

# LANCASTER HIGH SCHOOL



# STUDENT HANDBOOK

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## **VISION STATEMENT**

**We strive to create high levels of learning in a welcoming, collaborative environment that nurtures personalized success for all Flying Arrows.**

## **MISSION STATEMENTS**

**Welcoming** - We stand to provide a safe, inviting, and supportive environment.

**Collaborative** - We stand to build relationships that focus on shared responsibility for continuous school improvement.

**Personalized Success and High Levels of Learning** - We stand to support individual growth with high expectations to develop lifelong learners.

## **COLLECTIVE COMMITMENTS**

As Flying Arrows, we will build supportive relationships, model a culture of respect, and reinforce kind, positive behaviors.

As Flying Arrows, we will celebrate our achievements, recognizing that effort and growth are demonstrated individually.

As Flying Arrows, we will strive for greatness by consistently setting high academic and behavioral expectations; promoting lifelong learning for future success.

As Flying Arrows, we will encourage communication that is relevant, empathetic, and open to different perspectives.

As Flying Arrows, we will build a welcoming environment we are proud of, where everyone feels emotionally, physically, and intellectually safe.

Dear Students,

At LHS we strive to create a welcoming environment and you are a huge part of that environment. As you start the new school year, please bring a smile and a positive attitude with you. All of us together will make this a great place to work and learn.

The purpose of this handbook is to help you become better acquainted with the school. Contained in this handbook are descriptions of activities, rules and regulations, and ideals that promote standards of excellence.

Our school plays a very special role in the Lancaster Community. There is a strong commitment on the part of the Board of Education, the staff, and the community to provide a high-quality educational program that meets your needs for academic achievement, career exploration, and social development.

While a substantial effort is made by many people to offer a positive school experience, the primary responsibility for the success, which you experience, will depend on you. With that in mind, we ask that you give careful thought to the choices you make and to your application of efforts.

Best wishes for a successful school year!

Mark Uppena  
Principal

## **DAILY TIME SCHEDULE**

### **REGULAR DAYS**

8:03 - 8:50	First Period	47 minutes
8:53 - 9:38	Second Period	45 minutes
9:41 - 10:09	WIN	28 minutes
10:12 - 10:57	Third Period	45 minutes
11:00 - 11:45	Fourth Period	45 minutes
11:45 - 12:15	Lunch	30 minutes
12:18 - 1:03	Fifth Period	45 minutes
1:06 - 1:51	Sixth Period	45 minutes
1:54 - 2:39	Seventh Period	45 minutes
2:42 - 3:29	Eighth Period	47 minutes

### **EARLY RELEASE**

1st Period 8:09 - 8:36  
2nd Period 8:39 - 9:05  
3rd Period 9:08 - 9:34  
4th Period 9:37 - 10:03  
5th Period 10:06 - 10:32  
6th Period 10:35 - 11:01  
7th Period 11:04 - 11:30  
8th Period 11:33 - 12:00

### **2-HOUR DELAY**

1st Period 10:05 - 10:35  
2nd Period 10:38 - 11:08  
3rd Period 11:11 - 11:54  
4th Period 11:57 - 12:37  
Lunch 12:37 - 1:12  
5th Period 1:15 - 1:50  
6th Period 1:53 - 2:23  
7th Period 2:26 - 2:56  
8th Period 2:59 - 3:29

## **SCHOOL FEES**

- |    |                 |  |
|----|-----------------|--|
| 1) | Breakfast Fees  | \$1.40                                       |
| 2) | Lunch Fees      | \$3.05                                       |
| 3) | Additional Milk | \$.30  |
| 4) | Class Fees      | Additional fees may apply in certain classes |

Fines will be assessed for all books lost or damaged.

## **ACTIVITY FEES\***

- |    |                            |  |
|----|----------------------------|--|
| 1) | Towel rental               | \$6.00                                       |
| 2) | Activity ticket (optional) | \$25.00<br>(\$75 max per family)             |
| 3) | Sport participation fee    | \$10.00 per sport<br>(\$20 maximum per year) |

\*\* Fees are subject to change upon Board approval.

## **FEE PAYMENTS (Board policy; 470.1)**

A student who enters school during the first semester will pay 100% of the fees and a student who enters during 2<sup>nd</sup> semester will pay 50% fees. There will be no refunding of fees when a student withdraws from school.

## **LUNCH TICKETS**

Students making payments to their lunch accounts should make those payments to the office in the morning before school starts. This will ensure that your account is credited with the payment prior to the lunch period. Students without sufficient funds in their lunch account may not be permitted to eat lunch but will receive an alternative lunch.

## **SCHOOL POSTPONEMENT - CANCELLATION**

When weather conditions or other circumstances warrant the postponement, early dismissal, or cancellation of school, an announcement will be on the local radio and television stations and posted on the website: [www.lancastersd.k12.wi.us](http://www.lancastersd.k12.wi.us)

## **TORNADO, FIRE DRILL, HOLD, SECURE AND EVACUATION**

Information regarding these situations will be posted in classrooms and teachers will instruct students on appropriate procedures.

## **NONDISCRIMINATION POLICY (Board policy; 420)**

It is a policy of the Lancaster Community 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 services, recreational or other program or activity because of the person's sex, race, national origin, religion, color ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap as required by s.118.13 Wis. Stats. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, and national origin), Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990.

The district encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the policy in the Lancaster Community School District. Any questions concerning this policy should be directed to Rob Wagner, 925 West Maple Street, Lancaster, WI 53813 (608) 723-2175.

## **INSURANCE (Board policy; 451)**

All students are insured by district-wide coverage. This insurance covers all injuries to students occurring during school activities and school hours. Any injury should be reported to the teacher/coach and the office at once. Failure to do so or to seek medical attention promptly could result in loss of insurance benefits.

## **FIRST AID AND/OR MEDICATIONS (Board policy: 453.4)**

In accordance with the policy of the Wisconsin Division of Health and State Medical Society, school personnel should give no drugs of any type, including aspirin.

Occasionally, it is necessary for the medicine to be given to a child by a school employee. Following is a written policy about the administration of medications that should be followed by the school.

Medication that is to be given in school MUST have:

- a. A written order from the physician.
- b. Students' full name on the container
- c. Name of drug and dose

- d. Time to be given
- e. Parent/legal guardian permission. (Verbal permission may be acceptable, providing written consent follows.)

**\*All medications to be administered in school must be stored in the office. Medication is not to be kept in the lockers or on one's person.**

### **ACCIDENT REPORTS (Board policy; 455)**

All accidents should be reported to the teacher or supervisor in charge, along with filling out an accident report in the office. Accidents that are not reported and recorded promptly may jeopardize the school insurance from covering the claim.

## **ACADEMIC INFORMATION**

### **GRADUATION REQUIREMENTS FOR A HIGH SCHOOL DIPLOMA**

Students must satisfy a total of 25 credits in order to graduate from Lancaster High School. Credits earned in grades 9 through 12 are counted.

Credits must be earned in the following subjects in order to meet graduation requirements:

4	Credits of English
3	Credits of Social Studies
3	Credits of Math
3	Credits of Science
1.5	Credits of Physical Education
.50	Credits of Health
.50	Credits of Computer Basics
9.5	Elective credits
<b>25</b>	<b>Total Credits</b>

Upon the recommendation of the counselor and the approval of the principal, the graduation credit requirements may be modified for students who transfer into the district. Students having a deficiency in required credits because of different course work/graduation requirements at their previous school may apply for a modification, if they would have met the graduation requirement in their prior school. However, any modification must include meeting the State of Wisconsin minimum requirement for graduation.



All students in good standing and meeting the requirements for graduation may participate in all activities during the commencement period.

All relevant state and federal laws pertaining to students with disabilities and students with limited English Proficiency will apply.

## **ACADEMIC SENIOR REQUIREMENT**

In addition to the required courses listed, seniors must earn one academic credit from the following study areas: English, Mathematics, Science, Social Sciences or Foreign Language.

