



Appleton East High School

2121 East Emmers Drive
Appleton, WI 54915

Handbook

2020-2021 School Year

Main /Business Office: (920) 832-6212

Attendance/ Student Services: (920) 832-6201

Guidance Office: (920) 832-6203

Automated Line: (920) 832-6200

Business Office Fax: (920) 832-4880

Appleton East Web Site: aasd.k12.wi.us/east

Please call 920-997-1399 and enter the below 4 digit extensions as follows:

Principal: Matt Mineau extension 2704

Associate Principal: Alex Molitor extension 2711

Associate Principal: Jacque Smedberg extension 2711

Dean of Students: Jerry De Long extension 2718

Activities Director: Tim Zachow extension 2713

DISCIPLINE PHILOSOPHY

Appleton East High School maintains the highest expectations and recognizes the potential of all students. To help achieve this, the district encourages respect and cooperation among all members of the school, family-students, parents, teachers, and administrators. Discipline procedures are necessary so that the rights of everyone are protected.

Students are responsible for their own individual actions as well as their actions when part of a group. They are expected to respect the rights of all other students and school staff members. Further, students are required to attend school regularly, arrive on time, bring appropriate materials, participate in class, and complete homework assignments.

Parents are vital to any discipline process. They play a major role in developing the behavior of their children because the parent is the child's first teacher and remains the most important one. The school encourages the involvement and support of parents in the discipline process.

Teachers and other staff members are expected to treat students with the same respect and consideration they require from students. Teachers have the responsibility to develop, communicate, teach, and carry out written classroom expectations for students including subject matter to be taught, grading and behavior. When necessary, teachers should actively seek the involvement and support of parents in the disciplinary process.

School administrators must follow disciplinary policies that guarantee the rights of each student. They are required to demonstrate leadership and to work toward preventing and solving student discipline problems. Their fair and consistent enforcement of all school rules should result in equal treatment of all students.

The long-range goal of this partnership is to prepare disciplined students for productive and meaningful adult lives. The day-to-day goal is to have schools where quality learning takes place in an orderly atmosphere.

CURRICULUM-REQUIREMENTS FOR GRADUATION FROM APPLETON EAST HIGH SCHOOL

345.6

The Appleton Area School District awards high school graduation diplomas to recognize those students who have fulfilled the academic requirements of the District. In order to graduate from high school and to receive a diploma, a student in the District must meet the requirements set out in this policy. The policy requirements are grounded in the District's standards, curriculum, and Wisconsin State Statute 118.33.

Beginning with the graduating class of 2004, no student may be granted an Appleton Area School District diploma unless the student has been enrolled in a Board-approved activity for each class period of each school day during the high school grades, has satisfied the following criteria, and has been recommended to the School Board for a diploma by the District Superintendent.

1. At least 23 high school credits as follows:

Graduating Class of 2017 and beyond

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| <p>English Language Arts (ELA) 4.0 Credits ✓ 1.0 ELA 9 or *ELA 9 ✓ 1.0 ELA 10 or *ELA 10 ✓ 1.0 ELA 11 course option ✓ 1.0 ELA 12 course option</p> <p>Science 3.0 Credits ✓ 1.0 Physical Science ✓ 1.0 Life Science ✓ 1.0 Science Course Elective</p> <p>Social Studies 3.0 Credits ✓ 1.0 Civics ✓ 1.0 World Studies ✓ 1.0 U.S. History</p> <p>Mathematics 3.0 Credits</p> <p>Health 0.5 Credit ✓ 0.5 Health</p> <p>Fine Arts 1.0 Credit</p> <p>Physical Education 1.5 Credits (0.5 credit per year over 3 years) ✓ 0.5 Freshmen Physical Education</p> <p>Financial Literacy 0.5 Credit</p> <p>Elective 6.5 Credits</p> |
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OR

2. Successfully meet other academic criteria as specified.

OR

3. Have the recommendation of the Student Services Team.

A student may be eligible for a diploma if he/she does not satisfy these requirements if he/she has been enrolled in a Board-approved alternative program and the District Superintendent determines that the student demonstrated a level of proficiency in English Language Arts (ELA), social studies, mathematics, science, physical education, and health education, equivalent to the proficiency that the student would have attained if he/she had completed the regular credit requirement.

Recognizing that some students may require special consideration in their efforts to achieve a high school education, the Board may grant a diploma upon satisfactory completion of Board-approved equivalent or accommodation programs, which meet such student needs and are in conformance with Wisconsin State Statute 118.33.

Successful completion of a student's IEP, which may include alternate assessments, supersedes all other requirements.

Most institutions of higher learning including many technical and vocational schools have specific requirements to get into certain departments. Therefore, you would do well to plan your program with a great deal of care and an eye on the future. Any senior planning to graduate must complete any correspondence course two weeks prior to commencement if they wish to be listed and take part in commencement exercises.

Each student must be enrolled in a minimum of five classes each semester as indicated in board policies. No student will be issued a diploma that has not fulfilled any and all academic, financial and/or time obligations due to Appleton East High School or its staff.

No student will participate in the commencement ceremony that has not completed all of the prescribed academic requirements needed to graduate from Appleton East High School.

Legal References: Wisconsin State Statutes 118.01, 118.33, and 121.02(1)(p), Wisconsin Administrative Code PI 18

PHYSICAL EDUCATION REQUIREMENT

The Appleton Board of Education, in compliance with Wisconsin law, requires every student to complete a minimum of one-half credit of physical education each year for three years in high school. Students normally take one-half credit of physical education in grades 9, 10 and 11. Any student who cannot participate in scheduled physical education classes due to medical reasons must provide a physical education medical excuse to the Student Services office. The written excuse must contain:

1. The student's name
2. The medical reason for the excuse
3. The types of physical activity the student is excused from
4. The starting and ending dates of the excuse
5. The doctor's signature

If a student misses a significant portion of the physical education course due to a medical excuse, the grade “M” will be given and the student will have to reenroll in a physical education course at the earliest subsequent opportunity. The “M” grade does not count as credit or enter into the student’s grade point average.

Physical Education on a pass/fail basis. The “pass” grade is not included in the semester grade point average (GPA); the “fail” grade is included in the GPA. Students who elect the pass/fail option must do so by obtaining and completing the appropriate form no later than the end of the first week of the semester in which they are taking a physical education class. The form must be signed by a parent/guardian and filed with the Guidance Office by the deadline. Late forms are not accepted under any circumstances. *The pass/fail decision is irrevocable for the semester.*

EARLY GRADUATION

Any student considering graduation prior to his/her class’s regular graduation time will contact his/her counselor as soon as he/she makes that decision. All steps below must be followed:

1. The student must plan to earn the minimum credits for graduation, per Board of Education graduation policy. The student will review his/her plan with the guidance counselor before July 1st of the year preceding the proposed early graduation date.
2. The student will arrange a conference with his/her counselor about two months before his/her proposed date of graduation to consider the following:
 - a. Progress of the early graduation plan
 - b. Staff recommendations of his/her social and academic maturity
 - c. Other options to early graduation
 - d. Signed Parental Consent Form
3. The student and parent must attend a gathering coordinated by administration after all exams are completed. At this meeting the administrative designee and the counselor will confirm that the student passed all required courses, and completed all check out procedures.

COURSE SELECTION PROCESS

All East students and their parents have input into the courses the students will select. After making these course selections during first semester, they have until early in the second semester to make changes in those course selections. After this period of time course changes will only be made for the following reasons:

1. The student has a schedule conflict.
2. The student needs the course to meet graduation requirements.
3. The student does not have the minimum number of credits.
4. The student registered for a course for which he/she does not have the prerequisite(s).

In order to be considered, all requests for schedule changes by students and parents for the following school year must be submitted by June 30th.

TO DROP A COURSE

A student should meet with his/her counselor and teacher before deciding to drop a class. Students wishing to drop a course cannot do so until the 20-25th day of a semester class. During the third week of the course, a student who wishes to drop must see his/her counselor to get a "Request to Drop a Class" form. Students dropping a class from the 20-25th day will be rescheduled into an Academic Study Area with no penalty. Students will not be dropped from a semester class or a full year class prior to this 20-25th day drop period. The same 20-25th day drop policy applies to students who begin a new course second semester.

Under extenuating circumstances and with administrative approval, students may be allowed to drop a course after the 20-25th day. In such cases, the student will receive a grade of "F" for the course.

When a student wishes to complete only one semester of a full year course, and does not wish to continue in the course for the second semester, the student should make an appointment with his/her guidance counselor during the first semester to review options and obtain a "Request to Drop a Class" form.

Completed drop request forms must include all required signatures, and must be returned to the Guidance Office PRIOR to the start of second semester.

TO ADD A COURSE SECOND SEMESTER

Requests for schedule changes that require adding a second semester course will be considered prior to the start of second semester. A student should make an appointment with his/her guidance counselor during semester one exam week to explore semester two options and course openings. All requests to add courses for second semester must be submitted to the Guidance Office PRIOR to the start of second semester.

INDEPENDENT STUDY

A student may continue study in an area of special interest through an independent study plan. The student must present a proposal to the teacher who knows his or her abilities in the proposed study area. The teacher and the student then develop an outline and time line of the project. Finally, the student, his/her parent/guardian, the teacher, the guidance counselor, and the principal sign an agreement that delineates the expectations and credit requirements.

- F Fail
- I Incomplete
- M Medical Excuse from physical education
- W Withdraw

STUDENT TRANSCRIPT POLICIES

1. Appleton East will provide, free of charge, transcripts to all students while they are active students at Appleton East as long as a stamped envelope is provided.
2. Upon graduating or dropping out of Appleton East, there will be a \$5.00 charge for each transcript requested.
3. Inquiries concerning the pupil's record for employment and government purposes that do not require a transcript will continue to be answered free of charge.
4. A transcript, as used in the policy statement, is any written copy or photocopy of the data contained on the pupil's secondary school record.

HONOR ROLL

Appleton East maintains an Honor Roll for students who have excelled in their classes as demonstrated by an outstanding grade point average. The Honor Roll is published each semester based on that semester's grades.

ACADEMIC AWARDS

1. Students earning a 4.0 grade average for a semester for the first time will receive a letter similar to an athletic letter, and of the same size. The letter will bear the word "academic". The student will also receive a small gold star pin to affix on the letter. For subsequent qualifying semesters, a student will receive a gold star each time.
2. A student earning a 3.67 grade average, but less than a 4.0, for a semester for the first time will receive the same letter and a small silver bar. For subsequent qualifying semesters, a student will receive a silver bar each time.

ATTENDANCE POLICY

Please see Board policy 430 and 430 Rule.

https://www.aasd.k12.wi.us/district/board_of_education/school_policies/400s

Schools are required by State Statute (S.118.15) to observe the compulsory education law which requires all students to attend school regularly until the end of the school term, quarter, or semester of the school year in which the child becomes 18 years of age. Regular attendance is an important element for success and is the responsibility of parents/guardians and the students.

