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Dear Student,

Welcome to Grafton High School.

We pride ourselves on providing each student with the skills they need to better themselves and society. Grafton High School is committed to offering the finest education to each of our students. The committed efforts of our faculty, staff and administration, coupled with the hard work of students, and the support of parents allows us to offer the academic, extra-curricular, social, and personal experiences that will benefit each of you for a lifetime. We look forward to completing this year together, and as you travel through the year remember...

Success is achieved not by luck, but by habit. Use this planner to begin organizing and managing your day from the beginning of the school year. Being on time or being late is a habit. Doing your homework or not doing your homework is a habit. Getting good grades or getting less than good grades is a habit. Make it a habit to do those things that will make your life easier. Be on time, do your homework and make it a habit to be successful.

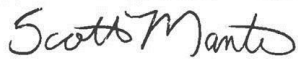
Set goals and make plans to reach them. Good planning and goal setting can go a long way toward helping you achieve the goals you have set for yourself. Write down the goals you want to set for each class, each semester, each year. As the year continues, review those goals and evaluate them. Learn to budget your time. Accept responsibility for your learning and accept help in reaching your goals. The Grafton Community is full of people who can help, your classmates, teacher, and parents, let them help you.

Rome was not built in a day. Be committed to your goals. Obstacles will arise before you and you will not always be successful, but keep working toward your goal. Remember it is not by falling that we fail, failure is not getting up when you fall. Be committed to your goals with the strength to test your limits and the courage to succeed.

Get involved in the total "school experience". The more you get involved, the more fun you will have. The more fun you have, the more you will enjoy going to school. The more you enjoy school, the better you will do. It is a cycle of success. Join a club or team. Attend concerts, shows, and athletic events. Wear your orange and black with pride.

We are proud to have you as a student and look forward to a successful school year.

Go Black Hawks!



Scott Mantei
Principal

GRAFTON HIGH SCHOOL TELEPHONE LIST
www.grafton.k12.wi.us

Grafton High School	376-5500	Attendance Reporting Line	376-5555
Scott Mantei, Principal	376-5501	Colette Gergens, Adm. Asst.	376-5505
Kevin Moore, AP/AD	376-5515	Amanda Brennan, Athletic Adm Asst.	376-5511
Mike Kalina, Dean of Students	376-5502	Michelle Sommers, Attendance	376-5519

School Counseling Dept.	376-5525	Chris Hanley, Counselor O-Z	376-5521
Greg Johnson, Counselor A-G	376-5520	Kelly Rieck, Adm. Asst.	376-5523
Rosalyn Isbell, Counselor H-N	376-5522	HIGH SCHOOL FAX	376-5510

Aria, Marikav	Special Ed.	376-5619
Atkins, Joshua	Communication Arts	376-5578
Bardwell, Matthew	World Language (Spanish)	376-5623
Bergmann, Mike	Math	376-5583
Blum, Alvssa	Science	376-5592
Brogelman, Ryan	Social Studies	376-5604
Brogelman, Tracy	Communication Arts	376-5571
Bromlev, Matt	Communication Arts	376-5574
Charles, Lindsay	Special Ed.	376-5612
Chopp, Michelle	Speech Pathologist	376-5461
Condon, Maggie	Music (Vocal)	376-5464
Cushnie, Amanda	Phy Ed/Health	376-5630
DeVinnev, Sarah	Communication Arts	376-5575
Dodge, Mike	Technology & Engineering	376-5643
Durst, Brian	Communication Arts	376-5577
Frey, Karen	World Language (German)	376-5621
Gain, Kevin	Technology & Engineering	376-5642
Gajewski, Zach	Social Studies	376-5462
Geiger, Bob	Science	376-5596
Giuliani, Sandv	Business Education	376-5561
Goetz, Dan	Science	376-5594
Gorra-Patek, Marcia	Art	376-5551
Grant, Fran	Science	376-5597
Griffith, Jennifer	LMC/Digital Media Info Specialist	376-5441
Gruebling, Nicki	Math	376-5581
Guerra, Kari	World Language (Spanish)	376-5622
Hader, Carl	Technology & Engineering	376-5640
Hardt, Kate	Music (Instrumental)	376-5463
Heitzkev, Adam	Special Ed.	376-5617
Hudson, Andy	Science	376-5610
James, Damon	Special Ed.	376-5613
Johnson, James	Social Studies	376-5602
Kriegel, Kevin	Social Studies	376-5605
Kunick, Helen	Communication Arts	376-5573
Ladd, Jodie	Communication Arts	376-5572
Lori, Julie	Psychologist	376-5611
Lueck, Amy	Math	376-5587
Manev, Mike	Social Studies	376-5601
Measner, Shannon	Social Studies	376-5603
Mintie, Elizabeth	College & Career Instructional Specialist	376-5442
Norris, Jim	Phy Ed/Health	376-5562
Radtke, Dan, Officer	School Resource Officer	376-5526
Ritger, Mike	Math	376-5584
Ruff, Katie	Special Ed.	376-5616
Schreiner, Micki	Science	376-5595
Sprenger, Wendy	Communication Arts	376-5576
Staupe, Melissa	Science	376-5590
Stielow, Brenda	Family & Consumer Ed.	376-5564
Sumner, Erin	Math	376-5586
Tuescher, Sara	Social Studies	376-5607
Weidner, Clare	Math	376-5585
Welden, Mike	Physical Ed.	376-5636
Wesson, Kellen	Math	376-5588
TBD	Science	376-5562
TBD	Special Ed.	376-5615

EMAILING STAFF

All staff can be reached by using the first letter of their first name, last name, @grafton.k12.wi.us

Example: smantei@grafton.k12.wi.us

Students' Daily Schedule

M / T / TH / F		LATE START and BHT (40 min) W	BHT (40 min) Every Other TH
6:25 – 7:15	Health/PE Zero Hour	6:25 – 7:15	6:25 – 7:15
	<u>Cafeteria/LMC Open for Study</u>	7:25 – 8:25	
7:25	Good Morning Bell	8:23	7:25
7:29 – 8:23	First Hour	8:27 – 9:07	7:29 – 8:17
8:27 – 8:30	Announcements	9:11 – 9:13	8:21 – 8:23
8:27 – 9:24	Second Hour	9:11 – 9:51	8:21 – 9:11
9:28 – 10:22	Third Hour	9:55 – 10:35	9:15 – 10:03
10:26 – 11:20	Fourth Hour	10:39 – 11:19	10:07 – 10:55
11:20 – 11:46	First Lunch (Classes on 1 st Floor)	11:19 – 11:45	10:55 – 11:21
11:24 – 12:18	Fifth Hour (Classes on Second Floor & Choir)	11:23 – 12:03	10:59 – 11:47
11:50 – 12:44	Fifth Hour (Classes on First Floor)	11:49 – 12:29	11:25 – 12:13
12:18 – 12:44	Second Lunch (Classes on 2 nd Floor & Choir)	12:03 – 12:29	11:47 – 12:13
	<u>Black Hawk Time</u>	12:33 – 1:13	12:17 – 12:57
12:48 – 1:42	Sixth Hour	1:17 – 1:57	1:01 – 1:49
1:46 – 2:41	Seventh Hour	2:01 – 2:41	1:53 – 2:41

SCHOOL CLOSINGS

In case of inclement weather, school closings and cancellations will be announced via text message, email and social media. Whenever school is closed for the day due to inclement weather, **all activities shall be canceled for that day.**

SECTION I

ATTENDANCE

The ultimate responsibility for regular school attendance rests with each student and his/her parents. Attendance in school is mandatory for participation in and attendance at any extra-curricular event scheduled for a school day. **A parent can excuse a student for a total of 10 times (full or partial days) per school year** (Wisconsin Statutes 118.15). These absences may be for any reason the parent deems necessary. Absenteeism from school beyond the 10 allowable shall be regarded as unexcused.

ATTENDANCE REQUIREMENTS

- A student will be allowed ten sickness or injury related absences per school year that **do not require a doctor's verification** (these days are a part of the total 10 days a parent may excuse a student as outlined above).
- If a student requires more than 10 days per school year due to sickness or injury, a written doctor's excuse **will be required** to excuse the absences. The days beyond the 10 days without a doctor's note will be considered as unexcused.
- Students must have **parent authorization to leave the premises during the school day**. This may be in the form of a written note or phone call. Each of these occurrences will count as part of the 10 days allowed. **The student is required to check out/in through the office** (a detention can be issued for not following this procedure).
- Doctor or dental appointments should be made for times other than school hours. In cases where it is impossible, they should be scheduled during study hall periods. **Students are required to have the "Professional Appointment Verification Form" completed by the doctor's/dentist's office.** These forms are available in the office and should be picked up when the student signs out. They must be turned in to the office upon returning to the building. **By submitting the required form (or other verification from the professional provider of services) this type of absence will NOT count as part of the ten days allowed to be excused by a parent.**
- **Absence for authorized school activities (field trips, extra-curricular events as a participant for example) are considered school related activities and therefore will NOT count as part of the ten days allowed to be excused by a parent.** These absences are considered "exempt" and the reporting of this type of absence is the responsibility of the teacher/coach scheduling the activity. If the student misses other classes for school activities, **it is the responsibility of the student to see that assignments and the make-up work is completed.**
- **Students arriving/leaving after the first bell of the day and before the last bell of the day** must always check in/out with the office if the absence is excused.

