

School District of Shell Lake

2022-2023

7-12 Student Handbook



271 Hwy. 63
Shell Lake, WI
Office Phone: 715-468-7814

Principal: Mark Rykal
Administrative Assistant: Amanda Nielsen

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Principal's Message

Welcome to Shell Lake Middle and High School!

I am extremely excited to join the Laker family! Being part of this strong, supportive community is a true honor. My first focus is getting to know the people of this school community. My goal is to build relationships with students, parents, staff, and community members in order to understand the traditions, values, and goals of the Shell Lake Middle/High School community. I believe that a high performing school is a product of all stakeholders involved. Not solely based on the work of a single person or group, it relies on the work, determination, and collaboration of students, parents, staff, and the community.

A high performing school is not rated solely on academics and test scores. A safe, inclusive environment that values all stakeholders and ideas, which encourages engaged learners will lead to improvement on academic standards. In order to achieve an atmosphere which encourages learning, my second focus will be on the operations of the school, which is where this handbook comes in. This handbook provides information for understanding policies and procedures along with establishing expectations for behaviors. Please, take the time to read through the handbook and feel free to contact me with questions or concerns. As we move through the school year, I will be seeking input on items within the handbook, so it is important we all share an understanding of what it contains.

I am looking forward to an awesome school year as the Shell Lake Middle/High School is back in full force! We will be offering a full selection of athletics, activities, and clubs, along with encouraging all students to develop and/or share their interests, possibly even exploring something new. We see nothing but learning opportunities in the 2022-2023 school year!

Let's have a great school year here at Shell Lake Middle and High School!

Mark Rykal
7-12 Principal
(715) 468-7814
rykalm@shelllake.k12.wi.us

Shell Lake Middle/High School Staff Directory

Middle/High School Office

Phone: 715/468-7814

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HANDBOOK INFORMATION

The contents of this handbook have been adopted by the Board of Education and are presented as a matter of information. Material included in this handbook is considered an extension of the school board policy.

It should be understood that the following rules and policies are not all inclusive.

The school district reserves the right to modify, revoke, suspend, terminate or change any of all such plans, policies, and procedures in whole or in part, at any time with or without notice. The word Parent or Guardian can represent one-in-the-same throughout this handbook.

The Board of Education and the Administration shall take action as is necessary to insure the discipline and orderly conduct of the school. Action may be taken with respect to any offense, which interferes with the orderly conduct of the school regardless of the existence or nonexistence of a rule covering the offense.

7-12 School Telephone Number	715-468-7814
7-12 School Fax number	715-468-7889

RIGHTS AND RESPONSIBILITIES OF STUDENTS

Students in Shell Lake Middle/High School are respectful, responsible, and safe. As such, students are expected to behave themselves in a manner that exemplifies positive character traits. Students will be held accountable for their actions should they fail to meet these expectations. Student discipline will be enforced in a manner which respects the rights and recognizes the responsibilities of all students. The rights and responsibilities listed here also may help prevent discipline problems. Each student has a right to:

- Expect and receive a quality education.
- Attend school without fear of discrimination, retaliation, verbal harassment or physical harm.
- Utilize school facilities and programs according to established school regulations and procedures.
- Hold property free from theft or damage.
- Expect courteous behavior from other students and school personnel.
- Determine his/her dress so long as it is not distracting, inappropriate or indecent, and follows the Shell Lake student dress regulations.
- Obtain help regarding drug or alcohol use/abuse from school staff members.
- Form, hold and express opinions and beliefs so long as the expression does not disrupt the normal operation of the school.
- Have access to school rules to which they are subject.
- Due process in the application of the Student Conduct Code.
- Appeal an application of the Student Conduct Code through the appeal process outlined in the Code.

With these rights come responsibilities, which students must accept for the good of the entire school community. Students who assume these responsibilities will be individually successful in school and help provide a positive school climate for others. Student's responsibilities include the following:

- Understand and follow the guidelines in this student handbook.
- Attend school regularly, arrive on time, bring appropriate materials, be prepared to participate in class and do assigned homework.
- Work toward academic growth.
- Respect the rights, feelings, and property of fellow students, parents, and school staff.
- Conduct themselves properly while at school, en-route to and from school, at any school- related activity, or on school buses so as not to interfere with the rights of other students.

- Dress appropriately and have grooming habits which do not interfere with the learning process or school environment; or pose a danger to the health and safety of others.
- Properly care for, return, or pay for lost school-issued textbooks and other materials.
- Be accountable for personal actions both as an individual and as part of a group.
- Reach out to other students and school staff members in order to build bridges of understanding and cooperation.
- Refrain from being part of or escalating situations which violate student behavior expectations.
- Refrain from using profane and vulgar language.
- Obey the laws concerning the possession and use of illegal drugs.
- Cooperate with other students and staff members to promote the wellbeing, safety, and security of the school community.

ACADEMIC INFORMATION

SKYWARD FAMILY ACCESS

Parents and students have access to a portal as part of the Shell Lake School District's student data program. The access can be done through the district's web page link. If you need information on your identification number or password, please contact the 7-12 office.

GRADING -

The meaning of the letter and number symbols used in evaluation are as follows:

A	-	Excellent
B	-	Above Average
C	-	Average
D	-	Below Average
F	-	Failure
I	-	Incomplete Work
P	-	Pass
W	-	Withdrew
WF	-	Withdrew Failing

PASS/FAIL GRADES

Students may designate a course (maximum one credit per year) to be taken on a pass/fail basis. Students must complete a Pass/Fail Grade Form (which can be picked up in the 7-12 office) and return this form to Mr. Rykal prior to the student attending the class for the first time.

PROGRESS REPORTS

Mid-Trimester progress reports will be given to students to indicate student progress. We suggest that any time parents are concerned about the progress of their son/daughter, please contact the teacher(s) involved. Progress reports may also be sent earlier or

later by teachers if they see a change in student performance, except in extenuating circumstances.

REPORT CARDS -

Grades measuring achievement and effort will be given at the end of each trimester. All grades will be recorded on the transcript. If students have questions about their grades, please contact the teacher involved.

Report cards will be given to students after each grading trimester is completed, if not given to parents at conferences.

HONOR ROLL

Each **Trimester** Honor Roll student is announced.

Qualifications are:

"A" Honor Roll = 3.550 or above

"B" Honor Roll = 3.000 - 3.540

Any **12** week "F" grade eliminates a student from the Honor Roll for that Semester.

ACADEMIC LETTERS

Academic letters are awarded to students at an Assembly each May. Students may earn academic letters if they meet the following criteria:

- Earn a 3.750 GPA for three consecutive terms in the school year.
- Participate in an academic competition or program. (Science Olympiad, Forensics, FFA competitions, student council, National Honor Society, school theatrical production, solo and ensemble competition, SMILES program, and Environmental Speaking Contest.)

INCOMPLETE GRADES

All grades must be completed by the end of the grading period, except in extenuating circumstances that have been approved by the building principal and teacher where an incomplete grade may be assigned. Additional time will be determined based on circumstances. If this timeline is not met, the incomplete grade will become a failing grade. There are no incomplete grades given at the end of the third trimester.

CLASS RANK

All **trimester** grades are used to calculate class rank. All credited grades are given equal weight. The following point system is used:

A	4.000	C+	2.330	D-	0.670
A-	3.670	C	2.000	F	0.000
B+	3.330	C-	1.670		
B	3.000	D+	1.330		
B-	2.670	D	1.000		

At the end of the 2nd Trimester of your senior year, senior honor students are determined for graduation. Senior students having a 3.550 overall GPA at this time will be recognized at graduation as honor students. **Valedictorian and Salutatorian representatives will be determined at the end of the 2nd Trimester of the Senior year.**

Students are reminded that Trimester grades contribute towards your overall GPA. This includes high school level ITV courses. Students who take an ITV course for college credit will receive only one grade for the course. This grade will also affect the GPA.

GRADUATION REQUIREMENTS

All students will need 27 credits to graduate, including the following:

- 4 Credits of English
- 3 Credits of Social Studies
(must pass the Civics exam)
- 3 Credits of Math
- 3 Credits of Science
- 2 Credits of Career and Technical Education
- 1.5 Credits of Physical Education
- 0.5 Credits of Health
(recommended to be taken in grade 9 or 10)
- 10 Credits of Electives

GRADUATION EXERCISES

No student will be allowed to participate in any school related commencement activity unless they have fulfilled the graduation requirements of their class set by the Board of Education, have paid fines and charges owed to the school district, and have met all penalties set by the high school principal for disciplinary action.

