

September 2016

WELCOME TO ST. CROIX CENTRAL HIGH SCHOOL

The purpose of this handbook is to give you a better understanding of the activities and opportunities of SCC. It is intended to assist you in following the expectations of our school and our community, also known as the “Panther Way”.

While at SCC, you will have many opportunities for the development of character and for making friends. We encourage you to participate in the improvement of our school by developing self-discipline, making choices carefully, thinking of other people, and owning up to responsibilities.

Your time spent at SCC is important. Opportunities exist for you to explore a wide variety of interest areas. Questions and answers often take on new meanings. This is the time when you bridge the gap between childhood and adulthood.

The staff members of SCC want to be a part of your future. Even so, a large portion of the responsibility for your success in school rests squarely on your shoulders. You will find in most instances that the level of education you receive is directly related to your study habits and participation in class.

We hope that your experiences here will be beneficial and positive. We dedicate this handbook to the cause of improving student learning, student growth, and student success in the future.

Mr. Kurt Soderberg
High School Principal

Mr. Jeremy Kerg
Assistant Principal/
Director of Activities

Mr. Jeff Fern
School Counselor

ST. CROIX CENTRAL HIGH SCHOOL

1751 Broadway Street
Hammond, Wisconsin 54015
Phone: (715) 796-5383
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3.0 ST. CROIX CENTRAL STAFF

Timothy Widiker - Superintendent

STAFF

Kurt Soderberg – High School Principal
Jeremy Kerg – Assistant Principal/Activities Director
Jeff Fern - School Counselor
Patricia Basche – Director of Special Education and Student Services
Glenn Webb – Director of Teaching and Learning
Chris Buckel - Social Studies
Tovah Carson - Special Education
Tracie Crowley – Business Education
Bill Emery – Agriculture/Science
Tessa Feyereisen – Health/Physical Education
Kamen Flanders – Alternative Education
Sharon Freitag - Special Education
Nic Haug - Business Education
Courtney Hawkins – Family/Consumer Education
Tera Hinzman - Biology/Chemistry
Heather Jourdeans - Language
Logan Kimberly - Math/Science
Jason Koele - Instrumental Music
Matt Langman - Physical Education
Carolyn Lent – Math
Mary Lucking - German
Tom Martin – Special Education
Amanda Olson – Media Specialist
Cami Pace – Language Arts
Jordee Reimer - Art
Tricia Rogers - Math
Sara Route - Vocal Music
Gretchen Rozeboom - Agriculture
Tom Sauve – Social Studies
Jennifer Staidl - Special Education
Becky Sundeen - Phy. Ed./Special Education, Driver's Ed
John Tackmann – Science
Emily Timmers – Language Arts
Zack Turpin - Math

Garrett Wenzel - Tech Ed
Jessica Wolf - Social Studies
Danielle Wollberg – Spanish

SUPPORT STAFF

Amy Carpenter – Special Ed Para
Lori Cress - High School Secretary
Chris Deno – School Counseling Secretary
Anne Engele – Food Service
Denver Garfield - School Nurse
Carol Hauge – Food Service
Wendy Hoverson - Athletic/Activities/Transportation Secretary
Amy Hueg - Library Para
Chad Konsela - Network Administrator
Rebecca Meyers - Special Ed Para
Stephanie Owens - Virtual Ed/Charter School Coordinator
Dan Ruud – Technology Integration Specialist
Tammy Simonson - Food Service
Pam Stave – Athletics/Food Service
Steve Thompson - Computer Technician
Jeanette Turbeville - Special Ed Para
Sandy Weitgenant - ID Para
Jerry Wold - Custodian

4.0 DAILY TIME SCHEDULE

The following time schedules are in effect for the High School.