Ill Students

Students who become ill during the school day must report to the health room in the main office. The office will contact someone from the student's list of approved contacts to make arrangements for transportation and obtain approval to leave school.

Planned Absences

Some types of absences will be considered excused only if prior arrangements are made with the office. These are:

College Visits and Job Interviews

Senior students who find it imperative to schedule these activities on school time may be excused by making **PRIOR ARRANGEMENTS** with the office **AT LEAST TWO DAYS IN ADVANCE**.

Extended Absence or Parental Vacations

Arrangements must be made by the parent of the student by a telephone call or a personal visit to the high school office **PRIOR** to the contemplated vacation. The student should make arrangements with his/her teachers, at **LEAST THREE DAYS IN ADVANCE OF HIS/HER DEPARTURE**, to make up work missed. **A prearranged absence form must be completed by all teachers and approved by an administrator. If the absence has an adverse effect upon the academic success of the student, the student and parents must accept full responsibility for the grade.** Not following this pre-arranged absence procedure will cause the days of absence to be considered unexcused.

Reporting an Absence

The parent of a student is responsible for reporting an absence and its cause. In addition, the parent is responsible for providing additional information, if requested, upon the student's return. (ref. Wisconsin Statute 118.15) **Parents are asked to call the school office at 376-5555 by 9:00 a.m. to report the absence, state the reason and leave a phone number where they can be reached for verification.**

Tardies

Tardy is a student who arrives to class under 5 minutes late without an excuse/pass. Procedures for handling tardiness will be established and communicated by the classroom teacher. In the event teacher detention time is issued but not served, the teacher will write a behavioral referral to the associate principal. Additional office detention time/consequences may be issued.

First Hour Tardiness: The high school office will track first hour tardiness and assign progressive consequences.

Truancy

Wisconsin Statute 118.16(1) (a) defines a student as a "habitual truant" if they are absent without an acceptable excuse for part or all of five days in a semester. Students have 3 school days to clear any unexcused absences by phone or written note from parent/guardian/teacher. Municipal citations can be issued to students meeting the truancy criteria. Graduating seniors who meet the criteria of "habitual truant" will not be permitted to participate in the graduation ceremony unless the student successfully completes reinstatement criteria determined by the Grafton High School administration.

SECTION II

GENERAL INFORMATION

CALENDAR

The School Board approves an annual school year calendar each spring in anticipation of the subsequent academic year. The school provides calendar information relative to school events, concerts, plays, athletic contests and other activities.

CLASS OFFICERS

Nominations for class officers, for the positions of President, Vice President, and Secretary/Treasurer, will be gathered through an annual process. Elections for these positions will be completed in the first week of school (if not already determined prior to the end of the previous school year).

Nominations for freshmen class officers will be taken during the first week of school. Elections will be scheduled following the completion of the nomination process.

COMPUTERS

Student Acceptable Technology Use (Board Policy 362.2)

The School District of Grafton is committed to free and open inquiry and discussion, fair allocation of District resources, and the provision for an educational environment free of needless disruption. Technology resources, computers, presentation equipment, network resources, communication systems, and Internet access (herein known as the Network) are available to all students (users) at the District for the purpose of supporting the educational mission of the District. The Network is to be used only by persons authorized by the District and only for appropriate purposes. Each user shall take full responsibility for his or her use of the Network, including all messages, data, images, files, video, audio, and text that they access or transmit through the Network, regardless of whether that use of the Network is on-site or from off-site (non district) locations. Users shall use social networking sites, chat, e-mail, blogs, wikis, web content publishing, or other shared online communication tools appropriately.

The District expects all users using the network to exercise good judgment designed to further the student's education with the District. Examples of use that is not appropriate and does not demonstrate good judgment includes but is not limited to use, including accessing or transmitting content that is:

- pornographic or obscene (for example, U.S. Code 18 Chapter 71 Section 1468)
- child pornography (for example, U.S. Code 18 Section 2256)
- harmful to minors as identified in the Children's Internet Protection Act (CIPA)
- derogatory, threatening, violent, or discriminatory, and accessed or transmitted without legitimate educational purpose such as research
- in violation of the District Harassment/Intimidation Policy (411.1)
- in violation of the School Bullying Policy (443.75) (cyber bullying)
- in violation of Equal Educational Opportunities Policy (411)
- for impersonating the identity of another individual (including identity theft)
- attempting to falsify an online identity
- attempting to share personally identifiable information with any person or website unless authorized by the District
- an invasion of the privacy of others

- for private financial gain
- inconsistent with the requirements of any applicable license, copyright, or other contractual or legal protection of that content
- in violation of any school rule, District policy, state or federal law If a user finds that he or she is using, transmitting or accessing content that contains material that

The remainder of the student acceptable technology use policy can be viewed on the school district website.

All computer and e-mail files in the Grafton School District network are the property of Grafton Schools. The District may monitor Internet use and review files and communications to maintain system integrity and insure responsible system use. The District reserves the right, without notice, to temporarily limit or restrict any individual's use and to inspect, copy, remove, or otherwise alter any data, file or system resource that may undermine the integrity of the network.

The District makes no warranties of any kind, whether expressed or implied, for the computer network services it is providing. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services, including the Internet. The School District does have special computer software in place that will restrict the majority of adult material and undesirable topics and teachers will provide as much supervision as possible. The District will not be responsible for any damages a user may suffer, including but not limited to, loss of data or interruptions of service.

Failure to comply with the Student Acceptable Technology Use policy may result in suspension of network privileges. Additional school consequences may be assigned based on the frequency/severity of the offense.

ELEVATOR

There is an elevator in the school which can be used by students in need. Students must acquire an elevator key in the main office.

FIRE ALARM

When the fire alarm sounds, pupils and teachers should leave the building by appointed exits as rapidly as possible. The students are to withdraw to a distance of 100 feet from the building and remain until notified to return.

FOOD SERVICE PROGRAM

Prior to the start of the school year the district notifies parents, via email and at registration, about the food service program, eligibility requirements and applications for free and reduced price meals / milk.

To assist in serving the educational, nutritional, social, and cultural needs of all children, a food service program will be part of the regularly scheduled program in each school.

The purpose of the food service program is to provide students and staff well-balanced meals that are nourishing and moderately priced. The school district participates in the National School Lunch Program and adheres to its standards for meal planning, use of commodity foods, and free / reduced price meal eligibility.

FUNDRAISING AND ADVERTISING

The school reserves the right to regulate the sale or advertising of any commodity or the advertising of any event on school property. Any requests for school fundraising must be approved by administration.

GOVERNMENT ELECTIONS

Eighteen year old students are encouraged to vote in state and national elections. The voting should take place during non-school time.

HALL PASSES

Any student who wishes to enter or leave a room during the class period or is performing a duty that takes him/her through the halls must have a pass issued by a faculty member (some reasons include going to the office/health room, the bathroom, to get a drink). The two acceptable passes include orange passes or the administration-issued lanyard passes.

Students who wish to use the library must have a pass coming from an academic classroom teacher and must be prepared to present said pass and student ID to library staff.

HOMEWORK

It is an expectation that high school students have homework in most, or all, of their courses. Homework is considered to be an extension of classroom instruction, being integrally tied to it. Homework is to be completed by teacher-assigned deadlines.

INSURANCE

The Grafton School District does not carry or sell insurance covering student accidents that occur during school or in a school-sponsored activity. Parents/Guardians who desire such insurance coverage are encouraged to contact a family insurance agent.

LOCKERS

School lockers are the property of Grafton Public Schools. At no time does the Grafton School District relinquish its exclusive control of lockers provided for the convenience of students. Periodic general inspections of lockers may be conducted by school authorities for any reason, at any time, without notice, without student consent and without a search warrant. When the student occupies a locker anywhere in the building, it is understood that he/she assumes all responsibility for the contents therein. The school district will not be liable for any losses that may be incurred.

- **DO NOT SHARE YOUR COMBINATION WITH OTHERS.**
- **DO NOT SHARE THE LOCKER WITH ANOTHER PERSON.**

Decorations deemed inappropriate by staff/administration can be removed without notice. During the course of the school year the administration may work with area police K-9 unit(s) in the school. As a result, lockers may be searched.

