

ROYALL

STUDENT & PARENT HANDBOOK & Co-Curricular Code



08/17/20

Student/Parent Handbook

Royall Middle and High School

1501 Academy St
Elroy, WI 53929
Phone – 608.462.2600

Student Handbook Revised August, 2020

Welcome

Dear Students and Families,

This Student/Family Handbook contains rules that are necessary for the day-to-day operation of our school. These rules apply to the regular school day, as well as, all other school related events such as games, concerts, dances, field trips, etc. Our number one job is to offer a safe and successful learning experience for each student in our school. The rules contained in this handbook are meant to help us do that, and are similar to those found in most schools.

The students that follow them and give their best effort each day will be successful in school. The learning that takes place in our school will help each student to be ready for the challenges of their time at Royall Schools and beyond.

Keep this handbook as a reference. Besides the attendance and behavioral expectations, there is information about programs and activities. If you have a question about a school-related topic, it might be answered in the following pages. If not, be sure to call, e-mail, or ask in person. We will try to give you an answer.

Our students, families, and staff have established a tradition of academic and behavioral excellence at Royall. We look forward to achieving our goal of excellence with this year's students. Those students that take advantage of the quality education we have to offer will be rewarded. We have high expectations, and we believe we have the students, families, and staff to continue to make Royall Middle/High School an outstanding learning institution. Let's work together to make it happen!

Scott Uppena, Principal

462-2600 ext. 2113

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High School/Middle School Staff Directory

Administrative Staff

Mrs. Melanie Benson	Administrative Assistant	2101	bensoanm@royall.k12.wi.us
Mr. Mark Gruen	Superintendent	2113	gruenm@royall.k12.wi.us
Mr. Jeff Lankey	Financial Manager	2102	lankeyj@royall.k12.wi.us
Mr. Scott Uppena	High/Middle School Principal	2131	uppenas@royall.k12.wi.us

Secretaries	Assignment	Ext.	E-mail
Mrs. Mary Skolos	MS Secretary	2104	skolosm@royall.k12.wi.us
Mrs. Jody Green	HS Secretary	2117	greenj@royall.k12.wi.us

Academic Staff

Mr. David Armstrong	HS English	2118	armstrongd@royall.k12.wi.us
Mr. Craig Baeseman	Social Studies/Drivers Ed	2120	baesemanc@royall.k12.wi.us
Mrs. Janet Baeseman	Vocal Music	2119	baesemanj@royall.k12.wi.us
Mrs. Valerie Banks	Art	2139	banksv@royall.k12.wi.us
Mr. Andrew Bloom	MS Social Studies	2108	blooma@royall.k12.wi.us
Mr. Josh Board	HS Math	2158	boardj@royall.k12.wi.us
Mrs. Julie Greenwood	MS Math/Reading	2106	greenwoodj@royall.k12.wi.us
Mr. Rusty Chute	Industrial Technology	2134	chutes@royall.k12.wi.us
Mr. Andrew Dahlen	Health/Physical Education	2123	dahlena@royall.k12.wi.us
Mrs. Sarah Dahlen	MS Science/Reading	2109	dahlens@royall.k12.wi.us
Ms. Julie Greenwood	MS ELA/Reading	2106	greenwoodj@royall.k12.wi.us
Mrs. Sarah Gruen	MS Math/Reading	2114	gruens@royall.k12.wi.us
Mr. Sam Kirkendall	Social Studies/History	2125	kirkendalls@royall.k12.wi.us
Mr. Brian Knudtson	Math	2127	knudtsonb@royall.k12.wi.us
Mrs. Beth Kolodzinski	Vocational Agriculture	2129	kolodzinskib@royall.k12.wi.us
Mrs. Kathleen Michelson	HS English	2132	michelsonk@royall.k12.wi.us
Mrs. Lindsay North	Instrumental Music	2130	northl@royall.k12.wi.us
Ms. Kristine Rall	Spanish	2133	rallk@royall.k12.wi.us
Mrs. Courtney Retzlaff	Business Education/Publications	2122	retzlaffc@royall.k12.wi.us
Mr. Timothy Richter	Adv. Biology/Chemistry/Adv. Chemistry	2140	richtert@royall.k12.wi.us
Mrs. Jill Vannelli	HS Science	2179	vannellij@royall.k12.wi.us

Special Education Staff

Ms. Briehn Johnson	Learning Disabilities	2128	johnsonb@royall.k12.wi.us
Ms. Kimberly Miller	Middle School	2107	millerk@royall.k12.wi.us

Librarian/Instructional Coach

Mrs. Sheri Kobel	Librarian	2124	kobels@royall.k12.wi.us
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Activities Director

Mrs. Sarah Gruen		2114	gruens@royall.k12.wi.us
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Guidance

Ms. Hailey Brown	Counselor	2136	brownh@royall.k12.wi.us
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Paraprofessional Staff

Ms. Kaitlyn Huber	Special Education	2128	huberk@royall.k12.wi.us
Mrs. Donna Bohnart	Special Education	2128	bohnartdl@royall.k12.wi.us
Ms. Becky Schoenberg	Library Assistant	2124	schoenbergb@royall.k12.wi.us

Professional Support Staff

Mr. Tim Marshall	Director of Maintenance	2116	marshallt@royall.k12.wi.us
Mrs. Kristi Shore	Director of Food Service	2115	shorek@royall.k12.us.us
Mrs.	Registered Nurse	2112	@royall.k12.wi.us
Mr. Justin Howe	Technology Coordinator	2103	howej@royall.k12.wi.us
Mrs. Mary Thyne	School Psychologist	2138	thynem@royall.k12.wi.us

Kitchen Staff

Mrs. Tracie Miller	Cook	2115	millert@royall.k12.wi.us
Mrs. Pam Strike	Cook	2115	strikep@royall.k12.wi.us

Custodial Staff

Ms. Rhonda Pfaff	Custodian	2116	pfaffr@royall.k12.wi.us
Mrs. Kim Ambort	Custodian	2116	ambortk@royall.k12.wi.us
Mr. Scott Eberhardt	Custodian	2116	eberhardts@royall.k12.wi.us

FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of a school year. This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District, but in no way supersedes district policy.

The handbook also contains information about the student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact the Principal.

This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

MISSION STATEMENT

"Achieving Excellence Together...Whatever It Takes!"

DISCLAIMER

Neither this handbook nor any part of it should be construed as a contract itself. This handbook is not intended to be comprehensive and is advisory only to guide students, parents, and faculty of Royall Middle and High School. RSD policies that contain the rules, regulations, and guidelines can be found on the web at www.royall.k12.wi.us. The school reserves the right to make changes or exception to statements in this handbook. Final interpretation of all school rules and regulations is left to the principal.

SECTION I – EQUAL EDUCATION OPPORTUNITY/ANTI-HARRASSMENT

It is the policy of the District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's **sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, or physical, mental, emotional, or learning disability** or other protected characteristics as well as place of residence within District boundaries, or social or economic background.

Students who have been identified as having an impairment or disability under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act shall be provided with appropriate educational services. Parents who have questions should contact Mr. Scott Uppena at 462-2600 ext. 2131.

Any person who believes that the Royall School District or any staff person has discriminated against them in violation of this policy may file a complaint. A formal complaint can be made in writing to a School Compliance Officer listed below:

Scott Uppena
Principal
462-2600 ext. 2131
462-2604 Fax

The complaint procedure is described in Board Policy 870.00. The policy and form is available in the School office.

The Royall School District is committed to an educational environment that is free of harassment of any form. The school will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the school district community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

Harassment means behavior toward a student or group of students based, in whole or in part, on the their sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or any other characteristic protected under State, Federal or local law, which substantially interferes with the student's school environment. Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-to-female. Examples of conduct that may constitute harassment include:

- A. Graffiti containing offensive language;
- B. Name calling, jokes or rumors;
- C. Threatening or intimidating conduct directed at another because of the other's protected characteristic (e.g., sex, race, learning disability)
- D. Notes or cartoons;
- E. Slurs, negative stereotypes, and hostile acts which are based upon another's protected characteristic;
- F. Written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- G. A physical act of aggression or assault upon another because of, or in a manner reasonably related to, the individual's protected characteristic; or
- H. Other kinds of aggressive conduct such as theft or damage to property, which is motivated by a protected characteristic.

SEXUAL HARASSMENT

Sexual harassment deserves special mention. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- A. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education; or
- B. Submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education; or
- C. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile or offensive educational environment.

Sexual harassment may include, but is not limited to:

- A. Unwelcome verbal harassment or abuse;
- B. Unwelcome pressure for sexual activity;
- C. Unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of students by teachers, administrators or other school personnel to avoid physical harm to persons or property;
- D. Unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- E. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status; or
- F. Unwelcome behavior or words directed at an individual because of their sex or sexual orientation;

- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

Sexual harassment examples include, but are not limited to:

- A. Repeatedly asking a person for dates or sexual behavior after the person has indicated no interest
- B. Rating a person's sexuality or attractiveness;
- C. Spreading rumors about a person's sexuality;
- D. Letters, notes telephone calls or materials of a sexual nature; and
- E. Displaying pictures, calendars, cartoons or other materials with sexual content.

It is also the policy of the School that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the school, in that it interferes with educational process and may involve elements of coercion by reason of the relative status of a staff member to a student. ***An inappropriate boundary invasion by a District employee or other adult member of the School District Community into a student's personal space and personal life is sexual harassment.***

If you wish to report harassment, please contact the Principal.