4.1 HIGH SCHOOL SCHEDULE

Arrival/Announcements	8:00 AM
Period 1	8:05 AM – 8:49 AM
Period 2	8:53 AM – 9:37 AM
POWER HOUR	9:37 AM – 9:47 AM
Period 3	9:47 AM – 10:31 AM
Period 4	10:35 AM – 11:19 AM
Period 5	11:23 AM – 12:13 PM
LUNCH	(A) 11:23-11:48 (B) 11:48-12:13
Period 6	12:17 PM – 1:07 PM
LUNCH	(A) 12:17-12:42 (B) 12:42-1:07
Period 7	1:11 PM - 1:55 PM
Period 8	1:59 PM – 2:43 PM
Period 9	2:47 PM – 3:25 PM
ITV	3:30p.m. - 4:30 p.m.

4.2 HIGH SCHOOL WEDNESDAY SCHEDULE

Arrival/Report to Gym	8:00 AM
Period 1	8:20 AM – 9:02 AM
Period 2	9:06 AM – 9:49 AM
POWER HOUR	9:49 AM – 9:59 AM
Period 3	9:59 AM – 10:42 AM
Period 4	10:46 AM – 11:29 AM
Period 5	11:33 AM – 12:23 PM
LUNCH	(A) 11:33-11:58 (B) 11:58-12:23
Period 6	12:27 PM – 1:17 PM
LUNCH	(A) 12:27-12:52 (B) 12:52-1:17
Period 7	1:21 PM - 2:04 PM
Period 8	2:08 PM – 2:51 PM
Period 9	2:55 PM – 3:25 PM

4.3 HIGH SCHOOL LATE START SCHEDULE

No Power Hour/No Division of Lunches	
Period 1	10:05 a.m. – 10:41 a.m.
Period 2	10:45 a.m. - 11:21 a.m.
Period 3	11:25 a.m. – 12:01 a.m.
Period 5 (Lunch)	12:05 p.m. – 12:43 p.m.
Period 6 (Lunch)	12:47 p.m. – 1:25 p.m.
Period 4	1:29 p.m. – 2:05 p.m.
Period 7	2:09 p.m. – 2:45 p.m.
Period 8	2:49 p.m. – 3:25 p.m.

5.0 POLICIES RELATING TO PUPIL ATTENDANCE

STUDENT ATTENDANCE POLICY

In accordance with St. Croix County ordinances and state law, all children between ages six (6) and eighteen (18), except as provided by law and the policies herein, shall attend school regularly during the full period and hours that school is in session until the end of the school term, quarter, or semester of the school year in which the child becomes 18 years of age. Truancy shall be defined as any absence of part or all of one or more days from school during which the district has not been notified of legal cause of such absence by the parent or guardian of the absent pupil. (School Board policy Adopted December 19, 1983)

I. Attendance

A. Attendance is your responsibility. Under state law, enrollment in school beyond the compulsory age is an option that a student exercises according to his/her and the family's wishes. However, all students who do enroll in the St. Croix Central School District are expected to attend school each official school day unless, in the opinion of the principal and school counselor, it is advisable to arrange a modified program for individuals with special circumstances. It is basically the parent's/guardian's responsibility to monitor the child's attendance, and any needed disciplinary action is left to the parents and/or legal authorities where State of Wisconsin compulsory school attendance laws apply.

B. When in attendance, a student must attend all classes in which he/she is enrolled unless excused by the school principal. **A student may not leave school property during the school day unless he/she has been officially excused through the school office.**

C. Excused Absences

1. Personal illness of the student
2. Family emergency
3. Trips with parents or guardians if work is made up beforehand or as arranged with individual teachers
4. Medical or dental appointment if it cannot be arranged during non-school hours
5. Recognized religious services
6. Driver's tests
7. Necessary work at home, which could not be accomplished without the help of the student
8. Educational reasons as determined by the building principal

D. Tardiness

Students are allowed four tardies per quarter. After the fifth tardy, students will be required to meet with a school official to work out a plan to avoid truancy. Teachers will email, telephone or send a note home each time a student is tardy from class or study hall. Tardies may be made up with the consent of the teacher and Assistant Principal. Habitual tardiness will be handled in the same procedure as habitual truancy. **Three tardies will be equal to one unexcused absence.** The definition of State Statute 118.16 will be interpreted to apply to tardiness as well as truancy.

