

STEM Academy
Student Handbook
2022-2023



Dear STEM Students,

Welcome to your Student Handbook. Often, students confuse the purpose of a handbook as a document that restricts them. On the contrary, the purpose of this handbook is to inform you of your rights and responsibilities at STEM. This is a document you can reference at any time and I would encourage you to use this handbook as a guide. It contains everything from general expectations to the day's schedule and the school calendar, to consequences for specific actions. I want you to know that you are a valued member of our school community. Not one of you is exactly alike and it is your differences that we value and appreciate most. Please know that this handbook is not a one-size-fits-all document. From time to time, there are changes that will be made per situation. Our hope is that you are an informed member of our community and that you understand the expectations and guidelines so our community can consistently move in a positive direction.

This document will be covered with you at the beginning of the school year with your mentor teacher. If you have questions or concerns, please feel free to ask your teacher, Ms. Ziegler or Mr. Scottberg.

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Addendum for Student Handbooks

COVID-19 Policies and Procedures

Due to unexpected or unforeseen circumstances related to the COVID-19 public health emergency, the Fond du Lac Area School District and its schools' in-person operations may be altered or suspended for an extended period of time. The following procedures and guidelines are applicable during these emergency periods while in-person operations are altered or suspended.

HEALTH AND SAFETY REQUIREMENTS STUDENT CONDUCT

During declared health emergencies, the District will implement policies and procedures consistent with applicable Wisconsin Department of Health Services (DHS) emergency orders, Department of Public Instruction (DPI) directives, and local health department or governmental orders. In addition, as applicable, the District will consult with and comply with applicable local health department recommendations. Requirements developed by the District during a health or other emergency will take precedence over provisions of this Addendum.

ON-SITE PRECAUTIONS/FACILITY USE

1. Pre-Screen: students must have their temperature measured and assess symptoms at home prior to starting school. Ideally, temperature checks should happen before the individual enters the facility using the COVID-19 Health Self Screener. (see attachment A). Any questions regarding self assessment may be directed to your school.
2. Wear a face covering:
 - a. It is recommended that students wear a face covering at all times while in the building or whenever they are unable to maintain 3 feet physical distance between others. Students can utilize school issued face coverings or can use a self-supplied, school appropriate cloth face covering if they so choose. Accommodations will be made for those who are physically unable to wear a face mask.
 - b. Face coverings should be worn no more than one day at a time and should be washed between wearings.
 - c. Any questions regarding face coverings may be directed to your school.
3. Social Distance: Students should make every effort to maintain 3 feet social distancing while at school.
4. Work Spaces and Supplies: Students should not share work spaces or supplies with others unless they have been sanitized between use.

Daily Self-Screening

Before coming to school in the morning, students and parents should assess whether the student has any symptoms of COVID-19. At this time, those symptoms include a fever over 100.4 degrees Fahrenheit, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea. If a student develops any of these symptoms, the symptoms should be reported to the school office and discussed prior to the student reporting to school.

While the District will not be taking temperature checks on-site at this time, we are relying on the students, staff, and families to keep us accurately informed for the safety of all the other families affected through the District. If a family does not have access to a thermometer please contact your school office.

All information provided will be kept confidential as required by law, except to the extent that it is necessary to advise or protect staff and other students from transmission of the virus.

If you have symptoms or are diagnosed with COVID-19 or a family member tests positive for COVID-19 your student may be required to stay home until they can be tested or receive medical clearance that they do not have COVID-19 and can safely return to school.

If a student is required to self-isolate, the District will provide remote instruction to the student during the isolation period.

Expectations of All Students at School

- Stay home if you are sick.
- Sanitize hands upon entering the building.
- Wash your hands frequently and use hand sanitizer if you cannot.
- Avoid touching your face and eyes.
- Limit use of shared objects such as physical education equipment, playground equipment, art supplies, toys, and games. Shared objects will be cleaned after each use.
- Bring your own water bottle. All bubblers will be turned off. Water bottle refill stations will be open.
- Follow all directions provided to you by teachers or administrators for the safety of the school community. It is especially important that you stay in the classrooms and spaces where you are assigned or otherwise directed to be. This will be important if we have to determine whether you were exposed to someone else who had COVID-19.
- Practice safe distancing. Stay 6 feet away from others as much as possible, including in common areas, hallways, and on buses.
- Depending on the phase under the District's reopening plans, the student may be required to wear a face covering.

If a student is found to be in violation of these policies and expectations, they will be warned and reminded to comply. However, if repeated and intentional non-compliance occurs we will work with the student to understand the safety precautions, if the child continues to be in noncompliance we will work with the family. Finally if after safety meetings the student is still unable to follow safety practices we will support the child and family through the transition of becoming a remote learner. All students and families should pay careful attention to the rules outlined in this Addendum, as they are notably different from some of the past practices at the District.

Transportation and Bus Conduct

In addition to the existing Transportation and Bus Conduct policies in the Student Handbook, during the District's phased re-opening plan for the 2020-2021 school year, students will be required to wear face coverings during transportation on the buses. The District may also implement additional transportation policies to comply with CDC, DHS, DPI, and local health department recommendations.

