

**LANCASTER COMMUNITY SCHOOL DISTRICT  
CODE  
OF  
RIGHTS and RESPONSIBILITIES**

**PREAMBLE**

**ANONYMITY/VISITORS TO SCHOOL**

**ASSEMBLY**

**ASSIGNED AREAS (ACCOUNTABILITY)**

**ATTENDANCE**

**BUS RIDERSHIP**

**APPEAL PROCESS**

**GENERAL SCHOOL CONDUCT**

**ILLEGAL SUBSTANCE, PRESCRIPTIONS, AND NON-PRESCRIBED DRUGS  
LEAVING THE SCHOOL GROUNDS WITHOUT PERMISSION**

**NON-DISCRIMINATION**

**NON-HOSTILE ENVIRONMENT (PROFANITY, BEHAVIOR & WEAPONS)**

**PERSONAL DRESS**

**PROPERTY**

**PUBLICATIONS**

**INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES**

**SOLICITATION OF FUNDS**

**STUDENT ORGANIZATIONS**

**STUDENT VEHICLES ( AUTOMOBILES, BICYCLES, MOTORCYCLES)**

**TRUANCY**

**TOBACCO/TOBACCO PRODUCTS**

**STUDENT DISCRIMINATION COMPLAINT PROCEDURE**

**SEC Committee Members**

**Teaching Staff**

Pam Johnson  
Joan Schnepfer  
Mary Smith  
Sarah Schwantes  
Kathy Murdock  
Nancy Leonard  
Kris Petersen  
Mary VanDeHey

**Administration**

Dan Dahlgren, District Administrator  
Tom Davies, Principal, Winskill Elementary  
Ron Meissner, Principal, Middle School  
Gary Swanstrom, Principal, High School

**Board Member**

Rosa Ropers

Spring, 1996

---

## **PREAMBLE**

All students in the Lancaster Community School District possess the right to learn in a safe environment which encourages honesty and respect for self and others. In addition to this basic right to learn, students also have a number of other rights which are guaranteed them in the Lancaster Community Schools' learning environments. The essential component to ensuring all students of their rights as students is the encouragement of responsible behavior by all.

The Lancaster Community School District is committed to providing a positive learning environment which meets the social, emotional, physical and career needs of students. Just as students have the right to access the school programs to develop fully their knowledge and skills, they also need to accept the responsibility to participate in a positive and productive manner. The balance between a high-quality program and responsible behavior by students ensures an effective learning environment for all. In order to maintain a positive learning environment, it is essential to encourage a cooperative effort between students, parents/guardians, teachers, and administrators.

The following Code of Student Rights and Responsibilities is essential to the progress of all students and it should be noted that the Lancaster Community Schools' learning environments are defined as follows:

- 1) all activities on property owned by the Lancaster Board of Education
- 2) travel on school buses, and
- 3) off-site school-sponsored activities.

The success of the Code requires a committed effort by students, parents, and school district personnel, as well as basic respect for the worth of each individual and the individual's ability to contribute to society. We hope that the responsible behaviors which are encouraged by the Lancaster Community Schools will be carried by these students into adulthood and permeate into our community and our nation.

**PREAMBLE**

**TOPIC: ANONYMITY/VISITORS TO SCHOOL**

**STUDENT RIGHT**

Students have the right to attend a school where all persons are known or will identify themselves.

**STUDENT RESPONSIBILITY**

Students have the responsibility to identify themselves when requested by authorized personnel.

**SCHOOL POLICY/REGULATIONS**

Persons entering the Lancaster Community Schools or the school premises shall identify themselves to authorized personnel.

**ALL VISITORS** (student or adult) during the school day are required to report to the office and receive permission to remain in the school or on school grounds.

Board of Education Policy  
455.2 Presence in School Buildings

**ACTION**

Persons on school grounds or in the school buildings without permission and/or without identifying themselves will be directed to leave. Unauthorized visitors may be subject to legal action.

**TOPIC: ASSEMBLY**

**STUDENT RIGHT**

Students have the right to peaceably assemble for the expression of opinions and beliefs as long as that assembly is permitted by law and does not disrupt normal operation of the Lancaster Community Schools.

**STUDENT RESPONSIBILITY**

Students have the responsibility to assemble at times and in areas approved by the administration. The designated times and areas shall be determined by the principal after reviewing the daily class schedule and facilities for the educational program in accordance with each request for assembly.

Students will not be absent from their scheduled classes for any assembly unless authorized by an administrator.

**SCHOOL POLICY/REGULATIONS**

Assemblies that disrupt the normal operation of the school, which are prohibited by law, which prevent any student from securing regular access to school facilities or classes, or which are inconsistent with school goals for teaching/learning are prohibited.

