



New Berlin West

**Student & Parent
Handbook**

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Welcome Message

Dear Students and Parents

Welcome to New Berlin West Middle and High School learning communities that are a part of the New Berlin Public Schools dedicated to meeting the needs of adolescents and their parents/guardians in grades seven through twelve. Like all communities, Eisenhower and New Berlin West Middle and High Schools have certain rules and regulations in place to protect the rights of all its members to learn and grow in a safe and secure environment. To protect and maintain this positive environment, all members of our school communities -- students, parents, and staff -- are responsible for following these policies, procedures, and building rules, outlined in this handbook that were approved by the Board of Education. Please read this handbook carefully.

From time to time, these policies and procedures are changed. When this occurs, the modifications will be communicated with students, parents, and staff via daily announcements, newsletters or other media (i.e., district or school websites).

If you have any questions now or in the future regarding the contents of this handbook, please contact the building administrators. For your convenience their telephone numbers are listed below.

New Berlin West Administration

David LaBorde, Principal
New Berlin West Middle/High School
(262) 789-6418

Robert Krecak, Associate Principal
New Berlin West Middle/High School
(262) 789-6416

Patti Orzel, Associate Principal
New Berlin West Middle/High School
(262) 789-6415

We look forward to working with you!

Board of Education

Matt Thomas - President 262/938-3227
2810 S. 149th Street
New Berlin, WI 53151

John Kegel - Vice President 262/613-0703
12945 W. Scarborough Dr
New Berlin, WI 53151

Keith Heun - Clerk 262/784-5798
4131 S. Regal Manor Court
New Berlin, WI 53151

Joan Doberstein - Treasurer 262/679-2993
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New Berlin, WI 53146

Board of Education (cont)

Jennifer Eitel 262/789-5127
4055 S. Katherine Drive
New Berlin, WI 53151

Art Marquardt 262/679-5402
17940 W. Beres Road
New Berlin, WI 53146

Dave Maxey 262/784-5663
17240 W. Rogers Drive
New Berlin, WI 53146

District Strategic Plan

We believe that:

- People learn best in a safe, comfortable and trusting environment.
- Each person is entitled to every opportunity to be a successful learner.
- Cultivating a passion for learning fosters life-long learning.
- Every person is a unique individual and is entitled to respect.
- Higher expectations drive higher results.
- A partnership among family, community, and school is a critical factor in high achievement.
- Freedom demands responsibility.
- That the nourishment of the physical, intellectual, and emotional self is essential to learning.
- Change is inevitable and continuous and how people perceive change determines how they react to it.
- Assessment and feedback are essential components of the learning process.

Mission

The mission of the New Berlin Public Schools is to ensure that our students demonstrate skills and knowledge that exceed the community and society's expectations. We are committed to accomplishing this through a caring and effective school system that is both introspective and dynamic.

Strategic Objectives

- 100% of New Berlin Public School students will graduate.
- All graduates will meet or exceed the proficiency levels established by the New Berlin standards.
- Students in New Berlin Public Schools will demonstrate growth in learning each year.

Strategies

The New Berlin Public Schools will:

- Have a comprehensive, aligned, and unified EC/K-12 curriculum based on New Berlin and state standards.
- Establish and maintain effective communication among students, staff, family, business, and the community.
- Maintain quality staff based on a common foundation of knowledge and teaching strategies through professional development, evaluation and accountability.

Strategies (cont)

- Address facility issues including maintenance, deferred maintenance and capital improvements, while prioritizing and allocating resources to optimize learning.

Parameters

We will:

- Treat all people with respect.
- Not compromise high expectations.
- Promote and practice responsible communication.
- Practice fiscal responsibility.
- Base decisions on appropriate data.
- Not behave in a manner inconsistent with our mission and objectives.
- Not give up on any student.

Non-Discrimination

The School District of New Berlin is committed to equal educational opportunity for all students in the District. It is the policy of New Berlin schools, pursuant to s.118.13, Wis. Stats., and PI 9, that no person may be denied admission to any District school or be denied participation in, be denied the benefits of or be discriminated against in any curricular, extra-curricular, pupil services, recreational or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability. Further it is the policy of the Board of Education to conform to all applicable legal requirements relating to nondiscrimination in employment on the basis of age, race, color, sex, creed, national origin, religion, handicap or any other such factor as may be specified in any law from time to time applicable to the District. This policy also prohibits discrimination under related federal statutes, including Title VI of the Civil Rights Act of 1964 (race and national origin), Title IX of the Education Amendments of 1972 (sex), and Section 504 of the Rehabilitation Act of 1973 (handicap). It shall be the responsibility of the Superintendent of Schools or his/her designee to examine existing policies and develop new policies where needed to ensure that New Berlin schools do not discriminate pursuant to federal and state law. The Superintendent shall ensure that an employee is designated annually to receive complaints filed under s.118.13, Wis. Stats., P19, Wis. Admins., Code, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments, and Section 504 of the Rehabilitation Act of 1973. That employee shall assure that an evaluation of the District's compliance with s.118.13, Wis. Stats., is completed every five years under PI 9, Wis. Admin. Code and submit Form PI-1197 to the Department of Public Instruction annually.

Complaint Procedure

Complaint Procedure

It is recognized by the Board of Education that school districts exist to serve the students of the district and that the Board is ultimately responsible to the citizens of the district. While the Board can only be accountable to the district as a whole, it is important to provide a means for individual students, employees and/or citizens to register concerns and to extend complaints regarding any matter over which the Board of Education has jurisdiction. It is also recognized that it is important to provide an orderly and timely procedure for the extension and response to student and/or citizen concerns and complaints. That procedure will ultimately provide an opportunity for appeal to the Board of Education or a designated board committee.

Board of Education members do not have legal authority to manage district matters except when in attendance and acting at a meeting of the Board of Education or Board of Education standing committees. Board members receiving concerns or complaints from students and/or citizens shall immediately direct them to the appropriate building administrator or to the Superintendent of Schools or his/her designee. Copies of this policy and appropriate procedures will be provided to the complainant. Board members shall not issue directives to staff in an attempt to resolve complaints.

The Superintendent shall be held responsible to the Board of Education for these functions. Complaint forms will be made available in the district office and in each school.

Student Fees

Textbook fees
High School\$112
Middle School.....\$95
Parking fees \$200 Year
Driver education fees \$260 Year
Athletic fees/Co-curricular..... \$120 per activity
with a family maximum of..... \$360
Middle School..... \$55 per activity
with a family maximum of \$165

Musical Instrumental Rental Fees

1. Percussion \$25 Year
2. All Others..... \$50 Year

School Lunch Fees

Daily.....\$2.25
Weekly with milk\$11.25

Attendance Policy

Daily Attendance & Tardiness

Students are to be on the school grounds in their assigned class or study hall during each class period of each day unless they are involved in a supervised out-of-school field trip, work experience, co-op program or home/neutral site instruction. It is important for students to arrive at each class on time, including the first period in the morning. Please note that students are not allowed to leave campus during lunch. Detention penalties (before and after school hours or on Saturday) may be assigned for repeated tardiness to school and/or class. (B.O.E. Policy 5113)

Excused Absences

The following are considered excused absences:

1. Temporary physical or mental illness.
2. Medical appointment. Such appointments are to be made, whenever possible, when school is not in session. Verification of such appointments may be required.
3. Attendance at special events of significant and important education value with prior approval by principal/designee.
4. Exceptional circumstances approved by the principal/designee.
5. Family trip/vacation for no more than ten days in a school year with prior principal/designee

Students shall be allowed to make up school assignments missed due to an excused absence.

Early Dismissal Requests

Students who require early dismissal from school for personal business, medical appointments, or other reasons must have their parent's or guardian's permission prior to leaving the building. Excuses from parents or

Early Dismissal Requests (continued)

guardians that are submitted after the fact will be accepted solely at discretion of the building principal or his/her designee. Students over the age of 18 are required to have permission from their parent or guardian to leave campus.

Extended Absence Due to Family Vacations

Students may be granted permission to attend family vacations provided class assignments are requested a minimum of one week prior to departure. Assignments will be completed within the number of days the student was absent when he/she returns from vacation. Arrangements for completing the assignments are the student's responsibility.

Parent/Guardian Responsibilities Regarding Student's Absence

To ensure student safety, parents are required to notify the school by phone on the day of their student's absence. Calls should be made by 9 a.m., Monday through Friday. If not previously notified, attendance personnel will attempt to contact the parent/guardian at home or at work to confirm the absence. Absences called in by students, even age 18, will not be accepted.

Return to School Following an Excused Absence

Ordinarily, a minimum of one day's make-up time will be allowed for each day of an excused absence. If, in the opinion of the teacher, additional time is necessary to make up the work, the teacher may extend the time.

Unexcused Absences (Truancy)

Truancy means any absence of one or more days from school or class during which the attendance office has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil and also means intermittent attendance (absent on an hourly basis) carried on for the purpose of defeating the intent of s.118.15 of Wisconsin law. Truancy for a single class period is defined as being 10 or more minutes late without an excused pass. The legal excuses for absence are specified in s.118.15. Upon request of the truant officer, a statement from the local health officer or nurse or attending physician shall be submitted explaining the cause of the pupil's absence. Students that have been truant five (5) part or whole days in a semester will be referred to Waukesha County Juvenile Court.

Truancy

Students observed leaving campus by a school employee without permission or found truant in the community by a police officer may be given a municipal citation for \$109.00. Examples of violations include but are not limited to the following: 1) Truant students who are found off campus during school hours; 2) Students who are excused from school as ill and are found in the community not pursuing medical treatment; 3) Truant students who are found at other students' houses during school hours; 4) Students who leave campus unexcused for lunch; 5) Ill students who leave campus without checking out through the health room; 6) Students who are truant during "skip days." (B.O.E. Policy 5113)

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Attendance Policy (continued)

Tardiness

Tardiness is defined as up to 10 minutes late to a class without an excused pass. At 10 minutes a student will be considered truant. At the first unexcused tardy, the instructor issues a verbal or written warning. A second unexcused tardy results in a detention served with the teacher before or after school. Subsequent tardiness will be referred to the associate principals for review.

Return to School Following an Unexcused Absence

Pupils absent for reasons other than those identified excused by the Board of Education shall be considered unexcused, truant and subject to disciplinary action. Students with an unexcused absence will not be allowed to make up any class work or tests missed. All class work and tests (including final exams) missed as a result of an unexcused absence will be recorded as a zero and no credit will be issued. s.118.16 (4) (a)

Attendance Requirements for Participation in Co-curricular Activities

Any student who participates in any co-curricular activity must be in attendance for at least fifty percent of their school day. Failure to comply with this rule will cause the student to be ineligible for participation that day.