High-risk Students

If you believe that your student may be at higher risk if they contract COVID-19 and are uncomfortable sending them to school in person for any reason, please contact your school as soon as possible. We will make every effort to provide an accommodation for them to learn from home or participate remotely if it is determined it is necessary.

Duty to Report

If anyone in the household your student normally resides in is diagnosed with COVID-19, you must report that exposure to the school. Please contact your school. The school will consult with the public health department to assess what precautions should be taken, up to and including but not limited to asking your student to stay home from school for fourteen (14) days in order to protect the rest of the school community. This is not a punishment but a precaution and the school will work with you to accommodate keeping your student engaged and current on all school work to the extent possible during this time.

The same applies if any individual your student has close contact with for more than 15 minutes in the period of time immediately before they are diagnosed with COVID-19. Please contact your school to discuss how this particular circumstance may apply.

Student Illness at School

If a student becomes ill or exhibits symptoms of COVID-19 while at school, a designated space will be provided in each building to separate the ill student from other students and staff. Parents will be contacted to arrange for pick-up of the student and transportation to the student's home or a medical office as necessary. Policies will be followed to protect the

individual's privacy and to ensure that sick individuals do not return to school until they are cleared by a doctor or the health department.

Health department requirements will be followed to determine if schools will need to be closed or remain open depending upon the results of sickness within the building.

If student illness results in school closure, an alternative schedule for student attendance will be developed based on CDC, DHS, DPI, and local health department recommendations.

If a student is required to self-isolate, the District will provide remote instruction to the student during the isolation period.

Attendance

Attendance at school for the 2020-2021 school year is required to the same extent the Student Handbook already requires. However, the safety of your family and our community is also important. In light of the circumstances surrounding this school year, administration will be receptive to concerns that may arise, specifically in light of a COVID-19 diagnosis or direct exposure to COVID-19. Please make every effort to communicate with the school promptly if your student will not be at school. Virtual schooling in compliance with applicable state and federal laws and regulations is being offered at the option of the parents/guardians/adult student. Students attending remote schooling are expected to comply with attendance requirements and all District policies.

Student Travel/Attendance at Mass Gatherings

Any student who travels by mass transit (including but not limited to airplane, cruise ship, river boat, train or bus), outside the state of Wisconsin, outside of the United States, or to a COVID-19 high risk area or hotspot including within the United States as determined by consulting CDC and state or local health department guidance at the time of travel, or attendance at mass gatherings (mass gathering is defined as any highly-concentrated or crowded area where proper social distancing is not possible (i.e. concerts, fairs and festivals, etc.), should advise the school of that travel before returning to school by contacting our school office. A determination will be made based on the location and means of travel or mass gathering attended, in coordination with the public health department, as to whether the student will be asked to stay home from school for an isolation period.

If a student is required to self-isolate, the District will provide remote instruction to the student during the isolation period.

Student Confidentiality and Privacy Considerations

Prior to the implementation of alternate learning and student engagement methodologies, the District reviewed and implemented updated procedures relating to student and family

confidentiality and privacy. Staff will be advised and provided with protocols consistent with Section 118.125 stats., the Family Educational Rights and Privacy Act, and related laws and policies. These safeguards will be provided to staff and families before alternate instructional methodologies are implemented, as appropriate.

Child Abuse Reporting Requirements

During periods of extended emergency closure or alternation of in-person operations, the District's regular policies regarding mandatory reporting of child abuse and neglect remain in effect. If an employee witnesses abuse or has reason to believe that a student is being abused throughout the course of remote instruction, the employee must follow the procedure outlined for our school district.

Special Education Services

During a period of extended emergency suspension of in-person operations, where some or all instruction and services are being provided remotely, the District normally will not hold IEP or Section 504 team meetings. A change from in-person instruction to remote instruction is typically considered a change in "mode of instruction," rather than a change in placement. The District will review students' needs on a case-by-case basis and will consider IEP changes through mutual agreement with the parents (DPI Form I-10) or a virtual IEP Team Meeting, as appropriate.

VISITORS

1. Limits will be placed on nonessential visitors, volunteers and activities with external groups.
2. Essential visitors, including substitute teachers, will be required to perform a COVID-19 Health Self Screener, which will include a temperature check. This will also be used should contact tracing be necessary. Those with symptoms are not permitted to enter the building.
3. Essential visitors who are permitted inside must wear a face covering while in the building, maintain social distancing, and restrict their visit to the location designated by the school. They are also reminded to frequently perform hand hygiene.

This Addendum shall apply in addition to all other policies contained in the Student Handbook until such time as this Addendum is withdrawn or amended. To the extent that this Addendum conflicts with the policies in the general Student Handbook, this Addendum shall control while it is in effect.

Please be aware that this Addendum, as well as the structure of the 2020-2021 school year, may change on recommendation or guidance from appropriate public agencies. Please be alert to

any further communication from the school that may contain changes to this policy or new details as to our program structure.

ACKNOWLEDGEMENT

I have read this Addendum to the 2020-2021 Student Handbook. I agree to abide by these policies and all of the policies of the District and understand that the policies are subject to change. In an effort to keep myself and my family safe from infectious disease, specifically COVID-19, I will comply with these requirements.