U.S. Constitution, Amendment 1

WI Statute 941.01, Disorderly Conduct

WI Statute 941.06. Unlawful Assembly

**ACTION**

Students not complying with the provisions of this section shall be subject to, but not be limited to:

- ▶ Request to disperse
- ▶ Personal conference
- ▶ Corrective discipline
- ▶ Notification of parents
- ▶ Notification of law enforcement
- ▶ Suspension
- ▶ Expulsion

**TOPIC: ASSIGNED AREAS  
(ACCOUNTABILITY)**

**STUDENT RIGHT**

Students have the right to an education.

**STUDENT RESPONSIBILITY**

Students who are in the building have the responsibility to be in class or assigned areas except during passing time or while carrying a hall pass.

**SCHOOL POLICY/REGULATIONS**

Students are expected to be in assigned areas at all times, as indicated by their educational programs.

WI Statute 118.15, Compulsory Attendance

WI Statute 118.33 (1)(b), Graduation Requirements

**Board of Education Policy**

345.6 Graduation Requirements

411 Equal Educational Opportunities

412.1 Definition of a "Full-Time" Student

421 Entrance Age

422 Admission of Non-Resident Students/Continued Enrollment Procedures

**ACTION**

Students violating this section will be subject to, but not be limited to:

- ▶ Verbal reprimand
- ▶ Physical restraint/ removal
- ▶ Detention
- ▶ Loss of privileges
- ▶ Notification of parents
- ▶ Conference with parents
- ▶ Suspension from classes or from school
- ▶ Referred for evaluation
- ▶ Notification of law enforcement

**TOPIC: ATTENDANCE**

**STUDENT RIGHTS**

Students have the right to an education that fosters personal growth and prepares one for adult roles.

Students have the right to make up school work.

**STUDENT RESPONSIBILITY**

Students have the responsibility to attend school punctually and regularly.

Students have the responsibility to report to school and scheduled classes on time.

Students have the responsibility to prepare for class and to participate meaningfully.

Wisconsin Statute 118.15 establishes the ultimate responsibility for regular school attendance with the students' parents. The parents/guardians of the students are responsible for reporting the absence, its cause, and, if required, for sending information upon the students' return.

(Cont)

**SCHOOL POLICY/ REGULATIONS**

Excused absences are granted for reasons of personal illness, illness in the family, family emergencies, personal appointments of a professional nature, death in the family or funerals, religious holidays, court appearances, family trips, quarantines as imposed by a public health nurse, special events of educational value, approved school activities and special circumstances that show cause and are approved in advance by the attendance officer. Absenteeism from school for reasons other than those cited, shall be regarded as unexcused.

Parents are asked to call the school office to report the absence and state the reason by times indicated in the student handbook.

High School .....723-2173  
Middle School..... 723-6425  
Winskill ..... 723-4066

Middle school and high school students will report to the office immediately upon return from any absence.

Pre-arranged make-up of missed classwork can be arranged by notifying the office of anticipated absences. Advance work forms are to be completed and returned to the high school or middle school office prior to the prearranged absence.

(Cont)

**ACTION**

If students are not present and the reason for absence has not been reported, school personnel will try to contact parents/guardians.

The students and/or parents are subject to, but not limited to:

- ▶ Notification
- ▶ Personal conference
- ▶ Parent conference
- ▶ Referral for evaluation
- ▶ Referral to the At-Risk Program
- ▶ Detention
- ▶ Referral to law enforcement or Department of Social Services (Truancy)

(Cont)

**Any special circumstances will be dealt with on an individual basis.**

**Attendance in school for the entire day is mandatory for participation in and attendance at any school-sponsored event scheduled for a school day.**

**Note: If students leave school for an excused absence other than illness, they may be allowed to participate in a school-sponsored event that same day.**

P.L. 94-142  
Sect. 504 of Rehabilitation Act of 1973

WI Constitution, Article X, Section 3

WI Statutes 118.15, 118.53 120.10,  
120.12, 120.13, 121.02

Grant County Truancy Ordinance (Chapter 27)

Board of Education Policy

374.1 Attendance at State Athletic Tournaments

431 Student Attendance

431.1R H.S. Attendance/Truancy Policy

431.2R Student Attendance Administration Procedure

434 Released time

434.1 Deer Hunting

▶ Suspension of privileges

Excessive tardiness will result in detention, or may entail stronger action if it is habitual. Students may be subject to, but not be limited to:

- ▶ Personal conference
- ▶ Parental notification
- ▶ Referral for evaluation
- ▶ Suspension



## **TOPIC: BUS RIDERSHIP**

### **STUDENT RIGHT**

Bus ridership is a right granted all students who qualify by the Lancaster Board of Education. All students riding buses have the right to safe practices and courteous conduct at all times when coming to, waiting for, and while riding on or leaving a school bus.

### **STUDENT RESPONSIBILITY**

Students have responsibility for exercising safe practices and courteous conduct at all times when coming to, waiting for, and while riding on or leaving a bus. All students have responsibility for following correct procedures relating to field trips or other school-sponsored trips.