## **YOUTH OPTIONS**

State law allows high school juniors and seniors to attend classes at a technical college or four-year university in addition to, or in lieu of, attending courses at Lancaster High School. Courses taken at a technical college or four-year university may count toward high school credits and lead toward high school graduation. In addition, school districts may be required to pay for some or all of the course work. If you have questions, please see the guidance counselor.

In order for a student to participate in the Youth Options Program, they need to be a student in good standing. Good standing shall be defined as on pace to graduate and not have failed any classes in the semester preceding actual participation. The Board of Education will conditionally approve new and continuing Youth Option student's request based on the passing of their courses.

## **ColLEDGE UP**

Lancaster High School is partnering with Cesa 3 and Southwest Wisconsin Technical College to allow students to earn high school and college credits. There are three potential options available to students. Students wishing to enroll in the Gear Up, One and Done Laboratory Science Technician Program, or Nursing program must meet the following guidelines instituted by Lancaster Community Schools to be recommended for the programs:

1. GPA of 3.0 or Better
2. 3 Letters of Recommendation from High School Teachers in the Program Area
3. Student Has Met with Guidance and Administration to Fulfill the Application Process
4. Provides Evidence of Potential Success in College Level Courses
5. Exhibits High Character and Work Ethic

### **Dues and Fees:**

All fees, books, and materials are the responsibility of the student. Students enrolled in ColLEDGE UP will also be responsible for 50 percent of all tuition expenses resulting from enrollment in ColLEDGE UP. Lancaster Community Schools agrees to contribute 50 percent of tuition expenses resulting from enrollment in ColLEDGE UP.

Students who fail to meet course requirements while enrolled, including failure of courses, will be responsible to reimburse Lancaster Community Schools the full 50 percent of the district's tuition expenses.

Lancaster Community Schools reserves the right to deny any or all applications for COLLEGE UP.

**GRADE LEVEL ADVANCEMENT POLICY (Board policy: 345.43)**

The purpose of this policy is to motivate all students to make consistent progress toward graduation and to motivate students who fall behind in credits to make up those deficiencies quickly rather than waiting until graduation is looming.

To encourage students to successfully obtain their diplomas, requirements have been established for grade-level placement. Grade level placement will be determined at the beginning of each school year as follows:

Sophomore	Have earned at least 6 credits
Junior	Have earned at least 12 credits
Senior	Have earned at least 18 credits

Students with exceptional needs will be placed in a grade level in accordance with their IEP

**DEFINITION OF A "FULL-TIME" STUDENT (Board Policy; 412.1)**

Each student must carry a minimum program as follows:

A. High School students (Grades 9-12) – 6 academic subjects (a course that meets 5 days per week plus physical education) or 7 academic subjects as a senior.

Special Items:

A. Students with disabilities may have a modified program if IEP prescribed.

B. School-Age parents, students at risk, Arrow Academy students, students with a 504 plan, homebound students, or students in danger of academic failure may have a modified program if recommended by the counselor and approved by the principal.

C. If a student is involved in a school-sponsored and supervised work experience program, the equivalent credit toward the fulfillment of the minimum program must be identified and approved by the principal.

D. Youth option students must carry a course load equivalent to 3 or more high school credits.

## **ACADEMIC CREDIT**

Academic credit is awarded only when a student successfully completes a course with a grade of at least D-. Failure in a required course necessitates the student's retaking the course and passing it before a diploma can be awarded. Failure in an elective course earns no credit, but retaking the course is not mandatory.

## **ADVANCED PLACEMENT, ADVANCED STANDING, TRANSCRIPTED CREDITS, AND PLTW**

Below is a list of classes that could qualify students for Advanced Placement credits at several technical colleges and universities in Wisconsin. The advanced placement allows a student to the opportunity to earn college credit while in high school. We encourage all students to attempt to take AP courses. (See guidance counselor for details.)

**AP Offerings:** U.S. History  
English Literature  
Biology  
Calculus  
Psychology

Below is a list of classes that could qualify students for Advanced Standing credits at Southwest Technical College. If you pass this course, you do not need to take it while attending SW Tech. It is not credit-bearing.

**Advanced Standing:** Blue Print Ready  
General Physics  
Speech  
Workplace Communication

Below is a list of classes that transcribed courses. If you successfully meet the requirements, you will earn high school credit and college credit at several technical colleges and universities.

**Transcribed Offerings:** Accounting I  
Accounting II  
Computer Applications  
Intro to Psychology  
Intro to Economics  
College Composition  
Speech

Below is a list of classes that are in the program Project Lead The Way. If you successfully meet the requirements, you will earn high school credit and college credit at participating technical colleges and universities.

**PLTW Offerings:** Introduction to Engineering Design  
Principles of Engineering  
Engineering Design and Development  
Civil Engineering and Architecture  
Computer Science and Software Engineering

## **GRADUATION EXERCISES (Board Policy 345.62)**

The Lancaster High School graduation ceremony is for the purpose of publicly recognizing and awarding diplomas to students who are graduating. Participation in the ceremony is optional and not required for receiving a diploma. In order for a student to participate in the graduation ceremony, he/she must have completed the 25 credit requirements or fulfilled alternate educational graduation requirements as outlined by Lancaster School Board policy 345.6. Students must be attending full-time at Lancaster High School unless approved under an Alternate Education plan or the Early Graduation Policy. Students attending Southwest Wisconsin Technical College pursuing an HSED may take part in the graduation ceremony.

The student must have all financial and other obligations satisfied prior to the graduation ceremony and follow the guidelines and expectations outlined by the administration.

Students who have not completed the required 25 credits or fulfilled alternate educational graduation requirements may not participate in the graduation ceremony with their class:

1) Exceptions will be considered only for medical reasons verified by a medical doctor. If an exception is to be considered, an educational plan that prescribes exactly how credits are to be made up shall be in place. Upon the recommendation of the counselor and the approval of the principal, the graduation time requirements may be modified if said requirements can be completed prior to the next school term. However, any modification must include meeting the State of Wisconsin minimum requirement for graduation and local Board of education requirements.

The student will NOT receive a diploma until all credit or alternate educational requirements have been fulfilled.

## **EARLY GRADUATION (Board Policy 345.61)**

The Board of Education believes that students benefit from the social and educational opportunities provided by a four-year high school education. However, the Board also recognizes that there may be circumstances whereby an individual student may benefit from early graduation. Therefore, students may graduate early if they meet the following guidelines:

1. Students must complete seven semesters of high school.
2. Students must meet all graduation requirements as specified in Board policy, except the eight-semester high school attendance requirement.
3. Students who have not reached the age of 18 prior to the time the application is filed must have written approval from their parent or guardian.

Application for early graduation shall be made in accordance with established procedures.

## **EARLY GRADUATION APPLICATION PROCEDURES (345.61 rule)**

Application for early graduation shall conform to the following:

1. Students desiring early graduation must complete the written application and return it to the school principal prior to the end of their 6<sup>th</sup> semester.
2. The student and his/her parents/guardian must have a conference with the guidance counselor and principal to discuss the request.

## **HIGH SCHOOL RECORDS**

The Lancaster Schools keep careful academic records for each student from the day of the entrance to commencement or withdrawal. The student's high school record contains the results of intelligence, interest and aptitude tests, grades, records of his/her extracurricular participation, attendance, special honors and recommendations received and other materials of interest to schools and employers. A student or graduate from Lancaster High School 18 years of age or older may request a copy of his/her transcript at any time. A student or graduate under the age of 18 must have a parent or guardian sign a release form before a transcript can be sent. According to state statute, a student's behavioral record must be destroyed one year from the date of graduation or withdrawal. Students wishing to have certain test results remain a part of their transcripts will be asked to sign a waiver form upon completion of their high school education.

## **REPORT CARDS**

Report cards will be issued within 10 calendar days following the end of the nine weeks period. A student's academic progress will be rated as follows:

A	Excellent	90-100%
B	Above Average	80-89%
C	Average	70-79%
D	Below Average	60-69%
F	Not Passing	Below 60%

Pluses, minuses, and/or comments may also be given on the report card to better inform the parent/guardian of the student's progress and/or behavior.