Responsibilities & Rights

Student Responsibilities

Students have the responsibility to seek the maximum benefits from the educational process, to respect the rights of all persons who become a part of the educational environment, and to exercise the highest degree of self-discipline in observing and adhering to adopted rules and regulations. Responsibility is inherent in the exercise of every right. It is impossible to list all student responsibilities, but it must be emphasized that lack of responsibility means a weakening of rights. Therefore, the list of rights below shall not be constructed to deny or limit other rights retained by students in their capacity as members of the student body or as citizens. (B.O.E. Policy 5131.1)

Student responsibilities shall include but not be limited to the following:

- Attend all classes and be in class on time;
- Be prepared for class;
- Bring required materials to class;
- Follow classroom and general school rules;
- Follow directives of staff members;
- Treat all students and staff with respect;
- Refrain from any activity that involves threatening language or the possibility of doing harm to one's self, school property, or other students or staff or their property;
- Study and learn the material presented in class and maintain passing grades;
- Be aware of the graduation requirements, take a minimum average of 6 credits per year, and maintain eligibility for graduation;
- Communicate and write within commonly accepted forms;
- Complete all assignments on time and make up any missed work due to absence(s);
- Recognize and accept the authority of both middle and high school personnel.

Student Rights

Students have the right to:

- A meaningful education as provided by the New Berlin Public Schools;

Student Rights (cont)

- Physical safety and reasonable protection of personal property;
- Consultation with teachers, counselors, and administrators, if they so desire;
- Have free elections of their peers in student government and have the right to seek office;
- Be involved in school programs or activities without being subject to discrimination on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, or emotional or learning disability;
- Obtain in writing the grading procedures specific to all scheduled courses;
- Exercise their constitutionally-protected rights as long as they do not interfere with the operation of the regular school system, endanger health or safety, violate community standards of decency, commit libel or slander, or advocate the commission of unlawful acts;
- Present petitions, complaints, or grievances to school authorities and the right to receive prompt authoritative replies from school authorities regarding the disposition of their petitions, complaints or grievances;
- Be free from any penalty by the school administration for the beliefs they hold, provided they do not violate the rights of others; expect respect from teachers and administrators and other authorized school personnel;
- Not to be searched arbitrarily or to have personal belongings subjected to arbitrary searches and seizures. The administration reserves the right to search students and school property to seize stolen school property, weapons and any object that can reasonably be considered a weapon, drug or chemical substance.

Parent/Guardian Rights

Parents have the right to:

- Know that the disruptive action of a few will not be allowed to interfere with the opportunity for academic and social growth of the majority;

Parent/Guardian Rights (continued)

- Be granted access to all school records pertaining to their child;
- Receive periodic official reports of the student's academic progress; be given an opportunity to confer with teachers and/or principals regarding the student's academic placement, progress, and social adjustment;
- Share in the activities of parent organizations;
- Share in the student's right to due process procedures in matters of disciplinary actions;
- Be notified of the student's violation of school rules and regulations.

Parent/Guardian's Responsibilities

The ultimate responsibility for children's behavior rests with the parents/ guardians. The following are among their specific responsibilities in relationship to the schools:

- Support the schools in requiring students to observe all school rules and regulations and accepting responsibility for any willful misbehavior on their part. Send students to school with proper attention to health, personal cleanliness and appropriateness of dress;
- Maintain an active interest in the student's daily work; make it possible for them to complete assigned homework, particularly by providing a quiet place and suitable conditions for study;
- Comply with the school's requests; including reading carefully all communications and signing and returning them as requested;
- Cooperate with the school in attending conferences set up for exchanging information on the student's progress in school and for planning for its continued maintenance and improvement. (B.O.E. Policy 5131.1)

Code of Classroom Conduct

Code Philosophy/Scope

The District is committed to maintaining a favorable academic atmosphere. Teachers are expected to create a positive learning climate for students in their classrooms and to maintain proper order. Students are expected to behave in the classroom in such a manner that allows teachers to effectively carry out their lesson plans and allows students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the Board, administration, and their classroom teachers.

Student behavior that is dangerous, disruptive, or unruly, or that interferes with the teacher's ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to long-term removal from class and placement as outlined below. In addition, the student may be subject to disciplinary action in accordance with established Board policies and school rules.

This Code of Classroom Conduct applies to all students in grades K-12 with age-appropriate consequences.

Student Removal from Class

A teacher may remove a student from class for dangerous, chronically disruptive or unruly behavior, or behavior that interferes with the ability of the teacher to teach effectively. This type of behavior includes but is not limited to the following:

- Possession or use of a weapon, look-alike weapon, or other item that might be or is used to cause bodily harm to persons in the classroom. (B.O.E. Policy 5131.2)
- Possession of or being under the influence of alcohol or other controlled substances, controlled substance look-a-likes, mood-altering substances, or otherwise in violation of district student alcohol and other drug policies. (B.O.E. Policies 5131.2 and 5131.9)
- C. Harassment (sexual or otherwise), behavior that interferes with another person's work or school performance, or creates an intimidating, hostile, fearful, or offensive classroom environment. (B.O.E. Policy 5130)
- Taunting, baiting, inciting and/or encouraging a fight or disruption.
- Disruption and intimidation caused by gang or group symbols or gestures and/or gang or group posturing to provoke altercations or confrontations.
- Fighting or physical confrontation involving a student, a staff member, or other individual involved in classroom activity.
- Obstruction of classroom activities or other intentional action taken in an attempt to prevent the teacher from exercising his/her assigned duties.

Student Removal from Class (continued)

- Interfering with the orderly operation of the classroom by using, threatening to use, or counseling others to use violence, force, coercion, threats, intimidation, fear, or other disruptive means.
- Repeatedly confronting staff in an argumentative fashion, or refusing to follow directions.
- Repeated disruption or violation of classroom rules.
- Willful damage to school or another's personal property.
- Possession of personal property prohibited by school rules.
- Repeated use of profanity.
- A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations.

When a student is removed from class, the teacher shall:

- Send the student to the building administrator or designee and inform him/her of the reason for the student's removal from class,
- Provide the administrator or designee with a written explanation of the reason(s) for removal from class, and
- Verbally notify parent/guardian as soon as possible, but no more than 24 hours after the student's removal from class.

The Administrator Shall:

- Inform the student of the reason(s) for the removal from class and shall allow the student the opportunity to present his/her version of the situation,
- Provide an opportunity for a parent/guardian conference, and
- Determine the appropriate educational placement for the student who has been removed from a class by a teacher.

Placement Procedures

The building administrator or designee shall place a student who has been removed from a class by a teacher in one of the following alternative educational settings:

- The class from which the student was removed.

If other administrative disciplinary actions are appropriate or, if after weighing the interests of the removed student, the other students in the class and the teacher, the administrator or designee may determine that re-admission to the class is the best or only alternative.

- Another class in the school or another appropriate place in the school.
- Another instructional setting outside the home school.

Placement Procedures (cont)

- An alternative educational program approved by the Board. State law defines this as an instructional program approved by the school board that utilizes successful alternative or adaptive school structures and teaching techniques and that is incorporated into existing, traditional classrooms or regularly scheduled curricular programs, or that is offered in place of regularly scheduled curricular programs.

When making placement decisions, the building administrator or designee shall consider the following factors:

- The reason the student was removed from class.
- Severity of the offense.
- Type of placement options available for students in that particular school and any limitations on such placements (costs, space availability, location).
- The estimated length of time of placement.
- The student's individual needs and interests.
- Whether the student has been removed from a teacher's class before (repeat offender).
- The relationship of the placement to any disciplinary action (e.g. if student suspension from school is required as a result of the student's conduct).
- If the placement is applicable before and/or after the suspension.

The administrator or designee may consult with other appropriate school personnel as the administrator or designee deems necessary when making or evaluating placement decisions. A student's parent/guardian may also be consulted regarding student placement decisions when determined by the administrator or designee to be in the best interests of the persons involved or required by law.

- All placement decisions shall be made consistent with established Board policies and in accordance with state and federal laws regulations.
- The parent/guardian of a minor student shall be notified of a student's placement in an alternative educational setting as outlined below.

Parent/Guardian Notification Procedures for Student Placement

The building administrator or designee shall notify the parent/guardian of a minor student, in writing, when a teacher has removed a student from a class. This notification shall include the reasons for the student's removal from class and the placement involving the student. The notice shall be given as soon as practical after the student's removal from a class and placement determination.

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Code of Classroom Conduct (continued)

Parent/Guardian Notification Procedures for Student Placement (continued)

The removal of students with disabilities under the Individuals with Disabilities Education ACT (IDEA) and Section 504 of the Rehabilitation Act (504) must be implemented in accordance with the appropriate disciplinary requirements of state and federal law. If the

student removed from a class is also subject to disciplinary action for the particular classroom conduct (i.e., suspension or expulsion), the student's parent/guardian shall be also notified of the disciplinary action in accordance with policy and legal requirements.

Appeal Process

All parties have the right to a full and impartial review of action taken for code violations. The first step is between the appealing party and respective administrator. The next steps may proceed through the administrator and superintendent or designee. The appeal must be initiated within ten (10) school days of the decision.

Disciplinary Actions

Summary Procedures

Discipline for repeated minor infractions or for infractions of a serious nature shall require a written record to be maintained. Discipline actions can include but not be limited to the following:

Detention

Administrators and teachers have the authority to detain pupils for disciplinary reasons. Students may be required to stay after school, report before school, or on Saturday. The type of detention issued will be left to the discretion of the administration. Students who fail to serve a detention will be subject to further disciplinary action.

In-School Suspension

This is defined as a student being temporarily excluded from classes; however, reporting to a suspension room in the building. Students who are on an in-school suspension are also suspended from any co-curricular activities on the days of the in-school suspension.

Out-of-School Suspensions

This is defined as one of the following: A temporary exclusion from school for a period not to exceed five (5) school days, or exclusion in

Out-of-School Suspensions (continued)

cases being investigated pending expulsion for a period not to exceed fifteen (15) school days. Any student that is suspended may not be on any New Berlin Public School campus at any time during the entire period of the suspension.

Pre-expulsion Conference

A conference conducted by the principal or his designee which may include student, parent, guardian or legal custodian, the principal or his designee, a psychologist and a guidance counselor. A student who has been suspended three (3) times in one year shall have a pre-expulsion conference at the third suspension. A pre-expulsion conference may also be convened at the discretion of the principal or his/her designee in the event a student commits a single, but serious infraction.