Specifically, I understand that it is my personal responsibility to ensure that prior to boarding a school bus or arriving at school, I have taken care to assess any potential symptoms of my student, to take my student's temperature, and to ensure that there is no appearance of illness that would warrant my student staying home from school. I acknowledge that this is my responsibility and that for the safety of my community, I must comply with these policies.

Absences

Appointments

If students leave during the school day for an appointment they must use the following procedure prior to leaving:

- A parent or guardian must call the office or the student must present a note to the attendance office; an appointment release form will be issued;
- Show the form to the teacher(s) when leaving in advance;
- Return the appointment form with verification to attendance; an "Admit to Class" will be issued to return to class.

Chronic Ailments/Illness

If you are experiencing a prolonged illness, hospital stay, or find it necessary to be out of school for more than three days due to illness you must report that to your principal. If you have an illness such as epilepsy, allergies to food or insect bites, diabetes, asthma, or hyperventilation the school will need to know about them in order to be better prepared to assist you. These situations may be of a confidential nature and information will only be shared with teachers or counselors who have a need to know.

Contagious Diseases and Immunization

Students who have communicable diseases as defined by the Department of Public Health, and students who do not have their required immunizations or waivers for same may be excluded from school in accordance with state law and Board of Education policies. Students will not be permitted to return to school until medical clearance is provided. Communicable diseases that commonly are associated with school exclusion include rubeola (red measles), parotitis

(mumps), varicella (chicken pox), pertussis (whooping cough), rubella (German measles) or Hepatitis. The presence of head lice, although not a communicable disease, may also result in exclusion from school.

Excused Absences With Prior Parent Request

A parent/guardian is required to request that a student be excused from school attendance prior to an absence occurring. The request shall be in writing and the student may be excused by the parent/guardian under this provision for not more than 10 days in the school year.

Excused Absences

A parent or guardian must notify the school attendance office by 9:00 a.m. on the day of a student's absence from school, unless previously arranged.

Students who are absent from school for reasons that are determined to be excused by the building principal or attendance designee shall be given the opportunity to make-up work missed when they return to school. It is the student's or parent's responsibility to contact the teacher to make arrangements for making up work missed during an absence from school. The respective teacher shall identify make-up work. If any question arises as to the appropriateness, feasibility of making up a particular assignment or timelines, the teacher shall discuss this with the student's principal.

Students who are absent from school with the prior written permission of their parent/guardian are also required to make up work missed during the absence. The arrangements for making up coursework and examinations shall be the same as for other excused absences.

Examinations missed during an excused absence shall be taken within a reasonable time from the date of the absence.

Excused absenteeism shall be granted for the following reasons:

- Illness of the student, physically or mentally
- Severe illness in immediate family
- Death within immediate family
- Unforeseen emergency
- Ordered quarantine by the Health Department

Prior approval, in writing, for the following absences:

- Religious observances or instruction
- Legal proceedings that require the student's presence
- Family trips
- Medical or dental appointments that cannot be arranged outside of the school day
- Funeral attendance of a relative
- Higher education/career opportunity visits

- Job fairs
- Other absences approved by the administrator or designee

Excused Absences Without Prior Consent

The school attendance officer or designee is authorized to approve an excused absence for any student for the following reasons:

The district may request the parent/guardian to obtain a written statement from a physician, dentist, chiropractor, optometrist, or psychologist, or Christian Science practitioner residing in the state and listed in the Christian Science Journal as proof of the physical or mental condition of the student.

- An emergency in the family or other crisis that requires the absence of the student because of family responsibilities
- Religious holidays
- A quarantine imposed by a public health officer or Board of Education's Communicable Disease Policy
- A suspension from school (in-school or out-of-school suspensions)
- Approved school activities during class time
- A student who serves as an election official if the student has a grade point average of 3.0 or higher
- Special circumstances that show good cause and which are approved by the school attendance officer or designee

A student's truancy, discipline or school achievement problems, or disabilities as described in Wisconsin Statute 115.76, may not be reason for the school attendance officer or designee to excuse a student from attending school.

Medical Excuse

Students who have a medical reason to be excused from specific classes shall obtain a written statement from their physician. The statement shall include the reason for the request and the period of time the student is to be excused. It is suggested that parents use the district document titled Medical Excuse Form. The statement shall include restricted activities, as well as any appropriate accommodations or alternative activities. The medical statement will be maintained in the student's behavioral file with a copy provided to the teacher.

Students are expected and encouraged to partially participate in class. Academic decisions for students who have been excused by a physician for more than 10 days will be made on a course by course basis.

Students who receive a Withdrawal will be required to retake the class if required for graduation. Students who receive an Incomplete will be required to complete the coursework within the designated timeline and subsequently receive a grade. The principal and teacher will determine which option will apply. Principals have the authority to waive courses for seniors who have a medical condition that may prevent them from graduating. Other means to obtain the necessary credit(s) will be pursued prior to a waiver being granted.

Religious Instruction

With the written permission of the parent/guardian, students may be absent from school for at least 60 minutes but not more than 80 minutes per week to obtain religious instruction outside the school during required school attendance. Permission to be absent may be withdrawn if the pupil does not attend the religious instruction.

Attendance Procedures

School Attendance Officer

The building principal or attendance designee shall serve as the school attendance officer for each school in the district. The school attendance officer shall be responsible for all matters relating to school attendance and truancy. The school attendance officer of each school shall determine daily which students enrolled in the school are absent from school and whether their absences are excused.

