DODGELAND HIGH SCHOOL

STUDENT / PARENT HANDBOOK

2026-2027

Updated June 2026

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DODGELAND HIGH SCHOOL

401 S. Western Avenue, Juneau, WI 53039
Telephone: (920)386-4404 FAX: (920)386-2601
Website: www.dodgeland.k12.wi.us
Dom Gischia, Middle/High School Principal

WELCOME and INTRODUCTION

It is with great pleasure that we take this opportunity to welcome you to Dodgeland High School. We are looking forward to this school year with excitement. We know that if you decide to take advantage of all of the opportunities we have to offer, this school year will be very successful and you will be challenged academically, grow personally, and develop memories that last a lifetime.

This handbook has been developed by our faculty and administrators to help you and your parents learn as much as possible about school policies and procedures and the services we offer. Please take the responsibility to be familiar with the rules and guidelines of the school. It is our belief that students' future success will result from academic achievement and positive behaviors and attitudes.

Best wishes for a successful year to each of you!

MISSION STATEMENT

The mission of the Dodgeland School District is to prepare and empower learners to successfully contribute to an evolving world community.

DODGELAND HIGH SCHOOL COLLECTIVE COMMITMENTS

1. *Teachers, administrators and students committed to working together to create and sustain a healthy culture of learning focus on healthy relationships and the well being of the whole child.*
2. *Our students will have the necessary skills and knowledge for post high school success.*
3. *I commit to being part of the solution instead of only admiring a problem*

CASES NOT COVERED BY SPECIFIC RULES

It is understood that the rules and expectations of the following pages are not all inclusive. The administration will take such action as is necessary and not forbidden by law or board policy to insure the discipline and orderly conduct of the school. *Action may be taken with any offense that impairs the usefulness or well being of the school regardless of the existence or nonexistence of a rule covering the offense***. All of the regulations that follow are set down in an attempt to maintain the rights of all. Even though a student reaches the age of 18, s/he is still required to follow the rules and regulations as outlined in this handbook.**

Middle and High School Staff

The voice mail extension phone numbers can be accessed through the phone system by dialing 920-386-4404. After dialing, wait and listen, and then enter the correct extension. **NOTE**: Calls received during the instructional day will go directly to the teachers voice mail.

Teacher	Ext	Email	2025-2026Assignment
Mrs. Beaudo	1303	beaudo@dodgeland.k12.wi.us	Business Education
Ms. Biwer	1206	biwer@dodgeland.k12.wi.us	MS Science
Mrs. Carlson	1325	carlson@dodgeland.k12.wi.us	MS Art and HS Art
Mrs. Damrow	1319	damrow@dodgeland.k12.wi.us	HS Special Education
Mrs. Disch	1335	Disch@dodgeland.k12.wi.us	MS/HS Technology Education, PLTW
Ms. Fink	1307	fink@dodgeland.k12.wi.us	HS Mathematics, Academic Decathlon
TBD	1317		HS Social Studies
Mrs. Garland	1337	garland@dodgeland.k12.wi.us	MS/HS Physical Education & Health
Mr. Grotenhuis	1208	grotenhuis@dodgeland.k12.wi.us	MS Social Studies
Mrs. Guenther	1312	guentherb@dodgeland.k12.wi.us	Agriculture
Mrs. Heintz	1210	heintz@dodgeland.k12.wi.us	MS Mathematics
Mrs. Johnson	1005	johnsonjen@dodgeland.k12.wi.us	Director of Special Education & Pupil Services
Mr. Klueger	1217	klueger@dodgeland.k12.wi.us	MS English/Math/ Health 8
Mrs. Kohlhoff	1304	kohlhoff@dodgeland.k12.wi.us	Spanish and Publications
Mr. Kuehnl	1321	kuehnl@dodgeland.k12.wi.us	HS Special Education
Mr. Lange	1216	lange@dodgeland.k12.wi.us	MS Special Education
Mrs. Lauth	1324	lauth@dodgeland.k12.wi.us	Speech / Language Pathologist
Mr. Matasek	1316	matasek@dodgeland.k12.wi.us	HS Science
Mr. Mate	1308	mate@dodgeland.k12.wi.us	HS English & Language Arts
Mr. Modaff	1041	modaffb@dodgeland.k12.wi.us	Directory Technology
Mr. Nordentoft	1315	nordentoft@dodgeland.k12.wi.us	HS Social Studies
Mrs. Halverson	1318	halverson@dodgeland.k12.wi.us	HS Science
TBD	1309		HS Mathematics
TBD	1345		Middle School / High School Special Education
Mrs. Rollins	1044	rollins@dodgeland.k12.wi.us	Library Media Specialist, District Technology Integrationist
Mrs. Shramek	1306	shramek@dodgeland.k12.wi.us	HS English Language Arts, GEDO2
Mr. Schwoerer	1215	schwoerer@dodgeland.k12.wi.us	MS Mathematics
Mr. Loof	1329	loof@dodgeland.k12.wi.us	HS Technology Education
Ms. Task	1147	task@dodgeland.k12.wi.us	Instrumental Music
Mr. Thompson	1336	thompsonl@dodgeland.k12.wi.us	MS/HS Physical Education
Mrs. Westphal	1209	westphal@dodgeland.k12.wi.us	MS English and Language Arts
Mrs. Zastrow	1123	zastrow@dodgeland.k12.wi.us	District ML Coordinator

MS/HS Office			
Mrs. Balmer	1031	balmer@dodgeland.k12.wi.us	MS/HS Administrative Assistant
Mrs. Peplinski	1030	peplinski@dodgeland.k12.wi.us	MS/Student Activities Administrative Assistant
Jake Borchart	1225	borchart@dodgeland.k12.wi.us	School Resource Officer
Mr. Gischia	1032	gischia@dodgeland.k12.wi.us	MS/HS Principal
Mr. Tallmann	1033	tallmann@dodgeland.k12.wi.us	MS/HS Dean of Students
Mr. Thompson	1038	thompsonl@dodgeland.k12.wi.us	Athletic Director
Student Development Center			
Mrs. Buss	1020	buss@dodgeland.k12.wi.us	School Counselor
TBD	1022	TBD	Psychologist
TBD		TBD	Psychologist
TBD	1000	TBD	Registrar

Dodgeland High School 2026 Regular Daily Schedule	
Period	**Time**
Advisory	7:45-8:15
1	8:18-9:03
2	9:06-9:51
3	9:54-10:39
Lunch	10:42-11:12
4	11:15-12:00
5	12:03-12:49
6	12:52-1:36
7	1:39-2:23
8	2:26-3:10

ACADEMIC INFORMATION

ACADEMIC AWARD

- Each semester, students with a GPA of 3.5 or higher will be eligible to receive an academic letter or academic bar.
- Two semesters with a GPA of 3.5 or above will receive an academic letter.
- Each additional two semesters of a GPA of 3.5 or higher will receive an academic bar.
- All students with a GPA of 3.0 or higher will be recognized via social media and the newspaper.
- Students in 12th grade will have their academic record examined at the end of the first semester and awards will be given to them at that point. For students in grades 9-11, their academic records will be examined at the end of the school year and awards will be presented the next academic school year.
- Any student receiving a failing grade in any subject in a semester will not be eligible during that grading period for an academic award.

COLLEGE VISITATION

Campus visitation is an integral facet of the college selection process. Universities schedule special days for prospective students. These are the best times to visit because you will experience all aspects of college life at a particular school. Juniors/Seniors wishing to visit a campus should notify the guidance office of your intentions, get an advance make-up form, complete all the necessary work for the day of your absence, submit to respective teachers, and return the signed advance to the office.

COMMENCEMENT EXERCISES/EARLY GRADUATION

The Commencement Exercises are considered an honor and only students who have successfully completed all requirements and obligations prescribed by the school will be eligible to take part. This is not a right, but a privilege. Any student who has accumulated the required number of credits by the end of the first semester of the senior year, has the option of early graduation. He/She must apply for early graduation. The application may be picked up in the High School Office at the beginning of the second semester of the student's junior year. *The application must be returned to the High School Office no later than the last day of the student's junior year. No applications will be accepted during the student's senior year.*

EARLY COLLEGE PLACEMENT (ECCP)

The Early College Credit/Start College Now Programs allow public high school students who meet certain requirements to take post secondary courses at a UW system college or university, a Wisconsin technical college, a Wisconsin private, nonprofit college or university or a Wisconsin tribally-controlled college. **Approved** courses may count toward high school graduation and college credit. Students are limited to a maximum of 18 credits obtained during your high school career.

A student's progress towards graduation will determine if a college course will be taken for a high school credit and if it is not comparable to a current course offered by the district. The district will pay the cost of tuition and fees and the student will receive both high school and college credit unless the student fails to complete or get a passing grade in the course. The high school credit will count toward the student meeting high school graduation requirements needed to earn a high school diploma. For each college credit, one-fourth high school credit will be earned (i.e. 3 credit college class will be counted as .75 credit for high school.)

Eligibility

- Allows a student in grades 8-11 to apply to enroll in a UW System institution, or a private, nonprofit institution of higher education (IHE), to take one or more nonsectarian courses, for which the student may earn high school credit, post-secondary credit, or both.
- Have completed the 10th grade to apply to Start College Now.
- To attend a technical college, students must be in good academic standing and have an acceptable disciplinary record.
- Apply to the postsecondary institution in the school semester prior to the one in which the pupil plans to

attend the postsecondary course.

- Notify the school board of the pupil's intention of enrolling in a postsecondary institution no later than February 1 for a course to be taken in the summer, March 1 for a course to be taken in the fall semester, October 1 for a course to be taken in the spring semester. See Forms You Need sections below.
- Maintain satisfactory attendance and comply with the compulsory school attendance law under 118.15(1)(a) Wis. Stats.