Expulsion Conference

One possible outcome of a pre-expulsion conference may be a recommendation to the Board of Education for an expulsion hearing.

Parents and adult students (over 18) have the right to appeal a suspension or expulsion. (B.O.E. Policy 5131.3 [2])

Expulsion Conference (continued)

Students who do not respond to guidance or minor discipline must accept the consequences of such action. Willful disobedience, open defiance of a staff person's authority, or the use of profane or obscene language or gestures is also sufficient cause for discipline.

In addition to the rules included in the school board policy, students are also subject to the City of New Berlin municipal codes including fines for disorderly conduct; possession/use of fireworks, etc. Some cases may be referred to Waukesha County Juvenile Intake Court.

Bond Schedule

| | |
|--|----------|
| Disorderly Conduct/Fighting | \$424.00 |
| Smoking / | |
| Possession of Ignition Devices..... | \$102.70 |
| Truancy..... | \$109.00 |
| Assault/Battery..... | \$518.50 |
| Possession of drugs, juveniles 16 & younger mandatory court appearancea fine could be assessed | |
| Possession of drugs, age 17 and older .. | \$487.00 |
| Theft | \$424.00 |

Student Conduct/Causes for Disciplinary Actions

Causes for disciplinary action shall include, but are not limited to the following:

Academic Honesty

Cheating is the deliberate or attempted use of unauthorized materials, information, technology, study-aids as well as giving or receiving improper assistance. The student is responsible for consulting the teacher regarding whether group work is permissible on assignments, projects, tests, or other academic exercises.

Consequences of Academic Dishonesty

1st Incident:

1. The teacher will notify the student prior to contacting the parent.
2. The teacher will notify the counselor and grade level administrator.
3. The counselor will arrange a meeting with the student and student's parent/guardian and notify the grade level administrator. The grade level administrator will record the incident in the school data system.
4. The principal and organization advisors will review the student's eligibility for honor societies and academic awards.
5. The student will receive no credit for the assignment, test, or quiz and be administered an administrative detention.

2nd Incident:

1. Steps 1, 2, 3 and 4 from the first offense will be followed.
2. The student will receive no credit for the assignment, test or quiz, be issued a suspension from school, and attend a conference conducted by the grade level administrator with the teacher, and student's parent/guardian.
3. The grade level administrator will notify the student and parent in writing that any future infraction in any class will result in a failing grade and removal from the class in which the third infraction occurs.

3rd and any subsequent incidences:

1. Step 1 from the second offense will be followed.
2. The student will receive no credit for the assignment, test or quiz, and be issued a suspension from school.
3. The grade level administrator will arrange a meeting with the student, his/her parent/guardian, the counselor and administrator from the class in which the third and any subsequent infractions occurred. The student will earn no credit for the class in which the third and any subsequent infraction occurs.
4. The classroom teacher will assign the student a failing grade for the class in which the third and any subsequent infractions occurred; this failing grade will be recorded on the student's transcript. The student's counselor will remove him/her from the class in which the third and any subsequent infraction occurred. The student will earn no credit in the class in which the third and any subsequent infraction occurred.

Alcohol and Drugs

A student will not possess, use, buy, sell, be under the influence of, or transmit in any form alcoholic beverages, drug paraphernalia, chemical substances that are stimulants, depressants, hallucinogens, narcotics, volatile substances, or cannabis derivatives of any kind on the school grounds, and in the school building including daily and extra-curricular bus transportation or off the school grounds at any school sponsored activity.

A student guilty of drug abuse will be subject to the following disciplinary action:

Possession:

- Immediate suspension
- Pre-expulsion conference
- Possible expulsion hearing before the Board of Education
- Referral to law enforcement

Use:

- Immediate suspension
- Pre-expulsion conference
- Possible expulsion hearing before the Board of Education
- Referral to law enforcement

Sale or Transfer:

- Immediate suspension
- Expulsion hearing before the Board of Education
- Referral to law enforcement (B.O.E. Policy 5131.2)

A principal or assistant principal may require a student to submit a breath sample if he/she has reasonable suspicion to believe that the student is under the influence of alcohol at school, at a school-sponsored event held on or off campus. Any student who refuses to submit a breath sample will be suspended for up to 5 school days and referred for a pre-expulsion conference.

Assembly/Fieldtrip Conduct

Students are expected to be a courteous audience for artists, guest speakers and others when attending school-sanctioned events on or off campus; therefore, please keep the following in mind:

- Enter the assembly as quickly as possible; become silent and attentive immediately upon the appearance of the person introducing the program.
- Provide undivided attention to program participants; avoid talking and other distractions during the performance. Every performer, guest or speaker is deserving of your courtesy.
- Students whose conduct is not consistent with the above regulations will lose the privilege of attending assembly programs and/or fieldtrips.

Assembly Conduct (continued)

- Administrators, teachers and supervisory personnel have the authority to detain pupils for disciplinary reasons.

Bus Conduct

In addition to transporting students to and from school, buses are provided for athletic events and field trips. In all cases, the following rules will be observed.

- Buses will be marked with a route number. Know the number, time, and place of pickup.
- The bus cannot wait as it has a schedule to maintain. Missing the bus in the morning is not a valid excuse to be late or absent from school. Excessive tardiness or absenteeism will result in disciplinary action.
- Be careful in approaching bus stops; walk on the left side of the road toward oncoming traffic.
- If it is necessary to cross the road after leaving a bus, always wait for a signal from the driver then cross in front of the bus.
- All students must remain seated while the bus is moving. No one should extend their head, arms, or hands out of the windows without permission. Loud talking, laughing or unnecessary confusion diverts the driver's attention and makes the task of providing safe transportation extremely difficult. The driver will assign students to specific seats when necessary.
- All buses are in good condition. Everyone is expected to cooperate in keeping them that way. Students will be expected to pay for any damage done to the bus for which they are deemed responsible.
- Under no circumstances will the emergency door be opened except as directed by the driver in case of emergency.
- If a student wishes to get off the bus at some point other than the regular point of departure, or wishes to ride a bus other than that which is assigned, a parent/guardian note must be presented to the administration for approval.
- Students must be at the assigned loading area on time. Drivers will wait a reasonable length of time, but in fairness to other riders, students who are repeatedly tardy will require other means of transportation.
- Students who ride the bus to a school sponsored activity, located in another school district, must also return on the bus.
- Students may not remain in the school building after dismissal unless they are participating in an extra-curricular activity, serving a detention, or under the supervision of a teacher or coach.
- Athletic and activity buses are provided only for those students directly involved in that particular school-sponsored activity.
- Any conduct that is unacceptable at school

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Student Conduct/Causes for Disciplinary Actions (continued)

Bus Conduct (continued)

is unacceptable on the bus including, but not limited to fighting, vulgar language, smoking, immoral conduct, excessive noise, vandalism and harassment of other riders. Violations of these rules shall be reported to the administration who will respond as follows:

First Offense: Verbal warning to student. Parents/ guardians may also be called based on administrator's judgment.

Second Offense: Written warning to parents/guardians and student.

Third Offense: Student will be suspended from bus transportation for up to three days and may also be suspended from school for up to five (5) days.

Fourth Offense: Student will be suspended from school pending action by the Board of Education. (B.O.E. Policy 5131.4)

Please note, however, that if the principal or his/her designee considers the student's behavior sufficiently serious, the infraction may be treated as a multiple offense.

Each school principal or assistant principal reserves the right to deny students the privilege of bus transportation for an extended period of time not to exceed the remainder of one school year.

Camping/Loitering

No student shall be allowed to camp overnight on campus, or to loiter on school property. Any student violating this rule shall be subject to a police citation.

Degrading Behavior, Harassment and Intimidation

It is the policy of the School District of New Berlin to provide a positive learning environment free of any form of degrading behavior, harassment, or intimidation. Further, the District shall communicate its commitment to the principles of a democratic society and shall take all necessary and appropriate action to eliminate harassment and intimidation, up to and including discipline of the offender(s).

An integral part of this commitment is the recognition that the district is multicultural. The District values and respects the diverse makeup of the school community, and it seeks equal educational opportunities for all students. To this end, the school district will not tolerate behavior by students, toward persons based in whole or in part, on sex, race, national origin, ancestry, creed, pregnancy, marital status, sexual orientation, or physical, mental, emotional or learning disability which creates an intimidat-

Degrading Behavior (cont)

ing, hostile or offensive school environment.

Degrading behavior, harassment and/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; religious slurs; unwelcome sexual advances or touching; sexual comments or sexual jokes; sexually explicit derogatory statements; hazing; discriminating remarks which are offensive or objectionable to the recipient or which cause the recipient discomfort; humiliation; requests for sexual favors; display of sexually explicit or otherwise offensive posters, calendars or materials; conduct which has the purpose or effect of interfering with an individual's academic performance or creating an unfriendly or offensive environment.

It is the responsibility of the administration and all employees to ensure that these prohibited activities do not occur. Accordingly, any student who believes that he/she has been the subject of prohibited harassment or who has observed prohibited student harassment shall report the matter immediately to an administrator of his/her choice, who shall be designated as the complaint officer. Students violating this policy will be disciplined in accordance with applicable school board policies and procedures. (B.O.E. Policy 5130)

Disruption of School

Students may not disrupt or attempt to disrupt the function of the school. Consequences may include permanent expulsion from school.

- **Damage or Destruction of School or Personal Property:** Students will not damage or attempt to damage, steal or attempt to steal school or personal property. Restitution may be required at the discretion of the building administrator. Consequences may include permanent expulsion from school.
- **Fighting:** Fighting in school, on school buses, or at extra-curricular activities is unacceptable and will subject all participants to suspension from school. Persons involved in such incidents may also be referred to the New Berlin Police Department for possible disorderly conduct and/or assault citations.
- **Fireworks:** The possession or use of fireworks, smoke devices, incendiary fireworks and ignition devices are prohibited and cause for disciplinary action. Students in violation of this policy may also be referred to the New Berlin Police Department and/or Fire Department.
- **Gangs/Symbolism/Affiliation:** Gang identity and symbolism are not conducive

Disruption of School (continued)

to a healthy learning environment in New Berlin Public Schools and are prohibited in the buildings and property at all times. Gang type behaviors including intimidation or threats to other students or staff will not be tolerated and will subject the student to strict disciplinary action.