Students in senior status must attend school at least 154 full days to be eligible to participate in the graduation exercises. Exceptions may be made for extended medical absences. Four tardies will count as a full day of absence. After this threshold has been crossed, a student's wish to participate in the graduation ceremony will require that the student make up time as approved by the high school principal.

GRADE CHALLENGE

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

PROCEDURE TO CHALLENGE A RECORD CLAIMED TO BE FALSE OR MISLEADING

- 1) The adult pupil or the parent/guardian of the minor pupil must make every attempt to resolve any grade dispute issues with the teacher and principal first. If no resolution is found, the matter may proceed to the next level.
- 2) An adult pupil, or the parent/guardian of a minor pupil, must make a written description of the claim and send it via certified mail to the district administrator of schools by the conclusion of the next grading period following the disputed grade.
- 3) The district administrator of schools will review the claim and seek to resolve the challenge by conference and in writing within a period of twenty (20) days of receiving the letter. The District Administrator's decision will be final.

SCHEDULING CHANGES

Prior to class schedules being completed, students will be provided ample time to consider which classes meet their interests and needs. Therefore, class schedules are not changed unless a special circumstance exists. For example, the failure of a student to pass a prerequisite would be considered a reason to change a student's schedule.

Until a student's schedule change has been completed (proper form filled out, signed by student, parent, teacher's involved, and completed form returned to counselor), the student is expected to report to his/her scheduled class.

No student may withdraw from one class and enroll in another class for credit unless the teacher, school counselor, and principal recommend that the student be placed in a modified class or a more advanced class. A student withdrawing from a class prior to the end of the trimester shall receive no credit unless otherwise approved by the principal.

WITHDRAW PROCEDURES

Students withdrawing from Shell Lake Schools are to use the withdrawal form to obtain release signatures from all teachers, etc. All obligations are noted on this form. The completed form, fees, and fines need to be paid in the office prior to the student being officially withdrawn from school.

ACADEMIC HONESTY STATEMENT

Shell Lake School District students are expected to demonstrate honesty and integrity. This includes, but is not limited to: test taking, homework, class assignments and the original creation of projects, papers, compositions, and research. All work submitted by students should be a true reflection of their effort and ability.

The following behaviors are examples (non-exclusive) of violations of our academic honesty policy:

1. Cheating on a test.
2. Plagiarism - using the ideas of another as

one's own without acknowledgment of the source (downloading materials from the internet, using an author's ideas without crediting the author or the source).

3. Submitting another person's work as one's own.
4. Copying another student's work (tests, quizzes, homework, and projects).
5. Allowing another student to copy your work.
6. Unapproved cell phone use or sharing pictures of test materials with other students.

Classroom teachers are responsible for documenting offenses in their classes.

The following discipline is typically imposed for policy violations; however, the Principal retains the right to vary from such guidelines depending upon the nature and severity of the offense.

First offense

1. Zero for educational products.
2. Discipline report filed.
3. Removal from National Honor Society if applicable.

Second offense

1. Zero for educational products.
2. Discipline report filed.
3. Conference scheduled with parents, teachers, and students.

GENERAL SCHOOL POLICIES

LUNCH PROGRAM

Students may bring their own lunch or may eat at school. Daily school lunch costs for the 2022-2023 school year have been set at **\$2.95** for regular lunch Middle School and **\$3.05** for High School students. Breakfast will be free of charge for all students. Rates are subject to change, anytime. Parents are encouraged to keep track of these costs and make prompt payments into their children's lunch accounts on a regular basis.

SCHOOL HOURS

Students are not to be at school before 7:30 a.m. or after 3:30 p.m. unless they are here for a specific purpose under the direct supervision of an advisor.

Students are to enter the school through the main entryway by the administrative offices. All other doors will be locked. Students are not permitted to leave school grounds during regular school hours without permission from the principal.

SCHOOL CLOSING

Should weather conditions necessitate the closing of school, an announcement will be made on social media and radio stations WAQE (97.7)/WJMC (96.1)- **Rice Lake, and television station KSTP (Channel 5)- Minneapolis** in the morning between 6:30 and 8:00 a.m. The district also may use the SkyAlert automated calling system, so please be sure your phone number is updated in the Skyward system. Please do not call the school office, teachers, or administration in case of school closings.

STUDENT MEDICATIONS:

ADMINISTRATION OF PRESCRIPTION AND NON-PRESCRIPTION MEDICATION

All prescription medication must be registered and administered by school personnel, unless a 7-12 student has written authorization by Parent and School Administration to self-medicate. Parents must bring the medication to the school office where it will be counted and distributed to the student as prescribed by the physician. Students are not to bring any prescription or non-prescription medication to school on their own. Non-prescription medication may be taken by a student if there is written documentation

from the parent to allow them to do so. All non-prescription medications will be kept in the nurses' office.

SCHOOL HEALTH SERVICES

A school nurse is on duty each day of the week. Students should request to see the nurse through the office and arrange a time. Students who are ill, and request to lie down in the sick room MUST have permission from the high school office.

STUDENT INSURANCE

The School District of Shell Lake provides student accident insurance for all students in preschool through grade twelve. PLEASE BE ADVISED THAT THE COVERAGE IS A SUPPLEMENT TO YOUR FAMILY HEALTH INSURANCE. It pays only after your family health or auto policy and then within the limits of the policy's benefits. This plan does not cover penalties imposed for failure to use providers preferred or designated by your primary coverage. FILING THE CLAIM IS THE PARENT RESPONSIBILITY. Parents must notify the administration office of an injury and obtain a claim form immediately. The school WILL NOT submit claim forms to the insurance company.

SAFETY DRILLS:

-FIRE DRILLS

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys promptly and leaves the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions. The fire drill is meant for everyone. The building must be evacuated.

-TORNADO DRILLS

Tornado drills are held on an annual basis. During drills or actual emergency situations it is important that students follow the instructions of the classroom or study area teachers.

-ADDITIONAL DRILLS

Other drills, such as evacuations, shelter in place, or lockdown drills, may take place in scheduled or unscheduled format.

ASSEMBLIES

During the school year, we have special assemblies, pep rallies, etc., which are organized as special school programs. These programs are required for all students to attend. Students will not be excused from attendance without written permission from the parent stating the reason the student should be excused from attending the program. Final approval will be made by the building principal. Students not attending will be required to sit in the office/designated area, determined by the building principal.

ATHLETIC EVENTS, DANCES & ACTIVITIES

Students may not leave a school-sponsored activity and return to the same event. This includes athletic contests, concerts, school dances, and other school-sponsored activities. Only 9-12 students may attend high school dances. Grades 7-8 students may only attend middle school dances. All 7-8 dances are closed dances, which means only Shell Lake students may attend. Homecoming and junior prom are open dances; all other high school dances are closed to non-district students. High school students may bring one guest to a closed dance. Shell Lake students bringing a guest from another school must fill-out and complete a "dance guest form." These students must be registered at least one day prior to the dance. All student groups must complete a dance application form and be approved prior to holding the event. Forms may be obtained in the high school office. Students must arrive within two hours of the start of the dance to be allowed to attend the dance. Students who leave the dance/building will not be allowed to re-enter unless prior approval has been granted by the police officer/supervisor at the dance.

BEVERAGES AND FOOD

Drinking a sufficient amount of water each day is healthy and encouraged. Water bottles may be used in classrooms at the discretion of each classroom teacher. Students must use resealable containers; no pop tops. No pop, juice, energy drinks or food can be taken into individual classrooms during the school day, unless authorized by the teacher. Any messes made by a student must be cleaned up by the student.

BUS DISCIPLINE/CONDUCT INFRACTIONS

The following procedures will be followed in the event there are behavioral problems while on the school bus. Please be advised that the school bus is an extension of the classroom and any problems on the bus will be dealt with accordingly. All school administrative staff and bus transportation staff shall strive to be fair and consistent in the administration of these procedures. The following information is a summary of disciplinary procedures that will be followed in the event of a problem, unless extenuating circumstances require otherwise:

1. The driver shall first attempt to talk with the student individually whenever possible to resolve a problem. The student may be assigned to a specific seat for a period of time.
2. If the rider continues inappropriate behavior, the driver will fill-out a bus discipline report on the child. Upon receipt of the report, the principal and/or transportation supervisor will review the driver's report. The principal has the option of assigning consequences. The consequences can include the following: (a) Meeting with child and/or parent, (b) telephone call to the parent, (c) warning or reprimand, or (d) suspension of bus privileges.
3. If a discipline problem persists, the driver will fill-out a second report and forward the report to the principal or transportation supervisor for appropriate action. The principal has the option of assigning the following consequences to the student: (a) Meeting with child and/or parent, (b) telephone call to the parent, (c) warning or reprimand, or (d) suspension of bus privileges.
4. A third referral from the bus driver regarding a student shall result in a parent/guardian conference scheduled by the principal. A suspension of bus service and/or revocation of bus riding privileges shall result if the student is found to have violated bus conduct rules.
5. Any further referrals that result in a finding of misconduct will require revocation of bus services.
6. A single incident of a very serious nature which threatens the health, safety or welfare of the individual or other individuals may be referred directly to the principal for bus

suspension, revocation of bus service, and/or other disciplinary consequences.