## **REQUEST FOR GRADE CHANGE**

A student enrolled in the District may seek changes in the quarter and/or semester grades provided the following criteria are met and using the following procedure. The School Board recognizes that

teachers are the best evaluators of students in their classes and are best suited to determine grading criteria.

In order for a semester or quarter grade to be modified, the student must prove the following:

1. That a test grade, assignment or other grade recorded in the teacher's grade book was not corrected and such error resulted in an incorrect quarter grade or semester grade; or
2. That an incorrect grade was given on a test, assignment or other activity recorded in a teacher's grade book which error resulted in an incorrect quarter grade or semester grade; or
3. That a grade was given in disregard for or for reasons other than a teacher's own grading criteria.

Requests for changes in quarter or semester grades shall be made using the following procedures:

1. The student and/or the student's parent or guardian shall obtain a request form from the appropriate school district office. The form must be completed in its entirety and returned to the office within ten (10) school days after the date the report card is issued. In the event a request form is submitted to the principal by a requester, which is not complete, the form will be returned to the requester for completion. Submittal of an incomplete form will extend the filing deadline once by five (5) days.
2. Within two (2) school days of receipt of the completed request form, the building principal shall transmit the form to the teacher who shall respond to the request in writing within five (5) school days of receipt of the form from the principal. The building principal shall transmit the form to the student or the student's parent or guardian within (2) school days of its return from the teacher.
3. A student or his or her parent or guardian who is dissatisfied with the response submitted may, within five (5) school days of the date of mailing of the form to him or her, requests a conference which, if requested, shall be held within ten (10) days of the date of the request. A conference, if held, shall include the student and/or his other parent/guardian, the teacher, the building principal, and the district administrator if requested by either the principal or the student or his/her parent or guardian. The conference will be for the purpose of determining whether one or more of the criteria for changing grades have been met. After the conference, the building principal with the advice of the district administrator if the district administrator has participated in the conference, will decide whether the student's grade will be changed. The principal shall inform the teacher and the student or his/her parent or guardian of the principal's decision in writing within three (3) school days of the conference. The principal's decision is final.
4. Copies of all documents relating to requests or grade changes will be placed in the progress record file of the student and maintained as pupil progress records in accordance with the law.
5. No request for a grade change will be considered unless it meets the criteria and procedural requirements of this policy, including deadlines.
6. Nothing in this policy shall prohibit a teacher, if he or she realizes that a grading error has been made due to miscalculation or miss-recording a grade, from correcting the grade. The deadlines

established herein will begin to run on the date when notice is sent to the student or his/her parent or guardian of this change.

## **HONOR ROLL & ACADEMIC HONORS**

The honor roll is used at the semester grading period, to award recognition of high academic achievement. In order to be named on the honor roll, students must meet the following requirements:

- 1) A GPA of 3.750 will be recognized as High Honors
- 2) A GPA of 3.500 - 3.749 will be recognized as Honors
- 3) Top 10 Academic Scholars are based on GPA after 8 semesters

To determine Honor Roll, Class Rank, and Graduation Honors we will use the official GPA and there will be no rounding up.

## **VALEDICTORIAN – SALUTATORIAN (Board policy; 463)**

The valedictorian and salutatorian will be determined after a student's seventh semester. The student with the highest grade point average will be valedictorian and the student with the second-highest grade point average will be salutatorian.

In case of ties, the following guidelines will be used:

- 1) If two students tie, they will be co-valedictorians with no salutatorian.
- 2) If three or more students tie, the student with the highest ACT score will be valedictorian and 2<sup>nd</sup> highest will be salutatorian.

To be eligible for consideration for Valedictorian/Salutatorian all candidates must attend Lancaster High School for at least three (3) consecutive semesters immediately preceding the determination of the top-ranked student.

## **Laude System**

### **Policy #463- Grading Systems**

It shall be the policy of the Lancaster School District to evaluate student achievement in grades kindergarten through 12. The issuance of grades on a regular basis serves to:

- a. Promote a process of continuous evaluation of student performance;
- b. Inform the student and his/her parent(s) or guardian of the student's progress; and

c. Provide a basis for bringing about change in student performance if such change is deemed necessary.

d. Starting with the graduating Class of 2020, Lancaster High School will recognize graduating Seniors through the Laude System. The Laude System recognizes students that take rigorous courses during their four years of high school. The Laude System is a point-based system that combines honors points with a student's GPA under our normal grading scale. This system will reward a student for taking designated honors courses and will earn the student 1 honor point (per semester) or .5 honor point (per semester) for taking designated honors courses. Students must successfully complete the course to earn honors points. Students taking Advanced Placement Courses or Project Lead the Way Courses will receive 1 honor point per semester for each of these courses taken. Courses designated as Advanced Standing or Honors earn the student .5 an honor point per course per semester. (The reason for the difference is that AP and PLTW courses require the teachers to attend special advanced training and the curriculum is nationally audited for rigor.) The Laude System will allow for recognition of a wider range of students. Under the Laude system, students must meet two criteria –the student must minimally have a 3.2 C.G.P.A and have earned a minimum of 16 honors points. Once a student meets these requirements they can earn one of the following distinctions– Cum Laude (With honor/distinction), Magna Cum Laude (With great honor/distinction) and Summa Cum Laude (With highest honor/distinction). A list of Laude eligible courses will be available in the Lancaster High School Student Handbook in August 2016. The Laude courses will be determined and evaluated every two years by a 10 member committee comprised of the guidance counselor, high school building principals, and one representative from each group: tech ed/agriculture/business, music, math, English, science, social sciences and art/world language.

Those students who earn Summa Cum Laude (50 points or higher) will be awarded gold cords to be worn at graduation. Those students who earn Magna Cum Laude (32 – 49.9 points) will be awarded silver cords to be worn at graduation. Those students who earn Cum Laude (16 – 31.9) points will be awarded white cords to be worn at graduation. Minimum qualifications for Cum Laude are 3.2 CGPA and 16 Laude points.

Transfer students will receive honor points toward the Laude System, for Advance Placement Courses, Transcribed College Courses, and Project Lead the Way Courses passed and completed at their previous school.

Due to the varying nature of how honors classes are designated in other schools, honors classes other than Advanced Placement, Transcribed and Project Lead the Way will not be granted to transfer students for honor points toward the Laude System.

Specific grading guidelines shall be developed for use in the district.

The Lancaster School District shall not discriminate on the methods, practices, and materials used for evaluating students on any basis prohibited by law.



**Policy #464- Academic Honors**

Honor rolls shall be published in the Lancaster School District each grading period. Students in the middle school and high school who maintain specified grade point averages shall be eligible for district honor rolls.

**RECOGNITION OF SENIORS**

Starting with the Class of 2020- At the end of seven semesters the cumulative grade point average (CGPA) will be multiplied by the number of Honor Points earned to equal the total Laude Points a student has earned to help determine scholarship applications and recognition at graduation ceremonies. Those students who earn Summa Cum Laude (50 points or higher) will be awarded gold cords to be worn at graduation. Those students who earn Magna Cum Laude (32 – 49.9 points) will be awarded silver cords to be worn at graduation. Those students who earn Cum Laude (16 – 31.9) points will be awarded white cords to be worn at graduation. Minimum qualifications for Cum Laude are 3.2 CGPA and 16 Laude points.

Transfer students will receive honor points toward the Laude System, for Advance Placement Courses and Project Lead the Way Courses passed and completed at their previous school.

Due to the varying nature of how honors classes are designated in other schools, honors classes besides Advanced Placement, Transcribed, and Project Lead the Way will not be granted to transfer students for honor points toward the Laude System.

Other honor programs recognizing student academic achievement may be implemented in the district in accordance with guidelines established by the administration.

"Awards" are classified as "directory data" under the student records law. This information may only be disclosed if a parent or guardian has not filed a statement prohibiting disclosure of directory data.