The school attendance officer or designee in each school shall inform the parent/guardian of a student's truancy and direct the parent/guardian to return the student to school no later than the next day on which school is in session or to provide an excuse for the student's absence.

The school attendance officer or designee shall furnish student attendance information to designated agencies for purposes authorized by state law and in accordance with the Board of Education's Student Records Policy. Building principals shall annually determine how many students enrolled in their schools were absent in the previous year and whether the absences were excused. This information will be submitted to the District Administrator and subsequently submitted to the Department of Public Instruction.

Parent Responsibilities

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

Student Responsibilities

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

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

Teacher Responsibilities

Teachers are responsible to submit attendance reports as required by each school attendance officer or designee.

Teachers are required to emphasize the importance of good attendance. They are to develop classroom procedures and grading requirements that reflect this policy. They also are not permitted to deny credit in a course or subject solely because of a student's absence from school.

Appeals to This Policy

Appeals to administrative decisions pertaining to this policy shall initially be reviewed at the school by the principal. If the parent/guardian or student disagrees, the appropriate Health, Safety, Enrollment and Transportation Coordinator should be contacted.

Academic Information

Cheating

The STEM Academy Staff take great pride in the academic excellence that is present in our school and community. At the base of this excellence is integrity and honesty. It is expected that students refrain from any type of behavior that would be considered cheating. We want to prepare you for a good future.

Cheating is defined as a student obtaining or assisting others in obtaining credit for work that is not his/her own. Examples of cheating include but are not limited to the following:

- Copying from another student's desk or helping another student during a test
- Providing other students with information regarding a test
- Submitting another student's work as one's own, this includes the sharing of Google Docs
- Stealing copies of tests or answer keys
- Copying another student's homework, test, quiz, project, book report assignment or take-home test
- Allowing another student to copy a test, homework assignment, quiz, project, book report, assignment or take-home test.
- Plagiarism: copying the language, ideas or thoughts of another author and claiming them as your own original work.
- Changing answers on a test, assignment, project, etc. after grading
- Changing grades in a grade book or altering a computer grading program
- Using programmable calculators in a manner not specified by the teacher

Suspected cheating will result in an immediate referral to a principal. Both parties (giver and receiver) are considered as cheating. The following progressive discipline policy will be used:

First Offense:

- Parent Meeting as well as Restorative Justice Activity
- Chance to re-assess

Second Offense:

- Parent meeting and Restorative Justice Activity
- Chance to re-assess

Third Offense:

- 1-day out of school suspension and academic integrity contract and Restorative Justice Activity
- Student will receive a "0" for the assessment with no chance to re-assess

Fourth Offense:

- Pre-expulsion meeting

Grading Scale

STEM Academy operates our grading system using a “Standards-Addressed” Process. Students will receive points throughout the semester based on both formative and summative assessments. Summative assessments will account for 75% of the students final grade and Formative will count for 25%.

The following grade scale will be used at STEM Academy for the 2021-22 school year.

Letter Grade	Percent Grade	4.0 Scale
A+	97-100	4.0
A	93-96	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	65-66	1.0
E/F	Below 65	0.0

Alcohol and Other Drugs

(School Board Policy 10.635)

Students are prohibited from engaging in the manufacture, distribution, dispensation, possession, consumption, or use of a controlled substance or alcohol in any school building or anywhere on school premises, in school-owned vehicles or any other school-approved vehicle used to transport them to or from school or school activities; or anywhere off school property during any school-sponsored activity, event, or function. Furthermore, students must report to school and remain free from alcohol, intoxicants, narcotics, or any other controlled substances during school hours or while involved in any school-sponsored or school-approved event or function. The only

exception to this policy is the student who is under a physician's order to take prescribed medication.

All students must strictly abide by this policy. Failure to do so shall result in disciplinary action including, but not limited to, detention, referral to law enforcement personnel for possible prosecution, suspension, or expulsion. The District shall assist students, parents, and staff to be aware that procedures to deal with the problems associated directly or indirectly with drug and alcohol use. The District will participate in programs which focus on prevention of alcohol or other drug use and abuse and which will provide intervention and support for those students affected, directly or indirectly, by alcohol or other drug associated problems. These programs should be a part of a network of community services and provided through both school and community efforts.

Parents and students will be informed of the established standards of conduct and possible sanctions related to alcohol or other drug use and abuse. Further, the policy of the Board shall provide that a Board employee, agent, or a law enforcement officer, authorized by a public school board may require a public school student (including a charter school student) to provide one or more samples of his or her breath for the purpose of determining the presence of alcohol in the student's breath whenever the authorized employee, agent, or officer has reasonable suspicion that the student is under the influence of alcohol while the student is:

1. On school premises or
2. In a motor vehicle, if a student attending the school is in the motor vehicle or
3. While participating in a school-sponsored activity.

The authorized employee, agent, or officer shall use a breath screening device approved by the Department of Transportation for the purpose of determining the presence of alcohol in a person's breath to determine if alcohol is present in the student's breath. The results of the breath screening device or the fact that a student refused to submit to breath tests shall be made available for use in any hearing or proceeding regarding the discipline, suspension, or expulsion of a student due to alcohol use.