If a student, due to his/her behavior, must be removed immediately for the safety of all involved, the bus driver shall contact the bus supervisor to pick-up the student from the bus and transport him/her home. If the bus supervisor is unavailable, the driver shall contact the principal, or parent/guardian, or if unavailable, the police.

DRIVING/PARKING

Vehicle parking permits will be issued to students after proper forms have been completed and turned into the 7-12 office. These forms are available in the 7-12 office. Permits must be displayed from the rear view mirror at all times when the vehicle is parked on campus grounds during the regular school day. Permits are transferable between family-owned vehicles as long as the vehicle is registered on a school form. The first permit is free. Replacement and additional permits will cost \$3.00. Students' driving privileges will be revoked for a specific period of time for non-display of the parking permit. Motorcycles must be registered but will not receive a permit.

- Specific parking areas are designated for vehicles driven by school employees, students, and visitors. The south lot will be for staff and visitors. The north lot will be for student use. All vehicles must be parked in designated parking spots.
- The speed limit for vehicles on school property is ten (10) miles per hour. School buses always have the right of way. Drivers must yield to pedestrians and bicyclists.
- Offensive emblems, flags, stickers or signage on personal vehicles will not be permitted on school grounds.
- Vehicles shall be operated on driveways and parking areas only.
- Any vehicle may be searched both interior and exterior, including the glovebox and trunk compartments if school administrators have reasonable suspicion that the search will uncover a violation of law and/or school policy or rule, or if there is reasonable suspicion that the vehicle contents could pose a danger to school property and/or the health and welfare of its students and/or staff. The search will be reasonable in its

scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to discipline and withdrawal of parking privileges if he/she refuses to open a locked vehicle under the student's control or its compartments upon the request of a school official.

- Students shall not go to any vehicle during the school day without permission from the building principal or school office.
- The school district assumes no responsibility for damage to or theft of a vehicle or an item stolen in or on a vehicle parked on school property.
- A student's privilege of driving a vehicle on school property may be suspended in the event that the student driver violates any rules regulating the operation of vehicles on school property.
- Loitering in the parking lot or in cars will not be permitted before, during or after school.
- Students may not transfer, sell, exchange or use the parking permit for any purpose not intended for this policy.
- ATV-All Terrain Vehicles and Snowmobiles must obey all regulations and must be registered with the school and parked in designated areas.

FIELD TRIPS/SCHOOL ACTIVITY TRIPS

Various classes throughout the year make use of field trips. Parents may be asked to fill-out a parental permission sheet in order for students to participate in field trips. School transportation must be used to attend these trips. In most cases, field trips are not optional, but a part of the regular school day. Students are expected to attend unless there are extreme circumstances preventing them from doing so.

LOCKER POLICY

Student lockers and storage areas are provided by the District for the convenience of the student to be used solely and exclusively for the storage of outer garments, footwear and school-related materials. No student shall use these storage places for any other purpose. Items brought to school or those stored in school are not insured for reimbursement by the Shell Lake School District. Students shall keep their lockers

locked at all times. Each student is responsible for the contents of his or her locker whether or not it has been locked with a locking mechanism provided by the school. Students shall report any defective locking mechanisms to the high school principal.

The school lockers and storage areas assigned to a student are the property of the Shell Lake School District. The Shell Lake School District retains the ownership and control of all student lockers, desks, and storage spaces. Furthermore, the District designates its building principal, activity directors, police liaison officers, fire department personnel, custodians, or others as designated by the District Administrator or building principal, as persons who may conduct searches of these areas. The use of these spaces by other than the assigned student is prohibited. At no time does the Shell Lake School District relinquish its exclusive control of such lockers.

School authorities may conduct periodic general inspections of student assigned storage spaces at any time, for any reason, without notice, without student consent, and without a search warrant. The use of dogs that specialize in detecting illegal drugs may be utilized in searching school premises. School personnel shall maintain a passkey to all lockers and storage areas so that the school shall have access at all times. Students shall not be allowed to secure their lockers or storage areas in any way whatsoever other than the locking mechanism provided by the school.

Any unauthorized items found as a result of the search may be removed. Items removed may be held by the school for return to the parent or guardian of the student (without liability to the school for safekeeping) unless the inspecting authority suspects that possession or storage of the unauthorized items found involves a violation of law in which case the suspect material removed shall be turned over to law enforcement officials.

Lockers are not to be “jammed open” at any time. Students are to use the locker they are assigned and are not to change lockers. Students should not give their locker combination to any other student. If students need to change the combination to their locker, they must see the principal. The cost of having a locker combination changed is \$5.00. Lockers should be kept

clean at all times. It is permissible for students to hang pictures in their lockers using magnets. No tape will be allowed. All inappropriate pictures will be removed. The principal will decide what is appropriate or not.

All damage/vandalism must be reported to the office immediately and the locker damage report completed by the student. Failure to do so will result in students being assessed the cost of the damages to the locker. At the end of the school year, students must clean all lockers assigned to them. The school will not be responsible for any materials left in lockers after school is dismissed for the summer.

MESSAGES

Parents who wish to contact their children or leave a message for them may do so through the 7-12 office. Students are not permitted to use their cell phones during class, so the best way to leave a message is to call the high school office.

PASSES TO LEAVE SCHOOL

In case of an emergency, illness, doctor appointments, etc., students must sign-out and request a pass from the office. Students also need to sign-in when they are returning to school. Failure to follow the proper procedure will be considered an unexcused absence and violation of school policy. If students need to leave during the middle of the school day, they must provide a written note from a parent/guardian pre-excusing them to do so.

POSTERS/POSTING INFORMATION

All student groups/community groups must have permission by the building principal to post any information/news in the school building. All approved posters will be dated and placed on the student bulletin board located in the west wing of the building. Any unauthorized posters will be removed. Posters should pertain to Shell Lake activities.

SKATEBOARDS, ROLLER BLADES

Due to liability concerns and personal safety/ health issues, skateboards, and rollerblades **are not** allowed on school property. Please do not bring such equipment to school.

TEXTBOOK POLICY

In most courses, students will be given a textbook. When the book is issued, a book condition slip is filled out. If the book is damaged or not returned at the end of the school year, then a fine is levied for the repair or replacement of the book. It is important that students sign the book in ink in the area provided. You are equally responsible for items such as computers, cameras, calculators etc. that are checked out to you.

THEFTS

If an article is stolen, it should be reported immediately to the classroom teacher and then to the principal. Every effort will be made to recover stolen property. For insurance reasons, we ask that students fill-out a theft report in the office. A copy of this report will be filed with the Shell Lake Police Department.

VALUABLES

Students are cautioned not to bring large amounts of money or valuable personal items to school. Students, not the school, are responsible for their personal property. Any personal items brought to school should be locked in lockers. Students should be safe and keep lockers locked at all times.

VIDEO MONITORING

Video monitoring of school buses and school facilities may occur for purposes of student safety, security and discipline.

VISITORS

Visitors must register in the main office and obtain a visitor's badge. Visitors must keep badge visible at all times and have a prearranged purpose for entering the building.

WORK PERMITS

Students can obtain a work permit from the district office. The following is needed before a work certificate is issued:

1. Birth certificate
2. Social Security card
3. Parental permission
4. Signed letter from the employer stating the position for which the permit is issued.
5. \$10.00 permit fee, which will be reimbursed by the employer.