**Policy #461 - Academic Excellence Higher Education Scholarship Program (Starting Graduating Class of 2020)**

GENERAL

Wisconsin Statute section 38.41 establishes the Academic Excellence Higher Education Scholarship. The intent of these scholarships is to recognize Wisconsin's high achieving pupils and to provide an incentive encouraging these students to attend eligible Wisconsin institutions.

CRITERIA

1. Pursuant to Wisconsin Statute section 39.41(1m) (a), the School Board shall meet annually, by February 15, and name the twelfth grade pupil who has the highest grade point average as defined by Board policy number 463 and as shown on that pupil's official transcript as of the last day of the last semester that ended just prior to the February 15th deadline as eligible for this scholarship.
2. Pursuant to Section HEA 9.05(1) of the Wisconsin Administrative Code, the following eligibility criteria are hereby established for students competing for the scholarship:
  - a. Students must have attended Lancaster High School full time for the three semesters prior to the determination of scholarship and have attained senior status. A "senior" is defined as a student who is enrolled in his or her eighth semester of high school and who has completed at least 21 credits.
  - b. Full-time open enrollment students will be considered eligible for the scholarship provided they meet all other criteria as required under HEA 9.04(2).
  - c. The student must have the highest grade point average at the end of seven semesters.

TIE-BREAKING PROCEDURE

If two or more students have the same grade point average the following criteria, in rank order, will be used to determine the eligible student beginning with the Class of 2020.

- a. If the eligible students' GPAs are identical, the student with the highest composite American College Test (ACT) score available at the end of the seventh semester will be awarded the honor. This score must be in the guidance department by the end of seven semesters to be considered. A student not taking the ACT forfeits the right to this scholarship.
- b. If the eligible students' grade point averages (GPAs) are identical and criteria (a) does not determine the recipient, the student with the highest Laude Point total will be awarded the honor.

- c. If the eligible students' GPAs are identical and the criteria (a.) and (b.) do not determine the recipient, then the students with the most credits through seven semesters will be awarded the honor.
- d. If none of the criteria listed above break the tie, then the tie shall be broken by a chance drawing of names.

A senior is considered qualified for the scholarship if he/she is admitted to and enrolls, on a full-time basis, in a center or institution within the University of Wisconsin system or Wisconsin Technical College system or a participating private university in the state. This must be done by September 30 of the academic year immediately following the school year in which the senior was designated as the scholar.

#### **Laude Honors Courses**

**AP, Transcribed and PLTW courses = 1 honor point per semester for each course completed and passed**

**AP Offerings -**

Biology  
Calculus  
English Literature  
Psychology  
US History

**PLTW Offerings -**

IED – Introduction to Engineering Design  
POE – Principles of Engineering  
EDD – Engineering Design and Development  
CEA-- Civil Engineering and Architecture  
CSE—Computer Science and Software Engineering

**Transcribed Offerings-**

Accounting I  
College Composition  
Entrepreneurship  
French V  
Human Social Behavior  
Intro to Economics  
Speech

**Adv. Standing and Department Designated Honors Courses = ½ honor point per semester for each course completed and passed**

**Advanced Standing Courses Presently Offered – (Must earn a B or better in the course to receive the honor credit)**  
Advanced Microsoft Office

### **Newly Designated Departmental Honors Courses–**

Foreign Language – Spanish 3/4/5 and French 3/4  
Math – Honors Geometry, Pre-Calculus and Algebra 2  
Science – Anatomy & Physiology, Chemistry II, Physics  
and Experimentation  
Music – Honors Band and Honors Choir  
Art – Studio Art and Advanced Ceramics  
Agriculture—Advanced Welding and Veterinary Science

### **ACADEMIC HONESTY**

Cheating is defined as taking the work, words, ideas, and/or efforts of another as one's own or providing one's work to be presented as another's. If a student is caught cheating in the classroom, the following procedures will be utilized to address the situation.

#### **1<sup>st</sup> Offense**

1. The student will earn zero points.
2. Parent/guardian will be notified.
3. The student will be referred to Principal & Activities Director

#### **2<sup>nd</sup> Offense**

1. The Student giving or receiving answers will receive an F for Quarter
2. The Parent/guardian will be notified
3. The student will be referred to Principal & Activities Director

### **ARROW PASSPORT**

The Arrow Passport was established to promote and reward good citizenship at Lancaster High School.

A student who is awarded a passport will have the following privileges:

- 1) You will be dismissed from the study hall without needing to sign out after attendance is taken. You may then go to the commons to do your schoolwork.
- 2) You can use your approved electronics and earbuds while in the commons.
- 3) If you eat hot lunch, you may go to the head of the line and be served.
- 4) Once a semester, you can leave during lunch. It is a scheduled day, make sure to listen for it in announcements. You must present your arrow passport at the main entrance before you leave. If you are late to 5th hour, you lose your Arrow Passport immediately.

\*The Arrow Passport is awarded to a student **after** a minimum of two semesters who:

- 1) did not have any unexcused tardies or absences
- 2) did not have any discipline referrals
- 3) has shown academic honesty
- 4) does not exceed 4 absences

5) 3.5 GPA or above

\*Students unable to meet the criteria listed due to unforeseen circumstances will be addressed with principal approval.

**WISCONSIN ACADEMIC EXCELLENCE HIGHER  
EDUCATION SCHOOL PROGRAM (Board policy; 462)**

The State of Wisconsin has taken legislative action to provide tuition and fee scholarships to Wisconsin's top high school scholars beginning in the 1990-91 academic year. The selection criteria are as follows as stated in the governing statute 39.41 (1m) (a). Annually, by February 15, the school board of each school district operating one or more high schools and the governing body of each private high school shall name the 12<sup>th</sup> grade pupil in each high school who has the highest grade point average, based on seven high school semesters, in all subjects as eligible to receive a higher education scholarship. The school board is to notify the Dept. of Public Instruction of the name of the senior selected. If two or more pupils in the same high school have the same grade point average, the principle administrative unit shall select the senior eligible for the scholarship.

The principle administrative unit (building principal and high school counselor) of the high school will select the Academic Scholarship senior recipient based on the following:

- 1) To be eligible for consideration for the Academic Excellence Higher Education Scholarship, all candidates must attend Lancaster High School for at least three (3) consecutive semesters immediately preceding the determination of the top-ranked student.
- 2) The senior who, after seven semesters of high school course work, has the highest grade point average.
- 3) If there is a tie, the senior who has the highest ACT composite score will be the recipient of the scholarship.
- 3) If there is a tie in #3 above, the student that has earned the most credits at the end of seven semesters will be selected.
- 4) If there is a tie at step 4, the recipient will be chosen by lot.

**GUIDANCE SERVICES**

Guidance services are available to Lancaster High School students throughout the school year. The counselor on staff will help students make decisions about career and future education plans, as well as providing counseling for students who are encountering social, personal, or academic problems. To assist students in career planning, the guidance counselor will help students make

the necessary arrangements for college or vocational school testing and entrance, in addition to providing students with numerous opportunities throughout the year to meet with representatives from the armed forces, colleges, and vocational or technical schools. Books, pamphlets, computer resources, and other career information is available for student use simply for the asking. Any student encountering a personal, social, or academic problem regardless of how large or small should feel free to stop into the guidance office and arrange for an appointment to see the counselor of his/her choice. All students at Lancaster High School are encouraged to make use of the guidance services available.

## **SCHOOL VISITORS**

All guests and/or visitors to the school must report to the office. No one is allowed to tour the building or visit with students without getting prior approval from a building administrator. LHS students are discouraged from requesting permission to bring guests to high school with them.

SEE: Anonymity/Visitors to School of Student Rights and Responsibilities

## **VANDALISM AND PROPERTY DAMAGE**

Students who destroy school property will be required to pay the full replacement cost of the item destroyed and will be subject to disciplinary action which includes, but is not limited to, suspension, expulsion, and/or referral to legal authorities. Students who damage school property through negligence will be required to pay the full cost of replacing the damaged article. Students will not be expected to pay for damage that occurs through normal usage.

