

2016-2017

STUDENT/PARENT HANDBOOK



SCHOOL DISTRICT OF SUPERIOR
3025 Tower Avenue
Superior, Wisconsin 54880

All School District of Superior policies are available online at www.neola.com/superior-wi.

The Board of Education does not discriminate on the basis of any characteristic protected under State or Federal law including, but not limited to, sex; race; religion; national origin; ancestry; color; creed; pregnancy; marital status; parental status; sexual orientation; or physical, mental, emotional, or learning disability in its programs or activities.

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This Student/Parent Handbooks is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the District Administrator. The Policies and Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was published. If you have questions or would like more information about a specific issue, contact your school principal.

SCHOOL DISTRICT OF SUPERIOR
School Calendar
SY2016-2017

August 18-19 & 22-23-24, 2016	New Professional Staff Training
August 30-31, 2016	Staff Development Days
September 1, 2016	Classes begin for students
September 5, 2016	Labor Day (holiday)
October 31, 2016	Designated parent-teacher conference day (no school for students)
November 1-2, 2016	Staff Development Days (no school for students)
November 23, 2016	Designated parent-teacher conference day (no school for students)
November 24-25, 2016	Thanksgiving Break
November 28, 2016	Classes resume
December 22-30, 2016	Winter Break
January 2, 2017	Classes resume
February 13-14, 2017	Staff Development Days (no school for students)
March 20-24, 2017	Spring Break
March 27, 2017	Classes resume
April 14, 2017	Designated parent-teacher conference day (no school for students)
April 17, 2017	Staff Development Days (no school for students)
May 29, 2017	Memorial Day (holiday)
June 3, 2017	Graduation
June 6, 2017	School term ends for students and teachers

Quarter End Dates

1st quarter: November 4, 2016
2nd quarter: January 20, 2017
3rd quarter: March 31, 2017
4th quarter: June 6, 2017

Trimester End Dates

Trimester 1: December 2, 2016
Trimester 2: March 3, 2017
Trimester 3: June 6, 2017

FOREWORD

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

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

This handbook summarizes many of the official policies of the Board of Education and the District. If any of the policies referenced herein is revised after September 1, 2016, the language in the most current policy or administrative guideline prevails.

SCHOOL DISTRICT OF SUPERIOR MISSION STATEMENT

Mission

Provide all children with the relevant tools to develop a foundation for living, learning and working successfully.

Vision

The School District of Superior is a learning community characterized by a responsive, child-centered philosophy that respects diversity and supports high expectations for the learning of all in a safe, sustainable environment.

GOAL 1

All members of the learning community will develop learning environments that are inclusive, accepting of differences, non-judgmental, encouraging and nurturing.

- The learning community includes students, staff, parents, Board and school partners;
- Acknowledge and accommodate diverse needs of the learning community;
- Create and sustain an environment that is accepting of differences;
- Create and sustain an environment that encourages and nurtures growth in all members of the learning community.

GOAL 2

All members of the learning community will base decisions on the individual and developmental needs of all children.

- Planning and decisions will be based on research;
- There will be continuous measurement of individual and group growth;
- There will be clear communications surrounding child's needs;
- Decisions will be child-driven;
- There will be an appropriate educational plan for each child.

GOAL 3

All members of the learning community will be responsible and accountable for creating and maintaining high expectations for learning, teaching and working.

- Assessment and evaluation will measure proficiency of learning, teaching and working;
- A belief that all students are capable of achieving academic standards and community values;
- High expectations include clear communication about expectations and results;
- Information will be readily shared and easily accessed by all;
- Actively seek information and use information to direct work and learning;
- Seek feedback through self-assessment and use the feedback to continuously improve.

GOAL 4

All members of the learning community will develop and maintain a healthy and sustainable physical and emotional environment.

- Focus on proper nutrition for all children;
- Buildings and grounds clean and well-maintained;
- Sense of belonging for all community;
- Support proper health care for all community members;
- Ownership – these are “our” children;
- Positive behaviors modeled by all;
- Respect for self, others and property;
- Pro-active crisis planning;
- Maintain a safe environment.
- Incorporate sustainable practices in all our activities.

08-14-00 Adopted by Board of Education Revised 08-11-09

EQUAL EDUCATION OPPORTUNITY/ANTI-HARASSMENT

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

Students who have been identified as having an impairment or disability, under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act, shall be provided with appropriate educational services. Parents who have questions should contact Dr. Kathy Hinders at 394-8704.