Forms You Need:

An Early College Credit Program Agreement Form or Start College Now Application is used to notify the school board of a pupil's participation in the program(s). It may be obtained from the Dodgeland High School Student Development Center, School Counselor, or the Wisconsin Department of Public Instruction. Students will also need to complete the appropriate college admission steps after district approval of courses. Additional information can be found at http://dpi.wi.gov/dual-enrollment

PART-TIME OPEN ENROLLMENT

- **Replaces Course Options Program**
- Permits a public high school student in grades 8-11 to apply to enroll in a public high school in a nonresident school district for the purposes of taking up to two (2) courses at a time
- Brochure and application are accessible via the DPI. https://dpi.wi.gov/open-enrollment/ptoe
- Application must be submitted to nonresident school board no later than six (6) weeks prior to the date on which the course is scheduled to begin
- To take the course, both the nonresident and resident school boards must approve application
- Resident school board…
    - *MUST* reject an application if it determines that the course conflicts with a student's individualized education plan (IEP);
    - *MAY* reject if the cost of the course (as determined by DPI) would impose an undue financial burden
- The parent must notify both the nonresident and resident school districts whether or not the pupil will attend the course by the last weekday (excluding state holidays) before the course starts
- Tuition is paid by Dodgeland school district to the nonresident school board
- Transportation is the responsibility of the student and his/her parents.

CREDIT RECOVERY

The school district offers a computerized credit recovery program to those students who are credit deficient. The program is designed to help students who have failed a required class to make it up in a timely manner. Administrative approval is required to take these courses. If the student does not complete the course within the semester time frame, he or she may receive a failing grade just like any other course offered in the traditional classroom setting.

GRADING/REPORT CARDS

Parents have the opportunity to view their student's grades through PowerSchool, the district student information system, via the parental access web portal. Parents may request a paper copy to be picked up at the high school office, sent home with the child, or emailed.

While there is an overall traditional letter grade (e.g. A, B, C, D or F) for the courses at the high school, teachers provide a proficiency grade for the standards in which students have been assessed, using one of the following grades: ADV - Advanced, PRO - Proficient, DEV - Developing, UNM- Unmet, and NONE- None. Below is a description and visual of what these areas mean. Earning a grade report of "NONE" means that the student has not participated in class (whether in person or virtually) and has not submitted any assignments or assessments for the teacher to be able to determine a proficiency level. If this doesn't change, the grade would turn into an F at the end of the semester.

A grade below passing will be indicated by "F". If a student of Dodgeland High School receives a failing grade "F", for a

semester's work in a required course, that semester's work must be repeated. For example, if the student receives a grade of "F" the first semester, the student must repeat that semester's work, in addition to the second semester, in order to meet graduation requirements. This policy will apply to all students. Each semester's work is to be considered a separate entity. There is no averaging of (2) semester grades to determine whether or not a student passes a year long course.

Any incomplete grades must be made up within 2 weeks (10 scheduled school days) in traditional classroom courses, with the exception being students who were medically absent for a long period of time. An incomplete may be extended by teacher-administrator agreement when a student has made significant progress and an extension of time is necessary to complete the course work. All incomplete grades require prior administrative approval.

Retake Policy

Certain assignments, such as formal writing assignments, other summative assignments, and tests/quizzes will be allowed to be retaken or rewritten to improve proficiency scores. In order to retake/rewrite assignments, you will have to complete a "Retake/Rewrite Request Form," complete all formative work from the unit, and schedule a conference with the teacher in order to review your original work and to discuss improvement. Please note that preparation work for **retakes/rewrites must be completed within two weeks from the date the grade is posted in PowerSchool**.

Proficiency Levels and Grading Scale

	Description
Advanced (ADV)	The student independently applies their understanding of the learning target at a level beyond expectation.
Proficient (PRO)	The student consistently and independently demonstrates understanding of the learning target.
Developing (DEV)	The student demonstrates limited or inconsistent understanding of the learning target.
Unmet (UNM)	The student's work does not meet the minimal requirements of the learning target.
None (NONE)	The student has not yet submitted evidence towards the learning target.

Percent Cutoff	Letter Grade	Regular Grade Points	Weighted Honors Grade Points
95.5	A	4.0	5.0
92.5	A-	3.6	4.6
88	B+	3.3	4.3
85	B	3.0	4.0
79	B-	2.6	3.6
76	C+	2.3	3.3
73	C	2.0	3.0
70	C-	1.6	2.6
68.5	D+	1.3	2.3
67	D	1.0	2.0
65.5	D-	0.6	1.0
<65.5	F	0	0

Dodgeland High School Employability Skills Rubric				
	Advanced (Adv)	**Proficient (Pro)**	**Developing (Dev)**	**Unmet (UNM)**
Prompt and Prepared	The student **models all behaviors of Proficient and** ● is willing to share resources as needed. ● is proactive when known absences are scheduled. ● leads by example and motivates others.	The student **consistently** ● comes to class on time. ● has necessary materials for class ● meets deadlines.	The student sometimes **needs reminding to** ● comes to class on time. ● has necessary materials for class ● meets deadlines.	Even with reminders, the student **often struggles to** ● comes to class on time. ● has necessary materials for class ● meets deadlines.
Polite and Positive	The student **models all behaviors of Proficient and** ● leads by example and encourages others. ● demonstrates forthright, proactive, honest communication. ● exceeds behavioral expectations.	The student **consistently** ● exhibits a positive attitude. ● demonstrates honesty and integrity in work/actions. ● demonstrates respect and common courtesy to students, staff, and community members. ● follows rules, directions, and uses technology respectfully. ● communicates positively with classmates and treats everyone without bias.	The student sometimes **needs reminding to** ● exhibits a positive attitude. ● demonstrates honesty and integrity in work/actions. ● demonstrates respect and common courtesy to students, staff, and community members. ● follows rules, directions, and uses technology respectfully. ● communicates positively with classmates and treats everyone without bias.	Even with reminders, the student **often struggles to** ● exhibits a positive attitude. ● demonstrates honesty and integrity in work/actions. ● demonstrates respect and common courtesy to students, staff, and community members. ● follows rules, directions, and uses technology respectfully. ● communicates positively with classmates and treats everyone without bias.
Persistent and Productive	The student **models all behaviors of Proficient and** ● encourages peers to participate and contribute to a quality. learning environment. ● independently seeks resources to assist productivity. ● maximizes time for learning. ● goes beyond by seeking to clarify and share information with peers.	The student **consistently** ● takes ownership of learning. ● engages in classroom activities. ● completes homework. ● demonstrates interest and curiosity in learning. ● practices a growth mindset. ● appropriately manages available class time (and technology resources) with productive results. ● works well with all peers, while allowing others to participate. ● needs minimal assistance to obtain resources that assist productivity. ● demonstrates academic honesty.	The student sometimes **needs reminding to** ● takes ownership of learning. ● engages in classroom activities. ● completes homework. ● demonstrates interest and curiosity in learning. ● practices a growth mindset. ● appropriately manages available class time (and technology resources) with productive results. ● works well with all peers, while allowing others to participate. ● needs minimal assistance to obtain resources that assist productivity. ● demonstrates academic honesty.	Even with reminders, the student **often struggles to** ● takes ownership of learning. ● engages in classroom activities. ● completes homework. ● demonstrates interest and curiosity in learning. ● practices a growth mindset. ● appropriately manages available class time (and technology resources) with productive results. ● works well with all peers, while allowing others to participate. ● needs minimal assistance to obtain resources that assist productivity. ● demonstrates academic honesty.

Students will also receive a grade for **Employability Skills** in each class under the categories of Prompt and Prepared, Polite and Positive, and Persistent and Productive. The Employability Skills are separated from academic grades and are intended to help prepare students for workforce, career and college choices after high school. If a student is receiving a Unmet (UNM) in one of the Employability Skills, *it may impact their eligibility for athletic/co-curricular competitions.*

PARENT/STUDENT GRADE MONITORING

Parents have the opportunity to view their student's grades through PowerSchool, the district student information system, via the parental access web portal. (www.dodgeland.k12.wi.us). Usernames and passwords are consistent throughout your child's attendance at Dodgeland and may be obtained through the Student Development Center office. Please note: If a parent wishes to change the parental access password, the school no longer has access to the parent account.

GRADUATION REQUIREMENTS

In order to be awarded a Dodgeland high school diploma, a student must earn a minimum of 26 units of credit in grades 9-12. High school classes taken during middle school with prior approval are counted towards the 26 credits requirement. A student must carry a minimum of seven courses each semester unless approved by the principal. All students will be required to earn a minimum of the following credits in the following courses:

Required Courses		Class of 2019 and beyond
English		4 credits 9th – English 1 / Language Skills (1 cr) 10th - English 2 /Communications (1 cr) 11th - English 3 / American Lit Survey (1 cr) 12th - English 4 (.5 cr) plus English Elective (.5 cr) or European Lit & Comp (1 cr) or AP English (1 cr)
Math		3 credits Algebra (1 cr) Geometry (1 cr) 1 Elective (1 cr)
Social Studies		3 credits including 9th - World History (1 cr) 10th - US History (1 cr) 11th - Civics (.5 cr) 1 Elective - (.5 cr)
Science		3 credits including Biology (1 cr) Chemistry (1 cr) Elective (1 cr)
Physical Education		1.5 credits including 9th - PE 9 (.5 cr) 10th - PE 10 (.5 cr) 11th/12th PE Elective (.5 cr)
Health		.5 credit
Financial Literacy		.5 credit either (11th/12th) Economics Personal Financial Management
Civics Exam		Must Pass
Electives		10.5 credits
Total Credits		26

Repeating High School Courses:
In the spirit of and alignment with Board Policy 2440 - Summer or Interim Session School that allows students to retake courses in the summer and Board Policy 5421 - Grading that states "a student's understanding or skill should increase over time and that overall grades should be calculated based on this learning trend rather than strictly on averages," full time students at Dodgeland High School will also be eligible to retake courses during the regular school year.

Any student who receives a grade of "C-" or lower for a Dodgeland High School course has the opportunity to retake the same course. For courses offered on an annual basis, no more than three semesters or six terms may elapse between the time the course is first taken and subsequently retaken.