STUDENT DRESS CODE

The manner in which students dress and groom themselves has an important relationship to their attitude concerning themselves and their school. Shell Lake High School expects its students to dress in attire that is appropriate to the setting of the school and in such a manner that will reflect good judgment and pride in themselves, their classmates, and their school. Manners of dress and hairstyles which present a clear and present danger to the students or to others' health and safety, cause an interference with work, or create classroom or school disorder will not be permitted. Determining what is excessive or in bad taste will be left up to faculty and administration, as defined by Wisconsin Statute # 120.13 (1). It is generally accepted that cleanliness, good grooming and appropriate dress is necessary to reduce distractions, promote health and provide a productive learning atmosphere. Extremes in dress and personal appearance, which tend to cause distraction or pose health problems, will not be allowed at school. As a general rule, all styles of clothing designed for specific non-school activities or designed to call undue attention to the wearer are not appropriate at school. The following rules must be observed:

1. Clothing designed to call undue attention or make the wearer conspicuous is inappropriate.
2. All students must wear footwear.
3. Clothing tops and bottoms must be worn at all times. Garments of any kind that expose an excessive amount of skin (backs, stomachs, cleavage, buttocks, etc.) may not be worn as outer garments.
4. Underwear may not be worn as outerwear or be exposed to view. Any sheer clothing which reveals undergarments will not be allowed.
5. Markings or insignia on clothing or jewelry which contain slogans that insult cultural groups or individuals, contain reference to alcohol, tobacco, sex, drugs, profanity, gangs, or advocate disruptive activity or illegal behavior will not be allowed.
6. Students may not wear headgear of any kind (hats, hoods, etc.) inside of the building from 8:10 am until 3:25 pm.
7. Coats/jackets and backpacks are not to be worn or carried to classes during school hours. These articles of clothing/luggage are to be left in the lockers.

Students wearing clothing that is inappropriate or disruptive to the school climate will be required to change into a different article of clothing. If the student does not have a change of clothing at school, we will attempt to provide one. If a replacement of

clothing cannot be found or the student refuses to change, the student will be sent home.

ATTENDANCE

Attendance Policy Overview

When an absence occurs, Parent/Guardian Must:

- ❖ Call the school as soon as it is evident that the student will be absent.
- ❖ Provide the reason for the absence during the call.
- ❖ Early dismissal requests (notes) should be submitted to the High School Office before school begins in the morning or immediately upon the student's arrival if he/she is late to school. Notes should indicate the reason for the students leaving early and will be reviewed by the student's Principal. If a note is not presented to the attendance office a parent/guardian or person designated as a student's emergency contact is required to physically come to the High School Office and sign the student out. The procedure increases student security and accountability and decreases out-of-class time for students. Whenever possible, students should present a note from a parent or guardian to request an early dismissal in advance.

Important Tips/Definitions:

Limit of days you can miss: 10 Days in a school year excused by a Parent/Guardian.

Unexcused Absences: Any absences over 10 will be considered unexcused, **unless** accompanied by a doctor's note.

Truancy: Any absence in which the school has not been notified of the legal cause of such absence by the Parent/Guardian.

Habitual Truancy: Student who is absent from school without excuse for five or more days on which school is held during a semester.

*****Any days missed due to illness and excused by a physician or licensed practitioner in writing will not count against the 10-day limit*****

Parents/Guardian will be notified in writing that their student has excessive absences, truancy, or habitual truancy.

Extended Illness: If students are going to be absent for an extended period of time, the office should be notified in order that work may be sent home.

Definition of Absences

Excused

- Illness/doctor appointments
- Death in the immediate family
- Family emergency
- Those situations beyond the control of the student, as determined by the principal.

Unexcused

- Out of school suspension.
- Late or lack of call/note for authorized absence (ex: lack of a note after 5 days).
- More than ten days of parent excused absences.
- Late to school and reason is not authorized.
- Absences as determined by the principal to be without valid cause.
- Students with unexcused absences may be required to serve a detention, in-school suspension or Saturday detention, depending on the circumstance, to make-up the time missed.

- All unexcused absence make-up times assigned to students must be completed prior to being allowed to participate in graduation ceremonies.
- Habitual Truancy papers will be filed with the district attorney's office after 5 unexcused absences occur.
- Students may be issued citations, and need to appear before the county judge for unexcused absences according to the Washburn County truancy ordinance (See attached Truancy Citation Procedures).

TARDINESS TO CLASS

A student will be considered tardy to class if not in his/her classroom when the bell rings. Tardy students will be admitted into a class without a pass. If a student has a legitimate pass signed by a staff member, then the student is excused. If a student does not have a pass, the tardy is unexcused. Tardies will be recorded by teachers each period of the day and reported to the office. After the fifth tardy in a trimester a 60 minute detention will be assigned either after school or at the principal's discretion. The classroom teacher will contact the parent or guardian by phone or letter if a student's tardiness persists.

TARDINESS TO SCHOOL

A student is considered tardy to school if he/she arrives after the start of the school day 5 minutes or more. A tardy is excused if it is for one of the reasons outlined as an excused absence. Any tardy to 1st period beyond the fifth tardy in a trimester, will normally result in a 60 minutes detention to be served after school or at the principal's discretion. If a student reaches 5 tardies to school, a notification of truancy will be mailed to the student's parent or guardian, and if a pattern of tardiness is continued, authorities will be notified and a truancy citation will be issued.

ABSENCES AFFECTING EXTRA-CURRICULAR ACTIVITIES

No student will practice nor compete on the same day he/she is considered absent. The principal will determine whether a student is tardy or absent from class. Emergency exceptions may be considered by the principal.

ABSENCES AND GRADES

Individual teachers determine grading procedures within their classes. How absences may or may not affect a student's grade is up to the individual teacher. Students/parents should inquire about the teacher's grading policies prior to any absences from school.

SCHOOL WORK COMPLETION

Students are responsible to make-up all work missed during an absence. It is the responsibility of the student to ask for all assignments, tests, upon his or her return or prior to the absence. The individual teacher will provide a deadline date for the student completing the missed assignments and/or tests.

AGE OF MAJORITY

All students at Shell Lake High School, regardless of age, are subject to school rules. Students who have reached their 18th birthday are not permitted to originate their own excuses for absences unless they are not living with their parents or legal guardian and have court authorized authority.

Washburn County Truancy Citation Procedures

Each school in the county will have an attendance policy in compliance with state statute. Also, each building will have a procedure in place to contact parents and students informing them of unexcused absences, which is causing the student to be considered truant from school.

The following procedures are recommended for filing truancy citations:

The Washburn County Truancy Officer will be contacted by the school, so the officer can make a student/parent contact to discuss the truancy. The truancy officer will document all student/parent contacts.

When contacting the student/parent, the officer may issue a truancy citation to the student/parent in regards to the truancy violation.

The school will continue to monitor the student's attendance. If the student continues to be truant, the school will contact the truancy officer, and provide an updated attendance record for further written citations.

The updated attendance record will be given to the truancy officer for further legal action. The truancy officer will write a citation and complete a written report on the student which will be submitted to Juvenile (truancy) Court.

Truancy court will be held weekly (Monday, 4:00 p.m.) at the Washburn County Court Building. Students/parents receiving truancy citations will be required to attend a scheduled truancy hearing.

STUDENT CONDUCT CODE

Every student has the right to attend Shell Lake Schools without the fear of being threatened or harmed in any way either verbally or physically. In order to make the goal a reality, the administration will enforce the following consequences for rule violations.

A recommendation for expulsion from Shell Lake Schools may be made to the board of education for the following behaviors at school or at school sponsored activities:

- Possession of a gun.
- Possession of a dangerous weapon with the intent to threaten or cause bodily harm to others or to cause property damage.
- Selling, dispensing or delivering drugs, alcohol, or other chemicals which Wisconsin Statutes define as illegal.
- Intentional use of unprovoked force against a Shell Lake school district employee.
- Making a bomb threat or placing a false alarm call.
- Repeated school violations.

Students may be recommended for expulsion from Shell Lake Schools to the board of education for the following behaviors at school or at school sponsored activities:

- Disrupting the school environment through the use of violence or threats of violence.
- Accepting, possessing, or being under the influence of alcohol, drugs or chemicals which Wisconsin State Statutes define as illegal.
- Acting in a way that threatens the life or health of another person where such conduct is considered criminal by federal, state or local laws.
- Starting a fire or attempting to start a fire on school premises.
- Setting off the school's fire alarm system or falsely reporting a fire when no fire exists.
- Making threats against any Shell Lake school district employee's life, property or welfare.
- Extreme disrespectful behavior/disorderly conduct towards school personnel/property, which causes a disruption of the educational environment.
- Repeated violations of the District's rules.

Suspension from school for up to five days may result from a student committing any of the above behaviors or any of the following behaviors at school or at school sponsored activities:

- Verbal, physical, or sexual harassment of another person.

- Failure to identify yourself to a school staff member.
- Vandalism to school property or equipment.
- Possession or use of tobacco products.
- Forcing someone to act against his or her will through the use of intimidation and/or threats.
- Sexually explicit/obscene conduct.
- Use of profane or obscene language/gestures toward any member of the Shell Lake School District.
- Theft.
- Insubordination, refusal to follow a reasonable request of a school employee.
- Use of physical force against another student.
- Other inappropriate behaviors as defined by Board policy and/or the District Administrator.