Consistent and persistent willful violation of the school attendance policy will result in appropriate disciplinary action and legal referral for Habitual Truancy, which is defined as: part or all of 5 or more days, unexcused, on which school is held during a school semester.

REPORTING AN ABSENCE

The parent or legal guardian must call the school at 832-6200 as early as possible but before 2:00 p.m. each day a student is absent to provide the school with notification of the absence and the reason for the absence. Any calls received after that time may not be accepted. If the absence extends for more than three (3) days, or if the student has a chronic attendance problem, a physician's statement may be required before the student's absences are considered excused.

EXCUSED ABSENCES

According to Wisconsin law, students are expected to attend school except for LEGAL EXCUSED ABSENCES (S.118.16) established by the local board of education. Students are permitted to make up all assignments missed and receive full academic credit due to the following reasons for legal absences:

1. Student Illness
2. Severe illness or death in the student's immediate family
3. Medical emergency, quarantine, or communicable disease
4. Religious observances
5. Impassable roads or extreme weather conditions

Preplanned absences approved by the school office such as court appearances, necessary health appointments, college visitations, job shadowing experiences and school-sponsored activities. Other reasons as approved by the school administration.

UNEXCUSED ABSENCES

Students will be allowed to make up schoolwork missed due to an unexcused absence. Excessive excused absences: Students who are absent from school with an excused absence for 10 or more days during a school year (5 unexcused absences in a semester) are considered to have excessive excused absences. A written statement from a physician may be required in situations where a pattern of excessive excused absences from school has occurred. Absences not accounted for in this manner will be considered unexcused and students will be subject to the school and district truancy procedures.

PREARRANGED ABSENCES

Any student who knows in advance that he/she will be absent from school for an excusable reason for three days or more must obtain a Prearranged Absence Form in the Student Services Office at least 24 hours prior to the absence. After the student's parent/guardian has indicated on the form the reason for the absence and the date of the absence, the student must have the form signed by all of his/her teachers and an administrator. Parents/guardians may also call the absence into the office as with a regular absence, in which case the office staff will complete the parent/guardian portion of the form.

A completed Prearranged Absence Form must be on file in the Student Services Office prior to the absence. Knowing that an absence will be occurring, it is expected that the student will either complete the school work missed prior to leaving or submit the assignments to the appropriate teachers immediately upon returning to school.

PREARRANGED APPOINTMENTS

All student appointments (such as medical, dental, court, driver's exam, etc.) must be cleared in advance through the Student Services Office. A student who will miss all or part of one or more classes due to an appointment must have a parent/guardian call or a written note from the parent/guardian to the Student Services Office, prior to the appointment, to give notice of the student's need to sign out of school at a given time on a particular day.

Once the parental call or note has been made to excuse the student, the student must obtain an appointment pass in the Student Services Office on the morning of the appointment. This pass is to be shown to the teacher whose class the student must leave for the appointment.

TARDINESS TO CLASS

Students must make every effort possible to be on time for each of their classes. While the East High School staff will excuse tardiness when unique circumstances warrant an excuse, the expectation is that students will be prompt for class and personally responsible for their tardiness. Generally, tardiness to class is defined as the student not being inside of the classroom when the bell rings. Tardiness to class may result in disciplinary consequences.

Students who are more than (10) minutes late for class, without being excused, will be marked unexcused absent for the period and issued a detention.

EIGHTEEN YEAR OLD STUDENTS

When a student attains the age of eighteen years, the rights accorded to the parent/guardian transfer from the parent/guardian to the student. Students are no longer required by law to attend school. However, all students who choose to continue in school must follow all attendance policies. All written and verbal communication regarding attendance policy violations will continue to include the parent/guardian unless the adult student specifically requests their exclusion in writing to the principal.

STUDENT PARTICIPATION IN PROGRAM LEADING TO HIGH SCHOOL DIPLOMA (118.153) Upon the student's request of the school board and with the written approval of the student's parent/guardian, any student who is 16 years of age or over and a student at-risk as defined by s. 118.153 may attend, in lieu of high school or on a part-time basis, a technical college that provides a program leading to the student's high school graduation.

Upon the student's request of the BOE and with the written approval of the student's parent/guardian, any student who is 17 years of age or over shall be excused from regular school attendance to attend a program leading to a high school equivalency diploma if the student began the program while placed in a secured correctional facility, a secured student caring institution, a secured detention facility, or a juvenile portion of a county jail.

PARENT/GUARDIAN RESPONSIBILITIES

It is the responsibility of the parent/guardian to ensure the student's regular school attendance. The parent/guardian is expected to provide a written explanation of a student's absence in advance of the absence or upon the student's return to school.

STUDENT RESPONSIBILITIES

Students are required to attend all classes unless they have obtained approval by the building principal or designee, or have parental permission as approved by the school attendance officer/designee.

It is the student's or parent's/guardian's responsibility to make appropriate arrangements with the teacher to make up all assignments, including examinations, in accordance with the previously noted guidelines.

DO NOT ENTER LIST

The "Do Not Enter List" is typed each evening and indicates those students who have unexcused absences for that day and who will be issued detentions for each class missed with a maximum of 5 detentions issued for missing a full 8 hours of class. The students on the Do No Enter List are sent down, the following morning, to have the procedure explained to them for serving and clearing these detentions. Students have 1 week from the date of issue to serve their detentions.

REPORTING AN ABSENCE

The parent or legal guardian must call the school at 832-6200 as early as possible, but before 2:00 p.m. each day a student is absent, to provide the school with notification of the absence and the reason for the absence. Any calls received after that time may not be accepted. If the absence extends for more than three (3) days, or if the student has a chronic attendance problem, a physician's statement may be required before the student's absences are considered excused.

If the parent/guardian does not contact the school regarding an absence, the student is considered unexcused. That absence will remain unexcused, with all the consequences of an unexcused absence, unless a parent/guardian contacts the school by telephone or in person within 24 hours of the absence.

CLOSED CAMPUS

9th and 10th grade students are required to remain at school during their lunch hours. Those students may go outside to the patio adjacent to the Commons. Otherwise, they are required to remain in the building. 9th and 10th grade students who leave the building/campus during their respective lunch hours will be considered truant, resulting in assigned seating in the Commons during their lunch hour, detentions being assigned, and/or truancy consequences. **Upper classmen, (11th/12th) who leave campus for lunch will not be allowed back into school until 5 minutes prior to the end of their lunch period.**

CLEARING AN UNEXCUSED ABSENCE

If a student's absence is marked as Unexcused but should be considered Excused, he or she is given 24 hours after returning to school to clear the absence in question with the staff in Student Services.

If the student's absence is marked as Unexcused but should only have been considered tardy, the student is responsible for providing the office with a note from the teacher, within 24 hours, indicating the absence as only a tardy.

ATTENDANCE AND CO-CURRICULARS

Students who are absent—excused or unexcused— for any part of a school day are not eligible to participate in athletics/co-curricular activities scheduled for the day the students are absent. Special, pre-approved emergency absentee situations will be considered independently.

ILLNESS OR INJURY AT SCHOOL

Any student who becomes ill or injured while at school must first inform the teacher in charge. The student will be issued a pass to admit him/her to the nurse's office located in the Guidance Office. After consulting with the nurse or health aide, the student may rest for 20 minutes or parents/guardians may be contacted to arrange for the student to go home. **No student will be released from school unless a parent or designated emergency contact person has been contacted.** If parents/guardians are contacted and give permission, the student will be sent home. Failure to follow this procedure may result in an unexcused absence and/or detentions.

Upon returning to school, the student must provide verification of having been to the appointment at the stated time and must sign in at the counter in the Student Services office before returning to class. The student will be given a pass for re-admittance to class. Failure to follow this procedure may result in an unexcused absence and/or detentions.

SIGN-IN & SIGN-OUT PROCEDURES

Upon a student's late arrival to school in the morning or at any time during the day, the student must first sign in at the Student Services Office before reporting to class. A pass will be issued, if necessary, upon signing in.

If it becomes necessary for a student to leave school during the regular school hours for reasons such as doctor/dental appointments, court appearances, driver's exam, etc. a parent/guardian is to call in or send a note with an excuse and the student is to sign out in the Student Services office before leaving the building. Upon returning to school the student must provide verification of having been to the appointment at the stated time and must sign in at the counter in Student Services before returning to class. The student will be given a pass for re-admittance to class. Failure to follow this procedure may result in an unexcused absence and/or detentions.

GUEST PASS PROCEDURE

Any student wishing to bring a guest to school to attend classes, a dance or other special event, for registered East students must follow the prearranged guest attendance procedures. We will not allow students to visit for non-educational reasons, visiting on Spring break or when another school does not have classes on a day that East is in session

The Appleton East High School student should report to the Student Services Office to pick up a Guest Pass Form. All forms must be filled out and returned at least two school days prior to requested arrival date. The student will need the following information:

1. Guest's FULL NAME, including middle name.
2. Guest's birth date/ age.
3. Guest's address, phone number and name of school attending.
4. Reason for visiting.
5. The name, address, home phone number, work phone number and signature of legally responsible person with whom the guest is residing while in Appleton.

The information will then be given to the Associate Principal, and/or Dean of Students, and/or Police Liaison Officer for verification and approval. If the Guest is approved, he/she should report with the host student immediately upon arrival to Appleton East High School, along with proof of identity (Driver's License, School ID card, Library card, etc.). The guest will then be issued a Guest Pass for the day or event. All guests are allowed to visit for one day/event per school year unless special permission is granted by the associate principal or principal. Guests must be of high school age.

INCLEMENT WEATHER

On days when the weather is bad, listen to any local radio or television station for information about school closings. You can also check the district's [website](#) and the district's [social media](#). The district will also utilize Infinite Campus alerts with robocalls, emails, and text messages, or a combination in an effort to reach all families. Please ensure that your [Infinite Campus notifications settings](#) are up to date.

When the [National Weather Service](#) has a wind chill WARNING (wind chills 35 below or colder for more than one hour) for the Appleton area in effect for the time just before the school day begins, we will make a decision if our schools should close. It is likely we will make this type of closing decision on the morning of the day in question.

When Appleton schools are closed for the day, it also means that all activities scheduled in school buildings for that day are canceled. This includes all AASD programs and all after-school programs.

Should weather conditions improve dramatically during the course of the day, high school co-curricular activities may be held. An announcement through local media and our website will communicate that information.

RIGHTS & RESPONSIBILITIES

All students, staff, and parents/guardians in the East High School community have basic rights and responsibilities designed to maximize academic freedom and individual expression while maintaining an orderly and respectful atmosphere for all members in our learning community.