- **Gambling Activity:** Gambling activity is prohibited while in school or during school-sponsored activities.
- **Guns, Knives, Look-A-Likes:** Any student found in possession of a weapon, including a gun, knife, look-a-like weapon, or any item, which could reasonably be considered a weapon, will be subject to expulsion from the school district. "Possession" is defined as on their person, in a locker or vehicle, or concealed in their book bag. Wearing chains other than real jewelry is also prohibited. (B.O.E Policy 5129)
- **Hazing or Unauthorized Initiations:** Hazing or unauthorized initiations are not allowed.
- **Inappropriate Language:** Profane or obscene language is unacceptable and will result in disciplinary action and may result in a municipal citation from the police department.
- **Laser Pointers:** Because of the potential harm that they may cause, laser pointers are grouped with other electronic devices that are banned from student possession. If a student has a laser pointer, it will be confiscated and returned to the parent/guardian after a meeting with the school administrator.
- **Lunch Hour & Cafeteria Regulations:** Students are required to stay at school in designated areas during their lunch period. No students will be allowed to leave campus to eat lunch. We also ask that students and parents refrain from ordering carryout items to celebrate birthdays or other special events. Lunchroom supervisors and personnel are to be treated respectfully. To maintain a healthy environment, food and beverages, except water, may not be removed from the cafeteria. Students are required to clean their table before leaving, and throwing food is strictly prohibited.
- **OC Gas Products:** No student may possess any OC gas (pepper gas) products, mace, tear gas or any other chemical defense products while on any campus of the New Berlin Public Schools. Penalties for possession or use will result in corrective action which may include a police referral and possible expulsion from school.

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Student Conduct/Causes for Disciplinary Actions (continued)

Disruption of School (continued)

- Personal Conduct: Excessive display of affection is inappropriate in the halls or on school grounds. Parents /guardians will be informed of unacceptable behavior in this regard. Repeat offenders will be subject to disciplinary action.
- Smoking and Possession of Tobacco Products\Ignition Devices: To promote and maintain a healthy atmosphere for learning, smoking or possession of smoking materials is not allowed at any time on the school premises or at any school-sponsored event held either on or off campus, and will result in disciplinary consequences. Smoking is also prohibited on school buses. The fact that a

parent or guardian approves of smoking, or that a student is 18 will in no way affect this school policy. (B.O.E. Policy 5131.2)

- The city of New Berlin has a smoking ordinance, which prohibits possession and/or use of tobacco products on school property. The ordinance will be enforced as follows:
 - First and second offense: A citation will be issued by the police department with a detention assigned from the school administrator.
 - Third and subsequent offenses: A municipal citation will be issued; students may be suspended from school.
 - The city of New Berlin has a municipal ordinance, which prohibits the possession and/or use of any ignition devices (i.e., matches, lighters, etc.), on school property.

Any students in violation of this ordinance will be issued a municipal citation on the first and all subsequent offenses.

- Snow Balls: Any student caught throwing snowballs will be subject to disciplinary action.
- Study Halls: Study halls are to be used for preparing assignments or for reading appropriate material. All rules that pertain to normal classroom conduct govern study hall behavior. Students may also use the school library during study hall provided that they follow the appropriate procedure to obtain a library pass and observe all other rules of the library. Students who fail to do so may be denied library privileges.

Technology Use

The use of technology systems is a privilege which may be revoked by the district in its sole discretion. Users of the technology systems must file an authorization and release form in order to be granted user privileges. The Superintendent or designee shall develop administrative procedures and directives as necessary to assist in the interpretation and implementation of this Board policy and procedure.

The use of technology systems must be in support of education and research and be consistent with the educational objectives of the New Berlin School District as outlined in School Board policies and curricula.

Technology system users may be granted authorization access after completion of the appropriate District form. Student Internet access requires parental authorization forms to be filed with the principal or his/her designee. Internet access by students shall be provided only under direct staff auspices.

General Procedures

Technology users are expected to abide by the following:

- Be polite and use appropriate language.
- Do not use or access profane, obscene, derogatory, threatening or otherwise inappropriate language, symbols, or pictures.
- Keep personal information private. Do not reveal personal address or phone numbers of yourself or others.
- All files, including but not restricted to e-mail, have no guarantee of privacy. In

addition, the District reserves the right to inspect all accounts to ensure they are used in accordance with District policies.

- Do not disrupt the use of the network by others. Do not reveal your password or use another's password. Do not use any user name except your own. Do not change anything that does not belong to you.
- Represent your school and yourself in a positive manner.
- Do not harm/destroy data, accounts, systems, networks or hardware of any user, network or school property. Do not interfere with another user's equipment or program. Vandalism will not be tolerated.
- Files may be downloaded only with permission of systems operator, instructor, instructional staff or supervisor.
- Do not engage in any illegal activities. No inappropriate use or misuse will be allowed. Transmission of any material in violation of any federal or state regulations is prohibited. This includes, but is not limited to, copyrighted material or material protected by trade secret.
- Refrain from any activities, which lead to personal or financial gain. Use for political and commercial purposes is also prohibited. Do not use for recreational, entertainment or purely personal purposes unrelated to schoolwork or job responsibilities. Do not communicate credit card numbers, bank account numbers or other financial information.
- Respect copyright and other intellectual-property rights. Copying files or passwords

belonging to others is a violation of school district policies, a violation of law, and may constitute fraud, plagiarism, or theft. Software licensed by the District must only be used in accordance with the applicable license. Damaging information or modifying it without authorization is unethical, a violation of district policy, and a violation of Wisconsin law. This includes altering data, introducing viruses, or deliberately damaging files.

- Respect the rights of others to freedom from harassment or intimidation. Sending abusive or unwanted material may violate the law and is unacceptable.
- Identify yourself clearly and accurately in electronic communication. This means you must use your user name only. Misrepresenting your name is a serious abuse and violation of district policies. Falsifying a name or using someone else's name is also a violation of district policies and constitutes fraud.
- Abide by security restrictions on all systems. Making your password or another person's password or access code known to others is a violation of this policy. Attempting to evade, disable or 'crack' passwords and other security provisions or assisting others in doing so is also a violation of this policy. Do not use resources signed by other people.
- Use resources efficiently. Respect restrictions on computing resources, such as storage space, time limits, and amount of resources consumed. These restrictions are designed to ensure fair access for all users.

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Technology Use (continued)

General Procedures (cont)

- Recognize the public nature of all electronic communications. There can be no expectation of privacy with the use of electronic mail, voicemail or the Internet. Network administrators and school officials have access to all communications and student files.
- Accept responsibility for your own work, maintaining the integrity of what you create. Keep backup copies of important work. Properly use the features for securing or sharing access to your information on any computer you use. Change the password

- periodically and do not share it with anyone.
- Do not bring, use or install software from home or outside the system.
- Ask permission or clarification from a teacher or supervisor on any aspect of this policy or procedure that is unclear to you before using the equipment.

Consequences

Inappropriate use of hardware, software or communication technologies may result in a loss of privileges. Offenses may result in detentions, suspensions and long-term loss of

privileges. Offenses are subject to progressive discipline as outlined in Board policy, the student handbook and employee contracts. In addition, violations may result in financial charges for repair, replacement for services as well as legal action. Appeals may be made in accordance with appropriate Board policies, procedures, employee contracts and student handbooks. Students in violation of this policy could be dropped from a class with an "F" for the semester and no access to the lab or school network. (Reference B.O.E. Policy 6155)

Records

AFS Students and Foreign Exchange Students High School Diploma and Transcript

AFS students or foreign exchange students shall receive an honorary high school diploma, with a transcript of grades including only courses taken at the respective New Berlin high school or an accredited United States secondary school. Exchange students shall not be ranked within the graduating class.

Awards for Achievement

- Honors exercises shall be held within the last quarter of the school year.
- National Honor Society members shall be elected according to the club charter.
- The top ten (10) percent of the graduating class will be determined after eight (8) semesters. Honor students shall have a cumulative G. P.A. of 3.667. A student graduating at the end of six (6) or seven (7) semesters with the appropriate G.P.A. may be added to the list of honor students.
- Valedictorian and salutatorians of the graduating class will be selected at the end of eight (8) semesters and be recognized at the graduation exercises. Students who choose to graduate at the end of six (6) semesters are not eligible to qualify as the valedictorian or salutatorian of the graduating class he/she moved to; students may qualify for these honors with the original class.
- The valedictorian and salutatorian must be members of the class for at least five (5) semesters before the selection at the end of eight (8) semesters.
- Class ranking for scholarship purposes will be considered as per ranking set by the issuing organization.

Credit for College Courses and AP Credit

All courses except Advanced Placement classes taken at the high school shall be weighted

Credit for College Courses and AP Credit (continued)

equally. Advanced Placement courses are defined as those offered through the College Board with instruction provided on the high school campus. No Advanced Placement credit will be issued for any college coursework.

Grade value points are as follows:

| Regular | | Advanced Placement | |
|---------|-------|--------------------|-------|
| A+ | 4.000 | A+ | 5.000 |
| A | 4.000 | A | 5.000 |
| A- | 3.667 | A- | 4.667 |
| B+ | 3.333 | B+ | 4.333 |
| B | 3.000 | B | 4.000 |
| B- | 2.667 | B- | 3.667 |
| C+ | 2.333 | C+ | 3.333 |
| C | 2.000 | C | 3.000 |
| C- | 1.667 | C- | 2.667 |
| D+ | 1.333 | D+ | 1.333 |
| D | 1.000 | D | 1.000 |
| D- | 0.667 | D- | 0.667 |
| F | 0.000 | F | 0.000 |

The cumulative GPA shall be ranked accordingly from the highest to the lowest. The formula for calculation of class rank shall be honor points divided by the number of credits attempted.

Calculating GPA for Co-curricular Eligibility

- Extended Learning Opportunities (i.e. Summer School) offered by the New Berlin Public Schools may be used for the purposes of regaining co-curricular eligibility. Courses offered by New Berlin Public Schools will allow the student to expunge (remove) the original grade and replace it with the new grade for the calculation of eligibility.
- Classes offered by other academic institutions may also be used for regaining co-curricular eligibility. However, the original grade is not expunged from the student's

Calculating GPA for Co-curricular Eligibility (cont)

record, and the new grade is factored in as an additional course.

Example: English – F; Math – C; Social Studies – B; Foreign Language – B; Physical Education – D; Science – B; Elective – D; GPA = 1.85. If the student earns a B in English at another academic institution, the GPA is recalculated as 2.00, making the student eligible.

The same process applies if a student takes multiple courses off campus. Each course is added to the list and honor points would accrue. However, students are reminded that district policy limits the number of allowable credits to two (2) of the total twenty-four (24).

It is understood that there are no exceptions made to these practices. In the event that a student and parent appeal for a grade change, the appeal must be made to the teacher who issued that grade, not the Athletic Director or building Administration. If the issue is not resolved with the classroom teacher, the student and parent will follow the district's formal complaint process.

