

# Pulaski High School



## Parent-Student Handbook 2023-2024

The Pulaski Community School District believes that no person may be denied the benefits of, or be discriminated against in any curricular, extra-curricular, pupil service, recreational, or other program or activity based on traits of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws.

To address allegations of violations of this policy in the Pulaski Community School District or ask any questions concerning Section 118.13 Wisconsin Statutes, or Title IX of the Educational Amendments of 1972 which prohibits discrimination on the basis of sex, complaints or concerns should be directed to:

Director of Student Services  
Pulaski Community School District  
P. O. Box 36  
Pulaski, WI 54162  
(920) 822-6020



## **Welcome to Pulaski High School**

Welcome to Pulaski High School, home of the Red Raiders! At Pulaski High School, we take great pride in maintaining a rich tradition of excellence, fostered by our vibrant Red Raider community, dedicated students, and exceptional staff.

Our school offers a wide range of high-quality academic, career, technical education, and extracurricular programs, designed to cater to the diverse needs of all our students. Whether it's pursuing their passions or preparing for their future, we strive to provide an enriching learning environment that challenges students to be their best selves.

Our committed staff at PHS invests heavily in their craft, ensuring that every student receives the support they need to succeed in their post-secondary education, the world of work, and as responsible citizens. We constantly strive for improvement, going above and beyond to provide the best possible educational experience for our students.

We strongly encourage parents to actively participate in their child's educational journey. The support and feedback we receive from our students, staff, families, and community members play a vital role in our mission to deliver a high-quality education to all.

As members of the PHS staff and administration, we are honored to have you as part of our family. We are dedicated to making your experience here as productive and successful as you aspire it to be. Together, let's create an environment where you can thrive and achieve your goals.

## FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during a school year. This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior student handbook.

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact any of the high school administration. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. If any of the policies or administrative guidelines referenced herein is revised after July 31, 2023 the language in the most current policy or administrative guideline prevails. The current policies are available on the District's [website](#).

**Pulaski High School Mission Statement:** The Pulaski High School Professional Learning Community will work interdependently to ensure that all students will achieve grade-level academic standards while being collaborative, responsible, respectful, and resilient.

**Pulaski High School Vision:** The Pulaski High School learning community will provide a safe environment that allows students to cultivate and develop a passion for lifelong learning.

## EQUAL EDUCATION OPPORTUNITY/ANTI-HARASSMENT

It is the policy ([Policy 2260](#)) of the District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired based on the traits of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as “Protected Characteristics”) or other protected characteristics as well as place of residence within District boundaries, or social or economic background.

Students who have been identified as having an impairment or disability under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act shall be provided with appropriate educational services. Parents who have questions should contact Julie Harris at 920-822-6022.

It is also the policy ([Policy 5517](#)) of the District to maintain an educational environment that is free from all forms of harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the Board can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

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

Julie Harris  
Director of Student Services  
920-822-6022  
143 W. Green Bay Street  
Pulaski, WI 54162  
[jaharris@pulaskischools.org](mailto:jaharris@pulaskischools.org)

Tom Krause  
Glenbrook Elementary Associate Principal  
920-822-6107  
143 W. Green Bay Street  
Pulaski, WI 54162  
[tmkrause@pulaskischools.org](mailto:tmkrause@pulaskischools.org)

The complaint procedure is described in Board Policies [2260](#) and [5517](#). The policies are available in the School office and on the District’s web page.

Due to the sensitivity surrounding complaints of harassment, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. Once the complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) calendar days of the complaint being received).

If at any time during the investigation process the investigator determines that the complaint is properly defined as Bullying, under [Policy 5517.01 - Bullying](#), and not harassment under [Policy 5517](#), because the conduct at issue is not based on a student’s Protected Characteristics, the investigator shall transfer the investigation to the appropriate building principal.

Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

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

Harassment means behavior toward a student or group of students based, in whole or in part on the traits of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as “Protected Characteristics which substantially interferes with the student’s school or academic performance or creates an intimidating, hostile or offensive school environment. Harassment also includes “hate speech” directed against a student—the use of language, behavior, or images/symbols that express prejudice against a particular group or groups on the basis of any protected characteristic(s).

Examples of conduct that may constitute harassment include:

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

## **NONDISCRIMINATION ON THE BASIS OF SEX**

The Board of the Pulaski Community School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinator(s) is/are:

Julie Harris  
Director of Student Services  
920-822-6022  
143 W. Green Bay Street  
Pulaski, WI 54162  
[jaharris@pulaskischools.org](mailto:jaharris@pulaskischools.org)

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Pulaski, WI 54162  
[tmkrause@pulaskischools.org](mailto:tmkrause@pulaskischools.org)

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process that provides for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process is included in [Board Policy 2266](#) – Nondiscrimination on the Basis of Sex in Education Programs or Activities. The grievance process specifically addresses how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

It is a violation of this policy for anyone to knowingly making false statements or knowingly submitting false information during the sex discrimination complaint process, including intentionally making a false report of sexual harassment, or submitting a false formal complaint. The District will not tolerate such conduct, which is a violation of the Student Code of Conduct.

Neither the Board nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or [Board Policy 2266](#), or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation, is a serious violation of [Board Policy 2266](#) that can result in the imposition of disciplinary sanctions, consequences, and/or other appropriate remedies.

All students, parents, and their representatives are advised to review [Board Policy 2266](#) for more information and detail regarding the District's commitment to nondiscrimination on the basis of sex.

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All students, parents, and their representatives are advised to review [Board Policy 2266](#) for more information and detail regarding the District's commitment to nondiscrimination on the basis of sex.

## SEXUAL HARASSMENT

Sexual harassment is prohibited in our school and at school-sponsored activities in accordance with Board Policy 5517. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

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

Sexual harassment may include, but is not limited to:

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

Sexual harassment examples include, but are not limited to:

- A. Repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
- B. Rating a person's sexuality or attractiveness;
- C. Staring or leering at various parts of another person's body;
- D. Spreading rumors about a person's sexuality;
- E. Letters, notes, telephone calls or materials of a sexual nature;
- F. Displaying pictures, calendars, cartoons or other materials with sexual content;
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another; or
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

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

If you wish to report harassment, please contact either of the District's Title IX Coordinators listed below:

Julie Harris  
Director of Student Services  
920-822-6022  
143 W. Green Bay Street  
Pulaski, WI 54162  
[jaharris@pulaskischools.org](mailto:jaharris@pulaskischools.org)

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Pulaski, WI 54162  
[tmkrause@pulaskischools.org](mailto:tmkrause@pulaskischools.org)



Any person may report sexual discrimination, including sexual harassment, to the District's Title IX Coordinator listed above, regardless of whether the person is the alleged victim of the reported conduct. The report may be made in person, by mail, by telephone, or by email. The report may be made at any time, including during nonbusiness hours.

A copy of [Board Policy 2266](#) - Nondiscrimination of the Basis of Sex in Education Programs or Activities, including the reporting, investigation, and resolution procedures, is available in the school office and on the District's website. Board Policy 5517 – Student Anti-Harassment, as well as the [Board Policy 2266](#), both contain the complaint procedures and steps for investigating complaints under these policies.

Any person who is unsure about how to submit a complaint of discrimination, harassment, or sexual harassment is encouraged to immediately contact one of the listed Compliance Officers, a Title IX Coordinator, an administrator, or any trusted member of the staff for assistance in filing a complaint.

Retaliation against a person who files a complaint is prohibited by Board policy and Federal law. Any allegation of retaliation should be filed immediately with assurance that it will be taken seriously and fully investigated by the District.

#### **SECTION 504/ADA COMPLAINT**

Any person who believes that the School or any staff person has discriminated against them in violation of the District's [Section 504/ADA Policy 2260.01](#) may file a complaint. A formal complaint can be made in writing to a District Compliance Officer listed below:

Julie Harris  
Director of Student Services  
920-822-6022  
143 W. Green Bay Street  
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## **SECTION I - GENERAL INFORMATION**

### **PHS Bell Schedule Regular Day**

<b>Mod 1</b> .....	<b>7:35 a.m. – 8:05 a.m.</b>
<b>Mod 2</b> .....	<b>8:05 a.m. – 8:35 a.m.</b>
<b>Homeroom</b> .....	<b>8:35 a.m. – 9:00 a.m.</b>
<b>Mod 3</b> .....	<b>9:00 a.m. – 9:30 a.m.</b>
<b>Mod 4</b> .....	<b>9:30 a.m. – 10:00 a.m.</b>
<b>Mod 5</b> .....	<b>10:00 a.m. – 10:30 a.m.</b>
<b>Mod 6</b> .....	<b>10:30 a.m. – 11:00 a.m.</b>
<b>Mod 7L</b> .....	<b>11:00 a.m. – 11:30 a.m.</b>
<b>Mod 8L</b> .....	<b>11:30 a.m. – 12:00 p.m.</b>
<b>Mod 9L</b> .....	<b>12:00 p.m. - 12:30 p.m.</b>
<b>Mod 10L</b> .....	<b>12:30 p.m. - 1:00 p.m.</b>
<b>Mod 11</b> .....	<b>1:00 p.m. - 1:30 p.m.</b>
<b>Mod 12</b> .....	<b>1:30 p.m. - 2:00 p.m.</b>
<b>Mod 13</b> .....	<b>2:00 p.m. -2:30 p.m.</b>
<b>Mod 14</b> .....	<b>2:30 p.m. - 2:55 pm.</b>

### **STUDENT RIGHTS AND RESPONSIBILITIES**

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

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

No student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, the minor's parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning: political affiliations or beliefs of the student or the student's parents; mental or psychological problems of the student or their family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations, or beliefs of the student or the student's parents; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).([Board Policy 2416](#))

Students must arrive at school on time, prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from their school administrator or counselor. Adult students (age eighteen (18) or older) are expected to follow all school rules. If residing at home, adult students should include their parents in their educational program.

## **STUDENT WELL-BEING**

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

All students must have emergency medical information completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

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

## **STUDENTS WITH DISABILITIES**

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability ([Board Policy 2260.01](#)). This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is generally required. More importantly, the school encourages parents to be active participants. To inquire about Special Education programs and services, a parent should contact Julie Harris, Director of Special Education at (920) 822-6022. ([Board Policy 2460](#))

The District is committed to identifying, evaluating, and providing a free appropriate public education ("FAPE") to students within its jurisdiction who are disabled within the definition of Section 504, regardless of the nature or severity of their disabilities.

## **SERVICE ANIMALS AND OTHER ANIMALS ON DISTRICT PROPERTY**

Students, parents, and other members of the public may be accompanied at school by a service animal in accordance with Federal and State law and [Board Policy 8390](#).

Other animals permitted in schools and elsewhere on District property shall be limited to those necessary to support specific curriculum-related projects and activities as approved by the principal.

An emotional support animal is not granted the same access to school buildings and classrooms, as service animals. The District is not required to grant students' requests that they be permitted to bring an emotional support animal to classes or on school grounds for any purpose.

Therapy dogs which meet the certification and documentation requirements in [Policy 8390](#) may be allowed limited access to the schools to perform their educational purpose as determined by the Director of Special Education or the Assistant Director of Special Education.

## **BILINGUAL STUDENTS/ENGLISH LEARNERS**

The District recognizes that there may be students enrolled whose primary language is not English. The District provides appropriate identification and transition services for bilingual students and English Learners (ELs). The purpose of these services is to develop English language skills that will enable the students to function successfully in an all English classroom and complete the District's required curriculum. (Board Policy [2260.02](#))

To inquire about programs and services for students with bilingual students and/or English Learners, a parent should contact Julie Harris, Director of Special Education at (920) 822-6022.

## STUDENT RECORDS

The origination and maintenance of appropriate student records are essential to the effective operation of the District and meeting the educational interests of students. The rights and responsibilities of students, parents and the District with respect to student records are governed by State and Federal law ([Board Policy 8330](#)). Many student records are kept by teachers, counselors, and administrative staff. There are two (2) basic kinds of student records - directory data and confidential records.

Directory data can be given to any person or organization when requested, unless the parents of the student object in writing to the disclosure as required under school policy and State and Federal law. Directory data is specified in [Board Policy 8330](#) – Student Records and includes a student's name, photograph, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of graduation, and degrees and awards received. Directory data also includes a student ID number, user ID, or other unique personal identifier used by the student when accessing or communicating in a District's electronic systems, if, standing alone, it cannot be used to access student education records, (i.e. a pin number, password, or other factor is also needed).

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory data" upon written notification to the Board within fourteen (14) days after receipt of the District Administrator's annual public notice or enrollment of the student into the District if such enrollment occurs after the annual public notice. Any parent or eligible student who refuses to allow disclosure of directory data and who participates in the extra-curricular activity must complete the appropriate acknowledgment, which includes a limitation on the refusal to disclose directory data obtained during the course of the student's participation in extracurricular activities.