BULLYING

Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent. Bullying can be physical, verbal, electronically transmitted, psychological (e.g. emotional abuse), through attacks on the property of another, or a combination of any of these. Examples of bullying include:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. "Cyberbullying" – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. If the investigation finds that aggressive behavior has occurred, it will result in prompt and appropriate disciplinary action up to and including suspension or expulsion. Individuals may also be referred to law enforcement officials.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of The Royall School District are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and obey all school rules. Disciplinary procedures will comply with the requirements of State and Federal law.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at school on time and be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the Principal. All students that are TAs must report to the HS office upon return from this duty.

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, they must notify a staff person immediately.

All students must have an emergency medical card completed, signed by a parent or guardian, and filed in the nurse's office.

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school nurse.

SECTION II – GENERAL INFORMATION

ENROLLING IN THE SCHOOL

Students generally enroll in the district in which they live. However, the Board will release a resident student who is accepted as a student in another school district under that district's open enrollment program.

Students that are new to Royall are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

- A. custody papers from a court (if appropriate);
- B. proof of residency; and
- C. proof of immunizations **and/or an appropriate waiver.**

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to complete the enrollment process.

Students enrolling from another accredited school will have their courses and grades evaluated by the guidance department. The office staff will assist parents in obtaining the official records from the other school.

Adult students, eighteen (18) years of age or older may enroll themselves, but if residing with their parents, are encouraged to include them in the process. Adult students do carry the responsibilities of both the student and parent and are expected to follow all school rules.

OPEN ENROLLMENT

Students that do not reside within the Royall School District may apply to attend Royall Schools through the Wisconsin open enrollment program. Applications may be obtained from any school district, or are available on-line at the DPI (Department of Public Instruction) website: <http://dpi.wi.gov/index.html>

The enrollment period generally runs for the months of February, March and April. You must apply during these 3 months for the upcoming school year. Please check with the District Office or the DPI for an exact open enrollment date(s).

(Secondary level)

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule must be handled through the guidance office. It is important to note that some courses may be denied because of limited space or the need to complete prerequisites courses. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

COURSE/SCHEDULE CHANGE REGULATIONS

After the semester begins, requests for program changes may be made for only the following reasons:

1. Adding courses required for graduation
2. Correction of student errors made during registration (no prerequisite, already took course, etc.)
3. Correction of office errors made during registration.
4. Correction of schedule due to semester failure and a need to repeat a course.
5. Students are able to add or drop classes for the following year during the one week time period in May the year before. This is the only time students will be able to look into changing their schedules for the following year.
6. **Any course dropped after the first week of classes will result in a failing grade.**

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

TRANSFER OUT OF THE DISTRICT

If a student plans to transfer to another school, the parent must notify the Principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. Parents are encouraged to contact the Principal for specific details.

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents and completion of any required forms.

DIRECTORY DATA

State statutes regulate the maintenance of records relating to students in Wisconsin Public School Districts.

"Directory Data" means those pupil records which include the pupil's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and the names of the school most recently previously attended by the pupil. If you do not want your student's information to be released, please fill out the Release of Information form which can be requested in the HS office.

STUDENT FEES, FINES, AND CHARGES

The Royall School District has removed student registration fees effective for the 2020-2021 school year.

Students who fail to pay fines, fees, or charges may be denied participation in graduation ceremonies.

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers:

- A. Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.
- B. A student will not be allowed to participate in a fund-raising activity for a group in which they are not a member without the approval of the student's teacher or counselor
- C. Any fund-raisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for.....", will be monitored by a staff member in order to prevent a student from overextending himself/herself to the point of potential harm.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

LOST AND FOUND

The lost and found area is in the MS or HS office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

FOOD SERVICE

The school participates in the National School Lunch Program and makes lunches available to students for a fee. Students may also bring their own lunch to school to be eaten in the school's cafeteria. Lunch prices for grades 7-12 are \$2.70. Extra milk is 30 cents. Reduced lunch is 40 cents. Breakfast is FREE!

The school also participates in the USDA school breakfast program. All students are offered a nutritious breakfast free of charge.

Reminder: School lunch accounts are run as debit system not credit. Please keep your account in the positive.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. Extra applications can be obtained in the school office.

FIRE AND TORNADO DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers, who are responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm system for tornadoes is different from the alarm system for fires.

SKYLERT

The Royall School District utilizes an automated call system for Emergencies, Delays, Updates, and Reminders. Please keep up to date contact information on file to ensure that school communications are getting through.

EMERGENCY CLOSINGS AND DELAYS

The school day may be shortened or canceled if weather conditions are considered dangerous for bus travel. Notification of school-opening delays or closings will be broadcast over:

	<u>RADIO</u>			<u>TV</u>		
WRJC	1270.0 AM	Mauston		WISC	Channel 3	Madison
WRJC	92.1 FM	Mauston		WXOW	Channel 19	La Crosse
WCOW	97.1 FM	Sparta		WMTV	Channel 15	Madison
				WKOW	Channel 27	Madison

In the morning, the announcements will start, if possible, at 6:30 a.m. and continue as long as the stations broadcast them.

VISITORS

Parents and alumni are encouraged to visit Royall Schools. It is necessary to register in the office upon arrival. The following regulations pertain to visitors:

1. All visitors must register in the office if they attend areas other than the office.
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2. NO visitors may be dropouts of school age.
3. Students from other schools will NOT be allowed to visit during the school day without pre-approval from the Principal.
4. Parents who are "dropping off" items for students are asked to bring them to the office. The student will be called to the office to receive them.

INSTRUCTIONAL MATERIALS CENTER (LIBRARY)

The IMC is a resource center for students and teachers located in room 224.

Use of the IMC

1. The IMC is available for use Monday – Thursday from 7:45 a.m. until 3:45 p.m., and 7:45 a.m. – 3:25 p.m. on Friday.
2. Students need to bring a valid pass from a classroom teacher to work in the library and may not leave the IMC until the end of the class period, unless the teacher has designated an earlier departure time.
3. Students may check out materials for three weeks using their patron number.
4. Lost materials will result in a complete reimbursement at current market cost plus shipping charges to replace the lost item.
5. No other materials will be allowed to be checked out if a student has any overdue materials.
6. Overdue materials carry over into the next school year, until materials are returned or paid for.
7. SENIORS: all fines must be paid and materials returned to the IMC in order for you to participate in the graduation ceremony.

Rules of the IMC

1. Students must be respectful of others by using quiet voices and appropriate behaviors.
2. Backpacks are not allowed in the library.
3. No food or drinks are allowed in the library.
4. Computers are to be used responsibly per district policy for curriculum assignments only or privileges will be removed.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

CHROMEBOOKS DAMAGE POLICY

Chromebook damages will be charged per repair. First breakage will be covered by Royall School District. The second breakage is a fee of \$25. A third breakage is a fee of \$50. Any breakage after that will be the students responsibility to replace. Any damage deemed non-accidental by the administration will be charged the full repair cost.

STUDENT NETWORK AND INTERNET ACCEPTABLE USE

Students are encouraged to use the school's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of the school's policies and administrative guidelines, may result in cancellation of the privilege, disciplinary action consistent with the school's

rules, and civil or criminal liability. Smooth operation of the school's network relies upon users adhering to the school's policies and administrative guidelines.

USE OF CELL PHONES, OR ELECTRONIC COMMUNICATION DEVICES

Middle School

Student use or possession of electronic personal communication devices (e.g. PDA's, cell phones, etc.) on school premises owned, rented by or under the control of the Royall School District during the school day is prohibited during the school day with the exception of lunch time. All communication devices shall be turned off and stored in the students' locker/storage area during academic times, unless given approval by a teacher or principal. Limited use may be permitted if the administration finds that such a device is required for medical, educational, vocational or other legitimate needs. Portable music devices without other communication capabilities may be allowed in the classroom at the discretion of the teacher. Any student found violating this policy will surrender the communication device and be subject to disciplinary action, which includes: see *below*

High School

The following are situations where cell phone/communication devices are PERMITTED for use:

WHERE: Students are allowed to place calls and check voice/text messages in the lower lobby, upper lobby, cafeteria and hallways.

WHEN: during the following times of the school day:

- Before and after school
- Lunch
- Breakfast
- During passing periods

The following are situations where cell phone/communication devices are NOT ALLOWED and must be turned off and put away:

- Instructional time (classrooms)
- In classroom study halls, computer labs, and the LMC
- Locker Rooms
- Bathrooms
- Offices

Any staff member has the right to take a communication device from a student at any time they feel it is interfering with the educational process.

Teachers have the right to collect communication devices from students in an educational setting for the class period that they are teaching, but the devices must be visibly displayed for the student to be to see at all times.

Any student found violating this policy will surrender the communication device and be subject to disciplinary action, which includes:

1st Offense: Results in electronic device is sent to the office and student may pick it up at the end of the school day.

2nd Offense Results in electronic device is sent to the office until a parent picks it up any time after the end of the school day.

3rd Offense: Student must turn in his/her electronic device to the office at the beginning of the day for 10 attended school days and can pick it up at the end of each day.

Each Subsequent Offense:

Further disciplinary action will be taken for failure to comply or subsequent offenses.

Prohibited Use of Equipment Capable of Storing, Recording or Sending Pictures in Any Format

The use of any audio and/or video equipment such as, but not limited to, print cameras, picture phones, and video cameras capable of storing, recording, or sending pictures in any format are prohibited in locations where there is an expectation of privacy, such as locker rooms or bathrooms. This covers all such locations in district buildings or those under its control. Persons in violation of this policy are subject to disciplinary action including suspension, expulsion, or dismissal. A referral to the police may be made for consideration of legal proceedings. (Wis. Act 118)

USE OF SCHOOL TELEPHONES

Office telephones are not to be used for student personal calls unless given prior permission. Except in an emergency, students will not be called to the office to receive a telephone call.