The request to retake must be in writing to the student's counselor or High School Principal. Said request should be submitted electronically (email) to both parties. Document approval is required by the High School Principal or designee prior to retaking the course.

A student who is repeating a course will be issued the higher of the two grades. The student's GPA and grade transcript will be adjusted to reflect the highest grade attained. Although both grades will be shown on the transcript, the credit received for the course will not be doubled.

A student who wished to enroll in a course for the purpose of retaking the course must follow the established course scheduling practices.

Students retaking courses during the school year will not have priority in the scheduling process and there is no guarantee that there will be room in the course requested for retake. While the documentation must be submitted and on file in accordance with all schedule process timelines, the counselor will not attempt to schedule courses taken for "retake" until after the formal registration process or at a time that allows students not taking courses for retake the first opportunity to get into the course.

The counselor will work with the Principal and office staff to keep a central list of students that are retaking a course each semester/term and provide an updated document to the High School Principal each term, as well as a final year report.

HOMEWORK
Teachers assign homework, extra class activities, or assignments outside of classroom time as necessary to extend learning opportunities. Homework is an opportunity for a student to practice skills and activities, to share and discuss ideas, to review materials and to become acquainted with resources, to organize thoughts, to prepare for classroom activities, or to make up incomplete class work. Homework is also an opportunity to complete work independently to demonstrate mastery. *Homework is not graded in all courses. Teacher grading procedures are outlined in each course syllabus.*

If necessary, students are responsible for downloading class material to their iPad before leaving school.

HONOR ROLL
The honor roll is published each grading period. Students must have a 3.5 or higher to qualify for high honors, and have a 3.0 through 3.499 to qualify for honors. Students must carry (5) courses to be considered for the honor roll. Any student with an Incomplete (I) grade is ineligible for the honor roll.

SCHEDULE CHANGES:
Add/Drop Policy:

Schedule changes will only be considered for the following reasons:

1. A placement discrepancy exists based on a students readiness and/or skill.
2. Academic & Career Plans have changed since scheduled courses were requested.
3. A technical error with the student's schedule.
4. A master schedule change affecting course offerings.
5. A recommendation was made based on a current medical condition and/or situation.

Schedule changes within the first 5 days of the semester:

1. Drop and add a class with no penalty.
2. Students initiate the request to their counselor; no form required.

Schedule change request forms must be completed after 5 days:
Drop requests after 5 days are a collaboration between parent/student, teacher, counselor & administration. Administration makes the final decision. No classes will be added after the first 5 days of the semester.

- Students initiate the request to their counselor and obtain required form.
    - Grading guidelines for dropped classes after 5 days.
        - W = Withdrawal, does not factor into GPA.
        - FW = Failure Withdrawal, factors into the GPA like an "F".
- Drop before mid-term progress grading period (4.5 weeks) for a study hall = W.
    - Students can drop a class up until mid-term if the end result leaves the student with no more than one study hall.
    - Academic misplacement should be determined by the teacher with evidence of interventions. For example: enrichment interventions, before and after school help, help during study hall, strategies tried, etc.
- Drop after mid-term progress grading period = W, if passing; FW, if failing.
    - End result leaves the student with no more than one study hall.
    - Extenuating circumstances only, as determined by administration (career related, medical, teacher initiated).
- Drop after 9 weeks of semester (end of term) = FW.
    - Extenuating circumstances will be reviewed by the administration.

** ALL 9th - 11th graders must request 7 credits.

Note: The administration reserves the right to approve or deny changes that will negatively impact sound educational practices or approve changes which are in the best educational interests of all parties involved. SEE ALSO: WITHDRAWAL.

Course Change Process
Course changes will only be allowed within the first 5 days of the semester.

1. Discuss your need for a change with parents and the counselor, these would be the circumstances listed under schedule changes.
2. Submit a parental permission form to the Student Development Center (SDC) or guidance office authorizing the change, along with signatures from the teachers of both classes.
3. Use the new schedule from the Student Development Center (SDC) or guidance office to gain entrance into the new class.

Independent Studies:
Independent studies courses are approved on a limited basis and must be discussed with the school counselor and administration to be considered. Independent studies may be granted for the following reasons:

1. Course is not available.
2. To advance one's study in an area that Dodgeland High School does not offer a course in.
3. Significant course conflicts to meet graduation requirements.

Independent Study forms need to be submitted with proper signatures to the High School Office within the first five (5) days of the semester in which the course is being taken or with Administrative approval.

STUDY HALLS

The purpose of study hall is to provide time and space for students to complete their schoolwork. Study hall and SAS expectations mirror those of classrooms with respectful and responsible choices and behaviors. Use of student iPads will be for educational based sites and activities.

TRANSFER POLICY

Students transferring into Dodgeland High School will have their credits evaluated by the school counseling services and administration.

TUTOR/TEACHER ASSISTANCE PROGRAM

The Tutor/Teacher Assistance Program (HS) is a learning experience where students have the opportunity to earn high school credit outside the classroom. Participants may volunteer to work with another student(s) helping with assignment completion,-and practice or assist with the development of organizational skills. The tutor/teaching assistance program is a privilege. Therefore, inappropriate behavior may result in removal from the program. High school students who meet established requirements shall be eligible to participate in the program or as determined by an IEP. The requirements include:

A. Grade requirements are at the discretion of the administration
B. May not be habitually truant or tardy to classes with unserved detention time
C. Have a minimum of six classes per semester

Participants will adhere to the following policies and procedures:

A. All tutor/teacher assistance placements will be approved by the administration.
B. High school credit will be awarded commensurate with the time spent in the program (No more than .50 credit per semester).
C. Students will be evaluated each grading period and a pass/fail grade will be given. Credit will be issued each semester, but the grade will not be included in the cumulative grade point average.
D. Students can only tutor one class period per day each semester.
E. Teachers wishing to utilize student assistants must submit a written proposal to administration, outlining the student's responsibilities. Teachers may have only one student assistant per semester.
F. Students must be passing all classes while participating as a teacher assistant

WITHDRAW (TRANSFER) FROM SCHOOL

Students who withdraw from school need to pick up a withdrawal slip from the High School Office. The slip needs to be signed by the parent/guardian and taken to each classroom for teachers' completion and signatures. Textbooks or other classroom materials are to be returned to the classroom teacher and all debts paid; library books need to be returned and all fines paid; physical education/athletic locks need to be returned and all fines paid; physical education locker and regular locker need to be cleaned out. iPad along with the charger, cord, and protective cover must be returned to the High School office or the technology department and checked off as returned. Once the withdrawal slip is completed, return it to the High School Office so a copy can be made and sent to their new school. A student will not be officially withdrawn from DHS until enrollment notification in another school is verified. The student will be considered truant until notification is received if the student is not in attendance at school.

WORK EXPERIENCE PROGRAMS

Work release programs are one of the ways Dodgeland can prepare students to successfully enter the workforce. We encourage students to take a more deliberate selection of course work based on potential career interests.

Job Shadow
This is an unpaid career exploration activity which is a short-term, work-place learning opportunity, with an emphasis on exploration, not work.
The student is responsible for:

- Completing a pre-arranged absence and permission form, available from his/her teacher, the school counselor or School-to-Work Coordinator
- Completing the Job Shadow Summary and returning to the assigning teacher or school counselor
- Dressing according to the standards of the particular site
- Calling the site before the scheduled time if unable to attend on the appointed day
- Providing own transportation and arriving at the worksite at the agreed upon time
- Following all guidelines and policies of the worksite
- Completing any school assignments related to the job shadowing experience

Youth Apprenticeship Programs
This is a rigorous paid work program designed for high school students who want to experience hands-on learning at the worksite in conjunction with classroom instruction. This one (or at times, two) year elective program combines academic and technical instruction with a related work experience. Students who successfully complete a Youth Apprenticeship receive a Certificate of Occupational Proficiency from the Department of Workforce Development. Dodgeland will work with students to procure employment, but employment is not guaranteed.
Guidelines:

- Available to students in 12th grade (at times, 11th and 12th grade with teacher approval)
- Job related to a determined career interest
- Completion of Application by April 15th preceding work experience
- Completion of Education/Training Agreement; includes meeting with parent and student
- Student procurement of Work Permit
- Students with GPA below 2.0 accepted only by teacher recommendation and administrative approval.
- Minimum of 450 hours of paid work experience per year with a goal of a minimum of 10-15 hours per week
- Students will receive a worksite grade based on a 4.0 scale
- Release time of up to 1 or 2 periods a day with Guidance Dept. approval
- Credit of .5 per semester
- Students are required to take a concurrent class related to the Youth Apprenticeship
- Unexcused absenteeism, high absenteeism of over 3 days per semester, dropping below a 'C' in the related class or on the semester worksite evaluation, are all grounds for termination from the Youth Apprenticeship program. This may result in an 'F' recorded for a grade on the transcript.

Advanced Placement Program
The Advanced Placement (AP) program is a cooperative educational endeavor between high schools and specific postsecondary institutions. It allows students to enroll in college level courses while in high school and gives them the opportunity to show mastery by taking an AP exam. Students wishing to enroll in an AP course must complete all necessary courses leading up to it and attend a mandatory AP informational meeting. AP exams are given during the month of May. Students taking AP courses are expected to take the AP examination. Approximate cost: $96. Note: The cost of the exam should never deter a student from taking an AP course. Please contact the student's school counselor if you have any concerns. According to their performance on the examination, students may receive college credit for each examination they take. It is important to note that the colleges and universities award the credits. Policies vary from school-to-school or department-to-department within those schools. Please consult the Student Development Center for credit information on specific schools. Information is also available for out-of-state institutions. Students with scores of 3, 4, or 5 will be reimbursed the original test fee paid. If a student does not show up for a scheduled test, the student's account will be charged the unused test fee and it must be paid prior to graduation. Students will login to the AP website to receive their grade report in July. If you have further questions concerning the program or the exam, please contact the school counselor or the individual AP teachers.

Online Courses
Students are limited to 2 credits of online courses each school year. Classes will be assigned by the counselor.