Adopted 10/28/96

As a part of a comprehensive Alcohol, Tobacco and Other Drug Program, the District may conduct random canine searches.

E-Cigarettes

WI Statute 134.66 states no retailer may sell cigarettes, nicotine products or tobacco products to any person under the age of 18.

WI statute 254.92 states no person under 18 years of age may purchase, attempt to purchase, or possess any cigarette, nicotine product, or tobacco product.

According to WI statute 134.66(f), the definition of “nicotine product” is a product that contains nicotine and is not any of the following:

1. A tobacco product
2. A cigarette
3. A product that has been approved by the U.S. Food and Drug Administration for sale as a smoking cessation product.

Because e-cigarettes may contain nicotine, they are covered by both state statutes 134.66 and 254.92. Specifically, it is illegal for retailers to sell e-cigarettes to anyone under the age of 18 years old. It is also illegal for anyone under the age of 18 to purchase or possess e-cigarettes.

Prescription Medication

According to Board Policy 10. 7341, all prescribed medications will be checked in and administered by the school nurse. They must be accompanied by instructions from your physician and authorization from parents. Students do not need to have over the counter medications such as aspirin administered by the school nurse. No medication, prescription or over the counter, may be given from one student to another student at any time. Providing prescription medication to other students will result in disciplinary action up to and including expulsion from school.

Tobacco

(Board Policy 10.634)

The use of tobacco products on school premises is contrary to the educational goals of the Fond du Lac School District and to the health of its students. For this reason, effective August 1, 1989, no student may use or possess tobacco or tobacco products in any building, on any school grounds or at any school function. Violation of this policy will result in specific disciplinary actions and repeated violations of this policy may result in expulsion from school.

Bomb Threats and False Alarms

(Board Policy 5.27)

Pursuant to Wisconsin State Statutes, it is illegal to cause false alarms with the fire alarm system or make bomb threats, verbally or written, in a school setting. Any students caught in such a transgression will be suspended and/or expelled from school and referred to law enforcement.

Bullying Prevention

Bullying is defined as any willful, persistent, or deliberate act or attempted act, through the use of words or actions, which are intended to cause physical injury, emotional distress/suffering, or property damage, or which negatively impact the learning environment. Bullying can be:

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

It shall be the policy of the District to:

1. Prohibit and discourage any individual (student or District employee) from bullying any other person;
 2. Provide a safe, secure, and respectful learning environment for all students;
 3. Address any instances of bullying in a timely manner;
 4. Provide on-going education and awareness of the problem of bullying; and
 5. Provide procedures for filing and investigating claims of bullying.
- We maintain an educational environment that is free from all forms of harassment and bullying, including related to a person's choice to wear or not wear a mask. Comments that are general in nature or including a person's choice to mask or not mask will not be tolerated and may result in disciplinary action.

To see additional information on bullying, please visit our District website to review Board Policy 10.22—Bullying Prevention.

Care of Equipment/Property of STEM and School District

It is the responsibility of everyone to help maintain school property and equipment; to protect items entrusted to our care and to return them in the same condition in which we received them. School issued electronics, textbooks, uniforms, tools, lockers, musical instruments, physical education equipment are all examples of school equipment and supplies entrusted to students. It is expected that these items will be maintained in excellent condition. If you lose or damage school property you will be held financially accountable for its repair or replacement and face discipline which could include detention, suspension, or expulsion.

Lockers, desks, school issued electronics and storage bins all remain school property even though they are assigned to students. Lockers and other student storage areas are provided to students in which to store those items necessary for school. Lockers should remain locked with school-issued locks. Students should not share lockers with other students. The school retains the right to inspect these areas at any time without prior notice.

Personal property brought into locker rooms should be secured at all times. The school is not responsible for lost or stolen items; therefore, students are advised to limit personal property brought into the locker rooms.

Co-Curricular Code

The Fond du Lac School District sponsors co-curricular activities to provide students with additional opportunities for personal growth, self-discipline, skill development, cooperation with others, creativity, and fun. Although the co-curricular programs are a valuable part of the total educational experience, participation is a privilege and not a right. As such, all participants must abide by all rules and responsibilities which apply to each co-curricular program in order to continue participation in these activities.

The entire code can be found on the high school website:
www.fonddulac.k12.wi.us

Sportsmanship

The following is a letter from the WIAA in regards to behavior at extracurricular events.

Dear Student Body:

A new school year brings with it new opportunities. Opportunities to learn from the text book and to learn about life. With the variety of activities available to you at your school, we hope that you will become involved in those that interest you.

Athletic events are always among the most popular activities for participants and spectators and these provide another learning experience. Integrity, fairness, respect and the principles of good sportsmanship are lifetime values taught through athletics. With them, the spirit of competition thrives, fueled by honest rivalry, courteous relations, and graceful acceptance of the results.