VIDEO SURVEILLANCE

Surveillance cameras may be used in and around district buildings. The video surveillance system shall be used for the purpose of maintaining a safe and orderly educational environment, for identifying disciplinary issues, for minimizing theft and vandalism, and for enforcing school policies and rules.

The system shall be designed to ensure the protection of the personal privacy rights of the individuals. Cameras shall not be used in places where individuals have a reasonable expecting of privacy. All cameras shall be located to protect individual safety and building security. Cameras may be located to view building perimeters, entrances, lobbies, gymnasiums, corridors or other areas where individuals have no expectation of privacy.

SECTION III – MEDICAL INFORMATION

GENERAL

All students must have an emergency medical card completed, signed by a parent or guardian, and filed in the nurse's office. Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school nurse.

INJURY AND ILLNESS

All injuries must be reported to a teacher or to the office staff. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes injured or ill during the school day should request permission from the teacher to go to the office. The school nurse will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

IMMUNIZATIONS

Each student must have the immunizations required by the Wisconsin Department of Health and Human Services or must have an authorized waiver. If a student does not have the necessary shots or waivers, they may be excluded from school as permitted by law. This is for the safety of all students and staff. Any questions about immunizations or waivers should be directed to the school nurse.

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have a General Student Information Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The school has made the General Student Information Form available to every parent at the time of enrollment. A student's failure to return the completed form to school may jeopardize the student's participation in school activities.

USE OF PRESCRIBED MEDICATIONS

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed.

- A. Parents should, with their physician's advice, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. All medications **to be administered during school hours** must be registered with the nurse's office.
- C. Medication that is brought to the office will be properly secured.
- D. Medication may be conveyed to school directly by the parent.
- E. Medication **MAY NOT** be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
- F. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

ASTHMA INHALERS AND EPI-PENS

Students, with appropriate written permission from the physician and parent, may possess and use a method dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Inhalers and Epinephrine (Epi-pen) can be administered only in accordance with conditions confirmed by the school nurse and updated annually.

USE OF NONPRESCRIBED (Over-the-Counter) MEDICATIONS

Staff and volunteers will not be permitted to dispense non-prescribed, over-the-counter (OTC), medications to any student without written parental consent.

Parents may authorize the school to administer a non-prescribed medication using a form which is available at the nurse's office. A physician does not have to authorize such medication, but all of the other conditions described above under Use of Prescribed Medications will also apply to non-prescribed medication. The student may be authorized on the request form by his/her parent to self-administer the medication in the presence of a school staff member. No other exceptions will be made to these requirements.

Secondary (Grades 7 to 12)

Option #2

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and may be disciplined in accordance with the drug-use provision of the Code.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. A teacher, nurse, or Principal may send home a student who is suspected of having a communicable disease and will notify the parent of such action and the reason(s) it was taken. School officials may be required to notify local health officials if they suspect a student has a covered communicable disease. School officials will comply with notification requirements of the Department of Health and Family Services in addition to notifying the student's parent.

Examples of such diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Wisconsin Department of Health and Human Services.

Any student's removal from school will only be for the contagious period as specified in the school's administrative guidelines.

DIRECT CONTACT COMMUNICABLE DISEASES

In the case of non-casual contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency Virus), Hepatitis B, and other diseases that may be specified by the Wisconsin Department of Health and Human Services.

As required by Federal and State law, parents may be required to have their child's blood checked for HIV and HBV, and other blood-borne pathogens when the child has bled at school and students or staff member have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

SECTION IV – ACADEMICS **GRADES**

The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, they should ask the teacher.

HIGH SCHOOL GRADING EXPECTATIONS

- Students are allowed opportunities to Re-do graded work until two weeks prior to the quarter's end *for a passing grade*.
- Students are also allowed opportunities to Re-do graded work until two weeks prior to the quarter's end *to improve an existing passing grade*.
- Any formative assignment taught in stages must be done in the order in which it was assigned.
- Re-do's on summative assessments will be allowed if the formative work connected to that assessment has been retaught and completed formative work prior to retake. A Re-do is required for students who fail a summative assessment with the exception of a semester or end-of-course final.
- Academics: Homework will be weighted no more than 25%.
- Students that do not have all of their assignments computed prior to the teacher submitting their grades will receive an incomplete for that grading period. This incomplete will become an F after two weeks after the initial grades are done unless special circumstances apply.
- Students receiving an F will be expected to be requested in yellow pride with that teacher, if comprehension is the issue.

Royall Grading Scale		
Letter Grade	Grade points	Percentage Score
A	4.00	93-100
A-	3.67	90-92
B+	3.33	87-89
B	3.00	83-86
B-	2.67	80-82
C+	2.33	77-79
C	2.00	73-76
C-	1.67	70-72
D+	1.33	67-69
D	1.00	63-66
D-	0.67	60-62
F	0.00	59 and below

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with State standards and District policy.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs. Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives. Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance staff. If necessary intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services. Depending on the type of testing, specific information and/or parent consent may be obtained. The assessment program will not violate the rights of consent and privacy of a student participating in any form of evaluation. College entrance testing information can be obtained in the Guidance office.

GRADUATION REQUIREMENTS

1. Twenty-six and one-half (26.50) credits are needed to graduate from Royall High School.
2. Four (4) credits of English are required and must include:
 - One (1) credit of English 9 (*starting with class of 2015*)
 - One (1) credit of English 10
 - One (1) credit of English 11
 - One (1) credit of English 12
 - *Advanced Composition & Academic Writing are not required but are recommended for college.*
3. Three and one-half (3.5) credits of Social Science are required and must include:
 - One (1) credit of World History (*9th grade*)
 - One (1) credit of United States History (*10th grade*)
 - One-half (0.5) credit of Psychology or Sociology (*11th or 12th grade*)
 - One-half (0.5) credit of Current Events, Government, or Broadcast (*10th, 11th, or 12th grade*)
 - One-half (0.5) credit of Social Science elective (*10th, 11th, or 12th grade*)
4. Three (3) credits of Natural Science are required and must include:
 - One (1) credit of Biology (*9th grade*)
 - One (1) credit of Chemistry or Physical Science (*10th or 11th grade*)
 - One (1) credit of Natural Science elective (*11th or 12th grade*)
5. Three (3) credits of Mathematics are required.
6. Two (2) credits of Physical Education are required. (*9th – 12th grade*)

7. One-half (0.5) credit of Health is required. (9th grade)
8. One-half (0.5) credit of Personal Finance is required. (11th or 12th grade)
9. One-quarter (0.25) credit of Computer Application is required. (9th or 10th grade)
*Starting with the graduating class of 2019
10. One-quarter credit of Career and College Readiness. (beginning with Class of 2019)
11. 9.5 (10) credits of Electives are required.

Students meeting certain criteria may be eligible to graduate early their senior year. See your guidance counselor for details. Time lines are in place and must be met to qualify.

The school may grant a high school diploma to a student who has not satisfied the requirements under this policy if the student was enrolled in an alternative education program and the school determines that the student has demonstrated a level of proficiency in the subjects required under this policy.

ADDITIONAL REGISTRATION REQUIREMENTS

1. All students will register for 7 – 8 credits per year.
2. All students must meet the prerequisites before registering for classes.
3. Parent signature is required on registration sheets for ALL students.
4. All class changes must have parental and instructor's permission and be made through the guidance office.
5. No classes may be changed once the school year has started(either semester) unless there extenuating circumstances and approved by the HS Principal.

UW/System College Core Required Credits (17 units)

The range of courses offered at today's high schools is designed to prepare students with differing interests and abilities for a variety of life-after-high-school options.

"College prep" courses are particularly important for providing the academic background needed to succeed at a college or university. A college preparatory program helps develop competence in four primary areas—English, mathematics, social studies, and natural science.

All UW System campuses require new freshmen to have completed a minimum of 17 high school credits. Thirteen of these credits must be "core college preparatory" (English, mathematics, natural science, and social science/history); an additional four electives are required.

Subject	Credits
<i>English</i>	4 credits (Composition, Literature, Rhetoric)
<i>Mathematics</i>	3 credits (Algebra I, Geometry, Advanced Algebra)
<i>Natural Science</i>	3 credits (Biology, Chemistry, Physics, Adv. Bio/Chem)
<i>Social Science/History</i>	3 credits

In addition to the "core college preparatory" credits identified, students need to complete a minimum of four elective credits as follows:

Subject	Credits
<i>Electives</i>	4 credits

An additional 4 credits may be chosen from English, mathematics, natural science, social science/history, foreign language, fine arts, computer science, and other academic areas. **(Two years of a single foreign language are**

required for admission to UW-Eau Claire and UW-Madison, and strongly recommended at other UW System campuses.) Some UW System campuses may also accept technical and career courses for a portion of these 4 elective credits.

All students are encouraged to exceed the minimum number of college preparatory credits required for admission. Students who choose a rigorous high school curriculum (including senior year course work) are more successful in college. Strong academic preparation for college helps to ensure success.

Remember to see your counselor for up-to-date information and admission requirements for any college you are considering.

Depending upon the disability profile, students in special education shall either receive a diploma or a certificate of completion if certified they have properly completed the requirements of their IEP, or received the recommendation of the IEP team, as related to completion of credit requirements through regular, special or alternative education. They may participate in all graduation activities.

A student may be denied participation in graduation activities for disciplinary reasons and for nonpayment of fees.

ACADEMIC AWARDS

The following academic awards will be decided at the end of the 7th semester grading period. This method is comparable to the method used in determining the Wisconsin Academic Excellence Scholarship.

1. Valedictorian - the graduating senior with the highest grade point average. In the case of a tie, the ACT is used as the tie breaker, the higher amount of AP classes passed and last but not least if still tied a coin flip. A medal will be awarded at graduation.
2. Salutatorian - the graduating senior with the second highest grade point average. In the case of a tie, the ACT is used as the tie breaker. A medal will be awarded at graduation.