SEE: Property of Student Rights and Responsibilities

## **STUDENT CONDUCT AND REGULATIONS (Board Policy; 443)**

### **CLASSROOMS**

Students are required to follow the instructions of the teachers, and shall not interfere with the instructional process or work of other students.

SEE: General School Conduct of Student Rights & Responsibilities

### **STUDY HALL**

Study halls are provided to give students an opportunity for independent study. An atmosphere of quiet should prevail in the study hall. Students should bring study materials with them to the room and should respect the rights of others to study quietly.

A student should follow the instructions of the teachers. A student wishing to be excused from study hall must present a pass from another teacher requesting his/her release.

SEE: Property of Students Rights and Responsibilities  
IMC

## **LOCKERS**

Lockers are issued to all students. These lockers may be equipped with locks. Students are responsible for the safekeeping of their belongings. Lockers should not be used for storing large amounts of money or property of great value. (If a large sum of money must be brought to school, students should bring it to the office to be stored in the safe.) All lockers are the property of the school. Lockers and their contents are subject to inspection by school officials as determined necessary and appropriate.

## **STUDENT PASSES**

Students leaving a room during a class period are required to have passes signed by another teacher or the principal. Passes should be obtained before entering the classroom.

If you need to leave the school at any point during the day, you are responsible for getting a pass from the office in the morning before school starts. You need to have signed permission or a phone call from a parent/guardian to the office. Students who do not have a pass or verbal permission from the office will not be permitted to leave class.

SEE: Assigned Areas of Student Rights & Responsibilities

## **TARDY PASSES AND UNEXCUSED TARDIES**

All students tardy to a class are required to have a pass from the teacher of the previous class. Failure to observe this regulation will result in an unexcused tardy and may bring disciplinary action. Students who are tardy to school or class without a valid reason will be considered unexcused tardy. Oversleeping and car trouble are considered unexcused absences.

Following the accumulation of three (3) unexcused tardies, a student will serve one detention. Each additional unexcused tardy, a student will be required to serve an additional detention. At the beginning of each semester a student will begin with a clean slate, providing all previous assigned detentions have been served.

SEE: Assigned Area of Student Rights & Responsibilities

## **ABSENCE FROM SCHOOL AND PROCEDURES WHEN RETURNING**

When a student is absent his/her parent(s) or guardian shall contact the school prior to 9:00 a.m. on the day of the absence and state the reason for the absence.

Any student who has missed all or part of a school day is to report immediately to the office. The student must have a written excuse or phone call from the parent/guardian to be given an excused absence. Any student missing three or more consecutive days of school may be required to produce a doctor's note to exempt the illness. Failure to follow this regulation may bring disciplinary action.

## **PERMISSION TO LEAVE THE BUILDING**

A student who has reported to school is not to leave the building before regular dismissal without permission from the office.

Medical and dental appointments should be made before or after school whenever possible. However, when it is necessary for a student to leave the building during the day for medical and dental appointments, the student must comply with the following procedure:

- 1) Provide a written or verbal statement from a parent/guardian requesting that the student be allowed to leave.
- 2) Obtain a "Permit to Leave School" slip from the office.
- 3) Before leaving the building, sign out in the office.
- 4) Sign in and return the "Permit to Leave School" slip upon returning to school.

Any student who leaves school without following the above-stated procedures will be considered truant and will be subject to disciplinary action.

SEE: Leaving School Grounds Without Permission of Student Rights and Responsibilities

Skipping a class during the day will result in 3 detentions per class period missed.

Examples may include:

- a) leaves the building without a *Permit to Leave Pass*.
- b) leaves the classroom, study hall, work area, or teacher's supervision without having permission from the teacher.
- c) does not report to the office or any other designated location after being sent by a staff member.
- d) is over excessively late to class without an acceptable excuse.
- e) is in any unsupervised area of the building, including restrooms, without a pass when classes are in session.
- f) after securing the proper permission to leave a classroom, is gone an excessive amount of time.



- g) remaining in the school building, but not in the scheduled class.
- h) removal from class for disciplinary reasons

All work missed during an unexcused absence or suspension from school with the exception of tests will not be allowed to be made up.

Students that are not in attendance for a full day, with the exception of medical/dental appointments, are not allowed to participate in any school-sponsored event or any practice that afternoon or evening. The principal may approve exceptions where extenuating circumstances exist, such as college visits or future labor requirements.

### **ATTENDANCE POLICY (Board policy; 431)**

Definition:

- 1) Truancy means, any absence from part of or all of one or more school days during which the office has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil. This also means intermittent absences carried out of the purpose of defeating the compulsory school attendance. (Example: cutting class, leaving school without permission.)
- 2) A student will not be regarded as a truant when the parental explanation of an acceptable excuse or acceptable reason for the absence is given on the day of the absence or by the beginning of the day the pupil returns to school.
- 3) Acceptable Board of Education reasons for which pupils may be absent (excused) by a parent (or guardian) under Section 118.15 of Wisconsin Statutes, other than illness:
  - a. Evidence that the student is not in a proper physical or mental condition to attend a school or an educational program. The district may request the parent or guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the student. Such an excuse shall be made in writing and shall state the time period for which it is valid not to exceed 30 days.
  - b. Attendance at a funeral, as deemed necessary by the parent or guardian.
  - c. A court appearance or other legal procedure which requires the attendance of the students.
  - d. A quarantine as imposed by a public health officer.
  - e. Special circumstances that show good cause which is approved in advance by the school attendance officer, or designee.
  - f. Suspensions from school.

4) In addition, the parent or guardian may excuse a pupil for up to ten (10) days in a school year provided the excuse is made verbally or in writing and is received prior to the absence. Examples of absences included in the ten (10) days would be hunting, attendance at state tournaments, college visits, and family trips.

5) A student *will not* be considered truant for a full or half-day (1-4 or 5-8) when a parental explanation of an acceptable Board authorized excuse for the absence is given on the day of the absence or at the beginning of the day the student returns to school. Students who are *not* excused by the beginning of the day returned will be considered truant. Students who are absent due to non-board approval reasons cannot be excused by parents and will be considered truant. Following an unexcused absence, a warning letter may be issued and a copy sent to Lancaster Police Department.

In the event that a student is truant from part of or for a full day, a warning or a referral will be made to law enforcement for violating the Grant County Truancy Ordinance or the City of Lancaster Truancy Ordinance and a citation will be issued.

#### **ATTENDANCE REQUIREMENTS**

1) When a student is considered truant from class and:

- a. does not complete the compensatory work assigned by the teacher
- b. has not served the assigned detentions beginning on the day of return to class and on a daily basis until detentions are completed...

...the student not meeting the above criteria will be subject to disciplinary actions by the administration.

2) The School Board has mandated that all high school students must be enrolled as full-time students. Therefore, students who are truant out of classes must continue to attend an assigned class or study hall each hour that school is in session or they are considered truant.

SEE: Attendance of Student Rights and Responsibilities  
Assigned Areas of Student Rights and Responsibilities

**RULES REQUIRED FOR ELECTRONIC COMMUNICATION DEVICES**  
**(Board policy; 442.5)**

Students may not use or possess an electronic paging or two-way communication device while on school property during normal school hours.

The school board or its designees may allow for the use or possession of such a device by a student if the school board or its designees determine that the device is used or possessed for medical, school, educational, vocational, or other legitimate purposes. Annually, each student enrolled in the school district must be provided with information on this policy adopted by the school board.

**Lancaster District Student Technology/Communication Device Use**

Lancaster Schools provides computer/technology access to all students. Whether it is one-to-one technology or other shared technology devices, students have the technology available for their educational needs that are provided by the district. On some occasions, teachers may authorize the use of cell phones, watches or other student-owned technology/communication devices for educational purposes. Absent teacher authorization, students are not allowed to have use of their personal technology/communication devices during the academic day with the exception that **high school** students may use their personal technology/communication devices during the designated school lunch period. This means that student technology/communication devices are not to be accessed by students anywhere in the building during the school day (defined as the beginning of the 1st hour and the end of the 8th hour) with the exception of lunch period and teacher approved educational activities. Additionally, technology/communication devices that ring, vibrate or otherwise cause a disturbance will be considered a violation of this policy. Policy enforcement will be as follows:

**First Offense:** The technology/communication is confiscated by school personnel and given to the office. The student may recover the technology/communication device in the office after school.