ATTENDANCE

ANTICIPATED ABSENCES (Policy 5200)

A student who is excused in writing by his/her parent/guardian in advance of an absence will be excused from attendance at school. Anticipated absences require parent or guardian notification by note, email or phone call to the MS/HS office. A student may be excused by the parent/guardian under this provision for not more than 10 days during a school year. All assignments are the responsibility of the student. Anticipated absences are allowed for the following reasons: family activities and pressing personal business. Any student not following the above procedure, may be marked unexcused absence (see unexcused absences below).

ATTENDANCE POLICY

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

The following reasons are considered **EXCUSED ABSENCES.** The student will be permitted to make up missed worked:

1. PERSONAL illness if there has been 10 Days or less with medical documentation
2. Serious illness or death in the immediate family
3. Religious observance
4. Required court appearance
5. Health and professional appointments with professional documentation provided to the office
6. Special cases of an emergency nature at the discretion of the Administration

ATTENDANCE PROCEDURES (S. 118.16)

1. Students are expected to attend all of their classes, be in assigned rooms daily and remain in the school from 7:45 a.m. until 3:10 p.m. Parents/guardians are strongly encouraged to monitor daily student attendance through the parent portal of PowerSchool.
2. Email attendance@dodgeland.k12.wi.us or leave a voicemail at (920) 386-4404, ext. 2009, before 8:30 a.m. to inform school office personnel of the student's absence and reason for it.If a student is unable to access work on their iPad in Schoology, parents may contact the office to pickup work. Most school work is available electronically through Schoology.
3. Parent-excused absences must be made within 2 days of the absence. In addition, any professional documentation for an excused absence shall be turned in to the office within 2 days. After 2 days, the absence shall be recorded as unexcused if no documentation is provided.
4. Students who arrive tardy to school after 7:45 are to immediately report to the school office upon arrival.
5. Students who must leave the building during school hours are required to provide parent/guardian notification ***prior to the start of the school day to the MS/HS office***. The student will receive a pass to be shown to the teacher who will release the student at the appropriate time, and the student will then sign out in the office. Students who become ill during the day will need parental/guardian permission before signing out in the office. Whenever possible, parents are encouraged to make doctor or dental appointments when school is not in session.
6. Students should not arrive at school before 7:35 a.m. unless they are meeting with a staff member.
7. Students who are not active in after school activities, must leave the building by 3:30 pm. Students may not stay after school to work in the commons unless supervised by a faculty member.
8. Students who are ill or truant are not allowed to attend extra-curricular activities. (i.e. sporting events) Event supervisors may ask a student to leave if they were not in attendance the day of an event.

The following reasons are considered **UNEXCUSED ABSENCES**:

1. **TRUANCY**: includes skipping an individual class, not attending an assigned class, leaving the closed campus school any time during the day (including lunch time) without prior administrative approval, oversleeping, car problems, work etc. Any appointments other than medical or emergency situations will be considered unexcused absences unless excused by administration.

2. **EXCESSIVE ABSENCES**: For the purpose of this section, excessive absences shall mean a student who is absent from school for 10 days within a school year. A written statement from a doctor WILL be required the day the student returns to school from his/her illness. Absences not accounted for in this manner will be considered unexcused.

Attendance Letters – Attendance letters are sent out of concern to advise parents of their students' absences. Parents/Guardians will receive letters indicating when a student has reached 8 of the 10 allowed parent excused absences and again when they have utilized all 10 parent excused absences. Once a student has used all 10 excused absences, additional letters will be sent once they have reached 3 days unexcused and 5 days unexcused. At that time, a letter will be sent requesting a meeting with the parents/guardians for a truancy meeting. Once a student reaches 6 days of unexcused absences, either a referral to Dodge County Human Services or to Juneau Police Department for a citation will occur.

3. **TARDINESS**: Tardiness interferes with instruction and student learning. Students are expected to be on time for all classes, including ARP / study halls. All tardies will count as unexcused absences. 8 tardies will equal one full day of unexcused absences which will count towards a student's truancy.

Behavior Intervention Plan (BIP) may be developed if truant and/or tardy behaviors continues.
Tardies will be monitored on a weekly basis. Tardy totals will start over at the beginning of every semester.

HABITUAL TRUANCY

Consistent and persistent willful violation of school attendance policies will result in appropriate disciplinary action and referral for Habitual Truancy to law enforcement and human services, which is defined as missing part or all of 10 or more days of the school year.

Illness

The office staff may handle illness/injuries which take place at school, and when necessary, notifies parents in the absence of the school nurse. When students are ill they should be kept home. Sick children need quiet rest to recuperate. We are unable to provide the down time they need here at school. When they return to school they should be well enough to participate in normal school activities unless a written statement from the physician limits participation.

Keep Your Child Home If He/She Has:

-Fever – A temperature of 100 degrees or more.
-Diarrhea – Increased number (3 or more) of abnormally loose stools in the last twenty-four hours. Abdominal cramping may accompany loose stool.
-Persistent or Uncontrolled Cough – if your child is unable or unwilling to appropriately wipe their own noses or cover uncontrollable cough or sneezing, the child should be kept home to protect others from exposure.
-Vomiting – If your child has vomited during the night or that morning.
-Eye/Nose Drainage – yellow/green thick and draining.
-Sore Throat – Especially when fever, redness, and/or swollen glands in the neck are present.
-Earaches – Especially if history of ear infections exists. If a child has an elevated temperature, is tugging or digging in ear, and/or is sitting holding affected ear in hands.
-Appearance/Behavior – child looks or is acting differently than usual, unusually tired, pale, lacking appetite, or is irritable, whiney.
-On antibiotics less than 24 hours.

When children become ill at school they report to the nurse's office. If any of the above listed conditions are present, office personnel will contact parents, guardians or their designees if the child is too ill to remain at school. Ill children should be picked up promptly once the contact person has been notified. The school does not have the capability to keep ill children at school. If the parent/guardian is not available, the contact person listed on the Emergency Card will be notified. **At least one of the persons listed on the Emergency Card should live within a 15-mile radius of the Dodgeland Schools and have transportation resources, in case they are called upon to pick up an ill child. Please keep the Emergency Card information up to date!** Any student that is picked up early from school due to illness must stay home from school the following school day unless it is a Friday. This day is medically excused by the school nurse. Any student absent from school may not participate in extracurricular activities that day or evening as well.

MAKE-UP WORK

The time allowed for make-up work will be equal to the time absent; i.e. if you are absent (4) days, the student will be given (4) days to make up the work. Advance Make-Up Work for anticipated absences lasting more than three days must have a parent/guardian note/contact in the High School office. Parents/guardians need to be aware that absences of this nature may adversely affect your child's learning and grades.

BEHAVIOR/DISCIPLINE

The Dodgeland High School faculty and administration firmly believes that learning can best take place in an orderly environment. Behavioral/Employability skills will be taught and assessed using a defined rubric. This will provide students with a rating of Beginning, Developing, Proficient or Advanced in the work habits of Prompt and Prepared, Polite and Positive, Persistent and Productive.

However, if a student chooses to exhibit behavior that disrupts the intent of the school environment, violates the rights of others, or in some way is detrimental to his/her own well-being, then a teacher, administrator or authorized school personnel may choose an appropriate consequence in order to motivate a student to rethink and redirect their choices.

However, when a student's behavior runs contrary with Board Policy, building procedures, Federal, State, or Civil Law, appropriate disciplinary action will be taken to safeguard the health and safety of each student and District employee. Appropriate action may include written or verbal advisory, parent notification, detention, suspension (In School or Out of School), referral to law enforcement, student behavioral contract or expulsion. A suspended student will, however, be permitted to take any quarterly, semester, or grading period exams and make up other classroom work missed during the suspension, and these scores will be averaged into the final course grade. Any code of conduct violations may result in additional penalties if the student falls under the extra-curricular and/or athletic code.

It is the student's responsibility to be familiar with the rules and guidelines of the school as well as the rules and guidelines of their individual classrooms. Rules are enforced in the best interest of all students and District employees.

High School faculty will submit three different types of student behavior referrals when unacceptable behavior occurs from students: documentation, minor and major.

- **Documentation referrals** are recorded to track student behaviors that occur which do not warrant an immediate consequence. If a pattern of behavior is identified, an advisory discussion will be held with the student and the teacher followed by notification of parents/guardians.
- **Minor referrals** are recorded to document student behaviors that occur and are addressed by a faculty member or administration. Corrective actions may include: advisory, held after class, parent contact by the teacher, lunch detention, etc.
- **Major referrals** are recorded to document student behaviors that endangers the safety of others, use of profanity, repeated behavior occurrences, etc. Corrective actions may include lunch or after school detentions. Repeated major referrals may also result in an in-school suspension and a student/parent/administration meeting.

If a behavioral incident (or pattern of behavior) is deserving of a referral to the office, parents will receive notification from the teacher of the incident and disciplinary action taken. If the misbehavior deserves the immediate attention of parents, attempts will be made to reach parents by phone. Please note, all referrals made to the office result in a principal meeting with the student to review the incident. Office action regarding the referral will be based upon the reported information on the referral and any new information resulting from the meeting with the student and/or other individuals. Consequently, when a behavioral referral is made from the office, it verifies that misconduct deserving parent attention has occurred.

The nature of the parent response to a behavioral referral from the office will influence what the child learns from the experience. Parents, who work with school personnel in a constructive spirit to resolve the problem, will model an appropriate way to solve problems and reinforce in their child that misbehavior is unacceptable.

ACADEMIC INTEGRITY/CHEATING

Dodgeland expects ethical behavior from all members of its community. We value honesty and integrity in all of our classrooms, programs and activities. Dishonest and unethical behavior will not be tolerated by anyone at any time. Cheating includes, but is not limited to:

- ✓ Copying or submitting someone else's work, such as an assignment or assessment, and submitting it as your own work
- ✓ Allowing another student to copy your work
- ✓ Using aids such as notes or cheat sheets to assist in completion of an assessment when such aids are not authorized by the teacher
- ✓ Copying source material or not crediting sources in an attempt to present another's work as your own on a class assignment, or
- ✓ Doing the work for someone else
- ✓ In certain situations, AI may be used as a learning tool or a study aid. Students **<u>may not</u>** claim AI as their own work.