Rank in Class

The procedure for determining a student's rank in his or her class is as follows:

1. All final grades in subjects beginning with grade 9 through grade 12 for which credit toward graduation is given are used.
2. Each letter grade is given the following numerical equivalent:

A =	A- =	B+ =	B =	B- =	C+ =	C =	C- =	D+ =	D =	D- = .66	F = .00
4.00	3.66	3.33	3.00	2.66	2.33	2.00	1.66	1.33	1.00		

3. The cumulative Grade Point Average (GPA) determines the rank in class.

Grade Reports

Parent Teacher Conferences are held twice a year.

Progress can also be monitored via the School website using the online grading access link (Skyward)

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular program. No student may participate in any school-sponsored trip without parental consent. Attendance rules and the Code of Conduct apply to all field trips.

MIDDLE SCHOOL CLASSES

The following classes are required for students in grades 7 or 8:

Mathematics	Literature	Social Studies	Science	English
Health	Physical Education	Business Education	Art	Agriculture
Technology Education		Spanish		

Elective Classes offered in grades 7 and 8: Band Chorus

EDUCATIONAL OPTIONS

Early College Credit Program, Start College Now & Part-Time Open Enrollment: The ECCP statute allows Wisconsin public and private high school students to take one or more courses at an institution of higher education for high school and/or college credit. Under this section, "institution of higher education" means an institution within the University of Wisconsin system, a tribally controlled college, or a private, non profit institution of higher education located in the state. While technical colleges are not eligible institutions under the new programs, pupils that have completed 10th grade will continue to have the option to take courses at technical colleges through a separate statute. A pupil enrolled in a public school in the high school grades may attend public school in a nonresident school district for the purpose of taking a course offered by the nonresident school district. A pupil may attend no more than two courses at any time in the non resident school districts.

For ECCP: A student selected for the program may be eligible to enroll in a UW System institution, or a private, non-profit institution of higher education (IHE) to take one or more courses for which they may earn high school credit, post-secondary credit, or both. Under ECCP, the costs of the courses are shared among the state, school district, and in some cases the student's family. Students are eligible to take courses during the fall, spring, and summer semesters. Students that drop the course(s) or receive an "F" for a final grade are responsible for paying the district's percent of the course as well as their own amount.

For SCNP: High school junior and senior students that are in good academic standing can participate in the Start College Now Program. This program offers students the ability to take courses at Wisconsin Technical Colleges if they meet the requirements, prerequisites of the course(s) and if there is space available in the course(s), which the student is applying. School districts are responsible for paying for the cost of tuition, fees, books, and other necessary materials directly related to the course. However, if a student drops the course(s) or receives a "B-" or lower for a final grade in the course(s) the student will be responsible for covering the whole cost.

SECTION V – STUDENT CONDUCT

EXPECTED BEHAVIORS

A major component of the educational program is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Each student shall be expected to:

- A. Abide by national, State, and local laws as well as the rules of the school;
- B. Respect the civil rights of others;
- C. Act courteously to adults and fellow students;
- D. Be prompt to school and attentive in class;
- E. Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, sex, sexual orientation, race, or ethnic background;
- F. Complete assigned tasks on time and as directed;
- G. Help maintain a school environment that is safe, friendly, and productive;
- H. Act at all times in a manner that reflects pride in self, family and in the school.

It is important to remember that the school's rules apply at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the Principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

ATTENDANCE

The school requires all students to attend school regularly in accordance with the laws of Wisconsin. The school's educational program is predicated upon the presence of the student and requires continuity of instruction in the classroom and their participation in a well-planned instructional activity under the guidance of a competent teacher.

Compulsory Student Attendance

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays accepted, that the school is in session.

Attendance is also defined as participation in the various forms of distance learning including videoconference, satellite, Internet or other electronic information and telecommunications technologies.

Excuse for Absence

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student's teachers(s) to make necessary arrangements.

Wisconsin law provides a parent the opportunity to excuse their child from school for any reason for a total of 10 dates per school year.

Stated specifically, the law reads: 118.15(3)(c) "Any child excused in writing by his or her parent or guardian before the absence. The school board shall require a child excused under this paragraph to complete any course work missed during the absence. A child may not be excused for more than 10 days in a school year under this paragraph".

When a student will be missing school for a medical appointment, court appearance, to attend a funeral or other excusable reason according to attendance laws, a note or phone call to the office must be made prior to the absence. Upon return, the student then will need to provide appointment verification. Most medical offices provide students verification slips; simply ask for a verification slip from your provider before you leave your appointment.

Parents: If your child will not be in school due to illness or emergency, you must phone the school office (462-2600 ext. 2117) the day of the absence, indicating that the student will not be in attendance and the reason why. All absences must be excused within 24 hours of the initial absence.

When absent, and a call has not been received in the office, a student must report to the office immediately upon returning with a valid excuse from the parent/guardian. The excuse should contain the following:

1. Exact date or hours the student was absent.
2. The reason why the student was absent.
3. Signature of parent or guardian.

The responsibility for regular school attendance of a student rests upon the student's parent/guardian. All excused absences require parent/guardian verification which is to be submitted to the high school and middle school secretaries in advance of the absence or prior to returning to school.

As per state statute: The school attendance officer is empowered to approve a legal excuse to any student for the following reasons:

1. Evidence that the student is not in proper physical or mental condition to attend school or an education program. The district may request the parent or guardian to obtain a written statement from a physician or licensed

practitioner as proof of the physical or mental condition of the student. Such excuse shall state the period of time for which it is valid.

2. An illness in the immediate family which requires the absence of the student because of family responsibilities. The district may request the parent or guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the family member. Such excuse shall state the period of time for which it is valid.
3. Medical, dental, optometry, chiropractic or other valid professional appointments. Parents/ guardians are requested to make their students' appointments during non-school hours.
4. A death in the immediate family or funerals for close relatives.
5. Religious holidays.
6. Family trips that can be taken only during the normal school term. The intent of this statement is to provide opportunity for students to accompany their parent/guardian on a vacation which cannot be scheduled when school is not in session. A parent/guardian shall be required to notify the school secretary prior to leaving on vacation of the pending absence for the purpose of reviewing the student's attendance record and overall performance record. Student vacations or trips without parent/guardian accompaniment are not excused absences.
7. A court appearance or other legal procedure which requires the attendance of the student.
8. A quarantine, as imposed by a public health officer.
9. Attendance at special events of educational value.
10. Approved school activities during class time.
11. Special circumstances that show good cause.

Note: "needed at home" is not a valid excuse under Wisconsin State Statute

Preplanned Absences

When it becomes apparent that a student will need to miss school, the following steps should be completed prior to the absence. This includes medical appointments, family vacations, etc.

1. The student must bring written notification from the parent/guardian stating the reason and time for the absence prior to the student being absent.
2. Teachers will be notified by office personnel of the student's absence.
3. Students will be responsible for contacting their teachers for the assignments they will be missing.

Failure to follow the above stated procedures will result in your absence considered unexcused.

Leaving School

Students are not to leave the school building without first receiving permission from the office and a pass. Students can only leave if parents are notified and agree. No person other than the administration or designated authority in the High School and Middle School has the legal right to allow a student to leave school. If a student becomes ill while at school, or is injured and must leave school, the office must be informed and a pass will be issued. If, for an appointment or other good reason the student's parents or guardians want him/her to leave school during school hours, a valid excuse must be presented to the office before the student is excused. If a person other than a parent or guardian is to pick up the student, a note stating this must be presented to the office.

Tuancy

A student will be considered truant if he or she is absent part or all of one or more days from school during which the principal has not been notified of the legal cause of such absence by the parent or guardian of the absent student. A student will also be considered truant if he or she has been absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance statute – Sec. 118.15, Wis. Stat.

Graduation Participation Requirement

Student in their senior year of school (no matter their age) must attend a minimum of 85% of their class periods on their schedule, including study halls, TA's, etc., for the entire school year. This does not include verified medical appointments, court dates, or other excusable absences as deemed by the high school office. If a student does miss more than 85% of their classes and still wants to participate in the graduation ceremony that student must make up the time missed with approval from the HS principal.

Unexcused Absences

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The principal will determine on a case-by-case basis the appropriate methods to deal with unexcused absences. The following methods may be considered:

- A. Counseling the student;
- B. Requiring the student to make-up lost time;
- C. Requiring the student to make-up course work and/or examinations, as permitted under this guideline;
- D. Conferring with the student's parents;
- E. Suspending the student from school

Habitual Truancy

A student is considered a habitual truant if he or she is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester.

Parent/Guardian Responsibilities

It is the responsibility of the student's parent or guardian to ensure that their child attends school regularly. Parents are expected to provide an excuse for all absences.

Student Responsibilities

Students are required to attend all classes and other school activities on their daily schedule, unless they have been excused from school.

Students Leaving School During the School Day

- A. No staff member shall permit or cause any student to leave prior to the regular hour of dismissal except with the knowledge and approval of the principal and with the knowledge and approval of the student's parents.
- B. No student will be released to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by principal.

Closed Campus

All students will remain on in designated areas (high school building or outside court area) during lunch and all other parts of the school day from 8:00-3:15 unless the student is excused by their parent or guardian for any of the following reasons;

- A. A school-sponsored trip.
- B. A medical appointment.
- C. A prearranged legal excuse.
- D. An emergency (determined by the High School Principal).

All other absences will be treated as unexcused and will be subject to discipline up to suspension or truancy. Students may go outside the building in the courtyard, but cannot go into the parking lots or into the streets during lunch period. Student will not be permitted to go to their vehicles unless they have permission from the office during lunch or any other part of the school day. All athletes or category 2 participants must be in attendance during the entire day (including lunch period) in order to participate in that night's event, whether it is a game or practice.

