

Front Cover Design
Lily-Rose Butterfield
“Make Your Own Magic”
Class of 2020

WELCOME TO NORTH HIGH SCHOOL

This handbook is designed to serve as a resource for North High School students and parents. We hope the information contained within will be useful to you throughout the school year.

Everyone affiliated with Sheboygan North High School shares with you the highest expectations for the coming school year, as we work together to continue the fine traditions established at North.

North High School enjoys an outstanding reputation in both academics and co-curricular programs because everyone shares the responsibility to work to maintain these high standards. We encourage you to get involved and take full advantage of the many opportunities provided at North. At all times, students have the responsibility to conduct themselves appropriately in accordance with school policies. Let's all have a great year!

NORTH HIGH SCHOOL'S VISION

At North High School, students, parents, staff and community members work together to provide equal opportunity for learners to attain their highest level of academic achievement, personal growth, and intellectual development in a safe and caring environment.

NORTH HIGH SCHOOL STAFF

ADMINISTRATION

Mr. John Matczak, Principal
Mrs. Rachel Biertzer, Associate Principal
Ms. Jill Schwenzen, Associate Principal
Mrs. Jennifer Kager, Dean of Students
Mr. Daniel Stengel, Athletic/Activities Director

SECRETARIES – Office Hours: 7:30 a.m.- 4:00 p.m.

Principal's Secretary – Mrs. Vicki Theune
General Office – Mrs. Sally Ross
Attendance Office – Mrs. Jessica Graham
Asse. Principal's & Dean's Secretary – Mrs. Karly Hayon
Financial Office – Lori Gasper
Athletic/Activities Office – Mrs. Kelly Dudek

GUIDANCE COUNSELORS

Ms. Kristin TeWinkle
Mr. Ernesto Matus
Ms. Ashley Magray
Mr. Joseph O'Brien
Mr. Trevor Tagel (Chair)
Mrs. Lynn Bitney, Secretary
Mrs. Karen Scheib, Secretary

Police School Resource Officers

Officer Timothy Anhalt
Officer Scott Reineke
Officer Bob Wallace

Psychologist

Ms. Andrea Walter

Social Worker

Mr. Rodney Stoehr

REGULAR BELL SCHEDULE

	Mon/Tue/Thur/Fri	Wednesday
Period 0	7:00 - 7:48am	7:00 - 7:48am
Period 1	7:55 - 8:43am	7:55 - 8:34am
Period 2	8:49 - 9:37am	8:40 - 9:19am
Raider Time	9:43 - 10:11am	-----
Period 3	10:17 - 11:05am	9:25 - 10:08am
Period 4	11:11 - 11:59am	10:14 - 10:53am
Period 5A Early Lunch	11:59am - 12:33pm	10:53 - 11:27am
Period 5A Class	12:39 - 1:27pm	11:33am - 12:13pm
Period 5B Class	12:05 - 12:53pm	10:59 - 11:39am
5B Late Lunch	12:53 - 1:27pm	11:39am - 12:13pm
Period 6	1:33 - 2:21pm	12:19 - 12:59pm
Period 7	2:27 - 3:15pm	1:05 - 1:45pm

TWO HOUR EARLY DISMISSAL

	Nov. 27, Dec. 20, Mar. 20
Period 0	7:00 - 7:48am
Period 1	7:55 - 8:30am
Period 2	8:36 - 9:11am
Period 3	9:17 - 9:55am
Period 4	10:01 - 10:36am
Period 5	10:42 - 11:17am
Period 6	11:23 - 11:58am
Period 7	12:04 - 12:39pm
Lunch	12:45 - 1:15pm

TWO HOUR DELAY BELL SCHEDULE

	Mon/Tue/Thur/Fri	Wednesday
Period 0	9:00 - 9:48am	9:00 - 9:48am
Period 1	9:55 - 10:30am	9:55 - 10:17am
Period 2	10:36 - 11:11am	10:23 - 10:45am
Period 3	11:17 - 11:56am	10:51 - 11:17am
Period 4	12:02 - 12:37pm	11:23 - 11:45am
Period 5A Early Lunch	12:37 - 1:11pm	11:45am - 12:19pm
Period 5A Class	1:17 - 1:52pm	12:25 - 12:47pm
Period 5B Class	12:43 - 1:18pm	11:51am - 12:13pm
5B Late Lunch	1:18 - 1:52pm	12:13 - 12:47pm
Period 6	1:58 - 2:33pm	12:53 - 1:15pm
Period 7	2:39 - 3:15pm	1:21 - 1:45pm

I. ATTENDANCE POLICY

A. Excused Absences – In accordance with Wisconsin State Statutes, the school attendance officer is empowered to approve a legal excuse to any student for the following reasons:

Personal Illness – Evidence that the child is not in proper physical or mental condition to attend school or an educational program. A note from a

physician or licensed practitioner may be required after three (3) consecutive absences.

Family Illness – An illness in the immediate family which requires the absence of a student because of family responsibilities.

Death in the Family – A death in the immediate family, close relative or close family or personal friend.

Appointments – Medical, dental, chiropractic, optometrical or valid professional appointments. Parents or guardians are requested to make their appointments during non-school hours. A verification may be requested.

Religious Instruction – Not to exceed more than 180 minutes per week, in accordance with state law.

Family Trips – Students may accompany their parents on trips that can only be taken during the normal school term. The intent of this statement is to provide opportunity for students to accompany their parents/guardians on a vacation that cannot be scheduled when school is not in session. A parent or guardian shall notify the school attendance staff prior to the vacation of the pending absence. A review of the student's attendance record and overall performance will be conducted prior to the approval. Student vacations or trips without parent/guardian accompaniment are unexcused absences.

Pre-Arranged Absences – A prearranged absence form should be used for all absences that are pre-planned and are of three days or more in duration. The purpose of this form is to inform parents how these absences will affect their child's grade. The use of this form is not required; however, we encourage students to use it.

Court – A court appearance or other legal procedure that required the attendance of the student will be excused.

Quarantine – As imposed by a public health official will be excused.

College Visit – Seniors may be excused to visit colleges, universities and technical schools, providing arrangements are made in advance.

Special Circumstances that show good cause may be excused by a school administrator if such action is not in conflict with law. (Wisconsin Statutes, Chapters 118, 121)

18 Year-Olds and Independent Students – Such students are still subject to all North High School policies and rules. The Board's policy for adult students states that adult students must attend school regularly. Attendance of at least 95 percent per marking period is expected or the student may be asked to withdraw from school.

B. How to Excuse an Absence- If you are absent from school, your parent or guardian must either call the attendance office at 459-4005, or you may bring a written excuse signed by your parent or guardian indicating when and why you were absent to the attendance office upon return to school.