II. Responsibilities for Attendance

A. Parent(s)/Guardian Responsibility

1. A parent or legal guardian shall call the school office and verify that the student is absent with the parent's knowledge. Failure to call will cause the absence to be unexcused. If events beyond the control of the parents make it impossible to call as required, an unexcused absence may be changed to an excused absence if, within two (2) days after the student returns to school, the parent makes personal contact with the office and explains the circumstances which made it impossible to phone in.

2. After a student is absent from school, for an excused or unexcused reason, he/she must bring a signed note to the school office from his/her parent or guardian. This note must include the time, date, and reason for absence. For an absence to be ruled excused, it must be for one of the reasons included in Section C above, and the student will be notified of any absence ruled unexcused. If the student does not bring a note, the absence will be considered unexcused. If a note for an excusable absence is brought in within two (2) days, the absence will become excused.

B. Student Responsibility

1. Students are required to attend all of their scheduled classes, study halls and lunch periods, unless they have obtained parental permission and a pass approved by the student attendance officer, or designee.

2. A student who has been absent, or is anticipating being absent, shall be expected to provide a written explanation of the absence signed by his/her parent(s) or guardian.

3. **Students must always check in and out at the school building office when they leave and return to school.**

4. Students on "Work Experience" must sign in and out of school with Mr. Haug for this program.

III. Procedure Toward Legal Referral

A legal referral may be initiated if a poor attendance pattern has continued and if the school attendance officer has completed the following:

A. Notification of truancy

1. "Habitual truant" means a pupil who is absent from school without an acceptable excuse under sub. (4) and s. 118.15 for either of the following:

- a. Part or all of 5 or more days out of 10 consecutive days on which school is held during a school semester.
 - b. Part or all of 10 or more days on which school is held during a school semester.
 - 2. "School attendance officer" means an employee designated by the school board to deal with matters relating to school attendance and truancy.
 - 3. "Truancy" means any absence of part or all of one or more days from school during which the school attendance officer, principal, or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent of s. 118.15.
- B. Scheduled meeting with parent(s)/guardian
 - C. Final notice
 - D. All material sent to juvenile officer
 - E. Legal referral

5.1 Attendance Records (Office)

Daily attendance records for each student are kept in the high school office. Classes begin promptly at 8:05 a.m., and student arrival time each day should be no later than 8:00 a.m. The Assistant Principal and School Counselor will share responsibilities for follow-up on students with irregular attendance patterns. Should a student find it necessary to be absent from school, the following procedure is to be observed.

- A. A parent is to call the school by 8:15 the morning of the same day the absence occurs to inform the office of the absence and the reason for it.
- B. An absent list will be created after 1st period. This is for office attendance records.
- C. Upon returning to school, the student is to report to the office with a note from a parent or a phone call explaining the absence.
- D. The office staff will issue a re-admit slip to the student, which is to be signed by his/her teachers.

5.2 Attendance Records (Classroom)

- A. Teachers will take attendance at the beginning of every period.
- B. Students will be granted one day in addition to the number of days absent to make up work for credit. Make up work could be the actual assignment that was missed or equivalent alternative assignment. (Example: if you were absent on Monday and Tuesday of a given week, they will have Wednesday and Thursday (# of days absent) and Friday (extra day) to make up work. Work must be handed in for credit by the end of class time on Friday. Pupils, who miss major tests or assignments during their absence, will make them up on a schedule determined by their individual teacher.
- C. Students with single day absences should expect to take scheduled exams the day they return. (Prior notice by the teacher must have been given.)
- D. Suspended students are expected to make up all assignments that are missed.
- E. Students are required to be in attendance the entire school day if they want to participate in any practices, contests or extra-curricular events scheduled for that day. Classes begin promptly at 8:05 a.m., and student arrival time each day should be no later than 8:00 a.m. Individual exceptions such as family emergencies, pre-arranged family trips, medical or dental appointments, field trips for school, a college visit or any absence that is excused by the athletic director or Principal are accepted. A student with an unexcused absence or was truant (as defined by St. Croix Central School District policy) on a Friday may not participate in a weekend event if no event was held on Friday.