Everyone has the right to speak, listen, and learn in a safe environment that is free from physical harassment and verbal abuse. Any infringement on these rights of others is an infringement on the mission and obligation of East High School to provide all students, staff, and parents/guardians with the finest education possible. In addition to their rights, all students, staff, and parents/guardians have basic responsibilities to respect others, the property of others, and the reputation of East High School and the members of its community. Everyone has a responsibility to adhere to common courtesies, to follow the school rules, and to obey all laws.

The development of a positive atmosphere and the maintenance of a respectful academic community is the responsibility of every member of the East High School community.

Above all, each person is responsible and will be held accountable for his/her own actions.

HONOR CODE

Appleton East High School promotes and expects ethical behavior from all members of the East High School community. Honesty and integrity is valued at East High School in all of our classrooms, programs, and activities. Dishonest and unethical behavior, such as lying or cheating, will not be tolerated at any time by anyone.

Cheating is defined as: a) copying someone else's work, such as an assignment, quiz, or test, and submitting it as your work; b) allowing another student to copy your work; c) utilizing aids such as notes or crib sheets to assist in completion of a quiz or test when such aids are not authorized by the teacher; d) copying source material or not crediting sources in an attempt to present another's work as your own when submitting a class assignment such as a research paper.

Incidents of academic dishonesty will be referred to Student Services, the Activities Director, and students will be re-assessed to accurately measure academic learning. The Academic Dishonesty discipline procedures will be followed which may include detentions, a written reflection, and/or a meeting with the student, teacher, admin and parent guardian.

CHOICES & CONSEQUENCES

The East High School discipline policies and procedures are based on the Patriot Process in which students are helped to understand their individual power of choice and the individual and social consequences of those choices. Students who are disciplined for making poor choices that violate our behavioral expectations will be required to review their choice and its consequence, and then look at some alternative choices they could have made with more positive consequences. Our students will have to accept personal responsibility for their own actions and the results of those actions throughout their lives; the Patriot Process approach helps students understand accountability and empowers them to achieve more desirable results by encouraging them to think about the likely consequences before

choosing to engage in any action. The teachers, counselors, and administrators are all available to support students in making wise choices that have desirable consequences. Please visit the Appleton East School Website for a complete version of the Patriot Process.

DETENTION / IN-SCHOOL SUSPENSION / OUT-OF-SCHOOL SUSPENSION

A student may be assigned to a detention, in-school suspension, or out-of-school suspension when the student has violated a school policy, refused to cooperate with school expectations and/or rules, or has a record of chronic attendance problems or misbehavior.

Unless other arrangements are made, detention must be served at the time and place indicated when it is assigned. In addition to being present and on time, when you are assigned detention, you must bring some work to do. Sleeping is not allowed and students are expected to comply with all directions as given by the supervisor. Cell phones are not allowed.

The in-school suspension is intended to provide the student with a time-out from the regular daily routine to focus on the choices the student has made that resulted in this type of disciplinary action. Parents will be informed of the student's in-school suspension. The student will be provided with assignments from his/her classroom teachers and is expected to spend his/her time doing those assignments. Cell phones are not allowed. If a determination is made that the student is not ready to return to classes, further ISS time may be assigned, the student may receive an out-of-school suspension, or other consequences. Violation of the in-school suspension rules is considered a reason for suspending the student out of school.

State statutes permit the out-of-school suspension of a student (S. 120.13) for up to five days for misconduct. As a general rule, students may be suspended if they defy the authority of school staff, disrupt the orderly operation of the school, or interfere with the right of other students to learn. Suspended students may not be on any school district property, nor attend any school function, or receive work hour credit. For the purposes of making up schoolwork missed while suspended from school, suspensions are considered excused absences.

EXPULSION

According to Wisconsin Statutes (S.120.13), the Appleton Board of Education may, on referral from a school administrator and after an expulsion hearing, expel any student who is found to be a detriment to the school environment because of one of the following reasons: Repeated refusal or neglect to obey the rules; 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; engaged in conduct while at school or while under the supervision of school authority which endangered the property, health, or safety of others; engaged in conduct while not at school or while not under the supervision of school authority which endangered the property, health, or safety of others at school or under the supervision of a school authority; endangers the property, health, or safety of any employee or school board member of the school district.

The following policies are important for all students to review. *If you are in violation of any of the following policies, school administration will be making a recommendation for expulsion to the school board.*

WEAPONS – The Appleton Area School District is committed to providing a safe and secure learning environment for all District students. No one shall possess, use, threaten the use of, or store a weapon or look-alike weapon on school property, in any vehicle located on school property, in any school facility, in any school vehicle, or at any school-sponsored event or function.

A weapon is defined as any object that by its design, use, or intended use, could cause bodily harm or property damage or intimidate other persons. Weapons include but are not limited to: firearms, whether loaded or unloaded and whether operational or not, look-alike weapons, knives, martial arts equipment, razors, leather tools and metal knuckles.

ALCOHOL AND OTHER DRUG POLICY – No student of the Appleton Area School District shall knowingly possess, use, distribute, or be under the influence of alcohol, controlled substances, or any other mood altering chemicals while on school property or during school-sponsored activities. The possession, use, or distribution of drug paraphernalia, look-alike drugs, non-alcoholic beer/beverages, or any substance misrepresented as alcohol or a mood-altering drug is also prohibited on school property or during school sponsored activities.

WITHDRAWAL FROM SCHOOL

Withdrawal must be initiated by a conference with your counselor. He/she will arrange an exit interview so you may receive clearance to withdraw in good standing. This may be highly important to you in the future. A student who finds it necessary to withdraw will be encouraged and provided counseling for pursuing an alternate form of education or technical training.

POLICIES

The following behaviors **will not be tolerated** at Appleton East and will result in disciplinary action:

Tardiness, truancy, failure to serve detentions, loitering, trespassing, sexual harassment, possession or use of fireworks, disorderly conduct, reckless vehicle use, battery, extortion, robbery, gambling/card playing, possession of a weapon other than a gun, threats with and/or the use of a weapon, possession of a gun, look alike weapons, knives martial arts equipment, razors, leather tools and metal knuckles, sexual assault, false fire alarm, bomb threats, violence and intimidation, profanity, inappropriate dress; including sexually suggestive clothing of any type, hats/headwear/coats, chronic lack of supplies, inappropriate personal property, refusal to work or follow instructions i.e., noncompliance, classroom disruption, harassment/verbal abuse, personal threat, assault, fighting, gang symbols, leaving without permission, vandalism, possession of stolen property, theft/larceny, burglary, arson, possession/ownership and use of illegal drugs/alcohol, possession with intent to distribute illegal drugs/alcohol, use of tobacco products and other substances/ materials, look-alike drugs or drug paraphernalia.

**Please note that administration always reserves the right to issue appropriate consequences for any other behaviors that may not be specifically outlined in this handbook.*

PDOA (Public Display of Affection)

There will be NO public display of affection while on school premises or at any school function.

STUDENT ID

It is school policy to carry your school ID with you at all times. Please have your ID ready when you enter the building. You are required to produce your ID upon request by any staff member.

ALCOHOL & OTHER DRUGS

The Appleton Board of Education recognizes the need to maintain a safe, healthy, drug-free educational environment for all students. It is recognized that the use/misuse of alcohol and other drugs, and the problems associated with alcohol/drug use are treatable illnesses. In order to maintain a drug-free educational environment, students of the Appleton Area School District shall not knowingly possess, use, distribute, or be under the influence of alcohol, controlled substances, and other mind altering chemicals as defined by Wisconsin Statutes and local laws while on school property and during school sponsored activities.

Use of a drug authorized in Accordance with a medical prescription for a registered physician for use during school hours shall not be considered a violation of this policy.

The greatest responsibility for dealing with chemical abuse rests with the student and his/her parent/guardian, but the school has a legitimate concern when school performance is affected.

It is, therefore, the policy of the Appleton Area School District to deal with such problems as follows:

1. The school district recognizes that many student problems can be successfully treated, especially if they are identified in the early stages and an appropriate referral is made.
2. The purpose of this policy is to assure students that if personal problems are the cause of unsatisfactory school performance, they will receive careful consideration and assistance in seeking help to resolve such problems.
3. Students who have problems which they feel may affect school performance are encouraged to seek counseling and information on their own by contacting any employee of the district with whom they feel they could comfortably discuss the problem.

The Student Assistance Program (SAP) is in place to identify students experiencing these problems, to provide preliminary assessments, and to make referrals to appropriate agencies.

It is the responsibility of the parent/guardian, student, and school to cooperate in the

referral process and suggested treatment.

An excused absence for illness will be granted for treatment or rehabilitation. Students who return from successful treatment will continue with an academic schedule. A conference involving student, parent/guardian, and school staff will be held to determine a student's academic status.

Even if a student is involved in the Student Assistance Program, the student is still subject to corrective efforts, with each case being reviewed on an individual basis.

Any action taken on alcohol/drug-related problems should protect not only the student's best interest, but the best interests of fellow students.

A principal or designated staff member will take disciplinary actions as necessary to provide a safe, healthy, drug-free educational environment

All employees of the Appleton Area School District shall receive and participate in in-service training that enables them to recognize behavioral patterns, which are suggestive of student drug use.

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ATODA (Alcohol, Tobacco Other Drug Abuse)

The Appleton Area School District provides classroom instruction regarding alcohol, tobacco, and other drug abuse (ATODA) to all students in compliance with state and federal law. Parents who wish their child or children to be withdrawn from these instructional lessons and assemblies during the school year should call the school office.

Regarding SAP groups:

“The Appleton Area School District trains staff to provide small group support in accordance with the Student Alcohol and Other Drug Policy (443.4) through the Student Assistance Program (SAP) to students in a variety of areas including but not limited to:

- Study Skills
- Family Change
- Grief
- Friendship
- Smoking Cessation (Not On Tobacco—NOT)
- Stress
- Resiliency
- Alcohol and Other Drug Abuse
- Concerned Persons

Parents who wish to refer their child or children for a small group or prefer that their child not participate in a small group should contact the school office.”

TOBACCO PRODUCTS

State Law prohibits the use or possession of tobacco or smoking products within the school building and on school grounds. **This includes electronic cigarettes.** This ban on the use of tobacco products also extends to all school-sponsored activities and functions conducted off of school grounds.

Students who violate the law will be referred to the police for legal consequences that may include fines and court appearances. Violations of school rules regarding the use and possession of tobacco products while on school property or attending school functions will result in disciplinary action such as detention, in school suspension, out of school suspension, expulsion, parent/guardian conference, revocation of privileges, and suspension/removal from co-curricular activities.

SEXUAL HARASSMENT- Student Policy

The Appleton Area School District (AASD) will not tolerate student harassment in any form and will take all necessary and appropriate action to prevent, remediate and eliminate it, up to and including discipline of the offenders. The District’s policy is to maintain and ensure learning and working environment free of any form of harassment or intimidation, including verbal, non-verbal, physical, unwelcomed conduct or behavior, sexual, bullying, cyber-bullying or other forms of harassment toward and between students, employees, School Board Members, parents, volunteers, independent contracted service workers and applicants for employment.