Student records are generally considered confidential under State and Federal law and may not be released to third parties unless the student's parent(s) consent in writing. However, there are exceptions to confidentiality, and requests for records within these exceptions may be granted without a parent's written consent. If you have questions about the confidentiality of student records and/or the release of student records to third-parties, please contact the building principal or consult the [Board Policy 8330](#) - Student Records.

Parents and students are reminded of: 1) their rights to inspect, review and obtain copies of students records; 2) their rights to request the amendment of the student's school records if they believe the records are inaccurate or misleading; 3) their rights to consent to the disclosure of the student's school records, except to the extent State and Federal law authorizes disclosure without consent; 4) the categories of student record information which have been designated as directory data and their right to deny the release of such information; and 5) their right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, the student's parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or their parents;
- B. mental or psychological problems of the student or their family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or their parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the building principal to inspect such materials.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Family Policy Compliance Office in the U.S. Department of Education administers both Family Educational Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment (PPRA). Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: FERPA@ED.Gov; and PPRA@ED.Gov.

### **ARMED FORCES RECRUITING**

The School must provide at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities to those students. “Armed forces” means the armed forces of the United States and their reserve components and the United States Coast Guard.

In accordance with Federal and State law, the school shall release the names, addresses, District assigned e-mail addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed who requests such information. A secondary school student, or parent of the student, may request in writing that the student's name, address, District assigned email address, and telephone listing not be released without prior consent of the parent(s)/eligible student.

The Board shall ensure that students and parents are notified of the provisions of the opportunity to deny release of directory information. Public notice shall be given regarding the right to refuse disclosure to any or all directory information including in the armed forces of the United States and the service academies of the armed forces of the United States. ([Board Policy 8330](#))

If parents and eligible students do not submit such written notification to the District, directory information may be utilized by the District Administrator in District-wide publications, on the cable television educational access channel, or on the District’s website. The directory information used will be properly verified and approved by the District Administrator.

Annually the Board will notify male students age eighteen (18) or older that they are required to register for the selective service.

### **STUDENT VALUABLES**

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

## LOST AND FOUND

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

## EMERGENCY PROCEDURES & DRILLS

The school has a comprehensive School Safety Plan ([Board Policy 8420](#) – School Safety) that includes specifications for fire drills, tornado drills, and lockdown drills. The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers, who are responsible for safe, prompt, and orderly evacuation of the building.

### A. ACCIDENT PROCEDURE.

Students injured at school must report the incident immediately to the teacher in charge. Reporting accidents several days after they happen will result in denial of filing a claim. Be certain your teacher knows immediately when, where and how you were injured. Student injury should be covered by personal insurance since the school district does not insure individual students.

### B. EMERGENCY CARD.

State law requires all students to have an emergency card on file in the school office. New information must be compiled each year. Forms will be collected during registration and kept on file in the office.

### C. FIRE (DRILLS).

It is essential that when the signal (loud buzz, flashing lights) 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 entire building must evacuate. Students are to walk a minimum of seventy-five feet from the building. An all clear signal will be given to re- enter the building. Fire drills at regular intervals are required by law and are an important safety precaution.

### D. ADMINISTRATIVE HOLD/ SECURITY ALERT (DRILLS).

If a situation requires use of a hold or alert, an announcement about the situation will be made by an administrator over the PA system. Students and staff will **respond per the hold/alerts noted below.** Periodic drills will be held throughout the school year.

- **YELLOW ADMINISTRATIVE HOLD** - Students remain inside locked classroom or safe location until further instruction is given. Learning continues during a yellow administrative hold. Examples (but not limited to) of use of a yellow administrative hold include a medical emergency, a scheduled police presence or training.
- **RED SECURITY ALERT** - Students follow procedures per ALICE method: Alert, Lockdown, Inform, Counter, Evacuate.

### E. TORNADO (DRILLS).

If dangerous weather systems exist in the area, an announcement will be made by an administrator over the PA system to seek potentially safer areas of the building.

Your teacher will direct you to a designated area. Tornado evacuation procedures are located above the classroom doors. Whenever possible, go to an interior hallway on the lowest floor. Avoid gymnasiums, commons, or other structures with wide, free-span ceilings. Also avoid walls and windows that contain glass. An all clear announcement over the PA system will be made when the tornado drill is over. A tornado drill will be held in April.



## **EMERGENCY CLOSINGS AND DELAYS**

Occasionally, it is necessary to delay school, cancel school, or release students early due to unsafe weather conditions. Parents and students are reminded to listen to local radio station announcements between 6:00 a.m. and 7:00 a.m. regarding cancellations and delay of starting time. Please use discretion in calling school unless an emergency exists. In the event that severe weather conditions require school to be canceled, this information can be gained by listening to the following radio stations: WGEE-1360 A.M.; WQLH-1400 A.M., 98.5 F.M.; WNFL-1440 A.M.; WIXX-101 F.M.; WOCO-1260 A.M., 107.1 F.M.; WTCH-960 A.M., 99 F.M.

Parents and students are responsible for knowing about emergency closings and delays. ([Board Policy 8220](#))

## **PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's Toxic Hazard Policy and asbestos management plan will be made available for inspection at the District office upon request. ([Board Policies 8431](#) and [8431.01](#))

## **VISITORS**

Visitors, particularly parents, are welcome at the School. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to register and obtain a pass. Any visitor found in the building without a pass shall be reported to the Principal and/or law enforcement.

If a person wishes to confer with a member of the staff, the person should call for an appointment prior to coming to the school, in order to prevent any loss of instructional time. Visitors access to classrooms and instructional activities are subject to reasonable restrictions and limits. Please consult with the Principal regarding these restrictions. Students may not bring visitors to school without first obtaining written permission from the Principal. ([Board Policies 7440](#) and [9150](#))

Any student wishing to bring a guest to school and to attend classes must follow the prearranged guest attendance procedures:

- A. A parent/guardian must call or send a note to the attendance office in advance of the guest's requested arrival at school, indicating that it is okay with them for the designated guest to accompany their student to classes at least two weeks in advance of the requested visit date.
- B. A prearranged guest form (with administrator's signature) is picked up by the host student in the attendance office following the parent request, and is circulated to each teacher seeking approval for their guest to attend classes.
- C. The teacher-signed guest approval form is submitted to the attendance office at least two weeks in advance of the guest's arrival. A guest pass will not be issued from the attendance office to the host student on the morning of the guest's arrival.

Guests are not allowed during the last week of the first semester, during State testing or after spring (Easter) break- whichever occurs first.

## **USE OF SCHOOL EQUIPMENT AND FACILITIES**

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

### **STUDENT SALES**

No student is permitted to sell any item or service in school without the approval of the Principal. Violation of this rule may lead to disciplinary action. ([Board Policy 5830](#))

### **USE OF SCHOOL PHONES**

Students are allowed to use the attendance office phone, for the purpose of club/ activity business, illness or emergency. When a parent needs to communicate with a student, a message will be delivered to the student to request that he/she call home between classes. Only in an emergency situation will a student be pulled out of class to return a phone call. **Parents and students are encouraged to refrain from using cellphones during instructional time to communicate to limit disruptions to the learning environment.**

### **VIDEO AND AUDIO SURVEILLANCE**

The Board of Education has authorized the use of video and audio surveillance and electronic monitoring equipment at various school sites throughout the school, including school busses. Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action. ([Board Policy 7440.01](#))

### **ADVERTISEMENTS/POSTERS**

All advertisements, announcements or posters placed on bulletin boards or walls must be approved by an administrator before being put on display. A minimum of twenty-four (24) hours notice is required to ensure that the Principal has the opportunity to review the announcement or posting. Signs are to be removed after a reasonable length of time. ([Policy 5722](#))

### **ANNOUNCEMENTS**

Announcements will also be posted daily to our website and are scrolled across television monitors in the building throughout the day. It is the responsibility of the student to check the monitors (located in classrooms, resource centers, commons, and hallways) or website on a daily basis.

Students who wish to submit an announcement must secure teacher/coach/advisor approval and return the form to the secretary in Pulaski News. ([Policy 5722](#))

## **SECTION 2 - ACADEMICS**

### **STANDARDS FOR EXCELLENCE AT PULASKI HIGH SCHOOL**

We believe that maximum learning is the result of a school atmosphere, which supports and develops self-discipline, responsibility, honesty and respect for oneself, others, and the environment. The students, faculty, and administration of Pulaski High School will strive, in a positive way, to communicate with, listen to, and support each other while aiming toward this goal. This philosophy is basic and offers each student the opportunity to achieve success through growth and learning.

### **SCHEDULING AND ASSIGNMENT**

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

**LEAH GRANT: All student surnames A-HE**

**SHELBY KAISERSHOT: All student surnames HF-O**

**JEFF WAGGONER: All student surnames P-Z**

**SARA TULPPO: FRESHMAN CLASS**

## GRADUATION REQUIREMENTS

**MINIMUM CREDIT REQUIREMENTS** (Reference: [School Board Policy 5460](#), 115.28, 118.30, 118.33, Wis. Stats.)

<u>Credits</u>	<u>Curriculum Area</u>	
4	<u>English</u>	
	a. English 9, or Advanced English 9	1.0 credit
	b. English 10, or Advanced English 10	1.0 credit
	c. English 11, or Adv. English 11 <u>and</u> Writing Elective*	1.0 credit
	d. Reading Elective* <u>and</u> Other English Elective	1.0 credit
	*Required to take Writing and Reading Electives	
3	<u>Mathematics</u>	3.0 credits
3	<u>Social Studies</u>	
	a. Civics (Social Studies I)	1.0 credit
	b. World History (Social Studies II) or AP European	1.0 credit
	c. U.S. History (Social Studies III) or AP U.S.	1.0 credit
3	<u>Science</u>	
	<u>Class of 2022 through 2026</u>	
	a. Biology or Application in Biology	1.0 Credit
	b. Earth Science	0.5 Credit
	c. Additional Science Department Course (1.0 of which may be an approved Agriscience course labeled ES (Equivalent Science))	1.5 Credits
	<u>Class of 2027 and beyond</u>	
	a. Biology or Applications of Biology 1.0 credit	1.0 Credit
	b. Choice of two: Introduction to Chemistry .5 credit/Introduction to Physics 1/2 credit and/or Earth Science .5 credit (1.0 credit required beginning with Class of 2027)	
	OR	
	Chemistry	1.0 Credit
	OR	
	Physics 1.0 credit	1.0 Credit
	c. Elective Science Courses 1.0 credit (1.0 of which may be approved CTE course labeled ES: Science Equivalent)	
1.5	<u>Physical Education</u>	1.5 credits
	a. Freshman Physical Education Required	
0.5	<u>Personal Growth &amp; Financial Management</u>	0.5 credit
(0.5)	<u>Health-</u> (Applies only to students who have not successfully completed this course or (0.5 credit) its equivalent in grades 7 or 8, in accordance with Policy 5460).	
9 (8.5)	<u>Electives</u>	
<b>24</b>	<b>Total Credits</b>	

All credits earned through the Pulaski High School curriculum will apply toward graduation. Credits may be earned from alternative sources or during alternative times and be applied toward graduation with the prior approval of the Pulaski High School Principal. For additional information, please refer to the Course Description Book.

## ACADEMIC AND CAREER PLANNING

Academic and career planning services, including individualized support and access to software tools and staff assistance, is provided to students in grades 6 to 12. The mission of academic and career planning is to provide a comprehensive plan, which will be developed and maintained by a student, that includes the student's academic, career, personal, and social goals and the means by which the student will achieve those goals both before and after high school graduation. ([Board Policy 2411](#))

Academic and Career Planning, or ACP, is a student-driven, adult-supported process in which students create and cultivate their own unique and information-based visions for post-secondary success, obtained through self-exploration, career exploration, and the development of career management and planning skills. Pulaski High School partners with Xello to guide students through self assessments, career exploration, and academic planning. Students are able to access Xello through any Internet-ready device, including those at school or at home. Features of Xello include:

### Career Matchmaker

- Internationally respected interest assessment tools
- Results in multiple occupations that most closely match a student's interest
- Students can tailor a list of career suggestions to match education goals by specifying the level of education planned to complete
- A "my skills" component allows students to match current skills with occupations of interest and identify the skills needed to build on.

### Explore Careers

- Students can search a database of thousands of careers by subject, specific occupation, or career cluster
- Information is provided to include job descriptions, working conditions, earnings, education and training, direct links to related colleges and university programs, sample career path, and multimedia interviews for each occupation.

### Explore Education and Training

- Students are able to access information for any 2 or 4 year college in the United States including campus demographics, cost of tuition, admission requirements, and program descriptions

### Career Portfolio Tool

- Students will be able to create a personalized high school education plan
- At this time Xello reports focus on course planner, lesson progress, skills and interests, and student work including assessment results and saved options. Xello currently does not have a report that summarizes student volunteer and work experience, but this request has been brought to Xello's product and development team.