When a teacher believes that a student has in some way cheated on an assignment, assessment, report, paper, etc. the teacher will discuss the allegation with all students involved. If the allegation is believed to be true, all involved students will be required to reassess and demonstrate their knowledge to receive a grade on the assignment, test, etc. Additional disciplinary action as determined by administration and the classroom teacher may follow for inappropriate behavior. This is also a violation of the Athletic, Extra-Curricular, and Co-Curricular Codes of Conduct.

ALCOHOL

The state statutes prohibit any student under the age of 21 from procuring, seeking to procure, knowingly possessing or consuming intoxicating liquor in public (S.125.07). The Board of Education also prohibits the above activities, as well as being under the influence of alcoholic beverages when students are engaged in school activities, are representing Dodgeland, or are under the jurisdiction of school officials. Violations may include expulsion, suspension, and referral for assessment, and referral to law enforcement.

BUS SERVICE

Safety is the first consideration for bus transportation. Good student behavior makes it possible for better driving. This service is most effective when the following guidelines are adhered to:

1. For alternative student bus transportation a parent/guardian must contact Lamers @ 920-386-2200 ext. 11411.
2. Be on time at the designated location, as well as at school.
3. Enter and leave the bus single file.
4. The bus driver has the authority to assign seats.
5. Students are to ride only on assigned buses. Students will only be allowed to ride a different bus if parents/guardians receive approval from Lamers Bus Service by calling them at 920-386-2200.
6. Aisles must be kept clear of feet, legs, bags and any other objects.
7. Avoid putting head or hands out of the windows and windows may be opened half way as a maximum.
8. Throwing objects from a bus is dangerous and a violation of state law.
9. Courtesy and respect for others make for a pleasurable ride.
10. Speak in moderate tones.
11. Keep the bus clean; students are responsible for their personal belongings.
12. Damaging, littering, or soiling the bus in any way is vandalism and against state law.
13. Watch and listen to the driver for special instructions during emergencies.
14. Students will lose the privilege of bus service if willful and persistent behavioral problems occur.
15. Administration reserves the right to follow the school discipline process for any bus misbehavior.

Students riding the late bus must follow all of the regular bus riding expectations. Sign up for the late bus must take place prior to noon.

CLOTHING - DRESS AND ATTIRE

The school board has the authority to make policy rules and regulations pertaining to conduct and dress of students (s.120.13). Research has shown that student dress and appearance affect student attitudes and conduct. These guidelines are intended to define "appropriate student attire" and personal grooming. The purpose is to prevent disruption of the classroom atmosphere, enhance classroom decorum in order to have a positive effect on the educational process and to maintain a safe school environment. It is not our intention to infringe on individuality, but rather to encourage students to **"Dress for Success."** Classroom teachers, support staff, and administration will assume responsibility for determining acceptable dress. Students not following the dress code will be asked to modify their dress to be within the acceptable guidelines or may be given appropriate clothing to use for the school day. If we are unable to accommodate at school, a parent will be contacted and asked to bring acceptable clothing to school. The following guidelines, while not all inclusive, will be used by staff in discerning appropriateness of student attire:

1. Apparel that makes written or graphic reference to the following topics is strictly prohibited: alcohol, tobacco/nicotine, drugs, violence, weapons, nudity, profanity, vulgarity, gangs, hate speech, pornography, racial or gender slurs, sexual innuendos or discrimination. Be aware that even mainstream fashions may contain references to these topics of which students or parents may be unaware.
2. Clothing that does not provide adequate coverage may not be worn. This includes garments that expose cleavage, buttocks, and visible undergarments (waistbands and straps are allowed). Halter tops, half-shirts/crop tops, see through or mesh garments are not permitted.
3. "Muscle Shirts" with open side seams under the arms may not be worn. Wearing a shirt underneath would be acceptable.
4. Excessively short shorts, dresses or skirts are not permitted; a recommended length would be mid-thigh or longer when standing. Holes/tears in jeans may not expose undergarments or buttocks.
5. Accessories deemed dangerous and chains attached to wallets may not be worn for safety precautions.
6. State law requires shoes be worn at ALL times in a public building.
7. Religious headwear, headbands, baseball hats, beanie style hats and stocking caps may be worn as long as the face and ears are visible to staff and do not interfere with the line of sight for students and staff. Hoods on any clothing may **not** be worn during the school day. All headwear follows the same guidelines as number 1 listed above. Any headwear deemed a distraction to the learning environment will be removed.
8. Coats & backpacks are to remain in student lockers until the 3:05 dismissal.

*Please remember this listing is a guide to help students and is subject to change. Teachers may create additional dress code requirements for specific classes and activities in order to meet the safety needs of the class, or for field trips and class activities.

CODE OF CLASSROOM CONDUCT

All of the students are expected to follow the Code of Conduct:

(Policy # 5500)

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

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

The District Administrator shall establish procedures to carry out Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in schools, on school vehicles, and at school-related events.

Student conduct on or adjacent to school premises, on school vehicles, and at school-related events and activities shall be governed by the rules and provisions of the Student Code of Classroom Conduct. In addition, student conduct on internet-based social media outlets, when such conduct forms a sufficient connection to school or staff, is governed by the Code of Conduct. This Code of Classroom Conduct shall be reviewed and approved periodically.

Students should be able to attend school and classes as free as reasonably possible from unnecessary and unwarranted distraction and disruption. Such behavior can interfere with the classroom environment and will not be tolerated. A student who engages in classroom conduct or behavior as outlined in this code may be removed from class by a teacher and placed in an alternative setting in accordance with established procedures.

Removal from class under this code does not prohibit the District from pursuing or implementing disciplinary measures, including but not limited to, detentions, suspensions or expulsions, for the conduct or behavior for which the student was removed.

The conduct covered by the District's policies regarding suspension and expulsion which includes conduct rule violations, possessing a firearm, and knowingly conveying a threat to destroy any school property by means of explosives. It should be noted that building administrators make decisions regarding suspension, and the district administrator makes recommendations for expulsion. Thus, a teacher's decision to remove a student from class for behavior covered by District policies regarding suspension and expulsion may, but does not necessarily mean, that the student will also be suspended or expelled.

For purposes of this code, a "class" includes regular classes, special classes, resource room sessions, labs, study halls, library time and school assemblies.

A "teacher of that class" means the regularly assigned teacher of the class, or any teacher assigned to teach, monitor, assist in or oversee the class. This definition includes, without limitation, any assigned substitute teacher, proctor, monitor, or group leader. Where there is more than one teacher in a class, any teacher may remove a student from that class, upon informing the other teacher(s) of his/her intent to do so. It is advisable, though not absolutely required, that all teachers of a class assent to the removal of the student.

The Code assumes that there are two essentially separate kinds of removal from class: short term or temporary removal, and long term removal. Long term removal is essentially a forced transfer of the student out of the particular class for the remainder of the semester or marking period. Authority for the far more serious issue of long term removal rests with the building administrator. Short term removal is likely to be disciplinary in nature, and addresses circumstances where, for whatever reason, the student's presence is disruptive to the class on a particular day. Authority for short term removal rests with the teacher, and will stand for that class period.

A. REASONS FOR REMOVAL FROM CLASS

Student removal from class is a serious measure and should not be imposed in an arbitrary, casual or inconsistent manner. Behavioral expectations are always more constructive and more likely to be followed, when they are communicated as clearly as possible to students and staff. However, it is neither possible nor necessary to specify every type of improper or inappropriate behavior, or every inappropriate circumstance that would justify removal from class under this code. A teacher's primary responsibility is to maintain an appropriate educational environment for the class as a whole. Therefore, notwithstanding the provisions of this code, in every circumstance the teacher should exercise his/her best judgment in deciding whether it is appropriate to remove a student from class.

1. Disruptive, dangerous or unruly behavior. The following behavior, by way of example and without limitation, may be determined to be disruptive, dangerous or unruly.

    a. Inappropriate physical contact intended or likely to hurt, distract or annoy others such as hitting, biting, pushing, shoving, poking, pinching, or grabbing.
    b. Inappropriate verbal conduct intended or likely to upset, distract or annoy others such as name-calling, teasing, baiting, offensive, or vulgar language on school grounds.
    c. Behavior that may constitute sexual or other harassment.
    d. Repeated or extremely inappropriate verbal conduct is likely to disrupt the educational environment, particularly when others are talking (e.g., lecture by teacher, response by other student, presentation by visitor) or during quiet study time.

e. Throwing any object, particularly one likely to cause harm or damage such as books, pencils, scissors, etc.
f. Inciting other students to act inappropriately or to disobey the teacher or school or class rules, including without limitation inciting others to walk out.
g. Destroying the property of the school or another student.
h. Loud, obnoxious or outrageous behavior.

2. Conduct which otherwise interferes with the ability of the teacher to teach effectively. Students are required to cooperate with the teacher by listening attentively, obeying all instructions promptly and responding appropriately when called upon. A student's non-compliance may, in turn, distract others either by setting a bad example or by diverting the class from the lesson to the student's inappropriate behavior. By way of example and without limitation this behavior includes:

a. Open defiance of the teacher, manifest in words, gestures or other overt behavior.
b. Open disrespect of the teacher, manifest in words, gestures or other overt behavior.
c. Other behavior likely or intended to sabotage or undermine classroom instruction.

3. Conduct which is incompatible with effective teaching and learning in the class. In some cases, a teacher may believe that a student should be removed from the class for the good of the student and in the best interest of the class as a whole. Such reasons may, but need not be disciplinary in nature, and include for purposes of illustration and without limitation irreconcilable personality differences or issues between students in the class.