### **SCHOOL POLICY/REGULATIONS**

Since safety is our prime concern, no misbehavior will be tolerated.

Pupils will ride assigned buses only. Requests for exceptions shall be made to the principal in writing.

Students will board and disembark at designated stops only, unless written permission is granted by the principal for deviation in a student's assigned stop. Parents will assume responsibility for the student when such request is made and granted.

The school bus is an extension of the school building. All general rules of conduct and safety apply while on the school bus.

Bus riders are to create no disturbances on the bus that may distract the driver's attention.

The students must follow the directions of the bus driver at all times.

#### **WI Statutes**

118.15, 118.153, 118.16, 118.162, 118.165

#### **Board of Education Policy**

443.2 School Bus Regulation, Student Behavior/Transportation

443.2R Bus Violation Report

751 Transportation Policy

751.3 Student Bus and Bus Fees

### **ACTION**

Students violating bus conduct rules shall be subject to, but not be limited to:

- ▶ Appropriate action by the bus driver
- ▶ Notification of parents
- ▶ Bus violation report to the building principal
- ▶ Detention
- ▶ Conference with parents
- ▶ Suspension of riding privileges

## **BUS RIDERSHIP**

## TOPIC: APPEAL PROCESS

### STUDENT RIGHT

Students have the right to an appeal process in the application of this Code and of school rules and regulations.

### STUDENT RESPONSIBILITY

Students who believe this Code or other rules and regulations have been wrongfully interpreted or applied have the responsibility to request a meeting time and place with the teacher and/or the principal to discuss the issue.

### SCHOOL POLICY/REGULATIONS

Any student directly affected by a decision which he or she feels to be wrongfully interpreted or applied may individually put such grievance in writing and submit it to the teacher and/or administrator involved.

U.S. Constitution, Amendment 14

WI Statutes

118

120

904-943

Board of Education Policy

447 Appeal Process

447.1 Corporal Punishment/Use of Physical Force

447.3 Athletic Handbook

448 Discrimination Complaint Procedure

457 Sexual Harassment

### ACTION

Upon request, a meeting will be set by the principal to hear and discuss the grievance.

If the student is not satisfied, after the request, an appeal may be made to the Superintendent of Schools.

If the student is not satisfied after the appeal, an appeal may be made to the Board of Education.

**TOPIC: GENERAL SCHOOL CONDUCT**

**STUDENT RIGHT**

Students have the right to take advantage of instructional and related activities in an atmosphere where students can learn and teachers can teach.

**STUDENT RESPONSIBILITY**

Students have the responsibility to abide by all district, building, and classroom rules established by school officials. Students shall practice common rules of courtesy that are necessary in group settings to avoid disruption in all school activities and to protect school property and the health, safety, and welfare of students and teachers.

**SCHOOL POLICY/ REGULATIONS**

School officials shall annually inform all students concerning the provisions of this Code.

Any behavior that intends to demean, harass, intimidate, or threaten an individual or group of individuals is prohibited.

Board of Education Policy  
443 Student Conduct  
443.R Standards/Student Conduct

**ACTION**

Students violating this section shall be subject to actions as determined by the school teachers, which may include:

- ▶ Verbal reprimand
- ▶ Physical restraint/  
removal from  
classroom setting
- ▶ Parent notification
- ▶ Referral for evaluation
- ▶ Referral to administration
- ▶ Suspension of privileges
- ▶ Detention
- ▶ Referral to law  
enforcement
- ▶ Referral to Department of  
Social Services
- ▶ Suspension
- ▶ Expulsion

**TOPIC: ILLEGAL SUBSTANCES, PRESCRIBED, AND NON-PRESCRIBED DRUGS**

**STUDENT RIGHT**

Students have the right to be free of the influences or related problems associated with the use of alcohol, non-prescribed drugs, chemicals, or illegal substances.

**STUDENT RESPONSIBILITY**

Students have the responsibility of abstaining from the use or possession of alcohol, non-prescribed drugs, chemicals or illegal substances.

Students have the responsibility of adhering to Wisconsin Statutes relating to alcohol, non-prescribed drugs, chemicals or illegal substances and Board of Education Policy.

**SCHOOL POLICY/REGULATIONS**

The use, possession, sale or furnishing of alcohol, non-prescribed drugs, chemicals or illegal substances anywhere on the school premises or at off campus school events is prohibited.

No student may appear at any school function under the influence or in possession of alcohol, non-prescribed drugs, chemicals or illegal substances.

Use and/or possession of prescription medication must have parental consent, physician's consent, notification and permission of the building principal or designee.