**Second Offense:** The technology/communication device is confiscated by school personnel and given to the office. Parent/Guardian notification occurs. The student's parents/guardians may recover the technology/communication device in the office.

**Subsequent Offenses:** The technology/communication device is confiscated by school personnel and given to the office. Parent/Guardian notification occurs. The parents/guardians may recover the technology/communication device in the office. The student will be subject to additional school consequences, up to and including suspension and/or expulsion.

**Students will comply with the school personnel request to hand over the technology/communications device when directed to do so. Students who fail to follow such direction will be subject to additional consequences for non-compliance.**

## **USE OF ALCOHOL, TOBACCO, AND OTHER DRUGS**

The healthy development of the minds and bodies of young citizens is one of the prime functions of our school. Realizing that alcohol, tobacco and other drugs are harmful to the human being, the Lancaster Board of Education has adopted the following regulations on the use of these products.

Students enrolled in Lancaster Schools shall be forbidden to use/possess alcohol, tobacco or other drugs on school property. This regulation is in effect 24 hours a day, 365 days a year. This regulation is also in effect at all school-sponsored activities including activities where Lancaster High School is participating off its own campus. Use of illegal drugs or alcohol prior to arrival at Lancaster High School is also strictly forbidden. Any student who violates the above regulations will incur an immediate 3-day suspension and referral to the proper authorities.

School officials have the authority to take disciplinary action, including prohibiting violators from attending school events. Repeated violations may lead to Board action and permanent suspension because of refusal to comply with school policies.

SEE: Tobacco/Tobacco Products and Illegal Substances of Student Rights and Responsibilities

## **ALCOHOL TESTING OF STUDENTS**

According to Wisconsin Statutes, students may be required to submit to breath testing for the purpose of determining the presence of alcohol under the following conditions:

A school principal, designee, or a law enforcement officer, authorized by the school board, may require a student to provide one or more samples of his/her breath for the purpose of determining the presence of alcohol whenever the authorized employee, agent or officer has reasonable suspicion that the student is under the influence of alcohol while:

- a) on school premises;
- b) in a motor vehicle owned, rented by or consigned to school; or
- c) participating in a school-sponsored activity.

The authorized principal, designee, or officer must use a breath screening device approved by the Department of Transportation for the purpose of determining the presence of alcohol in a person's breath.

Maximum discipline or treatments that will result from:

- a) the student being under the influence of alcohol while on school premises, in school vehicles or while participating in school-sponsored activities, or
- b) the student refusing to submit to breath testing to determine the presence of alcohol in the student's breath, are suspended for up to five days, referral to law enforcement and/or AODA treatment/counseling. Expulsion may result if the student's record indicates a continued disregard for school rules.

The results of the breath test or the fact that a student refused to submit to breath testing may be used in any hearing or proceeding regarding the discipline, suspension or expulsion of a student due to alcohol use.

Any person authorized by the school board to administer the breath test to students must have training on how to use the breath-screening device and how to evaluate the test results. The Board authorizes any qualified officer of the City of Lancaster Police Department or Grant County Sheriff's Department to conduct breath alcohol tests on students suspected of being under the influence of alcohol as referred by a school principal or designee.

**LANCASTER COMMUNITY SCHOOL DISTRICT  
DRUG AND ALCOHOL POSSESSION, USE AND DISTRIBUTION POLICY  
Policy 521.1**

Lancaster High School is a Drug-Free Zone. It is the expectation of the Lancaster School District that all students will attend school and all school-sponsored events free from the influence of alcohol and other drugs. Being under the influence of alcohol and/or other drugs impacts not only the student's individual learning and safety, but also impairs judgment and can, as a result, affect the learning and safety of others.

All students are prohibited from carrying, possessing in any manner, or attempting to possess, using, or selling alcoholic beverages, morphine, marijuana, cocaine, opium, heroin, their derivatives or compounds, drugs commonly called LSD, "pep" pills, tranquilizers, or any other narcotic drugs, barbiturate, substance, ingredient, synthetic cannabinoid or compound that, when taken orally, intravenously, inhaled, or consumed in any other manner, may cause the person to be under the influence thereof, or any other controlled substance regulated by law, including any substance that is falsely represented to be a controlled or counterfeit substance.

No student shall act in, aid, abet, assist, distribute, or conceal the possession and/or the consumption, purchase, or the distribution of any illegal drugs or alcoholic beverages by another student or students.

## **PENALTIES**

Any student who violates the provisions of this policy may be immediately suspended and recommended to the Board for expulsion. In addition, all such matters will be referred to local law enforcement.

Any illegal or suspicious materials will be turned over to law enforcement as evidence and for testing as necessary.

Any student who is found to be in violation of this policy will be referred to the athletic director and/or the supervisor of any other school organization to which the student belongs that has a code of conduct.

## **PROVISIONS**

The provisions of this policy shall not apply to any student who is under the care of a licensed physician and who is taking medication under the supervision and direction of such physician unless the student is illegally selling, possessing or distributing medications. With regard to prescription medications, refer to the Lancaster Community School District medication policy.

The provisions of this policy shall apply to all students during the period of time that they are under and/or subject to the jurisdiction of the Lancaster Community School District, while participating in or going to or from any school-related activity, at any place where an athletic contest or event is taking place, during the course of any field trip, during the course of any trip or activity sponsored by the District, while under the supervision and direction of any teacher, principal or other authority of the District, or when such conduct does or may threaten to interfere with or disrupt the educational process or pose a threat to the safety of the student or others.

Some illegal substances such as synthetic cannabinoids may be sent to the State Crime Lab by local law enforcement for analysis. This process can take weeks or months. In such cases, the administrator shall notify the student and parents in writing of the nature of the confiscated material, the request for and timeliness of testing and the penalties that will be pursued if the tested substance violates this policy.

## **NOTICE**

Before implementation of this policy, reasonable notice of the policy will be made to all students and parents and/or guardians of students.

This policy is for the discipline and protection of the students of the District and their general welfare.

This policy shall supersede and take precedence over any other policy or practice that is inconsistent herewith.

**LANCASTER COMMUNITY SCHOOL DISTRICT  
POLICY ON SUSPICION-BASED TESTING  
FOR BEING UNDER THE INFLUENCE OF ALCOHOL OR OTHER DRUGS  
Policy 521.2**

Lancaster High School is a Drug Free Zone. It is the expectation of the Lancaster School District that all students will attend school and all school-sponsored events free from the influence of alcohol and other drugs. Being under the influence of alcohol and/or other drugs impacts not only the student's individual learning and safety, but also impairs judgment and can as a result affect the learning and safety of others.

**DRUGS DEFINED**

Students are prohibited from being under the influence of any controlled substance regulated by law, including, but not limited to: alcohol, marijuana, synthetic marijuana (synthetic cannabinoids), cocaine, heroin, LDS, ecstasy, \*prescription stimulants (i.e. Ritalin, Adderall, etc.) and "prescription narcotics (i.e. Oxycontin, hydrocodone, etc.).

***\*The provisions of this policy shall not apply to any student who is under the care of a licensed physician and who is taking the medication under the supervision and direction of such physician. With regard to prescription medications, refer to the Lancaster Community School District medication policy.***

**PENALTIES**

Any student who violates the provisions of this policy may be immediately suspended for three (3) days and referred to law enforcement as appropriate.

Any student who is found to be in violation of this policy will be referred to the athletic director and/or the supervisor of any other school organization to which the student belongs that has a code of conduct.