The District is committed to providing a safe, secure, and healthy environment that allows all students to maximize their learning potential.

Any student who believes he/she has been the subject of harassment based on, in whole or in part, sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender identity, gender expression, or physical, cognitive, emotional or learning disability which interferes with his/her school performance or creates an intimidating, hostile or offensive school environment shall report the matter in accordance with the District's Student Nondiscrimination Policy, 411.2 complaint procedures, 411.2 Rule.

Any student who believes he/she has been the subject of harassment of any kind, including sexual harassment, shall report the matter in accordance with the reporting procedures identified in this Policy. If the alleged harasser is the person to whom complaints would normally be reported, the harassment complaint should be reported to the next higher administrative authority. If a student is not comfortable making the report to that person, he/she may report the complaint to another adult employee of the District and that person will ensure the harassment complaint is properly filed. All harassment reports and complaints shall be taken seriously and investigated in a timely manner.

There shall be no retaliation against students for filing complaints or reports under this policy or participating in the investigation of a complaint under this policy. For more information on Harassment see Student Harassment Policy 411.1 and 411.1-Rule.

BULLYING

The Appleton Area School District is committed to providing a safe, secure, and healthy environment that allows all students to maximize their learning potential. The Board of Education considers bullying to be detrimental to the health and safety of students and disruptive to the educational process and is prohibited.

Bullying includes aggressive and hostile behavior that is intentional and involves an imbalance of power between the bullying and the bullied. This behavior may include, but is not limited to, physical and verbal assaults, nonverbal or emotional threats or intimidation, harassment, social exclusion and isolation, extortion, use of computer or telecommunications to send messages that are embarrassing, slanderous, threatening or intimidating (cyber-bullying). Bullying may also include teasing, put-downs, name calling, rumors, false accusations and hazing. Bullying based on sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap in its education programs or activities is also prohibited by law and Board policy.

Students who engage in any form of bullying behavior at school or at a school-sponsored activity, will be subject to disciplinary action in accordance with Board policy. This action may include off campus behavior that causes substantial disruption to the educational environment. Consequences and sanctions for such actions, including retaliating against someone for reporting bullying behavior, may include, but are not limited to, parent

notification, suspension, expulsion, or referral to law enforcement officials for possible legal action.

Student Services staff will support the identified victim. The Positive Behavior Interventions and Strategies framework will be utilized to assist and support all students.

BULLY & INCIDENT REPORTING

[STOPit](#) is a platform that our district has adopted in order to deter, mitigate, and manage bullying, cyberbullying, and other harmful or inappropriate behavior.

STOPit empowers individuals with a simple, completely anonymous mobile app to report incidents, including attaching photo or video evidence.

STOPit's anonymous two-way chat provides a safe and comfortable way for people to communicate about sensitive issues.

Want to report bullying or a harmful incident?

Download the app

- [App Store](#)
- [Google Play](#)

Put in your school's specific code and you can submit a report, message administration, or view resources if you just need to talk.

[AASD School Codes](#)

POLICIES

The following behaviors will not be tolerated at Appleton East and will result in disciplinary action:

Tardiness, truancy, failure to serve detentions, misuse of technology, loitering, trespassing, sexual harassment, possession or use of fireworks, disorderly conduct, reckless vehicle use, battery, extortion, robbery, gambling/card playing, possession of a weapon other than a gun, threats with and/or the use of a weapon, possession of a gun, sexual assault, false fire alarm, bomb threats, violence and intimidation, profanity, inappropriate dress, hats/headwear/coats, chronic lack of supplies, classroom disruption, harassment/verbal abuse, personal threat, assault, fighting, gang symbols, leaving without permission, vandalism, possession of stolen property, theft/larceny, burglary, arson, possession/ownership and use of illegal drugs/alcohol, coming to school under the influence of illegal drugs/alcohol, possession with intent to distribute illegal drugs/alcohol, use of tobacco products, including e-cigarettes and other substances/materials, look alike drugs or drug paraphernalia.

NEIGHBORHOOD RELATIONS

Property adjoining the school grounds, like all residential property, is private; therefore, littering and trespassing are not permitted. Police action will be taken against violators who are reported. Just as important as our legal responsibilities, are our responsibilities to Appleton East High School. Any action, good or bad, by an East student reflects upon the whole school. The neighbors have a right to resent any infringement upon their rights.

TRESPASS POLICY

The public schools of the Appleton Area School District are open daily between the hours of 7:00 a.m. and 5:00 p.m. on school days only for faculty, registered pupils, public school employees, and persons whose presence the principal may deem related to school business. Children who are not enrolled in the district may not visit a school during regular school hours without receiving special permission from a building principal. All others entering the schools during these hours must report to the school office and apply for a visitor's pass. The principal of each school or his/her delegate shall determine whether or not a visitor's pass will be issued and in cases where a visitor's pass is denied, the person applying will be asked to leave.

If, for any reason, a visitor refuses to leave, when asked by the principal or his/her delegate, the visitor will be informed that trespassing charges will be brought against him/her. The principal or his/her delegate is to proceed with the trespassing charges if the visitor persists in the refusal to leave the school premises. At all times, loitering in the building or on school grounds by unauthorized personnel is prohibited (S.943.13, 943.14).

OBSTRUCTION OF AN INVESTIGATION

Any student who obstructs a school or police investigation by giving false information or withholding information shall be subject to disciplinary action by the school or by the police department. This discipline may include suspension from school and/or a citation for obstruction of justice from the police department.

STUDENT COMPLAINTS AND GRIEVANCES

Whenever a student alleges that he/she is aggrieved by reason of the application to him/her of any administrative rule, regulation or order, or of an order of any teacher, principal, or other administrative person in the school system; or whenever a student feels there are deficiencies in existence in the school system, such as, but not limited to, curricular content, educational facilities, teaching methods and the like, which require remedial action, the student or a parent/guardian on the student's behalf shall contact the building principal for direction in proceeding with a grievance or stating a complaint. If further information is necessary, the student should contact the Assistant Superintendent/Operations.

The following procedures will serve as a guideline for handling student grievances:

- If the complaint involves the action of a teacher, there shall be a sincere attempt to work this out directly between the pupil and the teacher. The public school staff member involved shall make a special effort to be sure the pupil has had adequate opportunity to discuss the situation with him/her.

- If the matter cannot be resolved at Step 1, the pupil shall reduce to writing the details of the situation. This written record shall be submitted to the Associate Principal for Student Services who may handle the matter or refer it to the Associate Principal for Instruction. The associate principal who handles the grievance shall respond no later than ten (10) days after receiving the written record. If no resolution can be achieved on Step 2, the student may proceed to Step 3.
- A written report of resolutions or recommendations will be sent to those involved and a copy filed in the pupil's cumulative folder by the administrator handling the complaint, if the student wishes. The pupil shall present the written report of the complaint to the building principal. The principal will review the written report from the pupil, the written record completed by the associate principal, and any other parties who are directly involved, and then will arrange a meeting of the pupil, his/her parents/guardians and school personnel, to attempt to resolve the problem. Such a meeting will take place as soon as possible, within five (5) school days following receipt of the written reports. Following this step, a written report by the principal shall be submitted to those involved, with a copy to the Superintendent within five (5) school days after the meeting.
- In the event that the aggrieved pupil is not satisfied after Step 3, he/she shall then make a written request to the principal for forwarding to the Superintendent for further consideration of the grievance. The Superintendent will arrange for a meeting with himself/herself or his/her representative for a meeting with himself/ herself or his/her representative, the pupil, his/her parents/guardians, and staff members who may be involved, as soon as it is possible and within five (5) school days after receiving the written request.
- The final appeal under this procedure, if the pupil is yet not satisfied, is the Board of Education. The complaint or grievance shall be submitted in writing to the district office. The Board may arrange to hear the complaint, consider the written reports, and render its decision in writing within four weeks of the receipt of the written request for Board review. If the Board decides to hear the matter, the date for the hearing shall be within 30 days of the receipt of the written request. The pupil may request either a closed or an open hearing. The decision of the Board of Education is final and the matter will be closed.

STUDENT INJURIES

All accidents and/or injuries that occur on school grounds or while the student is involved in a school-sponsored event or activity must be reported to the Supervisor in charge and/or the Main Office as soon as possible. Private student accident insurance is made available to all students upon registration.

MEDICATION

It is permitted, and sometimes necessary, for students to carry and administer their own medication. If a parent wants their child to possess medication for self-administration, the parent should complete an authorization form and talk with the school nurse. Due to a change in state law and district policy, asthma inhalers and controlled substances (such as Ritalin, Adderall, & Codeine) also need physician authorization. Authorization forms

are available in the school nurse's office. Please contact the school nurse if you have any questions. No medications can be carried by students without the corresponding paperwork on file in the Nurse/Student Services Office.

ANNOUNCEMENTS

Announcements will be broadcast over the TV network system in each classroom at the beginning of Administrative Period or first and eighth hours. Students are expected to listen and note those items that will affect them. Occasionally emergency announcements will have to be made. Activity announcements will also run on the electronic message board located in the commons area.

COMMONS REGULATIONS

The use of the Commons is considered a PRIVILEGE. Students are expected to conduct themselves in the school Commons in a polite and considerate manner. Students shall deposit wrappings and leftovers in the trash barrels. Unmannerly, rude or inappropriate behavior cannot be accepted in the school commons and has no place in any part of the school. Gambling is prohibited at all times. Supervisors will take necessary action for situations not covered so as to ensure appropriate control and conduct.

SCHOOL DANCES

School dances are "closed," private parties sponsored by East for East students. They are not open to the public. Students may be denied admission to a dance because of disciplinary action; students who are suspended or absent for an entire day or any part of the day of a dance, except when gone for a school-sponsored event, may not attend the dance. Students must present their student I.D. card when entering.

Once they leave the dance, they may not return. If a student would like to bring another senior high school student as a guest they must obtain a guest pass prior to the event. At the dance, the guest should be introduced to the head chaperon and show the guest pass. **NO ONE WILL BE ALLOWED WITHOUT AN I.D. CARD OR GUEST PASS**



Appleton East High School

(920) 832-6212

2121 E Emmers Dr

Appleton, WI 54915

FAX (920) 832-4880

DANCE CONTRACT

Instructions: **Must be submitted 5 days prior to event**

- This form must be filled out completely and signed by a parent
- All students must present a valid school ID to enter the dance.

Submission of this form with the appropriate signatures verifies your understanding and willingness to follow all school policies and dance rules.

Student agrees that you will follow the schools dress code

Student agrees to dance appropriately (no grinding or inappropriate physical contact)

Student agrees that they will not take part in body passing in any fashion

Student agrees to follow all safety and security measures place

If a violation occurs the following will happen:

1. A verbal warning issued & student ID removed, ID can be recovered in the office the next school day.
 2. Student asked to call parent with administration and removed from the dance.
- Disrespectful behaviors and insubordination will lead to further consequences including loss of participation in future school events.

