



Middle/High School Student and Parent Handbook 2021-2022

Mission

Spencer Public Schools empowers students to achieve their greatest academic, emotional, social, and civic potential.

Vision

The vision of Spencer Public Schools is to provide a foundation for all students to be actively engaged in a positive, safe, and inclusive learning environment utilizing 21st Century Skills.

Spencer Public Schools Values

Individuals have a right to a safe, welcoming environment.

Individuals have value and deserve to be treated with respect.

Individuals are responsible for their actions.

Mistakes are opportunities for learning.

Individuals have unique strengths and abilities.

Character education leads to personal and academic growth.

Community, parents/guardians and schools inspire student growth.

Knowing all students by name enhances personal connections and student learning.

Providing a strong foundation for continuous learning includes critical and creative thinking.

Motto

It's a great day to be a Spencer Rocket!

Statement of Nondiscrimination

The School District of Spencer shall not discriminate on the basis of race, religion, sex, sexual orientation, national origin, ancestry, color, creed, political affiliation, pregnancy, marital or parental status, or physical, mental, emotional or learning disability.

It is the intent of the School District of Spencer to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Discrimination complaints shall be processed in accordance with established procedures. (Civil Rights Act of 1991, Wisconsin Statutes Sections 115.28 (8), 115.80, 118.13, 118.14, 140.05 (16), and PI 9.03 (1) of the Wisconsin Administrative Code.)

Reference School Board policy 411 and 411–Rule

School Policies

All school policies can found on the school website. Go to www.spencer.k12.wi.us, click on Board of Education on the left, then on Board Policy Folder on the right.

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Middle/High School Staff Directory

Mr. Endreas	District Administrator	3093
Mr. Gorst	6-12 Principal	3051
Mrs. Schulz	Elementary Principal	1061

<u>FACULTY</u>	<u>DEPARTMENT</u>	<u>ROOM</u>	<u>Extension</u>
Ms. Attoe	Elem/MS School Counselor	2290	2031
Mrs. Barton	MS Math/Science	2220	2220
Mr. Benton	HS Science	3200	3200
Mrs. Bodendorfer	Library Aide	3040	2030
Mrs. Brostowitz	MS/HS Counselor	3040	3041
Ms. Daley	FACS and Health	4090	4090
Mrs. Eilers	School Psychologist	2270	2270
Ms. Green	Administrative Assistant	3050	3050
Mrs. Herman	HS Special Education	2090	2090
Mr. Buchberger	MS Special Education	2100	2100
Mr. Klimmer	Tech Education	3250	3250
Mrs. Lang	Administrative Assistant	3050	3052
Ms. Lohrentz	HS English	3100	3100
Mrs. Much	HS English/Business	3110	3100
Mrs. Malone	Reading Interventionist	1020	1020
Ms. Peterson	MS ELA/Social Studies	2230	2230
Mrs. Nieman	Alternative Education	1050	1050
Mr. Oestreich	HS Math	4100	4100
Mrs. Olson	Vocal Music	2380	2381
Mr. Olson	MS Social Studies	2120	2120
Mrs. Roehrborn	HS Science	4030	4030
Mrs. Rogney	MS Math/Science	2180	2180
Mrs. Schweiger	Art	2150	2150
Mr. Sprenger	HS Social Studies/AD	4040	4040
Mr. Veale	Instrumental Music	2380	2380
Mr. Viegut	Physical Education/Health	GYM	2300 ?
Mr. Wagner	HS Social Studies	4060	4060
Mr. Wambold	HS Math	4080	4080
Ms. Weier	Physical Education	GYM	2320
Mrs. Weisenberger	MS ELA/Social Studies	2170	2170
Mrs. Wilke	MS Math/Science	2140	2140
Mr. Zimmerman	Agriculture Education	3210	3210

Points of Emphasis

Points of emphasis for 2021-2022

- Attendance- Please see page 6-9
 - Students may not miss more than 5 unexcused days in a semester.
 - Skipping class will carry more severe consequences. Consequences have been updated on page 9.
 - Parents should call the office in the morning to report absences. 715-659-4211
- Closed Campus
 - Only seniors with good academic, behavioral and attendance standing may leave for lunch.
- Co-Curricular Opportunities
 - We are re-adding Skills USA and FBLA to our list of clubs.
- Discipline
 - Progressive discipline and restorative practices have been updated on pages 13-16.
 - Cell phone use, appropriate language, and dress code will be emphasized.
- Late Work
 - In order to emphasize the importance of timeliness and responsibility, teachers may deduct points for unexcused late work.
- PCDs
 - Our PCD policy has been updated to emphasize that PCDs (cell phones) should not be used during instructional time.

Academic Letters (High School)

In the high school a student will receive an academic letter if after the 3rd quarter they received at least a 3.25 GPA for the first three quarters individually. The lower of those two grades will determine which color of a pin they will receive. The pins are as follows:

3.25 - 3.49	Bronze
3.50 - 3.7	Silver
3.75 - 4.0	Gold

Academic Pins (Middle School)

At the final assembly for the year students will receive academic pins for achieving an A all 4 quarters for all core classes

Alcohol or Other Illegal Substances

The School District of Spencer has a zero tolerance for any illegal substances on the school premises or at school sanctioned events. State statute also prohibits any tobacco products on school grounds or at school events. Students who have consumed or have in their possession alcohol, tobacco, illegal drugs, drug paraphernalia, or prescription medication will be disciplined. Law enforcement will be called and discipline action may include but is not limited to; detention, suspension, expulsion, or alternative placement.

Attendance

Regular attendance is a responsibility that should be shared by parents, the student, and the school. To receive credit for coursework, students must meet state and local attendance requirements. It is the student's responsibility to be in class regularly.

