administration.

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

F. General Use and Care of Device:

- Students should operate only the Chromebook assigned to them. Students should never "swap" or "share" their Chromebook or charger/cords with another student or any individual. Chromebooks are assigned and each student's individual activity is monitored and recorded.
- Leave all identification tags attached that label the Chromebook for inventory control and as the property of SDS.
- Keep laptop secure and damage-free. The Chromebook should be kept clean and free of marks, stickers, writing or drawing, engraving. Defacing the Chromebook and case is not allowed.
- Do not eat or drink while using the Chromebook or have food or drinks in close proximity.
- Do not leave the Chromebook in a vehicle, or use it near water such as a pool, or leave it outside.
- Do not place the Chromebook on or under soft items such as pillows, chairs or sofa cushions, or blankets. This will cause the Chromebook to overheat.
- Do not stack objects on top of the Chromebook. Heavy objects should never be placed or stacked on top of the Chromebook, this includes books, musical instruments, sports equipment, etc.
- Students will keep the Chromebook in their possession or secured in a locker.
- Students will bring the Chromebook, fully charged, to school each day (7th -12th Grade)
- Connection of personal devices such as iPods, smart phones, and printers is permitted but not supported by technical staff. Home internet use and cost is the responsibility of the student both in cost and configuration.

G. Enforcement and Consequences for Inappropriate Use

Students are expected to use their Chromebooks in accordance with these policies and procedures and in accordance with District Acceptable Use Policy (7540) and any applicable laws. Violations of this policy will be investigated by appropriate personnel. Failure to use the Chromebook in an appropriate manner will result in, but will not be limited to, the following consequences, as determined by the staff and administration of the SDS:

- Limitation of student use or access privileges, including the privilege of taking the Chromebook home
- Suspension or expulsion from school
- Civil or criminal liability under applicable laws
- Restitution of damages

The district will report any violations or suspected violations of district, local, state, or federal laws and policies to the appropriate administrator, agency, or law enforcement authority and will cooperate fully in the in

investigation of any activity which may violate established law.