A good sport is a true leader within the school and the community. As a member of your school, your sportsmanship goals should include:

- *Realizing that athletics are part of the educational experience and the benefits of involvement go beyond the final score of a game.*
- *Participating in positive cheers that encourage your athletes and discouraging any cheers that would redirect that focus.*
- *Learning, understanding, and respecting the rules of the game, the officials who administer them and their decisions.*
- *Respecting your opponents as fellow students, and acknowledging them for striving to do their best.*
- *Developing a sense of dignity under all circumstances.*

These expectations are the roadmap to follow toward a more educational atmosphere for interscholastic athletics. You are a spokesperson for your school when you attend any athletic event or any school activity. Your actions are viewed by family and friends, opposing fans, the local community and the media. Your display of good sportsmanship will show the most positive things about you and your school: and hopefully, remind us all that sport is meant to be fun.

We hope the upcoming year is a rewarding one for you.

Code of Conduct

Each student has the responsibility for attending school on a regular basis. Parents have the ultimate responsibility to ensure regular attendance. It is the responsibility of both parent and student to meet the requirements of State Statutes, School District Policies, and individual school requirements for absence procedures.

Each student has responsibility for their own actions, and to some extent, the actions of others. Behavior that endangers health, safety, property, or another's education should not be tolerated by any student. The belief statement of the Fond du Lac Board of Education expresses a philosophy which each student is expected to support and effectively maintain.

Adherence to school policies, regulations, and laws is expected of every student. A conscious effort not to interfere with the educational process or the orderly function of the school community is the mature conduct which is accepted here at STEM Academy. Each student and employee is expected to conduct him or herself in a manner that guarantees good citizenship.

Nondiscrimination and Access to Equal Educational Opportunity:

The Board of Education is committed to providing an equal educational opportunity for all students in the District. The Board of Educational does not discriminate on the basis of any characteristic protected under State or Federal law including, but not limited to, sex, age, physical appearance, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, handicap, disability (physical, mental, emotional, or learning), in any of its student educational programs or activities.

Any person who believes that he or she has been discriminated against or denied equal opportunity in access to programs or services may file a complaint with the District's Civil Rights Coordinator:

Laurice Snyder
Fond du Lac School District
District Coordinator of Equity
72 W. Ninth Street
Fond du Lac, WI 54935
(920) 906-6501

Retaliation Prohibited: Retaliation for filing a complaint or participating in the investigation of a complaint is strictly prohibited. Any individuals who knowingly engage in retaliation or knowingly provide false information concerning a complaint shall be subject to disciplinary action.

Dangerous Weapons in School

(Board Policy 10.636)

Under no circumstances will students be allowed to possess articles which may endanger the health and safety of other students on school property or at school sponsored events. Additionally, no look a like weapon may be brought onto school property. Any students caught in such a transgression will be suspended and/or expelled from school and referred to law enforcement.

Dress Guidelines

We ask that both students and parents/caregivers join STEM staff in upholding a high standard of professionalism in both the conduct and dress of our students.

STEM Academy recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. Staff will not interfere with the right of students and their parents/caregiver to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools.

Accordingly, the administration has established grooming guidelines as are necessary to promote academic diligence, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

- A. present a hazard to the health or safety of the student himself/herself or to others in the school, including by way of communicating threats of harm or depictions of harmful conduct directed at others;
- B. interfere with school work, create disorder, or disrupt the educational program, including dress that promotes or depicts illegal activity, such as illegal drug use, underage alcohol consumption, or similar activities;
- C. cause excessive wear or damage to school property;
- D. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

Such guidelines shall also apply to the dress requirements for members of the athletic teams, bands, and other school groups when representing STEM Academy or the district at a public event. Where

appropriate, a uniform or specific dress requirement shall be used for students when representing the District as described.

In enforcing the dress code, the following procedures shall be used:

- A. the principal shall serve as the initial arbiter of student dress and grooming in his/her building;
- B. before taking action to enforce dress code requirements, including by requiring that a student remove, cover, or otherwise conceal the item or depiction at issue, the principal shall determine whether the item constitutes protected speech in so far as the item independently makes a statement of a discernable nature to the observer by depiction, words, or combination of the two that does not require separate explanation.

Expressive dress may not be protected speech if it involves:

- A. Obscenity
- B. Language or depictions intended to incite violence or foment hatred of others

Dress that is protected speech may still be prohibited if it is likely to cause a substantial disruption to the educational environment. This may include dress that includes the use of vulgarity, discriminatory language including racial or ethnic slurs, negative stereotypes, violence, or other communication when the clear intent is to invoke strong reactions in observers so as to impair the ability of teachers and/or students to engage in educational pursuit.

No protected speech may be prohibited on the basis of disagreement by District officials with the specific point of view expressed if the topic is otherwise permitted (e.g. permitting depictions of support for one political party, but prohibiting depictions of support for the other).

Students who violate the foregoing rules will not be admitted to class and may be subject to additional consequences.

If the clothing cannot be removed or concealed, the student may be sent home after contact is made with the student's parent/caregiver.

Fighting

Fighting, or physical altercation are unacceptable behaviors in the Fond du Lac School District. Minimally, consequences for engaging in a fight include suspension from school, parent conference, and referral to law enforcement. Fighting incidents involving any type of weapon (or item that may be used as a weapon) will result in additional consequences and may include expulsion from the Fond du Lac School District

Harassment

Harassment is illegal and infringes upon equal respect in the educational environment causing serious harm to student learning, effective teaching, and the safety and stability of the educational process. It is a form of discrimination that violates state and federal laws.