MAKE-UP COURSE WORK AND EXAMINATIONS

Excused Absences

A student, whose absence from school was excused, except for an expelled student, shall be permitted to make-up course work and any quarterly, semester or grading period examinations missed during the absence when they return to school. It is the student's responsibility to contact his or her teachers to determine what course work and examinations must be made up. Teachers shall have the discretion to assign substitute course work and examinations and course work shall be completed, including outside regular school hours.

Unexcused Absences

Credit in a course or subject shall not be denied solely because of a student's unexcused absence from school.

A student whose absence from school was unexcused shall be permitted to make-up course work and quarterly, semester or grading period examinations missed during the absence if the student is at risk of receiving no credit in a course or subject if the work is not made up.

Subject to the immediately preceding two paragraphs, credit may, but is not required to be given for the completion of make-up work. Further, credit for make-up work may be given only after the student has satisfied consequences imposed for unexcused absences. The extent to which make-up credit is given shall be determined on a case-by-case basis by the principal and the respective teachers.

If make-up work is allowed, it is the student's responsibility to contact his or her teachers to determine what course work and examinations must be made-up. Teachers shall have the discretion to assign substitute course work and examinations. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence, unless extended by the principal based upon extenuating circumstances.

Tardiness

Promptness is a skill that is absolutely necessary for success in school, at work, and with people. Tardiness to school or classes will not be tolerated

When a student accumulates 3 unexcused tardies within 1 classroom, that student will be issued an appropriate behavior management response by the teacher to be served with that teacher. The teacher has the right to add another punishment if the original "detention" is not served in the time allowed by the teacher. Additional discipline will be given to any student that is referred to the office for failure to serve their teacher provided discipline.

The only way to be admitted to class is to have a pass from the office or from the teacher the student was with. Teachers are responsible for observing the scheduled class times. If a student is late because of time spent with a teacher, that teacher must send the student, with a pass, to the next class or contact the teacher to notify them of the student's tardiness.

DRESS AND GROOMING

While fashions change, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. This includes inappropriate art and/or language that is direct or implied. Personal expression is permitted within these general guidelines.

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to them or others, they may be removed from the educational setting and asked to change their clothes. There will be clothing in the office for you to change into.

The following guidelines are in place for appropriate dress:

1. All shorts and skirts must be mid-thigh in length.
2. The lowest point on shirt collar must reach the armpits.
3. Pants, shorts and skirts worn at the waist.
4. No bra straps showing (Cami straps and tank tops are acceptable)
5. Bare shoulder tops with strapless bras are not acceptable.
6. Tops may not expose the midriff, and clothing must cover undergarments at all times.
7. Any apparel that could be considered as pajamas will not be permitted.
8. Students may not wear clothing with writing, pictures, symbols, or slogans depicting drugs, tobacco, alcohol, vulgarity, racism, gangs, mutilation, and/or sexual connotation.

9. Students may not wear or carry hats, caps, visors, bandanas, or chains.
10. Students should place their coats, jackets, and outerwear in their locker upon arrival at school.
11. Any clothing that promotes violence, weapons, and threatening language may not be worn.
12. Any clothing that disrupts the educational process may not be worn.

Students who are representing our school at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

The Royall High School Dress Code:

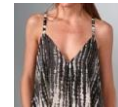
Staff should contact the office when they see a clothing issue. We request that teachers either email the office or send students to the office for clothing issues.



Short inseams must be 3 inches or longer



The lowest point on shirt collars must reach armpits



Skirts must be 12 inches or longer in length



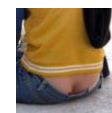
No bra straps showing



No undergarments may be showing



No body cleavage or midriff may be showing



Public Displays of Affection

Public displays of affections are inappropriate within a school environment or during school activities. After the first warning, students may be sent to an administrator for appropriate action to be taken. Public affection may be viewed as creating a hostile environment as defined within sexual Harassment.

DRUG ABUSE PREVENTION

The administration and staff recognize that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For purposes of this policy, "drugs" shall mean:

- A. All dangerous controlled substances as so designated and prohibited by Wisconsin statute;
- B. All chemicals which release toxic vapors;
- C. All alcoholic beverages;
- D. Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- E. "look-alikes";
- F. Anabolic steroids;
- G. Any other illegal substances so designated and prohibited by law.

The use, possession, concealment, or distribution of any drug, drug look-alike and any drug-paraphernalia at any time on school property or at any school-related event is prohibited. Disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school's drug abuse guidelines.

USE OF TOBACCO IS PROHIBITED

The Board prohibits students from using or possessing tobacco in any form including, but not limited to cigarettes, cigars, snuff, and chewing tobacco on school premises, in school vehicles, within any indoor facility owned or leased by the Royall School District. It shall be a violation of any student to possess, consume, display, or sell any tobacco products, tobacco-related devices, or electronic cigarettes at any time on school property or at off-campus, school-sponsored events.

Definitions:

The term "**tobacco product**" means any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any means. Examples include but not limited to cigarettes; cigars, little cigars, dry snuff, moist snuff/chewing tobacco, snus, dissolvables, hookah and blunt wraps.

The term "**electronic cigarette**" means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other substance, and the use of inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marked or sold as e-cigarettes, e-cigars, e-pipes, or under any other product name or descriptor.

The term "tobacco-related devices" means ashtrays, cigarette papers, or pipes for smoking or any components, parts, or accessories of electronic cigarettes or vapes including cartridges.

The term "school property" means all facilities and property, including land, whether owned, rented or leased by Royall School District, and all vehicles owned, leased, rented, contracted for, or controlled by Royall School District for use in transporting students, staff or visitors.

Violations:

First violation shall result in any or all of the following: confiscation of tobacco products, confiscation of electronic cigarettes and/or tobacco related devices, notification of parents, citation and/or fine.

Second violation shall result in any or all of the following: confiscation of tobacco products, electronic cigarettes, and/or related devices, notification of parents, citation and/or fine plus 1 day out-of-school suspension and offer students information about cessation services available.

Third violation shall result in any or all of the following: confiscation of tobacco products, electronic cigarettes and/or tobacco related devices, notification of parents, citation, and/or fine plus 1-2 day out-of-school suspension and offer student information about cessation services available.

TEACHER MANAGED DISCIPLINE

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one day's notice. The student or his/her parents are responsible for transportation.

TEACHER DETENTIONS

1. Students that are given detentions for misbehaving in class must serve that detention with that staff member or with a designated supervisor.
2. Students that are given a detention for late work will serve after or before school with that teacher as directed by the teacher.
3. Students that receive a detention for accumulated tardies or absences will serve with this teacher or with a designated supervisor after or before school.

AFTER SCHOOL DETENTION

Assigned students will attend a continuous thirty (30) minute period each day until all of their required time has been served. Students not in attendance on scheduled detentions will have their time doubled. When a student has accumulated a total of 4 hours they will be given an In School Suspension via the Principal.

1. Students must report to detention by 3:30.
2. Electronic devices must be placed on the desk of the supervisor upon entry into detention room.
 - a. *Students caught using devices will have their time doubled.*
3. Students are to remain seated at all times.
4. Students are not to talk without permission.
5. Students will not be allowed to sleep and may be asked to stand up if they cannot stay awake.

How Students Receive An After School Detention Minutes

1. Unexcused absence = 30 minutes per class
2. Driving off campus = 90 minutes
3. Principal Referral = TBD
 - a. Ex. Dress code, Disrespect to Staff, Classroom Referrals, Bullying,
4. Students who accumulate up to 4 hrs. = ISS

*****Students MUST SERVE ALL DETENTIONS prior to attending practice, games, or any after or before school activities. The office can be used as a last resort for a student to serve an after or before school detention.

SUSPENSION AND EXPULSION

A. Suspension

1. Duration and Grounds for Suspension

The principal or a person designated by the principal may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days or ten (10) consecutive

school days if the student is eligible for special education services under Chapter 115, Wis. Stats., if the suspension is reasonable, justified, and based upon any of the following misconduct:

- a. Noncompliance with school or School Board rules;
- b. Knowingly convey in any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- c. Conduct by the student while at school or while under the supervision of a school authority that endangers the property, health or safety of others;
- d. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of others at school or under the supervision of a school authority;
- e. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of any employee or School Board member of the school district in which the student is enrolled.
- f. Under paragraphs c, d, and e above, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

The District Administrator, or any principal or teacher designated by the District Administrator shall suspend a student if the student possessed a firearm while at school or while under the supervision of a school authority.

The suspension period applies to "school days." Thus, a suspension period does not include weekend days or vacation days.

2. **Suspension Procedure**

Prior to being suspended, on the day of the alleged infraction or as soon thereafter as is practicable, the student will be advised orally or in writing of the reason for the proposed suspension and given an opportunity to explain his or her conduct.

The principal, within his or her discretion, may also inform the student's parents or guardian of the reason for the proposed suspension prior to suspending the student.

3. **Opportunity to Complete School Work**

A suspended student shall not be denied the opportunity to take any quarterly, semester or grading period examinations or to complete course work missed during the suspension period. Such work shall be completed pursuant to the procedures established by the School Board.

4. **Reference to the Suspension in the Student's Record**

The student's suspension from school shall be entered in the student's record as required by the rules adopted by the School Board concerning the content of student records.

The suspended student or the student's parent or guardian may, within five (5) school days following the commencement of the suspension, have a conference with the District Administrator or his or her designee, who shall be someone other than a principal, administrator or teacher in the suspended student's school, to discuss removing reference to the suspension from the student's records.