TO BE FILLED OUT BY EHS STUDENTS

Event _____ Date of event _____

EHS Student (print name) _____

EHS Student signature _____

EHS Student Parent/Guardian Signature _____

*This contract covers all dances throughout the school year

FIELD TRIPS

Field Trips are an educational experience; however, they do not exempt a student from being accountable for what was covered in the missed classes during the absence. Students should expect to make up work missed outside of the regular hours, arranging to use time before school, after school, or during their lunch or free period.

FINES

Students must pay any financial obligations they have incurred as a result of overdue library materials, misused school materials, damaged equipment, non-returned uniforms, etc. Students are notified of their fines and may pay them directly to the staff member who assessed the fine. Grades, diplomas, and school records may be withheld, privileges may be withdrawn, and disciplinary action may be taken for nonpayment of fines. Students are reminded that the best way to take care of a fine is to be careful and responsible enough not to be fined.

PARKING LOTS

Junior and Senior students wishing to drive a vehicle to school and park in the school parking lot will need a parking permit. These permits are \$5.00, which covers the cost of the permit. One parking permit per family will be issued so if you have multiple vehicles you will need to transfer your permit between them. All cars and their plates must be registered on your application form. Application forms will be available at registration and in the Student Services Office. Students must bring their driver's license and vehicle plate number to fully fill out the form.

Priority will be given to Junior and Senior students for parking permits. Parking spaces are limited and will be reflected in the amount of parking permits we are able to grant to the Juniors and Seniors. IF there are permits available after the Junior and Senior permits are issued, Sophomores MAY be able to purchase one on a first come, first serve basis. We will communicate with the entire student body if this is the case. Street parking is available on nearby streets for those students that do not have a permit.

Having a parking permit is a privilege. Students who are suspended in or out of school may have their permit removed. If a student receives a detention, they must serve their detention in a timely manner as agreed upon by Administration or they may also have their permit removed. Excessive tardiness may result in having this permit removed. It may also be revoked by the School Resource Officer or Administration as deemed appropriate.

Parking permits **MUST BE DISPLAYED AND VISIBLE** from rearview mirror. Violators **WILL BE TICKETED**. Students and staff may only park in designated parking stalls. Illegally parked vehicles will be ticketed. Please remember that a permit does not always guarantee you a spot to park. Unfortunately, there will be times where snow piles, service vehicles and unforeseen circumstances will overtake some of the school parking spots. If you cannot find a space to park, please park on the streets near the school.

The following procedures will apply:

1. Each registered vehicle must have a registration label visible from their rearview mirror.
2. Students will not be allowed to park in staff designated parking stalls.
3. Students must park only in marked stalls. If a student parks illegally, their parking privileges will be revoked.
4. Unauthorized vehicles in the parking lots during the hours of 7:30 a.m. to 3:30 p.m. on school days may be towed away at the owner's expense.

FIRE AND DISASTER DRILLS

When the fire alarm sounds, wait for instructions from the teacher and then leave the building as quickly as possible by the prescribed routes. Disabled persons unable to navigate the stairs will be assisted by firefighters on green stairways. **DO NOT RUN!** About eight unannounced fire drills will be held throughout the year. The disaster drill alarm is a series of short blasts. The teachers will direct students to the shelter areas assigned each teaching station.

FOOD & BEVERAGES

Food and beverages may NOT be consumed in the halls or classrooms or any computer lab. Open containers of food or beverages are not allowed in the halls, lockers or classrooms. Consumption of food and/or beverages is only permitted in the Commons. Water in clear plastic bottles is acceptable. The use of glass containers of any type is discouraged because they are a safety hazard.

HALL PASSES

Students are not to be loitering in the hallways or going to their lockers during class time, including the lunch hours. Books and/or lunches are to be taken with students from lockers before the bell rings, which signals the start of a class hour, at which time hallways are to be cleared. Passes are required in all hallways once classes have begun, except during designated lunch hours in the main corridor leading from the Commons to the Guidance Office, the Administrative Offices. A pass may be obtained from a staff member or the Student Services Office.

LOCKER ROOM PRIVACY

School locker rooms are provided for the use of physical education students, athletes and other activity groups or individuals authorized by the building principal or Board of Education policy. The District recognized the privacy rights of individuals using school locker rooms and shall take reasonable measures to protect an individual's privacy.

Under no circumstances may cameras, video recorders or other recording devices be used in the locker room. Also, no person may use a cell phone to capture, record or transfer a representation of a nude or partially nude person in the locker room or to take any other photo or video image of a person in the locker room.

No media representatives or other individuals (e.g., college scouts) are allowed access to locker rooms before, during or after any school athletic event or practice. Coaches and

student athletes may be available for interviews at an alternate location outside the locker rooms, consistent with district policy and school rules.

Anyone who violates this policy shall be subject to school disciplinary action and/or penalties under state law. The building principal or designated locker room supervisor, as applicable, shall be responsible for enforcing this policy. This policy shall be published annually in all student handbooks and posted at the entrance to each locker room in the district.

Cross References: Student Use of Electronic Communication Devices, 443.5

LOCKERS

Student lockers are the property of Appleton East High School and may be searched at any time, without notice or the students present, by school administrators or their designees. Each student will be issued a combination padlock with the locker; any other locking device will be confiscated permanently. Students are not allowed to place their personal items in any locker except that which the school has assigned to them; likewise, students may not accept the personal items of other students in their own assigned lockers.

Changing or sharing of lockers is prohibited and will result in disciplinary action. Students are responsible for any damage or abuse to their assigned lock and locker, and the student will be charged for any maintenance work or replacement required as a result of damage or abuse. The replacement fee for a new combination lock is \$5.00. The school is not responsible for items lost from lockers. Students are reminded to keep their lockers locked at all times and not to share their lock combination with others. Any problems with locks or lockers should be reported to the Student Services Office immediately.

SEARCH AND SEIZURE

The school and its officials retain the right to conduct searches in accordance with the Board of Education policy and Wisconsin law. Among the reasons for initiating a search are suspicions of concealing alcohol, illicit drugs, disruptive material, weapons, contraband or other items, which pose a danger to health, safety, or an educational environment. Discovery of illegal materials will result in a legal referral and appropriate disciplinary consequences, which can include suspension and/or expulsion. Designated school officials, employees or agents may search a student's locker, backpack, purse, or other containers, which could conceal the aforementioned illegal materials without the consent of the student, without notifying the student and without obtaining a search warrant. This also extends to any vehicle parked on school property.

PEP ASSEMBLIES

Pep Assemblies are held periodically to bolster school spirit and recognize East students involved in co-curricular teams and activities. While students are encouraged to participate wholeheartedly in Pep Assemblies, such participation must remain within the bounds of good taste and respect for others. It is expected that all students will help make our Pep Assemblies a positive experience.

SCHOOL EQUIPMENT

East High School provides a great deal of equipment for student use. This includes, but is not limited to, computers, calculators, general office equipment, general kitchen appliances, electronics equipment, technology education tools and equipment, athletic equipment, and library equipment. Students are held responsible for any damage that occurs to the equipment they are using. If it is determined by the instructor, the administration, and/or police liaison officer that the student is responsible, the costs incurred in correcting the problem will be charged to that student. It is further understood that school owned equipment is to be used for class assigned, teacher approved work ONLY. Unauthorized use may result in the student being banned from further use of specific school equipment/property.

SENIOR PRIVILEGE

Seniors who are scheduled for 5 or less classes in a semester shall be placed in an Academic Study Area (ASA) for one or more periods. This means that seniors who have six classes will have the opportunity to have one period called “senior privilege” that will be a “free” hour. During this hour they may leave the building or stay in an appropriate area within the building.

1. Must have no “F’s” senior year
2. Maintain a 2.0 grade point average Senior year (will be checked quarterly)
3. Have at least sixteen credits at start of Senior year, nineteen credits at end of first semester
4. Not fall into the habitual truancy category to maintain their Senior Privilege
5. All detentions must be made up and served by the end of each quarter
6. Seniors suspended for school rule violations may lose Senior Privilege at administrator’s discretion. A senior must return a signed permission form obtained from the guidance office to his/her counselor to effect the change in schedule. Seniors submit a permission form signed by their parents/guardians during the semester or semesters of their eligibility for senior privilege.

If a senior chooses to leave the building during his/her privilege hours, he/she may not reenter the building before the bell rings for the end of the period during which he/she left. Seniors leaving the building must leave promptly at the end of the previous period. All students may be asked to present their ID card when they enter the building. If a senior wishes to use the LMC, he/she must sign in at the circulation desk.

When revoked, a senior’s schedule shall be changed at the quarter and the senior shall remain in the ASA for the remainder of the quarter. No student is eligible for more than one period of Senior Privilege. Seniors who have been denied this privilege have the right to appeal as stated in this student handbook.

ACADEMIC STUDY AREAS

Academic Study Area (ASA) is regarded as part of the “student’s mandatory instructional time” by the State of Wisconsin and the Appleton Area School District. Therefore,

students who are assigned to an ASA must attend or be subject to the same consequences as missing any other class. Students are expected to be on time for their ASA and engage in appropriate behavior while in the ASA.

Inappropriate behavior will be addressed appropriately. In the event of such behavior, academic study area supervisors are encouraged to contact parents/guardians either by phone or by progress report. In addition to traditional consequences (detention slips and discipline referrals), students who violate procedures can lose sign out privileges for an extended, yet appropriate time frame. Chronic offenders will be reported to the principal. All students will be informed by academic area supervisors that sign out privileges will be revoked for students who go to lockers, bathroom or elsewhere without permission.

NO CARD PLAYING, NO FOOD, NO EARBUDS, NO SLEEPING. Students from other areas are not to be allowed entry to academic areas. Students will NOT have permission to use vending machines. Academic area supervisors will enforce pass procedure.

Therefore, students will not be allowed to sign out to a classroom teacher without a previously issued pass by that teacher.

Students will not be allowed locker passes. Students will be allowed to use bathroom facilities; however, they will be required to make up time equal to time signed out at the end of the same day or is assigned a detention.

It is important that the sign out procedure be initiated ONLY after attendance is recorded. Students are required to sign out in an orderly fashion by a designated sequence and require students sign only their name. The route to the writing lab and media center will be explained by the supervisor. **STUDENTS ARE NOT TO STOP AT LOCKERS OR ELSEWHERE!**

JUNIOR/SENIOR ACADEMIC STUDY AREAS

During periods 1,2,3,7 and 8; Juniors and Seniors who have an Academic Study Area must report to the supervisor on duty in the commons for the taking of attendance. After attendance, Juniors and Seniors may sign out of ASA for the LMC, Technology Center, teacher classrooms, or other destinations for which they have a pass. After attendance is taken, juniors and seniors may study in a more relaxed but quiet environment. They can move about the commons, use the vending machines, food services, or go to the adjacent computer lab. They can consume food, drinks, and talk with other students. Under no circumstances will behavior that disrupts the environment of the school be tolerated. Rude, disrespectful, vulgar, or profane expressions will result in disciplinary action.