DISCIPLINARY PROCEDURES AND CORRECTIVE ACTIONS

The administration and faculty believe that, given a few guidelines, students are capable of determining right and wrong and choosing proper courses of action. It is our desire to place restrictions upon students only when necessary for the common good. Authority to discipline lies with all the adults employed at the school. This includes secretaries, aides, janitors, and cooks, as well as teachers and school administrators. These people have the responsibility of enforcing school rules and regulations and must be accorded respect.

Teachers have the right to expect that students will conduct themselves in a manner that will provide a positive atmosphere for both learning and teaching. Each teacher has developed classroom expectations for students covering grading, subject matter to be taught, and behavior. All students should be aware of these expectations and consequences of failing to meet them. Teachers will refer incidents of major classroom disruptions and repeated misbehavior to the office for disciplinary action. Teachers do have the right to discipline students under their supervision. Students refusing to accept the disciplinary measures of teachers will be referred to the office.

When incidents occur where corrective actions taken by the classroom teacher have failed, or where the incident is of a more serious nature, the student will be

referred to the office for disciplinary action. Violation of school rules and misconduct will result in disciplinary action and/or corrective measures being taken. The corrective measures used will depend upon the nature of the behavior, the frequency, and the degree to which the student is willing to try to correct the undesirable behavior. Disciplinary actions and corrective measures will normally begin at a minimal level and then proceed to more serious levels. In this way, it is possible to allow for the individual difference of student and situation without altering the basic principle of uniform, impartial disciplinary action.

Disciplinary actions and corrective measures that can be used by school officials include those listed below:

- **Student Conference** - A meeting with the student, teacher, and principal to discuss the student's behavior and ways of correcting behavior and improving overall achievement.
- **Parent Contact** - depending on the violation, a student's parent may be contacted by telephone or mail to inform the parent of misbehavior and elicit support for correcting the unacceptable behavior.
- **Parent Conference** - The principal, counselor or teacher may request a parent conference, with or without the student present, to insure parent understanding of the student's academic and/or behavioral problem, and to mobilize a cooperative effort to correct the difficulty.
- **Contract with Student and/or Parent** - An agreement is written listing the steps to be taken by the student to improve behavior. The agreement should also describe the support to be provided by school staff and/or parents.
- **Referral to School Counselor** - The student is referred to one of the professionals to seek help for the student in correcting misbehavior.
- **Financial Settlement** - Students and/or parents will be required to pay for damage done by the student to either school property and materials or the personal property of individuals.
- **Collection of Inappropriate Personal Property** - School staff members may confiscate materials which students are prohibited from possessing in school.
- **Dismissal from Classroom/ Study Area** - If a teacher finds it necessary to send a

student from a classroom/study area for inappropriate behavior, the student is to report to the school office immediately. To be reinstated in a class, a student must confer with the principal and/or teacher. Failure to report to the office will be treated as a serious violation of the student conduct code.

- **Detentions** - Detentions may be assigned by school administrators. Detentions will be served at a time decided by the administrator. If a student fails to serve a detention assigned by an administrator, the student will receive an additional detention. The student will be informed as to when the detention will be served. Students are to report for detention with study materials and work silently throughout the time in detention. Failure to serve assigned detentions will result in the student being assigned one of the following: In School Suspension or Out of School Suspension.

- **Class Suspension** - The principal may suspend a student from attending a particular class for one to three days because of class misconduct. The student will spend the class time in the office and parents will be notified.

- **In-school Suspension** - Students serve from one or more days in the school building during school hours, in an assigned area, separated from their peers. In-school suspensions are considered excused absences, and work missed may be made-up. No phones are allowed, and laptop use will be monitored.

- **Out of School Suspension** - For a serious violation of the student code, a student may be suspended from attending school for 1 - 10 days by the principal. While suspended from school the student is placed under the supervision of the student's parent(s) or guardian(s). A suspended student is not to be on school property for any reason during the period of suspension and cannot participate in any school sponsored activities.

1. It creates or sustains a close home-school contact, providing the opportunity for parents and school administration to review the student's situation.
2. It separates a student from friends and social activities at school.
3. It protects the rights of other students to an education.

Whenever a student is suspended from school, a parent or guardian is notified and in some cases a parent conference will be required. Out-of-school suspensions are considered unexcused absences.

- **Exclusion from school events** Students who are under a suspension by administrative action are not permitted to participate in any school-sponsored activities during the period of suspension.

An advisor or coach may require a student to attend an event if the student is under an In-School Suspension, but the student is not allowed to participate. If a coach requires a suspended student to attend an event, the suspended student will remain with the team at all times.

Students under an Out of School Suspension are not allowed on school property at any time during the period of suspension without authorization from administration.

- **Referral to Police or Social Services** If a student's behavior is such that a violation of law is involved, police will be contacted by the school administration.

- **Recommendation for Expulsion** In extreme cases of student misconduct or repeated refusal or neglect to obey school rules after other interventions and corrective measures have been attempted (as deemed appropriate by the administration), the administration may recommend to the board of education that a student be expelled from school.

The purpose of a suspension is threefold:

CELL PHONE AND TECHNOLOGY EXPECTATIONS FOR GRADES 7-12

Cell phones have the potential to be a major distraction during class time; they also have the possibility of being used to bully or communicate for other inappropriate activities. Students are not allowed to have cell phones out during class period. They may use their phones before school, after school, during lunch, and during passing times. If parents need to contact students during school hours for emergency purposes, they may call the main high school office at 715-468-7814. Students who use their phones for work should alert their employers that they are not available during the school day.

Consequences for phones in classrooms:

1. **First offenses**: Student is warned of offense and the incident will be recorded.
2. **Fifth offense**: Student serves detention after school.
3. **Further non-compliance**: Escalating consequences may include revocation of cell phone usage in the school building and up to suspension from school.

COMPUTER USE EXPECTATIONS

Computers are not to be opened by the student in class until they are instructed to do so by their teachers. Computers are meant to be used for educational purposes ONLY and are not to distract from classroom activities. If students are not using their computers as directed by the teacher, their online access will be limited.

Consequences for off-task behavior on the computer:

- **First offense**: Students will be asked to sit so that their screen is visible to the teacher at all times and their activity online will be closely monitored.
- **Second offense**: Computer use will be limited to classes where the computer is necessary for classwork. During all other periods of the day, the computer will be kept in the library. The computer will be kept in the library for two days and nights.
- **Third offense**: The internet capabilities of the computer will be severely restricted for one week.

During this week, the computer will remain in the library overnight.

Additional information on our One-to-One policy, technology acceptable use policy, and the Children's Online Privacy Protection Act can be found on page 30.

STUDENT BEHAVIORS

The following behaviors are unacceptable and subject to disciplinary action at Shell Lake Jr. and Sr. High School. In most cases a "step by step" progression of increasingly severe disciplinary actions or corrective measures will be employed in dealing with repeated incidents of unacceptable behaviors. There shall be a logical relationship between the severity of the offense and the action taken.

It must be understood that these rules for conduct are not all inclusive. The administration shall take such action as necessary and allowed by law to insure the educational climate of the school. Action may be taken with respect to any offense which interferes with the orderly conduct of the school or which impairs the well-being of the school regardless of the existence of a rule covering the offense.

Truancy From School/Class Cutting Attendance at school is required by state law until the age of 18 (WI Statute Ch. 118.15) except for illness or other legally acceptable reasons. Students must attend all classes including resource each day.

Off School Grounds/In Parking Lot Without Permission Students are expected to be in school from 8:10-3:25 each day. Being in the parking area or off school grounds without permission from the office will result in after-school detention or suspension. Students may be suspended or expelled for repeated violations.