Correspondence Courses

A maximum of two (2) credits to meet graduation requirements will be accepted from correspondence institutions. All such correspondence courses must be approved by the specific department chairpersons in terms of breadth and content. (Reference B.O.E. Procedure 5126)

Other Educational Opportunities

New Berlin Public Schools has agreements with various post-secondary institutions to provide coursework not available on the student's home campus. The Youth Options Program

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Records (continued)

Other Educational Opportunities (cont)

also provides opportunities for students who have completed the courses offered by NBPS in a particular area of the curriculum before graduating from high school. Some of these options include coursework at WCTC, Internet courses, summer school, or courses at various local colleges and universities. Please see your counselor for details.

Cumulative Student Records

Student records are maintained in the interest of the student to assist the school in providing appropriate educational experiences.

Student records include all records relating to an individual student other than notes or records maintained for the personal use of teachers or other certified personnel, which are not available to persons involved in psychological treatment of a student. Student records are divided into two main categories:

1. Progress Records include a statement of courses taken by the student, the student's grades, the student's extra-curricular activities and the student's attendance records.
2. Behavioral Records include all other student records other than progress reports, e.g. standardized tests, psychological tests, physical health records, teacher evaluation other than grades, statements relating to individual student behavior, etc.

The cumulative record folders of students are kept in the guidance counselor's office. School policy dictates that a cumulative record shall be maintained for each pupil from the student's entrance into school through the twelfth grade. All material in the cumulative record is treated as confidential per Board policy. All behavioral records will be destroyed within one year

Cumulative Student Records (continued)

after the date the student graduates from high school. Students may request in writing prior to graduation that records be maintained.

When a student transfers to another school, parents should request in writing that records be transferred. However, records will be sent to the receiving school with or without parental permission upon official request. (Complete legal information regarding student records is available in B.O.E. Policy 5125.)

Progress Reports/Report Cards

- Progress reports are prepared at approximately the fifth week of each quarter, and report cards are distributed approximately one week after the conclusion of each nine-week quarter. Parents/guardians are urged to contact the guidance office for conferences or interpretations if necessary.
- Parent Connect is a service offered to parents/guardians who have access to the Internet that provides on-going access to their student's academic and behavioral progress and facilitates communication via email with teachers. Please contact the school office for more information.

Honor Students (Grades 9 12)

Qualifications: Based on Quarter Grade
High Honor Roll: GPA of 4.000 and above
A Honor Roll: GPA of 3.667 and above
B Honor Roll: GPA of 3.000 and above

All courses, with the exception of Driver Education, are used in calculating the GPA.

Requirements

To qualify for the Honor Roll, students must

Honor Roll Requirements (continued)

have no incomplete grades and be enrolled to earn no less than six (6) credits per year, five (5) credits for seniors. All qualifying students will be included unless a written request is made to the student's guidance counselor.

Incomplete or Conditional Grades

Incomplete or conditional grades require the student to complete a contract with the teacher outlining the outstanding assignments (i.e. tests, and the dates of expected completion). A copy of this contract will be sent home, and a copy will be submitted to the school principal or his/her designee.

Post Secondary Credits

- Courses earning 1 or 2 semester credits at the post secondary level will receive 1/2 high school credit. Courses earning 3, 4, or 5 semester credits at the post secondary level will receive one high school credit.
- All grades earned at the post secondary level will be weighted the same as regular high school courses.

Scholarships

- In the event of a tie for scholarships based on the cumulative GPA, the High School Scholarship Selection Committee will select the student to be awarded the scholarship in question, and will rank those who were tied, but not designated as winners of the scholarship.
- In ranked order, the following criteria will be utilized: 1) Class rank; 2) Total number of Advanced Placement courses; 3) Number of semester accelerated courses taken for credit; and 4) Best ACT composite score based on ACT tests already taken.

General Information

Accidents

All accidents occurring during the school day must be reported to the respective teacher and/or the school nurse and a written accident report completed.

Activities

All New Berlin secondary schools provide extra-curricular activities. Students are encouraged to participate in these activities to attain a more diversified educational experience.

Activities are created and organized as the need arises to meet student interests. A new activity can be initiated when there are a sufficient

number of students and an advisor is available.

Auditing a Class

- A student interested in taking a course for information or enrichment purposes only, may consider auditing the course. Any student who wishes to audit a class must have the teacher of that class notify the school administration in writing within the first two weeks of the semester. Requests after that time will be denied. Students may only audit one class per semester.
- When a class is audited, the student does not receive a grade or credit for the course. As requirements vary among courses, students

who are auditing a course need to meet with the instructor to discuss academic expectations regarding tests, labs, and projects. Students who are auditing a class are expected to meet the same behavioral and attendance requirements as students receiving credit.

- The audited class will be noted (AUD) on the student's high school transcript.

Books

Students are responsible for the care of library and textbooks that have been assigned to them. If a book is lost or damaged, students will be assessed the replacement cost.

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General Information (continued)

Campaigns, Drives and Sales

All campaigns, drives or sales conducted in the community to raise money for any school activity or group must have prior approval from the principal.

Code Red

In the event of an emergency or crisis situation, a "Code Red" will be implemented. "Code Red Drills" are held at unexpected times to prepare students and staff to act quickly, efficiently, and without panic. During a code red situation or drill, students are expected to follow the direction of school personnel and/or police. Failure to abide by these directives may result in a disorderly conduct citation and suspension from school.

Commencement

Participation in commencement exercises is optional. Students are to complete all graduation requirements to participate in commencement exercises. However, in the event a student has passing grades into the last week of school, but fails a course in the final days of the semester; he/she will still be allowed to participate in commencement exercises.

Inappropriate behavior may also result in the denial of participation or removal of a student from commencement exercises. These behaviors shall include but not be limited to:

- Vandalism to the building or personal property; disruption of a school activity; participation in senior pranks;
- The consumption of alcoholic beverages or other intoxicants prior to or during the ceremony;
- Throwing Frisbees, beach balls or other objects during the ceremony; igniting fireworks;
- Any inappropriate behavior or remarks that could cause a disruption during commencement exercises.

Students placed on homebound instruction for disciplinary reasons may also not participate in commencement exercises.

Course Changes

In general, courses cannot be dropped or changed after the school year has begun. If for some reason a student is thinking about a class change, that person should discuss it fully with his/her guidance counselor. All class changes are subject to approval by an administrator and written consent from a parent/guardian.

After the first four weeks of a semester, a high school student who drops a course will receive an "F" for the semester unless that student has prior approval from the administration to be withdrawn with a "W," which does not impact the student's GPA.

Dances

All high school-sponsored dances end at 11 p.m. with the exception of prom, homecoming, and other formal dances, which end at midnight. Teacher or parent/guardian chaperones have the responsibility and the authority to judge the acceptability of dress and behavior.

Dances (continued)

Guests from other schools may attend only if arrangements are made in advance with the dance's sponsor and school administration.

During the dance, students may not leave the building without special permission. Those who leave will not be allowed to re-enter.

Disclosure of Pupil Information

In compliance with Wisconsin Statute 118.125, the New Berlin Public School District designates the following personally identifiable information contained in the student's education record as directory information, and must disclose that information without prior written consent to anyone who requests it:

1. Student's name
2. Student's address
3. Student's date and place of birth
4. Student's participation in officially recognized activities and sports
5. Students' weight and height if a member of an athletic team
6. Student's dates of attendance
7. Student's photograph
8. Student's degrees and awards
9. Name of school most recently attended by the student
10. Student's phone number (non-published or unlisted excluded)

If a parent/guardian does not want any or all of these items disclosed, he/she must direct the district by means of a letter addressed to the district administrator within two weeks of the publication of this notice requesting that any or all of the above information may not be released. Such action will result in the removal of the student on any and all lists produced by the district including graduation and other publications available to the general public relating to activities, athletics and miscellaneous programs.

Military Information

ESEA Section 9528 requires that parents be notified that the school routinely discloses names, addresses, and telephone numbers to military recruiters upon request, subject to a parent's request not to disclose such information without written consent.

Dress Code

New Berlin students and parents have the responsibility of exercising good judgment in maintaining a positive atmosphere for education. Because appearance, proper behavior

Dress Code (continued)

and academic progress are individually and collectively important in the school community, students attending New Berlin Public Schools should always be neat in appearance, clean and well groomed.

A reasonable regulation concerning dress, hairstyles and cleanliness is vital not only to the individual student but also to those with whom they share the school day. The school maintains the right to regulate dress or grooming when the student's appearance presents a danger to the health and safety or has the potential to disrupt the school or the educational environment. Failure to comply with these guidelines could lead to disciplinary action by the school.

Caps, hats, outdoor jackets, coats and bandannas may not be worn or carried in the school building and must be stored in student lockers immediately upon entering the building.

Prohibited attire includes but is not limited to:

- Shirts or blouses (that are sheer or overly revealing)
- Midriff blouses
- Tube tops
- Pants that measure 2 inches in excess of waist size.

Wallet chains, choker chains, industrial chains, or studded necklaces or bracelets (cestus) will be confiscated and returned to a parent/guardian at the end of the school day. Continued violation will result in permanent confiscation.

Clothing which depicts, displays or promotes alcohol, drugs, tobacco, gangs, cults, Satanism, sex or profanity will not be permitted in school. Foot attire must be worn at all times. Provocative, revealing and sexually explicit clothing will not be allowed.

Elections

Student elections for all official school offices will follow proper procedures as listed on the nomination papers.

Fees

User and material fees are collected at all New Berlin secondary schools. Examples include book rental fees; elective course fees; parking (high school only); driver education (\$260 for classroom and on-the-road instruction-high school only); and fees for consumable supplies. There is a \$120 fee for each high school sport that a student participates in with a \$360 maximum cost per family. The cost for middle school is \$55 per sport with a family maximum of \$165. Additional fees may be assessed on an as needed basis in the various course areas. A listing of these fees can be found in the curriculum guides for each school.

General Information (continued)

Field Trips

Certain courses may offer field trips which involve transportation. Students must meet all necessary expenses and abide by normal bus regulations. Students who do not participate on the field trip will attend school as normally scheduled. Parent/guardian permission must be granted for all field trips.

Fire/Tornado Drills

Fire and tornado drills are held at unannounced times during the year to prepare students to evacuate the building quickly and safely in the event of an emergency. The fire signal is given by the sound of the fire alarm. Students and staff should move to the nearest exit in an orderly fashion.