The following behavior, by way of example and without limitation, may be determined to be disruptive, dangerous and unruly.

a. Possession or use of a weapon or anything that resembles a weapon or other item that might cause bodily harm to persons in the classroom.
b. Being under the influence of alcohol or other controlled substances or controlled substance analogs, or otherwise in violation of district student alcohol and other drug policies.
c. Behavior that interferes with a person's work or school performance or creates an intimidating, hostile or offensive classroom environment.
d. Fighting.
e. Taunting, baiting, inciting and/or encouraging a fight or disruption.
f. Disruption and intimidation caused by gang or group symbols or gestures used by gangs or groups posturing to provoke altercations or confrontations.
g. Pushing or striking a student or staff member.
h. Obstruction of classroom activities or other intentional action taken to attempt to prevent the teacher from exercising his/her assigned duties.
i. Interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear or disruptive means.
j. Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work or creates classroom disorder.
k. Any dress that identifies gang affiliation.
l. Restricting another person's freedom to properly utilize classroom facilities or equipment.
m. Repeated classroom interruptions, confronting staff argumentatively, making loud noises or refusing to follow directions.
n. Throwing dangerous objects in the classroom.
o. Repeated disruption or violation of classroom rules.
p. Excessive disruptive talking.
q. Behavior that causes the teacher or other students fear of physical or psychological harm.
r. Physical confrontations or verbal/physical threats.
s. Willful damage to school property.
t. Defiance of authority (willful refusal to follow directions or orders given by the teacher).

u. Possession of personal property prohibited by school rules and otherwise disruptive to the teaching and learning of others.
v. Repeated use of profanity.

B. PROCEDURES TO BE FOLLOWED FOR REMOVING A STUDENT FROM CLASS

Except where the behavior is extreme, a teacher should generally warn a student that continued misbehavior may lead to removal from class. When the teacher determines that removal is appropriate, the teacher should take one of the following courses of action:

1. Instruct the student to go to the main school office. In such cases, the teacher shall call the office and state the reason for the student's removal. Failure to leave at the teacher's direction may lead to suspension and legal referral for disruption of the educational environment.

2. Obtain coverage for the class and escort the student to the main school office. The teacher shall inform the building principal or designee of the reason for the student's removal from class.

3. Seek assistance from the main school office or other available staff. When assistance arrives, the teacher or the other staff member should accompany the student to the main office. The principal or designee shall be informed of the reason for the student's removal.

4. When the student arrives at the main office, the building principal or designee shall give the student an opportunity to briefly explain the situation. If the building principal or designee is not available immediately upon the student's arrival, the student should be taken to the designated short-term removal area and the principal or designee should speak to the student as soon as practicable with a student also completing a removal from class document.

5. By the end of the school day of the student's removal from class, the teacher shall submit, within Powerschool a log entry to the building principal or designee, a short and concise written explanation of the basis for the student's removal from class.

6. Prior to the end of the school day the teacher shall notify the student's parent/guardian by phone call or email that the student was removed from class. The notice shall specify the class from which the student was removed, the duration of the removal, and the basis for the removal as stated by the teacher. If the student's removal from class is also subject to disciplinary action for the particular classroom conduct (i.e., suspension or expulsion), the student's parent/guardian shall also be notified by the principal or designee of the disciplinary action in accordance with legal and policy requirements.

C. PLACEMENT PROCEDURES

1. SHORT-TERM PLACEMENT

Each building principal shall designate a room or other suitable place in the school that will serve as the short-term removal area.

Following referral to the main office, a student who has been removed from class may be placed in the designated short-term removal area as determined appropriate by the teacher of the class the student was removed from. At the discretion of the building principal or designee, the student may be placed in another appropriate class, program or educational setting, provided the students are supervised in such alternative setting.

Students placed in the short-term removal area shall be supervised. During their time of placement, students should be required to do work of an academic nature. Such work should ordinarily be related to the work in the class from which the student was removed or may be related to the student's misconduct. In no event should a student's time in the short-term removal area be recreation or other free time.

In most cases, a student shall remain in the short-term removal area for at least the duration of the class from which he/she was removed. Prior to allowing the student to resume his/her normal schedule, the building principal or designee shall speak to the student to determine whether the student is, or appears to be, ready and able to return to class without recurrence of the behavior for which the student was removed. In the event it is not deemed appropriate to return the student to regular classes, the building principal or designee may consider a different placement option as outlined below.

2. **LONG-TERM PLACEMENT**

Long-term placement in an alternative setting is an extremely serious step that should not be undertaken hastily or for less than compelling reasons. Such a step could have profound consequences for the affected student and his/her class, as well as any new class or teacher to which the student may then be assigned. For these reasons, long-term placement should not ordinarily be considered or implemented except after a thorough consideration of alternatives by the building principal or designee. The building principal or designee shall make all long-term placement decisions under this code.

If a classroom teacher believes that the best interests of the student and/or class require the student's long-term placement in an alternative setting, a meeting will be held with administration and the teacher to discuss the recommendation. This consideration will include: (a) the basis for the removal request, (b) the alternatives, approaches and other steps considered or taken to avoid the need for the student's removal from class, (c) the impact, positive and negative, on the removed student, and (d) the impact, positive or negative, on the rest of the class.

Upon receipt of such a statement, the building principal or designee, may at his/her discretion, consult with the teacher and/or other District staff. In all cases, the principal shall inform and consult with the student's parent/guardian and the student involved in the request for a long-term placement in an alternative setting.

Following consideration of the teacher's statement and any other information, the building principal or designee shall, at his/her discretion, take one of the following steps:

a. Place the student in an alternative education program as defined by law;
b. Place the student in another area in the school or in another appropriate place in the school;
c. Place the student in another instructional setting; or
d. Return the student to the class from which the student was removed if the principal or designee determines that readmission to the class is the best or only alternative.

The principal shall notify the parent/guardian of a decision to remove a student from class long-term and the alternative setting chosen by a phone call followed by a registered letter.

Long-term placement in an alternative setting is an administrative decision and is not subject to appeal. However, the student and/or the student's parent/guardian may meet with the building principal or designee and/or the teacher(s) who made the request for the student's long-term placement in an alternative setting. Where possible, this meeting shall take place within five (5) days of the request for a meeting. The building principal or designee has the authority to make a determination regarding the student's placement and implement the placement plan.

D. **REMOVAL AND PLACEMENT PROCEDURES FOR STUDENTS WITH DISABILITIES**

A student with a disability may be removed from a class by a teacher and placed in an alternative educational setting only to the extent permitted by state law, the federal Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act and related regulations.

E. **CODE DISSEMINATION**

Students, parents/guardians and teachers shall be informed of this code of classroom conduct annually. Each parent/guardian/student is required to sign the handbook via eRegistration as proof that the parent/guardian/student has read the rules and the consequences. Failure to return sign implies consent with all aspects of the Code of Classroom conduct.

COMPLICITY POLICY

If it has been determined that a student has helped or aided other students violate school rules and regulations, the student is subject to disciplinary measures.

CONTROLLED SUBSTANCE

The use, possession, sale or intent to sell, or transfer of alcohol or other drugs, including vapes, editables, dab pens, nicotine pouches, cigarettes, e-cigarettes, look-alike products, counterfeit drugs, (including so-called non-alcoholic beverages) and drug paraphernalia is prohibited. Furthermore, having illegal drugs or chemicals in a student's system in or on school property, in any district owned or contracted vehicle or at school sponsored events is also prohibited. Students who violate this policy at school, while under the supervision of school authority or while engaged in a school activity, are subject to suspension or expulsion, referral for assessment, athletic and co-curricular code violations, and referral to appropriate legal authorities. (S. 161)

- 1st Offense
    - Parents/Guardians will be contacted.
    - Student will serve an In-School-Suspension for the remainder of the day of infraction.
    - Student will serve a 2 day out of school suspension following the day of infraction. (Upon successful completion, at the expense of the student/family, of an online course assigned by administration, this may be reduced to 1 day.)
    - Referral to Juneau Police Department for possible citation.
- 2nd Offense
    - Parents/Guardians will be contacted.
    - Student will serve an In-School-Suspension for the remainder of the day of infraction.
    - Student will serve a 3 day out of school suspension following the day of infraction. (Upon successful completion, at the expense of the student/family, of an online course assigned by administration, this may be reduced to 2 days.)
    - Referral to Juneau Police Department for possible citation.
- 3rd Offense
    - Parents/Guardians will be contacted.
    - Student will be required to be picked up by a parent/guardian.
    - Student will serve a 5 day out of school suspension following the day of infraction.
    - Student will be recommended to the Dodgeland Board of Education for possible expulsion.
    - Referral to Juneau Police Department for possible citation.

COPYRIGHTED WORKS

Board Policy 2531 addresses copyrighted works, directing staff/students only to use copyrighted works to the extent that the law permits. The Board recognizes that Federal law applies to public school districts and the staff and students must, therefore, avoid acts of copyright infringement under penalty of law.

DISPLAYING OF AFFECTION

Public displays of affection (PDA) are inappropriate in the school environment. Any willful and persistent displays of inappropriate behavior that interferes with the educational environment will result in disciplinary action.

DUE PROCESS RIGHTS

The Board recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures.

To better ensure appropriate due-process is provided a student, the Board establishes the following guidelines:

A. **Students subject to suspension:**

The suspended student, and if a minor, the parent of the suspended minor student shall be given prompt notice of the suspension and the reason for the suspension. The student or the student's parents may within five (5) school days following the beginning of the suspension, have a conference with the District Administrator. This conference will serve as the opportunity for the student to respond to the charges

against him/her. If the Administrator finds that the student was suspended unfairly or unjustly or that the student suffered undue consequences as the result of the suspension, the student's record shall be expunged.

B. **Students subject to expulsion:**

Prior to expelling a student, the Board must hold a hearing. A student and his/her parent must be given written notice of the intention to expel and the reasons therefore, at least five (5) days prior to the date of the hearing. The hearing is the opportunity for the student and his/her parent to appear with a representative or legal counsel before the Board to answer the charges. The Board will keep written minutes of the hearing. The hearing will be closed. The student and/or his/her parent may appeal the expulsion consistent with Chapter 120.13, Wis. Stats.