School officials are charged with the duty of enforcing the compulsory school attendance law. It is included here for your information.

Wisconsin law 118.15 Compulsory school attendance: Unless the child has a legal excuse or has graduated from high school, any person having under her/his control a child between the ages of 6 and 18 years shall cause such child to attend school regularly, during the full period and hours, religious holidays excepted, that the public or private school in which such a child should be enrolled in the sessions until the end of the school term, quarter or semester of the school year in which the student becomes 18 years of age, or class graduates from high school.

Wisconsin law 118.16 defines **truancy** as any absence of part or all of five or more days from school during which the school has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil. This includes skipping a class or classes even if the student does not leave the building.

School Attendance

School attendance is vital to the educational success of all students. If students are to progress successfully in school, attendance on a regular basis is necessary. There are a few things that you should be made aware of. "Truancy" means any absence of part or all of one or more days from school during which the school has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil. A student is "habitually truant" when he/she is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a school semester. These absences are unexcused. The District will be working with the village of Spencer, the

Spencer Police Department and Marshfield Municipal Court to enforce truancy ordinances. Parents may, by written note, excuse their child for the following reasons:

- Religious holidays
- Medical appointments (requires proof of appointment)
- A death in the immediate family or funeral for close relatives
- Personal illness (**a written medical or doctor excuse will be required after five absences in a semester**).
- A set of circumstances which, in the judgment of the administration, constitutes good cause.

Parents may excuse their child for various reasons for up to **ten** days during the year (five per semester). These requests must be done **in advance** of the anticipated event. A letter will be generated when and sent home when you reach five of your parent permit days (this includes sick days)

School attendance is necessary to ensure your child is reaching his/her maximum potential. We know that you share this genuine concern. Any assistance you can provide in this matter would be greatly appreciated. Should you have further questions regarding your child's attendance, feel free to contact the school.

Absences and Excuses

Teachers will report absences hourly. Any teacher having a student report for class tardy after having been marked absent shall change the attendance to reflect the tardy.

To report an absence, the parent or guardian is asked to call the high school office at 659-4211. For convenience, a message may be left on the voice mail system 659-2409, follow the prompts. If the office has not been contacted to report an absence, an attempt will be made by the office to contact the parent or guardian by phone either at home or work. If no contact is made, each student is asked to return to school with a written excuse to the office from her/his parent or guardian, stating the date and reason for the absence. Extended absences may require a note from the doctor.

Types of Absences

Absence from school falls into one of the following three (3) categories: excused, unexcused and pre-excused.

A. An Excused Absence:

1. Personal Illness (not more than five per semester without a Dr. note)
2. Death in the family
3. Medical appointment with proof of the appointment
4. The observance of a religious holiday
5. A set of circumstances which in the judgment of the administration constitutes good cause
6. Parent pre-excused absences (not more than five per semester)
***Parent pre-excused absences and parent notes due to illness both count towards the five allowances per semester allowed by state statute, local ordinance, and school board policy. ***

B. Unexcused Absence is any absence that does not fall within the definition of an excused or a pre-excused absence. Some examples are:

1. Absent without the consent/knowledge of parent/guardian
2. Truancy - when a student listed on the schedule is not present in class and has not been cleared by the school office.

3. Non-emergency appointments that can be postponed until the weekend or scheduled at vacation time. Examples of non-emergency appointments are haircuts, pictures, and part-time job responsibilities, prom/homecoming appointments.
4. Shopping
5. Working - without prior permission
6. Needed at home - without prior permission
7. Missing the bus
8. Oversleeping
9. Leaving school without signing out in the office.
10. Absences for illness or other reasons with a parent note beyond the five allowances per semester.

C. Pre-excused Absence - Prior permission is granted to students requesting one or more days a student will be absent. Students may receive a permission slip to miss class under the following criteria:

A signed note from parents or guardians must be presented to the office before the student can obtain a clearance slip. **The clearance slip must then be signed and approved by the principal** and then be presented to each of the student's teachers, (ideally at least five (5) school days prior to the first day of the pre-excused). This slip must be signed by ALL of the student's teachers and it is strongly suggested that all work assignments be completed before the student leaves (if that is the wish of the teacher) school to begin the cleared absence. Upon presentation of the permission slip to the office, a permit to leave the building slip will be issued.

Unexcused Tardy- An unexcused tardy is when a student arrives late to a class without a formal written excuse or pass from a school official. This may be defined as an unexcused absence pending circumstances.

Habitual Truant: Students who meet the requirements of a habitual truant will be cited in accordance to Village of Spencer truancy laws and mandated to appear at Marshfield Municipal Court. Open enrolled students can have their open enrollment terminated in accordance to state statute.

Infinite Campus Management Software: Through our software program student attendance will be monitored. Notification will automatically be sent to parents when students approach the state statute of five unexcused absences for truancy or five excused absences in a semester, which may then require a doctor's note for verification. The intent of the notifications is to keep parents informed of all of their child's attendance.

Attendance Codes

AE= Absent Excused -Absence is excused by the principal

AU= Absent Unexcused- Student was absent with no acceptable excuse

PR= Parent Request- Parents may request their student be absent for school for up to five days per semester.

ILL= Illness Excused by Parent- Parents may excuse their student for up to five days per semester due to illness.

** PR and ILL are combined and cannot add up to more than five days per semester.**

ME= Medical Excused- Student is excused by a medical professional for illness and/or routine appointments.

If a student is medically excused for part of the day, they may not be excused from school for the entire day.

EX=Exempt- Student is exempted from class attendance due to a school event such as a sporting event or field trip.

Check in Procedure: After being absent from school a student must check in to the office before returning to class.