6.0 ABSENCE

6.1.1 Make-Up Slip Procedure

A parent is to call the school by 8:15 the morning of the same day of the absence to inform the office of the absence and the reason for it. Upon returning to school, the student is to report to the office with a note from a parent or a phone call explaining the absence. A make-up slip will be issued to the student and be filled out by the teachers whose classes were missed, so that they can be aware of the assignments missed. It is the responsibility of the students to make up work that has been missed. This should be done in a timely manner.

6.2 Pre-Absences

Students who anticipate being absent from school for two days or more must present a note of explanation to the office and pick up a pre-absence slip so that

assignments can be completed ahead of time. Notification of pre-absence should be given one week prior to the contemplated absence. Failure to do so may result in loss of credit.

7.0 STUDENT PASSES

7.1 Permit to Leave Building

Students needing to be excused before the close of the school day are to present a note or have a parent call the school office prior to the start of the school day so that they may be given a pass to leave the building. Reasons for leaving the building should be limited to medical appointments and family emergencies.

Students participating in Work Experience must sign in and out of school at the appropriate location. Failure to do so may cause loss of Work Experience privileges.

7.2 Corridor Passes

While in the hallway during class time, it is required to have a duly authorized pass or planner indicating your destination and return.

8.0 STUDENT SCHEDULES - CREDITS

8.1 Registration

Registration takes place in the spring prior to the opening of a new school year. Course description manuals are available online on the St. Croix Central webpage @ www.scc.k12.wi.us and are issued to students during the registration process. Students should use these course description manuals so they are aware of admissions requirements to post secondary institutions, the classes available, and planning an appropriate program. Copies of the students schedule are issued on the first day of school and at semester time.

8.2 Graduation Requirements

**Graduation Requirements are 24 Credits: Class of 2017 and Beyond
15.5 required credits & 8.5 elective credits**

4 credits	- Language Arts
3 credits	- Mathematics
3 credits	- Science
3 credits	- Social Science (History)
1½ credits	- Physical Education

- ½ credit - Health
- ½ credit - Careers/Social Skills
- 10½ credits - Electives

8.3 Graduation Participation

Participation in the graduation ceremony is an earned honor, reserved for those students who have met the following requirements:

1. The student has been a good school citizen, including attendance, class participation and school behavior.
2. The student has met all of the graduation/credit requirements by the last day of classes for seniors.
3. The student must be present at school 150 days to walk at graduation.
4. The principal reserves the right to make the final determination on a student's eligibility to participate in graduation.

*The Principal reserves the right to make the final determination on a student's eligibility to participate in graduation.

8.4 Drop-Add Procedures

Grades 9-12: Students will be allowed to drop or add any elective class during the first few days of class of either the beginning of the first semester or the beginning of the second semester. Procedure will be:

1. Obtain the form from the Counseling Department
2. Counselor signature
3. Obtain parent permission
4. Teacher signature
5. Return the form to the Counseling Department

Exceptions to the above policy: (1) Students who we identify as EEN students will be allowed to make changes as per the IEP report or M-Team staffing. (2) Students who are in a required class (per graduation requirements) may be allowed to move to a lower or higher level if the class has ability levels and the following takes place:

1. Parent request in writing
2. Teacher approval - signature
3. Counselor approval - signature

4. An appropriate form for dropping or adding a class will be utilized

An example of an ability level class would be the four levels of math available in grade 9: Introduction to Algebra, Algebra I, Algebra II, and Algebra II Honors.

Any changes that take place as per (2) above will take place at the end of a quarter or appropriate unit of instruction if at all possible.

Students who enroll during the school year will be allowed a few days from their enrollment date to change their schedule. This is necessary because of an adjustment period to a different school system. A recommendation from a professional person (doctor, mental health person, etc.) to change a student's schedule will be considered.

9.0 REPORTING STUDENT PROGRESS

9.1 Report Cards and Grades

Report cards are issued four times per year. Student progress is assessed based upon academic achievement. Letter grades are used in all subjects.