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

Kaelene Arvidson-Hicks
Nondiscrimination Officer
School District of Superior
3025 Tower Avenue
Superior WI 54880

Stephen J. Olson
Attorney at Law
1109 Tower Avenue
Superior WI 54880

Click [here](#) to see Board Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity in its entirety.

SEXUAL HARASSMENT

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

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

It is also the policy of the Superior School District that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the school, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student.

Click [here](#) to see Board Policy 5517 – Student Anti-Harassment in its entirety.

BULLYING

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

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

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

Click [here](#) to see Board Policy 5517.01 – Bullying in its entirety.

STUDENT/PARENT RIGHTS

The Board of Education recognizes that students possess not only the right to an education but the rights of citizenship as well.

In providing students the opportunity for an education to which they are entitled, the District shall attempt to offer nurture, counsel, and custodial care appropriate to their age and maturity. At the same time the Board recognizes that no student may be deprived of the basic right to equal access to the educational program and his/her constitutional right to due process and free expression and association as appropriate for the school environment.

Parents also have rights in the school system to know about their student’s educational experience. Specific rights are listed in topic areas of the district’s policies.

Click [here](#) to see Board Policy 5780 – Student/Parent Rights in its entirety.

INJURY AND ILLNESS

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

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

Click [here](#) to see Board Policy 5340 – Student Accidents/Illness/Concussion in its entirety.

HOMEBOUND INSTRUCTION

The Board of Education provides, pursuant to rules of the Department of Public Instruction or appropriate State agency and State/Federal law, individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Click [here](#) to see Board Policy 2412 – Homebound Instruction Program in its entirety.

SECTION I - GENERAL INFORMATION

SCHEDULING AND ASSIGNMENT

Assigning students to classes and wings:

1. Grade level teachers, special education teachers and counselors will collect all information on students at the end of each year to make recommendations for placement in classes, wings and courses, with oversight from administration.
2. Administration will ensure all placements are appropriate and result in balanced classes and wings.
3. And parent concerns will go to building level administration for review.
4. Preferential treatment will not be given to a parent that is also a staff member.

Click [here](#) to see Board Policy 5120 – Assignment to School, Class, and Grade in its entirety.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent or a person whose signature is on file in the school office or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a permission note signed by the custodial parent(s) or guardian.

Click [here](#) to see Board Policy 5230 – Release of Students in its entirety.

ABSENCES FOR RELIGIOUS INSTRUCTION

The Board of Education shall permit students, with written parental permission, to be absent from school during required school periods of at least sixty (60) minutes but not more than 180 minutes per week to obtain religious instruction outside of school. A student must be properly registered and a copy of such registration must be filed with the principal.

Click [here](#) to see Board Policy 5223 – Absences for Religious Instruction in its entirety.

OPEN ENROLLMENT

The School District of Superior participates in the Wisconsin Public Open Enrollment Program in accordance with applicable law and the relevant policies and rules of the District, all as amended from time-to-time. District policy outlines the definitions that apply to the Open Enrollment Program, procedures for processing open enrollment applications, decisional criteria, transportation, and general provisions.

Click [here](#) to see Board Policy 5113 – Open Enrollment Program in its entirety.

WITHDRAWAL FROM SCHOOL

Whenever a student wishes to withdraw from school, efforts should be made to determine the underlying reason for such action and the resources of the District should be used, when and as appropriate, to assist the student in reaching his/her career goals. No student under the age of 18 will be permitted to withdraw without the written consent of a parent or the approval of the Superintendent. The withdrawal of any student under the age of 18 must comply with the requirements for participation in a program leading to graduation, consistent with State law.

Click [here](#) to see Board Policy 5130 – Withdrawal from School in its entirety.

DRESS CODE

The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the rights of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the school. District guidelines are necessary to promote discipline, maintain order, secure the safety of students, and provide a health environment conducive to academic purposes.

Click [here](#) to see Board Policy 5511 – Dress and Grooming in its entirety.

IMMUNIZATIONS

The Board of Education requires that all students be properly immunized pursuant to the provisions of the State Health Department regulations. Exemptions to the immunization requirement shall be granted only for medical, religious, or personal convictions.