**Poor Attendance Consequences
(By Semester)**

- Tardies
 - 10 Tardies = Warning Letter + Lunch Detention
 - 15 Tardies= Warning Letter + After School Detention + Truancy Contract
 - 20 Tardies = Truancy Citation
- Absences
 - Unexcused Absences
 - 3= Warning Letter
 - 4= Warning Letter
 - 5 = Warning Letter and Truancy Contract
 - 6+ = Citation
 - Skipping (also counts as one day for unexcused absences)
 - 1st Occurance= Lunch Detention
 - 2nd Occurance= 2 Lunch Detentions
 - 3rd Occurance= After School Detention
 - 4th Occurance= 2 After School Detentions
 - 5th Occurance= Citation
- Students who leave the classroom without permission should be marked absent unexcused in Infinite Campus and reported to the office immediately.

Bell Schedule

High School			Middle School	
1st Hour	8:07-8:51		1st Hour	8:07-8:51
2nd Hour	8:54-9:37		Nutrition Break	8:51-8:57
Nutrition Break	9:37-9:43		2nd Hour	8:59-9:43
3rd Hour	9:45-10:29		3rd Hour	9:46-10:29
RPT	10:32-11:02		RPT	10:32-11:02
4th Hour	11:05-11:48		4th Hour	11:05-11:49
5th Hour	11:51-12:35		Lunch	11:49-12:04
Lunch	12:35-12:50		Recess	12:04-12:19
Recess	12:50-1:05		5th Hour	12:19-1:04
6th Hour	1:05-1:50		6th Hour	1:07-1:50
7th Hour	1:53-2:36		7th Hour	1:53-2:36
8th Hour	2:39-3:22		8th Hour	2:39-3:22

Zero and/or 9th Hour will be used for students who are absent and need to make up work or are behind in academics or skills and RTI (Response to Intervention) strategies. When assigned to a Zero and/or 9th Hour students are required to attend like any other hour of the day and all truancy or unexcused absences will be treated and handled like all other hours of the day. Students who are not on track to graduation or who have fallen behind in their classes may be assigned to these periods.

*CWETN classes may meet at a different time period.

** Middle School may have altered passing times when students are with the same teacher for consecutive periods.

Bullying

The School District of Spencer strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, and school buses and at school- sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. The school district consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

DEFINITION

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.

Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. 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)

PROHIBITION

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. Educational environments include, but are not limited to, every activity under school supervision.

PROCEDURE FOR REPORTING/RETALIATION

All school staff members who observe or become aware of acts of bullying are required to report these acts to the principal, school counselor, or teacher. Parents, guardians, students or any other concerned individuals are encouraged to report any concerns to a staff member. The staff member receiving a report of bullying shall immediately notify the principal or school counselor. Reports of bullying may be made verbally or in writing and may be made anonymously. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report. There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

PROCEDURE FOR INVESTIGATION REPORTS OF BULLYING

The principal or school counselor will begin to conduct an investigation of the bullying report, within one school day, interview the person(s) who are the victim(s) of the bullying and collect whatever other information is available to determine the facts and the seriousness of the report. Parents and/or guardians of each pupil involved in the bullying shall be notified prior to imposition of sanctions at the conclusion of the investigation. The district shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

SANCTIONS AND SUPPORTS

If it is determined that students or staff 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. Pupil services staff will provide support for the identified victim(s).

DISCLOSURE AND PUBLIC REPORTING

The policy will be distributed annually to all students enrolled in the school district, their parents and/or guardians and employees. It will also be distributed to organizations in the community having cooperative agreements with the schools. The school district will also provide a copy of the policy to any person who requests it. Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy. An annual summary report shall be prepared and presented to the school board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior.

The annual report will be available to the public.

Bus Regulations

Full cooperation regarding the following rules is needed at all times to maintain safe, dependable bus service. Riding the bus is a privilege and a service the school district provides, it is not a right. Violation of rules may result in the removal from the bus.

1. Follow the driver's instructions – the first time they are given.
2. Regarding electronic devices, the same rules that apply to you in school also apply to you on the school bus.
3. Any unacceptable behavior will have consequences including potentially losing riding privileges.
4. No eating or drinking on the bus. Candy, gum, and similar items are not to be consumed while riding.
5. Stay in your assigned seat facing forward.

*New students should contact Burnett Bus Service at 659-4391 to find out what bus route they are on and the pick up times and location.

Cafeteria Conduct

- Students should walk to lunch.
- Food throwing will result in detention, suspension, and/or suspension of the privilege of eating in the lunchroom.
- Be considerate of others eating lunch.
- Paper napkins, straws, and refuse are not to be left on the tables or thrown on the floor.
- Put trash in the proper containers.

Closed Campus

The School District of Spencer has a closed campus for grades 6-11. Students are not allowed to leave school grounds or go out to the parking lot between normal school hours without a written note from a parent or guardian for appointments or other excused absences. The excused absence must be in accordance with the attendance policy. Students violating the closed campus rule will receive a progression of consequences which include but are not limited to, detention, suspension, or expulsion. Seniors may earn the privilege of leaving during their assigned lunch hour by meeting with the principal, having a signed parent permission slip, and maintaining a good behavior, academic and attendance record. Violations of this policy may result in campus being closed for all students.

Co-Curricular Activities

Student involvement and participation in any of the following activities is greatly supported by the Spencer Board of Education, faculty and community. Not all activities are available for middle school

Music

Concert Choir	Concert Band	Jazz Band
English Handbell Ringing	Pep Band	
Instrumental and vocal solo and ensemble		

Athletics

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Football	Basketball	Baseball
Cross Country	Wrestling	Softball
Volleyball		Track
		Golf

Student Organizations

Drama Club	National Honor Society
FFA	Student Council
Ecology Club	Forensics
History Club	Science Club
Art Club	FCCLA
FBLA	Skills USA

Complaint Procedures

If a parent or student has issues every effort should be to first resolve with parties directly involved. If a solution can not be reached it should be taken to the building principal. On the school web site www.spencer.k12.wi.us click on Board of Education on the left then board policy folder on the right to find the proper procedures for complaints, information can be found under policy 411, 411, 870, 870 rule.