Board of Education Policy  
453.4 Medication Policy  
456 Student Assistance Program

WI Statutes  
66.054(24)  
118.29  
161.41  
947.04

Athletic Code

**ACTION**

The use or possession of alcohol, non-prescribed drugs, chemicals, or illegal substances requires a mandatory suspension and an automatic referral to the police department and notification of parents.

Other action may include, but not be limited to:

- ▶ Conference with student and parent
- ▶ Suspension from school, and/or privileges
- ▶ Referral to Student Assistance Program
- ▶ Referral for evaluation/treatment
- ▶ Referral to Department of Social Services
- ▶ Expulsion

**TOPIC: LEAVING THE BUILDING OR GROUNDS WITHOUT PERMISSION**

**STUDENT RIGHT**

Students have the right not to be exposed to the dangers involved in leaving school premises without permission.

**STUDENT RESPONSIBILITY**

Students must receive permission and check out through the office before leaving the building.

**SCHOOL POLICY/REGULATIONS**

Wisconsin Statute 118.15 requires that children between ages 6 and 18 must attend school regularly during the school term.

Students absent from class without authorization are considered truant.

Grant County Truancy Ordinance, Chapter 27

Board of Education Policy

322 School Day

**ACTION**

Students violating this section will be subject to, but not be limited to:

- ▶ Verbal reprimand
- ▶ Detention
- ▶ Restricted privileges
- ▶ Notification of parents
- ▶ Suspension
- ▶ Referral to Department of Social Services
- ▶ Notification of law enforcement.

**TOPIC: NON-DISCRIMINATION**

**STUDENT RIGHT**

Students have the right of access to educational programs which meet their abilities and needs. They shall not be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of the student's age; religion; arrest or conviction record; sex; race; national origin; ancestry; creed; pregnancy, marital, or parental status; sexual orientation, or physical, mental, emotional, or learning disability or handicap.

**STUDENT RESPONSIBILITY**

Students have the responsibility to develop attitudes of tolerance toward individual differences in other students, and to respect the rights, opinions, differences, and status of others.

Students have the responsibility to refrain from harassing, menacing, intimidating, or threatening others.

Students have the responsibility to uphold the principles of non-discrimination in accord with the law and school district policy.

**SCHOOL POLICY/REGULATIONS**

It is the policy of the Lancaster School District that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, or other program or activity because of the person's age; religion; arrest or conviction record; sex; race; national origin; ancestry; creed; pregnancy, marital, or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap.

Civil Rights Act of 1964  
Title IX Educational Amendment 1972  
Title VI & VII 1964 Civil Rights Act  
Section 504 of the 1973 Rehabilitation Act  
Age Discrimination Act of 1967

WI Statutes  
111.31, 111.39, 118.13, 118.14, 118.95

Board of Education Policy  
180 Nondiscrimination  
377 Interscholastic  
420 School Admissions  
441 Extracurricular Activities  
457 Harassment

(Reference the back page of this code for complaint procedures)

Athletic Code

**ACTION**

Any person who feels that he or she has been discriminated against or harassed should contact their school building principal.

Any person who feels dissatisfied with the initial resolution of a concern with the building principal may file a written statement of complaint and send it to:

Superintendent of Schools  
925 West Maple Street  
Lancaster, WI 53813

**TOPIC: NON-HOSTILE ENVIRONMENT (PROFANITY, BEHAVIOR & WEAPONS)**

**STUDENT RIGHT**

Students have the right to attend school without fear of physical threat and harm, or verbal abuse.

**STUDENT RESPONSIBILITY**

Students have the responsibility to refrain from conduct that does not respect the rights, dignity, and safety of all individuals.

Students have the responsibility to express their thoughts and feelings in a manner that does not offend, slander, or ridicule others.

**SCHOOL POLICY/REGULATIONS**

Inappropriate behavior, both physical and verbal, shall not be permitted in school or school-sponsored functions.

Such behavior includes, but is not limited to:

- ▶ Verbal abuse or harassment
- ▶ Fighting or provoking
- ▶ Possession or use of any article as a weapon to threaten or injure others
- ▶ Possession or use of potentially dangerous, illegal, or disruptive articles or missiles
- ▶ Possession or use of incendiary materials
- ▶ Disruption and intimidation caused by gang symbols on materials, jewelry, or clothing. Gang posturing which provokes an altercation or involvement in gang fighting or exchanging of blows.

U.S. Constitution; Amendments 9 & 14

Various Wisconsin Statutes addressing personal and property rights, including  
Chapters 940, 941, 942, 947 1987 Act 303  
Prohibiting Corporal Punishment

School Board Policy  
443.5 Weapons

**ACTION**

Students violating this section will be subject to, but not be limited to:

- ▶ Notification of parents
- ▶ Detention
- ▶ Referral for evaluation
- ▶ Suspension
- ▶ Referral to law enforcement
- ▶ Referral to Department of Social Services
- ▶ For severe or repetitious acts: special placement or expulsion
- ▶ Mandatory expulsion hearing for possession of a weapon or firearm facsimile
- ▶ Suspension of privileges

## TOPIC: PERSONAL DRESS

### STUDENT RIGHT

Students have the right to determine personal dress within guidelines.