MAKE-UP WORK

A student will receive one day to make up work for each day missed. Students absent for a longer period should make arrangements with teachers involved. Students who receive a grade of **INCOMPLETE ON ANY REPORT CARD, MUST HAVE THIS WORK COMPLETED BY THE 2ND WEEK OF THE FOLLOWING QUARTER OR THE INCOMPLETE AUTOMATICALLY BECOMES A FAILING GRADE** unless there are extenuating circumstances. These circumstances should be worked out with involved teachers and/or administration.

STUDENT COUNCIL

The Student Council is an organization whose members serve as their official representatives in matters of concern to the entire school. It provides a medium through which student opinion may be heard and a forum for the consideration of common school problems. The Student Council also plans and implements service projects and social activities.

STUDY HALL

All students are assigned to a study area during their non-class periods. The obligation with respect to study time is the same as for a class. Students failing to attend their study hall or alternate study hall assignment will be considered truant.

- Students are to be in their assigned seats by the beginning of the period. Tardiness will be handled as indicated under the tardiness section of the handbook.
- Students may be excused to go to other sections of the building as needed. **He/she must have a pass obtained from the teacher whose project he/she is working on. The pass must be obtained prior to getting to study hall.**
- Students may be assigned to academic support.
- Students assigned to Gold Study Hall will be expected to report to their assigned location daily to check with their supervisor. Students are then able to go to designated, adult-supervised areas. Gold Study Hall privileges can be revoked for change in academic performance or behavioral issues.

TERMINATING ENROLLMENT

Students terminating their enrollment from the high school, before the end of a semester, will receive no credit for course work carried during the incomplete semester. When students transfer to another school before the end of a semester, current earned grades for each course carried will be sent to the next school.

TORNADO ALERT AREAS

In March / April of each year, a Tornado Alert Drill will inform students where to report in case of a tornado. Please follow the directions of your classroom teachers when these alerts take place and move quickly and efficiently to your designated area.

VISITORS

All visitors to Grafton High School will need to follow established district procedures. Visitors will need to check-in prior to gaining entrance to the building. Non-Grafton students are not permitted on campus unless a visitor's pass is obtained from the office. The school reserves the right to deny visitors. Approved guests must wear an office issued visitor's pass.

VEHICLE REGISTRATION

Student parking on school grounds is a privilege. Students are not guaranteed a parking spot at GHS as spots are limited in number. All vehicles being driven to school by students must be registered in the main office. There is a fee to be paid for parking privileges. After completing the registration form, student drivers will receive a parking tag that must be placed on the rear view mirror. Specific parking locations may be assigned to students by administration. Any vehicle that is improperly parked, etc. may be ticketed by police or towed.

Vehicles are not to be taken off the lot **AT ANY TIME DURING THE SCHOOL DAY WITHOUT PERMISSION THROUGH THE OFFICE**. Parking privileges can be revoked if the vehicle is taken off the lot without permission. Service roads and parking areas behind the building are **not** to be used by the students at any time (also see Closed Campus).

Students failing to serve detention time can have their parking permits suspended and/or revoked. If the permit is suspended or revoked and student still parks on campus he/she is eligible for a municipal parking citation.

By parking and/or registering a vehicle on Grafton School District property, the owner/operator consents to a search of the vehicle if an administrator has reasonable suspicion that there is substantial likelihood that contraband or evidence of activity that violates a school policy or local, state or federal law is inside the vehicle. Note: During the course of the school year the administration may work with area police K-9 unit(s) on school grounds including parking lots. These visits will not be announced ahead of time and may occur during the school day.

WORK PERMITS

The requirement for each youth, **UNDER 16 YEARS OF AGE**, to have a work permit before beginning a specific job is the state's way of insuring that state laws are being followed and that both the employer and the student are aware of the laws.

Work permits can be obtained at the front office of the High School. To obtain a work permit a student must have:

- Proof of age (birth certificate, baptismal record, or photo driver's license).
- Social Security number.
- Letter from prospective employer promising employment and must contain address and phone of employer and state duties to be performed.
- Note from parent or legal guardian giving consent to work.
- Fee of \$10.00.

SECTION III

STUDENT RIGHTS AND RESPONSIBILITIES

The following Code of Student Rights and Responsibilities is essential to the progress of all the students at Grafton High School. The provisions of the Code apply in situations in which students are involved: 1) school activities on property owned by the Grafton School District; 2) travel on school buses; 3) off-site school-sponsored activities; and 4) on- or off-site school-related activities.

CODE OF STUDENT CONDUCT

Students are responsible to abide by all district, building and classroom rules established by school officials any time on school grounds or attending a school sponsored function.

- Be punctual and regular in attendance.
- Respect authority.
- Demonstrate respect for the rights of others and for school and personal property.
- Abide by the rules and guidelines contained in this document or face the appropriate disciplinary consequences that result from his/her choice of actions.

APPEARANCE

Students are expected to present a proper appearance. Behavior in dress which is disruptive, distracting, discriminatory, which creates a classroom or school disruption or endangers the health or safety of self or others is not acceptable. Clothing that displays alcohol, tobacco, and other drugs are not acceptable. Headgear of any kind is subject for removal at the discretion of staff/administration. Additionally:

- Pants worn in such a way that undergarments are visible will not be allowed.
- NO bare midriffs, mesh shirts, tank tops, open-back shirts, halter tops, strapless shirts (tube tops), single strap, or spaghetti strap shirts (less than one inch wide) may be worn. All shirts must cover the appropriate areas.
- Any top or pants that are too revealing or provocative will be considered inappropriate.
- Modesty in length of shorts, skirts, and dresses is expected.
- Accessories on hats, such as fishing hooks, are prohibited in school.

The reasons for expecting adherence to the appearance code are issues of safety, appropriateness and the ability to identify students (wearing a hood for example makes it difficult for a student to be accurately identified). School administrators will make final decisions as to what is appropriate school attire. Students will be given the opportunity to make an appropriate change to their appearance. Failure to comply with these regulations will result in consequences at the discretion of administration.

BUS RIDERSHIP

The most important aspect of pupil transportation is the safe passage of bussed students. To assure this safe passage, it is essential that there be a clearly recognized and easily understood procedure in place to deal with transportation and student conduct.

To this end, students riding the school buses will be subjected to the same expectations as they are in school. Riteway Bus Company, through the bus driver, will have disciplinary authority and responsibility on the bus. All school rules should be observed when riding the bus.

Misbehavior on the bus will not be tolerated. The bus driver will inform the student that riding privileges may be suspended if misbehavior continues. A written referral by the bus company may result in a suspension of riding privileges.

BULLYING

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status. (board policy 443.75)

Bullying behavior can be:

1. physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet – also known as cyber bullying)

A student who is either a victim of bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to a building administrator.

CAFETERIA

Grafton High School offers various lunch options, which are purchased with debit using the student keypad #. Outside vendor delivery of food is prohibited without administrative permission. Parent delivery of food should be for his/her student only. Exceptions to this rule are not allowed without administrator approval.

Students are expected to follow proper cafeteria behavior at all times during lunch. Failure to comply will result in meeting with building administration and are subject to appropriate consequences.

CLOSED CAMPUS

Grafton High School maintains a closed campus. Students may not leave the high school building during the school day without receiving permission and signing out in the high school office. Students who leave the school building without permission will receive progressive consequences.

DRUG AND ALCOHOL USE (SCHOOL BOARD POLICY 443.4)

Students using, attempting to possess, possessing drug paraphernalia, preparing, selling, giving away, dispensing, possessing, or who are under the influence of alcohol, narcotics, marijuana, or any dangerous drugs as defined under the laws of the State of Wisconsin, **WILL BE SUSPENDED** from school pending an investigation that may lead to a recommendation for expulsion. **Students may be required to submit to breath-testing for the purpose of determining the presence of alcohol.**

For purposes of this policy, the possession, use, and/or sale or delivery of uncontrolled substances and/or look-alike drugs are also prohibited. The student's parents will be notified. A conference with the student's parents will be required prior to an administrative decision to either reinstate the student or to recommend expulsion. Students involved in an alcohol violation may be required to complete an AODA evaluation through Starting Point Ozaukee or another counseling service.

FIGHTING / PHYSICAL INJURY / HARM

Students causing or attempting to cause physical injury or harm, threatening or intimidating any student, teacher or other school employee on school grounds or during any school function will be subject to disciplinary action. Whoever intentionally causes bodily harm to a school district officer or employee, acting in that capacity and the person knows or has reason to know that the victim is a school district officer or employee, may be charged with a Class E felony.

GAMBLING

No gambling of any kind is permitted at school or at any school function.

HARASSMENT / INTIMIDATION (SCHOOL BOARD POLICY 411.1)

Activities of this sort are offensive and inappropriate in the school setting as well as in settings outside the school. Reprisals, threats, or further intimidation toward the victim will be treated as a continuation of the original offense. Harassment and intimidation can arise from a broad range of physical or verbal behavior including, but not limited to, the following:

- Physical or mental abuse
- Unwelcome sexual advances or touching
- Racial, ethnic, or religious insults or slurs, jokes, comments, stories, or displays
- Comments, jokes, stories, or innuendoes of sexual or non-sexual nature
 - Display of sexually explicit or otherwise offensive posters, calendars, clothing, etc.
 - Sexual gestures with hands or body movement
 - Display or distribution of racially or ethnically offensive materials
 - Whistling or "cat calls"
 - Intimidating comments
 - Electronic sources - social media sites (ex: Facebook posts)

This type of behavior is unacceptable and consequences will be progressive as violations occur.