Computer Use

Students who misuse computer equipment, software, Internet, E-mail, etc. may lose the privilege of using computers supplied by Spencer Schools and parents will be notified. Misuse includes the use or forwarding of obscene or inappropriate language/material, or anything interpreted as a risk to the health, welfare or safety of others. Other activities not allowed include playing games (during school hours), viewing inappropriate websites, and using another student's password. Students need to have a signed acceptable use agreement on file and abide by its conditions. Students should never give their password to another student. Please make every effort to use email as a communication tool with teachers, staff, etc.

Counseling Services

Counseling services are available to all students in Spencer Schools. The counseling department assists students in acquiring the knowledge, attitudes and interpersonal skills to understand themselves and others through building effective decision-making, problem-solving, social emotional learning, and goal setting skills. School counseling services include individual and group counseling, help with home, school, social, or any other concerns the student would like to address with the counselor. Counselors provide assistance with academic and career planning (ACP). Students and parents are encouraged to actively participate in the academic and career planning process.

Discipline

The school district of Spencer believes in a progressive and restorative approach to discipline. The intent behind rules and procedures is to create an atmosphere that provides a safe environment that encourages learning for all students. When those rules or procedures are not followed disciplinary actions will be taken. Repeated offenses, or high risk behaviors, will result in higher levels of discipline. Along with disciplinary actions restorative justice practices will also be used.

Students are expected to conduct themselves as responsible young adults. Behavior that causes harm to others, damage to property or disrupts the operation of school will not be tolerated. Be respectful, cooperative, and willing to take part in class activities. Have respect for the rights of other students and staff. Each student should comply with all rules established by the classroom teacher. Students need to be prepared for class with the necessary materials. Students need to abstain from using profanity, foul language, or insubordination in all areas of the building, riding the bus or while at school sponsored events. Swearing, yelling, or creating a large disruption can result in a disorderly conduct charge. Activities that break school rules that are also against state or local ordinances can result in the contacting of law enforcement and citations can be written.

Behavior Infractions

Level 1 Minors	Level 2 Majors	Level 3 Majors
<ul style="list-style-type: none"> ● Cell Phone Violation ● Disobeying school rules ● Disrespect ● Disruption ● Dress Code Violation ● Horseplay/unruly behavior ● Inappropriate Language ● Safety Concern ● Technology Violation 	<ul style="list-style-type: none"> ● Cell Phone Violation ● Cheating/Plagiarism ● Damaging/Vandalism of Property ● Defiance ● Disrespect ● Harassment/Bullying/Extortion ● Inappropriate Language <ul style="list-style-type: none"> ○ Directed at another person ○ Racist, Sexist, Homophobic comments ● Physical Aggression ● Safety Concern ● Technology Violation ● Theft 	<ul style="list-style-type: none"> ● Arson/Fireworks ● Distribution controlled substance ● Drugs/Alcohol/Tobacco ● Fighting ● Sexual Assault ● Sexual Harassment ● Threats ● Violations of local, state or federal law ● Weapons

Students are expected to conduct themselves as responsible young adults. Behavior that causes harm to others, damage to property or disrupts the operation of school will not be tolerated. Students will be financially responsible for any destruction of school property. Be respectful, cooperative, and willing to take part in class activities. Have respect for the rights of other students and staff.

Each student needs to:

1. Comply with all rules established by the classroom teacher.
2. Abstain from using profanity, foul language, or insubordination in all areas of the building, riding the school bus or while at school sponsored events.
3. A substitute teacher is considered to be a member of the staff while performing the duties of the regular teacher. Proper respect needs to be shown.
4. Backpacks are to remain in student lockers.
5. Show respect to and take care of school equipment and property.
6. Be in your seat and quiet when class begins
7. Be prepared for class with the necessary materials and spend class time earnestly.
8. Obtain permission from the principal for any notice, sign or poster to be displayed.

9. Dress in a manner that is neat, clean, and modest and does not disrupt the educational process. A student who is wearing attire, which is deemed disruptive will be asked to cover up or change. No hats or headwear (including scarves and bandanas) are to be worn within the building. Jackets, coats or blankets are not to be worn in class without instructor's permission. Clothing which is degrading or depicts vulgarity or explicit sexual innuendos, advertises alcohol, tobacco, or any other controlled substance **will not be allowed**. Backpacks and cinch sacks should be stored in student lockers during the school day. Gym shoes and clothes **MUST** be worn in physical education courses. The School Board recently updated policy 443.1 which fully discusses to official student dress code.