PERSONAL AND PROPERTY RIGHTS

- **Physical Threats or Violence:** Incidents of physical assault (obvious willful attempt with force or violence to do harm to another) or severe verbal intimidation will not be tolerated at school or school activities and will result in discipline, up to and including expulsion.
- **Fighting:** Any fighting, battery, or any other conduct which may endanger the health or safety of self or other students is prohibited. The use of physical force against another person in a fight situation may result in suspension from school and referral to the police.
- **Theft/Vandalism:** No person may take or destroy any property of the school or personal property of others. Theft of school property or vandalism to school property and/or equipment may result in suspension from school and referral to the police.
- **Antisocial Behavior:** School activities and school in general cannot be conducted with antisocial behavior. Behavior deemed by school authorities to be disruptive, insubordinate in nature, or destructive, or dangerous to the welfare of the school and the people involved in the daily operation of the school and school activities is prohibited. Students may be referred to police with citations for disorderly conduct pending.
- **Use of Profane Language and/or Gestures:** Students are not to use profane language/gestures while in school or attending any school activity. Students may be referred to police with citations for disorderly conduct pending.
- **Force Against a Staff Member:** Any student intentionally using unprovoked force against a staff member may be recommended to the board of education for expulsion and referred to the police with possible expulsion proceedings taking place.
- **Verbal Abuse, Harassment, or Threatening of a Staff Member:** Any student verbally abusing, harassing or threatening any student or staff member may be suspended from school, referred to the police, and possibly be referred for expulsion.
- **Harassment:** Verbal, physical or sexual harassment of another person may result in the student being suspended from school and referred to the police.
- **Disrespect/Insubordination to a School Staff Member:** Students are expected to comply with the reasonable requests of teachers and school staff members. Failure to do so is a serious violation of the Student Conduct Code.
- **Dealing Drugs:** Any student selling, purchasing or possessing with the intent to sell or deliver drugs or chemicals which Wisconsin Statutes define as illegal or the student represents as illegal, may be recommended to the board of education for expulsion and police will be notified.
- **Alcohol and Other Drugs:** Any student possessing or being under the influence of alcohol or other drugs defined as illegal by Wisconsin Statutes may be subject to suspension from school, referral to police, and possible expulsion proceedings taking place.
- **Smoking/Smokeless Tobacco:** According to state law it is illegal for persons under the age of 21 to possess or use any type of tobacco product. This includes any type of Vaping, (whether there is nicotine or not.) The use of tobacco products is also prohibited by state law on any school property or at school sponsored activities. Students violating this law may receive a suspension and be referred to the police. Violations at this time cost approximately \$94.00.
- **Bomb Threats, Fire Alarms, and 911 Calls:** Any student who reports a bomb threat, fire or false alarm call will be suspended from school, referred to the police and possibly recommended to the board of education for expulsion. This would also apply to any student starting a fire or attempting to start a fire on school premises.
- **Improper Display of Affection:** Students have the right to be present in an environment, which shows

proper respect for relationships between others. Students have the responsibility to demonstrate healthy, interactive relationships which evidence control and a proper sense of time and place. Public display of affection is inappropriate behavior at school. Such behavior as embracing, hugging, and/or kissing is offensive to other students and faculty members and is in poor taste. Students may hold hands, but that is the extent of physical contact, which should be displayed.

MISCELLANEOUS

- **Class:** Students whose behavior in class causes the teacher to send the student out of the classroom are to report to the office immediately. Failure to report to the office will compound the situation and result in more severe disciplinary actions being taken.
- **Identification:** School personnel have the right to know the identity of all persons in the building. Students must identify themselves upon request of any school personnel. Violations of this rule may result in suspension from school.
- **Computer Data and Programs:** Modifying, destroying, accessing, possessing and copying data and support documentation is illegal and prohibited at school. Students are not allowed to use any teacher's computers unless given permission to do so. Students who attempt to or gain access to any school administrative or student record data will be suspended and possibly expelled from school.
- **Weapons:** No one shall possess a dangerous weapon on school property, school buses, or at any school related event. A dangerous weapon is a gun, knife, razor, karate stick, metal knuckles, or any object that by its design and/or use can cause bodily injury or property damage. Students violating this policy on possession of dangerous weapons may be subject to immediate suspension and/or recommendation for expulsion. Law enforcement and parents will be notified and a recommendation for expulsion will be initiated if:
 - a. A student possesses a gun and/or
 - b. Possesses a gun or any other dangerous weapon with the intent to threaten or cause bodily harm to others, or to cause property damage.
- **Images of Weapons/Violence:** Producing or using technology to create images of violence or weapons used in violence against other people is prohibited and considered a threat against the school/students.
- **Forgery:** Students are not to forge the signatures of either parents or school personnel.
- **Cheating/Plagiarism:** Cheating implies dishonesty or deception in dealing with someone to obtain some advantage or gain. Plagiarism is taking ideas, writings, etc. from another and passing them off as one's own. Both cheating and plagiarism are unacceptable behaviors and will be confronted. This would also include assisting another student in cheating or plagiarizing. In most cases this type of behavior will be dealt with by the classroom teacher, but major violations, such as stealing tests, etc. will be referred to the principal.
- **Solicitation of Funds Sales and Distribution:** A student may not solicit contributions or collect funds for any purpose from students or school personnel on school property, at school sponsored events, or on school transportation unless given permission from the principal to do so. A student may not display, distribute, offer to sell or sell any item to students or school personnel on school property, at school-sponsored functions, or on school transportation unless written authorization has been obtained by the principal.
- **Lying to school personnel:** Students who are found to have not been truthful in their statements will be disciplined as deemed appropriate by the administration.
- **Laser Pointers:** State law Section 941.299 places restrictions on the use of laser pointers and provides criminal penalties. Under the law no person may intentionally direct a beam of light from a laser pointer:
 - For no legitimate purpose at any part of the body of the human being;
 - In a manner that could reasonably be expected to alarm, intimidate, or terrify another person;
 - In a manner that, under the circumstances, tends to disrupt any public or private event or create or provoke a disturbance; or
 - At any part of the body of a correctional or law enforcement officer without the officer's consent.
- Students bringing laser pointers to school will be disciplined accordingly.
- All laser pointers will be confiscated.

STUDENT APPEAL PROCESS

All students have the right to due process of law in the application of the Student Conduct Code or other school rules. The following due process procedure is available to any student or parent who wishes to challenge a school decision.

- **Step One** The complaint can be appealed first to the principal in writing if the original action was taken by school personnel other than the principal. This appeal must be made within ten school days from the date the decision was made.
- **Step Two** The complaint can be appealed to the superintendent if the original action was taken by the principal. This step would also apply to a student and parents who have utilized step one of this procedure and wish to appeal that decision further. This appeal must be made within ten school days from the date the principal makes his/her decision in step one. At this level the student and parent will be asked to put the complaint into writing. The superintendent will confirm or deny the principal's decision within ten days from the date the student and parent submitted their complaint to the superintendent. The superintendent's decision is final and binding, unless provided otherwise by statute.

NOTICE OF NONDISCRIMINATION POLICY

The School District of Shell Lake does not discriminate against pupils on the basis of gender identity/sex, race, national origin, ancestry, creed, pregnancy, marital status, sexual orientation, physical, mental, emotional, or learning disability or handicap or any other state or federal protected category in its educational programs extracurricular activities, pupil services, or other program activity.

The district encourages informal resolution of complaints under this policy. If any person believes that the School District of Shell Lake or any part of the school organization has failed to follow the law and rules of S. 118.13, Wisconsin Statutes, or in some way discriminates against pupils on the basis listed above, he/she may bring or send a complaint to the administration office at the following address: 271 Hwy. 63, Shell Lake, WI 54871.

- **Step 1** A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the district employee designated to receive complaints. That employee shall send written acknowledgement of the receipt of the complaint within 45 days.
- **Step 2** A written determination of the complaint shall be made by the board within 90 days of receipt of the complaint unless the parties agree to an extension of time. Appeals under 20 USC S. 1415 and Ch. 115, Wisconsin Statutes, relating to the identification, evaluation, educational placement, or the provision of a free appropriate public education of a child with an exceptional educational need shall be resolved through the procedures authorized by Ch. 115, Subchapter V, Wisconsin Statutes. Complaints under 20 USC S. 1231 e-3 and 34 CFR SS. 76.780-76.782, commonly referred to as EDGAR complaints, that the state or sub grantee is violating a federal statute or regulation that applies to a program shall be referred directly to the State Superintendent.
- **Step 3** If a complainant wishes to appeal a negative determination by the board, he/she has the right to appeal the decision to the state superintendent within 30 days of the board's decision. In addition, the complainant may appeal directly to the state superintendent if the board has not provided written acknowledgment within 45 days of the receipt of the complaint or made a determination within 90 days of receipt of the written complaint. Appeals should be addressed to: State Superintendent, Wisconsin Department of Instruction, 125 South Webster Street, P.O. Box 7841, Madison, WI 53707.
- **Step 4** Discrimination complaints on some of the above bases may also be filed with the federal government at the Office for Civil Rights, U.S. Department of Education, 300 South Wacker Drive, 8th Floor, Chicago, IL 60606

Any questions concerning this policy should be directed to:

Mr. Todd Felhofer
Shell Lake Schools
271 Highway 63
Shell Lake, WI 54871
715-468-7816

STUDENT DIRECTORY DATA

As per state statute 118.125(2)(j) certain personally identifiable information contained in a student's record is "Directory Data" and may be disclosed without prior consent. Directory data means those student 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 name of the school most recently previously attended by the pupil. Schools and other agencies find this information useful in things like athletic programs, yearbooks, and newspaper releases.