INCENDIARY DEVICES

Personal items such as lighters, matches, fireworks, fuels (such as butane) and other incendiary devices are prohibited on school property. Students found in possession of these items will be subject to disciplinary action up to and including expulsion.

LANGUAGE AND DEROGATORY COMMENTS

Obscene or profane language, inflammatory, provocative, derogatory comments, or actions based on race, sex, sexual orientation, disability, religion, or national origin, (as

determined offensive by staff) on school premises, or while in transit to or from, engaged in or attending school sponsored activities is prohibited.

LOITERING

Students found in areas of the building/campus without authorization during a scheduled class or study hall will be considered to be loitering and truant. Students will be asked to return to their assigned area, assigned a behavioral referral, and maybe referred to the school resource officer.

PRESCRIPTION MEDICATION (SCHOOL BOARD POLICY 453.4)

Any student needing prescription medication should contact the main office, where the medication will be kept. Prescription medicine should only be dropped off/picked up by a parent/guardian. No medicine should be dropped off/picked up by students.

At no time will a student transfer medication to another student. Students are not to possess or use prescription medication without a valid prescription. The sale and/or delivery of prescription medication are strictly prohibited. Failure to follow this policy will result in disciplinary action.

PERSONAL ELECTRONIC DEVICES (SCHOOL BOARD POLICY 443.5)

NOTE: As with any electronic device there is a concern over the value of such items and bringing them to school is cautioned. In the event that these items are stolen or damaged it is the risk that is taken by the student who brings such devices to school. While the school will make every effort to get these items back to the appropriate party, devices may not be recovered. Note: Electronic devices with camera features are not to be used in the locker room areas.

Student Laptops, Chromebooks, etc.

Students may utilize personal computing devices in school for educational purposes including but not limited to taking notes and accessing instructional materials. Students will need to have permission of the classroom teacher to use such devices. The use of these personal electronic devices will comply with the appropriate computer use policy.

Teachers will set a rule governing the use of such devices in his/her classroom. Students failing to abide by the rule set by that teacher will cause the staff member to confiscate the device and turn it over to an administrator in the office. The device will be returned based upon the number of times the rule has been violated (not the number of times the specific device has been confiscated).

Cell phones

Cell phones are allowed in the building and may be used at the following times: before school (prior to the first warning bell of the day) and after school (after the final bell), during passing time in the hallways and in the cafeteria during lunch. Upon entrance into each classroom, phones must be out-of-sight, and kept in such locations as classroom cell phone holders, backpacks, or student lockers.

In the event that a student violates this rule the staff member observing the violation will confiscate the device and give it to an administrator in the office.

- | | |
|---------------------------|--|
| 1 st Violation | The student can pick up the item at the end of the school day after meeting with an administrator. Administrator issues documented warning. |
| 2 nd Violation | Parent will be contacted, and student can pick up the item at the end of the school day after meeting with an administrator. Administrator issues detention. |

Subsequent Violations

Further violations will be subject to progressive consequences, including a check in/check out procedure at both the beginning and end of the school day (length determined by administration), confiscation of cell phone for an extended period of time, and detention/suspension from school.

There is also an office phone available for student use before school, after school and during the student's lunch hour. Please note that parents should call the office phone (377-5500) regarding emergency messages to students. Likewise students should be using the office phone to make calls to parents. Students are not to use the classroom phones to get permission from a parent to go home. That call should be made from the main office phone with a secretary confirming the approval. Cell phones (especially those with camera features) are not to be used in the locker room areas. Filming misbehavior (like a fight) on campus can result in consequences for the person filming especially if the video is shared via social media sites or by other means.

PUBLIC DEMONSTRATION OF AFFECTION

School is not the proper location for public displays of affection between students. Students are not to display behaviors such as kissing and/or petting on school grounds. Failure to comply may result in school disciplinary consequences.

SKATEBOARDS, ROLLERBLADES, AND OTHER WHEELED DEVICES

Skateboards, rollerblades, and other wheeled devices are not to be used on high school property unless they are utilized for transportation to and from school. These items must be stored in the student's school locker and are not to be used in the building for any reason. Failure to comply may result in school disciplinary consequences.

SPORTSMANSHIP

Good sportsmanship at all home and away events is expected of athletes, student-spectators and parents. Failure to display good sportsmanship while at an event can be grounds for consequences including immediate removal without refund, being withheld from future events, and possibly further school consequences.

THEFT / PROPERTY DAMAGE / TRESPASSING

Students involved with stealing, trespassing, causing damage to, or destruction of school or private property will be subject to disciplinary action. Restitution for damages resulting from defacement or destruction of school property, whether willful or accidental, will be the student's responsibility. Students may be suspended from school and/or referred to the Grafton Police Department.

TOBACCO (SCHOOL BOARD POLICY 831)

Use or possession of tobacco products (or look-alikes including but not limited to e-cigarettes) at any time is prohibited in the school building or on the school grounds, in the areas adjacent to the school grounds, or on school buses regardless of age. This includes the time before and after school and use in a vehicle that is on school property. Violation of this regulation will result in a municipal citation and may result in a referral to the QUIT (or similar) program through the guidance department. Additional school consequences will also be issued.

T-SHIRTS FOR MEMORIALS / ACTIVITES / TEAMS

Students organizing the sale of any shirts to be used or worn at school (i.e. memorial shirts, team shirts for powder puff) must get prior approval of the design and names by a school administrator. Generic items such as a student's last name and a simple description on the front (i.e. "Junior Powder Puff") are more likely to be approved.

WEAPONS (SCHOOL BOARD POLICY 832)

The Grafton School District strives to provide a safe and healthy environment for all persons on its premises or attending any of its activities or functions. Consequently, the District shall enforce the policy that no person shall unlawfully possess nor use a dangerous weapon on District premises, on school buses, or at any school-related event, either on or off-campus. For purposes of this policy, a "dangerous weapon" is defined as, but not limited to, a firearm (whether loaded or unloaded), BB-gun, pellet gun, explosive devices, nun chucks or other martial arts instruments, metal knuckles, razor, knife, chain, club, container of tear gas, or a similar substance used to cause bodily discomfort, or a look-alike/facsimile weapon such as a toy or other object which could be reasonably mistaken for an actual dangerous weapon and which is intended to, and/or capable of, intimidating, alarming, or threatening someone or use to inflict bodily harm or death.

Any student who violates this policy shall be subject to school disciplinary action, including suspension and/or expulsion in accordance with state and federal laws and Board policies, and shall be referred to law enforcement officials. In accordance with state and federal law, a student who possesses a firearm while at school or under the supervision of a school authority shall be expelled from school for not less than one (1) year.

This policy is also in accordance with Wisconsin State Statue 948.61.

Section IV DISCIPLINE

Discipline Chart (Note: These are common offenses, all offenses are not listed)

Misconduct	Definition	Minimum Action	Maximum Action	Details on page
Chronic disruption	Behavior that disrupts the educational process of others by involvement in misconduct that recurs on a regular basis over a period of time	Intervention	Recommended for expulsion	9
Leaving campus	Leaving campus without permission	Intervention	Suspension / parent conference	10
Damage to school property/property to others	Deliberate damage or destruction of school property	Restitution Suspension	Recommended for expulsion	11
Possession/use of incendiary devices	Possession of lighters, matches, fuels, other devices	Intervention	Expulsion	10
Drugs/Alcohol	Use/Possession/Selling	Suspension	Suspension Arrest Recommended for expulsion	10
Fighting	Pushing and shoving Physical Harm	Intervention Suspension	Citation Expulsion	10
Trespassing	Entering building outside of school hours without permission	Suspension Citation	Recommended for expulsion Citation	11
Profanity/Intimidation/Harassment	The use of inappropriate language, either written or spoken, or conduct or gestures which are obscene, lewd, profane, vulgar, or sexually suggestive disturbing by name calling, pestering, tormenting, or threatening	Intervention	Suspension citation Expulsion citation	11

Weapons	Possession, use or threat to use a gun			
Other weapons	Any object by the way it is used or intended to be used is capable of inflicting bodily harm	Suspension from school	Recommended for expulsion	12
Tardiness (unexcused)	Not in classroom within 5 minutes of when the bell rings	Detention	Removal from class and given failing grade	6
Truancy	Missing all or part of a day without permission	Contact with a parent –via email, letter or phone	Truancy citation requested	6
Tobacco	Use/Possession/Selling	Detention/Citation	Expulsion/Citation	11
Theft	Possession of another's property	Suspension/Restitution	Expulsion/Restitution	11

STUDENT INTERVENTIONS AND CONSEQUENCES

***If a student violates a rule set forth in the GHS Student Handbook, the following interventions and consequences will be assigned at the discretion of the high school administration. Interventions and consequences are determined by the severity and/or frequency of the offense.**

Interventions

1. Teacher conference with student
2. Phone call home by teacher
3. Referral to School Counseling Department
4. Teacher conference with student and parent
5. Student conference with administrator
6. Phone call home by administrator
7. Teacher conference with student, parent, teacher, guidance
8. Conference with student, teacher, administrator
9. Conference with student, teacher, parent, administrator

Consequences

1. Interventions (as listed above)
2. Removal of privileges
3. Temporary/Permanent removal from class
4. Teacher-assigned detention
5. Administrator-assigned detention
6. Saturday detention
7. Out of school suspension
8. Police referral
9. Referral to the School Board for an expulsion hearing

Other disciplinary actions may also apply, including but not limited to: ineligibility for participation in athletic events, co-curricular activities and events, educational tours and other school sponsored programs, and review of the membership for those elected to the National Honor Society, Class Officer, and Student Council. Student may have his/her parking permit suspended or revoked (with no reimbursement). Students who have been suspended out of school may not participate in school events on the days of suspension.