Consequences and Restorative Practices

Majors	Minors	Consequence	Restorative Justice Options
1	3	1 Lunch Detention	Possible Interventions <ul style="list-style-type: none"> ● Educate/conference with student appropriate behavior ● Provide restorative circle/conference ● Discuss behaviors and reach agreement for future behaviors ● Mediation ● Monitor and provide feedback on behaviors ● Restitutions ● Involve parents/guardians to assist in modifying behaviors ● Consult pupil services staff ● Behavior contracts ● Temporary removal ● Loss of privileges ● Reflective activity
2	6	2 Lunch Detentions	
3	9	1 After School Detention	
4	12	2 After School Detentions	
5	15	2 Period ISS	<ul style="list-style-type: none"> ● All interventions listed above ● Parent meeting ● Involvement of student services ● Involvement of outside agencies ● Involvement of police ● Short term removal from setting ● Long term removal from setting ● Functional Behavioral Analysis ● Behavior Intervention Plan ● Pre-expulsion letter
6	18	4 Period ISS	
7	21	1 Day ISS	
8	24	1 Day OSS 1 Day ISS	
9	27	2 Day OSS 1 Day ISS	
10	30	4 Day OSS 1 Day ISS	
11	33	Consideration for Expulsion	<ul style="list-style-type: none"> ● All interventions above ● Abeyance Agreement ● Expulsion ● Release of information form outside providers ● Recommendation of outside school assessments

** Certain behavior incidents may automatically escalate on the scale based upon the severity of the incident**

Discipline Continued

Immediate Removal From Class

- Physical altercation
- Racist, sexist, or homophobic slurs

Procedures for minor infractions

- When applicable, staff should try to give a warning to a student so they have the opportunity to correct their behavior before a minor is issued.
- It is not necessary to provide a warning for repeated behavior.
- The staff member should notify the student that they have been issued a minor.

Procedures for major infractions

- Staff should notify the student that they were issued a major.
- Staff should notify the parent of the student about this incident.
- Every major will result in a call to the office.

Office procedures

- Attendance and Discipline will be reviewed twice a day during 2nd and 7th period unless it is not possible. In these cases the review will take place as soon as possible.
- When possible the principal will meet with students during RPT to discuss behavior and discipline procedures.
- Student meetings will take place for all majors and for every 3rd minor.
- If there are inconsistencies with majors and minors the principal will coach the staff member through the procedure.

Detention

A detention may be assigned for not following established school rules. Any Spencer School District employee can give a student a detention for misbehavior. Detention will consist of supervised time spent before or after school or during lunch. Students are to come to the detention area prepared to study. No sleeping, talking or eating will be allowed. The school dress and grooming policy will be enforced. Seniors will be expected to serve all detentions before they will be allowed to participate in the graduation ceremony.

It is the parent's responsibility to provide transportation for their child following a detention session. A student who fails to serve a scheduled detention will immediately become ineligible for participation in extracurricular activities until that detention and any further sanction is made up. Continued missing of detention may result in but not limited to additional detention time, in-school suspension, or out-of school suspension. If detention time is not completed within a two week time period additional disciplinary action will be assigned. When a student is a senior they will not be allowed to participate in any graduation activities if they have any outstanding time still owed. Detention will be assigned and supervised by teachers. It may take place from, 3:30-4:00 PM, or at lunch time.

Suspension

Unacceptable conduct may result in suspension. Generally this will be an in-school and may range in length from 1 period to 5 days.

A. In-School Suspension Policy

1. Students assigned an in-school suspension will serve the suspension from 8:07 AM to 3:22 PM
 - The student's regular teachers will provide assignments for the duration of the confinement. The assignments will be returned to the respective teachers' when completed.
 - All students are required to bring their books, pencils, paper and/or the necessary educational materials to the assigned area.
 - Lunch may be brought to the student. Students may not be allowed to eat in the cafeteria while assigned in-school suspension.
 - There will be no food, pop, candy other than that provided or brought for normal lunch.
 - There will be no horseplay, talking, walking around or leaving the area.
 - Any student assigned to an in-school suspension is subject to an out-of-school suspension for the following reasons:
 - a. Non-compliance to rules and regulations set.
 - b. Repeated violations that have resulted in in-school suspensions.
 - c. Other serious conduct.

B. Out-of-School Suspension Policy

1. Parents will be notified of the offense
2. Repeated offenses will require Parent-Conference for re-admission.
3. While a student is suspended from school they are not permitted to attend any school functions during the duration of the suspension. If a student is on school grounds during a suspension period they can be cited for trespassing. A suspended student is not allowed to participate in school activities until the first day they are eligible to return to classes.

Expulsion

Expulsion is an action taken by a school board to prohibit an enrolled student from further attendance. Wisconsin governs procedures for expulsion (Statute Section 120-13(1) ©). This policy is applicable to **all** students including handicapped students; however, in the case of a handicapped student, the procedural requirements of PL 94-142 and Chapter 15, Wisconsin. Stat. shall be followed.

Field Trips

Students need to have the appropriate parent/guardian permission slips signed and on file with the escorting teacher of the field trip. These forms will be turned in to the school nurse or health aide by the teacher and returned before the trip with the proper accommodations.

Grading

Students receive report cards every 9 weeks or at Quarters 1, 2, 3, and 4. Parent-teacher Conferences are held mid-quarter first and third quarters. Progress reports are sent midway through each quarter.

Progress report and quarter grades will continue to be posted on the normal parent portal page you are all used to (Infinite Campus). There is now an app available for your smartphone for this as well. All daily grades are now posted in our Canvas system. All students and parents have access to this system as well.

Grade Point Average Conversion

A+ = 4.0	B+ = 3.33	C+ = 2.33	D+ = 1.33	F = 0.0
A = 4.0	B = 3.0	C = 2.0	D = 1.0	
A- = 3.65	B- = 2.67	C- = 1.67	D- = .67	

In order to emphasize the importance of timeliness and responsibility, teachers may deduct points for unexcused late work.

Graduation

The successful completion of 24 credits shall be required for graduation from Spencer High School. Every student should be in at least 7 class periods per day. The remaining periods will be study halls. Actively involved means a class, teacher aide, or other programs approved by school administration. Students must also pass the civics exam requirements set forth by the state in order to graduate.