## COURSE OFFERINGS

Pulaski High School course offerings can be found electronically via the school's student services website or utilizing this [link](#).

### COURSE ADD/DROP ([Admin rule IKF Adm](#))

Pulaski High School affords students several opportunities to plan for and select courses throughout their 8-12 grades. Students are provided with a wide variety of course options to meet graduation requirements, to allow for exploration in areas of interest, and to assist students in attaining their post secondary goals.

Students and parents should plan carefully when the course selection form is completed each year. Schedule changes will be limited to the conditions below and must follow the procedure outlined on the course drop form.

- A. Students may add a class to their schedule within the first 5 school days of the start of the semester in which that class begins. Students may not add classes after this point.

**B.** Should a student request to drop a class, the following will go into effect:

1. First 10 school days - students may drop a course with no recorded grade and the course will be deleted from the student's record.
2. 11 - 20 school days into the semester - students may drop a course by completing the [STUDENT/PARENT INITIATED COURSE DROP FORM](#) with the following recourse:
  - the teacher will be required to determine the grade that the student has earned as of the date of the schedule change. The teacher will assign a Withdrawal Pass (WP) or Withdrawal Fail (WF). Withdrawal grades will be placed on the student's permanent transcript.
3. After 20 school days - withdrawal from the class is not permitted.

**INCOMPLETES** ([Board Policy 5421](#) and Admin Rule [IKA ADM](#))

To initiate an incomplete as an option to end the grading period, students, parents, teachers, and administration must mutually agree on the circumstances for the incomplete and parameters for finishing the work. Students will be allowed ten school days following the grading period to satisfy an incomplete. If the work has not been completed to the satisfaction of the teacher involved during that period of time, the incomplete will be officially recorded as a failing grade.

**MEDICAL INCOMPLETE** ([Board Policy 5421](#) and Admin Rule [IKA ADM](#))

Medical incompletes are typically used in Physical Education when a student obtains a medical permit from a licensed physician to be excused from participating in a physical education class. Earning an "Medical Incomplete" does not allow credit to be granted, but does grant a waiver from specific credits that are required for graduation when a physician provides a written waiver from any/all physical education classes. Other students receiving an "Medical Incomplete" grade will retake a physical education class when able to do so.

**EARLY COLLEGE CREDIT PROGRAM (ECCP) & START COLLEGE NOW (SCN)**

The Board of Education recognizes the value to students and to the District of students participating in programs offered by the University of Wisconsin system institutions, Technical Colleges, tribally controlled colleges and private, non-profit higher education institutions in Wisconsin.

The Board will allow high school juniors and seniors who satisfy the eligibility requirements under the **ECCP/SCN** statute and the administrative rules of the Department of Public Instruction to enroll in an approved course at an institution of higher education while attending in the District. Students will be eligible to receive college and high school credit for completing course(s) at institutions of higher education provided they complete the course(s) and receive a passing grade.

**ECCP/SCN** courses will be transcribed and count toward a student's grade point average. The School District's responsibility to pay for tuition, fees, books and other necessary materials shall be limited to eighteen (18) postsecondary credits per student. Any interested student should contact their counselor to obtain the necessary information as there are important deadlines to be met when applying for these programs.

The Superintendent shall establish administrative guidelines to ensure that the District's **ECCP/SCN** comports with applicable State law and the administrative rules of the Department of Public Instruction. The Superintendent shall also ensure that students in grades 9- 11 and their parents are provided with information regarding the **ECCP/SCN** Program by October 1st each year. ([Board Policy 2271](#) & [Board Policy 2271.01](#))

## REPORT CARDS ([Board Policy 5420](#))

Grade reports are issued to students at the end of each 9-week period. Report cards are also archived electronically and are available online via Skyward. The grading system used at Pulaski High School is outlined below. All grades awarded will be computed and recorded using the following system:

<u>Grade</u>	<u>Grade Points</u>	<u>Grade</u>	<u>Grade Points</u>
A	4.000	C	2.000
A-	3.667	C-	1.667
B+	3.333	D+	1.333
B	3.000	D	1.000
B-	2.667	D-	0.667
C+	2.333	F	0.000

No grades, transcripts, or credits will be released for students who owe fines, fees, detention/structured lunch/structured PLT times, or who have outstanding bills or incomplete records.

## Recognition of Student Achievement ([Board Policy 5451](#))

**Scholarships:** A number of local and non-local scholarships are available for students to pursue. Interested students should contact the PHS Student Services department for further information.

### WISCONSIN ACADEMIC EXCELLENCE SCHOLARSHIP ([Board Policy 5451.01](#))

#### A. Eligibility and Selection Criteria

The eligibility and selection criteria for the Wisconsin Academic Excellence Scholarship are defined in SS 39.41 and Chapter HEA 9, Higher Educational Aids. The Pulaski High School Principal will select Pulaski Community School District scholars based on these laws. Students who are anticipating eligibility for the Wisconsin Academic Excellence Scholarship are required to complete the American College Test (ACT) and provide the score to the High School principal prior to the selection deadline in order to be eligible for this scholarship. The requirement exists due to the inclusion of the ACT score in the District tie-breaking procedure as described herein.

#### B. Tie-Breaking Procedure

When the principal finds more than one student to be equal based on eligibility and selection criteria established under law, the principal shall employ the following procedure to break the tie to name the scholar(s) and prioritize the remaining students as alternates.

1. **The first tie breaker**, will be proof that the scholar has sent an application to a Wisconsin post-secondary college/university or technical college as verified by the Pulaski High School Student Services.
2. **The second tie breaker** will be the student with the greatest number of grade (mark) points accumulated by the end of the semester preceding the selection deadline.
3. **The third tie breaker** will be the ACT composite score; The scholar with the highest ACT composite score will be selected.
4. **The fourth tie breaker** will be the highest subscore on the ACT Test; a student may select English, mathematics, reading or science to determine the highest subscore. The next tie breaker will be the second, third and fourth highest subscores in that order.
5. In the event there is still a tie, a coin flip will determine the scholar.

## **WISCONSIN TECHNICAL EXCELLENCE SCHOLARSHIP ([Board Policy 5451.02](#))**

Technical Excellence Scholarships (TES) are to be awarded by the State of Wisconsin to Wisconsin high school seniors who have the highest demonstrated level of proficiency in technical education subjects.

The District shall identify its Technical Excellence Scholarship designee(s) and alternate(s) using the following procedures:

1. Any high school senior who is eligible to compete for the scholarship shall declare his/her interest in being considered as a candidate by submitting, on a timely basis, a form or other means of notice as directed by the administration.
2. Members of the District's high school staff shall verify that each student who has submitted a timely declaration of interest meets the minimum eligibility requirements that are to be verified at the school level, including all such requirements established under these procedures, by policy JI – Student Scholarships or by the HEAB or by the scholarship program 's authorizing statute.
3. For purposes of ranking the qualified scholarship candidates and designating scholars and alternates, the District adopts the points-based ranking system established by the HEAB, under which students' grade-point average in their Career and Technical Education (CTE) courses serves as the initial tie-breaker if two or more relevant students have acquired the identical number of points. If there are any remaining relevant ties, those remaining ties shall be resolved through the further tie breaking procedures that have been developed and approved by representatives of the high school administration and staff.
4. The high school will designate and rank a group of alternates that is at least equal in number to the number of scholarships that the high school is permitted to award under these procedures.

## **ACADEMIC AWARDS PROGRAM ([Policy 5451](#))**

The Pulaski Community School District believes that students should be recognized for high achievement. Recognizing academic excellence is an important part of promoting achievement at Pulaski High School. The Academic Awards Program has been established as a vehicle to promote and recognize those students who have met or exceeded the high expectations of the high school program and curriculum.

The Academic Awards Program consists of four components which are the Honor Roll (which is published each semester), Presidential Academic Awards, Academic Letter, and the Academic Achievement Award program.

### **HONOR ROLL**

Upon the completion of each semester of the school year, those students who have achieved a semester grade point average of at least 3.00 are listed on the official honor roll, which is submitted for publication in the local news media. The honor roll designates three levels of achievement based on the semester grade point average (GPA). The designated honor roll levels with GPA standards are as follows:

<u>Honor Roll Level</u>	<u>GPA Standard</u>
Honors	3.000 - 3.499
High Honors	3.500 - 3.999
Highest Honors	4.000

### **PRESIDENTIAL ACADEMIC AWARDS**

All students are eligible for the Presidential Academic Award, which is provided by the U.S. Department of Education. Students earn this award based on the criteria set forth under this program as determined by the administration.



## **ACADEMIC LETTERS**

An academic letter is awarded each year to students who have earned the top ten grade point average in their class. The award is determined at the end of the first (freshmen), third (sophomores), fifth (juniors), and seventh (seniors) semesters. A chenille "P" that is inscribed with the "lamp of learning" will be awarded to each student the first time and a bar will be awarded each succeeding time that the student attains this level of achievement.

## **ACADEMIC ACHIEVEMENT AWARD**

- A. To be eligible for an Academic Achievement Award, students must earn a cumulative grade point average of at least 3.90. A certificate of achievement will be given for each year a student earns a GPA of 3.90 or higher.
- B. All students earning awards will receive them at the Honors Banquet in May. Seniors are also acknowledged at the Honors Assembly that is held during the last week of school.

In addition, students who meet the eligibility requirements of the National Honor Society may apply for membership in the Constance Lewis Chapter of the National Honor Society. Other academic awards are presented by individual departments to students who have been selected as the most outstanding student by the department.

## **STUDENT ASSESSMENT**

To measure student progress, students will be tested in accordance with State standards and District policy. ([Board Policy 2623](#))

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign course grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives. Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the school counseling staff.

Depending on the type of testing, specific information and/or parent consent may need to be obtained. The assessment program will not violate the rights of consent and privacy of a student participating in any form of evaluation.

College entrance testing information can be obtained from the School's Counseling office.

## **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent. ([Board Policy 2340](#))

Field trips are an educational experience; however, they do not exempt a student from being accountable for what was covered in the missed classes during the absence. Students should expect to make up work missed outside of the regular hours, arranging to use time before school, after school, or during their lunch or free period. A field trip is an extension of the classroom outside the walls of the school. Therefore, all school rules apply on a field trip.

## ACADEMIC INTEGRITY

Academic integrity is the pursuit of scholarly work in an open, honest, and responsible manner. Academic integrity is a basic guiding principle for all academic activity at Pulaski High School, and all members of the high school community are expected to act in accordance with this principle. Academic integrity includes a commitment not to engage in or tolerate acts of falsification, misrepresentation or deception in the completion of academic work. Such acts of dishonesty violate the fundamental and ethical principles of the Pulaski High School community and compromise the worth of work completed by others.

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### **Definitions:**

**Plagiarism:** Below is the rule that will be in effect for the entire school year, in all classes, for all students in grades 9-12, or taking a class at Pulaski High School.

**Definition:** Plagiarism is the act of using someone else's words and ideas and passing them off as one's own. It ranges from borrowing a few phrases or ideas without citing the source to purchasing a pre-written paper from an Internet site. Intentional or not, plagiarism is dishonest.

#### **Examples can include, but are not limited to:**

- Copying information word for word from a source without using quotation marks and giving proper acknowledgement by way of footnote, endnote, or intertextual note.
  - This includes the use of generative artificial intelligence, such as Chat GPT as well as other Internet and print resources.
- Paraphrasing or putting into one's own words information from a source without providing proper acknowledgement/citation.
- Reproducing without proper citation any other form of work of another person, such as a musical phrase, a proof, experimental data, laboratory report, graphics design or computer code.
- Reusing parts of a paper from a previously taken class by yourself or another student is academic dishonesty and unacceptable.
- Collaborating or working with another student can be construed as dishonesty if it is not part of the specific assignment guidelines. This includes sharing of past work to another student without the teacher's permission.

Everyone is responsible for following the teacher's instructions concerning plagiarism and citing sources. The website [www.turnitin.com](http://www.turnitin.com) is a tool used by staff and students that helps prevent plagiarism. Papers are compared to Internet documents and previously submitted student papers. Reports are then forwarded to the teacher, ensuring teachers and students that the papers turned in truly represent students' **original** work. Submitting papers to this program also protects you from others plagiarizing your work.

**Cheating:** Below is the rule that will be in effect for the entire school year, in all classes, for all students in grades 9-12, or taking a class at Pulaski High School.