DETENTION ROOM

1. Will run from 4 minutes after the final bell to 30 minutes after that time. (2:45 to 3:15 for example).
2. Students are to report on time. If detained by a teacher, they must have a pass from that teacher for admittance.
3. Students are required to bring work with them while serving their detention.
4. Detention hall is to remain quiet. Students are not to be using electronic devices (unless for instructional purposes). No sleeping.

OUT-OF-SCHOOL SUSPENSION

Student will be suspended from school for a maximum of five consecutive school days unless a notice of expulsion hearing has been sent. In this case, the student may be suspended for a maximum of fifteen consecutive school days. The length of suspension will be determined by the severity and/or frequency of the offense (Wisconsin Statute 120.13).

EXPULSION

Expulsion from school requires the action of the Board of Education. Grounds for expulsion are as follows:

1. Repeated refusal or neglect to obey school district rules;
2. Knowingly, conveyed or cause to be conveyed, any threat or false information concerning any attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
3. Engaged in conduct while at school or while under the supervision of a school authority which endangers the property, health, or safety of others;
4. While not at school or while not under the supervision of a school authority engaged in conduct which endangers the property, health, or safety of others at school or under the supervision of a school authority or endangering the property, health, or safety of any employee or school board member of the school district in which the pupil is enrolled.

SECTION V

ACADEMICS

ACADEMIC HONESTY

All students are required to abide by the basic principles of honesty in fulfilling both out-of-class and in-class assignments. Violation of these principles will result in penalties that will be determined by the specific circumstances. Penalties may range from reduction of a grade on a given assignment to removal from class with a failing grade. Work submitted under a student's name must be his/her own independent effort unless credit is given for resource assistance. Students adhering to academic honesty do not engage in:

- **Cheating** – deliberately giving or receiving improper assistance on assignments or tests.
- **Plagiarism** – using the words, work, or ideas of another without giving credit (electronic or otherwise) based upon an accredited format like MLA. Please see reference section of this handbook for samples.
- **Examples** – Copying another students work, asking for or giving assistance on a test or quiz, taking a photo of a test, storing information/answers on a calculator or cell

phone, obtaining and submitting all or part of a paper or project completed by another person (another student or from somewhere online).

Consequences for Cheating

1st Offense – receiving assistance/plagiarism

Formative Assessment – Formative assessments are designed to determine if a student is making progress toward mastering the standard being addressed and understanding the material. Cheating on a formative assessment keeps a student from knowing where they need to improve and denies them needed teacher assistance. Students who are caught cheating on a formative assessment will be required to redo the assessment and will receive a teacher assigned consequence. The teacher will review the consequence and document the cheating with the administration and inform the student’s parents of the incident.

Benchmark Assessment – Like formative assessments, benchmark assessments are designed to determine if a student is making progress toward mastering the standard being addressed and understanding the material. Cheating on a benchmark assessment keeps a student from knowing where they need to improve and denies them needed teacher assistance. Students who are caught cheating on a benchmark assessment will be required to redo the assessment or an equivalent assessment for 70% credit earned and the teacher may assign a consequence or refer the student to the administration to assign a consequence. The teacher will review the consequence and document the cheating with the administration and inform the student’s parents of the incident.

Summative Assessment – A summative assessment is designed to show mastery of a standard. Cheating on a summative assessment demonstrates that a student has not mastered the standard. Students caught cheating on a summative assessment will not be given credit for the entire assessment. Students will be allowed a corrective assessment worth 70% of the original assessment. The student will also be assigned two (2) Detentions. Students who have a gold study hall will lose this privilege until the end of the next semester. Students involved in extracurricular activities will receive an athletic/activities code violation in accordance with our athletic/activities code. For first violations of the athletic/activities code, cheating on a summative assessment will be a 1st Degree offense. The teacher will document the cheating with the administration and inform the student’s parents of the incident. Students who cooperate with a teacher or administrator’s investigation of cheating may have non-academic consequences reduced. However, academic and athletic/activities code violations will not be reduced.

Final Exams – Final Exams are a specific type of summative assessment designed to show mastery of a standard. Cheating on a final exam demonstrates that a student has not mastered the standard(s). Students caught cheating on a final will receive a zero for the assessment. No corrective assessments are allowed on a final exam. Students will be assigned two (2) Detentions. Students who have a gold study hall will lose this privilege for, at least, a calendar year. Students involved in extracurricular activities will receive an athletic/activities code violation in accordance with our athletic/activities code. For first violations of the athletic/activities code, cheating on a final exam will be a 1st Degree offense. The teacher will document the cheating with the administration and inform the student’s parents of the incident. Students who cooperate with a teacher or administrator’s investigation of cheating may have non-academic consequences reduced. However, academic and athletic/activities code violations will not be reduced.

Providing Assistance

A student who provides another student with assistance has denied a classmate the opportunity to learn. There are a number of variables which will determine the consequence a student receives. These variables include, but are not limited to, the type of assistance provided, mastery of the standard, enrollment in the class, and motivation for the assistance.

Formative Assessments - For providing assistance formative assessment, student will receive a teacher assigned consequence and may be required to complete an additional assignment to determine if the original work was their own. The teacher will review the consequence and document the cheating with the administration and inform the student's parents of the incident.

Benchmark Assessments - For providing assistance on a Benchmark Assessment, the teacher may assign the student a consequence or refer the student to the administration to assign a consequence and the students will receive 70% of the credit earned on the assessment or be required to redo the assessment or an equivalent assessment for 70% credit earned. Depending on the circumstances of the situation providing assistance on a Benchmark assessment may be considered 1st degree or 2nd degree Athletic/Activities code violation or no violation of the code at the discretion of the administration. The teacher will review the consequence and document the cheating with the administration and inform the student's parents of the incident.

Summative Assessments - For providing assistance on a Summative Assessment, students will not be given credit for the entire assessment. Students will be allowed a corrective assessment worth 70% of the original assessment. Depending on the circumstances of the situation, the student will receive discipline consequences including being suspended from school. Students who have a gold study hall will lose this privilege until the end of the next semester. Students involved in extracurricular activities will receive an athletic/activities code violation in accordance with our athletic/activities code. For first violations of the athletic/activities code, cheating on a summative assessment will be a 1st Degree offense. The teacher will document the cheating with the administration and inform the student's parents of the incident. Students who cooperate with a teacher or administrator's investigation of cheating may have non-academic consequences minimized. However, academic and athletic/activities code violations will not be reduced.

Final Exams - Students caught cheating on a final will receive a zero for the assessment. No corrective assessments are allowed on a final exam. Depending on the circumstances of the situation, the student will receive discipline consequences including being suspended from school. Students who have a gold study hall will lose this privilege for, at least, a calendar year. Students involved in extracurricular activities will receive an athletic/activities code violation in accordance with our athletic/activities code. For first violations of the athletic/activities code, cheating on a final exam will be a 1st Degree offense. The teacher will document the cheating with the administration and inform the student's parents of the incident. Students who cooperate with a teacher or administrator's investigation of cheating may have non-academic consequences reduced. However, academic and athletic/activities code violations will not be reduced.

2nd Offense Cheating

Formative and Benchmark – Additional incidents of student cheating will be handled like first offenses by the classroom teacher. In addition to the classroom consequence, the students will receive additional progressive discipline consequences based on the 1st time consequences issued from the administration which may include additional detention time, loss of privileges, athletic/activities code violation (it will be treated as a 2nd Degree offense), or suspension from school. Students who cooperate with a teacher or

administrator's investigation of cheating may have non-academic consequences reduced. However, academic and athletic/activities code violations will not be reduced.