ACADEMIC STUDY AREA SIGN OUT PROCEDURE

1. Attendance procedure will be completed before sign out begins.
2. Academic Study Area students may exit the area only if they have authorization. Students are not to be excused to acquire a pass during ASA time. Areas of sign out include guidance, LMC, computer labs, technology center and teacher classrooms.

3. All students will sign their name before exiting the area. STUDENTS MAY ONLY SIGN THEMSELVES OUT.
4. Destination supervisors will collect all passes with verified times, sign, and return passes to the ASA supervisors.
5. Students with passes are required to remain at their destination for the entire period.
6. Failure to follow any of the above procedures may result in detentions.

STUDENT REMOVAL FROM CLASSROOM PROCEDURE

Step one: After first behavioral referral in class, student and teacher conference (and phone call home to parent) before student is allowed to return to class; Step Two: After second behavioral referral in class, student, teacher, administrator, counselor, and parent will have a conference to discuss behavior and determine possible ways to improve situation (parent and student are made aware that a third behavioral referral in class may result in the student being removed from the class with a grade of an "F"); and Step Three: After third behavioral referral in class, student may be removed from the teacher's class at the discretion of the administrator

BUSES

Transportation is provided for qualified students who need it. Students who require transportation are reminded that bus drivers have the same responsibility and authority for requiring good behavior as teachers. The rules of good conduct, courtesy and common sense which are in force in school must also be enforced on the buses, both for regular trips and co-curricular and field trips. City buses serve the school area every 30 minutes. Further information can be obtained by contacting the Director of Transportation and Valley Transit.

BULLETIN BOARD

The bulletin board in the commons center hall is provided as a service to be used by and for the benefit of the student body. Notice of personal items for sale or exchange of goods or wanted materials may be posted. All items must have prior approval of the Administration.

PUBLICATIONS, QUESTIONNAIRES, SOLICITATION

Students who have materials they want to distribute to the student body must have prior authorization from the principal or his/her designee. Students may not solicit funds or pledges or sell items without prior approval from the principal or his/her designee. Fund-raisers and activities sponsored by a school organization are exempted.

EMPLOYMENT

At Appleton East High School your first responsibility and occupation is a full time student. The first job is learning and the place to do it is at school. Educational development not financial well-being is the primary concern for our students. Saving for college, cars and clothes is commendable but secondary in importance to the acquisition of a total high school education. There is no objection to part-time employment for capable students, but attendance and scholarship must not suffer. In cases detrimental to the student's wellbeing, work permits may be rescinded.

FOR THE HEARING IMPAIRED

The Stanley H Ore Jr. Auditorium is equipped with a personal listening system. Also, St. Elizabeth Hospital has a relay service available for hearing impaired students and parents.

SPEECH/LANGUAGE

A staff member or parent may refer students to this department for assistance in the area of expressive language. Students may also refer themselves. Speech/language services are an Exceptional Educational Needs program and are offered in the areas of: LANGUAGE (e.g. expressing thoughts, organizing ideas, using and comprehending classroom concepts, social language use), VOICE (e.g. nasal, hoarse, breathy) or SPEECH (e.g. speech-sound production or stuttering). Following a referral, a student is evaluated and the student, parent/guardian, and staff members meet to determine if speech/language services are warranted

GUIDANCE - Guidance Hours; 7:00 a.m. – 3:45 p.m.

Guidance is an integral part of any modern educational system. Guidance services include gathering and providing the student with cumulative evidence about his/her abilities, interests, growth, development, and limitations. Counseling sessions are provided to aid in placement and adjustment in curricular, co-curricular, and community activities. Referral information and contact with other agencies are made when appropriate. It is the responsibility of each student to seek the aid and assistance of the guidance department for their own situations and circumstances. Make your needs known to your counselor.

HEALTH SERVICES

A health room is available in the Student Services Area for students who become ill or injured while at school. The health room is staffed by the school nurse and/or a secretary. Students may come to the health room only with a pass issued by a staff member. Students may remain in the health room for a maximum of 20 minutes, unless special permission is given to stay longer.

Parental permission must be confirmed by school staff in order for minor students to leave the campus due to illness or injury. Failure to do so before leaving school grounds may result in detentions.

HEAD LICE POLICY

Head Lice (Pediculosis) Policy

Head lice are commonly referred to as a nuisance condition because they rarely cause any serious medical concern.

Specific guidelines have been developed for the treatment of head lice and/or nits in the Appleton Area School District. These guidelines include parent/guardian notification, treatment instructions, and parent/guardian responsibilities. The parent/guardian of any student found to have nits or live lice will be notified. Parents/guardians may choose to

pick up the student at time of discovery or at the end of the school day.

HOMEBOUND INSTRUCTION

Homebound instruction is for students who are unable to continue school attendance due to extended illness or a medical condition. Students may apply for Homebound Instruction when their medical condition prevents them from attending school. The school nurse, guidance counselor, and an administrator will consult with the student and his/her family to determine if Homebound Instruction is appropriate.

EAST LIBRARY-MEDIA CENTER (LMC)

The East LMC is open Monday through Friday from 7:00 a.m. - 3:30 p.m. The LMC is to be used by those students who desire a quiet place for study. Students are encouraged to visit the LMC before and after school.

- Students who wish to use the LMC during their **lunch hours** should secure a pass from the LMC before the start of that lunch hour.
- Students who wish to use the LMC during a **study hall** or free period should secure a pass from one of their classroom teachers.
- Students with **senior privileges** do not need a pass to come to the LMC during that period.
- **All students** entering the LMC independently (i.e. not as part of a class) need to sign in at the circulation desk and deposit their passes in the designated box.

Computers

LMC computers offer Internet access, online research databases and other educational software. Students are encouraged to use the computers in the LMC to complete classroom assignments or for independent study. The computers may not be used for any other reason. Violation of this rule may result in loss of computer privileges. Students who forget their password can get a reminder from the LMC staff. Students are cautioned to print only what is necessary for classroom assignments.

Policies and Procedures

Food and beverages may not be consumed in the LMC or any computer lab.

Violation of this could result in loss of computer privileges. Students are to remain seated or working in the LMC and LMC lab until the bell rings. Crowding near the entrance will not be permitted. A photocopier is available for student use.

ALL STUDENTS entering the LMC independently (i.e. not as part of a class) need to sign in at the circulation desk and deposit their passes in the designated box. The LMC is for homework, quiet reading or computer-based projects to school.

Checking out Materials - Students should bring their ID cards to check out materials. East students may check out books for 21 days and renew them for an additional 21 days. Magazines and flash drives can be checked out for one week. All other materials (reference books, reserve books and videos) can be checked out overnight. Notebook computers are available for student use overnight. All students are responsible to East for any materials borrowed from the LMC or borrowed from any other area library through

East. For this reason, the LMC asks students not to check out materials for friends. All circulation fine policies have been developed by the entire Appleton Area School District secondary school media staff and apply uniformly throughout all secondary schools.

STUDENT CONDUCT

Students in the Appleton Area School District shall be expected to act in such fashion that their behavior will reflect favorably on the individual student and on the school, show their consideration for fellow students, and create a harmonious school atmosphere. To accomplish this, each student must recognize individual responsibilities and obligations and discharge them in accordance with school regulations.

Students are expected to abide by the code of conduct and behavior as outlined in the student handbook, and/or as stated in the rules and regulations established by building principals for each school.

All employees shall share responsibility for supervising the behavior of students and for seeing that they meet the standards of conduct established by the building principal. In enforcing rules for student conduct, staff members shall place particular emphasis upon educating students in the ability to control themselves. Utilizing positive disciplinary procedures is one way to ensure an educational environment that promotes quality teaching and learning. Promotion of such an environment should, in itself, reduce the need for the more reactionary and less effective disciplinary practices.

This policy shall be construed consistent with the state and federal laws and implementing regulations and directives governing students with disabilities.

ELECTRONIC DEVICES POLICY

Students use of electronic/communication devices is permitted during school hours, in non-instructional areas of the school building. These devices can be appropriately used during school hours in the commons (during lunch hours) and in hallways (between classes), unless specifically denied as per teacher/staff directive. Cell phone use is not permitted in the classroom as part of Appleton East's technology policy.

A student in violation of the Technology Violation will surrender the device to staff, as requested, and the phone may be held in the Student Services office until a parent/guardian picks it up or until the end of the SCHOOL DAY. Additional violations of the policy will result in additional consequences per the technology policy. Refusal to comply with this technology policy and/or its consequences for violation will result in further disciplinary action. Appleton East High School and/or the Appleton Area School District accepts no responsibility for lost or stolen electronic devices.

If a student continues to violate cell phone use in the classroom, we will follow the existing technology violation policy (below).

If you have questions about this process, please contact the main office at 832-6212.

For your reference, the school board policy on technology/cell phones is below:

443.5 STUDENT USE OF TWO-WAY COMMUNICATION AND/OR ELECTRONIC DEVICES

The Appleton Area School District recognizes the legitimate safety purpose that students and parents have in providing students with cellular phones and other two-way communication devices. The Appleton Area School District also recognizes the legitimate education right that students have to learn and engage in school activities without distraction or disruption from the use of two-way devices or other personal electronic equipment. During the school day (7:00 am–4:00 pm), students are prohibited from using cellular phones, electronic paging, two-way communication, or gaming devices while in school buildings or attending school activities. Students who are in possession of electronic paging, two-way communication, or personal electronic devices must store the equipment in their locker or vehicle during the school day, or with their personal belongings during school activities (e.g., field trips, co-curriculars, school dances). Stored electronic paging or two-way communication devices must be programmed to a silent mode so as not to disrupt the educational environment. Principals are authorized to establish school rules and acceptable use guidelines for limited, non-disruptive use of an electronic communication device during the school day in the school building or during school activities for safety, medical, vocational, or other legitimate uses.

Appleton East Technology Violation Policy

Student use of electronic/communication devices are permitted during school hours in non-instructional areas of the school building. These devices can be appropriately used during school hours in the commons (during lunch hours) and hallways (between classes), unless specifically denied as per teacher/staff directive.

A student in violation of the Usage Procedure will submit the device, to staff, as requested, and it will be held in the Student Services office until a parent/guardian picks it up or the end of the school day.

Violation of this policy by students will result in disciplinary action, which may include: application of school disciplinary practices and procedures; notification of law enforcement officials; notification of parents/guardians or legal custodians; notification of the activities director and/or co-curricular coaches/advisors; notification of the District Superintendent or designee; suspension from school; recommendation for expulsion. Unauthorized items may be confiscated and held by school officials for return to parents/guardians of the student, retained for disciplinary reasons, or turned over to law enforcement officers.