**Definition:** Cheating refers to intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.

#### **Examples can include, but are not limited to:**

- Copying
- Using unauthorized aids during testing
- Handing in the same paper for another class without permission of the instructor
- Possession of test materials

- Talking or electronic devices (cellphones, smart devices, etc.) use during a test
- Leaving an online testing session during a test without teacher permission
- Sharing testing information with another student, etc.
- Violations of unauthorized collaboration
- Fabrication of materials/work (making up a source/citation)
- Facilitation (allowing others to copy, taking a test or completing work for another student, etc.)
- Misrepresentation (taking credit for work not done)
- Participation in dishonest acts (purchasing a pre-written paper, intentionally missing an exam or deadline to gain unfair advantage, distributing materials for the purpose of cheating or other academically dishonest acts, sharing of past work to another student without the teacher's permission.)

**Note that cheating & plagiarism offenses are divided into two classes: a minor violation or a major violation, as determined by the classroom teacher.**

- A **minor** cheating or plagiarism violation includes, but is not limited to: formative assessments, formative written assignments, daily homework, and practice.
- A **major** cheating violation includes, but is not limited to tests, quizzes, exams, final exams, lab reports, book reports, and major classroom assessments.
- A **major** plagiarism violation includes, but is not limited to, plagiarizing all or part of a written assignment, paper, product, poem, etc.

Minor violations are left to the individual teacher's discretion for consequences. However, in the case of a minor violation, a decision can be made to follow the major violation consequences. Every two minor violations during a student's high school career automatically moves the student to the next Cheating/Plagiarism Step.

Major violations follow the consequences listed in the Cheating/Plagiarism Steps. Any step in this process may be applied based on the severity of the offense at the discretion of administration and teacher.

**Violations of plagiarism and cheating are cumulative over the course of a student's high school career.**

- For example, if a student receives a minor or major violation as a freshman, those previous violations are used to determine subsequent consequences for the student's next violation regardless of current grade-level. Cheating/plagiarism violations can preclude students from reception of scholarships and other academic awards.

**Cheating/Plagiarism Violation Steps For Repeated Minor Violations/Major Violations:**

1. The student will be given a warning regarding the cheating or plagiarism and he/she will have one opportunity to redo the assignment (or an alternative at teacher's discretion) to receive credit for a possible total of **60% for a perfectly redone assignment**, timeline as determined by the teacher. The teacher will contact the parents regarding the incident. A behavior referral will also be filled out to document the incident. A copy of the referral will be sent home. In addition, a discussion about a Co-Curricular Code-of-Conduct Violation for the next cheating offense with the Athletic and/or Activities Director will take place. A Co-Curricular Code-of-Conduct Violation may be applied per the discretion of the Athletic/Activities Directors.
2. If a second offense occurs in any class, the student will receive a **zero** on the work, and a record of his/her offense will be filed with the office. The teacher will contact the parents regarding the incident and a behavior referral will also be filled out to document the incident. A copy of the referral will be sent home. A Co-Curricular Code-of-Conduct Violation will be applied per the individual student.

3. If a third offense occurs in any class, the student will receive a zero on the work and, in addition, will have his or her cumulative score lowered by one letter grade for the quarter in the class in which the third offense occurs. This may result in a failure for the semester if the student's average was a "D" before the grade was lowered. The teacher will contact the parents regarding the incident and a behavior referral will also be filled out to document the incident. A copy of the referral will be sent home. A Co-Curricular Code-of-Conduct Violation will be applied per the individual student.
4. If a fourth offense occurs in any class, all consequences from step three will be applied. In addition, the Student Action Team will meet to determine potential additional options such as, but not limited to, changes to the format of the class, independent study, PBL, summer school/credit recovery, etc. Additional consequences including, but not limited to back scheduling, lunch detentions, out-of-school suspension, etc. may also be applied.

*College credit and AP courses will follow specified cheating/plagiarism expectations as laid-out by the associated universities and the AP Board.*

## **SECTION 3 - STUDENT ACTIVITIES**

### **CO-CURRICULAR PHILOSOPHY**

It is our belief that there are opportunities here that are appropriate and valuable to every student. Participation in school activities is an extension of a good educational program that yields numerous benefits to the growth and development of all who participate. Among these benefits are developing skills in leadership, teamwork, self-discipline, self-confidence, group cooperation, social harmony, and the art of negotiation. Some activities provide the challenge of being on public display and being observed and judged by peers and others. All activities provide the opportunity for interactions and self-exertion while building a sense of purpose, positive thinking, and pride.

### **SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Students have the opportunity to broaden their learning through curricular-related activities. Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. ([Board Policy 2430](#))

### **CODE OF CONDUCT FOR CO-CURRICULAR ACTIVITIES**

- [Co-Curricular Code of Conduct Video](#)
- [Code of Conduct for Co-curricular activities-Admin](#) (PDF)
- [Code of Conduct for Co-curricular activities-Policy](#) (PDF)

### **SCHOOL SPONSORED PUBLICATIONS AND PRODUCTIONS**

The Board of Education sponsors student publications and productions as a means by which students learn, under adult direction/supervision, the rights and responsibilities inherent when engaging in the public expression of ideas and information in our democratic society. ([Board Policy 5722](#))

## **SECTION IV - STUDENT CONDUCT**

### **ATTENDANCE**

The District requires all students to attend school regularly in accordance with the laws of Wisconsin and [Board Policy 5200](#). The school's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the guidance of a competent teacher are vital to this purpose.

Attendance at school is essential to the completion of an education. Good attendance develops punctuality, self-discipline, and responsibility. Students who have good attendance achieve greater success in their learning. An absence of several days can be costly in terms of work and class lessons missed. Class discussion, experiments, demonstrations and cooperative hands-on learning activities cannot be recaptured once they have become a part of the experiences of those present in class. The attendance record made by the student is one of the most frequently used parts of a school record. Colleges, schools, and employers are more interested in the habit patterns, which are indicated by the student's attendance. Absence from classes is to be avoided except in the case of serious illness or family emergency.

#### **Compulsory Student Attendance**

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school is in session. All students must attend until the end of the term, quarter or semester of the school year in which the child becomes eighteen (18) years of age unless they fall under an exception outlined in the [Policy 5200](#).

#### **Excuse for Absence**

A parent of a student who is absent shall provide **either** a written or oral notification stating the reason for and the time period of the absence. This statement must be submitted prior to the absence if the absence is foreseeable. If the absence is not foreseeable, the statement must be provided prior to the student's readmission to school. The statement shall be submitted to the PHS attendance office and filed in the student's school record. The District reserves the right to verify statements and investigate absences from school. No student will be allowed to leave school prior to dismissal time without prior permission provided by the parent or the parent coming to the school office to request the release.

#### **PHS ATTENDANCE PROCEDURES**

- A. Students who are absent should have a parent or guardian call the attendance office on the day of the absence to provide an explanation for the absence. The attendance phone number is 822-6717 (24 hour voicemail) or 822-6716 (attendance secretary). Students having a call on the day of absence should return directly to class the next day.
- B. The only excused absences are those due to illness of the student, death in the family, or when the principal or associate principal consider it in the best interest of the pupil. There are many varying circumstances involved with the reason for absence. Because of this, the school reserves the right to judge whether or not absences are excused.
- C. Students not having a call-in the day of the absence must bring a note from a parent or guardian explaining the absence to the attendance office prior to 7:40 a.m. the morning the student returns to school.
- D. If the school does not receive notification of a student absence within 48 hours of that absence the student will be deemed unexcused/truant and will be assigned consequences in accordance with the schools truancy policy.

## **Release of Students to Authorized Persons**

If only one parent is permitted to make educational decisions or to approve absences of the student by Court order, the responsible parent shall provide the school with a copy of the Court order. Absent such notice, the school will presume that the student may be released into the care of either parent.

No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her.

No student shall be released to anyone who is not authorized by a parent with authority to do so.

## **Excused Absences**

A student shall be excused from school for the following reasons:

### 1. Physical or Mental Condition

The student is temporarily not in proper physical or mental condition to attend a school program. If the absence exceeds ten (10) days, the inability of the student to attend school due to a physical or mental condition must be certified in writing by a licensed physician, dentist, chiropractor, optometrist or psychologist or Christian Science practitioner living and residing in Wisconsin, who is listed in the Christian Science Journal. The time period for which the certification is valid may not exceed thirty [30] days.

### 2. Obtaining Religious Instruction

Students may wish to obtain religious instruction outside the school during the required school period. Such absences must be at least 60 minutes but not more than 180 minutes per week. Requests for absence under this paragraph shall be denied if the student fails to attend religious instruction after requesting to be absent from his or her regular school. The supervisor of such religious instruction shall report monthly, to the principal of the school regularly attended, the names of the students who attended such weekly religious instruction. See [Policy 5223](#) - Religious Instruction for further details.

### 3. Permission of Parent or Guardian

The student may be excused by his or her parent or guardian before the absence for any or no reason. A student may not be excused for more than ten (10) days under this paragraph and must complete any course work missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following: professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside the school day, to attend the funeral, legal proceedings that require the student's presence, college visits, job fairs, or vacations.

### 4. Religious Holiday

The student wishes to observe a religious holiday consistent with the student's creed or belief.

### 5. Suspension or Expulsion

The student has been suspended or expelled.

### 6. Program or Curriculum Modification

Students may be excused from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.

### 7. High School Equivalency – Secured Facilities

A student may be excused from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secure detention facility, or a juvenile portion of a county jail. The student and his/her parent or guardian must agree that the student will continue to participate in such a program.

### 8. Child at Risk

The student is a "child at risk" as defined under State law and is participating in a program at a technical college on either a part-time or full-time basis leading to high school, as provided under State law.

## 9. Election Day Official

A high school student age sixteen (16) or seventeen (17) is permitted to be excused to serve as an election official provided that the following criteria are met: (1) the student has the permission of his/her parent to serve as an election official on election day; (2) the student has signed up and the municipal clerk has informed the principal that the student has been assigned to serve in this capacity; and (3) the student has at least a 3.0 grade point average or equivalent, or has met alternative criteria established by Board, if any. The principal shall promptly notify the municipal clerk or the board of election commissioners of the municipality that appointed the child as an election official if the child no longer has at least a 3.0 grade point average or the equivalent, or no longer meets the established alternative requirements. A student's absence to serve as an election official under this policy shall be treated as an excused absence. Where possible students are encouraged to provide advance notice as much as possible. Students are responsible for completing any missed school work and responsible for making appropriate arrangements to do so.

A student may be excused from school, as determined by the School Attendance Officer, for the following reasons:

1. Quarantine of the student's home by a public health officer.
2. The illness of an immediate family member.
3. An emergency that requires the student to be absent because of family responsibilities or other appropriate reasons.

## **Tardiness**

For the purpose of this policy, a **tardy** is defined as the late arrival (up to 5 minutes) of a student to a class WITHOUT a pass from another staff member. Consequences for tardiness could include a verbal reprimand from teacher, a parental contact from teacher and/or administrator, a teacher-assigned structured lunch or structured PLT mod and/or administrative disciplinary action. If a student arrives to class more than 5 minutes late WITHOUT a pass from another staff member, the absence will be considered **truant**.

- Students who are not in their homeroom or in class when the late bell rings are considered tardy.
- Students who attend any part of the class shall be recorded as present.
- All students who are tardy to school must report to the principal's office to sign in.
- When a teacher keeps a student after class, the student shall issue a late pass for the student's next class.
- Teachers are requested to refer cases of chronic tardiness to the Associate Principal.

## **Unexcused Absences**

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The Principal or designee will determine on a case-by-case basis the appropriate methods to deal with unexcused absences.

Administrative action to address unexcused absences shall be in accord with due process as defined in Policy 5611, the Student Code of Conduct, and other applicable Board Policies.

## **Truancy**

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

When a student is truant, the School Attendance Officer shall ensure that all applicable provisions of the District's Truancy Plan are carried out.



## **Habitual Truancy**

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

When a student initially becomes a habitual truant, the School Attendance Officer shall ensure that all applicable provisions of the District's Truancy Plan are carried out.

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

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

## **Late Arrival and Early Dismissal**

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the District.

The Board recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

As an agent for the education of the children of this District, the Board shall require that the school be notified in advance of such absences by written (including email) or personal (phone or face-to-face) request of the student's parent, who shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the Principal or their designee.

No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her.

No student shall be released to anyone who is not authorized such custody by the parents.

## **Students Leaving School During the School Day**

No staff member shall permit or cause any student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the Principal and with the knowledge and approval of the student's parents.

No student will be released to any government agency without proper warrant or parental permission except in the event of an emergency as determined by the Principal.

## **SIGN IN/SIGN OUT (APPOINTMENT) PROCEDURE**

Due to legal considerations, a student may not leave school, at any time, during the course of the school day without having parental permission on file and signing out in the attendance office. If a student fails to follow this procedure, the absence will be considered unexcused. The following procedure must be followed:

- A. The student should have a note or a call from home, which designates the time and purpose for leaving. PERMISSION must be received prior to leaving.
- B. The attendance clerk will issue a pass to the student with the time listed. The pass must be obtained between 7:00-7:33, on the day of the appointment.
- C. When it is time to leave, the student must show the pass to the teacher in charge.
- D. Before leaving, the student must sign out appropriately through the attendance office. If the student is to return that day, he/she must sign back in on the same sheet and receive a re-admittance pass, back to class.