Click [here](#) to see Board Policy 5320 – Immunization in its entirety.

STUDENT ACCIDENTS AND CONCUSSIONS

The Board of Education believes that school personnel have certain responsibilities in case of accidents, illness or concussions that occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, notification of administration personnel, notification of parents, and the filing of accident reports.

Click [here](#) to see Board Policy 5340 – Student Accidents/Illness/Concussion in its entirety.

USE OF PRESCRIBED/NONPRESCRIBED MEDICATIONS

Before any prescribed medication may be administered to any student during school hours, the Board requires the written prescription and instructions from the child's practitioner accompanied by the written authorization of the parent. Before any over-the-counter medication may be administered, the Board requires the prior written consent of the parent. Over-the-counter medications will be administered by the

Health Assistants or other staff that have taken the medication online course. No student is allowed to provide or sell any type of medication to another student.

Students who may require administration of a drug on an emergency basis may have such medication in their possession with written authorization of their parent.

Click [here](#) to see Board Policy 5330 –Administration of Medication/Emergency Care in its entirety.

HEAD LICE

Principals, in cooperation with the Director of Health Services and/or their school health assistants, shall determine whether classroom inspection for suspected cases of head lice is necessary. District policy 8451 outlines the action to be taken if a case of head lice is confirmed.

Click [here](#) to see Board Policy 8451 – Pediculosis (Head Lice) in its entirety.

RANDOM DRUG TESTING

The Board of education has established a program of random drug testing for District students in an effort to deter students from the use of illegal drugs, prescription drugs illegally obtained, and to identify students who are using illegal drugs in order to provide an opportunity for intervention and treatment. The following groups of students are eligible for random suspicionless drug testing: Spartan Pledge Makers, co-curricular participants, and Students who register to park a motor vehicle in a Superior High School Parking lot.

Click [here](#) to see Board Policy 5530.01 – Random Drug Testing of Students in its entirety.

DRUG PREVENTION

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. The Board prohibits the use, possession, concealment, or distribution of any drug and any drug-paraphernalia at any time on District property or at any District-related event.

Click [here](#) to see Board Policy 5530 – Drug Prevention in its entirety.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

The Board of Education recognizes that control of the spread of communicable disease spread through casual-contact is essential to the well-being of the school community and to the efficient District operation. For purposes of this policy, “casual-contact communicable disease” shall include diphtheria, scarlet fever and other strep infections, whooping cough, mumps, measles, rubella, and others designated by the Wisconsin Department of Public Health.

Click [here](#) to see Board Policy 8450 – Control of Casual-Contact Communicable Diseases in its entirety.

DIRECT CONTACT COMMUNICABLE DISEASES

The Board of Education seeks to provide a safe educational environment for students and staff. To this end, students and staff should understand the method of transmission and prevention of diseases that are contracted through direct contact with body fluids and excretions, especially blood, vomit, feces or urine. The

Board is committed to assuring, to the extent permitted by State communicable disease reporting requirements, the confidential status of individuals who may have been diagnosed with a contact communicable disease.

Click [here](#) to see Board Policy 8453 – Direct Contact Communicable Diseases in its entirety.

SECTION 501/ADA PROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY

No individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Board of Education does not discriminate against employees and students with disabilities and will make accessible to qualified individuals with disabilities its facilities, programs, and activities. No discrimination will be knowingly permitted against any individual with a disability on the sole basis of that disability in any of the programs, activities, policies, and/or practices in the District.

Click [here](#) to see Board Policy 2260.01 – Section 504/ADA Prohibition Against Discrimination Based on Disability in its entirety.

ENGLISH LANGUAGE PROFICIENCY

The Board of Education recognizes that there may be students whose primary language is not English residing within the District. The Board shall provide appropriate identification and transition services for District students who possess limited command of the English language. The purpose of these services is to develop English language skills that will enable students to function successfully in an all English classroom and complete the District's required curriculum.

Click [here](#) to see Board Policy 2260.02 – English Language Proficiency in its entirety.

STUDENT RECORDS; FILING A COMPLAINT UNDER FERPA

The origination and maintenance of appropriate student records are essential to the effective operation of the District and meeting the educational interests of students. The rights and responsibilities of students, parents and the District with respect to student records are governed by State and Federal law. There are two (2) basic kinds of student records -- directory information and confidential records.