The District shall comply with all relevant federal and state laws prohibiting discrimination. More specifically, no person may be denied admission to the District or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

Harassment is defined as any unwanted, deliberate, or repeated unsolicited comments, gestures, graphic materials, physical contacts, or solicitation of favors which are based upon one's group membership when:

1. Submission to the conduct is made either explicitly or implicitly a term of an individual's employment, evaluation or participation; or
2. Submission to or rejection of the conduct by an individual is used as the basis for employment, evaluation, or participation decisions affecting the individual; or
3. The conduct has the purpose or effect of substantially interfering with an individual's performance or creating an intimidating, hostile, or offensive educational environment.

Harassment may include but is not limited to: verbal harassment; including epithets, derogatory comments or slurs; ethnic jokes; physical harassment; physical interference with movement or work; or visual harassment such as derogatory cartoons, drawings, or posters.

Harassment is prohibited against members of the same protected group as well as against members of a different protected group.

Therefore, it shall be the policy of the District to:

1. Prohibit and discourage any student from illegally harassing any other person (student or employee) of the district;
2. Provide a harassment-free educational environment;
3. Address any instances of harassment in a timely manner;
4. Provide on-going education and awareness of the problem of harassment in all forms; and
5. Provide procedures for filing and pursuing claims of harassment.

Further, it is the policy of the School District to keep the identity of the complainant confidential to the extent possible. No information regarding the initial complaint or the

investigation will be released by the District unless required by law, or if necessary, for the purpose of taking corrective action.

If there are compelling reasons to disclose the identity of the complainant to those not a part of the investigation, the complainant shall be asked if he/she wants his/her identity disclosed. If the complainant does not want his/her identity disclosed, then it shall be kept confidential and, should it become impossible to process or investigate the complaint as a result, the complaint may be dismissed.

Any District student who violates this policy shall be subject to disciplinary action up to and including expulsion.

District action taken in response to an individual's proven act of harassment does not preclude any civil action that may be pursued by the complainant. The policy applies to all District students and staff.

Any student that feels they have been subject to harassment should report this to their administrator and fill out a bullying report with them.

Leaving the Building

Students are not permitted to leave the building during the school day without checking out in the main office. If a student needs to get something from a vehicle or from a parent, they should check in at the front desk and sign out with the receptionist. Once they are issued a car pass they may leave to retrieve the item(s). Students must return to the main office and then will be given a pass back to class.

If you are leaving school property to do service learning or for lunch in the community, please understand that you are still a STEM Academy student and you represent your school at all times, specifically during the school day. Your etiquette on and off the road is a representation of our whole STEM community. Consequences for actions during the school day, even if you are away doing service learning, pertain to you.

Lockers

Please remember that lockers are the property of the Fond du Lac School District. They will be searched as deemed necessary by the administration at STEM. Your locker is yours and only yours to use. Do not share your combination or locker with anyone. You must have a school lock on your locker in order to ensure access by school officials. Other locks will be cut off.

Parking

Students are allowed to park along Anne St. or on any other street close to STEM that indicates parking is allowed.

Students parking at Fond du Lac High School in the morning should continue reading:

Students must have a valid school year parking permit to park in Lots B, C, and D. No student parking is allowed in Lot A. This lot is reserved for visitors and pick-up/drop-off. Parking permits may be purchased in the main office. Please fill out the Parking Permit Application and let the business office at FHS know that they are STEM students that will only be here for the first two hours. Parking lots are monitored and parking violations will receive a citation.

PBIS

Positive Behavior Interventions and Supports:

STEM Academy is very excited to continue PBIS (Positive Behavior Interventions and Supports). **Building respect, responsibility, safety and timeliness at the high school is the driving force for PBIS.** Through collaboration and effective partnerships among school, family and community, our goal is to increase student achievement by improving school-wide behavior. PBIS will focus on teaching, modeling, and acknowledging positive behaviors. Through these positive behaviors, we will work together to enhance the climate at STEM.

Personal Electronic Device Policy

STEM Academy understands that personal electronic devices are an important part of today's society and culture. While we continue to embrace technology as a district, we also understand how important it is to uphold the integrity of the educational environment for our students. With this in mind, STEM Academy will implement the following cell phone policy for the 2020-21 school year.

In an effort to focus on a diligent, enjoyable classroom environment, friendships, and respect, students will be allowed to place their cell phone in their backpacks or turn them into the office in the morning if they bring them to school. Students will not be allowed to be on their cell phones during the day unless it is specifically needed for a project and they have teacher permission. Students will keep their phones away throughout the day including during lunch time.

If parents need to reach their children during the school day, they are encouraged to call the school office at 920-906-6722 or email them.

Students who choose to violate this policy will have to receive the following consequences:

- First Offense: Students will hand their phones over to their teacher, who will bring the phone to the office.
- Second Offense: Students will hand over their phones to their teacher, who will bring it to the office. Parents will be notified and will have to pick up the phone. Students will not be issued their phones back without parents present.
- Third Offense: Students will hand over their phones and teacher will bring it to the office. Parents will be notified and will have to have a meeting with Mr. Scottberg and their child. Student will no longer be allowed a cell phone on campus for the rest of the school year.

Students who choose not to hand over their phones to their teacher will receive consequences for their refusal to comply and will move to consequences listed under the 3rd offense.