Although we prefer proper notification (phone call or written note) within one school day of the absence, we will accept notification within five (5) school days. After five (5) school days and not more than ten (10) school days, an absence may be excused by a written, dated and signed note or a

phone call specifically stating the reason for the absence, the date(s) of the absence and why there has been a delay in requesting an excused absence. After a period of ten (10) school days, no absences shall be excused unless approved by an administrator or accompanied by a medical excuse

If you arrive for the first time after the start of school the day, during a passing period, or arrive for the first time at lunch, you **must** sign in at the attendance office and receive a pass to class. When you return to school after having left during the day, you **must** sign back in the attendance office with your pass. If you are sick, you are to go to the health room, contact a parent, and you will receive a pass to go home from the health room. To be excused, follow these guidelines.

C. Medical or Religious Excuse / Physical Education – Only students with a proper medical excuse from a physician in general practice or that of a Christian Science practitioner living and residing in this state who is listed in the Christian Science Journal (Wis. Statutes 118.15) or for religious reasons shall be excused from physical education. A written notice from a physician or from a Christian Science practitioner for a medical excuse shall be presented to the student's counselor.

D. Unexcused Absences – State law provides that all other absences not included in the above list of excused absences are considered unexcused.

E. Excused Late – Arriving after the bell rings signifying the beginning of class and before twenty minutes of the class has passed, with a reasonable excuse either written or oral; is excusable.

F. Unexcused Tardy – Arriving after the bell rings signifying the beginning of class and before twenty minutes of the class has passed, without a reasonable excuse either written or oral; is not excusable.

G. Truancy – Any absence of part or all of one or more school days during which the school attendance officer, principal, or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student is considered a truancy. Intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law is also considered truancy. (Wisconsin Statutes, Chapter 118)

H. Habitual Truant – A pupil who is absent from school without an acceptable excuse for part or all of five (5) or more days in which school is being held during a school semester. (Wisconsin Statutes, Chapter 118)

I. Loitering – Section 70-152., paragraph (c) of the City of Sheboygan Code addresses loitering in the following manner: (c) It shall be unlawful for any person to remain or loiter upon any portion of the school ground or building, except those specifically designated by assignment, without prior approval of the school principal or other faculty members. Paragraph (d) continues: (d) Any person violating subsection (a), (b) or (c) who refuses to leave such building or grounds upon request by the proper official or any person aiding, counseling or abetting another to violate subsection (a), (b) or (c) would be subject to penalties according to section 70-5(5). Students who leave the

building or are on school property during class without a pass or written excuse are subject to school discipline and/or citation.

J. Trespassing – Students found to be on neighboring property, including the cemetery, are subject to City Ordinance enforcement.

K. Obstruction Of An Officer – It is illegal and subject to citation if a student, who is asked to go to class by an administrator, police officer or security aide, refuses to accompany the adult to class or the office. Students will be suspended for violating this requirement.

L. School-Related Absences – In the event a student is absent from class due to a school related activity, the student will be marked excused and must make up the assigned work. The following activities are approved school activities: field trips, student council, athletic events, music concerts, special programs, student committee meetings, student conferences, and approved class activities. Other cases must be approved by an administrator.

M. “Raider Attendance” Monitoring Policy – Supporting our students’ efforts to become College and Career Ready continues to be a point of emphasis at North High School. Attendance is one indicator that is tied directly to the Career Ready measurement. In an effort to further support students’ achievement of this attendance goal, we have implemented a Raider Attendance Monitoring Policy.

Below are some summary points to help you better understand this process:

- Students will be expected to make up time for unexcused absences and tardies in order to be in "good standing."
- Students will receive emails Monday morning indicating the amount of time owed for these unexcused absences and tardies.
- Students will be expected to have the time owed at **5 hours or less** in order to participate in school related events such as dances, North vs. South games, EXPO, *and the Graduation Ceremony*.
- Time can be made up during lunch periods in the Multi-Purpose or after school on Tuesdays and Thursdays in the designated Detention Room. Additionally, time can be made up through various service to school opportunities outside the school day (as agreed upon by an administrator and the student).
- If students feel their attendance is not accurate, they should pick up an attendance correction slip from the General Office. Additionally, students have 5 days to have parents, guardians, staff, coaches, or administration excuse any absences that are a result of school activities, family circumstances, or illness. A maximum of 10 school days (all or part of) can be excused without a doctor's excuse or administrative approval.

II. STUDENT EXPECTATIONS

A. NORTH BEING NORTH BEHAVIOR EXPECTATIONS

Engagement – Report to class on time and be involved at school. This means being ready to learn, work, and showing an interest in your education. Be an active and constructive participant in class and encourage others to do the same.

Respect – Treat others as you would like to be treated. Follow directions and meet expectations. Constructively voice your opinion and strive to live with integrity. This includes being honest, empathetic, hard-working, humble, compassionate, kind and forgiving.

Ownership – Treat the school and the surrounding environment like it is your own. Do your work to the best of your ability. Take positive, proactive steps to improve the learning and social environment, while encouraging others to do the same.

B. RESPECTFUL LANGUAGE – We expect each staff member and student to be treated with respect and dignity. The language we use toward each other needs to be respectful and dignified. Profanity and other derogatory language is unacceptable and will not be allowed. All of us must remember to speak to others respectfully.

C. IDENTIFICATION CARD – Students must carry their North High School issued I.D. card with them at all times. Students who lose their I.D. card will be required to purchase a replacement card for \$5.00.

D. KEEPING CAMPUS CLEAN – With over 1,500 students enrolled at North and with over 160 adults working at North on any given day, greater care needs to be given to keeping our campus and neighborhoods free of litter. Our students need to redouble efforts at helping keep our classrooms, hallways, restrooms, cafeteria, parking lot, campus in general and neighborhood's property free of debris. Taking ownership by keeping our facility clean and respecting our neighbors' properties will show we are respectful citizens. Students may not leave school property with food or beverage containers.

E. ELECTRONIC HAND-HELD DEVICES

1. Students who bring personal electronic devices to school are encouraged to keep them secure at all times.

2. Students may use personal electronic devices during passing time in the hallways and during an assigned lunch period in the commons area in a manner that does not disrupt the educational process.

3. Students may listen to music during passing time in the hallways and during an assigned lunch period in the commons area at a level not to bother others and must remove earphones/buds if anyone speaks to them or needs their attention.