Parents, adult students, legal guardians or guardians ad litem may deny release of all or any part of the directory data without student consent, by notifying the building principal or district administrator, in writing, within fourteen days of the publication of the notice. For students enrolling after the notice is published, the list will be available to the

student's parents, adult students. Legal guardians or guardians ad litem within two weeks of enrollment. Students have the right to review and request a change in all records that are inaccurate or misleading.

Parents may give permission to the school to release information from their child's records, or file a complaint with the Department of Education if they feel the district is not complying with the law.

Appropriate records for students transferring to another school will be forwarded upon official request from the new school. The school district of Shell Lake may use photos of your child in our publications including but not limited to 'The Laker', the school website and social media sites such as facebook, twitter and instagram.

SHELL LAKE HIGH SCHOOL

SPORTSMANSHIP EXPECTATIONS

Expectations of Parents, Students, and other fans or audience participants

- Realize that a ticket is a privilege to observe a contest and support high school activities, not a license to verbally assault others or to be generally obnoxious.
- Respect decisions made by contest officials.
- Be an exemplary role model by positively supporting teams in every manner possible, including content of cheers and signs.
- Respect fans, coaches, directors, and participants.
- BE A FAN -----NOT A FANATIC.

Acceptable Behaviors at Shell Lake High School Activities

- Applause during introduction of players, coaches, and officials.
- Players shaking hands with opponents who fouls out while both sets of fans recognize player performance with applause.
- Accept all decisions of officials.
- Cheer “leaders” lead fans in supportive school cheers in a positive manner.
- Handshakes between participants and coaches at the end of the contest, regardless of outcome.
- Treat competition as a game, not a war.
- Coaches/Players search out opposing participants to recognize them for outstanding performances or coaching.
- Applause at the end of the contest for performances of all participants.
- Everyone showing concern for injured players, regardless of team.
- Encourage surrounding people to display only sportsmanlike conduct.
- During the National Anthem, students, participants and fans are encouraged to remove any hats, face the flag, not talk, place their hand on the heart, and remain still until the end of the anthem.
- During the National Anthem, when singing, follow the music and lyrics precisely.

Unacceptable Behaviors at Shell Lake High School Activities

- Yelling or waving arms during opponent’s free-throw attempts.
- Disrespectful or derogatory yells, chants, songs or gestures.
- Booing or heckling an official's decision.
- Criticizing officials in any way, displays of temper with an officials’ call.
- Yells that antagonize opponents.
- Refusing to shake hands or give recognition for good performances.
- Blaming losses on officials, judges, coaches or participants.
- Laughing or name-calling to distract an opponent.
- Use of profanity or displays of anger that draw attention away from the game or activity.
- Negative hand held banners, etc.
- Use of Laser Pointers/Cell phone distractions

**NOTICE TO PARENTS:
Right to Review Teacher Qualifications**

To: All Parents

From: Mark Rykal, High School Principal

Date: August 1, 2022

As a parent of a student at Shell Lake High School you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Wisconsin Department of Public Instruction has licensed or qualified the teacher for the grades and subjects he or she teaches.
- The Wisconsin Department of Public Instruction has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please call Mark Rykal at 468-7814, ext. 1309.

443.7
08-16-10

BULLYING

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

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

Bullying behavior can be:

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

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

Reporting

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the appropriate building principal. Any other person, including a student who is either a victim of bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to the counselor or principal.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident must be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

The school official receiving a report of bullying shall immediately notify the school district employee assigned to investigate the report. The following school district employees have been identified as the investigator: district administrator or building principals. There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

443.7

08-16-10

Investigation

The person assigned by the district to conduct an investigation of the bullying report shall, within one school day, interview the person(s) who are the victim(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report.

Parents and/or guardians of each pupil involved in the bullying will be notified prior to the conclusion of the investigation. The district shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

Sanctions and supports

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school district administration and school board may take disciplinary action, including: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. Pupil services staff will provide support for the identified victim(s).

Disclosure and Public Reporting

This policy will be distributed annually to all students enrolled in the school district, their parents and/or guardians and employees. It will also be distributed to organizations in the community having cooperative agreements with the schools. The school district will also provide a copy of the policy to any person who requests it. Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

An annual summary report shall be prepared and presented to the school board by the building principals at the regular August meeting. The report will include trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public.

363.1
08-18-14

DRIVER EDUCATION

The Board of Education will provide a driver education program, licensed under Wisconsin Statute 343.60, for registered students meeting the requirements set by the Wisconsin Statute 343.07. Driver education and behind the wheel training are non-credit and are not required for graduation.

The classroom portion of Driver Education Training is taught every summer in a three week session. Each spring there will be a sign-up for all students eligible to take this course. Students must attend all the hours required in order to pass this course. There will be no exceptions. Dates will be announced well in advance to accommodate summer vacation plans. Sign-up will require both student and parent/guardian signatures. Space is limited to 60 students. A student fee of \$300 must be paid prior to the student attending the first session of the class. Students who have major discipline problems (placed on step 6-8) during the regular school year, poor grades, (must have earned a minimum of 6.5 credits in one school year), or have attendance problems (more than 20 absences per year) may not be eligible to sign-up for Driver Education. Students who may be in danger of this exclusion and their parents will be notified by the principal. Grades 8th and 9th must make-up failed grades to be eligible for Driver Ed. (Refer to School Board Policy # 341.4)

EXCEPTION

The Board of Education recognizes that traffic safety is important to the welfare of society. For this reason the Board of Education will allow and support students other than registered students in the School District of Shell Lake to participate in the driver education program if they meet the following criteria:

1. Parents or guardians are residents of the School District of Shell Lake.
2. The student meets the requirements of WI. Stat. 343.07.
3. The student has not graduated from high school or obtained the age of 21.
4. There is room in the regularly scheduled class and/or behind the wheel training program.
5. No change needs to be made in the regular scheduled program except for physical or mentally handicapping conditions.
6. All regular fees are paid including driver education fees, book fines, lunch, athletics, etc.

The District will not provide transportation other than regularly scheduled transportation. (The parents must provide transportation for these students to and from the program.)

Students in 8th grade and up must make-up the required core (English, science, math, and social studies) classes they failed before they receive their Driver Education Completion Certificate.

Any student that has been determined to be habitually truant by Administration will not be allowed to participate in school sponsored driver education.

LEGAL REF: WI Stats 343.07

ONE-TO-ONE TECHNOLOGY PROGRAM ACCEPTABLE USE

Introduction

This policy exists to supplement the School District of Shell Lake's Acceptable Use Policy in regard to the one-to-one technology program.

The devices provided for the purpose of the one-to-one technology program are the property of the School District of Shell Lake. Student assigned devices must be used in accordance with relevant policies and procedures, the School District of Shell Lake's Acceptable Use Policy and any applicable laws.

Use of the device, as well as access to the district computer network, the Internet and email are a privilege and not a right. These items are provided for educational purposes only and are intended to support the learning objectives of the School District of Shell Lake.

Use of the Device

Devices are assigned to an individual student. A student should never "swap" or "share" his/her device with another student. Devices should be in a student's possession or secured in his/her locker at all times.

Each student is responsible for his/her device – do not carry a device that belongs to another student. ID tags, inventory tags or any other identification affixed to the device must remain on the device at all times. Students are to report if any provided information or inventory tags are missing or damaged so replacement tags can be issued.

Students must have the written permission of their parent or guardian before they will be allowed to take their devices home.

Parents/guardians will be given the child's login name and password so that they can supervise the student's use of the device at home.

If the device is lost, stolen or damaged by another party, parents/guardians should immediately report the loss or theft to the School District of Shell Lake Administration.

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

Use of the Device for Internet and E-mail

Students and parents/guardians should understand that the School District of Shell Lake does not have control over the information found on the Internet. While every attempt is made to block access from inappropriate material while the student is at school, the District is not able to fully control student usage of the device while at home. It is the parent/guardian's responsibility to supervise the information that a student is accessing from the Internet while at home.

Students should never share personal information about themselves or others while using the Internet or email. This includes a student's name, age, address, phone number or school name.

Parents/guardians and students are required to read and agree to the District's Acceptable Use Policy prior to receiving network and email access.

Students should be aware that Internet access and email, and other media that are accessed, created or stored on the devices are subject to monitoring and review by the District. The District has the right to review the device and accessed content for appropriateness, and to limit or revoke a student's access at any time and for any reason.

Consequences for Inappropriate Use

The use of any district technology is a privilege and not a right. Students are expected to use their device in accordance with these Policies and Procedures, and District Acceptable Use Policy and any applicable laws. Failure to use the device in an appropriate manner will result in the following consequences, as determined by the staff and administration of the School District of Shell Lake:

- Cancellation of student use or access privileges, including the privilege of taking the device home
- Suspension from school
- Expulsion from school
- Civil or criminal liability under applicable laws

Shell Lake School District Technology Acceptable Use Agreement

Purpose

The purpose of this document is to set forth policies and guidelines for access to district technology, which includes its computers and network. This document also sets policies and guidelines for acceptable and safe use of the Internet, in accordance with the Children's Internet Protection Act (CIPA).