### STUDENT RESPONSIBILITY

Students have the responsibility to dress appropriately for school.

Students have the responsibility for wearing safety or special purpose clothing or equipment whenever it is required.

### SCHOOL POLICY/REGULATIONS

The school is concerned about dress and grooming from the standpoint of the educational process and from the standpoint of health and safety. Student dress and grooming should not disrupt the learning process nor interrupt a favorable learning atmosphere. Further, student dress and grooming should not present a danger to students' health and safety.

1. Dress and grooming should be neat, clean, give a respectable appearance, and be appropriate for school activities and to the season and climate. Clothing should be modest in length, properly buttoned or fastened, and loose enough to avoid causing embarrassment.
2. Inappropriate clothing includes tank-tops, cut-off shirts or blouses that expose the midriff; any apparel with indecent or obscene messages; print, signs, or logos, and any apparel that advertises alcoholic beverages, tobacco products, or illegal substances.
3. Uniforms issued by the school to students participating in an extracurricular or co-curricular program, are to be worn only in those activities for which those uniforms were designed, or by special permission on special occasions.
4. Hair should be kept clean and at an appropriate length, for health and safety reasons.
5. Shoes or boots that mark or scar floors are inappropriate. Note: State law requires footwear in public buildings.
6. Hats, caps, and other head-gear should be worn outside the school building only.

Clothing that intends to harass, threaten, intimidate, or demean an individual or group of individuals is prohibited.

WI Statutes 120.13

Board of Education Policy  
443.1R Standards of Dress and Grooming

### ACTION

Students violating this section will be subject to, but not be limited to:

- ▶ Conference with school officials
- ▶ Request to change clothing
- ▶ Detention
- ▶ Parental conference for readmittance
- ▶ Suspension
- ▶ Expulsion



**TOPIC: PROPERTY**

**STUDENT RIGHT**

Students have the right to use school property and equipment. Students have the right to possess personal property necessary for their education free from damage and theft.

**STUDENT RESPONSIBILITY**

Students have the responsibility to use discretion in bringing to school items of personal property not related to the instructional program (ie. Walkman, electronic games, etc.)

Students have the responsibility to protect property assigned for their use.

Students have the responsibility for reporting damage and/or theft of personal property to school officials and/or the police department.

Students have the responsibility to secure belongings to avoid theft.

Students have the responsibility to respect the property of others as well as property of the school.

**SCHOOL POLICY/REGULATIONS**

Desks, books, and equipment loaned to students remain school property while in possession of the student. School lockers are the property of Lancaster Community Schools. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Such property is provided for the convenience of the student and shall be used only for authorized purposes. Lockers are subject to inspection at any time, without notice, without student consent, and without a search warrant.

Student use or possession of electronic paging or two-way communication devices (e.g. beepers) on school premises is prohibited, except as specifically authorized by the building principal.

Students will be expected to reimburse the school district for damage to school property, or for the loss or theft of such property.

Vandalism to school property or to students' personal property will not be condoned.

U.S. Constitution: Amendment 4

WI Statutes

- 943.01 Criminal damage to property
- 943.02 Arson - damage of property by explosives
- 943.10 Burglary
- 943.11 Entry into a locked vehicle
- 943.15 Entry into a locked building/room
- 943.61 Theft of library material
- 943.20 Theft
- 947.015 Bomb scares

Board of Education Policy

- 443.4 Lockers
- 443.6 Use of Hillery Auditorium
- 830.1R Building Use Permit
- 830.R Guidelines for Charges For Use of School Facilities
- 830.1R Building Use Permit

**ACTION**

Students violating this section will be subject to, but not be limited to:

- ▶ Notification of parents
- ▶ Referral for evaluation
- ▶ Referral to law enforcement
- ▶ Referral to Department of Social Services
- ▶ Detention
- ▶ Suspension
- ▶ Request for restitution

For severe or repetitious acts; removal from school for special placement or expulsion.

## TOPIC: PUBLICATIONS

### STUDENT RIGHT

Students have the right to publish and/or distribute newspapers, literary magazines, yearbooks, and other school-sponsored publications.

### STUDENT RESPONSIBILITY

All publications must comply with the law regarding defamation, libel, and/or obscenity.

Student journalists have the responsibility to:

Exercise responsible journalism in a manner that is not disruptive to the school.

Publish under the advice and direction of an assigned faculty advisor.

Independent publications must follow rules established at each building governing the time, place, and manner of distribution, and must do so in a nondisruptive manner.

### SCHOOL POLICY/REGULATIONS

Publications with school sponsorship shall have faculty advisors who are aware of, and adhere to, sound journalism ethics.