4. The use of personal electronic devices is not permitted in the classroom without teacher permission.

5. If a student uses a personal electronic device without permission the student may be subject to the following:

- a. Warning of potential consequences.
- b. Forfeiture of the electronic device until the end of the day.
- c. Student will be able to reclaim their electronic device after school in the General Office if this was their first violation of the school year.
- d. Student will need to ask their parent to reclaim their electronic device after school or some time in the near future if this is their second or any subsequent violation.
- e. Student will receive a referral and be assigned a detention as well as “b” and “d” above if this is their third violation of the school year.
- f. If a student refuses to cooperate when asked to give his/her electronic device to a North High staff member, a referral will be written and consequences will be assigned.

F. DISPLAYS OF AFFECTION – Inappropriate displays of affection on school grounds or in hallways are prohibited by any and all students.

G. FOOD AND BEVERAGE POLICY – Students may not eat or drink in classrooms without the teacher’s permission. Students may snack between classes but are expected to dispose of trash in proper receptacles. Some vending machines may be turned off during school hours.

H. PASSES – Each student will purchase a student planner when enrolling. Passes are in the back and must be signed by a staff member when being used. The only other acceptable passes are those issued by the student office, guidance office and the general office. Misuse of the planner passes or office passes may result in loss of the pass privilege.

I. FIRE DRILLS – When the first fire signal sounds, all students will immediately evacuate the building. Students will follow the directions posted in the rooms or the directions given by a faculty member concerning the exit route to be used. Students with mobility problems located at the 2nd floor during an evacuation should report to the south-west corner of the library. The teacher should be the last person to leave the room after checking that everyone has left. Students should be off all access routes leading to the building and off the driveway on the east side of the building. Students should be 200 feet from the building. Students using the courtyard (on School Avenue) should be away from the main access sidewalks leading from School Avenue and should be moved to the center area of the courtyard. Students must stay with their teacher/adult supervisor while outside. Attendance will be taken by adults per direction of the fire department. Names of students who do not report to their assigned area and remain there will be reported to the administration for follow up.

J. TARDY POLICY – North High School's expectation is that students have the responsibility to get to class on time, as to not disrupt the learning environment. A tardy will be defined as failure to be in the threshold of the classroom door before the bell rings. After the third tardy to a class, teachers can write a minor referral. Additionally, after four tardies (to any class period), students will begin to “owe time” as part of the Raider Attendance Monitoring Policy (*see point M above*).

K. CHEATING AND PLAGIARISM – These acts will not be tolerated and, when identified, will result in a zero earned for the assignment, test, quiz or any other work. Any act of unauthentic student work or any means by which a student attempts to obtain an unfair advantage in a testing situation could be considered a form of cheating. Acts of cheating or plagiarism may also affect the student’s eligibility or membership in the National Honor Society and/or participation in co-curricular activities. Repeated infractions will result in more serious consequences.

L. FORGERY AND FALSE CALLS – Forged notes or misrepresenting a phone call to excuse one’s attendance may result in a 90 minute evening school detention from 3:20-4:50 p.m. or a day of in-school suspension. False 911 calls will result in referral to the police and out-of-school suspension.

M. THEFT AND VANDALISM – Acts of vandalism, theft, and abuse of school buildings are prohibited. Students will be referred to the police, restitution will be sought and further school disciplinary action will result. (Wisconsin Statutes, Chapter 943)

N. SKATEBOARDS/ROLLERBLADES – Skateboarding, rollerblading, or roller skating is not allowed on school property. Students who use such modes of transportation are expected to keep such in their lockers and not ride them on school property. Confiscation of this equipment could result from improper use. No shoes that include rollers.

O. STUDY HALL EXPECTATIONS

1. Students are expected to bring study materials to their study halls and use the study time effectively.
2. Students are required to sign a log and receive a pass before they leave.
3. Students may be allowed to use the restrooms, go to lockers, make guidance appointments, etc., out of study hall at the discretion of the study hall teacher.
4. Students who intend to leave the study hall for the entire period to go to the language lab, computer lab, etc., must get a pass ahead of time from the supervisor of the area to which they are going.
5. Library – Students may get a pass from their classroom teacher or study hall supervisor to work in the library. Students are expected to remain in the library for the entire class period, unless sent back by the library staff or an early release time is written on the student pass.
6. Just as in class, students cannot be allowed to interrupt the study of others.

7. Students will not be allowed to converse or study together without the study hall teacher's approval.

P. HONORS STUDY HALL/STUDENT INCENTIVE PROGRAM

The Student Incentive Program is designed to offer juniors and seniors, who are in good standing, an opportunity for choices during a pre-arranged class period each day. These choices will include the flexibility and opportunity of an open campus and/or working within North. Sheboygan North High School always holds students accountable for negative behaviors, and we now would like to offer positive reinforcement to students who consistently perform up to their capabilities. This program is aimed at providing all students the opportunity for recognition and rewards for a job well done.

Student Incentive Criteria

In order to earn privileges, the following criteria must be met:

- The student will have **no** unexcused absences or tardies during the previous quarter.
- Excused absences will be limited to all or part of **5 days per quarter**.
- Any day of questionable attendance may be interpreted as a skip day, which could result in loss of privileges.
- All students are required to go to mandatory class meetings, assemblies, etc. Not attending will be considered as an unexcused absence.
- Students with privileges are encouraged to schedule appointments during unstructured periods.
- Eligible students must be passing all of their classes at the end of a quarter.
- Privileges may be revoked for any disciplinary or academic referral, at the discretion of administration.
- Student will not be in violation of any school athletic/activity code.
- Student will not be in violation of any Municipal, County, or State Laws.
- All fees and fines must be paid.
- A signed waiver from the parent or guardian, regardless of Age of Majority, must be on file at school.
- Any students on release will demonstrate appropriate behavior in the community. Any reports of creating a nuisance will result in a loss of privileges.
- Students must sign up for the honors study hall in which they will use their privileges. The schedule must be pre-arranged and submitted with the parent's/guardian's signature indicating agreement.
- Students must have a **current and valid student ID card**.
- Student must have a usable planner.
- Violating **any** of the listed criteria will result in immediate loss of privileges for the remainder of the quarter.

- Students whose privileges are revoked may reapply at the end of the quarter. If the revocation occurs during the last two weeks of the quarter, the student shall forfeit the remainder of the quarter and the following quarter.
- Please see your guidance counselor if you would like to check your eligibility.