ELECTRONIC DEVICES - PERSONAL COMMUNICATION DEVICES (Policy 5136) (po0100)

Personal communication devices ("PCDs") include computers, laptops, tablets, e-readers, cellular/mobile phones, smartphones, and/or other web-enabled devices of any type. High School students may use their personal communication devices before and after school, during passing periods, and during lunch **only.** Students caught using their cell phone or other PCD during instructional time or any other non-designated time will be subject to disciplinary action following the guidelines set below.

- 1st Offense
  - Phone will be turned into the office and may be picked up at the end of the school day (3:10).
  - Teacher will contact parents/guardians.
  - Teacher will enter a minor referral into PowerSchool.
- 2nd Offense
  - Phone will be turned into the office and may be picked up at the end of the school day.
  - Teacher will contact parents/guardians.
  - Teacher will enter a minor referral into PowerSchool.
  - Student will be required to turn their phone into the office at the start of each school day for 1 week.
- 3rd Offense
  - Phone will be turned into the office and may be picked up at the end of the school day.
  - Administration will contact parents/guardians.
  - Administration will enter a major referral into PowerSchool.
  - Student will be required to turn their phone into the office at the start of each school day for the remainder of the semester.

EXPULSION

The School Board may expel a student from school when the student has repeatedly refused or neglected to obey properly promulgated school or school board rules; or when the student has knowingly conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; or the student has engaged in conduct while at school or while under the supervision of a school authority which endangers the property, health or safety of others, including any employee or school board member of the district in which the student is enrolled, and the school board is satisfied that the interest of the school demands the student's expulsion. (State Statute 120.13(c))

FIRE DRILLS AND ALARMS

Fire drills at regular intervals are required by law and are an important safety precaution (State Statute 118.07). It is essential that when the first signal is given, everyone clear the building by the prescribed route as quickly as possible. The classroom teacher will give instructions and roll will be taken. Students will be suspended and/or referred to appropriate authorities for interfering with the school's fire-fighting equipment (State Statute 941.12) and for intentionally setting off a false alarm. (State Statute 941.13)

HARASSMENT

The Dodgeland School District is committed to providing a safe, positive, productive and nurturing educational environment for all of its students. The District encourages the promotion of positive interpersonal relations among members of the school community. Harassment or bullying of a student, whether by other students, staff, use of electronic

devices, or third parties is strictly prohibited and will not be tolerated. Every student is encouraged, and every staff member is required to report any situation that they believe to be harassment or bullying directed toward a student. All complaints of harassment and bullying shall be processed in accordance with district procedures (State Statute 411.2)

MEDIA CENTER

The media center is a place for concentrated study, a source for obtaining recreational and educational reading materials. Using the media center is a privilege that can be taken away from students for misuse or disregard of posted rules. All fines accumulated while enrolled in the Dodgeland School District must be paid at the end of each school year paid prior to graduation.

SCHOOL LUNCH

Dodgeland Middle and High School is a closed campus. During this time, students will be expected to report to the commons for lunch. **Students who leave the building will be considered truant.** Students must either have their student code to eat school lunch. High school students purchasing food from the ala carte line must have either their student code or cash. Federal regulations prohibit any competition with the lunch program at any time from 30 minutes before or after the start of the scheduled school day. Therefore, lunches such as pizza, sub sandwiches, etc., cannot be delivered to the school from establishments. Opportunities for leisure time activities may be provided in an assigned area throughout the school year. Participation in these activities is a privilege.

SEARCH AND SEIZURE

The school retains the right to conduct searches. Among the reasons are suspicion of concealing alcohol, drugs, disruptive material, dangerous weapons, contraband or other items, which pose a danger to health and safety. Discovery of illegal materials will result in a referral to law enforcement, suspension and/or expulsion.

SUSPENSION

State statutes permit suspension of students. (S.120.13 (1)(b) At Dodgeland High School, students can be suspended for the major reasons listed below:

Battery - A student causing bodily harm to another by an act done with intent to cause bodily harm to that person harmed is guilty of a misdemeanor. (S.940.19)

Disorderly Conduct - Students who engage in violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly conduct in which such conduct tends to cause or provoke a disturbance is guilty of disorderly conduct. (S940.19)

Harassment - A student who engages in repeated acts to intimidate a person by strikes, shoves, kicks, unwarranted or unwelcome sexual behavior or otherwise subjects the person to physical contact or threatens to do the same is in violation. (S.947.01)

Hazing -School Board Policy 5516 pertains to any "Student Hazing" and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored activity or event. Hazing shall be defined for the purpose of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy. No person may intentionally or recklessly engage in acts of forced activity which endangers the physical health or safety of the student for the purpose of initiation or admission with any organization operating in connection with a school. (S.948.51)

Negligent Operation of Vehicle - (on school property) Any student who endangers another's safety by a high degree of negligence creating a situation of unreasonable risk, high probability of death or great bodily harm is guilty of a felony by state statutes. (S.944.01)

Obscenity - A student who imports, prints, advertises, sells, has in possession, for sale, or publishes, exhibits, or transfers commercially any lewd, obscene or indecent written matter, picture, sound recording, or film; or who has in possession with intent to transfer to a person under 18 years of age any of the above materials; or whoever makes any lewd, obscene or indecent drawings or writings in school is guilty of a felony by state statutes. (S.944.21.)

Possession of a Weapon - No person shall possess a weapon or look-alike (e.g. guns, knives, and martial arts weapons) or any item intended to be used as a weapon in any school building or on school property. (S.641.235; 941.24; 948.60; 948.605; 946.6)

Possession/Discharge of Fireworks - No person shall sell, use, discharge or explode any fireworks in the school building or on school property. (S.167.10)

Slander/Libel - The statutes (S.942.01) prohibit intentionally defaming another, whether a student or a staff member. This involves anything which exposes the other to hatred, contempt, ridicule or disgrace in their line of work.
Vandalism - Any student who intentionally causes damage to the school building and/or school property is guilty of a misdemeanor. (S.943.01)

Understand that these rules are not all inclusive. Action may be taken with respect to any offense which interferes with the orderly operation of the school, including repeated disobedience and defiance of rules and procedures.

Students who are Out of School Suspended may not be on any school district property or attend any school function during the term of their suspension. Should a student be found on school property or attending a school-sponsored activity during a suspension, the student may be subject to civil action for trespassing and additional disciplinary action.

In-School Suspension
Depending on the circumstances, students may receive an in-school suspension for all or part of a school day as determined by school administration. Any student who receives an in-school suspension may be subject to empty their pockets, leave all school and personal belongings in a secure location, and be scanned by a handheld metal detector prior to entering the in-school suspension room.

TECHNOLOGY
School issued devices, school email accounts and related apps/programs are to be used for educational and academic purposes only.

Access to technology is available to all students who have submitted the proper parent permission form as part of the registration/enrollment process. iPad documents must be completed and signed by both parents and the student before distribution of school owned personalized iPad devices. Violations may result in a loss of access, as well as other disciplinary or legal action-based on the discretion of Administration.. Loss of technology privileges on **school owned devices** will be based on the severity of the infraction / offense.

A student's career for technology classification is defined as pre-kindergarten through grade 5, grades 6-8, and grades 9-12.

TRAILWAYS CONFERENCE POLICY – ATTENDING HIGH SCHOOL EVENTS
Admission is charged for all students and adults attending high school events. Dodgeland High School students are granted free admission with the presentation of their student ID. Elementary School and Middle School students must be accompanied by and under the direct supervision of a parent or appropriate adult throughout the event.

STUDENT INFORMATION

CO-CURRICULAR/ATHLETIC ACTIVITIES
Students are strongly encouraged to participate in the wide variety of co-curricular and/or athletic activities at Dodgeland School. Students will also have to abide by the academic and behavioral expectations governed by the Athletic and/or Co-Curricular Code. Athletes may obtain the necessary physical forms and required paperwork from the Athletic Director and/or MS/HS office. Students are also responsible for all school issued equipment and uniforms. The student is responsible to pay for all damaged or lost school property prior to the start of their next season or event.

A 5:10 late bus is provided by the district and students will follow the Code of Conduct when riding the bus. Sign up for the bus is located in the daily announcements and needs to be completed by 12:00 pm.

EQUALITY OF EDUCATIONAL OPPORTUNITY
The Dodgeland School District Board of Education does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board is committed to maintaining an

education and work environment that is free from discrimination based on sex, including sexual harassment. The District's Title IX Coordinator is:

Dominic Gischia
Middle/High School Principal
gischia@dodgeland.k12.wi.us
920-386-44041 ext. 1032

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator, the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process that provides for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process is included in Policy #2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at **dodgeland.k12.wi.us**. The grievance process specifically addresses how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

A Sexual Harassment Notice is posted in all school buildings.

Board of Education Policy #2266

FEES

Students participating in athletics and co-curricular activities must pay a user fee in accordance to school policy prior to participation. High school students taking a class requiring a user fee must pay the fee prior to the first Friday of the semester. Failure to pay fees may lead to bonded collection. **Any student qualifying for free/reduced lunch will have these fees waived with proper documentation.** Students driving to school must pay a parking permit fee prior to using school district parking. If the student loses their parking permit tag, a substitute parking permit tag may be purchased at a cost of $5.00 in the High School office.

FIELD TRIPS

Field trips are always regarded as an educational activity and must be relevant to the curriculum and to the needs of the students. All field trips require the completion of the district authorized signed parental consent/teacher approval form. Field trips are an extension of the classroom and educational experience. Participation in field trips shall be determined by meeting identified criteria. Students need to submit this form to the teacher of the field trip on or before the established deadline.

FOOD AND BEVERAGE

Food and beverages are allowed in classrooms at teacher discretion, including purchases from Common Grounds. Students are not to be using the lunchroom microwaves or vending machine except during their assigned lunch time. **Students are responsible for all clean-up. Special exceptions for medical reasons, cited by parents and physicians, will be dealt with by the administration on an individual basis.**

HEALTH RECORDS AND PHYSICALS

Parents/guardians of students admitted to the District's elementary and/or secondary schools shall present immunization records as required by law.