At least once a year, a tornado drill is held in all schools. Students and staff are alerted over the public address system. Directions to shelter are posted in each classroom and will be explained in each room on the first day of school and periodically thereafter.

The penalty for activating false alarms is: (1) a pre-expulsion hearing, and (2) legal charges that could result in a fine. (WIS. St. 941.13) Requirements for high school graduation:

Graduation Credits

A total of 24 credits will be required, including the following:

| | |
|------|--|
| .5 | credits Health |
| 4.0 | credits of English |
| 3.0 | credits of Social Science (1 credit of United States History) |
| 3.0 | credits of Science (1 credit of physical science and 1 credit of biological science) |
| 3.0 | credits of Mathematics (Algebra I and two credits beyond) |
| 1.5 | credits of Physical Education |
| .5 | credits of Speech |
| 2.0 | credits: Any combination of Fine Arts, Vocational, and/or Foreign Language |
| 6.5 | credits of electives |
| 24.0 | credits total |

Credits of foreign language, high school mathematics (Algebra I and beyond), and high school science (Biology and beyond), taken prior to registration in the 9th grade, will count for high school credit to meet graduation course requirements and to meet the 24 credit requirement provided the course is taught by a teacher who is properly licensed at the high school level. Although the credits earned will apply to the 24 credit graduation requirement, neither grades nor credits earned prior to 9th grade, will be calculated into the students high school grade point average.

All students shall be enrolled in a minimum of 6 credit class/courses each day. Audited

Graduation Credits (cont)

classes are limited to one per semester. Seniors in good standing must carry a minimum of 5 credits classes per day. Approved courses taken off campus will count toward the number of required classes per day.

All credit courses that are satisfactorily completed will count towards graduation.

Early Graduation

Each student must meet the requirements as listed above.

Student Services

The purpose of the Student Services Department is to provide assistance to students in the areas of course selection; class scheduling; interpreting test results; career selection; college enrollment and financial aid as well as helping students deal with personal issues. Counselors also make recommendations to employers, colleges and community agencies. Your guidance counselor is a tremendous resource; get to know him/her as soon as possible.

Immunization

Section 252.04 (2) of Wisconsin State Law requires students through grade 12 to present written evidence of full immunization, including the date, month and year. Exemptions may be obtained for medical, religious or personal convictions. The school of attendance must receive this information within thirty days (30) of admission. Parents/ guardians of students who are not immunized and do not have a signed waiver on file will be notified by the school about the consequences of failure to meet immunization requirements within twenty five (25) days after admitting that student. In the event the parents/guardians fail to comply within thirty (30) days of admission, the school is required to contact the district attorney who will petition the court to direct that the student be immunized, or a waiver signed. If you have any questions about the immunizations, please contact the school office.

Insurance

Schools do not carry health and accident insurance; nor do they cover personal property damage due to theft or vandalism.

LMC (Library and Audio Visual Production)

The LMC provides support for student reading, reference, and audiovisual needs, including student production. Use of the LMC may be restricted to students who require use of materials in the LMC. All other textbook or general schoolwork should be done in study hall. Use of the LMC is a privilege conditioned on standards of acceptable behavior.

Lockers

All students are assigned and held responsible for hall and physical education lockers. All students will be required to secure their student and gym lockers with school purchased combination locks. Students are advised not to share lockers or lock combinations with other.

If students wish to check valuables and/or money with the physical education teachers, arrangements can be made to do so; however, the school does not assume liability or responsibility for any losses of personal property.

While lockers remain the property of the school board, students may decorate them with tasteful appropriate posters and install shelves provided that the interior of the locker is not permanently altered or damaged. Students are responsible for removing all posters, stickers, and shelves at the end of the school year. No expandable shelves that wedge against the sides of the locker will be allowed. ***No decorations are allowed on the outside of the lockers.***

Students will be held financially responsible for any damage that they cause to the inside or outside of their lockers.

Students may only use the lockers that are issued to them at the beginning of the year. Any students using a locker not approved by the administration will be subject to disciplinary action. Any problems with lockers or locks are to be reported to the office.

Locker Searches

The school provides lockers to students for their convenience and security. Lockers are to be used solely and exclusively for the storage of clothing and school-related materials. Lockers may not be used for any other purpose.

The locker(s) assigned to a student is the property of the School District. At no time does the District relinquish its exclusive control of such lockers. Lockers may be searched as determined necessary or appropriate without notice, without student consent, and without a search warrant. The search may be conducted by a district administrator, a building principal, an assistant principal, a police school-liaison officer or a school employee designated by the district administrator or building principal.

Any unauthorized item found in the lockers may be removed. Items removed from the lockers may be held by the school for return to the parent(s)/guardian of the student or retained for disciplinary proceedings, or turned over to law enforcement officials. The adult student or parent/guardian of a minor student shall be notified of items removed from the lockers and turned over to law enforcement officials.

General Information (continued)

Lost and Found

Report the loss of items promptly to the office; items found should be turned in at the office.

Lunch Program

The goal of the New Berlin school's food school nutrition program is to provide a high quality, nutritious lunch to all students. Lunches are offered at all schools, but students may choose to bring a bag lunch from home. A la carte items are available for purchase as well as the regular hot lunch entrée. Middle and high schools lunches cost \$2.25 and milk is available for 30 cents. Some students may qualify for free or reduced price lunches. Please call the school office for more information.

Medical Excuses for Physical Education

Medical excuses from a physician for physical education are accepted; however, they may not be retroactive, and will only be accepted at the discretion of the building principal or designee.

Medication

Students are discouraged from bringing medication to school unless absolutely necessary.

1. A written parental request must be received before the medication is administered.
2. Written doctor's orders must also be received stating:
 - Name of medication
 - Dosage
 - Time to be taken
 - What circumstances the medication should be given if the medication is only for emergency situations.
 - The container must be plainly labeled with the student's name, dosage and time to be given.
3. Students are not permitted to keep prescriptive medication, except asthma inhalers, insulin or an EpiPen as prescribed by their physician, under their control in such places as their desk, locker, lunch box, backpack or pockets.
4. The prescriptive medication shall be kept under lock and key at all times in a location determined by the principal.
5. The principal shall designate in writing who shall give the medication to the student.
6. Any change in doctor's orders must be secured in writing.

If prescriptive medication is brought to school without parental consent and written doctor's orders the prescriptive medication shall be confiscated and the parent notified by the principal.

No over-the-counter medication shall be given to students without written permission from parent or legal guardian. All medication must

Medication (continued)

be in original containers and parent's or guardian's instructions may not exceed the manufacturers' recommended dosages.

Newspaper

Student pictures and names will be printed in the school newspaper and distributed to local news media on those occasions that warrant release. However, any student or parent/guardian of a student under the age of eighteen may request in writing to the administration that his/her picture not be published. This request, however, does not apply to pictures taken by photographers employed by local news media covering school events and activities.

Parking

Students who drive to school must obtain a permit in the office and pay the appropriate parking fee. Vehicles must be parked within the lines designated for student parking, in the appropriately assigned student parking lots with the permit displayed on their rear view mirror at all times. Unauthorized or improperly parked vehicles are subject to being ticketed by the New Berlin Police Department and/or being towed away at the owner's expense.

New Berlin Public Schools reserves the right to conduct a search of any student vehicle parked on school property, when there is suspicion that a local ordinance has been violated. All local ordinances that apply will be enforced. Anyone caught altering, falsifying, or transferring a permit to another student, will be subject to disciplinary action, which may include suspension from school and/or loss of parking privileges.

A maximum speed limit of 10 M.P.H. is to be observed while driving on school property. Violators will be subject to arrest and/or loss of parking privileges.

Parking Fees will be calculated as follows:

- Permits purchased from the beginning of the school year: \$200.00
- From January 1 to the end of the school year: \$100.00

Parent/Student Concern Form

The Parent/Student Concern Form is available from the building principals to register any concerns parents or students may have about a district program, employee, policy, or actions.

Pass System

The pass system is designed to permit students flexibility within the school day. Passes may be obtained from any teacher or administrator for a legitimate reason, and are needed to leave the student's assigned room during class time or when school is in session.

Pass System (continued)

During the school day, a student may wish to consult with the nurse regarding an illness or other medical reason. Students requesting to see the nurse should have a pass. Students in the hall without a legitimate pass are subject to administrative action.

Permits to Leave School

Any student leaving school for any reason except at dismissal time must have a permit to leave the building, which may be obtained in the office. All students must have approval from the school office before leaving. High school cooperative education students, work-study students, and DUO students and eligible seniors should have their permit to enter/leave the building in their possession at all times. Violators will be subject to disciplinary action.

Physical Education Attire

Information will be presented in each physical education class on the first day regarding appropriate attire. Each student shall wear proper attire for physical education classes.

Radios, iPods, CD Players, Walkmans, Police Scanners, Walkie-Talkies, etc.

To maintain an atmosphere conducive to learning, the use of radios, ipods, Walkmans, CD players etc. is prohibited during school hours. Walkman radios/CD players, mp3 players, game boys, etc., are not allowed out of students' lockers during the school day and they are not allowed in the cafeteria during lunch or in study halls.

Possession Or Use Of Two-Way Communication Devices Including Cellular/Picture Phones

Use of electronic paging or two-way communication devices including cellular phones and or other picture phones by students is prohibited on any school premises or at school sponsored activities without the approval of the supervising teachers, or in the case of an emergency. Possession of electronic devices is permitted, but all devices must be turned off and kept out of sight at all times. Any electronic device that is not used in accordance with these guidelines or is visible will be confiscated by school officials and only returned in person to the parent/guardian.

Students using picture phones for cheating or other inappropriate or illegal use will, in addition to having their phone confiscated, be subject to appropriate disciplinary action as outlined in the school disciplinary code.

General Information (continued)

Possession Or Use Of Two-Way Communication Devices Including Cellular/Picture Phones (continued)

Any exception to this policy will be determined by the Director of Student Services or designee based only upon a valid medical, school, educational, vocational or other legitimate need that is properly documented and on file in the District Office and the school of attendance.

Repeating High School Courses

It shall be the policy of the District that any enrolled full-time high school student be afforded the opportunity to retake courses, in accordance with the following:

1. Any student who receives below a "C-minus" for a school district course has the opportunity to retake the same course. For courses offered on an annual basis no more than three semesters may elapse between the time the course is first taken and subsequently retaken. The request to retake must be in writing to the building principal/designee. Approval is required prior to retaking the course.
2. A student who is repeating a course will be issued the higher of the two grades. The student GPA and grade transcript will be altered to reflect the newly attained grade.
3. A student who wishes to enroll in a course for the purpose of retaking the course must follow the established course scheduling practices of the high school. B.O.E Policy 6149

Residence/Emergency Information Change

Please contact the school office as soon as possible when change in the place of residence occurs. It is also important to update emergency records when parents/guardians change jobs, telephone numbers, or emergency contact people. This information is extremely important in the case of emergency.