R. BUILDING SECURITY ISSUES – ALL entrance doors will be locked during the school day to limit entrance into the building. Our secure entrance will be door #2, located in the East parking lot, and will remain available during the entire school day for students/staff/community members to enter. Security doors in the hallways will begin to be locked at 3:30 p.m. Staff members have keys to unlock these doors and are responsible for student supervision. Students should not be in the school building after 3:40 p.m. unless involved in a school or Recreation Department activity or supervised by a school staff member. Students waiting after school for their bus, a ride or an activity should wait in the school commons. Continuing this school year, the exterior areas of our campus will be monitored through the use of security cameras. Specific interior areas of our building are also monitored by security cameras (School Board Policy). Additionally, staff and students are trained in ALICE (Alert, Lockdown, Inform, Counter, Evacuate), which is a civilian response training for organizations in regards to potential intruders and outside threats.

S. DISMISSAL FOR STUDENTS – Students who have dismissal must leave the school building or go to a supervised area (library, computer lab, study hall, auditorium foyer).

T. COURSE SCHEDULE CHANGES

- A. Class changes for the 1st semester can be made through the first week of the 1st semester.
- B. All class changes for the 2nd semester must be made by the end of the 1st semester.
- C. Class changes after the timelines listed in B and C need to be teacher/adult initiated.

III. GENERAL INFORMATION

A. Hall Lockers – At registration you are assigned an individual locker for your use. Students will be assigned the same locker for all 4 years while attending North High School. Students are strongly discouraged from sharing lockers. Do not give your locker combination to other students; this is for your protection and the safety of personal belongings in your locker. Students will be held financially responsible for any damage to the inside or operation mechanism of their locker. This could amount to as much as \$250. Any change of a combination will cost \$2.50 unless the cost is waived by

administration. Due to limited availability, student locker location cannot be reassigned. Any large amounts of money or personal valuable items should be left in the General Office's safe during the day.

1. If you have a locker problem, report the problem to the general office. Student lockers and gym lockers are the property of the Sheboygan Area School District. Lockers are made available for the use of students. All lockers are subject to inspection at any time. Periodic inspection of lockers will be made and may involve the use of specially trained alert dogs and the assistance of police department authorities if necessary. In the course of a locker inspection, school officials may seize all items which are dangerous and/or illegal and which are in plain view upon opening the lockers. Student belongings within lockers may be searched, consistent with applicable law (School Board Policy).

2. The school is not responsible for personal property and will not replace, repair, or pay for lost, stolen, or damaged items. Students are requested to fill out a theft report after checking the lost and found.

3. Items seen as materially disrupting the educational process may not be posted or displayed in student lockers. These items include, but are not limited to: sexually explicit, nude or partially nude photographs, drawings, cartoons and caricatures of male and female persons or depicting sexual activity; commonly profane or indecent words; items which promote the use of illegal drugs or controlled substances; and other items which are inappropriate in a school setting.

4. When a student withdraws from North High School, all contents will be removed by school personnel and the locker combination will be advanced in anticipation of reassignment for a new student. Two weeks after an attempt to contact the student or their family, contents will be disposed.

B. Elevator – If you are physically unable to use the stairs for medical reasons, you are welcome to use the elevator.

C. Injuries/Illnesses – If you have an accident or are injured at school, make sure that you report immediately to the teacher in charge or to the general office. The school does not carry accident insurance but does provide a plan that may be purchased at the start of the school year. Injured students must fill out an accident report in the general office.

If you become ill during the school day, your teacher must write you a pass to report to the health room. Students who leave school without checking out through the health room will be considered unexcused and absent. Before you will be sent home, a contact must be made with your parents or other responsible adult.

D. Medications – Should be administered at home rather than at school whenever possible. Designated school personnel in the general office will administer prescription and non-prescription (over-the-counter) medications **only** with written parental/practitioner consent and instructions. These forms may be obtained in the general office and medication will be stored in a locked location and dispensed under supervision of school personnel. We urge students and parents to disclose information to the school when a

student is prescribed a new medication. It is important that our school medical records are current in the event of side effects from the medication. This information should be forwarded to our general office.

E. Health Room Access – The health room is used primarily for students who are injured and students with health concerns. A student needing to use the health room needs to get a pass from a staff member. Office staff will contact parent/guardian or emergency contact to obtain permission for the student to go home. Students who abuse the health room will be referred to an associate principal.

F. Lunch Periods

1. Open campus lunch is a privilege that allows students to leave school grounds during the lunch period. This privilege may be revoked at the discretion of administration.
2. The only area inside school designated to eat lunch is the cafeteria/commons. During a student's designated lunch, they may not be in any hallways or stairwells.
3. Students may eat outside between the school building and School Avenue but must dispose of all trash in proper trash bins.
4. Students may not leave school property with food or drink containers to reduce litter in the neighborhood.
5. Students may not remain in parked cars in North High parking lots or within the school secondary zone.
6. Based on the discretion of the library staff, the IMC/Library will be available for students who were issued a library pass before their lunch period. Food and drink are allowed in designated areas of the library.
7. During the last 4 minutes of each lunch period students will be permitted to enter the building and wait for the passing bell. The only areas so designated will be the auditorium foyer and the southeast.

G. Parking – Limited parking is provided with a parking permit. Applications can be picked up during registration week. Priority will be given to Seniors first and then Juniors. Students are responsible for displaying their sticker in the proper location and following all rules and regulations as outlined on the parking permit. Failure to park properly may result in the permit being rescinded and the student receiving a parking ticket. There will be no further warning. Vehicles are subject to search when parked on Sheboygan Area School District property. (See Sheboygan Area School District Policy concerning canine searches in the back of the handbook.) The parking lot is a restricted area during the school day. Students may not sit in cars, loiter in the parking lot, or eat their lunches there. The result may be a loitering citation. Faculty parking in the east lot is within the first seven rows (white lines). Students may park only within the gold line areas. This includes the last three rows of the main parking lot and all four rows of the new southeast lot. Parking in the north and west lot is limited to staff only. Students are reminded to anticipate snow emergencies

and park accordingly on city streets. Stopping, standing, and parking are prohibited along School Avenue. Sheboygan Police Department will enforce all posted parking restrictions.

H. Posters – Posters publicizing various school activities (i.e. Student Council and class elections, drama and music productions, candy sales, athletic events), when authorized by appropriate faculty or administrator, may be posted in the following areas: all areas where tack strips are mounted and bulletin boards. Posters placed anywhere else such as stairwells, windows, wood paneling, or other walls not listed, will be removed by the custodial staff. Advertising non-school activities is prohibited.

I. Visitor's Pass – All adult visitors MUST sign in in the General Office. Any student shadows must be set-up in advance through the Counseling Center. Student "visitors" are not allowed. The following criteria must be met:

1. No student shadows will be issued the day before a vacation or during exam days.
2. Students must be of high school age and currently enrolled in high school, and considering attending North High.
3. Students shadows will not be allowed on days when their own school is in session unless pre-approved by a guidance counselor or administration.
4. Written parent permission is required from both the North student and the student visitor, a form can be picked up from your counselor.
5. North High administration has the right to deny requests for a visitor permit or student shadow.