Student editors and writers must observe the same legal responsibilities as those imposed upon conventional newspapers and news media.

No student shall possess or distribute in school any publications which:

1. are lewd, obscene or indecent;
2. are libelous;
3. creates disruption to the operation of the school.

Student journalists must adhere to editorial policies as established at each building.

#### WI Statute

- 942.03 Giving False Information for Publication  
944.21 Lewd, obscene or indecent matter  
942.01 Slander/Libel

### ACTION

Students violating this section will be subject to, but not be limited to:

- ▶ Verbal reprimand
- ▶ Detention
- ▶ Restricted privileges
- ▶ Confiscation of the publication
- ▶ Notification of parent
- ▶ Suspension from class or from school
- ▶ Legal action

## TOPIC: INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES (Law Enforcement/Social Service)

### STUDENT RIGHT

Students have the right to communicate with an outside agency in a fair and professional manner.

Students have the right to a fundamental fairness of treatment and protection of their constitutional rights in all interviews conducted by outside agencies.

### STUDENT RESPONSIBILITY

Students have the responsibility to cooperate and be truthful.

Students have the responsibility to conduct themselves in an orderly manner when talking with outside agencies.

Students have the responsibility to follow established procedures.

### SCHOOL POLICY/REGULATIONS

All interviews or questioning of students at school will be with full regard of fundamental fairness and protection of legal rights. They shall be conducted as discreetly as possible. In the case of police interviews, parents shall be notified, whenever possible, and a school representative may be present unless the student requests otherwise.

County social workers have the option to include or exclude school personnel in investigative interviews.

### ACTION

All interviews or questioning of students should be conducted according to procedures outlined in state law.

**TOPIC: SOLICITATION OF FUNDS**

**STUDENT RIGHT**

Students may solicit funds in the school or on the school grounds so long as the solicitation does not disrupt the normal operation of the school and has PRIOR approval of the principal.

**STUDENT RESPONSIBILITY**

Solicitation of funds requires the following student responsibilities be assumed:  
 Notification of principal or designees twenty-four hours in advance of the solicitation or sale with time and place approved by school authorities.  
 Solicitations shall not involve games of chance or other actions which violate Wisconsin State Statutes.

**SCHOOL POLICY/REGULATIONS**

School or student groups' attempts to raise funds can be viewed as part of the total school operation. Such solicitation shall not interfere with the educational progress of a student nor shall pressure be brought to bear upon a student who does not wish to contribute or purchase during the solicitation.

Solicitations for religious and/or political causes are specifically prohibited.

All solicitations and sales must be approved by the principal.

Board of Education Policy  
 461 Contests for Students

**ACTION**

Solicitation of funds not in accordance with this section shall be confiscated and returned to the original donors whenever possible. When donors cannot be identified, monies shall be turned over to the Board of Education.

**TOPIC: STUDENT ORGANIZATIONS**

**STUDENT RIGHT**

Students have the right to participate in approved school organizations.

Student organizations have the right to establish membership qualifications.

Each student has the right to be represented by a student council or student government association. This right shall not preclude the student council from establishing membership qualifications.

**STUDENT RESPONSIBILITY**

Students have the responsibility to follow all rules and guidelines of the student organizations they belong to.

Students participating in athletics have the responsibility to adhere to the Athletic Code.

Students have the responsibility to utilize their student council or government for their representation in student affairs.

**SCHOOL POLICY/REGULATIONS**

The school may not establish student organizations that prohibit participation or membership on the basis of age, race, religion, sex, sexual orientation, national origin, marital/parental status, arrest or conviction record, or disability, nor may the school permit student organizations which violate state statute.

WI Statute  
 942.04 Denial of rights

Board of Education Policy  
 376 Funds Management

**ACTION**

Students violating this section will be subject to, but not be limited to:

- ▶ Verbal reprimand
- ▶ Physical restraint
- ▶ Detention
- ▶ Loss of privileges
- ▶ Notification of parents
- ▶ Conference with parents
- ▶ Suspension from classes or from school
- ▶ Referral for evaluation
- ▶ Disbandment