- E. If a student is ill and wishes to go home, he/she must report to the attendance office before leaving. The office will call home to have the student picked up from school. The student must sign out when the parent arrives to pick him/her up. When a student is ill and has a car at school, the parents will be called and the same procedure will be followed.

### **Make-Up Course Work and Examinations**

A student whose absence from school was excused or unexcused shall be permitted to make-up course work and examinations missed during the absence when they return to school. It is the student's responsibility to contact his or her teachers to determine what coursework and examinations must be made up. Teachers shall have the discretion to assign substitute coursework and examination. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence, minimally a student is allowed two days make-up time for each day of absence, unless extended by the Principal based upon extenuating circumstances.

### **PURPOSEFUL MOVEMENT**

Students are not to be loitering in the hallways or going to their lockers during class time, which does include lunch hours. Students are expected to move from one location to another throughout the day with purpose and speed. Students must produce a schedule when asked by a staff member at any time. Students are encouraged to keep a photocopy of their schedule on their school-issued iPad or phone.

### **PREARRANGED ABSENCES**

Students who know they will be missing one or more days of school for reasons acceptable to the school (family trips, extended competition, etc.) must have written parental permission in advance. A parent/guardian must call or provide a note to the attendance office. The student should pick up the prearranged absence form in the attendance office and present it to each of his/her teachers and appropriate associate principal before the absence. The prearranged absence form must be completed and returned to the attendance office at least one week in advance or as soon as possible.

Teachers will consider such factors as the student's attendance record, status of the makeup work, incomplete work and overall grades. Students with critically low grades and poor attendance records may not gain approval due to the possibility of failure of the class in question. If approved, class work and tests will be allowed to be made up.

### **NON-PARTICIPATION DURING ABSENCE**

A student can only participate in practice, competition and/or performances when the student has been in class attendance for a minimum of one half (1/2) of the same day. One half-school day is defined as three consecutive clock hours (at the high school six consecutive mods). Exceptions may be granted due to major events such as a death in the family, or a confirmed doctor or dental appointment. Exceptions will not be allowed for events such as sickness or family planned activities. The Activities or Athletic Director or Principal must approve all exceptions.

A student who misses any part of the day of a co-curricular event and/or any part of the day following a co-curricular event, in which he/she participated, on two occasions during the school year, will meet with the Athletic or Activity Director. The only exceptions allowed include a death in the family, or a confirmed doctor or dental appointment. On subsequent occasions, the student will be suspended from his/her next competition or event.

### **IN-SCHOOL ILLNESS**

Students who become ill during the school day are expected to report to the health office for assistance. If the student requests to check out, a parent or legal guardian must be contacted by office personnel to come in to check the student out to insure health, safety, and welfare. When a student fails to check out in the office properly, the student will be considered unexcused or truant.

## **ADULT STUDENT ATTENDANCE ([Board Policy 5111](#))**

- A. An adult student (18 years or older) and still residing at home and/or claimed by their parent for tax purposes is not exempt from complying with policy enacted by the Board of Education or school administration; all school rules are binding regardless of age.
- B. An adult student not residing at home and/or claimed for tax purposes must sign an attendance waiver form and register this form with the secretary in the attendance office. If absent, he/she must call the school prior to 10:00 a.m. that morning or the absence will be unexcused. If a student is absent due to a medical appointment, the student must bring back written verification.
- C. Students emancipated from parental authority can assume responsibility for their attendance by presenting a notarized document stating emancipation and the state of living outside their parent/guardian home. Forms may be obtained from the attendance office.

## **IDENTIFICATION**

All students, while on PHS school grounds, must identify themselves if approached by any member of the PHS staff. Failure to identify or to give false information can result in disciplinary action up to and including an out of school suspension.

### **STUDENT BEHAVIOR**

#### **PHILOSOPHY OF DISCIPLINE ([Board Policy 5500](#))**

Pulaski High School, a community of learners will maintain an orderly and safe atmosphere conducive to learning. Maximum learning results from developing and supporting an atmosphere of self-discipline, responsibility, honesty, mutual care and respect for oneself, others, and the environment. The students, faculty, and administration will strive, in a positive way, to communicate with, listen to, and support each other while aiming toward this goal of maximum learning. In order for maximum learning to take place, teachers, administrators, and other professional staff will require/encourage students to work toward meeting specific behavioral standards. Recognizing that no single direct response is correct for all staff and students and proper for every circumstance is central to this schools' discipline philosophy.

The primary function of our school is the education of students. Most of the problems occurring in school which require disciplinary measures stem from those students' actions which disturb the learning environment. Our school has an obligation to protect a student's right to an education without interference. Any student who behaves in such a way as to interfere with the learning of others can expect to be disciplined. The type of discipline administered will follow the concept as to what is reasonable under the circumstances. This means that consideration will be given as to the age of the student, the nature of the offense, and the number of times a student may have engaged in similar or other offenses.

Consequences for disruptive behavior will be immediate and appropriate. This philosophy, which will demand and reward maximum effort, offers each person the opportunity to achieve success through growth and learning.

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

### **Expected Behaviors**

Each student shall be expected to:

- abide by national, State, and local laws as well as the rules of the school;
- respect the civil rights of others;
- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, sex, sexual orientation, race, or ethnic background;

- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family and in the school.

## **PULASKI SCHOOL-WIDE BEHAVIOR EXPECTATIONS-THE RAIDER WAY**

<b>EXPECTATIONS</b>	<b>CLASSROOM</b>	<b>HALLWAY</b>	<b>CAFETERIA</b>	<b>BATHROOM</b>	<b>PHS GROUNDS</b>	<b>PHS HOMEROOM</b>	<b>PULASKI COMMUNITY</b>
<b>Be Respectful</b>	<p>Follow teacher and staff directions</p> <p>Listen to others</p> <p>Electronic devices are to be off and out of sight unless part of curriculum</p> <p>Keep space clean</p>	<p>Respect self and others</p> <p>Interact and communicate with others in a civil manner</p> <p>Respect bulletin boards, displays, and facilities</p> <p>Display affection appropriately</p>	<p>Quietly wait your turn while in line</p> <p>Speak to others with respect</p> <p>Remain seated while eating</p> <p>Be appropriate with food and drink</p>	<p>Keep bathrooms clean</p> <p>Use shortest distance to destination</p> <p>Electronics not visible or heard in area</p>	<p>Follow the acceptable dress code policy upon entering the school building</p> <p>Park in assigned parking areas</p> <p>Be where you are supposed to be and on time</p> <p>Pick up and discard litter in receptacles</p>	<p>Value others opinions and experiences</p> <p>Listen and consider other perspectives</p> <p>Actively participate in all activities – time was spent to create the experience</p> <p>Minimize distractions for yourself &amp; others. Have your desk clear, no homework, no cell phones, or other distractions</p>	<p>Make all areas a harassment/bully free zone</p> <p>Keep feet, hands, and other objects to yourself</p> <p>Maintain an appropriate volume and tone</p> <p>Leave the area as you found it or better</p>
<b>Be Responsible</b>	<p>Attend class daily and be on time</p> <p>Come prepared to learn</p> <p>Be an active participant</p> <p>Be honest in your intentions and actions</p>	<p>Get to class on time</p> <p>Keep your hallway pass visible</p> <p>Use electronic devices responsibly</p> <p>Keep hallways clean</p>	<p>Attend your lunch period</p> <p>Maintain appropriate volume and tone</p> <p>Use electronic devices responsibly</p> <p>Return your tray and properly dispose of garbage</p> <p>Remain in the lunchroom</p>	<p>Return to class as soon as possible</p> <p>Use toilet, soap, sink and towels correctly</p> <p>Wash your hands</p> <p>Dispose of garbage in receptacle</p> <p>Report any school damage</p>	<p>Use facilities for school purposes</p> <p>Drive safely</p> <p>Solve problems peacefully</p> <p>Keep exit doors closed</p>	<p>Share your thoughts, feelings and experiences for others to learn from</p> <p>Support others by participating in the process and prompts</p> <p>Make connections with the reflections of others</p> <p>Allow others to get the information they need; there are many individuals in homeroom and each person’s experience is different</p> <p>Come to homeroom with an open mind</p> <p>Use free time wisely</p> <p>Remember for cell phones: our time, your time still applies</p> <p>Be willing to learn together</p>	<p>Adhere to the PCSD alcohol, tobacco, and other drugs policy</p> <p>Give help when needed</p> <p>Get help and report safety concerns to a trusted adult</p> <p>Make good choices (Think before you act)</p>
<b>Be Your Best</b>	<p>Be a positive and contributing member in your classroom.</p>	<p>Be respectful and mindful of others while practicing self- control and appropriate language</p>	<p>Be accountable for your actions while making healthy decisions (Behave like you are in a public restaurant)</p>	<p>Be appropriate and use the facilities for their intended use</p>	<p>Be a model PHS student by living the Raider Way</p>	<p>Be a positive and contributing member</p> <p>Make homeroom culture supportive</p> <p>Take something away every day</p> <p>Treat homeroom as you would every other class</p>	<p>Be a helpful and active member of the Pulaski Community</p>

## **CARE OF PROPERTY**

Students are responsible for the care of their own personal property. The school will not be responsible for the loss of personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Code of Conduct, and may be referred to law enforcement. ([Board Policy 5513](#))

## **PROHIBITED USE OR POSSESSION OF INTOXICANTS, DRUGS, OR PARAPHERNALIA**

The administration and staff recognize that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. As the educational institution of this community, our school strives to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

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

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

The use, possession, concealment, or distribution of any drug, drug look-alike and any drug-paraphernalia at any time on school property or at any school-related event is prohibited. Disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school's drug abuse guidelines. ([Board Policy 5530](#))

## **USE OF TOBACCO/NICOTINE IS PROHIBITED**

The Board of Education is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco and nicotine use for both users and non-users, particularly in connection with second hand smoke, are well-established. In addition, students less than eighteen (18) years of age are generally prohibited by law from purchasing or possessing cigarettes and other tobacco products.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute or simulated forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance.

It shall be a violation of District policy for any student of the District to possess, use, consume, display, promote, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content, at any time on school property or at off-campus, school-sponsored events. ([Board Policy 5512](#))

The use of other products containing nicotine, such as nicotine patches and nicotine gum is also prohibited except

when a student provides documentation from a licensed medical practitioner that the student's use of non-tobacco nicotine products is being medically supervised for the cessation of a nicotine addiction and the student complies with [Policy 5330](#) - Administration of Medication/Emergency Care.

### **CBD PRODUCTS**

In accordance with Board Policy [5330](#), [5530](#) & [5512](#), students and parents are reminded of the following regulation regarding CBD product use, possession, and distribution on District property or at school activities: No CBD products will be permitted for use at school.

### **STUDENT CODE OF CLASSROOM CONDUCT**

The school is committed to maintaining an orderly and safe academic atmosphere. Teachers are expected to create a positive learning environment and to maintain proper order in the classroom. Students are expected to behave in the classroom in a manner that allows teachers to effectively carry out their lessons and allows students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the school and their classroom teachers.

Such rules of behavior include a prohibition on knowingly making false statements or knowingly submitting false information during a sex discrimination complaint process, including intentionally making a false report of sexual harassment or submitting a false formal complaint. Providing false information is a violation of the Student Code of Conduct.

To ensure adherence to these expectations and principles, the Board of Education has adopted this Code of Classroom Conduct, which applies to all students. ([Board Policy 5500](#))

#### **Grounds for Removal of a Student from Class**

Disturbances that interrupt the learning process cannot be permitted by any teacher. A teacher may temporarily remove a student from the teacher's class if the student violates the Code of Classroom Conduct. Additionally, the student may be removed from the class for a longer period of time within the discretion of the Principal. A student removed from class may also be placed in an alternative education setting.

Removal of a student from class for violating the Code of Classroom Conduct or placement of the student in an alternative educational setting does not prohibit the school from further disciplining the student for the conduct that caused removal or placement including, but not limited to, suspending or expelling the student.