J. Lost and Found – Lost and found articles will be located in the general office. Articles and materials not claimed within two weeks will be donated to charity or disposed of by school personnel.

K. Activity Supervision – A faculty advisor must be with students for supervision of all extracurricular activities or meetings. The high school is generally not open to students on Saturday and Sunday. Student groups, under the supervision of any advisor, may use the school facilities on Saturday if they have received permission from administration.

L. Use of School Facilities – Students may not utilize the gym, classrooms or any other school facilities without staff supervision.

M. After School – Students who wait after school for their bus, their ride home, or the start of any activity or practice need to wait outside or in the school commons. Students should leave the building if they are not involved in a staff supervised activity.

IV. SPECIAL NOTICES TO STUDENTS/PARENTS OF BOARD OF EDUCATION POLICIES

A. Dress Code

Our dress code is committed to providing a safe learning environment, and clothing should not be a disruption. A student's dress and general appearance should not interfere with the teaching and learning in the classroom.

Offensive clothing in regards to a gender, race, color, religious beliefs, or sexual orientation will not be allowed, nor shall any clothing display any suggestive or objectionable material. Clothing must not advocate unhealthy behavior, dangerous practice, or create a safety problem (includes no graphics/text containing sexual connotations, controlled substances or violence). Appropriate, safe footwear must be worn at all times. Hem of shorts are at fist length when arms are resting at the sides and skirts and dresses must be fingertip length. Tank top straps must be at least 1" in width to cover all undergarments. No strapless clothing is allowed. Pants must be worn in a way so as not to reveal undergarments. Shirts must cover stomachs and backs.

All students must keep jackets in lockers, unless given permission by a teacher. Bandanas, scarves, hoods or any other headgear may not be worn in school unless for religious purposes. The nature in which clothing is worn or altered which could denote membership in a gang is prohibited. Names, numbers or symbols on any clothing that relate to gang membership or activities are prohibited. Clothing that suggests the use of tobacco, alcohol, drugs, or profanity will not be allowed.

Spirit Week Exceptions: Students can wear appropriate head pieces that relate to the theme of the day. If in question, administration will make a decision on head gear appropriateness. No profanity or inappropriate pictures are acceptable.

Gang Issues– The Sheboygan Area School District has a zero tolerance policy on gangs. Students who wear gang signs or clothing, have gang symbols on personal property in school or flash gang signs will face these consequences:

1st Offense: Warning and conference with parents, student, administrator and/or liaison officer

2nd Offense: 3 day out-of-school suspension

3rd Offense: 3 day out-of-school suspension plus a disciplinary meeting with the Assistant Superintendent

4th Offense: Pre-expulsion hearing

Violations from one year to the next will be recorded and allowed to accumulate and progress to the next step with each subsequent violation.

B. Alcohol, Tobacco and Other Drug Use

The use, possession, or sale of any non-prescription drugs, alcoholic beverages, or tobacco products is prohibited on school grounds, as

well as at or before school sponsored activities. Violators may be suspended from school and/or receive a citation by the police per state law, city ordinance, School Board policy and school rules. Expulsion may be recommended for certain alcohol and drug related infractions. (Wisconsin Statutes, Chapters 66, 101, 161, 947)

1. **AODA Education and Support** – The Sheboygan Area School District recognizes that students often need education, assistance and support in their decisions not to use alcohol and other illegal drugs. The school system will provide education and assistance to any student displaying signs of alcohol, other illegal drug use, and improper use of prescribed medication. It should be understood by parents, students and staff that all violations of school rules and regulations or state and federal laws will be vigorously enforced by school officials. Student rights and responsibilities as outlined by the Sheboygan Area School District Board of Education will be adhered to as standard administrative practice regarding student discipline and students' rights. Alcohol and other drug abuse offenses are cumulative at all times during the enrollment of a student in the Sheboygan Area School District. The Sheboygan Area School District establishes the following guidelines with regard to education, assistance, support and discipline of students engaged in alcohol and other illegal drug use.
2. **Alcohol and Other Illegal Drugs** - Upon a reasonable determination by an administrator that a student of the Sheboygan Area School District is engaged in any of the following behaviors:
 - a. using alcohol or other illegal drugs on school property or at school related activities; or
 - b. attending school or any school-related activity after using alcohol or other illegal drugs; or
 - c. is in the possession of, and/or under the influence of alcohol, other illegal drugs, substances which are represented as alcohol or other illegal drugs, non-alcohol look-alike beverages, or drug paraphernalia on school property or at school related activities; the following disciplinary action will be taken:
 1. the building administrator or his/her designee will immediately notify the student's parent(s) or legal guardian(s); and
 2. the building administrator or his/her designee will refer the matter to the appropriate law enforcement agency; and
 3. the student will be suspended from interscholastic activities as determined by the athletic code; and

d. In addition to the measures set forth above, disciplinary action will be administered as follows:

1. The student's first offense shall result in a three-day suspension from school.
2. The student's second offense shall result in recommendation to the Board of Education that the student be expelled from the Sheboygan Area School District.

3. **Self-Disclosure** – Students who are under the influence of alcohol or other illegal drugs who identify themselves to an appropriate staff member prior to being charged with a first violation shall not be subject to the specified penalties or requirements in this rule. Self-identification must be for the purpose of obtaining assistance and not to avoid sanctions applied under this rule. Under this provision, such a student shall be provided with appropriate information, counseling or other assistance as is deemed appropriate by the building administrator or designated staff person. The staff member and student will determine how and when the parent will be notified. Any subsequent violation will be considered a second violation under Part 2 (d) above and the student will be subject to the specified consequences. A voluntary student self-referral under this Policy will not relieve the student of responsibility for school-related misconduct other than use of alcohol and/or other illegal drugs. Students remain subject to school discipline for misconduct, other than use of alcohol and/or other illegal drugs to include suspension and expulsion, for acts of school related misconduct even if the misconduct occurs while the student is under the influence of alcohol or other drugs.

4. **Sale or Distribution of, or Possession With Intent to Sell or Distribute Alcohol, Other Drugs or Drug-Related Paraphernalia** - Irrespective of the guidelines set forth above, any student found selling, exchanging, distributing, giving away, or possessing with the intention of selling or distributing alcohol, intoxicant or a substance which is presented as alcohol, other drugs or any substance represented to be a drug or drug-related paraphernalia, or possession of drug related paraphernalia, on school premises, at school-sponsored or related activities and events or in a school-operated vehicle while traveling to or from such activities or events shall be subject to the following:

- a. The student shall be suspended for five days from school attendance.
- b. Upon suspending a student for a violation of the preceding activities the administration will initiate expulsion procedures.