Directory information can be given to any person or organization for non-commercial or non-business purposes when requested, unless the parents of the student object in writing to the disclosure as required under school policy and state and federal law. Directory information includes those student records which identify a student's name, address, telephone number, date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, name of school most recently previously attended, and degrees and awards received.

Student records are generally considered confidential under state and federal law and may not be released to third parties unless the student's parents consent in writing. However, there are exceptions to confidentiality, and requests for records within these exceptions may be granted without a parent's written consent. Please contact the principal or consult the Board's Student Records policy about the confidentiality of student records and/or the release of student records to third-parties.

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

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

- A. Political affiliations or beliefs of the student or his/her parents;
- B. Mental or psychological problems of the student or his/her family;
- C. Sex behavior or attitudes;
- D. Illegal, anti-social, self-incriminating or demeaning behavior;
- E. Critical appraisals of other individuals with whom respondents have close family relationships;
- F. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. Religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

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

Eligible students or parents/guardians of minor students may file a complaint for alleged District noncompliance with requirements of the Federal Family Educational Rights and Privacy Act (FERPA) with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington DC 20202-4605 and the Protection of Pupil Rights Amendment (PPRA).

Click [here](#) to see Board Policy 8330 – Student Records in its entirety.

STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION

The Board of Education respects the privacy rights of parents and their children. The Board is also committed to ensuring that parents are fully informed about the gathering of information regarding their children, how that information is used and what instructional material is presented to them as part of the curriculum. The Board has adopted policies regarding surveys requiring consent and a parent's right to inspect surveys, and a parent's right to inspect instructional materials.

Click [here](#) to see Board Policy 2416 – Student Privacy and Parental Access to Information in its entirety.

CONTROVERSIAL ISSUES IN THE CLASSROOM

The Board of Education believes that the consideration of controversial issues has a legitimate place in the instructional program of the schools. Properly introduced and conducted, the consideration of such issues can help students learn to identify important issues, explore fully and fairly all sides of an issue, weigh carefully the values and factors involved, and develop techniques for formulating and evaluating positions.

Click [here](#) to see Board Policy [2240](#) – Controversial Issues in the Classroom in its entirety.

PARENT PARTICIPATION IN TITLE I PROGRAMS

In accordance with the requirements of Title I, programs supported by Title I funds are designed and implemented in consultation with parents of the students being served. The Board of Education has developed guidelines for parent participation and has outlined the responsibilities of the staff, the parents and the student for academic improvement.

Click [here](#) to see Board Policy 2261.01 – Parent Participation in Title I Programs in its entirety.

TITLE I – PARENTS’ RIGHT TO KNOW

In accordance with the requirements of Title I, for each school receiving Title I funds, parents of students enrolled in district schools receiving Title I funds are notified that they may request information on their student’s classroom teacher. Board Policy 2261.02 outlines the information that will be provided upon request.

Click [here](#) to see Board Policy 2261.02 – Title I: Parents’ Right to Know in its entirety.

STUDENT FUND RAISING

For purposes of Board policy, “student fund raising” includes the solicitation and collection of money from students for any purpose and includes the collection of money in exchange for tickets, papers, or any other goods or services for approved student activities. In any fund-raising activity involving students, the following conditions must be met:

- a. Minimal instructional time is to be used to plan, conduct, assess, or manage a fund-raising activity unless such an activity is part of an approved course of study.
- b. Fund-raising activities conducted in a school or on District premises are not to interfere with the conduct of any co-curricular or extra-curricular activity. Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.
- c. Student participation in fund-raising activities conducted by school-related groups of which they are not members must be voluntary and must be approved by the student’s teacher or counselor to ensure that participation will not adversely affect his/her school work and other school responsibilities.
- d. No student of any age may participate in off-District fund-raising activities without proper supervision by approved staff or other adults.
- e. Each fund-raising activity must be approved by the principal if occurring on District premises and by the District Administrator if occurring off District property.

Click [here](#) to see Board Policy 5830 – School District of Superior Student Fund Raising in its entirety.

EMERGENCY CLOSINGS AND DELAYS

If the schools must be closed because of inclement weather or other conditions, the district will notify the following radio and television stations: KDAL, KRBR, KTCO, KKCB, WEBC, KLDJ, KUSZ, KQDS, KISS, KZIO, KBJR, and WDIO. School closings will also be posted on the district website and the district’s Facebook page. The school emergency notification system may also be utilized.