Reference to the suspension in the student's school record shall be removed if the District Administrator finds that:

- a. The student was suspended unfairly or unjustly;
- b. The suspension was inappropriate, given the nature of the alleged offense; or
- c. The student suffered undue consequences or penalties as a result of the suspension.

The District Administrator, or the administrator's designee, shall make his or her finding within fifteen (15) days of the conference.

B. **Expulsion**

1. Grounds for Expulsion

The School Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and it finds that the student:

- is guilty of refusal or neglect to obey school rules as adopted by the school board, OR
- knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt to destroy any school property by means of explosives, OR
- engaged in conduct while at school or while under the supervision of a school authority which endangered the property, health or safety of others, OR
- while not at school or while not under the supervision of a school authority which endangered the property, health or safety of others at school or under the supervision of a school authority, OR
- endangered the property, health or safety of any employee or school board member of the school district in which the pupil is enrolled, OR
- (being at least 16 years old) repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct does not constitute grounds for expulsion under any of the other five categories listed above, OR
- while at school or while under the supervision of a school authority, possessed a firearm, in which case the pupil shall be expelled for not less than one year.

Under this section, conduct that endangers a person or property includes threatening the health or safety of a person or threatening to damage property.

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others or as otherwise permitted by law.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

All computers located in classroom, labs and offices of the District are the District's property and are to be used by students, where appropriate, for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

SECTION VI – TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

Bus transportation is provided for all eligible students.

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal.

A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the Principal stating the reason for the request and the duration of the change and the Principal approves.

Students going to an alternate spot other than their home are required to have a bus pass. Buses will not deviate from the regular route. If a parent requests a student to go somewhere that is not on the route, they will have to meet the bus at an existing stop.

Student pick-up and drop off schedules should be consistent every week. This is to ensure students are getting safely to the correct place and not dropped off where someone is not home.

BUS CONDUCT

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

Previous to loading (on the road and at school)

Each student shall:

- A. Be on time at the designated loading zone;
- B. Stay off the road at all times while walking to and waiting for the bus;
- C. Line up single file off the roadway to enter;
- D. Wait until the bus is completely stopped before moving forward to enter;
- E. Refrain from crossing a highway until the bus driver signals it is safe;
- F. Go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait

During the trip

Each student shall:

- A. Remain seated while the bus is in motion;
- B. Keep head, hands, arms, and legs inside the bus at all times;
- C. Not litter in the bus or throw anything from the bus;
- D. Keep books, packages, coats, and all other objects out of the aisle;
- E. Be courteous to the driver and to other bus riders;
- F. Not eat, play games or play cards, etc.;
- G. Not tamper with the bus or any of its equipment.
- H. Follow the driver's instruction

Leaving the bus

Each student shall:

- A. Remain seated until the bus has stopped;
- B. Cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;
- C. Be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless they have proper authorization from school officials.

PENALTIES FOR BUS INFRACTIONS

A student who engages in misconduct on a bus shall be subject to discipline and may be deprived of the privilege of riding on the bus.

2020-2021 High School

Bell Schedule

REGULAR SCHEDULE	Start	End	Minutes
Breakfast	7:45	8:10	
Period 1	8:10	8:48	38
Period 2	8:52	9:30	38
Period 3	9:34	10:12	38
Period 4	10:16	10:54	38
Period 5	10:58	11:36	38
Period 6	11:40	12:18	38

Homeroom	12:18	12:25	7
Lunch	12:25	12:56	30
Period 7	1:00	1:38	38
Period 8	1:42	2:20	38

2020-2021 MS

Bell Schedule

REGULAR SCHEDULE	Start	End	Minutes
Period 1	8:00	8:38	38
Breakfast	8:38	8:48	10
Period 2	8:52	9:30	38
Period 3	9:34	10:12	38
Period 4	10:16	10:54	38

Period 5	10:58	11:36	38
Period 6	11:40	12:10	30
Lunch (in homeroom)	12:10	12:25	15
Recess	12:25	12:56	31
Period 7	1:00	1:38	38
Period 8	1:42	2:20	38

LIFE OF A PANTHER

<u>Expectations</u>	<u>Hallways</u>	<u>Classrooms</u>	<u>Lunch Time</u>	<u>All Areas</u>	<u>Library</u>	<u>Assemblies</u>	<u>Parking Lots</u>	<u>Computer Lab</u>	<u>After school Events</u>
<u>Responsible</u>	<ul style="list-style-type: none"> Walk in the hallway Keep lockers and floors clean and neat 	<ul style="list-style-type: none"> Be seated and quiet when the bell rings Have supplies needed for the class Complete homework in a timely manner Remain seated until bell rings 	<ul style="list-style-type: none"> Have money in your account Clean up after yourself Use gym equipment appropriately 	<ul style="list-style-type: none"> Follow directions Follow the handbook Settle conflicts peacefully 	<ul style="list-style-type: none"> Follow rules Turn in books on time. Pick up after yourself 	<ul style="list-style-type: none"> Keep food and drinks outside Sit where you are asked to sit Leave materials in your lockers 	<ul style="list-style-type: none"> Follow the traffic pattern of the lot Use marked parking spaces Obey traffic laws Park in student parking lot 	<ul style="list-style-type: none"> Use your own login Keep food and drink out of lab Print conservatively 	<ul style="list-style-type: none"> Follow all school rules
<u>Respectful</u>	<ul style="list-style-type: none"> Use appropriate language Keep voices down Treat equipment appropriately 	<ul style="list-style-type: none"> Use your own supplies Use "please" and "thank you" Support your classmates Raise your hand Use appropriate language 	<ul style="list-style-type: none"> Display good manners Wait your turn in line Use appropriate language 	<ul style="list-style-type: none"> Use appropriate language Address adults with appropriate titles (Mr., Mrs., Ms.) Keep hands, feet and objects to yourself (including PDA) 	<ul style="list-style-type: none"> Use a quiet voice Use materials and supplies appropriately Understand and respect others' need for computer use 	<ul style="list-style-type: none"> Listen and watch politely Stay seated Use appropriate language and applause Keep feet on the floor 	<ul style="list-style-type: none"> Use appropriate language Watch for pedestrians especially young children 	<ul style="list-style-type: none"> Treat equipment with care 	<ul style="list-style-type: none"> Use appropriate language Use equipment and building appropriately
<u>Honorable</u>	<ul style="list-style-type: none"> Allow others to pass freely in the hallway Use "excuse me" 	<ul style="list-style-type: none"> Complete your own work 	<ul style="list-style-type: none"> Clean up after yourself 	<ul style="list-style-type: none"> Talk quietly Respect others, self and environment Be patient and wait your turn 	<ul style="list-style-type: none"> Check out all books before removing them from the library 	<ul style="list-style-type: none"> Show enthusiasm with speaker Applause only 	<ul style="list-style-type: none"> Leave at appropriate time Watch for other drivers and yield when appropriate Wait your turn to depart 	<ul style="list-style-type: none"> Keep computers safe from viruses Practice academic honesty Follow school computer use policy 	<ul style="list-style-type: none"> Mind the coaches and supervisors Clean up after yourself
<u>Engaged</u>	<ul style="list-style-type: none"> Gather materials for class during passing periods 	<ul style="list-style-type: none"> Participate in the lesson Listen when others speak Use work time productively 	<ul style="list-style-type: none"> Use your lunch time productively 	<ul style="list-style-type: none"> Use appropriate displays of affection Be prepared Be on task Use time productively 	<ul style="list-style-type: none"> Use computer and internet for school purposes only Read a book, magazine or newspaper Complete homework 	<ul style="list-style-type: none"> Applaud the performance 	<ul style="list-style-type: none"> Drive with caution 	<ul style="list-style-type: none"> Use appropriate programs for your task Use computers and internet for school work 	<ul style="list-style-type: none"> Stay in the area where your activity is taking place

SECTION VII-CO-CURRICULAR CODE

DISTRICT MISSION STATEMENT

The Royall School District is committed to provide the best education for every student in collaboration with the home and community and to empower each student to be a responsible, contributing citizen in an ever-changing world.

CO-CURRICULAR PHILOSOPHY

Students participating in a school board sponsored co-curricular activities have certain responsibilities. It is a privilege, not a right, as a registered, eligible student in the Royall School District to participate in co-curricular activities. Because it is a privilege, participation in co-curricular activities carries with it certain responsibilities and expectations that promote growth toward becoming a responsible member of society.

The Royall community expects participants to be a credit to themselves, their family, their school, and their community. As such, all participants must abide by all rules and responsibilities at all times (24 hours a day/365 days per year) in order to continue participating in co-curricular activities.

It is recognized that personal problems can interfere with the health and well being of students and their ability to participate in co-curricular activities. This code therefore includes provisions for support, intervention, and referral in order to help students achieve their full potential.

Parents/guardians have a responsibility to cooperate with the school district in assuring that the student will comply with the rules and standards of the co-curricular program.

GOALS OF CO-CURRICULAR ACTIVITY PARTICIPATION

The co-curricular activity program is an important part of the educational experience. It provides opportunities for learning experiences difficult to duplicate in regular school activities. Co-curricular participation has the following major objectives:

- To teach leadership, responsibility, sportsmanship, respect and cooperation and to help students realize that participation in co-curricular activities is a privilege with accompanying responsibilities.
- To provide opportunities for the expression of gifted and talented abilities.
- To encourage lifetime interests and healthy habits in programs begun in school.
- To provide activities for learning self-discipline, loyalty, team play, personal pride, pride in the organization, respect for the rights of others, develop character, and to help create school unity.
- To provide students with opportunities to place the unit, team, squad, class, and school above personal desires.
- To provide students with opportunities for competition.
- To strengthen school and community pride.