Safety Glasses

State law requires the use of safety glasses in certain classes. All students will wear safety glasses in classes that require them. No student will be allowed to remain in class without safety glasses. Students who do not have, or refuse to wear safety glasses will be sent to the office. Repeat offensives will result in being dropped from the class with a letter grade of F and receiving no credit.

Soda/Juices

To maintain a clean and safe learning atmosphere, the consumption of soda and/or other juices must be confined to the cafeteria.

Student Union & Student Council

All New Berlin middle and high schools have a student union, or council, serving as a communication link between the student body and the administration. These organizations are responsible for sharing ideas, plans, and grievances from the student body with the administration and they may recommend actions. The student union/student councils also have the power to initiate certain measures pertaining to student activities, subject to the approval of the administration.

Telephone

Students are expected to use the office telephones located in the school office for personal calls. Proper planning on the part of the student should keep the necessity for a telephone call to a maximum of 5 minutes. Students will not be called out of class to answer the telephone, except in case of emergencies.

Video Cameras on Buses

The New Berlin Board of Education recognizes the need to maintain appropriate conduct on school buses to protect the safety of students and drivers. To that end, the Board authorizes the use of video cameras on school buses for the express purpose of maintaining order; preventing vandalism or other illegal activities; and to ensure that all students have a positive experience while riding the bus.

Visitors

All visitors must report to the office upon entering the building. Visits of a social nature are not allowed. Visits of an educational nature must be approved at least 24 hours in advance by the school office. Trespassers may be prosecuted.

Weather Announcements

All announcements concerning the closing of school because of bad weather will be made over WOKY; WTMJ; WISN; WAUK; WEMP; WLZR; and the New Berlin Cable Channel, #23. Such announcements will be made between 6 a.m. and 7:30 a.m. Please do not call the school to find out if school will be in session. School days missed due to inclement weather may be made up at the end of the school year.

Withdrawal/Transfer

If you need to withdraw/transfer from school for any reason:

1. Present a letter from the parent/guardian to the principal's office and secure a withdrawal form;
2. Report to all teachers, including the physical education teacher, the librarian and the guidance counselor. Return all materials and

Withdrawal/Transfer (cont)

equipment belonging to the school, including textbooks, library books, locks, athletic equipment, etc; pay all fines and charges; and

3. Return the completed form to the guidance office.

Work Permits

Work permits may be obtained in the office. When applying, please bring the following:

1. Birth certificate; baptismal certificate or drivers license
2. Written permission of parents;
3. Written statement from employer indicating intent to employ;
4. Application fee of \$5; and
5. Social security card.
6. To be eligible for a work permit, a student must be making satisfactory progress toward graduation with acceptable attendance.

Yearbook Pictures

Yearbook pictures are taken of all students in the middle and high school and may be purchased on a voluntary basis. The class officers and members of the student union select a studio as the official photographer and a representative to sell pictures, class rings, caps and gowns. Although there is no obligation to order senior portraits from the selected studio, all seniors shall be photographed at no charge on designated days for yearbook purposes. Seniors may decide to have their senior portraits taken during the summer months by a photographer of their choice, or they may select those taken for the yearbook.

Athletics/Co-curricular Code of Conduct

Athletic Team Sponsorship

New Berlin Public Schools offer a full complement of interscholastic sports for both male and female students. All athletic teams are governed by the Wisconsin Athletic Association.

In the event that a sport could not field a team due to low numbers, the following procedure would be used prior to the team being eliminated for that season:

Prior to making any decision the building principal will notify the Superintendent verbally and in writing of the possible elimination.

Athletes and parents will be informed in writing of the possible elimination prior to a decision being made and a meeting will be announced to allow parents and athletes an opportunity to comment.

The WIAA process and timeline will be followed should consideration be given towards establishing a co-op team.

Interscholastic Athletics

The Board of Education shall establish procedures and approve rules governing the eligibility, conduct, and awards for students competing in interscholastic athletics.

The New Berlin School District shall not discriminate in standards and rules governing the eligibility, conduct and awards for students competing in interscholastic athletics on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

Complaints regarding the interpretation or application of this policy shall be referred to the district administrator and processed in accordance with the procedures established in the discrimination grievance procedure.

Introduction

Athletic/co-curricular participation is an integral part of the total educational program. It is the goal of the New Berlin Public Schools to offer athletic and co-curricular programs that provide each student with the opportunity to develop proper skills, good sportsmanship, good health habits, teamwork, self-reliance, respect, and maturity. To achieve this goal, it is essential that each participant cooperates in a satisfactory manner.

Participation in athletic/co-curricular activities is a privilege; therefore, every participant must be willing to abide by the rules set forth by the New Berlin Public School System. All participants are constantly before the public,

Introduction (continued)

and their conduct not only influences future participants, but also increases public scrutiny of their behavior.

The success of our athletic/co-curricular programs is determined by the participant. The welfare of the activity depends upon the collective efforts and self-sacrifices made by its individual members. The District and the participants will follow the rules set down by the Wisconsin Interscholastic Athletic Association, The Woodland Conference, and the New Berlin Public Schools Board of Education Policy.

Rules of Eligibility

Academics

Academic eligibility is determined on a quarterly grading basis. In order to maintain athletic/co-curricular eligibility students must be passing four (4) courses and maintain a 2.0 GPA. Failure to pass four (4) courses will render a student ineligible for an entire grading period. A student who does not receive a minimum of a 2.0 GPA will be informed of such status within ten (10) school days following the end of the quarter. Students failing to regain a 2.0 GPA by the end of the following quarter will become ineligible until a quarterly 2.0 GPA is regained. Fourth quarter GPA/coursework can be raised through summer school courses approved by the building principal/designee.

Students may participate in practice, but may not participate in games, contests or performances until the student maintains a 2.0 grade point average for one quarter.

A student must meet school and DPI requirements defining a full-time student and having received no more than one failing grade (including incompletes) in the most recent grade reporting period.

Students who have met the 2.0 GPA requirement but have two failing grades can regain eligibility by the following guidelines:

A student who becomes academically ineligible may regain eligibility on the 16th scheduled school day by meeting the academic standard, following a period of 15 scheduled school days and nights of ineligibility.

A student regains eligibility immediately if incompletes are made up within two weeks after a grade-reporting period.

A student may erase ineligibility status related to the last grade-reporting period of the school year through summer school courses (including correspondence courses) at the same or some

Academics (continued)

other school providing the student successfully completes not less than the same number of courses which caused ineligibility. NOTE: This section does not apply to summer baseball participants who are addressed below.

A student who is ineligible for a minimum of 15 scheduled school days, under the provisions of this section, may not return to competition until the school day following the 15-day ineligibility.

The ineligibility status described in the introduction to this section will be adjusted as follows for students in fall sports in which the date of earliest allowed competition is before the first day students are in class and for students in summer baseball.

Fall Sports - The minimum ineligibility period shall be the lesser of (1) 21 consecutive calendar days beginning with the date of earliest allowed competition in a sport or (2) one-third of the maximum number of games/meets allowed in a sport (rounded up if one-third results in a fraction.)

Summer Baseball - The ineligibility period shall be a minimum of three weeks (21 consecutive calendar days) as of the end of the second semester.

The New Berlin School District will not deny a student the opportunity to participate in an extra-curricular activity or on an athletic team solely because of a disability. However, a coach/advisor does not have to modify the requirements for team selection if the change would fundamentally alter or unreasonably change the purposes behind the requirements. Furthermore, a coach/advisor does not have to modify the requirements if the change would create an undue financial or administrative burden. The District will conduct an individualized inquiry and make appropriate findings of fact to determine whether each student with a disability can meet the eligibility standards for a particular activity with reasonable accommodations.

Age: (WIAA Rule Pertains to Athletics Only)
A student is ineligible if he/she reaches his/her nineteenth (19th) birthday before August 1 of any school year.

Years: (WIAA Rule Pertains to Athletics Only)
A student is ineligible if he/she has attended more than eight (8) semesters after entering the ninth (9th) grade.

Residence: A student is ineligible if he/she and his/her parents do not live in the New Berlin

Athletics/Co-curricular Code of Conduct (cont)

Academics (continued)

Public School System. Students enrolled under the state and district open enrollment policies are eligible for co-curricular participation.

Amateur

(WIAA Rule Pertains to Athletics Only)
A student must maintain amateur status.

Physical Exam for Athletic Participation

A student must have a physical examination every two (2) years. An official WIAA Physical Exam Card must be on file with the Athletic Director before any participation in athletics.

Parent Permission for Athletic Participation

A student must have parental/guardian permission each year. An official WIAA Parent Permission Card must be on file with the Athletic Director before any participation in athletics and signed annually.

Parent Permission for Co-curricular Participation

Parents must have read and returned a signed copy of parent permission for participation in co-curricular activities.

Rules of Conduct

All participants must be in attendance for at least one-half of the school day on the day of a contest or activity.

1. All participants are prohibited from:
2. Buying, selling, possessing, or being under the influence of alcoholic beverages or illegal drugs.
3. Use or possession of tobacco in any form.
4. Theft or misuse of school property.
5. Suspension from school for disciplinary action (New Berlin School Board Policy No. 5131.2).

Any violations which would be classified as a felony or misdemeanor will be reviewed by the building principal/designee who, if deemed necessary, will determine the course of action to be taken.

A student is required to follow the school's athletic/co-curricular code on a year-round (12 month) basis.

Violations

Any participant found in violation of the provisions specified in this Athletic/Co-curricular Code shall be subject to the measures listed below. All violations remain on the student's record for a period of one (1) calendar year. The suspension from activities takes effect

Violations (continued)

upon notification from the Principal, Associate Principal, Athletic Director or co-curricular director.

In the interest of accuracy and fairness, all possible violations that occur off school grounds, at non-school-sponsored activities, will be investigated only if police department records are available as the basis for determining a violation of the athletic code. To address rumored allegations and to prevent vengeful assertions of code violations, accusers may be required to stipulate their accusations in person and in writing.

Nothing within this document prevents a student from being disciplined for admitting to a violation of the athletic/co-curricular code.