Public Displays of Affection (PDA)

Public displays of affection at STEM are inappropriate and unnecessary. If you are engaging in public displays of affection, you may be addressed by staff members. Repeated reminders will result in a referral Mr. Scottberg.

Rights and Responsibilities

The Board of Education believes that a self-disciplined citizenry is essential for a free society. The rights of individual students shall be protected and, in turn, each student shall be expected to respect the rights of all other students, teachers and other school personnel.

RIGHTS - Each student has a right to an education, to attend school in the school district which his/her parents are legal residents, and, (within limits) to make up schoolwork missed through absence.

Each student has the right to attend a school which is safe, supports an orderly atmosphere, and takes action to ensure respect for rights, dignity, and safety of all individuals in the school community.

Every individual has the right to be free from abusive behavior, to protection of their property and self, to pursue an education, and to all those guarantees of law, the Constitution and the Bill of Rights.

RESPONSIBILITIES - School Board Policies and State Statutes address attendance. Board Policy – 10.54 defines Student Absences & Excuses, and 10.541 addresses Truancy. State Statutes - 118.14, 118.45, 118.15 and 118.16 addresses Age of Pupils, Admission to High School, Compulsory School Attendance, and School Attendance Enforcement respectfully.

Respect for law, observance of school district policies, procedures, and school regulations are the responsibilities of every student. School district policies and State Statutes address behavior. State Statute - 120.13 School Board Powers outlines expectations of students and the actions a school district may and must take in regard to unacceptable student conduct.

It is the responsibility of each of us to ensure that rights and constitutional guarantees are protected, and that no one has these rights infringed upon. Abuse of these rights and going beyond their limitations is defiance of the basic concept of rights and responsibilities.

School Schedules

STEM Academy begins at 8:00am and ends at 3:00pm.

Student schedules vary by grade and electives chosen. If there is ever an issue with a student schedule, feel free to reach out to the STEM Academy Office.

Inclement Weather

If school is closed due to a weather emergency such as snow - please **do not** call the school. Announcements will be made on local radio stations KFIZ, WFDL, WTCX, local cable television and the school website www.fonddulac.k12.wi.us. Snow days are generally made up, and the school calendar has snow/emergency days built into it for this purpose.

Searches/Seizures

School officials have the authority to conduct warrantless searches as long as (1) there are reasonable grounds for the search and (2) the measures of the search are reasonably related to the objectives of the search. Student lockers, backpacks, vehicles, purses, coats, etc. may be subjected to a search if there is reasonable suspicion that a student is violating the rules of the school or the law.

*Students must cooperate with any investigation by school officials or be subject to disciplinary action.

Allowing Students in the Building

During the school day, all exterior doors are locked.

Students who have left the building for any reason are required to enter Door 1. The secretary will electronically unlock the door once the doorbell is rung.

Students are not allowed to open any exterior door for the purpose of allowing other students or visitors in the building. Students are also not allowed to prop open any exterior door at any time. Doing so is a safety violation and will result in consequences including suspension.

Truancy

A student is considered truant/unexcused if absent for part or all of one or more school days during which the school has not been notified of the documented cause of such absence by the parent/guardian of the absent student. Truancy/unexcused absences are deliberate disregard for the educational program and are considered a serious matter.

Parents/guardians shall be notified when a student has an unexcused absence. Notices shall be made by personal contact, mail, or telephone call of which a written record is kept. Notice by personal contact or telephone shall be attempted prior to notice by mail.

Students who are truant from all or part of the school day may be subject to the following disciplinary action:

First Offense: Conference with teacher and student

Second Offense: Teacher notifies parent/guardian of trancies

Third Offense: Teacher and student meet with the principal

Fourth Offense: Teacher writes a referral for "Failure to Follow Attendance Rules"

- *Administrator responds to the referral*

Fifth Offense: Teacher writes referral for "Truancy: Chronic and Unexcused"

- *Administrator responds to the referral*
- *Attendance contract will be developed*

Sixth Offense: After the fifth offense student truancy will become an administrative managed behavior and a plan will be developed that may include referral to Lakeside Municipal Court for Habitual Truancy.

Vandalism

Vandalism will not be tolerated in the Fond du Lac School District. Damage to another person's property is a crime for which those responsible will be held accountable. Any student involved in vandalism will face suspension and/or expulsion and referral to law enforcement. In addition, those students will be held financially responsible for all costs involved with replacement or repair.

Visitors

We welcome and encourage all parents to visit our school. Parents who would like to visit should contact the main office and schedule a visit with a principal.

For safety and security reasons, all exterior doors will be locked during school hours. Visitors should ring the doorbell at the main entrance (door 1) and wait for a response over the intercom system. Visitors will be asked to identify themselves and state the reason for the visit. Upon entry, visitors should sign-in at the office and obtain a visitor's badge. Prior to leaving visitors should sign-out at the office and return the visitor's badge. All individuals who are visitors to the school and classrooms are required to conform to reasonable rules of conduct.

Student Guests

Student guests are **not allowed** at STEM. Any student interested in visiting or touring should contact the main office and arrange for a tour.

To see additional information on visiting our school, please visit our District website:
Board Policy 11.10—Visitors to the Schools