Summative/Final Exam – Additional incidents of student cheating will be handled like first offenses by the classroom teacher. In addition to the classroom consequence, the students will receive additional progressive discipline consequences based on the 1st time consequences issued from the administration which may include additional detention time, loss of privileges, athletic/activities code violation (it will be treated as a 2nd Degree offense), or suspension from school. Students who cooperate with a teacher or administrator's investigation of cheating may have non-academic consequences reduced. However, academic and athletic/activities code violations will not be reduced.

3rd Offense Cheating

Formative, Benchmark, Summative/Final Exam–

Any incidents of cheating especially on a summative assessment or final exam that happen after a second offense of any type of cheating has occurred will result in the student failing the course. The student will not be eligible for a gold study hall for the remainder of their high school career and will serve detention or suspension time at the discretion of the administration. Students involved in extracurricular activities will receive an athletic/activities code violation in accordance with our athletic/activities code (3rd Degree offense). Students who cooperate with a teacher or administrator's investigation of cheating may have non-academic consequences reduced. However, academic and athletic/activities code violations will not be reduced.

Teacher Responsibility

Teachers need to address with students what cheating looks like in your classroom and need to document all cheating with the administration. Suspected cheating should be reported to the associate principal for investigation. Teachers are also responsible for notifying parents when they catch a student cheating.

CHANGES IN COURSE SELECTION

Course selections are considered a firm commitment by students and will be altered only by the following procedures:

- Any scheduled changes desired by a student following the parent approval of the following year course selection sheet will require student and parental communication explaining the reason for the change.
- First and second semester changes must be made prior to the start of the semester and require parent communication and/or conference with the student's counselor.
- Any late change course requests may need administrative approval.

*All changes are subject to available space in the course desired.

CLASS LOAD

Each student is required to carry a minimum of 6 credits per year. Exceptions to this policy include:

1. Seniors under a Work-Study Program.
2. Students enrolled in an Apprenticeship Program.
3. Those students with IEP or 504 plan.
4. Students identified as "At Risk".

Students may carry an overload (7 credits) if it is in their best interest to have one extra class. An overload class may be dropped without penalty through the fourth week of the semester.

CLASS STANDING

Students will be classified as being in “good standing” if they have earned the necessary minimum number of credits. Students who lack credits and fall below the minimum credits for good standing are classified as “at risk”. Class standing will be established at the beginning of each school year.

Class Standing	Sophomore	Junior	Senior
Average Credits Earned	6	12	18
Minimum Credits for “Good Standing”	3	8	15

CITIZENSHIP RUBRIC

Grafton High School Citizenship Rubric			
Rubric Components	Component Description Scale		
	A-Always meets expectations	O-Often meets expectations	S-Seldom meets expectations
<p>Respect and Personal Responsibility</p> <p>This category describes how a student presents himself or herself to the teacher and class.</p>	<p>Attendance - No more than 2 excused absences.</p> <p>Punctuality - No more than 1 unexcused tardy or late to class.</p> <p>Classroom Materials - Prepared for class.</p> <p>Behavior - Follows behavior expectations outlined in the student handbook.</p>	<p>Attendance - All absences excused.</p> <p>Punctuality - Between 1-3 times unexcused tardy or late to class.</p> <p>Classroom Materials - Normally prepared for class. Occasionally needs to go to locker to get supplies or borrows from others.</p> <p>Behavior - Normally follows behavior expectations outlined in the student handbook. Corrects behavior when reminded.</p>	<p>Attendance - Has unexcused absences.</p> <p>Punctuality - Over 3 times tardy or late to class.</p> <p>Classroom Materials - Seldom prepared for class. Regularly borrows materials or goes to locker.</p> <p>Behavior - Habitually fails to follow behavior expectations outlined in the student handbook and needs to be directed by teachers or peers.</p>
<p>Work Habits and Productivity</p> <p>This category describes what and how a student produces work for a class.</p>	<p>Completes Work - All work completed and handed in on time. Promptly arranges for and completes work after an absence.</p> <p>Engaged - Independently engages in classroom activities, demonstrates interest and curiosity in learning. Uses electronic devices appropriately.</p> <p>Work Ethic - Student achievement is reflective of student ability. Resourceful, seeks assistance when needed.</p> <p>Safety Rules - Always follows classroom safety expectations and guidelines.</p>	<p>Completes Work - Most work completed and handed in on time. Needs a reminder to arrange for and complete work after an absence.</p> <p>Engaged - Stays on task and follows directions. Needs few reminders to stay on task. Electronic devices occasionally a distraction.</p> <p>Work Ethic - Student achievement is reasonably reflective of student ability. Seeks assistance when approached.</p> <p>Safety Rules - Normally follows classroom safety expectations and guidelines. Immediately corrects behavior when reminded.</p>	<p>Completes Work - Very little work completed and handed in on time. Missing work. Does not meet deadlines.</p> <p>Engaged - Student does not remain focused on classwork and needs regular reminders to attend to the classroom tasks. Electronic devices regularly a distraction.</p> <p>Work Ethic - Student achievement is below student ability. Student work is inconsistent. Student does just enough to get by.</p> <p>Safety Rules - Seldom follows classroom safety expectations and guidelines and regularly needs to be reminded to follow rules.</p>
<p>Collaboration and Personal Integrity</p> <p>This category describes how a student works with others in the classroom and interacts within the classroom environment.</p>	<p>Team Work - Consistently provides ideas. Values and encourages all team members.</p> <p>Interaction - Always addresses students and staff appropriately, respects the physical environment.</p> <p>Courtesy - Always listens to others complete their thoughts and responds constructively.</p> <p>Attitude - Always communicates positively with classmates.</p>	<p>Team Work - Normally provides ideas and participates in all activities.</p> <p>Interaction - Normally addresses students and staff appropriately, respects the physical environment.</p> <p>Courtesy - Normally listens to others complete their thoughts and responds constructively.</p> <p>Attitude - Normally communicates positively with classmates.</p>	<p>Team Work - Does not participate or only participates after encouragement from peers or the teacher.</p> <p>Interaction - Needs to be reminded to address students and staff appropriately and to respect the physical environment.</p> <p>Courtesy - Does not allow others to complete their thoughts or responds inappropriately to others.</p> <p>Attitude - Does not communicate with classmates unless directed by the teacher or communicates negatively.</p>

CREDIT / ALTERNATIVE CREDIT

Credit

In order to receive passing credit for a course a student must, not only attain a grade of at least a D-, but he / she must also complete all of the work required. For instance, a student who fails to complete a required project or paper or who fails to take a required test with reasonable effort may be considered by the teacher to have not completed their work. In such a case, the student would either receive an incomplete or a failing grade.

Alternative Credit

Junior and Senior students who are deficient of credits may obtain credit through pre-approved alternative programming. To receive credit, students must cover all costs, attend all sessions, earn passing grades, and present evidence of successful completion to the high school. Alternative courses may not be used to assist in meeting requirements of early graduation. Only two credits from a non-high school setting will be accepted at Grafton High School to meet graduation requirements. See your school counselor for further information. Exceptions to the two credit policy will be made on a case by case basis through administrative approval.

EARLY COLLEGE CREDIT PROGRAM (SCHOOL BOARD POLICY 343.46)

The Board of Education will allow any high school student who satisfies the eligibility requirements of the Early College Credit Program (ECCP) to enroll in an approved course at an ECCP-approved institution within the University of Wisconsin System, a tribally controlled college, or a private, nonprofit institution of higher education located in the state, while attending in the District. Students will be eligible to earn high school credit, post-secondary credit, or both, provided they complete the course and receive a passing grade. The District's responsibility to pay for tuition, fees, books and other necessary materials shall be limited to eighteen (18) postsecondary credits per student.

Please see the school counseling department for additional information.

EDUCATION OF HOMELESS CHILDREN AND YOUTH

Homeless children and youth have access to the same free, appropriate public education as provided to other resident children in the district and are provided with comparable services. The Director of Student Services is the liaison for the School District of Grafton homeless population and should be notified immediately of any child who is considered homeless. This information is kept confidential at all times. A variety of supports will be put into place, including immediate enrollment, supplies, waivers, and free school meals.

GRADING SCALE

Letter Grade	Percentage
A	93-100
A-	90-92.99
B+	87-89.99
B	83-86.99
B-	80-82.99
C+	77-77.99

C	73-76.99
C-	70-72.99
D+	67-69.99
D	63-66.99
D-	60-62.99
F	0-59.99

HONOR ROLL

The Honor Roll indicates names of those students who have displayed outstanding scholastic accomplishment during the grading period. The Honor Roll consists of three categories in ascending order: Honors, High Honors, and Special Honors. A grade point average of 3.0 to 3.5 is designated as Honors; 3.51 to 3.75 is High Honors; and 3.76 and higher is Special Honors. These averages are based on a four point system, with exceptions for weighted courses. The Honor Roll will be figured each semester.