Parents and students are responsible for knowing about emergency closings and delays.

SCHOOL VISITORS

The Board of Education welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, visitor guidelines have been established.

Click [here](#) to see Board Policy 9150 – School Visitors in its entirety.

STUDENT USE OF LIBRARIES/MEDIA CENTERS

Libraries and media centers have been established primarily to enrich the education of students and to help them learn how to make effective use of reference and enrichment materials and are to operate under the following guidelines:

- a. The centers are open and available to students for as much as the school day as staffing and program make possible.
- b. The environment within the centers is inviting, attractive, and conducive to thought and study.
- c. Staff members communicate their willingness to assist students in locating the resources they seek and to instruct them in the proper use of the reference and retrieval systems.
- d. Courses of study are designed so that use of the resources that exist in the centers are an essential means for achieving the learning objectives in the course.
- e. Part of the evaluation of what students have learned in a course should be growth in the skills associated with using learning resources such as those that exist in the libraries and media centers.

ELECTRONIC EQUIPMENT AND WIRELESS COMMUNICATION DEVICES

With prior approval of the building principal, students may utilize electronic equipment and wireless communication devices before, during and after school under the following circumstances:

- a. The student is a member of a volunteer fire company/department, ambulance or rescue squad.
- b. The student has a special medical circumstance.
- c. The student is using the device for an educational or instructional purpose with the teacher’s permission and supervision. In no circumstances shall the device be allowed to connect via hard wiring

to the District's network. The preceding prohibition does not apply to District-owned and issued laptops.

- d. The student is involved in an extra-curricular activity after school hours and needs to communicate with his/her parent/guardian when the activity is ending so the student can be picked up.
- e. Students may use electronic and wireless communication devices before and after school, during their lunch break, in between classes, during extra-curricular activities and on school transportation as long as they do not create a distraction, disruption or otherwise interfere with the educational environment or activity itself.

The use or possession of WCDs and electronic equipment in locker rooms is prohibited. In addition, students are prohibited from using such devices in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. The possession of a WCD or electronic equipment may not, in any way, disrupt the educational process in the School District of Superior, endanger the health or safety of the student or anyone else, invade the rights of others at school, or involve illegal or prohibited conduct of any kind.

Click [here](#) to see Board Policy 5136 – Electronic Equipment and Wireless Communication Devices in its entirety.

VIDEO SURVEILLANCE

The Board of Education authorizes the use of video surveillance and electronic monitoring equipment at various school sites throughout the District and on school buses. Video surveillance/electronic monitoring equipment may be placed in common areas in school buildings, the school parking lots and other outside areas, and in school buses. Any person who takes action to block, move or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

Recordings of students will be treated as confidential.

Click [here](#) to see Board Policy 7440.01 – Video Surveillance and Electronic Monitoring in its entirety.

WEAPONS

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

The term “weapon” means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms or any facsimile of a gun, knives, razors, clubs, electric weapon, metallic knuckles, martial arts weapons, ammunition, and explosives.

Click [here](#) to see Board Policy 5772 – Weapons in its entirety.

SECTION II - ACADEMICS

PROMOTION, PLACEMENT, RETENTION

The Board of Education recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth. It is the policy of the Board that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

A student will be promoted to the succeeding grade level when s/he has completed the course requirements at the presently assigned grade; in the opinion of the professional staff, achieved the instructional objectives set for the present grade; demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade; demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

Click [here](#) to see Board Policy 5410 – Promotion, Placement, and Retention in its entirety.

GRADUATION REQUIREMENTS

The Board shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by the Board and as provided by State law. In order for a student to qualify for a diploma in this District, s/he must have satisfactorily completed the following courses and earned at least 23 credits.

Students graduating in 2017 must accumulate twenty-three (23) credits in grades 9-12 which may include one-half (1/2) credit of health in lieu of an elective credit. All students may take up to seven (7) credits per year, although more credits may be accumulated on an individual basis through a Student Services Team decision. One (1) credit of English is required each year in grades 9-12; one (1) credit of social studies/history is required each year; three (3) credits of math are required, one (1) during the freshman year, one (1) during the sophomore year, and one (1) during the junior or senior year; three (3) credits of science are required (ninth grade science one (1) credit and 10th grade biology one (1) credit) and one (1) additional credit of science is required in the junior or senior year; and one-half (1/2) credit of physical education is required each year in grades 9, 10, and 11. Freshman, sophomores and juniors who are excused from physical education because of medical reasons must take another half or full credit course to meet the graduation requirement. Students entering 9th grade must earn a passing grade in the "keystone" class to be eligible for graduation. Twelfth grade students must complete a Senior Project to be eligible for graduation. Students must score 60% or better on a U.S. Civics examination to be eligible to graduate.