It is neither possible nor necessary to specify every type of improper or inappropriate behavior for which a teacher may remove a student from class. Provided below, however, are examples of reasons a student may be removed from class. A teacher may remove a student from class for conduct or behavior that:

1. would result in suspension or expulsion under the Board's policies and procedures;
2. violates the behavioral rules and expectations of the school;
3. is dangerous, disruptive or unruly. Such behavior includes, but is not limited to, the following:
  - a. possession or use of a weapon or look-alike or other item that might cause bodily harm to persons in the classroom;
  - b. being under the influence of alcohol or controlled substances or otherwise violating the District alcohol and drug policy;
  - c. behavior that interferes with a person's work or school performance or creates an intimidating, hostile, harassing, or offensive classroom environment;
  - d. arguing, taunting, baiting, inciting or encouraging an argument or disruption or group posturing to provoke altercations or confrontations;
  - e. disruption or intimidation caused by gang or group symbols or gestures, or gang or group posturing to provoke altercations or confrontations;

- f. pushing, striking, or other inappropriate physical contact with a student or staff member;
  - g. interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means;
  - h. dressing or grooming in a manner that presents a danger to health or safety, causes interference with work, or creates classroom disorder;
  - i. restricting another person's freedom to properly utilize classroom facilities or equipment;
  - j. repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions;
  - k. throwing objects in the classroom;
  - l. repeated disruptions or violations of classroom rules, or excessive or disruptive talking;
  - m. behavior that causes the teacher or other students fear of physical or psychological harm;
  - n. willful damage to or theft of school property or the property of others; or
  - o. repeated use of profanity.
4. interferes with the ability of the teacher to teach effectively. Such conduct includes, but is not limited to, the following:
- a. repeated reporting to class without bringing necessary materials to participate in class activities; or
  - b. possession of personal property by school rules or otherwise disruptive to the teaching and learning of others.
5. shows disrespect or defiance of the teacher, exhibited in words, gestures or other behavior; or
6. is inconsistent with class decorum and the ability of others to learn. Such behavior includes, but is not limited to, sleeping in class, blatant inattention, or other overt or passive refusal or inability to engage in class activities.

#### **Procedure for Student Removal From Class**

When a student is removed from class, the staff member shall send or escort the student to the Administrative Office and inform the office of the reason for the student's removal from class. The staff member shall provide the Principal or designee with a written explanation of the reasons for the removal of the student as soon as possible but within twenty-four (24) hours of the student's removal from class.

The Principal or designee will generally give the student an opportunity to briefly explain the situation. The Principal or designee shall then determine the appropriate educational placement for the student.

#### **Student Placement**

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

- A. an alternative education program approved by the Board under State law;
- B. another instructional setting, detention, in-school suspension or out-of-school suspension; or
- C. the class from which the student was removed if, after weighing the interests of the student, the other students in the class, and the teacher, the Principal determines that readmission to the class is the best or only alternative.

#### **Parent/Guardian Notification Procedures**

The Principal shall provide the parent or guardian of a student removed from class-with written notice of the removal and the reason(s) for the removal. The notification shall be made as soon as practicable, but no later than two (2) school days after the student's removal from class. The notice shall also include the reasons for the student's removal and the placement made by the Principal. If the removal from class and change of educational placement involves a student with a disability, the parent notification shall be made consistent with State and Federal laws and regulations applicable to disabled students.

If the student removed from a class is subject to disciplinary action up to and including suspension or expulsion for

the particular classroom conduct and/or other disciplinary incidents the parent shall also be notified of the disciplinary action in accordance with legal and policy requirements.

### **Students with Disabilities**

A student with a disability under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, and Section 115.758, Wis. Stat. may be removed from class and placed in an alternative educational setting only to the extent authorized under the laws.

### **OTHER FORMS OF DISCIPLINE**

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

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

### **SUSPENSION AND EXPULSION ([Policy 5605](#), [Policy 5610](#))**

A parent re-admit conference is required before the student can return to school. [Policy 5610](#) authorizes the use of suspension and/or expulsion as follows:

#### **A. Suspension**

##### **a. Duration and Grounds for Suspension**

The Principal or a person designated by the Principal may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days or ten (10) consecutive school days if the student is eligible for special education services under Chapter 115, Wis. Stats., if the suspension is reasonably justified and based upon any of the following misconduct:

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

The District Administrator, or any Principal or teacher designated by the District Administrator shall suspend a student if the student possessed a firearm while at school or while under the supervision of a school authority. The suspension period applies to "school days." Thus, a suspension period does not include weekend days or vacation days.

##### **b. Suspension Procedure**

Prior to being suspended, on the day of the alleged infraction or as soon thereafter as is practicable, the student will be advised orally or in writing of the reason for the proposed suspension and given an opportunity to explain his or her conduct. The Principal or designee, within his or her discretion, may also inform the student's parents or guardian of the reason for the proposed suspension prior to suspending the student.



**c. Notice of Suspension**

The parent or guardian of a suspended minor student shall be given prompt written notice of the suspension and the reason for the suspension by mail and by sending a copy of the notice home with the student. Oral notice may also be given to the student's parent or guardian; however, it will be confirmed in writing. A parent re-admit conference is required before the student can return to school.

**d. Sending a Student Home on the day of the Suspension**

If the situation requires that the student be removed from the premises before school is dismissed, the Principal or designee shall attempt to contact the student's parent or guardian to request that they pick up the student. If the parent/guardian is unable to pick up the student, the student should remain under the school's supervision until school is dismissed, or in the event law enforcement is involved, under law enforcement supervision. Suspended students cannot be on any school district property or attend any school function during the term of their suspension.

**e. Opportunity to Complete School Work**

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

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

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

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

Reference to the suspension in the student's school record shall be removed if the District Administrator finds that: the student was suspended unfairly or unjustly; the suspension was inappropriate, given the nature of the alleged offense; or the student suffered undue consequences or penalties as a result of the suspension.

**g. Co-Curricular Participation**

While a student is suspended they are not allowed to participate in sports or other co-curricular activities. A student's participation in co-curricular activities after a suspension serving the school suspension shall be determined by [CODE OF CONDUCT FOR CO-CURRICULAR ACTIVITIES](#).

**B. Expulsion**

**a. Grounds for Expulsion**

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

- i. Repeatedly refused or neglected to obey the rules established by the School District;
- ii. Knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- iii. Engaged in conduct while at school or while under the supervision of a school authority that endangered the property, health or safety of others;
- iv. Engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health or safety of others at school or under the supervision of a school authority or endangered the property, health or safety of any employee or School Board member of the School District in which the student is enrolled; or

- v. Was at least sixteen (16) years old and had repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion.

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

**b. Expulsion for Bringing a Firearm to School**

The School Board shall expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm to school or, while at school or while under the supervision of a school authority, possessed a firearm, unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. Any such finding by the Board shall be in writing.

**c. Expulsion Hearing**

Prior to expelling a student, the School Board shall provide the student with a hearing. Prior written notice of the expulsion hearing must be sent separately both to the student and his/her parent(s) or guardian(s) if the student is a minor; otherwise just to the student. The notice will comply with the requirements of State law.

The student, or the student's parent if the student is a minor, has the right to request a closed hearing or the Board may choose to close the hearing. The student and, if the student is a minor, the student's parent or guardian may be represented at the hearing by counsel.

**d. Expulsion Order**

The Board shall reduce its decision to writing in the form of a written order. If expulsion is ordered, the order must state the length of time that the student is to be expelled. The order should also state specific findings of fact and conclusions of law in support of the decision.

**e. Student Records**

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

**f. Discipline of Disabled Students**

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.)

### **SEARCH AND SEIZURE**

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

Desks and lockers are public property and school authorities may make reasonable regulations regarding their use. The District retains ownership and possessory control of student desks and lockers and the same may be searched at random by school personnel at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph. Students shall not have an expectation of privacy in lockers, desks, or other school property as to prevent examination by a school official. Locks are to prevent theft, not to prevent searches.

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

All computers, including school issued Ipads, located in classrooms, labs, and offices of the District are the District's property and are to be used by students, where appropriate, for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or

used in conjunction with the District's computer system, network, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

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

No strip searches will be conducted by any employee of the District, but may be conducted by law enforcement officials, if deemed necessary.

The Principal or designee may arrange for a breath test for blood-alcohol to be conducted on a student whenever the administration has individualized reasonable suspicion to believe the student has consumed or is under the influence of an alcoholic beverage while on school premises or while participating in a school-sponsored activity. If the student refuses to take the test, the Principal or designee will inform the student that refusal to participate implies admission of guilt leading to disciplinary action consistent with this handbook.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. ([Board Policy 5771](#))

#### **STUDENTS' RIGHTS OF EXPRESSION ([Policy 5720](#))**

Our school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
  - a. is obscene to minors, libelous, indecent, or vulgar;
  - b. advertises any product or service not permitted to minors by law;
  - c. intends to be insulting or harassing;
  - d. intends to incite fighting or presents a likelihood of disrupting school or a school event; or
  - e. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the Principal twenty-four (24) hours prior to display.

Distribution or display by any student of prohibited nonschool-sponsored material or in violation of the school's approval process will be halted, and the student(s) involved will be subject to disciplinary action.

#### **DRESS POLICY ([Board Policy 5511](#); Section 120.13 Wisc. Statutes)**

Pulaski High School's student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes. For effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, socio-economics, or body type/size.

### **Our philosophy related to the dress code is:**

- All students should be able to dress comfortably for school and engage in the educational environment without unnecessary discipline or body shaming.
- All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/self expression.
- Student dress code enforcement should not result in unnecessary barriers to school attendance.

### **Our student dress code is designed to accomplish several goals:**

- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as classes requiring eye or body protection, or Physical Education.
- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear clothing that expresses their self-identified gender.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing or accessories with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing or accessories that denote, suggest, display or reference alcohol, drugs or related paraphernalia or other illegal conduct or activities.
- Prevent students from wearing clothing or accessories that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.
- Prevent students from wearing clothing or accessories that reasonably can be construed as being or including content that is racist, lewd, vulgar or obscene, or that reasonably can be construed as containing fighting words, speech that incites others to imminent lawless action,
- Defamatory speech, or threats to others.
- Ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, socio-economics or body type/size.

### **DRESS CODE**

Pulaski High School expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the District's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, detract from the learning environment, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

1. Basic Principle: Certain body parts must be covered for all students at all times.

Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with opaque fabric. However, cleavage should not have coverage requirements. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

2. Students Must Wear\*, while following the basic principle of Section 1 above:

- A Shirt (with fabric in the front, back, and on the sides under the arms), AND
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND
- Shoes.

\*Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire. Activity-specific shoes requirements are permitted (for example, athletic shoes for PE).

3. Students May Wear, as long as these items do not violate Section 1 above:

- Hats facing straight forward or straight backward. Hats must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff.
- Religious headwear
- Hoodie sweatshirts\* (wearing the hood overhead is allowed, but the face and ears must be visible to school staff)  
\*Students must comply with any staff member's request to remove hoodies for academic, instructional, or identification purposes.
- Fitted pants, including opaque leggings and yoga pants
- Pajamas
- Ripped jeans, as long as underwear and buttocks are not exposed
- Tank tops, including spaghetti straps, halter tops
- Athletic attire
- Visible waistbands or straps on undergarments worn under other clothing (as long as this is done in a way that does not violate Section 1 above).

4. Students May Not Wear:

- Violent language or images.
- Images or language depicting/suggesting drugs, alcohol, vaping or paraphernalia (or any illegal item or activity).
- Bullet proof vest, body armor, tactical gear, or facsimile.
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Any clothing that reveals visible undergarments (visible waistbands and straps are allowed)
- Swimsuits (except as required in class or athletic practice).
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (including face paint) (exceptions include: as a religious observance or as personal protective equipment (PPE)).

5. Dress Code Enforcement

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below.

- Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in Sections 1 and 4 above. Students in violation of Section 1 and/or 4 will be provided the three (3) options below to be dressed more to code during the school day:
  - Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
  - Students will be provided with school appropriate clothing from the main office, to be dressed more to code for the remainder of the day.
  - If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.
- Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school. "Shaming" includes, but is not limited to:
  - kneeling or bending over to check attire fit;

- measuring straps or skirt length;
- asking students to account for their attire in the classroom or in hallways in front of others;
- calling out students in spaces, in hallways, or in classrooms about perceived dress code violations in front of others; in particular, directing students to correct sagged pants that do not expose the entire undergarment, or confronting students about visible bra straps, since visible waistbands and straps on undergarments are permitted; and,
- accusing students of “distracting” other students with their clothing.
- Consequences for dress code violation:
  - First violation - Student will be asked to change clothing and/or given a shirt to cover self appropriately and parents will be notified by the Skyward discipline letter.
  - Second violation- Student will be asked to change clothing and/or given a shirt to cover self appropriately and parents will be notified by phone call and the Skyward discipline letter.
  - Third violation- Student will be asked to change clothing and/or given a shirt to cover self appropriately and parents will be notified by phone call and the Skyward discipline letter. Student will serve two days of structured lunch times.
  - Fourth violation- Student will be asked to change clothing and/or given a shirt to cover themselves appropriately and parents will be notified by phone call and the Skyward discipline letter. Parent meeting will be required with administration and student will serve five days of structured lunch times.
  - Fifth violation- student will be asked to change clothing and/or given a shirt to cover self appropriately and parents will be notified by phone call and the Skyward discipline letter. Student will serve an out of school suspension and a parent meeting will be required with administration.
  - Violations may result in additional consequences deemed appropriate by the administration.
- If at any point, the student refuses to change clothing as required by administration, additional consequences may be given if needed.