HUMAN GROWTH AND DEVELOPMENT INSTRUCTION

The topics covered in Human Growth and Development are instructional opportunities to promote accurate and comprehensive knowledge in this area and responsible decision making and to support and enhance the efforts of parents to provide moral guidance to their children. The information and instruction is appropriate to each grade level and the age and level of maturity of the pupils. Parents shall be notified annually by their child's school of content to be covered in Human Growth and Development as well as how to inspect the complete curriculum and instructional materials.

NATIONAL HONOR SOCIETY

Membership in the National Honor Society is a mark of achievement. Appointment to the National Honor Society is one of the highest honors that can be awarded to a student by a high school. It signifies high standards of scholarship, service, leadership, and character. It is an honor bestowed upon a select group by the Grafton High School Faculty Council on behalf of the entire GHS faculty.

Members of the National Honor Society do not simply have a high grade point average. Members demonstrate characteristics from all four criteria. Scholarship includes work habits, classroom contributions and the desire to meet more than the minimum requirements. Leadership includes positions such as class officer, committee chairperson and team captain, as well as the ability to take charge of a variety of functions and achieve cooperation from fellow students. Character includes qualities of honesty, sincerity, dependability and cooperation. Service includes participation in school and community organizations and activities, plus a willingness to sacrifice time and effort for the welfare of others.

To be eligible for consideration a student must be a junior or senior, have completed at least one semester of courses at GHS, and possess a 3.33 cumulative grade point average. In mid fall, candidates meeting these criteria will be asked to complete an informational form to be reviewed by the high school faculty. Near the end of second quarter, candidates will be further evaluated by GHS faculty in the areas of scholarship, service, leadership and character. Final selection of membership to the National Honor Society will be made by a majority vote of the Faculty Council members in January. The induction ceremony for NHS will take place in March.

REPORT CARDS

Report cards will be issued at the close of each quarter. They will be posted online via family access following the end of the nine week grading period. Both students and parents can access grades online regularly and at the quarter grading periods.

SEMESTER EXAMINATIONS

Semester examinations are administered by the teachers during the final days of each semester.

Semester examination periods are 90 minutes long. Students should check with their teachers to determine the amount of time allowed for each examination. Students must take all semester examinations at the scheduled time. Cases may occur which will cause parents to request early or deferred administration of final semester examinations. Early examination administration (prior to the scheduled time) will be allowed if the examination conflicts with school-sponsored activities. Any examination deferral for illness or family emergencies will be granted. Examination deferral for other reasons (employment, travel, etc.) must be approved by a parent, the teacher and the school administration.

SPECIAL PROGRAMS

A student may not receive more than two credits toward graduation from any one or combination of the following programs:

Independent Study - open to junior and senior students who wish to do advanced study in an area. Independent Study may be taken during study hall or in place of a regular class with administrative approval.

Teacher Aide - open to junior and senior students who aid the teacher at the elementary and secondary levels in classroom and classroom related activities. Teacher Aide (TA) and Independent Study can only be taken on a "Pass-Fail" basis. *Juniors may only be programmed for Teacher Aide during a study hall block.

WORK-BASED LEARNING

The work-based learning program is divided into two major areas: Work Study Program and the Youth Apprenticeship Program. Students must meet the prerequisites for these programs in order to become enrolled and meet with their counselor for additional information.

YOUTH APPRENTICESHIP

Youth Apprenticeships are unique opportunities for juniors and seniors to start preparing for careers while still in high school. Two-year programs combine academic education, occupational instruction, and work-based learning with an employer. At the present time we have six apprentice programs in place. They are as follows:

Automotive Technician Youth Apprenticeship

This apprenticeship program is a two-year program open to students at the end of their sophomore year. Students will be trained in auto servicing operations that include, steering and suspension service, engine performance, and diagnosis and repair of brake systems. The competencies that student learns are skills that are required by the National Automotive Technicians Foundation (NATEF) and Automotive Technicians of Wisconsin.

Computer/Information Technology Youth Apprenticeship

This apprenticeship program is a one-year program open to students at the beginning of their junior or senior year. Students need to have marketable computer skills to be eligible for this program. Students will be exposed to many software and hardware skills, which may include the following, depending on the work-site: database and spreadsheet applications, e-mail, hardware installation and configuration, internet, network technologies, presentation software, programming, software installation

and configuration, Windows environment, word processing, web design and maintenance.

Drafting and Design - Principles of Engineering Youth Apprenticeship

This apprenticeship program is a two-year program open to students at the beginning of their junior year. Students will explore engineering history, practice, and concepts. Students will solve spatial problems involving geometry. They will understand mechanical, electrical, plumbing, structural, and architectural/civil engineering principles and also apply mathematical and scientific principles to technical problems. The following will also be introduced: drawing techniques, skills in line work, instrument use and drawing layout, use of Computer Aided Drafting, application of geometric construction and principles of drafting to CAD concepts, multi-view orthographic projection drawings, dimensioned and annotated. For more information, please see your Guidance Counselor.

Financial Services Youth Apprenticeship

Students are required to complete the three core financial services curriculum modules. The curriculum is not job specific. It is designed to present a broad industry overview with a focus on competencies required in banking, credit union, and saving and loan institutions. It defines skill levels the student must master through combined classroom and work-based instruction. Instructional materials are drawn from the American Institute of Banking, Institute of Financial Education, and the Credit Union National Association. See your Guidance Counselor for more information.

Health Youth Apprenticeship

This apprenticeship program is a one-year program open to students at the beginning of their junior or senior year. Students will master the skills necessary to earn a Certified Nursing Assistant (CNA) registration. Students will attend special classes taught at St. Mary's Hospital or at MATC as part of the apprenticeship program and will earn high school credit for such classes. Students will be introduced to all areas of the health field during the two-year program.

Manufacturing Industry Youth Apprenticeship

This apprenticeship program is a two-year program open to students at the beginning of their junior year. Students will attend one class each semester of the four semester apprenticeship. The classes will be taught at one of the participating high schools. Students will be introduced to all aspects of the manufacturing industry. They will develop skills or understand the process in such areas as computer aid drafting, metal cutting operations, metal stamping, plastic processes, die casting, and preventive maintenance.

SECTION VI GRADUATION

EARLY GRADUATION

A student may graduate after three years of high school by earning 22 credits, acquiring parental/administrative approval for early graduation, and receiving school board approval.

A student may graduate after seven semesters by earning 22 credits and acquiring parental/administrative approval.

GRADUATION PARTICIPATION

Any student within one credit of meeting graduation requirements may participate in Grafton High School's graduation ceremony, but will not receive a diploma until all necessary credits are earned. The administration and counselors will assist any concerned student to make up requirement deficiencies.

GRADUATION REQUIREMENTS (SCHOOL BOARD POLICY 345.6)

All courses earn 0.5 credits per completed semester. Passing grades in all courses must total at least 22 credits and include the following: (*beginning with the class of 2017)

- 4 credits of English
- 3 credits of Social Studies, including 1 credit of U.S. History and 1 credit of American Government or AP Human Geography and 0.5 American Government.
- 3 credits of Science, including 1 credit of Biology
- 3 credits of Mathematics
- 1.5 credits of Physical Education
- 0.5 credit of Health
- 7 credits of elective courses

SECTION VII BEYOND HIGH SCHOOL

ADVANCED COLLEGE PLACEMENT

Advanced Placement is a program of college level courses and exams that give high school students the opportunity to receive advanced placement and/or credit in college. It will give students the chance to sharpen their academic skills, allowing them to enter college with confidence. Grafton High School offers the following AP courses:

AP Art Studio	AP Computer Science A	AP Physics
AP Art History	AP Computer Science Principles	AP Psychology
AP Biology	AP Language and Composition	AP Music Theory
	AP Literature and Composition	
AP Calculus AB	AP Environmental Science	AP Statistics
AP Calculus BC	AP Human Geography	AP Spanish Language (Sigamos)
AP Chemistry	AP Macroeconomics	AP US History
	AP Microeconomics	AP German Language

All Advanced Placement courses will carry an additional weight of 1.0 when calculating the cumulative grade point average at the end of each semester. For example, a student earning a semester grade of A will receive 5.0 (instead of 4.0) in that weighted course. Please see Board Policy 460 for additional details.

SCHOLARSHIPS

Scholarship opportunities for higher education are available through various sources for qualified students. Scholarships are usually based on exceptional academic scholarship or on exceptional achievement in special activity areas, such as art, athletics, music, and drama. Information about scholarship opportunities is given to the students via the daily

public address announcements or directly to students by counselors. Information regarding scholarships is generally available February 1st.

SECTION VIII SPECIAL NOTICES

NOTICE OF NON-DISCRIMINATION POLICY

The School District of Grafton does not discriminate on the basis of sex, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation or physical, mental, or learning disability or handicap or any other reason prohibited by state or federal law.