Board policy 5460 outlines the required courses for students graduating in 2017 and beyond.

Click [here](#) to see Board Policy 5460 – Graduation Requirements in its entirety.

YOUTH OPTIONS PROGRAM

The Board of Education recognizes the value to students and to the District of students participating in programs offered by the University of Wisconsin system institutions, Technical Colleges, tribally controlled colleges and private, non-profit higher education institutions in Wisconsin. The Board will allow high school juniors and seniors who satisfy the eligibility requirements under the Youth Options Program statute and the administrative rules of the Department of Instruction to enroll in an approved course at an institution of higher education while attending the District. Students will be eligible to receive college and high school credit for completing course(s) at institutions of higher education provided they complete the course(s) and receive a passing grade.

Click [here](#) to see Board Policy 2271 – Youth Options Program in its entirety.

COURSE OPTIONS

The Board of Education will provide students enrolled in the District with the ability to take up to two courses at any given time through one or more other educational institutions, including in a non-resident public school district, the University of Wisconsin system institution, a technical college, a nonprofit higher education institution, a tribal college, a charter school, and any other nonprofit organization approved by the Department of Public Instruction. Likewise, the Board will consider the enrollment of a non-resident pupil in up to two courses per term under the criteria set forth in the Course Option policy and any criteria required by law.

Click [here](#) to see Board Policy 5113.01 – Course Options in its entirety.

HOMEWORK

The Board of Education acknowledges the educational validity of out-of-school assignments and adjuncts to and extensions of the instructional program of the schools. “Homework” shall refer to those assignments to be prepared outside of the school by the student or independently while in attendance at school. Policy 2330 outlines guidelines related to homework.

Click [here](#) to see Board Policy 2330 – Homework in its entirety.

STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY/CYBERBULLYING

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

The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted

or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

Click [here](#) to see Board Policy 7540.03 – Student Network and Internet Acceptable Use and Safety in its entirety.

CYBERBULLYING

Use of the Network to engage in “cyberbullying” is prohibited. “Cyberbullying” involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal Web sites or MySpace accounts, and defamatory online personal polling Web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student or staff member on a web site or on a weblog;
2. sending email or instant messages that are mean or threatening, or so numerous as to drive up the victim’s cell phone bill;
3. using a camera phone to take and send embarrassing photographs/recordings of students or school staff members or post these images on video sharing sites such as You Tube;
4. posting misleading or fake photographs of students or school staff members on web sites.

To the extent permitted by the First Amendment, instances of cyberbullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct.

Click [here](#) to see Board Policy 5517.01 – Bullying (includes cyberbullying) in its entirety.

STUDENT ASSESSMENT

The Board of Education assesses student achievement and needs in all areas of the curriculum in order to determine the progress of students and to assist them in attaining District goals. Each student’s proficiencies and needs will be assessed by staff members upon his/her entrance into the District and annually thereafter. Procedures for such assessments will include, but need not be limited to, teacher observation techniques, cumulative student records, student performance data collected through standard testing programs, student portfolios, and physical examinations.

Click [here](#) to see Board Policy 2623 – Student Assessment in its entirety.

SECTION III – STUDENT ACTIVITIES

DISTRICT-SPONSORED CLUBS AND ACTIVITIES

The Board of Education believes that the goals and objectives of this District are best achieved by a diversity of learning experiences, including those that are not conducted in a regular classroom but are directly related to the curriculum. The purpose of curricular-related activities shall be to enable students to explore a wider range of individual interests than may be available in the District's courses of study but are still directly related to accomplishing the educational outcomes for students.

Curricular-related activities are defined as those activities in which the subject matter is actually taught or will be taught in a regularly offered course, the subject matter concerns the District's composite courses of study, participation is required for a particular course, and participation results in academic credit.