SUBJECT	CREDITS
English	4
Social Studies	3
Science	3
Math	3
Physical Education	1.5
Health	0.5
Additional Credits	<u>9</u>
TOTAL	24.00 Credits

Graduation exercises for Spencer High School shall be held once each year, in the spring. Those students, in good standing, who have successfully satisfied the current graduation requirements prior to the annual graduation ceremony will participate, if they so choose. Students who will satisfy the required standards early need to request early graduation status by the first day of May in the school year before they will graduate. (See school counselor). These students shall not receive a diploma until the graduation ceremony. Special cases and situations that could affect a student's participation in the exercises will be considered on a "case-by-case" basis by the administration. Each case shall be judged on its own merit using the circumstances of the time and situation as guideline. Students will not receive a diploma until all requirements are met..

Participation in the graduation exercises may be denied, based upon necessary disciplinary decisions, legal issues, outstanding detentions, or other issues that could arise in the educational setting. The determination will be made by the administration. Frequent or Habitual Truancy could affect a student's opportunity to participate in the graduation exercises.

This policy applies to only the GRADUATION EXERCISES, not to the award and receipt of the DIPLOMA.

Participation in graduation exercises is not a graduation requirement.

Harassment

The School District of Spencer shall strive to remove any vestige of discrimination in admission to any school, class program or activity; standards and rules of behavior, including student harassment, disciplinary actions, including suspensions and expulsions; acceptance and administration of gifts, bequests, scholarships, and other aids, benefits or services to students from private agencies, organizations or persons; instructional and library materials used in the district; methods, practices and materials used in testing, evaluating and counseling students; location and use of facilities; opportunity for participation in athletic programs or other extracurricular activities; and in school -sponsored food service programs.

The Board of Education recognizes the need to create and maintain an atmosphere for both District employees and students and others, which is free from unsolicited and unwelcome overtones. The Board further recognizes that sexual and other harassment is prohibited under both Title VII of the Civil Rights Act of 1964 and the Wisconsin Fair Employment Act. Accordingly the Board hereby prohibits harassment of employees, students, and others engaged in the operations of the programs and activities of the District.

Harassment or intimidation can arise from a broad range of physical or verbal behavior, which can include, but not be limited to the following:

- Physical or Mental abuse
- Racial insults
- Ethnic slurs
- Unwelcome sexual advances or touching
- Requests for sexual favors used as a condition of employment or affecting any personnel decision such as hiring, promotion, or compensation.
- Sexual comments or sexual jokes
- Religious slurs
- Display of sexually explicit or otherwise offensive posters, calendars, clothing, or materials
- Conduct that has the purpose for effect of interfering with an individual's work performance or creating an unfriendly or offensive work environment.

The Board of Education hereby prohibits employees, students, and those engaged in the operation of any activity, which constitutes harassment, including sexual harassment. Individuals who, upon investigation, are determined to have engaged in harassment under the provision of this policy may be subject to disciplinary action. In the case of employees, that action may include, but is not limited to, reprimand, suspension or termination. In the case of others engaged in the conduct at District programs and activities, discipline may include removal and prohibition from participation in such activities or programs. In the case of students during school, that disciplinary action may include, but is not limited to, reprimand, parental conference, suspensions, referral to law enforcement, or expulsion.

Honor Roll and Class Rank

Students are eligible for Honor Roll status if their grade point average is between a 3.0 and 4.0 on a 4.0 scale. Honor roll is calculated at the end of every quarter, whereas cumulative GPA (grade point average) is determined at the end of each semester. Students with a grade point average of 3.50 or higher will earn High Honor Roll status.

A cumulative GPA ranks students within their grade level from highest to lowest ranks students. Normally the ranking earned from their first semester 9th grade year to second semester 11th grade year is placed on their post-secondary admission application. Students interested in knowing their class rank or GPA should see the school counselor.

Lunch and Nutrition Break Prices

The School District of Spencer provides a morning nutrition break and a full lunch. The prices below represent the full price of meals for the 2020-2021 school year. All families can also complete free or reduced lunch forms to determine eligibility. Forms can be picked up in any of the offices and must be completed annually.

Grades K-5	Breakfast/Nutrition Break	\$1.40
	Lunch	\$2.70
Grades 6-12	Breakfast/Nutrition Break	\$1.40
	Lunch	\$2.90

** Prices for the 2021-2022 school year are subject to change at the annual meeting in August.

*** A new policy went into effect in the 2017-2018 school year. Once a lunch account drops below -\$15.00 the district will take steps to restrict a student's food choices. More information can be found in Policy 762 on the school district's website.***

Lockers

1. Lockers are provided for the convenience of all students. The locker does not become the personal property of the student.
2. Students who need to bring valuables to school should leave them in the office for safekeeping. This is the only sure way to avoid theft.
3. School personnel reserve the right to inspect lockers at any time.
 - a. An inspection may be made if school personnel have reasonable cause to believe that the property contains an item, the possession of which constitutes a crime or endangers the health and safety of others.
 - b. Illegal items (firearms, weapons, drugs, etc.) removed from a student or found through a proper inspection of lockers will be turned over to a law enforcement agency and/or additional disciplinary action may result.

Note: A student having a problem with their locker including if it is not locking should notify the high school office. Students SHOULD NOT give others their locker combination nor share a locker with another student. Students need to lock their lockers at all times

4. Students are not allowed to switch lockers with other students. You must keep the one assigned to you.
5. At the end of each year your assigned locker will be checked. Lockers must be cleaned out and free of any writing, stickers, tape, or other markings inside and out. If lockers are not cleaned properly students will be charged a minimum of \$25 for custodial services to clean the locker. Students are responsible for the care of their locker. If there is damage to their locker they will be responsible for the cost of repair or replacement.
6. Lockers in the locker room and combination locks will be issued to all high school athletes and physical education participants in grades 7-12. Locks should be turned in to the teacher and/or coach at the end of the semester/season. It is the student's responsibility to keep their lock on their locker at all times.