C. Canine Searches

It is the policy of the Sheboygan Area School District to maintain a drug free and healthful school environment. In an effort to protect the health and welfare of its students, the Board of Education authorizes the use of trained canines on school property, to detect the presence of controlled substances in school buildings and on school properties. Canine searches will be scheduled at the discretion of the Superintendent or designee.

Canine Searches will be used when:

- there is reasonable suspicion that controlled substances may be in a school district building, but at unknown locations.
- there is a belief that a random preventive search will be beneficial to ongoing drug prevention efforts.

Canine searches will include, but are not limited to, the exploratory sniffing of the outside of lockers, vehicles parked on school property, and other areas of school property deemed appropriate by the Superintendent or designee. Canines may be used without prior notification to students and/or school personnel. A positive reaction by a trained canine will provide reasonable suspicion for a search of the locker, vehicle, or other property of a student.

A student is subject to disciplinary action by the school administration and possible law enforcement action, if controlled substances are discovered and possession is attributed to the student. Any items seized during a search by school officials will be safeguarded until a decision on disposition of the items has been made by appropriate authorities.

D. Tobacco Free

In order to provide a healthful environment for students, staff, and visitors, there shall be no smoking or use of tobacco in any form at any time in or on any school district property. Such prohibition includes school-related events and the use of school buildings by outside organizations.

1. No student of any age shall possess cigarettes or any tobacco products, as defined in established procedures. Electronic cigarettes and cartridges are considered tobacco products.
2. Students found possessing or using cigarettes or tobacco products are subject to penalties as outlined in State law or established municipal ordinances. Law enforcement officers are also given authority and required under the law to seize cigarettes or other tobacco products.
3. Any student (including 18 years or older) who possesses or uses cigarettes or tobacco products shall be subject to disciplinary measures determined by the school administration. All cigarettes

or tobacco products in the possession of students may be confiscated by school personnel.

4. Any student who is found to be selling, exchanging, distributing, giving away, or possessing with the intention of selling tobacco or vape related products shall be subject to the following:
 - a. The student shall be suspended for three days from school on the first offense.
 - b. Administration will initiate potential expulsion procedures for subsequent offenses.

Violators may be excluded from future use of school buildings.

1. Definitions

- a. *“School District property”* means all Sheboygan Area School District buildings and property, owned or rented by the District for educational purposes and (1) includes school buses and the sites of school related events, (2) stops at the beginning of the sidewalk adjacent to city streets, (3) includes the Central Support Facility.
- b. *“Visitors”* includes groups, whether they are school related or outside organizations. This includes and any other agency or organization that may utilize the building.

2. A student’s failure to comply with this policy will result in the following consequences:

- a. For every smoking violation, whether possession of tobacco products or actual smoking, an administrator and student conference will be held, the parents will be notified by either letter or phone call, a referral for action given to the School Resource Officer.
- b. On the first written referral, North High School will assign the students to a one-day in-school suspension.
- c. On the second written referral, North High School will assign the student a one-day out-of-school suspension.
- d. On the third written referral, the student will be suspended out-of-school for two days and referred to the Assistant Superintendent for a parent and student conference as a disciplinary meeting.
- e. On the fourth written referral, the student will be suspended out-of-school for five days and referred to the Sheboygan Area School District Board of Education with a recommendation for expulsion from school.
- f. Violations from one year to the next will be recorded and allowed to accumulate and progress to the next step with each subsequent violation. When a student moves from one academic level to the next (e.g., middle to high school) all previous violations will be eliminated and the student will

proceed to the next level with a clean slate. When a student transfers from one school to another at the same level, all violations will be retained.

g. A student who maintains a clear record (no violations for tobacco possession or use) for one calendar year from the last violation will be placed back one step on the four-step plan.

E. Possession of Dangerous Weapons

Given the seriousness of this infraction, school board policy states, "Except as otherwise provided herein, it is the policy of the Sheboygan Area School District that no person may possess, go armed with, use, or store a 'dangerous weapon' on any school property, on any school bus, or at any school related activity. No person may knowingly, or with reckless disregard for the safety of another, discharge or attempt to discharge any firearm on any school property, on any school bus or at any school related activity.

For purposes of this policy, 'dangerous weapon' means any firearm including, but not limited to, any and all types of handguns, rifles, shotguns, air guns and any other type of gun whatsoever; knives, razors, karate sticks, any electric weapon; metallic knuckles or knuckles of any substance which could be put to the same use with the same or similar effect as metallic knuckles, a nunchaku or any similar weapon consisting of two sticks of wood, plastic or metal connected at one end by a length of rope, chain, wire, leather or material; a cestus or similar material weighted with metal or some other substance and worn on the hand; a shuriken or any similar pointed star-like object intended to injure a person when thrown; or a manrikigusari or similar length of chain having weighted ends. 'Dangerous weapon' shall also include any other object whatsoever that, by the manner it is used or intended to be used, is capable of inflicting bodily harm or property damage. The fact that a 'dangerous weapon' is not loaded shall not make its possession, use, or storage lawful under this policy statement. Individuals violating this policy shall be subject to the penalties outlined in state law. Students violating this policy will be suspended from school. Upon suspending a student for violation of this policy, the school administration may initiate expulsion procedures.

Any violations of this policy shall be reported to police officials by the school administration. Law enforcement officers shall be contacted by school staff as soon as possible after the discovery of a violation of this policy. Staff members will request that the individual in violation of this policy voluntarily surrender the dangerous weapon." (Wisconsin Statutes, Chapters 118, 943, 947)

F. Fighting/Threatening Anyone at School

Given the seriousness of the above infractions, policy states, "The Sheboygan Area School District recognizes the need to deal quickly and appropriately with aggressive, threatening, or intimidating student behavior

when it seriously disrupts the educational program and causes or has the potential to cause harm to other students, faculty, administrators and other school staff. No student may inflict or threaten to inflict bodily injury, either physical or psychological, upon any student or employee of the School District while on school premises, while engaged in assigned duties, while under the supervision of school authorities, or on the basis of the status of the person as an employee of the School District. No student may intentionally damage the property of another student or an employee of the School District when located on school premises, or on the basis of the status of the property owner as an employee of the School District. Students violating this policy will be subject to disciplinary action that may include suspension or recommendation for expulsion review. Local law enforcement agencies will be notified when appropriate.” (Wisconsin Statutes, Chapters 120, 940, 941, 942, 947)

G. Bullying of Students

The Sheboygan Area School District strives to provide a safe, secure and respectful learning environment for all students in school buildings and on school grounds, on school buses and at school-sponsored activities. The Board of Education has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student’s ability to learn and a school’s ability to educate its students in a safe environment. Bullying has harmful social, physical, psychological and academic impact on the bullies, the victims and the bystanders. The district consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

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

Bullying behavior can be: Physical (e.g. assault, hitting or punching, kicking, theft; Verbal (e.g. threatening or intimidating language, teasing or name calling, racist remarks); Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet also known as cyber bullying); Between students and students, students and adults, or adults and adults.