Click [here](#) to see Board Policy 2430 – District-Sponsored Clubs and Activities in its entirety.

SCHOOL PUBLICATIONS AND PRODUCTIONS

It is the policy of the Board of Education to strive to protect its students' rights to freedom of expression. The student newspaper and yearbook, the school website, all classroom newspapers and other official, school-sponsored publications and productions ("publications") within the School District shall serve as educational tools, as media for reporting school events, as means of expression of students, as forums for discourse of issues, and as sources of entertainment and enlightenment.

While student publications are protected by the First Amendment, that protection is not without limitations. To ensure legitimate pedagogical interests, the Board and/or the administrative staff of the school where publication occurs reserve the right to prevent publication of certain prohibited material, as well as to take disciplinary actions subsequent to publication of prohibited material.

Policy 5722 outlines guidelines which are prohibited from publication.

Click [here](#) to see Board Policy 5722 – Student Publications and Productions in its entirety.

SECTION IV - STUDENT CONDUCT

ATTENDANCE

State law requires the Board of Education to enforce the regular attendance of students. Further, the Board recognizes that the District's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

Superior City Ordinance Sec. 86-2 –Truancy; duties of parent or guardian—allows for a citation to be issued for individual unexcused absences.

All children between five (5) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age, unless they fall under an exception under State law, this policy, or administrative guideline issued under this policy.

District policy 5200 outlines excused absences, unexcused absences, truancy, and make-up coursework and examinations.

Click [here](#) to see Board Policy 5200 – Attendance in its entirety.

DRUG PREVENTION

The Board of Education recognizes that the misuse is a serious problem with legal, physical, and social implications for the entire school community. The School District of Superior strives to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For purposes of this policy, “drugs” shall mean:

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

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

Click [here](#) to see Board Policy 5530 – Drug Prevention in its entirety.

USE OF TOBACCO IS PROHIBITED

The Board prohibits students from using or possessing tobacco in any form, including but not limited to cigarettes, cigars, snuff, and chewing tobacco on school premises, in school vehicles, within any indoor facility owned or leased or contracted for by the school district, and used to provide education or library services to children and at all District-sponsored events.

For the purposes of this policy, tobacco is defined to include any lighted or unlighted cigarettes, cigars, cigarillos, pipes, hookah products, and any other smoking product. This also includes smokeless, spit or spitless, dissolvable, or inhaled tobacco products, including but not limited to dip, chew, snuff or snus, in any form (orbs, sticks, pellets, etc.)

Click [here](#) to see Board Policy 5512 – Use of Tobacco by Students in its entirety.

STUDENT CODE OF CLASSROOM CONDUCT

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty should be maintained in the schools of this District.

The School District of Superior will use the motto of work (be responsible, be engaged, persevere), respect (have integrity, demonstrate kindness and value self and others), and belong (participate in community, show pride for your school and district, and be accepting of others).

The District Administrator shall hold all school personnel, students, and parents responsible for the conduct of students in schools, on school vehicles, and at school-related events.

Student conduct on or adjacent to school premises, on school vehicles, and at school-related events and activities shall be governed by the rules and provisions of the Student Code of Classroom Conduct. Student conduct in the classroom shall be governed by the rules and provisions of the Code of Classroom Conduct.

Policy 5500A outlines grounds for removal of a student from class and examples of reasons a student may be removed from class.

Click [here](#) to see Board Policy 5500 – Student Code of Classroom Conduct in its entirety.

STUDENT DISCIPLINE

The Board of Education requires each student to adhere to the Code of Conduct and submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students conform to reasonable standards of socially-acceptable behavior, respect the person and property of others, preserve the degree of order necessary to the educational program in which they are engaged, respect the rights of others, and obey constituted authority and respond to those who hold that authority.

Click [here](#) to see Board Policy 5600 – Student Discipline in its entirety.

SUSPENSION AND EXPULSION

The Board of Education recognizes that exclusion from educational programs of the School District, by suspension or expulsion, is a substantial sanction and that such action must comply with the student's due process rights.

SUSPENSION

For purposes of this policy, "suspension" shall be the short-term exclusion of a student from a regular District program.

The District Administrator, the principal, or a teacher designated by the District Administrator may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days, or ten (10) consecutive school days for each incident if the student is eligible for special education services.

Policy 5610 outlines the requirements and procedures for suspension of a student.