**PROVISIONS**

The provisions of this policy shall apply to all students during the period of time that they are under and/or subject to the jurisdiction of the Lancaster Community School District, while participating in or going to or from any school-related activity, at any place where an athletic contest or event is taking place, during the course of any field trip, during the course of any trip or activity sponsored by the District, while under the supervision and direction of any teacher, principal or other authority of the District, or when such conduct does or may threaten to interfere with or disrupt the educational process or pose a threat to the safety of the student or others.

## **REASONABLE SUSPICION TESTING**

Subject to the limitations contained in this policy, the District may require any student to submit to a drug and/or alcohol test if there is reasonable suspicion that the student is using prohibited drugs and/or alcohol. Reasonable suspicion must be based on specific contemporaneous physical, behavioral, or performance indicators of probable drug and/or alcohol use. The requirement of a drug and/or alcohol test is within the discretion of the District and is not a prerequisite to the administration of discipline under this policy.

The following circumstances shall constitute grounds for reasonable suspicion:

- a. Direct observation and/or confirmation by a District employee of drug and/or alcohol use or possession;
- b. Abnormal or erratic behavior indicating intoxication;
- c. Physical symptoms indicating intoxication including, but not limited to, glassy or bloodshot eyes, abnormal pupil size or reaction to light, slurred speech, loss of balance, poor coordination or reflexes;
- d. First-hand information provided by reliable and credible sources of use, possession, or intoxication;
- e. The presence of a drug or alcohol on the student, detectable by the senses, such as the smell of marijuana or alcohol; or
- f. Abnormal pulse rate and/or blood pressure in combination with other indicators.

“Intoxication” means being excited, stupefied, or affected by alcohol or a drug to the point where physical and mental control is diminished.

A report from any source indicating reasonable suspicion that a student may be in violation of this policy should be immediately given to an administrator or administrative designee. The administrator or administrative designee must determine that the circumstances constitute reasonable suspicion of drug and/or alcohol use before a student can be requested to take a drug or alcohol test. The administrator or designee is required to write in reasonable detail the facts, symptoms, or observations that form the basis of reasonable suspicion.

In cases in which reasonable suspicion exists that a student is under the influence of alcohol or marijuana, a breathalyzer or oral swab test may be administered by qualified school personnel. School administration may also opt to have a student removed to a qualified medical facility for testing. In such cases the administrator shall contact the student’s parent/guardian if the student is under the age of 18. If the District decides to require submission to a test, the student will be immediately removed from school for a drug/alcohol test to be conducted within a five (5) hour period of time.



If a student appears incoherent, semi-conscious, unconscious, or convulsive, or appears to be hallucinating, is in respiratory distress or anaphylactic shock, or is in other mental or physical distress indicating danger or injury to the health and safety of the student, District personnel shall seek immediate medical attention before any other actions under this policy are taken. The health of the student shall be given priority.

### **PAYMENT**

Should authorized school personnel mandate a drug test the results of which are negative, the district will assume the responsibility of payment for said test. However, the costs associated with any positive drug test pursuant to enforcement of this policy will be at the expense of the student's parent/guardian or the student if the student is at least 18-years-of-age.

### **DRUG AND ALCOHOL TESTING**

Any student required to be tested under this policy may be given a breath or saliva test on school premises or may be accompanied by a District employee and a parent/guardian to a professional testing laboratory or to such other place qualified for drug/alcohol testing at the parent's/guardian's sole expense for urine, blood, breath or saliva testing. All specimens will be collected under reasonable and sanitary conditions. Individual dignity and privacy will be preserved to the extent practicable. Accepted standards for testing, labeling, storage, and transportation of specimens will be followed depending on the type of test given.

***REFUSAL: A refusal or failure to take a drug and alcohol test under the conditions of reasonable suspicion shall be considered a positive drug and alcohol test result or offense.***

***Similarly, refusal by the student and/or parent to share results of a drug test mandated by school officials pursuant to this policy shall be considered a positive drug and alcohol test result.***

NOTE: Medical records between a medical facility and a patient are confidential. School personnel do not have access to drug test results unless authorized by the student/parent. See the Confidentiality section below for information as to how the school will utilize shared results of drug tests.

A student or parent/guardian may request a retest, but the results will only be considered if scientifically meaningful, timely performed, and in compliance with professional guidelines. All positive confirmed test results will be made part of a student's record, but they shall be kept confidential and separated in a secured location with restricted access. All positive initial test results for which the confirmation test is negative or which are determined to be false positive shall not become any part of the student's record of discipline record.

The District shall keep the following records for the periods specified as a part of its drug and alcohol policy:

- a. Records of drug and/or alcohol test results that show a student failed both an initial and a confirmation drug/alcohol test (a positive drug test) and the reasonable suspicious findings for the tests must be kept for five years.
- b. Records of drug and/or alcohol results that show that the student passed an initial or confirmation test (a negative drug test) must be kept for at least one year but shall not be part of the student's record.
- c. The District may retain such records for statistical analysis and policy evaluations, as it deems appropriate, consistent with confidentiality.

### **FINDING OF BEING UNDER THE INFLUENCE OF ALCOHOL OR OTHER DRUG**

If the initial test for drugs and/or alcohol indicates a positive result, the administrator will notify the student and parent/guardian in writing of such positive test results and of the consequences of such a report.

### **CONFIDENTIALITY**

The results of a student's drug test shall not be released to anyone other than the administrator and other employees or agents of the District who have a need to know such information. Any discipline resulting from the drug test results shall be recorded in the student's discipline record in accordance with the discipline policies and other policies of the District. In order to maintain confidentiality, written records of drug testing will be stored in a secure location with restricted access.

The District will cooperate with law enforcement, but the test results will not be released to law enforcement agencies without a court order or subpoena unless law requires disclosure. Nothing in this policy will prohibit or restrict District officials from making any report required by law to law enforcement agencies or other agencies.

### **DRUG EDUCATION AND COUNSELING**

Before the implementation of this policy, and at least annually thereafter, the District shall give training to administrators in drug and alcohol use/abuse recognition and in the implementation of this policy. Administrators will give professional development to employees of all schools in recognition of drug and alcohol use and abuse, handling procedures, and policy implementation familiarization.

If there is reasonable suspicion that a student has or is using prohibited drugs and/or alcohol, the District may recommend counseling and drug/alcohol education at the student's expense.

## **NOTICE**

Before implementation of this policy, reasonable notice of the policy will be made to all students and parents and/or guardians of students.

This policy is for the discipline and protection of the students of the District and their general welfare.

This policy shall supersede and take precedence over any other policy or practice inconsistent herewith.

## **USE OF PROFANITY**

Cursing, swearing, and using obscene language/gestures is prohibited. Using inappropriate language will result in disciplinary action. The use of any inappropriate language or profanity directed at any staff member will result in immediate suspension and referral to law enforcement.

SEE: Non-Hostile Environment of Student Rights and Responsibilities.

## **AGGRESSIVE BEHAVIOR**

Fighting, teasing, bullying, intimidation, or other forms of harassment of other students is prohibited. Any attempt to intimidate verbally or physically any staff members will result in immediate suspension, referral to law enforcement and possible recommendation for expulsion.

SEE: Non-Hostile Environment of Student Rights and Responsibilities

SEE: Bullying Prevention Policy 456

## **STUDENTS OF ADULT AGE**

Current law makes 18 years of age the age of majority. Some of our students will reach this before graduating. For school purposes, you will be considered a student regardless of age, and expected to abide by all the rules and regulations for students. Because we choose to honor the integrity of parenthood, the school recognizes that right of the 18 year old student to sign forms and make school related decisions only if the parent gives his/her child that authority.

ANY PARENT CHOOSING TO GIVE THEIR CHILD THAT PRIVILEGE MUST PROVIDE THE PRINCIPAL WITH A LETTER STATING SUCH.

## **MOTOR VEHICLE USAGE**

### **CAMPUS PARKING:**

Parking of vehicles on school property is a privilege, which is governed by the high school administration. Students must park in spots designated for students parking only and observe the following rules.