**TOPIC: STUDENT VEHICLES (AUTOMOBILES, BICYCLES, MOTORCYCLES)**

STUDENT RIGHT	STUDENT RESPONSIBILITY	SCHOOL POLICY/REGULATIONS	ACTION
<p>Students and their parents have the right to choose their own means of transportation to and from school.</p>	<p>Students electing to use their own transportation or those not eligible for district-provided transportation have the responsibility for being familiar with, and abiding by, the established laws of the city and state and regulations of the school relating to the use of vehicles.</p>	<p>Students are only allowed to park in the east parking lot at Lancaster High School.</p>	<p>Students violating this section will be subject to, but not be limited to:</p>
	<p>Students are expected to operate their vehicles in a safe and cautious manner at all times.</p>	<p>Students are not to park in the following areas:                      a. Teacher Parking Areas - teacher parking lot is located in the east parking lot at Lancaster High School                      b. Bus and Visitor's Drive                      c. Non-striped areas</p>	<ul style="list-style-type: none"> <li>▶ Notification of Parents</li> <li>▶ Suspension of riding, driving, or parking lot privileges.</li> <li>▶ Suspension from school</li> <li>▶ Referral to law enforcement</li> <li>▶ Vehicle towed</li> </ul>
		<p>Cars not operated by Lancaster High School staff or students will not be permitted in the student parking lot.</p>	
		<p>Students are expected to complete a school vehicle registration and display a school Parking Permit in their vehicle in order to park in the school parking lot.</p>	
		<p>Students are expected to obey all traffic laws driving to and from school.</p>	
		<p>All students must have office permission to enter their cars during the school day.</p>	
		<p>No overnight parking except by the permission of the building principal.</p>	
		<p>All bicycles and motorcycles must be parked in designated areas.</p>	
		<p>The school district assumes no responsibility for damage or theft to student vehicles.</p>	
		<p><b>Board of Education Policy/Student Handbook</b></p>	
		<p><b>WI Statute</b>                      118.105 Control of Traffic on School Premises                      346.55 (4)                      346.56 (1M)</p>	

**TOPIC: TRUANCY**

**STUDENT RIGHT**

Students shall have the right to an education.

**STUDENT RESPONSIBILITY**

Students shall attend school regularly as defined by Wisconsin Statute and local policy.

**SCHOOL POLICY/REGULATIONS**

Truancy means any unauthorized absence from school.

“Habitual Truant” is defined by Wisconsin law as a pupil who is absent without an acceptable excuse for

- a) part of or all of 5 or more days out of 10 consecutive days on which school is held in a semester; or
- b) part of or all of 10 or more days on which school is held during a semester.

The school will notify the parent of a student who is a habitual truant by registered or certified mail when the child initially becomes an habitual truant.

**WI Statutes**

118.15

118.53

120.10

120.12

120.13

121.03

P.L. 94-142

Sect. 504 of Rehabilitation Act of 1973

WI Constitution Article X, Section 3

**Board of Education Policy**

374.1 Attendance at State Athletic Tournaments

431 Student Attendance

431.1R High School Attendance/Truancy Policy

431.2R Student Attendance Administrative Procedures

434 Release Time

434.1 Deer Hunting

**ACTION**

Students violating this section are subject to the following prior to the initiation of legal action:

**First offense:**

- ▶ Telephone and written parent contacts
- ▶ Detention

A parent-student conference will be convened to discuss reasons for truancy and possible solutions if a student becomes an habitual truant.

**Subsequent offenses:**

- ▶ Referral for evaluation
- ▶ Referral to Department of Social Services
- ▶ Referral to law enforcement

**TOPIC: TOBACCO/TOBACCO PRODUCTS**

<b>STUDENT RIGHT</b>	<b>STUDENT RESPONSIBILITY</b>	<b>SCHOOL POLICY/REGULATIONS</b>	<b>ACTION</b>
Students have the right not to be subjected to the influences or related problems associated with the use of tobacco and tobacco products.	Students have the responsibility to comply with smoking and tobacco product usage regulations outlined under Board of Education Policy.	The possession or use of any tobacco product is prohibited on school premises at any time. In addition, the possession or use of any tobacco product is prohibited at any school sponsored/related activity.  WI Act 209 (1989)  WI Act 95, Section I, 48.983  WI State Statute 120.12 (19)  Board of Education Policy 456 Student Assistance Program 831 Tobacco Use Prohibited In School Vehicles Or On School Premises	Students violating this section will be subject to, but not be limited to: <ul style="list-style-type: none"><li>▶ Notification of parents</li><li>▶ Suspension</li><li>▶ Notification of law enforcement</li><li>▶ Suspension of privileges</li><li>▶ Expulsion</li></ul>

**LANCASTER COMMUNITY SCHOOL DISTRICT**

It is the policy of the Lancaster School Community District that no person be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or discriminated against in any curricular, extracurricular, pupil service, recreational, or other program or activity because of the person's age, race, religion, sex, sexual orientation, national origin, marital/parental status, arrest or conviction record, or disability as required by s. 118.13, Wis. Statutes. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Titles VI and VII of the Civil Rights Act of 1964 (race, sex, religion and national origin), and Section 504 of the Rehabilitation Act of 1973.

It is also the policy of the Lancaster School Community District to maintain a working and learning environment that is free from harassment, including sexual harassment as further defined by Policy 457. The district prohibits harassment or intimidation of its employees or students, whether committed by a co-worker, supervisor, subordinate, contractor, volunteer or student, and finds such behavior cause for disciplinary action.