1st offense - phone turned in to student services until the end of the next day unless parent picks up

2nd offense – phone turned in to student services for 2 consecutive days, letter sent home

3rd offense – phone turned in to student services for 5 consecutive days, phone call home

4th offense – phone turned in to student services for 10 consecutive days, parent meeting
5th offense -- phone turned in to student services for 10 consecutive days, Immediate ISS
/ parent meeting /possible code of conduct involvement

•Refusal to surrender the phone will result in immediate contact home and possible ISS/OSS with length of time determined at the time of offense.

Appleton East High School and/or the Appleton Area School District accepts no responsibility for lost or stolen electronic devices.

Appleton East High School

(920) 832-6201 2121 Emmers Drive Appleton, WI 54915 Fax: (920) 832-4880

Student Name: _____ **DATE:** _____

Cell Phone Policy Violation

Student use of electronic/communication devices are not permitted during class time. These devices can be appropriately used during school hours in the hallways (between classes).

A student in violation of the Usage Procedure will submit the device, to staff, as requested, and it will be held in the Student Services office until a parent/guardian picks it up or the end of the school day.

Violation of this policy by students will result in disciplinary action, which may include: application of school disciplinary practices and procedures; notification of law enforcement officials; notification of parents/guardians or legal custodians; notification of the activities director and/or co-curricular coaches/advisors; notification of the District Superintendent or designee; suspension from school; recommendation for expulsion. Unauthorized items may be confiscated and held by school officials for return to parents/guardians of the student, retained for disciplinary reasons, or turned over to law enforcement officers.

1st offense - phone turned in to student services until the end of the next day unless parent picks up

2nd offense –phone turned in to student services for 2 consecutive days, letter sent home

3rd offense –phone turned in to student services for 5 consecutive days, phone call home

4th offense –phone turned in to student services for 10 consecutive days, parent meeting

5th offense- phone turned in to student services for 10 consecutive days, Immediate ISS / parent meeting /possible code of conduct involvement

•Refusal to surrender the phone will result in immediate contact home and possible ISS/OSS with length of time determined at the time of offense.

Please sign and return to the student services office:

Signature _____ **Date** _____

Any questions or concerns can be directed towards:

Ms. Alex Molitor, Associate Principal
Mr. Jerry De Long, Dean of Students
920/832-6201

NETWORK GUIDELINES

Appleton Area School District's (AASD) network system is a local and wide area technology network linking schools together, which also provides access, to public networks

- Student records and communication between students and faculty/staff is protected by the Family Educational Right to Privacy Act (FERPA.) Among the exceptions to FERPA, Appleton Area School District administrators may review electronic transactions to ensure that the system is being used properly.
- The use of AASD Network is to promote the exchange of information to further education and research and is consistent with the mission of the AASD.
- AASD is not for private or commercial business use, political or religious purposes.
- Any use of AASD for illegal activity is prohibited.
- Use of AASD to access obscene or pornographic material is prohibited.
- Sending material likely to be offensive or objectionable to recipients is prohibited.
- Students may not permit other persons to use their usernames, passwords, accounts or disk space, or disclose their usernames, passwords or account information to any third party.
- Students may not log on to someone else's account, internet address, or other network codes, or attempt to access another user's files.
- Users may not try to gain unauthorized access ("hacking") to the files or computer systems of any other person or organization.
- Users who maliciously access, alter, delete, damage or destroy any computer system, computer network, computer program, or data will be subject to disciplinary action by Appleton Area School District, and criminal prosecution as well. This includes, but is not limited to, changing or deleting another user's account; changing the password of another user; using an unauthorized account; damaging or deleting District files; altering the system; using the system to make money; destroying, modifying, vandalizing, defacing or abusing hardware, software, furniture or any Appleton Area School District property.
- Users may not disrupt or attempt to disrupt network traffic or attempt to overload or crash the network and attached systems. Users may not attempt to monitor or capture network traffic in any way.
- Users may not take data, equipment, software or supplies (paper, toner cartridges, disks, etc.) for their own personal use. Such taking will be treated as theft.
- Software installed on District computers must be related to the District's educational mission and/or the individual's academic work. Software such as radio player, MP3, radio station, and even screen savers that cause the workstation to become unstable or consume excessive network resources may be removed.
- You will make the most efficient use of network resources to minimize interference with others.
- Any use of AASD that accesses outside resources must conform to their "Acceptable Use Policy."
- Subscriptions to Listservs, bulletin boards, web-logs (blogs) and on-line services must be pre-approved by the District. The District has the right to deny any on-line services as needed.

Network Security Guidelines - User Responsibilities:

- You will respect the rights and property of others and will not improperly access, misappropriate, or misuse the files, data, or information of others.
- You may not share your account with anyone or leave the account open or unattended.
- You will keep all accounts and passwords confidential and not accessible to others.
- You are responsible for making back-up copies of the documents critical to you.

Internet Guidelines - User must be aware that:

- AASD has software and systems in place that can monitor and record all Internet usage.
- Inappropriate material including, but not limited to, sexually explicit items, may not be displayed, archived, stored, distributed, edited, or recorded using our network or computing resources.
- Employees with Internet access may download only software with direct educational use and curricular value, and must arrange to have such software properly licensed and registered.
- AASD has the right to refuse or restrict any downloads or software.

Software Guidelines - User responsibilities:

- You are responsible to take precautions to prevent viruses on your own equipment and the AASD's equipment.
- The illegal installation of copyrighted software or files for use on District computers is prohibited.
- Please contact the District's Director of Technology to install any software on District computers.
- Interpretation, application, and modification of this Acceptable Usage Policy are within the sole discretion of AASD. Any questions or issues regarding this policy should be directed to AASD Administration.
- Violation of any conditions of use described here, may be cause for disciplinary action.

The AASD communication system may not be used for:

- Transmission of any information that promotes or constitutes discrimination on the basis of race, religion, color, gender, disability, or sexual orientation
- Sexual harassment
- Copyright infringement
- Personal political or religious beliefs
- Personal business interests including private or commercial offerings of products or services for sale or to solicit products or services
- Any unlawful activity
- E-mail messages are subject to District review at any time.
- E-mail files and records utilizing AASD resources are the property of the District and may be copied, reviewed, audited, distributed, etc. as deemed necessary by the District.
- Courts have held that E-mail documents may be legally binding.

- AASD makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the District system will be error-free or without defect.

PERSONAL TECHNOLOGY EQUIPMENT

- The District discourages staff and students from bringing personal computing technology or other technology equipment with the purpose of connecting to District infrastructure.
- The District assumes no liability for any personally owned technology that is brought into the district particularly if it is connected to the district owned technology.
- Any damage done to district technology or property due to unauthorized use of personal equipment will become the liability of the owner of the technology.

INTERNET SAFETY POLICY (CIPA)

Introduction - It is the policy of the Appleton Area School District (AASD) to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act (CIPA) [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions - Key terms are as defined in the Children's Internet Protection Act

Access to Inappropriate Material - To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage - To the extent possible, practical steps shall be taken to promote the safety and security of users of the AASD online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring - It shall be the responsibility of all members of the AASD staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Director of Technology or designated representatives.

The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. OBSCENE, as that term is defined in Section 1460 of Title 18, United States Code;
2. CHILD PORNOGRAPHY, as that term is defined in section 2256 of Title 18, United States Code; or
3. Harmful to minors.

PHOTOGRAPHING AND VIDEOTAPING IN THE SCHOOLS

State and federal laws safeguard students and their families against the release of student information used by schools or provided by schools to parties external to the school district. Films, videotapes, photographs, and web-based images of students in the schools are subject to the provisions of these laws.

The Appleton Area School District shall observe measures intended to protect students from their involvement in films, videotapes, photographs or web pages to which they or their parents may reasonably object. The administration will maintain and disseminate administrative rules and regulations to implement this policy.

Legal Reference: Wisconsin State Statute 118.125

Adoption Date: May 22, 2006

PHOTOGRAPHING AND VIDEOTAPING IN THE SCHOOLS - Procedures

State and federal laws safeguard students and their families against the release of student information used by schools or provided by schools to parties external to the school district. Films, videotapes, photographs, and web-based images of students in the schools are subject to the provisions of these laws.

The Appleton Area School District shall observe measures intended to protect students from their involvement in films, videotapes, photographs, or web pages to which they or their parents may reasonably object. The following procedures shall be implemented when students are being filmed, videotaped, or photographed for the newspaper or the web in the schools:

1. No videotaping, filming or photography will occur in private places (e.g., restrooms, locker rooms, and offices) where intrusion upon the privacy of a student of a nature highly offensive to a reasonable person may occur.
2. Representatives of the press/media will be expected to obtain permission from the Superintendent or his/her designee prior to interacting with staff or students on school property for any purpose. No other staff on site will be permitted to authorize on-site activities of this nature.
3. Parental consent shall not be required when a film or videotape will not leave the

- School District and it is only viewed by District staff.
4. Consent will not normally be required when stock footage of large groups of students, e.g. classroom groups, hallway shots, sporting events, etc., is being taped.
 5. Advanced consent shall be obtained from parents or guardians of children when:
 - a. The film or tape will be taken from the Appleton Area School District either physically or by transmission.
 - b. The film or tape will be viewed by persons who are not professionally responsible for the specific setting (i.e., those other than District staff, a student teacher, or a student teacher supervisor).
 6. When parental consent is required and some parents or guardians object to filming their children, the person making the film or tape will specifically avoid filming of the students whose parents object or edit the film to delete those children from it.
 7. Individual students will be allowed to exclude themselves from classroom photo if they choose to do so.

Parents/guardians will have opportunity to [exclude the photographing and/or videotaping of their children when footage will leave the District.](#)

LOST AND FOUND

EACH STUDENT IS SOLELY RESPONSIBLE FOR HIS/HER POSSESSIONS. They should be kept in your locker or in your immediate possession. However, a lost and found department is maintained as an auxiliary service. It is located in the Student Services Office. Students may turn in or claim articles there.

SCHOOL RESOURCE OFFICER

Appleton East High School has the full-time services of an Appleton police officer through the School Resource Officer (SRO) program. This officer is ready to answer questions from students, receive information, make presentations, and assist in making school a safe place for everyone. As a police officer, the SRO does write tickets, make arrests, and carry a handgun as well as other police equipment. Although the SRO and school officials sometimes conduct joint investigations, legal consequences and school consequences are determined separately as the situation warrants. The SRO has an office located adjacent to the Business office of East High School. The officer is here to help students, staff, parents/guardians, and community members.

STUDENT ASSISTANCE PROGRAM

The Student Assistance Program is confidential and designed to:

- Help students who are having problems because of their alcohol and/or other drug use.
- Provide support for students who have been through treatment programs.
- Help students who are concerned about someone else's drinking or drug use (parent/guardian, sibling, friend).
- Provide information and support for those students who do not want to use substances.