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

H. Smoke Detector and False Fire Alarms

Students causing a false alarm/threat will be referred to the Police Department for arrest, must meet with the Fire Chief, will be suspended out-of-school for five days, and must have a parent conference with an administrator. The administration will also recommend that the student be expelled from North High School for a minimum of one semester. (Wisconsin Statutes, Chapters 118, 943, 947).

I. Defibrillator

North has been provided a life-saving device called an Automated External Defibrillator. This device can provide a necessary shock sufficient to bring a chaotic heart back to a normal rhythm. While an AED will not shock an individual whose heart is functioning normally, it is essential for the safety and protection of all our students and staff that only trained personnel use this device. Several staff members have already been trained to use the AED and those students and staff who are CPR certified will have the opportunity to become certified in the use of our new life-saving device. Because the AED is so essential to the safety and well-being of students, staff, and community members visiting our school, it is important that untrained individuals refrain from tampering with the AED. In similar fashion to fire alarm misuse, any student found tampering with this emergency device will receive consequences ranging from suspension to expulsion.

J. Bomb Threats

It is the policy of the Sheboygan Area School District to provide students and staff with a safe school environment free of potential threats to their safety. The district's first and foremost consideration must be for the protection of students and staff.

1. North High School Administrative Summary of Bomb Threat Policy – Students causing a bomb threat or other threats against the school, staff or students will be suspended from school for 5 days. A pre-expulsion hearing with the Assistant Superintendent of Pupil Services will be held during the 5-day suspension. Further consequences will be determined at the meeting that could include expulsion, depending on the level of the threat. There are three levels of threats: low, medium, and high. Consequences increase as the level increases from low to high. Multiple threats by the same student may result in consequences of a higher level threat.
2. All bomb threats will be reported to the police. Bomb threats/scares are a FELONY OFFENSE in the State of Wisconsin. If a bomb threat occurs, parents of all high school students will be notified by a letter sent home with your child. The letter will state what level bomb threat was received.

K. Sexual Harassment Policy

The Board of Education is committed to maintaining a positive learning environment that is free of any form of sexual harassment or intimidation toward and between students. It is therefore the policy of the Sheboygan Area School District that sexual harassment will not be tolerated in any form and the district will take all necessary and appropriate action to prevent and eliminate sexual harassment, including discipline of offending persons and referral to law enforcement officials where appropriate. This policy is applicable to the conduct of administration, faculty and staff toward students as well as to the conduct of students toward each other. In addition, this policy is applicable to conduct toward students by other persons who are authorized to be present on school district premises.

Harassment or intimidation may arise from a broad range of physical or verbal behavior. Student harassment means behavior towards students based, in whole or in part, on sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability which substantially interferes with a student's school performance or creates an intimidating, hostile or offensive school environment.

1. Verbal harassment includes comments, name calling, or other expressions that insult, degrade, or stereotype any person or group based on any of the factors outlined above.
2. Physical harassment may include but is not limited to striking, shoving, kicking, throwing objects at, or otherwise subjecting another person to physical contact or attempting or threatening to do the same; or engaging in a course of conduct or repeatedly committing acts which intimidate, cause discomfort to, or humiliate another person or which interfere with the recipient's academic performance.
3. Sexual harassment is defined as unwelcome sexual advances, unwelcome physical contact of a sexual nature, unwelcome request for sexual favors and other verbal or physical conduct of a sexual nature when:
 - a. Acceptance of such conduct is made, either explicitly or implicitly, a term or condition of an individual's status as a student;
 - b. Acceptance or rejection of such conduct by an individual is used as a basis for enrollment rating, grading, or advancement of a student; or
 - c. Such conduct has the purpose or effect of substantially interfering with an individual's

academic progress or performance or creating an intimidating, hostile or offensive academic environment. Sexual harassment includes, but is not limited to the following:

- i. Graphic or suggestive comments or gestures of a sexual nature about an individual's dress or body;
 - ii. Unwelcome touching, stroking, patting or brushing against a person in inappropriate or offensive manner;
 - iii. Sexually oriented verbal abuse or "kidding;" verbal abuse or "kidding" are defined as including, but are not limited to, commenting about an individual's body or appearance where such comments go beyond mere courtesy; telling "dirty jokes" that are clearly unwanted and considered offensive by others; or any other tasteless sexual-oriented comments, innuendoes, gestures or actions that offend others;
4. Creating sexually-oriented graffiti, particularly when directed toward an identified individual;
 5. Unwelcome hugging or kissing;
 6. Snapping or pulling on elasticized bands on undergarments, pants, shorts, skirts, etc.;
 7. A deliberate, repeated display or offensive sexually graphic materials which are not necessary for instruction purposes; or
 8. Repeated demands or requests for dates or sexual favors after the individual says "no."

The District will discipline any individual who retaliates against any person who reports alleged harassment or who testifies, assists, or participates in an investigation proceeding or hearing relating to a harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. The District will also discipline any individual who knowingly and intentionally makes a false complaint or statement concerning an allegation of harassment, to include providing testimony which is known to be false.

L. Internet Policy

Schools in the Sheboygan Area School District have the capability of using the Internet and other online services. Along with this access to computers and people all over the world also comes the potential availability of material that may not be appropriate in a school setting, such as profanity, information about illegal drugs, pornography and undesirable

communications with adults whose intentions may be harmful. We are taking precautions to restrict access to controversial materials by:

- 1) Requiring a user agreement and parent permission form;
- 2) Maintaining careful direction and supervision of students appropriate to their age; and
- 3) Enforcing the rules for use.

Students using Sheboygan Area School District facilities to access the Internet and other online services must abide by the following rules. Persons violating the rules may be subject to school discipline, up to and including expulsion. Students may be denied future Internet or on-line access and will be reported to the police or proper authority if in violation of the law.