DEFINITION OF CO-CURRICULAR ACTIVITIES

Co-curricular activities include any school-related, organized activity that is offered outside of academic class requirements. Co-curricular activities are divided into two distinct categories, each of which will be explained in the sections that follow. School district policies and school rules govern all student activities. In addition, each category has unique rules and expectations, which regulate participation. Suspensions will be cumulative over a participant's high school career.

WIAA NON-SCHOOL PARTICIPATION RULES

WIAA regulations state that a student owes loyalty and allegiance to the school and team of which he/she is a member during the season of a given sport. A student becomes ineligible in a sport for the remainder of the season for competing in a non-school game, meet, or contest in the same sport during the season of practice and competition established by the school.

PRE-SEASON MEETING

This code shall be distributed in the Royall High School Student Handbook as well as made available to each participant during the specific activities' pre-season meeting or on the first day that he/she reports for a co-curricular activity. Copies shall be placed on file with the activity director and/or principal. Participants should read all items and ask for clarification from the coach or advisor of any items not understood.

- Parental/guardian attendance at pre-season meetings is critical and involvement throughout the season is encouraged.

PARTICIPANT INJURIES

- Any participant who is injured during a practice or event must report the injury immediately to the coach/advisor, which will refer him/her to the Licensed Athletic Trainer. The LAT has the final say on the participant's return unless a physician is seen.
- If the injury requires a physician's care, an accident report must be filed by the coach/advisor with the activities office and a physician's permission to return letter must be presented before the participant is allowed to return.
- Should an injury be discovered after the athlete has returned home, the coach/advisor should be contacted as soon as possible.
- In the event of any serious injury during a practice or event, the nearest emergency medical service will be obtained.

EQUIPMENT

It is expected that participants will take excellent care of their equipment. Each participant is responsible for the school equipment issued. The participant is financially responsible for all lost, misplaced or stolen equipment. Each participant will be responsible for the return of the original equipment issued. Substitutions will not be allowed.

- School equipment and/or uniforms may be worn on the day of the athletic event during school hours as directed by the head coach. It may not be worn during any physical education classes or any other period of exercise outside the time required for practice sessions and/or game situations.
- A participant will not be allowed to participate in another activity until he/she has either returned or paid for all equipment that was issued to him/her.

IMPACT OF QUIT/REMOVAL FOR A SPORT

A student who is dropped from one athletic activity for disciplinary reasons shall be ineligible to participate in another activity during that season.

A student who quits a seasonal athletic activity shall be ineligible to participate in another athletic activity during that season, unless he/she receives consent from the coaches involved. If eligibility is denied by a coach, the coach will meet with the administrative team to justify their position.

FELONY CONVICTION

A student who has been charged or convicted with a felon will be ineligible for all participation in WIAA activities until the student has satisfied all of the requirements ordered by the court in declaring a sentence served including probation, community service and any other court orders.

ATTENDANCE

Unless excused, a participant must be in school for the entire day in order to participate in that day's practice or event. Any participant with an unexcused absence for any period of time during a school day is ineligible to participate in that day's practice or event. Illness is considered an unexcused absence when pertaining to participation in a practice or event.

A student is required to be in class the entire day after an athletic contest, or they are ineligible to participate in that days practice or event, **(This rule is in place so that students do NOT sleep in on the day of or after an event – it is NOT in place to make sick kids come or stay in school.)** unless there are extenuating circumstances, as determined by the principal, such as but not limited to:

- A. A school-sponsored trip.
- B. A medical appointment.
- C. A prearranged legal excuse.
- D. An emergency (determined by the High School Principal).

SUSPENSION/EXPULSION FROM SCHOOL

Any athlete who is suspended or expelled from school shall be ineligible for all athletic participation including practices during the period of suspension or expulsion. They shall be eligible for athletic competition when they are readmitted to school, unless the reason for suspension or expulsion was based on a violation of the athletic code.

TWO SPORT ATHLETES IN ONE SEASON

Students are allowed to participate in two sports during the same season. Playing time in either or both may be effected by attendance at practice, the same as it would be for a one sport athlete. Coaches determine playing time.

ACADEMIC ELIGIBILITY

Eligibility requirements shall commence upon initial enrollment in the first co-curricular activity. In order to be academically eligible for co-curricular activities, a participant must satisfy district, DPI, and if applicable, WIAA requirements defining a full-time student.

Student-athletes shall become scholastically ineligible in two (2) ways:

- a. A failing grade in any course--quarter AND/OR semester--will constitute ONE failing grade.

Eligibility may be regained after a participant demonstrates passing work in all classes after the first fifteen (15) scheduled school days into the grading period. An ineligible participant cannot participate in any program's events during the period of ineligibility (participants may practice at the discretion of the coach and Activity Director).

OR

- b. Earn any incomplete grade(s) in a nine-week and/or semester grading period. A student-athlete will regain eligibility as soon as he/she provides verification to the coach that the incomplete(s) has/have been changed to a passing grade(s).

The high school administration reserves the right to void eligibility requirements in special situations. The participant, his/her parent/guardian, and the coach must schedule a meeting with the administration in such instances.

For **fall sports** the ineligibility period will be the lesser of:

- 21 calendar days after the earliest allowed competition in that activity.
- 1/3 of the total number of events in an activity.

NOTE: If a student has a code violation and becomes academically ineligible at the same time, whatever is the most amount of time to be served of the two will be the amount of time that is served. They can run concurrently. A student/athlete may erase their ineligibility status related to the last grade-reporting period of the school year through our summer school course offerings.

The course that the student received a failing grade in must be a matching course that is also offered through our online program (PLATO). The student must complete all work and successfully pass the course by the end of the regular summer session in order to regain ineligibility.

Middle School Students will be ineligible for 25% of the season from the date discovered. Grades will be checked at the end of each quarter.

ADMINISTRATIVE SUSPENSION

Participants representing the Royall School District by their involvement in the activities program are expected to be law-abiding students. A participant is expected to follow school rules and policies applicable to all students. An administrative suspension or dismissal from participation may be administered for actions such as:

- Flagrant violation of attendance, behavior, or safety rules.
- Vandalism or theft involving property of the Royall School District or other school districts.
- Gross misconduct, acts of violence, vandalism or theft outside of school jurisdiction.

CODE VIOLATIONS

All violations will be enforceable for the student's career on a year-round basis. Any information or evidence considered to be relevant, valid, and accurate by any person(s) reviewing a particular alleged violation shall be considered. Parties who provide anonymous information will be asked to provide specific names, dates, times, and infractions. If hearsay evidence cannot be substantiated on the basis of subsequent investigation, it will be treated as rumor.

CATEGORY 1 – ATHLETICS

Interscholastic athletics are governed by the Royall School District co-curricular code and the Wisconsin Interscholastic Athletic Association (WIAA). The WIAA is a voluntary, incorporated, and nonprofit organization located in Stevens Point, Wisconsin. All public high schools in the State of Wisconsin with interscholastic athletic programs are members. All WIAA and other pertinent national and state governing regulations as published will apply, and are available upon request. The WIAA website, which lists their regulations as well as additional athletic information, is www.wiaawi.org.

Fall: Boys – Football
Girls – Volleyball

Winter: Boys – Basketball, Wrestling
Girls – Basketball, Wrestling

Spring: Boys - Baseball, Track
Girls – Softball, Track

CATEGORY 1 - DISCIPLINARY ACTIONS

Participants will be suspended from all Category 1 activities in which they are involved at the time of the suspension or their next activity season if they are not currently out for an activity.

1. First Offense

- a. Suspension from participation in 25% of contests scheduled.
- b. Student must meet with a member of the Pupil Services Team for an assessment before returning to competition.

Note The percentage of games missed will always be rounded up to meet the full 25%

2. Second Offense

- a. Suspension from participation in 50% of contests scheduled.

b. If the offense is AODA related, the student must obtain an AODA assessment at their own expense from a district approved agency. The student will only be able to return to competition after the suspension time has been served and the assessment has been completed. The student must supply the school with the results of the assessment.

Note The percentage of games missed will always be rounded up to meet the full 25%

3. Third Offense

a. Suspension from participation in all Category I Activities for one (1) calendar year.

4. Subsequent Offenses

a. Student will be referred to the Pupil Services Team to determine future opportunities to participate.

CATEGORY 2 – ACTIVITIES

Activities that are competitive in nature or which may include tryouts, as well as activities that have as their membership representatives elected or appointed to positions of leadership and/or public recognition activities, are governed by the same code requirements as interscholastic athletics as well as any applicable national or written club rules (i.e. NHS).

Category 2 activities include, but are not limited to, the following: All Class Officers, Homecoming/Prom Court, Forensics, Madrigal Singers, FFA, Musical, NHS, Play, and Student Council.

CATEGORY 2 - DISCIPLINARY ACTIONS

Participants will be suspended from all Category 2 activities in which they are involved at the time of the suspension.

1. First Offense

a. The participant will be suspended from one event, the definition of which shall be determined by the principal and activity director.

b. Student must meet with a member of the Pupil Services Team for an assessment before returning to competition.

2. Second Offense – The participants will be suspended from two events, the definition of which shall be determined by the principal and activity director. If the offense is AODA related, the student must obtain an AODA assessment at their own expense from a district approved agency. The student will only be able to return to competition after the suspension time has been served and the assessment has been completed. The student must supply the school with the results of the assessment.

3. Third Offense – The participant will be suspended one calendar year (twelve months from the date of the offense).

4. Subsequent Offenses – The student will be referred to the Pupil Services Team to determine future opportunities to participate.

SIMULTANEOUS CATEGORY I/CATEGORY II CONSEQUENCES

Participants may participate in simultaneous activities; however, if a participant incurs a violation, he/she shall be suspended according to the code of conduct for both activities (Ex: Football and Student Council).