STUDENT SERVICES SPECIALISTS

East High School has the services of many Student Services Specialists to assist students in attaining school success. In addition to the previously mentioned counselors, some of the other specialists available are the school psychologist, school social worker, the school nurse, at-risk program coordinator, talented and gifted (TAG) program coordinator, school-age parent program coordinator, SAP coordinator, and hearing impaired interpreter.

Staff is also available for students with learning disabilities (LD), emotional disabilities (ED), and cognitive disabilities (CD). Students who wish to use the services of one or more of these specialists should contact his/her school counselor. All of the services are free of charge.

WORK PERMITS

Applications for a student under 16 years old work permit can be made in the Guidance office at Appleton East High School. The following must be presented at the time of application:

1. ORIGINAL Social Security Card
2. Certified copy of Birth Certificate OR Baptismal Certificate OR Driver's License.
3. Letter from the employer, on their letterhead, listing the hours to be worked and the duties to be performed.
4. Letter signed by parent giving permission for the student to accept the job.
5. \$10.00 fee (reimbursed by the employer).

FEES FOR ENROLLMENT AND ACTIVITIES

In past years, it has been the policy to charge some fees in various departments of the high school. With the elimination of many of the separate charges, we still find there are certain essential fees that must be paid.

\$40.00 Matriculation (enrollment) and text materials. **If family qualifies for Free/Reduced this fee is waived.

\$47.00 "Lantern" Yearbook (Optional Fee)

\$29.00 Athletic Pass (AP) (Optional Fee, which gets student into all home athletic events)

FEES FOR SENIOR HIGH ACTIVITY PARTICIPATION

Students who choose to participate in interscholastic sports, debate, forensics, drama, cheerleading or poms will be required to pay a participation fee of \$50.00 per activity with a total maximum of \$150.00 per student and \$200.00 per family cap*. Joint middle and high school FAMILY cap is \$250.00. This fee will be paid directly to the administration office and should be paid at the time that the activity begins practice sessions.

CO-CURRICULAR CODE

All students who participate on athletic teams and on public or competitive co-curricular activities must adhere to the Appleton Area School District's Co-Curricular Code of Conduct. Copies of the code are available in the Main Office. Both the student and his/her parent/guardian must sign the Code annually.

SPORTS PHYSICAL

Students who are interested in participating on an athletic team must have a completed sport physical on file prior to practicing or trying out for any sport. The physical is valid for one year from the date of the physical and may be followed for one year with the alternate physical form. Complete details and copies of the physical forms to take to the student's physician are available in the Main Office.

ATHLETIC TEAMS

East students have many opportunities to become involved on interscholastic athletic teams. All teams follow the rules of the Wisconsin Interscholastic Athletic Association (WIAA). Students are urged to listen to announcements and seek information from coaches for specific details about teams.

In order to be eligible to participate in interscholastic activities and interscholastic academics, a student must carry a minimum of 25 hours of work and be receiving passing grades.

Fall sports include: Boys Cross Country, Girls Cross Country, Football, Girls Tennis, Girls Golf, Girls Volleyball, Girls Swimming, Boys Soccer, Cheerleading and Poms.

Winter sports include: Wrestling, Girls Basketball, Boys Basketball, Boys Swimming, Hockey and Cheerleading.

Spring sports include: Boys Track, Girls Track, Girls Softball, Boys Baseball, Girls Soccer, Boys Tennis, and Boys Golf.

CLUBS AND ORGANIZATIONS

Co-curricular activities operate for the benefit of the student and the school. By participating in clubs and other organized activities students become active members of Appleton East High School, and it demonstrates their interest in making their school the best possible school to attend. Students interested in forming a new club should apply to the Organization Committee of the Student Congress for details.

STUDENT CONGRESS

The purpose of the Student Congress is to assist in directing co-curricular activities to maintain esprit de corps, to familiarize students with administrative policies, to better the school, and to assist the student in any way possible.

Student representatives are elected in their administrative period, thus the student congress represents the entire student body.

PUBLICATIONS-COURIER

The *Courier* will be distributed periodically. It will be put out entirely by the students and an advisor, as a co-curricular activity of the school. All work will be done outside school time. The paper will be a product of the combined efforts of the writing staff, the school's business department, the circulation staff and a local printer.

The major aim of the *Courier* is to present the school's activities as accurately and completely as possible. It will further serve as a vehicle to assist the administration, the faculty, and the student body in whatever way it is able. A previously selected editorial staff will hold a trial period during the beginning weeks of the school year for all interested students. The Staff will then select from the applications those who will work on the *Courier's* editions. Students applying for positions on the newspaper staff are insured of receiving writing experience valuable to school courses, and, if they show sufficient writing talent and interest, position on future *Courier* staffs.

LANTERN

The *Lantern*, yearbook for Appleton East High School, is a collection of articles and photographs concerning school events and activities. It includes group and individual class photographs that have been taken throughout the school year. Since the yearbook is compiled and edited by the *Lantern* staff as a student venture, it becomes the responsibility of each student to insure its success and perpetuation.

Any and all students who are interested in writing, artwork, layout, or photography are urged to join the *Lantern* Staff. The *Lantern* may be received through the student activities plan or it may be purchased separately early in the school year at a nominal cost. All students are encouraged to consider buying this excellent review of the school year.

STUDENT DRESS CODE

Revised June 2015

In an effort to keep the learning environment appropriate to a work setting, student dress must conform to the following minimum standards:

- Headgear (including hoods) may not be worn in the school building
- Jackets, coats and gloves may not be worn in the building during school hours
- Students must wear appropriate footwear in and around school at all times
- No pants can be worn below the waist (undergarments may not be visible)
- Students may not wear scanty or revealing clothing. Examples may include but are not limited to: short skirts or revealing shorts (must have 4 inch inseam), clothing that exposes midriffs or undergarments
- No garments which advertise or promote alcohol, tobacco products, or other drugs may be worn
- No attire or accessory which by its design, use, or intended use, could cause bodily harm, property damage, or intimidation to other persons, may be worn. Examples may include but are not limited to: chains, leather straps, pet collars and spikes
- No gang-related attire is allowed
- Body markings or tattoos that do not meet the above standards must be fully covered

Since styles change, the administration reserves the right to determine what is inappropriate for the learning environment.

RACE AND SEX DISCRIMINATION

The Appleton Area School District adheres to the Title VI and Title IX regulations of the federal government's Education Amendments of 1972, which prohibit sex and race discrimination in admissions, treatment of students, course offerings, guidance, testing, athletics, and education programs and activities as established by the United States Department of Education.

No person may be denied admission to any public school or be denied participation in, be denied the benefits of, or be discriminated against in any curricular or extracurricular activities, pupil services, recreational, or other program or activity. Discrimination because of the person's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability is against the law.

DISCLAIMER

This handbook contains guidelines but is not all inclusive and is not intended to supersede or conflict with board of education policies, state statutes for federal regulation or revised building procedures. Other policies and procedures developed throughout the year will be announced over the public address system and posted on the commons bulletin board as addendums to this handbook. The foregoing information is subject to revision and is in effect for the current school year. Please refer to the Rights, Responsibilities, and Discipline Handbook for more specific information regarding school practices.

YOUTH YELLOW PAGES

The following numbers are great resources to any questions or concerns you may have throughout your years at Appleton East High School. If the information you desire is not found below, refer to the following website or see a trusted adult within your school for help. www.unitedwayfoxcities.org

Crisis and Emergency Numbers:

Fire, Police, Ambulance: 911

Child Abuse: 832-6219

Emergency Shelter: 734-9192

Suicide Prevention: 832-4646

Runaways: 731-0557 / 1-800-277-8922

Drug and Alcohol: 832-4646

Family Violence: 832-1666

Poison Control: 738-2000

Rape/Sexual Assault: 733-8119

Alcohol and Drug Concerns:

Alcoholics Anonymous: 731-4331

Narcotics Anonymous: 1-800-240-0276

Al-anon/Alateen Hotlines: 995-2024

Eating Disorders:

Affinity Behavioral Health: 738-2839

Family Services: 739-4226

ThedaCare Behavioral Hlth: 720-2300

Overeaters Anonymous: 730-2521

Employment Training and Education:

Career Connection: 831-1155
Youth Employment Services: 920-424-2208
Fox Cities Workforce Development Center: 997-3272

Health Concerns:

Appleton Health Department: 832-6429
Nurse Direct: 738-2230
Theda Care on Call: 830-6877

People With Disabilities:

ARC: 731-9831

TIP LINE: 832-6166 (Confidential Crime Information)

Sexually Transmitted Diseases:

AID's Resource Center: 733-2068
STD National Hotline: 1-800-227-8922

Tobacco:

Wisconsin Quit Line: 1-877-270-STOP
Rape/Sexual Assault: 733-81

ACADEMIC INTEGRITY POLICY (HIGH SCHOOL)

The Appleton Area School District promotes and expects ethical behavior from all members of our school communities. Honesty and integrity are valued in our schools. Dishonest and unethical behavior, such as lying or cheating, will not be tolerated.

Cheating includes, but is not limited to, the following activities:

- Knowingly representing the work of others as your own.
- Using, obtaining, or providing unauthorized assistance on examinations, papers or any other academic work.
- Forging a signature to certify attendance, completion of a course assignment, or any other purpose. Copying materials; allowing another to copy your material; or using unauthorized materials during a quiz, test, project, or homework assignment.
- Removing examinations or parts of examinations without knowledge or consent of the faculty member.
- Stealing, using or accepting stolen copies of tests or answer keys.
- Altering a teacher's grade book or computer records. Committing any other violation intended to obtain credit for work that is not your own.

Each teacher will inform their students of the academic consequences for cheating in their particular course. The following consequences may be applied by administration and staff when a student is found to have violated the academic integrity policy. Decisions on disciplinary consequences will be made by administration with input from key staff as deemed essential and appropriate.

- The teacher will file a discipline referral with the office.

- The teacher will make a parental contact in a timely fashion.
- The student may receive a zero or failing grade on the assignment involved and/or grading period, depending on severity. Student may face additional disciplinary consequences including, but not limited to: detention, in-school suspension, and out-of-school suspension

Repeated office referrals for cheating can result in more serious disciplinary actions up to and including removal from the class where the cheating took place, suspension, and/or an expulsion recommendation.

SCHOOL VISITORS ENTRANCE POLICY

- Signs on all exterior doors direct visitors to the Student Services office, which is located at the Emmer's Drive entrance. All other doors will be secured during regular school hours. The signs indicate that visitors must sign in at the Student Services office and obtain a visitors pass.
- Visitors that approach a door where a **staff** member is stationed for supervision duty will be allowed into the building and escorted to the Student Services office to obtain a visitors pass. Under **NO** circumstances are **students** to **open doors for visitors**.
- Visitors are required to sign in and sign out at the Student Service office counter. A visitors badge will be required to be worn for all visitors.
- Parents picking up students for appointments will check into the Student Services office.