Furthermore, the District prohibits retaliation against any employee or student because he or she has made a complaint or testified, assisted, or participated in the investigation.

Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with state and federal laws and board policy and procedures governing harassment and other forms of discrimination within his or her school or office.

The district encourages informal resolution of complaints under this policy, however, formal complaint procedures are also available.

Any questions concerning this policy should be directed to:

**Superintendent  
Lancaster Community School District  
925 West Maple Street  
Lancaster, WI 53813  
Phone: (608) 723-2175**

## STUDENT DISCRIMINATION COMPLAINT PROCEDURES

If any person believes that the School District or any part of the school organization has inadequately applied the principles and/or regulations of Title VI, Title IX, Section 504 or Americans with Disabilities Act or in some way discriminates on the basis of sex, race, national origin, religion, color, ancestry, creed, pregnancy, parental or marital status, sexual orientation, or physical, mental, emotional or learning disability or handicap, he/she may bring forward a complaint to the Title IX, Section 504 or equal opportunity coordinator at his/her office in the School District, Lancaster, WI, or contact him/her by phone at 608-723-2175.

### INFORMAL PROCEDURE:

The person who believes he/she has a valid basis or complaint shall discuss the concern with the local Title IX, Section 504 or equal opportunity coordinator, who shall in turn investigate the complaint and reply to the complainant in writing within five (5) school/business days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the steps listed.

### FORMAL GRIEVANCES PROCEDURE

- Step 1: A written statement of the grievance shall be prepared by the complainant and signed. This grievance shall be presented to the local Title IX, Section 504 or equal opportunity coordinator within five (5) school/business days of receipt of the written reply to the informal complaint. The coordinator shall further investigate the matters of the grievance and reply in writing to the complainant within ten (10) school/business days.
- Step 2: If the complainant wishes to appeal the decision of the local Title IX, Section 504 or equal opportunity coordinator, he/she may submit a signed Statement of Appeal to the school district's Administrator within five (5) school/business days after receipt of the local coordinator's response to the grievance. The School District Administrator shall meet with all parties involved, formulate a conclusion, and respond in writing to the grievance within ten (10) school/business days.
- Step 3: If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Board of Education within five (5) school/business days of his/her receipt of the School District Administrator's response to Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representatives at the next regular Board meeting or within fifteen (15) school/business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent by the Board Clerk to each concerned party within ten (10) school/business days of this meeting.
- Step 4: If, at this point, the grievance has not been satisfactorily settled, further appeal may be made within 30 days to the Department of Public Instruction, Equal Educational Opportunity Office, P.O. Box 7841, Madison, WI 53707.

A complaint or appeal may also be made on some of the above if they relate to Title IX, or Title VI, or Section 504, or American with Disabilities Act to the Office of Civil Rights, U.S. Department of Education, 300 South Wacker Drive, 8th Floor, Chicago, Illinois 60606.

### GRIEVANCE PROCEDURE - SPECIAL EDUCATION

Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a child with exceptional educational need shall be processed in accordance with established appeal procedures outlined in the district's Special Education Handbook.

### GRIEVANCE PROCEDURE - FEDERAL PROGRAMS

Discrimination complaints relating to programs specifically governed by federal law or regulation shall be referred directly to the State Superintendent of Public Instruction.

### DISSEMINATION OF DISCRIMINATION GRIEVANCE PROCEDURES

The adopted discrimination grievance procedures shall be disseminated to students, parents, employees and others to inform them about the proper process of making a complaint. The information shall be published in student/parent/staff handbooks, news articles before the start of school and other appropriate times, Board policies posted in staff lounges and guidance offices, and course offering booklets/curriculum guides.

**MAINTENANCE OF GRIEVANCE RECORDS**

The coordinators (Title IX, Section 504, equal opportunity) shall keep records of all formal and informal complaints for the purpose of documenting compliance and past practices. The records shall include information on all levels of the complaint and any appeals. The records should include:

1. The name of the grievant or complainant and his/her title or status.
2. The date the grievance was filed.
3. The specific allegation made and any corrective action requested by the grievant.
4. The name(s) of the respondents.
5. The levels of processing followed, and the resolution, date and decision-making authority at each level.
6. A summary of facts and evidence presented by each party involved.
7. A statement of the final resolution and the nature and date(s) of any corrective or remedial action taken.

School Board	342.5E	Public Complaint Form
	342.51R	Title I Complaint Resolution
	448	Student Discrimination Complaint Procedures
	448.1	Complaint Discrimination Complaint Form
	457.1	Sexual Harassment
	870	Grievance
	870.1F	Public Grievance Complaint Form
	871	Compliance With Non-Discrimination Policy
	871.1R	Discrimination Complaint Procedures (Adult)
	871.1F	Discrimination Complaint Form (Adult)
	872	IMC
	872.R	Handling Complaints About Instructional Materials and/or Media Materials