INSURANCE AND INJURIES

Any student who has received an injury in school or while participating in a sport or club activity should report it immediately to the teacher/coach in charge at the time of injury. Although most families today carry accident and health insurance, the school may make available a voluntary health and accident plan to the student and his/her family. All students participating in athletics must have health insurance coverage.

LOCKER REGULATIONS

School lockers are the property of the Board of Education and are provided for your convenience. Students are expected to use only the locker they are assigned. Students should keep their locker combinations confidential. Students are expected to lock their lockers throughout the school. If damage occurs to your locker, report this immediately to the office. If damage is not reported, the student to whom the locker was assigned will be held accountable. School officials retain the right to search lockers and may schedule locker clean-outs**.** All fines accumulated while enrolled in the Dodgeland School District must be paid prior to graduation.

MEDICATION

The school district's policy on any medication prescribed by a doctor is as follows: NO PRESCRIPTION MEDICATION WILL BE GIVEN TO THE STUDENT BY SCHOOL PERSONNEL UNLESS A MEDICATION CONSENT FORM HAS BEEN COMPLETED BY A PHYSICIAN AND SIGNED BY A PARENT. Medication consent forms can be obtained in the school office. All medication will be dispensed through the nurse's office and not by the classroom teacher. If medically required, students may utilize appropriate personal electronic devices during the school day. This includes, but is not limited to, heart monitors, glucose monitors, etc…

Parents/guardians must also fill out a Medication Consent Form for over the counter medication such as Tylenol and cough medicine. Medication must be in a clean pharmaceutical container that has the same medication name, unit size, dosage and the student's name attached.

Except for inhalers, insulin, epipens, & glucagon, **students may not keep any medications in their desks, lockers, backpacks, etc**. With a written parent note, students may bring cough drops for their own use. These may not be shared with others.

OFFICE PHONE USE

Office phones are only available for student use before school, during, and after school. In addition, students need to ask and receive permission to use the school phones.

SCHOOL CLOSING

Announcements regarding changes in the school day such as early dismissal, delayed opening, or closings due to weather/driving conditions can be heard on the following radio and television stations, district social media, or our homepage: **www.dodgeland.k12.wi.us**

We use an instant notification system to notify parents of school closings/delays, which is why it is important to keep your contact information up to date by making any new contact changes in PowerSchool.

RADIO

Beaver Dam	WBEV-AM	1430
Beaver Dam	WXRO-FM	95.3
Mayville	WMDC-FM	98.7
Milwaukee	WTMJ-AM	620

TELEVISION

Madison-CBS	WISC	TV-3
Milwaukee-NBC	TMJ	TV-4
Milwaukee-FOX	WITI	TV-6
Milwaukee-ABC	WISN	TV-12

SCHOOL COUNSELING SERVICES

School counseling services are available for every student in the school. These services include assistance with educational planning, setting expectations for the student, school record maintenance, individual counseling, group guidance, assistance with home, school and/or social concerns, or any questions that the student would like to discuss with the counselor.

STUDENT PARKING

Students driving to school must possess and display a student parking permit in order to park on school district property. **Parking in the first row directly outside the middle/high school entrance is reserved for staff and visitors**. Failure to adhere to the student parking policy may result in the student's vehicle being towed away at his/her own expense. Unsafe operation of a vehicle may result in removal of the student's parking permit privilege (parking permit fee: $30.00 is non-refundable). In order to park in the school parking lot, students are required to give consent to school administrators to search the vehicle when they have "reasonable suspicion to believe the search will produce evidence of a violation of a particular law, a school rule, or a condition that endangers the safety or health of the student driver or others." Student parking passes are not prorated, the cost is the same whenever the pass is obtained.

STUDENT PASSES

All high school students must have a pass anytime they are in the hallway during class time. Students must fill out the digital hall pass on their ipad after asking for teacher permission. Students must retain their ipad with them while out of the classroom (except for in the restroom). Students found in the hallways without a pass will be sent back to their assigned class.

STUDENT RECORDS

According to the Rights and Privacy Act of 1974, students shall have access to information about themselves and how this information is being used. If students have any questions concerning their records, contact the Student Development Center (SDC) or Guidance office.

According to State and Federal Law concerning confidentiality, Dodgeland cannot keep behavioral records for more than (1) year after graduation. If any senior would like their cumulative files saved, they must complete a permission slip to do so. Students may get such a form from the Student Development Center (SDC) or Guidance office.

STUDENT VALUABLES

Hallway and physical education lockers are to be locked when not attended by the assigned student. Students, not the school, are responsible for their personal property. Do not leave valuable items and money in your hallway or physical education locker. When it is necessary to bring large and valuable items to school, you are encouraged to check these in to the office. A list containing the exact items must be submitted with the items. Students are responsible for the care of their own personal property. The school will not be responsible for the loss of personal property. Valuables such as jewelry, large amounts of cash or irreplaceable items should not be brought to school.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to disciplinary measures. (Board Policy 5513).

TEXTBOOKS/eBooks

Students are responsible for the care of textbooks and iPads they are using from the school district. Students are to sign their name and the date loaned in ink on the nameplate in the front of their books unless these are ebooks. At the beginning and end of the school year, teachers will evaluate the books. If a book is damaged due to obvious carelessness/deliberate mutilation, a fine will be assessed. If a book is lost, the student will be assessed the replacement cost. All fines accumulated while enrolled in the Dodgeland School District must be paid prior to graduation.

VISITORS

School age visitors are not allowed during the school day unless part of a school sponsored student exchange or at the discretion of the administrator. Parents, adult relatives of a student or adult district residents are welcome, but should notify administration 24 hours prior to visit. Visitors must report to the office before visiting any part of the school premises. All parents and visitors are required to register using a valid ID with the office which will notify administration.

VOLUNTEERS

Individuals interested in volunteering for the Dodgeland School District, including chaperoning field trips and assisting in extra-curricular activities, must be approved by the building principal before beginning volunteer duties. All volunteers must have a completed Volunteer/Chaperone Application form and a signed participation and confidentiality statement on file in the office prior to performing any duties associated with being a volunteer. As part of the approval process all volunteers must submit to a criminal records check. Completed applications and the results of the criminal records check are kept in a secured location in the District Office.

Volunteer/Chaperone Application forms remain valid for three years. Following each three-year period a new volunteer application form and a signed participation and confidentiality statement must be submitted. At that time, another criminal records check will be processed by the District Office.

Copies of the Volunteer Handbook, which includes two Volunteer/Chaperone Applications forms and two signed participation and confidentiality statements, are located in the office.

WORK PERMITS

Wisconsin laws require that all persons under 18 years of age must secure a work permit for each new job in which they are engaged after school hours, Saturdays, Sundays, and during vacation. Permits may be obtained during the school year through the County by using the following website: www.dwd.wisconsin.gov/er/laborstandards/workpermit or you may call Monday through Friday at 608-266-7252. You also need a letter from the prospective employer promising employment, a letter from parent or guardian consenting to employment. **Parents, Guardians, or the Principal has the right to request revocation of a minor's work permit due to Truancy or failing grades from the Department of Industry, Labor and Human Relations.**

STAFF-STUDENT CONDUCT

STAFF-STUDENT RESPONSIBILITIES

The Dodgeland School District is committed to quality educational programs requiring integrity, high ideals, and human understanding. Your welfare and achievement depend on positive relationships within the school environment. To this end, employees of the Dodgeland School District are expected to develop and expand their skills in sustaining positive student relationships by:

- Maintaining empathy with and respect for you
- Communicating with you in a way which fosters the development of your positive self-image
- Implementing motivation techniques that enhance your self-esteem
- Modeling and reinforcing behaviors which are expected of you
- Helping you feel worthwhile by recognizing your strengths and abilities

If you have a concern regarding this policy, you should share that concern with a building administrator

STUDENT RESPONSIBILITIES

YOU, as a student of Dodgeland School, are expected to support and strengthen your lifelong learning process in a setting of respect and cooperation by:

- Working toward academic growth and development of lifetime skills
- Attending school classes regularly and arriving on time
- Bringing appropriate materials, participate in class, and completing class assignments as directed
- Bringing to school only those materials allowed by school rules
- Following adopted discipline guidelines and school rules
- Responding to reasonable requests of adults in the school
- Respecting the rights, feelings, and property of themselves and others
- Dressing appropriately and having grooming habits that do not interfere with the school environment
- Refraining from the use of profane and vulgar language, threats and the use of physical force on any student or school employee
- Obeying the laws concerning the possession and use of alcohol, tobacco, and illegal substances

DODGELAND HIGH SCHOOL

401 S. Western Avenue, Juneau, WI 53039
Telephone: (920)386-4404 FAX: (920)386-2601
Website: www.dodgeland.k12.wi.us

Dom Gischia, Middle/High School Principal
gischia@dodgeland.k12.wi.us Ext. 1032

Handbook/Code of Conduct Awareness Statement

I have received my 2026-2027 Dodgeland High School Student Handbook.

I understand that I am expected to follow the expectations, rules, and policies of Dodgeland High School as they are written in the Dodgeland High School Student Handbook.

It is understood that the rules and expectations on the previous pages are not all inclusive. The administration will take such action as is necessary and not forbidden by law or board policy to insure the discipline and orderly conduct of the school. *Action may be taken with any offense that impairs the usefulness or well-being of the school regardless of the existence or non-existence of a rule covering the offense.* All of the regulations previously stated are set down in an attempt to maintain the rights of all. Even though a student reaches the age of 18, he or she is still required to follow the rules and regulations as outlined in this handbook.

Electronic Signatures by both student and parent/guardian required by Friday, September 4, 2026.

The district requests electronic signatures by both student and parent/guardian. The absence of electronic signatures by parent and student does not mitigate the enforcement of this handbook.