M. North High School Internet Rules

Students using Sheboygan Area School District facilities to access the Internet or other services must abide by the following rules at all times, agreeing that:

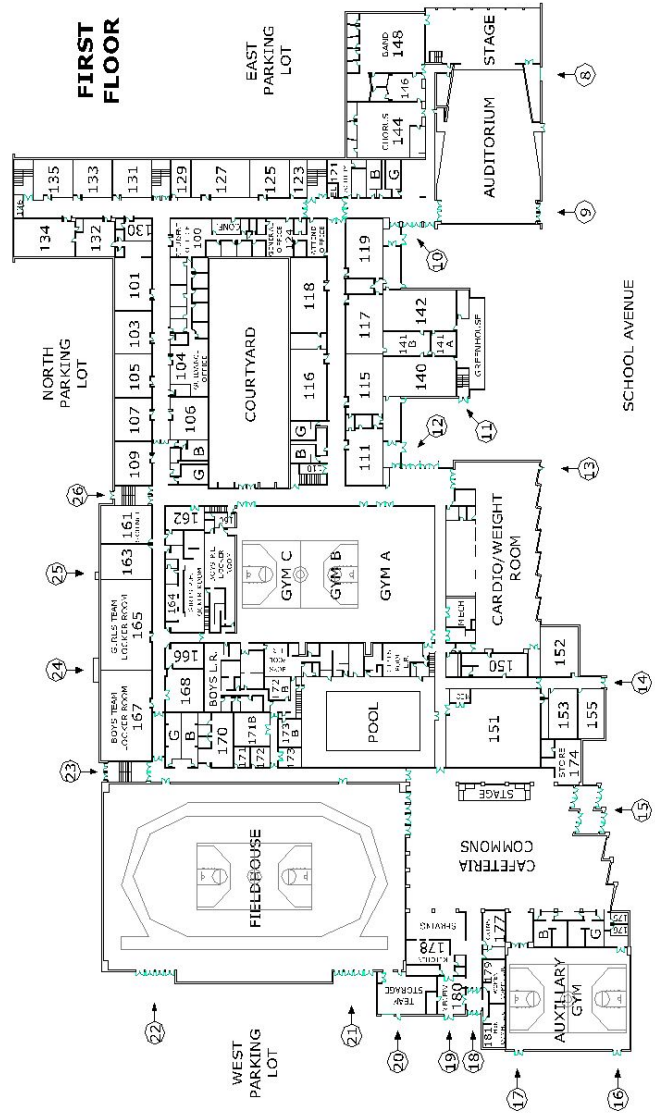
1. Use of the Internet or other services must be in support of education or research and be consistent with the policies and objectives of the District.
2. Use of the Internet or other services cannot be made without the permission of the staff member in charge or the supervising teacher.
3. Only school district logins can be used (no personal accounts can be accessed.)
4. Use of the network to facilitate illegal activity is prohibited.
5. Use of the network to access obscene or pornographic materials is prohibited.
6. Any use for commercial or for-profit purposes is prohibited, including product/advertisement. This also includes buying, selling, and bartering, including but not limited to the use of credit cards.
7. Disruption of the Internet/on-line service, supporting equipment, or information available on it is prohibited, including but not limited to tampering with hardware or software, vandalizing data, introducing or using computer viruses, attempting to gain access to restricted information or networks, or violating copyright law.
8. The use of Internet or other services to harass other users or to transmit materials likely to be offensive or objectionable to recipients is prohibited.
9. Students are to protect themselves and others by not issuing their or any other persons' addresses or telephone numbers, or other personal information or pictures over the Internet or other online services, remembering that online communications are not private.
10. Any problems or violations of these rules are to be reported to the supervising staff member.
11. Computer social networking is not allowed unless directed and supervised by a teacher.

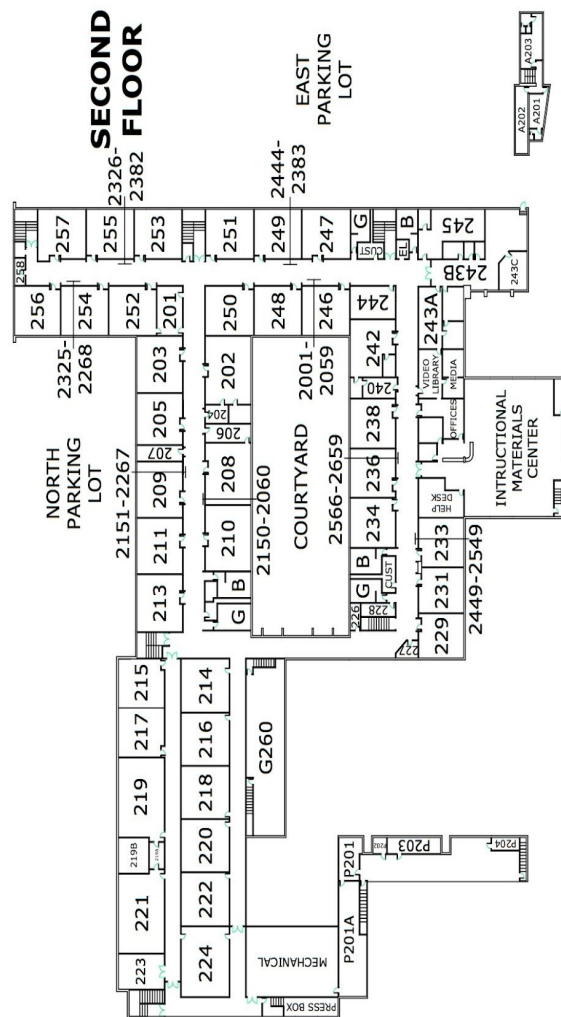
N. Off Campus Internet Use – Notice to students and parents

1. An increasing amount of post-secondary institutions and employers are monitoring internet social networking sites, reviewing their potential candidates. Students should be aware of this when using the internet for social networking.
2. School discipline may be justifiable where a connection to the school is shown and a "material disruption" (as defined by Case Law) at school is demonstrated.
3. Students need to remember that the law applies in cyberspace too: threats and harassment are just as illegal online as offline.
4. Student's free-speech rights can be limited when the speech "materially disrupts class work or involves substantial disorder or invasion of the rights of others." (As defined by Case Law.)

O. Use of Video Monitoring on School Premises

In conformance with its statutory duty and authority, the Sheboygan Area School District will maintain safety, order, and discipline on school property at all times. The Sheboygan Area School District Board of Education has approved the use of video monitoring on the school premises. This surveillance technology is being used to enhance the ability of school officials to protect the health, welfare, and safety of students, staff, parents and visitors to our schools. Video surveillance may not take place at any location on school premises where staff, students or members of the public should have a reasonable expectation of privacy. Some areas of the school in which a reasonable expectation of privacy does not exist, include public entryways, hallways, and parking lots.





Map of Primary Zone –