1. Vehicle Registration – All student drivers must fill out a vehicle registration form, have it signed by a parent or guardian, and return it to the office.
2. For security purposes, the parking lot is off limits to students during school hours. Students can receive permission from the office to go to his/her car during school hours.
3. OJT students should park in the lot designated for OJT student parking. This small lot is off limits to all other student drivers.
4. Student drivers must adhere to the 15 MPH speed limit. At the end of the day students should exit through the fairgrounds exit and proceed straight across Elm Street onto Sheridan
5. Automobiles parked on school property are subject to search procedures by school personnel as governed by law. The law for such school search procedures differs from that governing law enforcement officers.

The School District does not accept any responsibility for any damage incurred to any vehicle.

## **POSTING NOTICES/INFORMATION OF ANY NATURE**

Any posting of notices for outside school organizations must have approval of the building principal or designee. These notices/posted information can only be hung in designated areas as determined by the office.

## **COLLECTION OF FEES**

No money or dues are to be collected from students without approval of or knowledge of the principal or office. Unauthorized sale of food, clothing, insignia, etc., during school hours is prohibited. All monetary obligations must be paid before graduation, or diploma will not be given.

SEE: Solicitation of Funds, Student Rights and Responsibilities

## **PUBLIC DISPLAYS OF AFFECTION**

There is a proper place and time for displaying physical affection. The place is not the school (the halls, classrooms, or school grounds). We ask that you refrain from intimate behavior (kissing, embracing, intimate touching, etc.). Staff members are instructed to correct students if their behavior is not acceptable. It is the intent to maintain a proper, respectful, and educational atmosphere for all students and employees in the building.

## **DETENTION**

The detention period will last from 7:30 a.m. – 8:00 a.m. in the office or 3:35 – 4:05 p.m. Monday, Tuesday and Thursday with designated staff. The office will enforce detentions resulting from truancy and tardiness to school and tardiness to class.

Students will be notified of any detentions they are issued. If students fail to serve the detentions within a reasonable time frame a notification letter will be sent home with a deadline for completion.

If detention is a result of poor behavior:

- 1) The student will be given a reason for the detention.
- 2) Students reporting for detention are to bring books with them and are required to spend the detention period working. No cell phones allowed during the detention.
- 3) Detentions can be served after school in an assigned room from 3:35 - 4:05 Monday - Thursday.. Detentions can also be served any day before school from 7:30 - 8:00 AM in the HS office.
- 4) Skipping detention is a serious breach of discipline.
  - a) Students who do not report for detention will be subject to Saturday Attendance or suspension.
  - b) Students who are behind in their detention obligation will lose the privilege to participate in, or attend, any school function until their detentions are completely cleared. (Athletic games, special assemblies, and school sponsored trips.)

SEE: Appeal Process of Student Rights and Responsibilities

## **FIRST AID**

Safety precautions and first aid are taught here in school to the advantage of the students. All accidents should be reported to office personnel as soon as possible so that the school may file an accident report. Failure to complete an accident report may jeopardize school insurance coverage on the claim.

## **SCHOOL AND EXTRA-CURRICULAR BUS REGULATIONS (Board policy; 443.2)**

- 1) The student is to enter and leave the bus by the main entrance only except in a case of emergency.
- 2) The bus driver is in charge of the bus. He/she will attempt to provide the best transportation possible; however, it is the student's responsibility to maintain a good relationship with the driver and to respect the driver's request.
- 3) The student will remain seated while the bus is in motion and will not try to get on or off until the bus has come to a full stop.
- 4) The bus will make no stops other than those scheduled.
- 5) Only authorized students may ride the bus.
- 6) Nothing is to be thrown in or from the bus at any time. The student will keep his/her entire body and possession inside the bus at all times.
- 7) All regulations which apply to student conduct and behavior while on the school grounds also apply while the student is riding the bus. Violators will be subject to disciplinary action by school authorities.
- 8) Students are to ride to and from the extra-curricular event on the bus to which they are assigned. Exceptions to this rule are made only when:
  - a) the parent/guardian makes personal contact with the chaperone at the event and requests that the student return with them.
  - b) the parent/guardian personally contacts the office prior to the extra-curricular event and receives permission from the principal.
- 9) Students are to be prompt for departure of extra-curricular buses. Failure to be prompt may result in forfeiture of the right to attend and/or participate in the future of extra-curricular event(s).
- 10) Students who violate the above extra-curricular bus regulations will be denied future transportation.

SEE: Bus Ridership of Student Rights and Responsibilities

## **CONDUCT, DRESS AND BEHAVIOR AT SCHOOL FUNCTIONS**

All rules that apply to students during the school day also apply when representing Lancaster High School on field trips or other school-related functions. All rules of conduct, dress and behavior found in this student handbook also pertain to students who are attending school events.

## **STANDARDS OF DRESS AND GROOMING (Board policy; 442.1)**

The District believes that student dress and grooming should not disrupt the learning process, interrupt a favorable learning atmosphere or present a danger to students' health and safety.

The following shall apply to all students in Lancaster Community Schools while attending school and other functions:

- 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. Inappropriate clothing including short shorts, low cut, see through or strapless blouses, clothing that exposes the midriff, cleavage or buttocks will not be allowed. No chains or other articles that can be construed as threatening, dangerous, or intimidating accessories will be worn outside clothing or on other areas of the person
- 2) Inappropriate clothing includes 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 extra-curricular 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) Footwear shall be worn at all times. Shoes or boots that mark or scar floors are inappropriate.
- 6) All headgear including hats, caps, and hoodies should be worn outside the school building only.

Legal Reference: Section 120.13(1)(a) Wisconsin Statutes approved: February 8, 2006  
SEE: Personal Dress of Student Rights and Responsibilities

### **FAN BUS TRIPS**

In the event that there would be transportation provided for students by the Lancaster School District, it may be necessary for students to pay a fee to ride the bus. Fan busses are for Lancaster High School students and chaperones only.

### **ATHLETIC ELIGIBILITY (Board policy; 441)**

Wisconsin Interscholastic Athletic Association rules govern student athletic eligibility at Lancaster High School. A student who wishes to participate in athletics must be passing all courses.

In regard to age, a student shall be ineligible for interscholastic competition if he/she reaches his/her 19<sup>th</sup> birthday before August 1<sup>st</sup> of any given school year.

Training policies, rules, and regulations will be set up by the coaches and will be enforced rigidly. Every student who wishes to participate in a sport must sign an Athletic Code of Conduct that provides the guidelines for conduct both on and off the field or court. Violation of the code will result in disciplinary action, by the coaches, as prescribed in the current code.

SEE: Student Organization of Student Rights and Responsibilities

## **STUDENT USE OF BACKPACKS AND COATS DURING SCHOOL HOURS**

### **(Board Policy; 443.10)**

The carrying of backpacks and wearing of coats and jackets presents a potential safety risk to the student body of Lancaster Community School District. Therefore, students will be required to follow these restrictions.

1. **BACKPACK USE.** The School District of Lancaster does not allow students to use backpacks to transport materials to and from classes.

a. Students who bring backpacks, duffel bags, book bags, or other supply carrying containers to school must place them in their lockers at the start of each school day.

b. Those items may not be used to transport materials to and from classes during the day.

c. The building principal may waive this policy on a limited basis upon good cause to include, but not limited to special needs of students.

2. **WEARING OF OUTSIDE CLOTHING TO CLASSROOMS.** The School District of Lancaster is aware of the possibility of varied temperatures in classrooms throughout the buildings. It is suggested that students dress in layers so they may adjust to differing temperatures, however, ultimately, it is the responsibility of the students to dress in a manner that will allow them to be comfortable in all situations, and complies with the following items.

a. No students shall be permitted to wear any clothing during the regular school day, which is normally identified as outside apparel.

b. Hats, coats, and all other outerwear are to be placed in the locker at the beginning of the day and not removed until the student leaves the building.

c. The building principal may waive this policy on a limited basis upon good cause including, but not limited to special needs students, and certain health related conditions (i.e. broken leg, wheelchair confinement).