PROVE INNOCENCE CLAUSE – FOR POTENTIAL AODA OFFENDERS RESPONSIBLE TO THE CODE

If a participant is at a gathering where alcohol or other illegal drugs are present or introduced, he/she must leave immediately upon gaining knowledge of the presence of the substances. If the police are summoned and the participant is detained while in the act of leaving under the aforementioned conditions, it will be the student's responsibility to provide the burden of proof that they did not consume any alcohol or other illegal substances. If such proof is presented and verified, no suspension will be applied.

DRESS CODE:

Although this is an athletic setting, we will still need to be sensitive to our younger students and general public that are in the building after school hours. Boys need to be wearing shirts at all times before, during and after practices. Girls need to be wearing shirts that cover all under garments.

HOSTING A PARTY

Any person who has a gathering at their home/property where alcohol or drugs are being used will be given a penalty at the next highest level above the level they would normally be suspended. Example: If a student hosts a party and it's their first violation, since the party was at their home/property they would be given a violation as their second offense.

SPECIAL AWARDS RESTRICTION

Participants who violate the code of conduct will be ineligible for any special awards during the season of participation as well as any season in which the suspension is served. No student with a Code of Conduct violation may be nominated for any special end of season award. This shall include, but not be limited to, MVP, MIP, Coaches' Award, Captain, All-Conference, All-Area, and All-State.

REGARDING ESTABLISHMENTS

Point of Clarification: Presence in bars or attendance at parties where drinking of alcoholic beverages or use of illegal drugs is occurring is prohibited. This rule is not meant to include presence in an establishment that is primarily an eating-place or presence in such places with parents, or to prevent being employed at such places. It also is not meant to include presence in places like golf courses or bowling alleys where alcoholic beverages are served. Participants should avoid placing themselves in situations where their guilt or innocence is questioned.

WEDDINGS/REUNIONS/ETC.

Participants are not prohibited from attending weddings, reunions, anniversaries or other ceremonial functions where alcohol is served, but they may not consume alcohol or be in possession of alcoholic beverages even though they have parental permission. **Parental/guardian permission does not override the provisions of this code.**

TECHNOLOGY AND VIOLATIONS

Students are responsible for information in written or electronic transmission (i.e. texts, e-mail) and any information posted on a public domain (i.e. internet, chat rooms, Facebook, You Tube, MySpace). Students are not precluded from participation in such social network sites or technology; however, any student that is identified on a social networking site which depicts illegal or inappropriate behavior may be considered in violation with the co-curricular code.

DISCIPLINARY ACTION - PROCEDURAL APPEAL PROCESS

Any initial appeal of the decision will be directed to the building principal. This request must be submitted in writing within seven days of the participant and/or parent/guardian being notified of the consequence. In the appeal, the participant and/or parent/guardian must state what exactly is being appealed by making reference to the date of the incident, the consequences of the violation, and the evidence the participant and/or parent/guardian has to justify the penalty being overturned.

1. The participant and/or parent/guardian may appeal the decision of the Principal to the Superintendent of Schools.

HS State Athletic Participants – Meal Reimbursement

All qualifying and alternate athletes will be reimbursed for their meals using the district expense reimbursement sheet-with the current listed limits. All receipts must be kept and turned in with the sheet – or no reimbursement. The district will NOT reimburse for any meals for sectional qualifiers. (It is up to the team and coaching staff if they want to use club funds for this.)

DISCLAIMER

This guideline attempts to present a simplified summary of the regulations of the WIAA, the Scenic Bluffs Conference, and the Royall School District. A guideline of this kind cannot cover every possibility. Should questions arise, the participant and/or parent/guardian should consult the coach/advisor or activity director.

Any situation or problem that may arise that is not specifically covered above may be reviewed by the high school administration for possible action. Coaches/advisors may adopt appropriate rules and disciplinary action for violations of their activity rules; however, these rules must not be in conflict with the code of conduct and must be approved by the building administration.

Royall Schools Athletic Fees Procedure
Royall School District Co-Curricular Transportation Decline Form

I, _____ will decline district provided co-curricular transportation
(Name of Parent/Guardian)

for _____ on _____
(Name of Student) (Date of Event)

The sole purpose of this form is to allow parents to decline transportation provided by the Royall School District for Co-Curricular events. In no way does this form signify approval of alternate transportation. Once this form is signed, the Royall School District is released from liability and supervision of the above named student.

Parent/Guardian Signature: _____ Date _____

(Original to Coach/Advisor)

Wisconsin Concussion Fact Sheet for Athletes And Parents

What is a Concussion: A concussion is a type of brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head. Concussions can also occur from a blow to the body that causes the head and brain to move rapidly back and forth. Even what seems to be a mild bump to the head can be serious. Concussions can occur during practices or games in any sport or recreational activity.

What are the signs and symptoms of a concussion? Signs and symptoms of concussion can show up right after an injury or may not appear or be noticed until hours or days after the injury. It is important to watch for changes in how you are feeling, if symptoms are getting worse, or if you just “don’t feel right.” If you think you or a teammate may have a concussion, it is important to tell someone.

Athletes:

COMMON SYMPTOMS OF A CONCUSSION:

**Tell
you**

**someone if
see a
teammate**

Tell someone if you feel any of the following:

with any of these symptoms:

- Appears dazed or stunned
- Forgets sports plays
- Is confused about assignment or position
- Moves clumsily
- Answers questions slowly
- Repeats questions
- Can’t recall events prior to the hit, bump, or fall
- Can’t recall events after the hit, bump, or fall
- Loses consciousness (even briefly)
- Shows behavior or personality changes

What should you do if you think you have a concussion?

1. Tell your coaches and parents right away. Never ignore a bump or blow to the head even if you feel fine. If you experience symptoms of a concussion, you should immediately remove yourself from practice/play. Tell your coach right away if you think you or one of your teammates might have a concussion.
2. Get evaluated by a health care provider. A health care provider experienced in evaluating for concussion can determine if you have a concussion, help guide management and safe return to normal activities, including school (concentration and learning) and physical activity. If you have been removed from a youth athletic activity because of a suspected or confirmed concussion or head injury you may not participate again until evaluated by a health care provider and you receive written clearance to return to activity. You must provide this written clearance to your coach.
3. Give yourself time to get better. If you have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a repeat concussion. It is important to rest until you receive written clearance from a health care provider to return to practice and play.

Why should you tell someone about your symptoms?

1. Your chances of sustaining a life altering injury are greatly increased if you aren’t fully recovered from a concussion or head injury.
2. Practicing/playing with concussion symptoms can prolong your recovery.
3. Practicing/playing with a concussion can increase your chances of getting another concussion.
4. Telling someone could save your life or the life of a teammate!

Tell your teachers if you have suffered a concussion or head injury. Concussions often impair school performance. In order to properly rest, many students often need to miss a few days of school immediately following a concussion. When you return to school after a concussion you may need to:

- Take rest breaks as needed,
- Spend fewer hours at school,
- Have more time allowed to take tests or complete assignments,
- Suspend your physical activity (PE class and/or recess)
- Suspend your extracurricular activities (band, choir, dance, etc)
- Reduce time spent reading, writing, or on the computer.

If you have a suspected concussion, you should NEVER return to sports or recreational activities on the same day the injury occurred. You should not return to activities until you are symptom-free and a health care provider experienced in managing concussion provides written clearance allowing return to activity. This means, until permitted, not returning to:

- Physical Education (PE) class,
- Sports conditioning, weight lifting, practices and games, or
- Physical activity at recess.

Parents:

DANGER SIGNS

Be alert for symptoms that worsen over time. Your child or teen should be seen in an emergency department right away if s/he has:

- One pupil (the black part in the middle of the eye) larger than the other
- Difficult to arouse
- Severe headache or worsening headache
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Difficulty recognizing people or places
- Increasing confusion, restlessness, or agitation
- Unusual behavior
- Loss of consciousness (even a brief loss of consciousness should be taken seriously)

What should I do if my child or teen has a concussion?

1. Seek medical attention right away. A health care provider experienced in evaluating for concussions can direct concussion management and review when it is safe for your child to return to normal activities, including school (concentration and learning) and physical activity. If your child or teen has been removed from a youth athletic activity because of a suspected or confirmed concussion or head injury, they may not participate again until he/she is evaluated by a health care provider and receives written clearance to participate in the activity from the health care provider.

2. Help them take time to get better. If your child or teen has a concussion, her or his brain needs time to heal. Your child or teen should limit activities while he/she is recovering from a concussion. Exercising or activities that involve a lot of concentration, such as studying, using a computer, texting, or playing video games may worsen or prolong concussion symptoms (such as headache or tiredness). Rest will help your child recover more quickly. Your child may become upset that he/she cannot participate in activities.

3. Together with your child or teen, learn more about concussions. Talk about the potential long-term effects of concussion and the problems caused by returning too soon to daily activities to quickly (especially physical activity and learning/concentration).

How can I help my child return to school safely?

Help your child or teen get needed support when returning to school after a concussion. Talk with your child's school administrators, teachers, school nurse, coach, and counselor about your child's concussion and symptoms. Your child may feel frustrated, sad, and even angry because he/she cannot keep up with schoolwork and learn as well after a concussion. Your child may also feel isolated from peers and social networks. Talk often with your child about these issues and offer your support and encouragement. As your child's symptoms decrease, the extra help or support can be removed gradually. Children and teens who return to school after a concussion may need to:

- Take rest breaks as needed,
- Spend fewer hours at school,
- Be given more time to take tests or complete assignments,
- Receive help with schoolwork, and/or
- Reduce time spent reading, writing, or on the computer.