Introduction

Educational technology resources are available to students and staff in the Shell Lake School District. These resources are provided to promote educational excellence by facilitating resource sharing, innovation, and communication.

The continued operation of the network is dependent upon the acceptable, ethical and appropriate conduct of the users. Users of technology resources are expected to follow the same rules and common guidelines as other school activities as well as any federal or state laws. Users will indemnify the district of any damage caused by inappropriate use of technology resources.

Privilege

The use and access of the district computers and network is a privilege, not a right. Inappropriate use of these resources will result in disciplinary action, including the possibility of suspension or expulsion, termination of employment, and/or referral to legal authorities. The District reserves the right to limit, suspend or revoke computer and/or network access at any time.

Limited Expectations of Privacy

Users should expect limited privacy in the contents of personal files on the school district system and be aware that data and other materials in files maintained on the school's network are to be subject to review or

disclosure.

Users should also expect limited privacy in using the district's network for communication purposes. The district's network is a limited forum and may be monitored for improper use.

The District reserves the right to monitor all activity on the network.

User Expectations

Acceptable use means that an individual uses the district network, the Internet, and all other electronic information resources in an appropriate manner, abiding by the rules and regulations as described in this policy. Uses which might be deemed acceptable on the individual's personal computer at home may not be acceptable on this limited educational purpose network.

- Users agree to respect and properly use copyrighted material without permission of the author, except as permitted under Fair Use guidelines (17 U.S.C. § 107).
- Users will respect the rights and privacy of other users by not accessing private files or content unless given permission to do so.
- Users should act, communicate and use technology resources in a professional and courteous manner.
- Users will follow any other policies, directions, rules and/or guidelines in regard to technology that administration and/or staff may provide that are in addition to this policy.
- Users will not access, download, store, print, post or distribute pornographic, obscene or sexually explicit materials.
- Users will refrain from commercial activity, product endorsement, and political lobbying, except for school-sponsored activities.
- Users will not disclose his or her network account information to any individual, nor allow a different user to log in under his or her name. Likewise, a user will not access another user's account or use his or her password to access information that is not their own.
- Users will not attempt to bypass in any way the school's security and content filters.
- Users will not attempt to gain unauthorized access to the district's network, or use access methods other than those assigned and/or provided to the user.
- Users will not engage in illegal or inappropriate activities.
- Users will not engage in discrimination, sexual harassment and cyber-bullying.
- Users will not engage in vandalism, which is defined as any attempt to harm or destroy property of the school or another user.
- A student user will not reveal personal information such as: home address, phone numbers, passwords,

credit card numbers or social security number, etc. in accordance with the Children's Internet Protection Act (CIPA).

Technology Hardware and Software

Hardware and peripherals are provided as tools for use for educational purposes. Users are not permitted to relocate (with the exception of portable devices), install or modify equipment without the consent of the technology director.

Users will follow proper software licensing rules and guidelines. Users are not permitted to install or modify software without the consent and guidance of the technology director.

Personal Devices

Personal devices may be allowed on the district network upon the discretion and prior approval of the administration and technology director. Examples of personal devices include but are not limited to: laptops, tablets, smartphones, MP3 players.

The owners of such devices are responsible to properly maintain and manage their devices. Owners of such devices are also responsible for any damage the device may cause to the district network. The district reserves the right to restrict and revoke access of any personal device to the district's network at any time.

Personal devices using the district's network will be subject to content filtering and technology protection measures as applicable.

Users will follow any other policy, rules or guidelines in regard to using personal devices on the district network as provided in the future.

Internet Safety

It is the policy of the district to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

To the extent practical, content filters shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. All district computers with Internet access available for student use are filtered with an Internet content filter.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for research or other lawful purposes.

To the extent practical, steps shall be taken to promote the safety and security of users of the district network when using email, chat rooms, instant messaging, and other forms of electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b)

unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

As no content filtering system is perfect, it shall be the responsibility of all members of the district staff to supervise and monitor usage of the access to the Internet in accordance with this policy and the Children's Internet Protection Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the technology director or designated staff. The technology director may block inappropriate sites upon review and unblock sites that are considered as having educational value.

The district will work to constantly improve its efforts to instruct students on the ethical and appropriate use of technology and promote appropriate online behavior. Instruction and education shall include but is not limited to such topics as safe use of social networking and cyber-bullying awareness and response. Curriculum teams and administration are responsible for including this information into the curriculum.

Social Networking

The district reserves the right to disallow access to social networking sites. Access to social networking sites may be granted for educational purposes. Users will follow policy, use common sense and proper judgment when using these services.

Electronic mail and interactive, real-time communications

The district provides e-mail access that is filtered and archived. E-mail should not be considered completely private and secure. Users may access web-based, third party email accounts with the district network if allowed.

Users may not use chat or instant messaging when an assessment is being given. Users may use chat or instant messaging but only under the direct supervision or in a moderated environment that has been established to support educational activities or has been district provided, such as collaborative work projects. Users will follow policy, use common sense and proper judgment when using these services.

Violations of the Acceptable Use Policy

Violations of this policy may result in loss of privileges to technology resources. Students who are in violation of this policy will be subject to discipline, which may include suspension or expulsion.

Possible consequences of violations of the Acceptable Use Policy are indicated below, which include but are not limited to:

- Use of district network resources only under direct supervision
- Suspension of computer and/or network privileges
- Revocation of computer and/or network privileges
- Suspension and/or expulsion
- Legal action and prosecution by law enforcement

Particular consequences for violations of this policy will be determined by the school administration. The superintendent or designee along with the school board will determine when school expulsion and/or legal action are appropriate.

Consequences and discipline for staff violations of this policy will be determined by the school administration.

Service Disclaimer

The Shell Lake School District makes no warranties of any kind, whether expressed or implied, for the services it is providing. Shell Lake School District will not be responsible for any damages the user may suffer while on this system. These damages may include, but are not limited to: loss of data as a result of delays, non-deliveries, mis-delivery, or service interruptions caused by the system or by user error or omission. Use of any information obtained via the information system is at the user's own risk. Shell Lake School District specifically denies any responsibility for information obtained through electronic resources.

References: Copyright Policy 771

Employee Handbook

Children's Online Privacy Protection Act (COPPA)

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, advertising is turned off for the School District of Shell Lake's presence in Google Apps for Education. No personal student information is collected by Google for commercial purposes. The school's use of student information is solely for education purposes. Student information that is "collected" by Google is described as (projects, documents, email, files, username and password).

With regards to COPPA, a student's education records (projects, documents, email, files, username and password) stored in Google Apps for Education may be accessible to persons acting on behalf of Google by virtue of this online environment. This does not include any student demographic or grade information stored in the Skyward Student Information system. A student's use of Google Apps for Education is governed by the School District of Shell Lake Board Policy 363 – Technology Acceptable Use Agreement.

For more information about COPPA – <http://www.ftc.gov/privacy/coppafaqs.shtm>

Shell Lake High School
Computer Acceptable use and Student Handbook
Signature Page

This **Student Handbook** and its policies are regulations adopted by the School Board of Education and Shell Lake School District will be effective through the **2022-2023 School Year**.

By signing this form you are agreeing to the following:

1. I agree that I have read the **Acceptable Use Agreement Policy** located in the Student Handbook and understand that Internet sites are filtered and that my use on any district computer will be monitored. I hereby agree to comply with the described conditions of acceptable use.
2. I agree that I have read the Shell Lake School District **One-to-One Technology Program Policy** and understand that I am giving my students permission to check out a laptop computer. I understand that I am responsible if it is damaged, lost or stolen.
3. I agree that I have read and understand the **Cell Phone and Electronics Discipline procedures**. I hereby agree to comply with the described conditions of Cell Phone and Electronics Discipline procedures.
4. I agree that I have read and understand the **Children's Online Privacy Protection Act (COPPA)**. I hereby agree to comply with the described conditions of Children's Online Privacy Protection Act (COPPA).
5. I agree that I have read and understand the **Shell Lake High School Student Handbook**.

Student Name (please print): _____ Cell Phone # _____

Student Signature: _____ Student Grade : _____ Date: _____

PARENT/GUARDIAN:

I hereby give my permission and approve the issuing of an electronic account.

Parent or Guardian Name (please print): _____

Signature: _____ Date: _____

Please sign and return this page to Amanda Nielsen in the H.S. Office. No Later than Sept. 30th