First Violation

Participant is suspended from 20% of the season's scheduled contests. The suspension will be served in the next scheduled athletic contests and four weeks of co-curricular activities that the participant was to have appeared at the time of the suspension notice. This may result in a "carry-over" to the next sport season or co-curricular activity if the suspension has not been fulfilled. (For example, if 10% of a 20% suspension has been served during one sport or activity, the other 10% will be served in the next sport season or co-curricular activity.) The participant will continue to participate in all practices and attend all games/activities. If the violation results in a school suspension, the participant will resume practice and attendance at games or activities upon return to school. Reserve games and dress rehearsals are not counted in suspensions.

Second Violation

Participant is suspended from 50% of season's scheduled athletic contests. The suspension will be served in the next scheduled athletic contests and eight weeks of co-curricular activities that the participant was to have appeared at the time of the suspension notice. This may result in a "carry-over" to the next sport season or co-curricular activity if the suspension has not been fulfilled. (For example if 10% of a 50% suspension has been served during one sport or activity, the other 40% will be served in the next sport season or co-curricular activity.) The participant will continue to participate in all practices and attend all games/rehearsals or meetings unless the second violation takes place during the same sport season/activity in which the first violation took place. In the case of two (2) violations during the same sport season/activity, the participant will also be suspended from that sport/activity, and all sports/activities, until the conclusion of that season.

Second Violation (continued)

NOTE: Total suspension may reach 70% if the 1st suspension has not been served. Reserve games and dress rehearsals are not counted in suspensions.

Third Violation

Suspension from all co-curricular activities, interscholastic competition and practice for one (1) calendar year.

It is further understood that the penalties listed are considered the minimum and may be adjusted upward due to the severity of the violation by mutual agreements of the Athletic Director and Administration.

Athletic Suspensions Conversion Chart

(Based on varsity maximum contests – sub varsity suspensions may differ.)

| Sport | WIAA Games | 20% | 50% |
|---------------|------------|------------------------------------|-----------|
| Baseball | 20* | 4 games* | 10 games* |
| Basketball | 20 | 4 games | 10 games |
| Cross Country | 11 | 2 meets | 6 meets |
| Football | 9 | 2 games | 5 games |
| Golf | 14 | 3 meets | 7 meets |
| Hockey | 20 | 4 games | 10 games |
| Soccer | 24 | 5 games | 12 games |
| Softball | 20 | 4 games | 10 games |
| Swimming | 14 | 3 meets | 7 meets |
| Tennis | 14 – 6 | multiple team meets 3 matches | 7 matches |
| Track | 20 | 4 meets | 10 meets |
| Volleyball | 15 – 7 | multiple team matches 3 matches | 8 matches |
| Wrestling | 14 – 7 | multiple team meets 3 meets | 7 meets |

*At present the New Berlin School District participates in summer baseball that has no game limit.

Dance and Cheerleading participants will be suspended for 20% (or 50%) of the performances scheduled for the school year.

NOTE: Tournament games differ from sport to sport. In some sports, a 2-game tournament counts as 2 games; in some it's only counted as one.

continued next page

Athletics/Co-curricular Code of Conduct (cont)

Co-Curricular Offerings

Cheerleaders
Dance Team
Drama – 1 Act
Drama – 3 Act
Musical
Forensics
Math Team
Mock Trial Team
Academic Decathlon Team
Debate
Destination Imagination
Student Council/Class Officers

Co-Curricular Violations

1st Offense Suspended from 20% of the next scheduled performances or meets
2nd Offense Suspended from 50% of the next scheduled performances or meets
3rd Offense Ineligible for one year

Due Process Procedure

Due process is a procedure that the courts of law recognize as a necessary part of any rules and regulations. Due process furthermore, and of primary importance, recognizes the rights of the individual since it outlines his/her recourse in the event he/she feels a wrong decision has been made. The due process steps outlined hereafter represent the procedure for a student and his/her parents to follow in appealing decisions relating to eligibility and co-curricular participation. It should be understood that athletes and parents will be expected to follow the due process steps in the event legal action should be initiated at some later date.

Appeal Procedures

This Co-curricular Code recognizes the rights of the individual. The student and his/her parent/guardian have recourse in the event that it is felt the alleged offense did not occur. The appeal procedure outlined in this document is the process a student and his/her parent/guardian are to follow when appealing decisions relating to the co-curricular suspension. Students will be ineligible during the appeal process.

1. A student and his/her parent/guardian may formally appeal the suspension decision in writing to the principal within five (5) school days from the time of the suspension notice.
2. The date of the appeal hearing shall be set by the principal to take place no sooner than two (2) school days or no longer than five (5) school days from the date of the appeal request. At the written request of the student or his/her parent/guardian the minimum time may be waived.
3. The appeal hearing shall be conducted by an appeal board, which will be chaired by the school principal/designee. The other members of the board will consist of one

Appeal Procedures (cont)

- coach or advisor (who is not involved with the student), and one teacher-at-large.
4. Proceedings of the hearing, including the decision, shall be placed in writing, and a copy of those proceedings must be placed in the student's file and must be mailed to the student and his/her parent/guardian within five (5) school days.
 5. If the student and his/her parents are not satisfied with the findings, a hearing may be requested from the District Office. The District Office must receive, in writing, a request for such a hearing within seven (7) working days of the mailing of the outcome of the original hearing.
 6. If the student and his/her parents are not satisfied with the finding of the hearing before the District Office, a third hearing may be requested before the Board of Education.

NOTE: Procedures for appeals to the district or board of education may be modified to conform to Board Policy 1323: Complaints.

Participation

Any student who attempts to make up his/her suspension during another sport season or co-curricular event must participate in the contests which remain in that sport season or co-curricular event after the suspension has been served in order to fulfill the disciplinary requirement.

Teams, activities and productions shall be composed of only students enrolled in the New Berlin Public Schools.

Assumption of Risk of Athletics

Students and their parents must understand that no matter what precautions are taken, injuries in sports and co-curricular activities cannot be completely avoided. All students must compete under the assumption of risk, but they can do much to control their own destiny by the way they conduct themselves during practices and contests. Staff must stress that the rules of safety are in place to protect everyone. However, if the emphasis on safety is to have any impact, students must conduct themselves within the letter and the spirit of the rules. Specific actions by students that will reduce the risk of injury:

- Participating fully in conditioning drills which are designed to strengthen muscles, tendons, and ligaments which are vulnerable to the stress of physical conduct.
- Wearing required properly fitted, protective equipment and replacing those articles that are worn or inadequate.
- Obeying the rules and specifically refraining from infractions which may cause injury to oneself or others.

Assumption of Risk of Athletics (continued)

- Reporting all injuries to the coach, trainer or co-curricular staff and seeking medical advice when the injury requires professional attention.
- Returning to action after an injury only when the function of the injured part has been restored.

School-sponsored transportation is provided to all away contests, and all students are required to utilize the provided transportation to and from each contest, subject only to the following exceptions:

1. Upon approval of the team coach and completion of the Permission to Transport form (see number 4) a parent may:
 - Transport his/her child
 - Transport another child with permission of that child's parent
 - Allow his/her child to transport himself/herself to and from a contest
2. When contests are played away at one of the following locations, the coach may, with the approval of the athletic director and principal, authorize the team members to meet at the locations:
 - Summer baseball games scheduled at City Park, Greenfield Park and Rainbow Park;
 - Evening and Saturday contests at the other New Berlin District high school, West Allis Hale, Whitnall High School, (for EHS) and Waukesha South High School (for NBWHS)
3. Employees may transport athletes to and from contests in an approved vehicle with prior approval from the athletic director and principal.
4. A Permission to Transport form is to be completed when parents are requesting permission to transport an athlete.

Special Addendum for NB West

Exam Exemption Policy

Final exam exemptions are designed to reward strong academic performance, excellent attendance and outstanding behavior. Providing exam exemption opportunities to West High School students is a portion of the strategic planning process that was adopted during the 2002-2003 school year.

The following criteria must be met for a student to qualify for an exam exemption:

- Attendance: A student may not be absent more than 5 part or whole days of the current semester. Students will not be penalized for absences that are part of school related activities.
- Behavior: Students' behavior record must be free of any suspensions (in or out of school) and office assigned detentions.
- Grades: Students must be passing all classes. An "F" in any quarter within the applicable semester, in any class eliminates the possibility of exempting a final.
- A.P. Classes: Students enrolled in A.P. classes will not be allowed to exempt the A.P. exam given in May.
- First semester freshmen will not be allowed any final exam exemptions
- Students must earn a grade of "B" or better for both quarters of the semester to exempt that class final exam.
- A maximum of one exam exemption can be taken each semester.

Parents' Responsibilities Regarding Student's Absences

Parents are required to notify the school by phone on the day of their child's absence. Calls should be made between 6:45 a.m. and 10:30 a.m. Monday through Friday at 789-6410. Failure to notify the school of a student's absence can result in a detention issued to the student. Parents can call 24 hours per day if the morning times are inconvenient.

Permits to Leave School

Parents are required to notify the school by phone on the day of the planned absence. Students must report to the main office to obtain a permit to leave slip before they leave campus. If a student fails to arrange a permit to leave before he/she leaves campus, a detention or suspension will be issued.

Cafeteria Rules

The following rules are meant to ensure the safe, clean, and orderly use of cafeteria:

1. Students are to purchase their food items and sit at the tables provided to eat their lunch. There is to be no food or beverages (except water) outside the confines of the cafeteria.
2. All trash is to be disposed of properly by carrying it to the trash containers.
3. All trays are to be placed on the counter in dishwashing window.
4. Throwing of food or other objects is prohibited, and subject to disciplinary action.
5. After eating and properly disposing of garbage, students may be allowed to socialize in a quiet and orderly fashion at the tables.
6. There is to be no game playing of any kind in the cafeteria.

Senior Privilege

Qualifications to be granted Senior Privilege

- Must be enrolled in 5 credits/classes
- Must have a cumulative G.P.A. of 2.0 at the end of the junior year
- Must have accumulated 18 credits by the beginning of the senior year
- Any student who does not meet the qualifications for Senior Privilege must remain in school from 8:00 a.m. to 3:00 p.m.
- Senior Privilege will be reviewed at the conclusion of each quarter. Students will have their Senior Privilege revoked for the following circumstances:
- Failing to maintain a 2.0 quarterly G.P.A.
- Students who have unexcused absences, trancies, suspensions or co-curricular violations.
- Students who do not qualify for Senior Privilege at the start of the school year can be granted Senior Privilege if they earn a 2.5 G.P. A. for the first quarter.

Second Semester Senior Privilege

The first semester G.P.A. will be used to determine qualification for Senior Privilege during the second semester. A senior must earn a 2.0 G.P.A. for the first semester to be granted the early release for second semester. Third quarter grades will determine whether the privilege will be granted for fourth quarter.