Make-Up Work

All students with excused absences will be given the opportunity to make up work missed in accordance with the following guidelines:

1. It is the student's responsibility to contact the teachers to make arrangements for making up work missed during an absence from school.
2. Students will be granted the number of days absent plus one (1) for make-up time. This provision applies to all work assigned during the absence.
3. Examinations missed during an excused absence may be taken upon arrangement with the teacher.

Teachers may choose to not permit students to make up homework missed due to unexcused absence other than work missed due to a suspension. Test and quizzes will be rescheduled by the instructor. If they are not made up during the scheduled time they will be considered a zero.

Medical Information

Every child should attend school in good health and with a good attitude so that all school experiences will be successful. To reach this goal, it is suggested that your child have regular health examinations by your doctor. Please make sure your child's immunization records are up to date.

A. Prescription Medications

If it becomes necessary for your child to take any form of prescription medication at school, Spencer School Board policies and procedures will be followed. Medication forms are to be signed by the parent **and** the physician. Medication given by school personnel **must** have the following information on the container.

1. Child's full name
2. Name of the medication and dosage
3. Time medication is to be given
4. Name of physician
5. Name and telephone of the pharmacy
6. Prescription medication must be brought in the original containers.

Duplicate medication bottles are available from your local pharmacy upon request. Parents are responsible for bringing medications to school in correctly labeled containers with current prescription. Parents are responsible for letting the school know of any changes in medications, dosages and frequency and duration of the medication. Designated school personnel will give medication. Students are responsible to go to the appropriate place to receive their medication.

B. Non-prescription medication will be dispensed only upon written authorization of the parent or guardian. School personnel will provide Tylenol or any other medication to the students without meeting the above criteria. Diagnosis and treatment of illness and prescribing of drugs are never the responsibility of a school and are not practiced by any school personnel. Non-prescription medication brought to school must follow the same container procedures as prescription medication. **STUDENTS SHOULD NOT BE IN POSSESSION OF ANY MEDICATION ON SCHOOL GROUNDS.**

Our district is fortunate to have a highly qualified nursing staff. Our school nurse is available at various times during the week. Our health aide is available every day from 9:00 to 3:00. Students who feel ill or have a health concern, should report to the High School office before reporting to the health aide.

Parking Facilities

Students who wish to drive to school must park in the north parking lot in an orderly fashion and in the appropriate areas. All students must register for a parking permit. No parking on streets adjacent to school. Students should follow safe driving habits at all times. For the safety of all students, drivers need to arrive and exit on Elm Street. Please do not travel on School Street, especially during loading and unloading of buses. Non-licensed motor vehicles are not allowed on school grounds. (Board Policy 455.2) See Appendix page 22.

Permit to Leave the Building

Students are not allowed to leave the school or the grounds during the school day except by permission from the office.

All permits to leave the building during the school day must come from the principal's office, except in cases of emergency.

When a student does not get a "Permit to Leave" they will be required to meet with the principal. Repeated violations of this rule will result in progressive discipline.

Personal Communication Devices (PCDs)

The School District of Spencer understands that cell phone use is commonplace in today's society. However, as today's cell phones have a great capacity to send and receive information in audio, video, and text form, they present opportunities that are detrimental in nature. The use of cell phones has the potential to increase opportunities for cheating and harassment. Invasion of privacy is also an issue because of the ability of the phones to send pictures and video. Finally, the use of cell phones by students in the event of an emergency has the potential to interfere with the official flow of information.

At all grade levels where student use of technological devices is required, the District will provide devices for the students. Within the middle and high school most students are issued a school district Chromebook, or other device, that is capable of providing them the necessary electronic tools for their educational needs when they are in school.

Wisconsin State Statute 118.258 states that "Each school board may adopt rules prohibiting a pupil from using or possessing an electronic communication device while on premises owned or rented by or under the control of a public school". Because of the possible detrimental consequences, student use of PCDs is allowed according to the following guidelines.

1. PCDs should not be used during instructional time unless specific permission is given by the teacher during the school day.
2. For all middle and high school students, PCDs may be checked/used during passing times, but the device should not be used during instructional time.
3. PCDs may be used and carried when high school students have their 30 minute lunch period.
4. PCDs are prohibited in bathrooms and locker rooms at all times.
5. PCDs may never be used in a manner that will cause disruption to the educational environment or invade the privacy of another individual.
6. The school district will not be responsible for loss, damage, or theft of any electronic device brought to school.
7. During school hours the use of PCDs is not permitted on field trips or other activities without permission from the school authorized supervisor/coach.
8. After school hours or overnight trips: The use of PCDs during field trips, sporting events, or other activities will be at the discretion of the advisor/coach.
9. PCD use by students during the school day may occur only with permission from the teacher/supervisor.
10. While under the supervision of an authorized school official during the school day or outside the school day, in the event of a district emergency, PCD use by students will be approved by the teacher/supervisor.
11. Photography, videotaping, audio recording, or PCD recording of any kind will not be made in classrooms, assemblies, lunch rooms, hallways, and any other inside or outside school facilities/grounds without the permission of the staff member in charge.

PCD Infractions

All content viewed or listened to on any device during school, on school grounds, in a school vehicle, or at a school function must be appropriate for school. Consequences for violating the PCDs policy:

- 1st offense: The PCD will be turned over to the teacher, without question, and returned to the student at the end of the class period. A verbal warning will be given. **This event will be recorded as a minor in Educlimber.**
- 2nd offense: The PCD will be confiscated by staff and turned into the office. The student will be able to pick up their PCD at the end of the regular school day. An office disciplinary referral will be issued, disciplinary action will be given and home will be contacted by the office staff.
- 3rd offense: The PCD will be confiscated by staff and turned into the office. A Parent/Student/Principal meeting will be held. The cell phone will be returned to the parent following the meeting.
- 4th offense and beyond: The PCD will be confiscated by staff and turned into the office. School discipline policy will be followed for repeated refusal to follow school rules/policies and will result in suspension and could lead to expulsion in extreme cases of repeatedly failing to follow school rules and policy. The school may choose to meet with the parent of the student to assist in creating a plan.