Administration reserves the right to add to the policy when clothing trends bring about additional concerns.

These dress code guidelines shall apply to regular school days as well as any school-related events and activities. Student athletic apparel will be defined by safety and competitive performance standards. Students participating in activities or events representing the school before the public shall be expected to dress appropriately so as not to detract from the group or the occasion.

Students who feel they have been subject to discriminatory enforcement of the dress code should contact Pulaski High School Administration.

### **WEAPONS ([School Board Policy 5772](#))**

The Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law without the permission of the District Administrator

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives (subject to the exceptions below), razors with unguarded blades, clubs, electric weapons (as defined in 941.295(1c)(a), Wis. Stats.), metallic knuckles, martial arts weapons, chemical agents, ammunition, and explosives.

The District Administrator is authorized to establish instructional programs on weapons and reporting and dealing with violations of this policy.

The District Administrator will refer any student who violates this policy to the student's parents and may also make a referral to law enforcement. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

- A. weapons under the control of law enforcement personnel while on duty, or qualified former law enforcement officers, off duty law enforcement officers, or out-of-state law enforcement officers;
- B. items pre-approved by the District Administrator, as part of a class or individual presentation under adult supervision, including, but not limited to Hunters' Education courses, if used for the purpose and in the manner approved (working firearms and live ammunition will never be approved);
- C. theatrical props used in appropriate settings; and
- D. a knife lawfully used for food consumption or preparation, or a knife used for a lawful purpose within the scope of the student's class work.

Any student who has reason to believe that a person has or will violate this policy shall report to the District Administrator or the supervisor of the activity immediately. The report should include as much detail as possible concerning the person(s) involved, the weapon, the location of the person(s), and how this information was obtained.

No student is to confront the person possessing the weapon, but a staff member has the option of confronting the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person.

Any student who uses an article designed for other purposes to inflict bodily harm and/or to intimidate shall be subject to the following disciplinary measures (EXAMPLES are belts, combs, pencils, files, compasses, scissors, accidental use of pepper spray, etc.):

1. Suspension for the purpose of a parent conference.
2. Notification of appropriate law enforcement agencies.
3. Possible recommendation for expulsion.

Possession of BB's/firecrackers will result in a one to three day out-of-school suspension, mandatory parent conference and police referral on first violation. The second violation may result in expulsion.

### **BULLYING**

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

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

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

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying.

Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making a false report may result in disciplinary action as indicated above.

If a student or other individual believes there has been bullying, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action. ([Board Policy 5517.01](#))

### **STUDENT HAZING**

Hazing activities of any type are inconsistent with the educational process and may in some circumstances be a violation of State law. The Board prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored activity or event.

Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Principal or to the District Administrator.

Students who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil or criminal penalties. Disciplinary action for students may include, but is not limited to, suspension and/or expulsion. [[Policy 5516](#)]

### **DISORDERLY CONDUCT ([Board Policy 5520](#),)**

#### **A. ABUSIVE LANGUAGE.**

No student shall during the school day and at school events engage in violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly conduct which tends to cause or provoke an immediate disturbance of public order or tend to disturb or annoy any other person or persons.

Students who violate this section are subject to but not limited to the following consequences based upon the severity of the incident:

1. Verbal reprimand.
2. Parent conference.
3. Detention/structured lunch/structured PLT time.
4. Out-of-school suspension.
5. Removal from class.



6. Police referral and citation.
7. Habitual cases may result in expulsion.

**B. FIGHTING.**

Intentionally causing, provoking, inciting, or engaging in any fight, brawl, riot, or noisy altercation is prohibited. Students who violate this section are subject to, but not limited to, the following consequences based upon the severity of the incident after administrative review:

1. Out-of-school suspension.
2. Police referral and citation.
3. Habitual cases may result in expulsion.

**THREATENING AGGRESSIVE, VIOLENT CRIMINAL BEHAVIOR** (Board Policies [3362.01](#), [4362.01](#), [8462.01](#))

**BOMB SCARE** (Board Policies [3362.01](#), [4362.01](#), [5500](#), [5520](#), [8462.01](#), Wisc. Stats. 941.30; 941.35; 947.012; and 947.015)

The student will automatically be recommended for expulsion to the school board for a minimum of 30 school days or longer. LEGAL CHARGES will also be pressed which could involve: (a) Federal Offense – misuse of a telephone, \$1,000 or 90 days in jail or both; (b) State Statute Felony – Class E Bomb Scare – up to \$10,000 fine or 2 years in jail or both.

**FIRE MISCONDUCT** (Board Policies: [5500](#), & [5520](#)) Wisc. Stats. 941.10; 941.11; 941.12; 941.13)

- A. Automatic Police referral.
- B. The student and parents will be required to appear before the school board and the administration will recommend a minimum expulsion of 4 weeks from school and all related school activities concerning: (a) setting fires of any kind, (b) stealing fire extinguishers, (c) setting off fire alarms, or (d) interference with fire fighting.
- C. Lighting matches, lighters, etc. will result in a 1-3 day out-of-school suspension. Repeated offenses will require student and parents to appear before the school board for further action.

**UNAUTHORIZED PRESENCE ON SCHOOL PROPERTY-TRESPASS** (Board Policies: [5610](#) & [7440](#))

**A. PERSONS.**

Unauthorized presence on school property is prohibited. It is unlawful for any student who is under suspension, expulsion or other discipline excluding him/her from attending any school, or any person not presently enrolled in such schools located within the Pulaski Community School District and the Village of Pulaski to be present in any public school building or on any public school grounds without the permission of an administrator, teacher, custodian, or other person in charge.

**B. VEHICLES.**

Unauthorized presence shall include any vehicle that is found on school property which has not received permission to be there or those occupants/owners are not on school property for some legitimate business or activity or is parked in an area that regulates parking to certain authorized vehicles. Such vehicles may be issued a Village of Pulaski summons that regulates parking or may be towed away at the direction of the school principal, associate principal(s) or person in charge of such school building. (Municipal Ordinance 4509).

**TECHNOLOGY ACCESS** ([Board Policy 5136](#))

The Pulaski Community Schools have the capability to provide access to technology systems from all over the world. The system has been established solely for educational purposes. All students must have a user agreement and parent permission form on file (main office at PHS) prior to accessing technology systems. Abuse of such technology will lead to school and/or judicial consequences.

**Note that in reference to [School Board Policy 5136](#) students shall not photograph or videotape other individuals at school or at school sponsored activities without their knowledge and consent, except for activities considered to be in the public arena such as sporting events or public performances.**

### **USE OF CELL PHONES, OR PERSONAL COMMUNICATION DEVICES (PCD)**

PCDs, with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The District Administrator and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See [Policy 5517.01](#) – Bullying.. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent or turned over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with [Policy 5771](#) Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property. [[Board](#)

## [Policy 5136](#)

Lasers are prohibited while on school premises. A student may use an electronic device such as a cell phone, smart device, i-Pod, etc. with our Your Time/Our Time Policy. Lunch is included in your time. Electronic devices may be used at the discretion of the individual staff members. If a student has an electronic device/cell phone “Your Time/Our Time Policy” violation, a staff member will confiscate the electronic device/cell phone from the student and will bring it to the attendance office in a timely manner.

1<sup>st</sup> violation – Warning. The student picks up the device from the attendance office at the end of the regular school day, or the device may need to be picked up on the next day after school if the staff member is unable to bring the device to the office due to other responsibilities.

2<sup>nd</sup> violation – Two lunch detention/structured lunch/structured PLT times, referral sent home. The device is picked up at the end of a school day as in the 1<sup>st</sup> violation.

3<sup>rd</sup> violation – Referral sent home. Parent pick up of the device is required. Student can no longer have their device at school.

4<sup>th</sup> & subsequent violations – Can result in OSS and can include a parent meeting for persistent refusal to follow school rules. Parent pickup of the device is required. Referral sent home.

**Student refusal to give the cell phone or device to a staff member can result in additional consequences for the student.**

## CAMPUS ACCESS ([Board Policy 7740](#)) Wisc. Stats. 941.06)

In order to provide adequate supervision for the safety and welfare of all Pulaski High School students the following guidelines will be used with regards to campus accessibility:

### **Before School**

- Students are to enter school immediately upon arrival at Pulaski High School.
- Students driving cars are not to be in the school parking lot until 7:00, unless involved in an activity supervised by a staff person.
- Once a student vehicle enters the parking lot, the driver is to park the vehicle and enter the school building. Students are not to be going in and out of the parking lot with their vehicles.
- Students will not be allowed to congregate outside of the school building.

### **During School**

- During school mods 1-14, the campus is closed. This includes the 5-minute passing time between classes.
- **Students are not to leave the school building without a release pass from the attendance office.**

### **Noon Hour**

- The campus is closed.
- In the Fall/Spring, the area outside the commons may be available for students to access during the noon hour.

### **After School**

- Students driving cars are not to be in the school parking lot beyond 3:15 unless involved in an activity supervised by a staff person.
- Students will not be allowed to congregate outside of the school building.

## **STUDENT VEHICLE REGULATIONS ([Board Policy 5515](#))**

### **A. EXPECTATIONS.**

1. Students are required to observe a 10-mile per hour speed limit and to operate their vehicle in a reasonable, prudent and lawful manner.
2. Students are to park legally. All vehicles must be parked in designated spaces.
3. All student vehicles driven to school (including late arrivals) must be parked in the student parking lot (east lot).
4. Students driving vehicles are to leave their vehicles immediately upon arrival in the parking lot at any time during the school day.
5. Students who have permission to drive during the day may not transport other students.

### **B. CONSEQUENCES-** Any parking and/or driving violation may be subject to, but not limited to, the following consequences:

1. Warning.
2. Structured lunch assignment and/or structured PLT consequence.
3. Suspension from parking lot for up to one school year.
4. Vehicle towed (without warning at driver's expense).
5. Driver ticketed.

## **ACADEMIC RESOURCE CENTER EXPECTATIONS**

1. Please scan in at the beginning of the mod.
2. Water (with a lid) is the only food or drink allowed in the resource center.
3. If you do not have a lunch mod assigned during mods 7 - 10, please make arrangements with the resource teacher to find a place where you can eat your lunch.
4. Resource center is for academic study. Students must be productively working on academic work.
5. Please use headphones (at an appropriate volume level) when working with audio.
6. If you are assigned to a resource center, you must sit in the "assigned seating" section of the resource area.
7. No cell phone use in the resource area.
8. Use of technology is encouraged for academic work. Please use a school computer or device, or personal device with teacher permission.
9. Backpacks must be placed on the floor.
10. Ask for permission to work with other students.
11. Once signed into a resource area, students should remain there for the rest of the mod. Students who are given permission to change resource areas must scan out before leaving, and immediately scan in to the new resource area.

## **COMMONS EXPECTATIONS**

The cafeteria (commons) is a place to eat, study, relax, and visit, during open PLT mods.. It is reserved for students who have earned the privilege. Students may move around in the Commons but must not disturb others. The noise level must be kept reasonable because students may be studying individually or in groups. The area must be kept clean at all times. If proper cleanliness is not maintained, commons privileges will be discontinued. Gambling is not allowed in the commons, on school premises or at school-sponsored functions.

## **HALL BEHAVIOR**

Conduct in the halls before, during and after school hours:

- A. Students are expected to move purposefully between classes.. Congregating in groups is strongly discouraged and does not demonstrate purposeful movement..
- B. Students may not be loud, boisterous, or use profanity at these times.
- C. Groups congregating for the purpose of harassment, name calling or general misbehavior will not be tolerated.
- D. Students must refrain from blocking hallway thoroughfares.

E. Outward public displays of affection between students, such as kissing, are not acceptable.

### **BEVERAGE POLICY**

- A. Students will not be allowed to consume non-water beverages in computer labs, library, gym, and auditorium.
- B. Individual teachers will dictate whether students will be allowed to drink non-water beverages in their instructional classrooms. If students are allowed to do so, they must have the non-water beverage consumed prior to leaving the classroom.
  - Students will not be permitted to sell, trade, transfer, dispense, distribute or donate non-water beverages without written permission from administration.
- C. Consequences for abusing the beverage policy may range from verbal warnings to detention/structured lunch/structured PLT time(s) being assigned.

### **SNOWBALLING/PROJECTILES**

The throwing of snowballs, stones, or other projectiles can result in a one to three day out-of-school suspension. In addition, the high school administration may refer the situation to the SRO. The student will then be subject to legal actions through the court system.

### **BULLYING**

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

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

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

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying.

Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making a false report may result in disciplinary action as indicated above.