DIRECTORY INFORMATION PUBLIC NOTICE

The Family Educational Rights and Privacy Act (FERPA) requires that the School District of Grafton, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the School District of Grafton may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the School District of Grafton to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.^u

If you do not want the School District of Grafton to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing. The School District of Grafton has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph, video or other digital image
- Degrees, honors, and awards received
- Date and place of birth

- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

Footnotes:

1. These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

TITLE ONE (I) PROGRAMS

Parents of elementary aged students are notified at the beginning of each school year if their child is identified as eligible to receive Title I services. A parent information meeting is held to explain the program. Parents also receive a parent compact explaining the program and expectations for students, parents, and the school. Title I schools are expected to have highly qualified teachers. Parents may contact the building principal to inquire about:

- (1) the professional qualifications of their child's classroom teacher, including the following: (a) whether the teacher has met state licensing criteria for the grade level(s) and subject area(s) taught; (b) whether the teacher is teaching under emergency or provisional status through which state licensing criteria have been waived; and (c) the undergraduate degree major of the teacher, and any graduate certification or degree held by the teacher, including the field of discipline of the certification or degree.
- (2) The professional qualifications of paraprofessionals providing instructional-related services to their child.

The above notification must be given to the parents of each student attending a school in the district that received Title I funds, not just to the parents of students participating in the Title I program. Parents who request teacher and/or paraprofessional qualification information must be provided the information in a timely manner.

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) affords School District of Grafton parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights include:

1. The right to inspect and review the student's education records within forty-five (45) days of the day the school or the School District of Grafton receives a request for access.
 - a. Student records include all records maintained by the elementary, middle or senior high school relating to individuals enrolled in the School District of Grafton.
 - b. Education records shall not include notes or records maintained for personal use by school district personnel if such notes are not available to others.
 - c. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records, that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

- a. Parents or eligible students who wish to ask the school or the School District of Grafton to amend a record should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the school or the School District of Grafton decides not to amend the record as requested by the parent or the eligible student, the school or the School District of Grafton will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the sharing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosure of the personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- a. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school or the School District of Grafton as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school or the School District of Grafton has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
 - b. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
 - c. To inform the school (within 14 days) that all or any part of the students' directory data may not be released without the prior consent of the parent, guardian or guardian ad litem.
 - d. To request that a student's name and directory data NOT be provided to military recruiters. The request must be made in writing no later than September 15 of a given year. The District must comply with such a request.
 - e. Option: Upon request, the school or the School District of Grafton discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
 - i. Note: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District of Grafton to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

- Schools and contractors must make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and
- Schools and contractors must obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:
 - Political affiliations or beliefs of the student or the student's parent;
 - Mental and psychological problems potentially embarrassing to the student and his/her family;
 - Sex behavior and attitudes;
 - Illegal, anti-social, self-incriminating and demeaning behavior;
 - Critical appraisals of other individuals with whom respondents have close family relationships;
 - Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
 - Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
 - Religious practices, affiliations or beliefs of the student or the student's parent

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

RELEASE OF INFORMATION NOTICE

Notice is hereby given that the School District of Grafton, pursuant to the Family Education Rights and Privacy Act and State Statute 118.125 (1) (d) and (2) (J), has designated the following as Directory Data as provided in said Act and Statute:

Pupil's name, grade, date of birth, address, telephone, participation in officially recognized school activities and sports, weights and heights of members of school athletic teams, dates of attendance, photographs, degrees and awards received, and the name of school currently or most previously attached.

Any parent, guardian, or eligible student may advise the school district in writing, or the school said student attends, in writing, of their desire that all or any part of the directory data may not be disclosed without the parent, guardian, or eligible student's consent, provided that such notification is given to the district within two (2) weeks of this published notice.

Any previous notice on file with the School District of Grafton to withhold the disclosing of directory data is now void.

RELIGIOUS ACCOMODATIONS

The School District of Grafton has no policy prohibiting participation in constitutionally protected prayer in school. The School District of Grafton will also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. The School District of Grafton encourages informal resolution of complaints under its non-discrimination policy. If any person believes that the School District of Grafton, or any part of the school organization, has failed to follow the law and rules of s.118.13, Wisconsin Stats., and P.L. 9 Wisconsin Administrative Code, or in some way discriminates against pupils on the basis of religion, he/she may bring or send a written complaint to:

Mr. Jeff Nelson
Superintendent of Schools
School District of Grafton
1900 Washington Street
Grafton, WI 53024-2198
Phone: (262) 376-5440

RESOLUTION OF COMPLAINTS

The School District of Grafton encourages informal resolution of complaints under its non-discrimination policy. If any person believes that the School District of Grafton, or any part of the school organization, has failed to follow the law and rules of s.118.13, Wisconsin Stats. and P.L. 9 Wisconsin Administrative Code, or in some way discriminates against pupils on the basis listed above, he/she may bring or send a written complaint to:

Mr. Jeff Nelson
Superintendent of Schools
1900 Washington Street
Grafton, WI 53024-2198
Phone: (262) 376-5440

SPECIAL EDUCATION

The school district must locate, identify, and evaluate all resident children with disabilities, including children with disabilities attending private schools, regardless of the severity of their disabilities. The school district has a special education screening program to locate and screen all children with suspected disabilities who are residents of the district and who have not graduated from high school. Upon request the school district will screen any resident child who has not graduated high school to determine whether a special education referral is appropriate. A written request may be made by contacting:

Laura Stautz
Director of Special Education and Student Services
School District of Grafton
1900 Washington Street
Grafton, WI 53024

STUDENT PRIVACY

The School Board and the School District of Grafton respects the privacy rights of parents and their children. No student attending school within the School District of Grafton will be required to participate in any survey with a school program, or the district's curriculum, or which is administered by a third party in the schools, if the survey includes one or more of the following items:

- Political affiliations or beliefs of the student or the student's parent(s)
- Mental and psychological problems of the student or the student's family
- Sex behavior and/or attitudes
- Illegal, anti-social, self-incriminating or demeaning behavior
- Critical appraisals of other individuals with whom students have close family relationships
- Legally recognized privileged relationships such as those of lawyers, physicians and ministers
- Religious practices, affiliation or beliefs of the student or the student's family
- Income other than that required by law to determine eligibility for participation in a program for receiving financial assistance under such program

Parents must be notified when such surveys are scheduled. Parents have the opportunity to request that their child not participate in a survey containing any of the above information. Parents may also inspect a survey containing any of the above information before the survey is administered or distributed to a student. Parents will also be notified when the following occur:

- Activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise proving that information to others for that purpose).
- Any non-emergency, invasive physical examination or screening that is:
 - Required as a condition of attendance
 - Administered by the school and scheduled by the school in advance
 - Not necessary to protect the immediate health and safety of the student or other students.

STUDENT RECORDS

Student records are maintained by the School Counseling Department. The transcript of grades and attendance is the permanent student record and remains on file indefinitely at the high school. By law, student records are kept by the high school for five years after graduation.

MEDICATION DISPENSING

On March 1, 2011 new legislation went into effect in Wisconsin changing the Wisconsin School Medication law (Wis.Stat. 118.29). This new legislation affects how schools can administer medications to students.

Nonprescription Medications

- School stock supply of over-the-counter (OTC) medications will no longer be available. This includes but is not limited to cough drops, lip balms, topical antibiotics, anti-itch creams, etc.
- All medication(s) must be supplied by the parent/guardian.
- A signed authorization form must be on file at school before school personnel will be able to administer any OTC medication(s).
- If an authorization form is currently on file you do not need to complete a new one until the next school year.

These authorization forms are available in the school office and on the District website.

- All OTC medication(s) must be sent to school in the original manufacturer's packaging with a list of active ingredients and recommended therapeutic dosage listed on the package label.
- If you request an OTC medication to be administered in a higher than recommended dose, it will require a health care provider's authorization as well as written parent/guardian consent on the medication authorization form.
- Medications must be dropped off in the school office by a parent/guardian and picked up at the end of the school year by the parent/guardian.

Prescription Medications

- If it is necessary to give prescription medication(s) to students while at school, a medication authorization form with parent/guardian consent is required as well as written instructions from a health care provider (a current and accurate prescription label is sufficient).
- If an authorization form is currently on file you do not need to complete a new one until the next school year. Authorization forms are available in the school office and on the District website.
- All prescription medication(s) must come to school in the original pharmacy labeled container with student's name, medication name, dose and directions.
- Prescription medication(s) will be administered in compliance with the written instructions of the health care provider.
- Non-FDA approved homeopathic products (i.e. natural products and food supplements) must be sent in the original manufacturer's packaging, labeled with student's name and instructions. These products will only be administered with the written instructions of a health care provider documented on the medication authorization form. The form also needs to be signed by the parent/guardian.
- Medications must be dropped off in the school office by a parent/guardian and picked up at the end of the school year by the parent/guardian.

Asthma Inhalers

- Students with asthma may possess and self-administer metered dose inhalers.
- A medication authorization form needs to be completed for the medication including written approval from the student's health care provider.