Parent to Student contact during the school day:

1. Emergency contacts with students during the school day will be made by contacting the middle and high school office: 715-659-4211
2. Students are always able to contact home using school phones with the approval of school staff.

Physical Education Credit Substitution

Students may complete an additional ½ credit in the area of English, social studies, math or science in lieu of ½ credit in physical education. For information see policy 344.53 and talk with the school counselor.

Printing Names

The Board of Education has designated the following student record information as directory data: student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and name of school most recently previously attended by the student. This includes information released on the website and social media. This information may be disclosed to any person UNLESS the adult student, or parent, legal guardian or guardian ad litem of a minor student informs the school that all or any part of the directory data may not be released without the prior consent of the adult student, parent, legal guardian or guardian ad litem. The District will not release directory data earlier than two weeks (14 days) after receipt of this notice or the opening of school.

School Song

"Illinois Loyalty"

We're loyal to you Spencer High
We'll always be true Spencer High.
We'll beck you to stand---
We're the best in the land.
We're a strong mighty band in the fight.
U-RAH RAH
Whether we win or we lose,
Good Sportsmanship is what we choose.
We'll hold no regrets whatever---
Our school will stand together.
For you, for you Spencer High.

School Mascot: Rockets

School Colors: Red and White

Spectator Events

All students should conduct themselves in an appropriate manner at school-sponsored activities. At indoor athletic events, students will:

- Be allowed to exit the event only at the official time-out periods and at the end of the quarters.
- Be expected to follow other school rules of conduct and behavior.

Student Hold and Lockdown

Student safety and privacy are priorities for all staff of our school. We have a number of procedures in place to assure this safety. Most adults are very familiar with the use of fire and severe weather procedures. We also have student hold and lockdown procedures in place in our district. Emergency messages will scroll on the digital clocks in our hallways during these times.

Student Hold -Examples of this would be a behavior concern in the hallway, locker search, or a medical concern. The procedure is for staff to carry on as normal, students will need to remain in the classroom, and window shades will be pulled. *Should parents or community members be in our building during a student hold, please either enter a nearby classroom or proceed to the elementary office.*

Lockdown - This is used when there is a threat inside or outside our building. Staff and students are trained on procedures to use during a lockdown. During a lockdown, student safety is our top priority. Communication to the community and parents will be done once we know that all students are safe and that this communication will not hinder law enforcement. *During a lockdown parents and community members will be restricted from entering our building.*

Tobacco and Tobacco Related Products

In accordance with Spencer District Policy 832 smoking and or vaping, tobacco products, electronic cigarettes, vapor cigarettes and tobacco related devices are prohibited on all school grounds.

Weapons on School Premises

No one shall possess, threaten to use, use or store a weapon or a look-alike weapon while in or on school property, in school vehicles or at school-related events.

“Weapons” shall include, but shall not be limited to: firearms, knives, razors, karate sticks, metal knuckles, chains, clubs, shuriken (throwing stars), airsoft or paint guns and any other apparatus designed to inflict bodily harm and/or intimidate others and instruments whose original design was non-violent but which in a manner of application is an attempt to inflict harm and/or intimidate others. Examples may include, but shall not be limited to, belts, combs, pencils, files, compasses, aerosol sprays (pepper spray), scissors and lighter; and 2.) “Look-alike weapons” shall include, but shall not be limited to, toy imitations and other replicas. Persons violating this policy shall be dealt with immediately, disciplined accordingly and referred to law enforcement officials. Please refer to Wisconsin Statutes, Sections 120.13(1). 941.235. 948.60, 948.605, 948.61 and Spencer School Board Policy 833.

Exceptions to this policy are:

1. Weapons under the control of law enforcement personnel.
2. Theatrical props used in appropriate settings.
3. Starter pistols used in appropriate sporting events.
4. Items pre-approved by the building principal as part of a class or individual presentation under adult supervision. (Firearms and ammunition together shall never be approved as part of a presentation.)
5. Archery equipment for physical education classes when used under the supervisor of the physical education teacher.

Persons violating this policy shall be dealt with immediately, disciplined in accordance with established procedures and referred to law enforcement officials.

POLICIES

<u>Policy #</u>	<u>Policy</u>
182	Harassment Policy
183	Bullying Policy (Below)
344-5	Graduation Requirements
344-51	Graduation Exercise
344-53	Physical Education Credit Substitution
431	Student Attendance Policy
433-1	Student Dress Code
443-4	Alcohol and Drugs
443-5	Electronic Devices
446	Search and Seizure
455-2	Student Motor Vehicle Use
832	Tobacco Policy
833	Weapons on School Premises
870	Public Complaint/Concerns

All school policies can found on the school website. Go to www.spencer.k12.wi.us, click on Board of Education on the left, then on Board Policy Folder on the right.

LEGAL REFERENCE:
2009 Wisconsin Act 309
Section 118.46(2) Wisconsin Statutes
Approved
June 16, 2021

HANDBOOK POLICY AGREEMENT

I acknowledge that I have read the student/parent handbook. I agree to follow all the rules and guidelines set forth in the document.

Student Signature

Date

I, we, as parent(s)/Guardian(s) of _____ have read the policies and rules in the student/parent handbook. We will do our part in seeing that our son/daughter follows the guidelines set forth in this document.

Parent/Guardian Signature

Date