If a student or other individual believes there has been bullying, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action. ([Board Policy 5517.01](#))

## **STUDENT HAZING**

Hazing activities of any type are inconsistent with the educational process and may in some circumstances be a violation of State law. The Board prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored activity or event.

Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Principal or to the District Administrator.

Students who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil or criminal penalties. Disciplinary action for students may include, but is not limited to, suspension and/or expulsion. [[Policy 5516](#)]

## **STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Students are encouraged to use the school's technology resources for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Unauthorized or inappropriate use, including any violation of the District's policies and administrative guidelines, may result in cancellation of the privilege, disciplinary action consistent with the School's rules, and civil or criminal liability. Smooth operation of the School's network relies upon users adhering to the District's policies and administrative guidelines. Prior to accessing the Internet at School, students must sign the Student Technology Acceptable Use and Safety Agreement each year.

Violation of the Student Technology Acceptable Use and Safety Agreement may result in disciplinary consequences up to and including expulsion from the District, civil liability and/or referral to law enforcement.

The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

Use of District technology resources to engage in "cyberbullying" is prohibited. "'Cyberbullying" involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group, which is intended to harm others."

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student or school staff member on a web site or on weblog;
2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
3. using a camera phone to take and send embarrassing and/or sexually explicit photographs/recordings of students or school staff;
4. posting misleading or fake photographs of students or school staff members on web sites.

To the extent permitted by the First Amendment, instances of cyberbullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct. ([Board Policy 5517](#))

## **DANCES ([Board Policy 5850](#))**

### **A. General Rules.**

1. Due to public health concerns, PHS administration reserves the right to cancel dances.
2. Dances will be open to Pulaski High school students (and their guests) only.
  - PHS students must demonstrate appropriate attendance by having no unexcused absences in the two weeks prior to the dance.
3. Upon arrival, all students will be required to present their Pulaski High School identification cards. All guests must present school identification card or picture identification card.
4. Enter-Exit Policy:
  - Any student leaving the dance will not be admitted back in and will be expected to leave the campus or site of the dance.
  - Breathalyzer tests or other checks for suspected substance abuse will take place when a student is suspected of being under the influence.
  - Exceptions may be made by the chaperones.
5. All PHS rules apply at all dances.
6. Students not in accordance with the rules may be told to leave the campus or dance unless the infraction is covered by another policy or procedure.

### **B. Guests.**

1. Guests must be registered through the attendance office and provide identification at the door.
2. Guest must be registered at least 48 hours prior to the dance.
3. All guest registrations will be screened by the administration, and/or school resource officer.
4. Only one (1) guest pass can be given to each Pulaski student.
5. Guest must be high school age or recent high school graduate under the age of 21.
6. PHS reserves the right to deny access to a registered guest.

### **C. Chaperones.**

1. Faculty, significant others of faculty and parents of students will be the only ones allowed to chaperone.

## **COMMENCEMENT PARTICIPATION ([Board Policy 5640](#))**

Participation in the commencement ceremony is a privilege, it shall be reserved for those seniors who: meet the academic requirements for graduation, participate in graduation practice, senior year is free from any acts of destruction, vandalism of school property, or unauthorized entry into school during the year and attend at least 90% of the school periods in both semesters of the senior year, not including excused absence.

## **STUDENT SUGGESTIONS AND COMPLAINTS**

The school is here for the benefit of the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school, they should feel free to offer them. Written suggestions may be presented directly to the Principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the Principal or to the student government. ([Board Policy 5710](#))

## **STUDENT DUE PROCESS RIGHTS**

The Board recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures. To better ensure appropriate due-process is provided a student, the Board establishes the following guidelines in [Policy 5611](#):

### **A. Students subject to suspension:**

The suspended student, and if a minor, the parent of the suspended minor student shall be given prompt notice of the suspension and the reason for the suspension. The student or the student's parents may within five (5) school days following the beginning of the suspension, have a conference with the District Administrator. This conference will serve as the opportunity for the student to respond to the charges against him/her. If the District Administrator finds that the student was suspended unfairly or unjustly or that the student suffered undue consequences as the result of suspension, the student's record shall be expunged.

### **B. Students subject to expulsion:**

Prior to expelling a student, the Board must hold a hearing. A student and his/her parent must be given written notice of the intention to expel and the reasons therefore, at least five (5) days prior to the date of the hearing. The hearing is the opportunity for the student and his/her parent to appear with a representative or legal counsel before the Board to answer the charges. The Board will keep written minutes of the hearing. The hearing will be closed. The student and/or his/her parent may appeal the expulsion consistent with Chapter 120.13, Wis. Stats



## **SECTION 6 - STUDENT & AUXILIARY SERVICES**

### **Pulaski High School Counseling Team**

The Pulaski High School Counseling Program has been developed based upon the American School Counselor Association School Counselor Professional Standards & Competencies. The standards outline the mindsets and behaviors school counselors need to meet the rigorous demands of the school counseling profession and the needs of pre-K–12 students. The program focuses on academic success for all students and gives students a purpose for learning. It prepares students to succeed in the domains of career development, academic development, and personal/social development. The services provided include, but are not limited to, individual and group counseling in the following areas: academic skills, career planning, conflict resolution, self-management skills, and AODA issues.

Counseling provides each student with a safe atmosphere to discuss personal feelings, thoughts, and problems with a person who cares. The basic philosophy of counseling at Pulaski High School is that each individual is important and all of us at some time probably need help or counseling in our lives.

The following students, based on the alphabet, will be assigned the designated counselor. The primary reason for this arrangement is to allow students to better know their counselor by being assigned to them on a 4-year program. However, students and parents are reminded that students may request another counselor under appropriate circumstances.

**LEAH GRANT: All student surnames A-G**

**SHELBY KAISERSHOT: All student surnames H-O**

**JEFF WAGGONER: All student surnames P-Z**

**SARA TULPPO: FRESHMAN CLASS**

**CARLY CERRATO: PCSD Social Worker**

### **CRISIS SUPPORT (OUTSIDE OF PHS) DIRECTORY**

For additional information on self help and support groups in the Green Bay area please contact the Crisis Center of Family Services Association, 300 Crooks Street, Green Bay, WI 54301. You may also call the Crisis Center (920-436- 8888) for additional names and numbers of state and national organizations as needed.

- **National Suicide Prevention Lifeline: 1-800-273-8255**

### **SCHOOL RESOURCE OFFICER (S.R.O.) ([Board Policy 8407](#))**

The Pulaski Community School District and the Pulaski Police Department have worked in cooperation for many years. In recent years, they have combined resources to provide for the Police School Liaison Officer (S.R.O.) program. The office is located in the attendance office of the high school.

The primary objective of the S.R.O. program is to prevent crime in and around the schools. Secondary objectives include prevention through educational presentations for the students. The S.R.O. is a community resource person, for parents, students, staff and community members to talk with confidentially about problems.

### **HOT LUNCH PROGRAM**

During the school day, all students will be given time for lunch. Various meal options will be available as well as limited ala carte selections. Social distancing will be practiced at all times in the lunch line, all items will be individually portioned and no self serve will be available. Parents may deposit money into their family lunch account online or envelopes and a drop box is located in the attendance office. We request that cash transactions be kept to a minimum this year, but if cash is used in line, it will need to be put into an envelope for safety. Same-day credit will be given if the envelope is turned in before 8:30 a.m. We will have no-touch point of sale this year, Student ID's will be scanned to bring up the student lunch account.

### **WORK PERMITS ([Board Policy 5895](#))**

Application for a student (15 years of age or younger) work permit can be made in the Pulaski News office located at Pulaski High School. The following must be presented at the time of application.

1. Drivers License, certified copy of a birth certificate or a baptismal certificate. Notification of birth registration form is NOT a birth certificate and is not acceptable.
2. Letter from employer stating his or her intent to employ the minor. Letter must have the employer's name, address and phone number. Preferably on business letterhead.
3. Letter from a parent or guardian approving the employment (or parent or guardian may countersign the employer's letter).
4. Social security card (social security number cannot be given from memory, or from any document other than a verification form from the social security office if the original card has been lost or misplaced.).
5. \$10.00 fee – this fee is reimbursed to the student by the employer.

## **SECTION 5 - STUDENT HEALTH SERVICES**

### **STUDENT WELL-BEING**

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

All students must have an emergency medical information completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

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

### **INJURY AND ILLNESS**

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

A student who becomes injured or ill during the school day should request permission from the teacher to go to the office. The office staff will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission. ([Board Policy 5340](#))

### **HEALTH ROOM**

The attendance office has a room available to students who become ill during the school day. This room is equipped with a cot and first aid supplies. It is not intended to be a room for sick students to remain for the entire day, but is to be used while arrangements are being made for a sick student to go home. Students may remain in the health room for a maximum of one mod, unless special permission is given to stay longer.

Students who become violently ill or have cuts causing bleeding should be escorted to the health room in the attendance office. Office personnel should be notified so they can provide assistance.

### **STUDENT ACCIDENTS/ILLNESS/CONCUSSION/SUDDEN CARDIAC ARREST**

The School District believes that school personnel have certain responsibilities in case of accidents, illness, or concussions or sudden cardiac arrest that occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, notification of administration personnel, notification of parents, and the filing of accident reports. ([Board Policy 5340](#))

### **SUICIDE PREVENTION**

The School District values the mental health of every student and has counseling and prevention resources available for any student considering self-harm. Students may seek help from any staff member. In addition, students are urged to approach any staff member of their choice if they know of another student who is talking about death by suicide. ([Board Policy 5350](#))

- **National Suicide Prevention Lifeline: 1-800-273-8255**

### **USE OF PRESCRIBED MEDICATIONS**

Ideally, all medication should be given at home. However, it is essential under certain circumstances that medication be given during school hours. No medication will be administered by school personnel or its agents until school forms are completed to the satisfaction of the school nurse. Each student will be briefed following the completion of all forms. All consent forms must be renewed annually and/or at any time a medication is changed. Forms are available in the attendance office.

Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for prescribed emergency medications for allergies and/or reactions.

In those circumstances where a student must take prescribed medication during the School day, the guidelines of [Board Policy 5330](#) are to be observed.

### **ASTHMA INHALERS AND EPINEPHRINE AUTO-INJECTORS**

Students, with appropriate written permission from the physician and parent, may possess and use a method dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. ([Board Policy 5330](#))

Students, who suffer from severe allergic reactions may, possess and use an epinephrine auto-injector when the student is required to carry the epinephrine auto-injector to prevent the onset of an allergic reaction, and the appropriate written permission from the medical practitioner and complete Parent Consent form have been submitted to the School Nurse.

Inhalers and Epinephrine can be administered by school officials only in accordance with conditions confirmed by the School Nurse, consistent with the approved plan adopted by the Board and updated annually.

### **USE OF NONPRESCRIBED DRUG PRODUCTS**

Possession, administration, and use of nonprescription drug products shall be in accordance with [Board Policy 5330](#).

Staff and volunteers will not be permitted to dispense non prescribed drug products to any student without written parental consent.

For each nonprescription drug product, the container shall be the original manufacturer's package and the package must list in a legible format the ingredients and recommended therapeutic dose.

If a student is found using or possessing a non prescribed drug product without parent authorization, s/he will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until authorization is received.

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

### **CBD PRODUCTS**

In accordance with Board Policy [5330](#), [5530](#) & [5512](#), students and parents are reminded of the following regulation regarding CBD product use, possession, and distribution on District property or at school activities: No CBD products will be permitted for use at school.

## **DIRECT CONTACT COMMUNICABLE DISEASES**

In the case of non casual-contact communicable diseases, the school still has an obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff in school unless there is definitive evidence to warrant exclusion. ([Board Policy 8453](#))

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

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

## **SECTION V - Transportation**

### **BUS TRANSPORTATION TO SCHOOL**

Bus transportation is provided for all eligible students. The bus schedule and route is available by contacting the Transportation Office at (920) 822-6040.

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

**Guest riders** will not be allowed for the 2023-24 school year. Should you have a question concerning this issue, please contact Mrs. Tracey Szymanski, Transportation Coordinator at 920-822-6040. You can also check the district website. ([Policy 8600](#))

### **BUS CONDUCT ([EEACC-ADM](#))**

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided. The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

Pulaski Community School District transports over 3,000 public and private school students with buses owned and operated by the School District. Rules and procedures are put into place for the safety of all our students. Riding the school bus is a privilege and the school bus is considered an extension of the classroom with students demonstrating classroom behavior. During the registration process parents/guardians sign off on bus conduct policy and rules.

### **CAMERAS ON SCHOOL BUSES**

The Board of Education has authorized the installation of cameras on school buses for purposes of monitoring student behavior.

If a student is reported to have misbehaved on a bus and their actions were recorded on the bus camera, the recording will be submitted to the Principal and may be used as evidence of the misbehavior. Since these recordings are considered part of a student's record, they can be viewed online in accordance with State and Federal law. ([Policy 8600](#))