EXPULSION

Under this policy, expulsion shall mean that a student shall not be permitted to attend school or come on school property for a specified period of time. If the student is expelled, the Board will determine the length of the expulsion period, which may extend at a maximum to the student's 21st birthday.

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

- repeatedly refused or neglected to obey the rules established by the School District, including being under the influence of drugs or alcohol on school grounds;
- knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- possession of alcohol, drugs as defined in Policy 5530, look-alike or synthetic drugs;
- engaged in conduct while at school while under the supervision of a school authority that endangered the property, health, or safety of others;

- engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health, or safety of others at school or under the supervision of a school authority or endangered the property, health, or safety of any employee or Board member of the School District in which the student is enrolled; or
- was at least sixteen (16) years old and had repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion.

Policy 5610 outlines the requirements and procedures for expulsion of a student.

Click [here](#) to see Board Policy 5610 – Suspension and Expulsion in its entirety.

SEARCH AND SEIZURE

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

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules.

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

No strip searches will be conducted by any official, employee, or agent of the District.

Anything found in the course of a search which is evidence of a student violation of school rules or Federal/ State laws may be seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the principal until it is presented at the hearing. It may also be turned over to any law enforcement officer after proper notation and receipt.

Click [here](#) to see Board Policy 5771 – Search and Seizure in its entirety.

STUDENT’S RIGHTS OF EXPRESSION

Students have the right to exercise freedom of speech. This includes the right to distribute or display, at reasonable times and places, written material, petitions, buttons, badges, or other insignia, except expression which is obscene to minors, is libelous, is pervasively indecent or vulgar, advertised any product or service not permitted to minors by law, constitutes insulting or fighting words, the very expression of which injures or harasses other people, or presents a clear and present likelihood that either because of its content or the

manner of distribution or display, it will cause a material or substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

Distribution or display of material in any of the above categories is prohibited on school premises or at any school-related event.

Click [here](#) to see Board Policy 5723 – Student Rights of Expression in its entirety.

STUDENT SUGGESTIONS AND COMPLAINTS

Students should use the following guidelines when they have complaints about certain actions, policies or procedures and to provide ways for students to present suggestions for the improvement of the system.

Suggestions

1. Student suggestions, in contrast to complaints, should be of a constructive nature and contribute toward the realization of the educational goals of the District.
2. Staff members shall be open to the opinions of students who seek to contribute toward the betterment of the school.
3. Students shall be encouraged to approach appropriate staff members directly and offer suggestions. If advisable, and if the suggestion cannot be dealt with at that level, the staff member should relay the suggestion to the principal.
4. Students may submit a suggestion in writing to the principal who shall consult with the appropriate staff members.
5. Student suggestions should be given proper consideration and then acted upon.
6. If the student feels his/her suggestion has not received a satisfactory hearing or is dissatisfied with the action, he/she should use the complaint procedure referred to below.
7. In all cases, the student shall be informed of the disposition of his/her suggestion. When a suggestion has been offered in writing, the response shall be made in writing.

Complaints: Student should use the procedures described in Policy [9130](#) to resolve any complaints.

Click [here](#) to see Board Policy 5710 – Student Complaints in its entirety.

SECTION V - TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

Bus transportation is provided for all eligible students. The bus schedule and routes are available by contacting the Director of Transportation at 394-8706.

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

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

Click [here](#) to see Board Policy 8600 – Transportation in its entirety.

BUS CONDUCT

1. School bus transportation is a privilege and not a right. The bus driver is the sole authority on the bus while students are being transported.
2. Parents are responsible for:
 - a. The safety of their child while going to or from the bus stop and while waiting for the school bus
 - b. Their child being at the bus stop prior to scheduled pick-up time
 - c. Damage by their child to school buses, personal property, or public property.
3. Students are expected to conduct themselves in a proper manner at bus stops. The District will not enter into disputes involving parents and/or students concerning matters that take place prior to the student boarding the school bus, or after the student has disembarked from the bus on his/her way home.
4. Students shall cross all streets at least 10 feet in front of the school bus and after the driver has signaled the student that it is all right to do so.

VIDEOTAPES ON SCHOOL BUSES

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

If a student is reported to have misbehaved on a bus and his/her actions were recorded on a videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with state and federal law.

PENALTIES FOR INFRACTIONS

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

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