9.2 Conferences

Parent/teacher conferences are scheduled during the first and the third quarters. Additional conferences may be scheduled as needed.

9.3 Mid-Term Progress Reports and Family Access

Progress reports may be sent home during a quarter to indicate how a student is doing in school. SCC uses Family Access as a service that allows schools and teachers to set up pages on the web that make communication between home and school even easier and more effective. Teachers have the ability to post grades, announcements, assignments, as well as other information. On each class page is a link to the teacher's email, making it very easy to contact the teacher.

9.4 Remediating a Class - Loss of Credit

Students who do not complete all essential work and/or whose grades are unsatisfactory will not receive credit for that particular class. In the event a required class in grade 9-12 is failed, it must be remediated or repeated to fulfill the graduation requirements. Required classes can be remediated during summer school and ITV classes.

9.5 Grade Point Average

The G.P.A. is based on the students' performances in all classes, grades 9-12. A four point scale is used to determine G.P.A. Quarterly honor rolls are published. Students with a grade point average of 3.667 or better are on the "A" honor roll. Students with a grade point average of 2.667 are on the "B" honor roll. High school class rank is determined by the cumulative G.P.A. for grades 9-12.

10.0 STUDENT RECORDS

10.1 Collection and Dissemination of Information

Student records shall be defined as any material concerning individual students maintained in any form by school officials. All records on a student shall be open to the student's parent or guardian. Such records will also be open to the student. The school shall provide whatever assistance is necessary to enable the student and parents or guardian to understand what is in the record.

10.2 Testing

Formal achievement tests or intelligence tests are administered in grades 9, 10, and 11 (ACT, Aspire). Other aptitude inventories and college entrance exams are available for students to take. ACT, SAT and AP test results are placed on transcripts for student convenience. If you wish this information not to be placed on your transcript or removed from your transcript, please contact the guidance department.

11.0 POLICIES GOVERNING STUDENT RIGHTS AND RESPONSIBILITIES

11.1 Civil Rights of Minors

- A. The right to free inquiry and expression
- B. The right to due process
- C. The freedom of association
- D. The freedom of peaceful assembly and petition
- E. The freedom from discrimination
- F. The right to privacy
- G. The right to equal educational opportunity

11.2 Due Process

Students have the right to due process including:

- A. Notification of school rules
- B. A fair hearing of infraction of rules

- C. A written notification of reasons for suspension and/or expulsion
- D. Appeal to higher administrative authorities as follows.
 - 1. The principal
 - 2. The superintendent
 - 3. The school board
 - 4. The courts

11.3 Complaints and Grievances

Students who wish to render a complaint or grievance shall initiate a resolution through the counselor or administrative personnel. If the resolution cannot be resolved satisfactorily, the complaint or grievance shall be channeled through the following personnel in order: 1) Principal, 2) Superintendent.

In the event satisfaction cannot be reached, students may take complaints or grievances to the school board. At all levels of this procedure accurate documentation of the complaint and action taken shall be kept.

11.4 Non-Discrimination Policy

The St. Croix Central School district does not discriminate against pupils on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, or handicap.

The district encourages informal resolution of complaints under this policy. If any person believes that St. Croix Central School district or any part of the school organization has failed to follow the law and rules of s. 118.13, Wisconsin Statutes, or in some way discriminates against pupils on the bases listed above, he/she may bring or send a complaint to the administration office at the following address: 1295 Vine Street, Hammond, Wisconsin 54015.

11.5.1 Student Conduct – The Panther Way

District Vision: Be a district respected by others as a model of excellence in student achievement.

District Mission: To prepare our students with exceptional character, knowledge and skills to thrive in their changing world.

Character – Live up to the 12 Guiding Principles

- 1. Respect – a feeling of admiration towards someone or thing
- 2. Compassion – a feeling of empathy towards others
- 3. Adaptability – the ability to change with the environment or situation

4. Honesty – integrity, truthfulness, and straightforwardness
5. Trustworthy – able to be relied on as honest and truthful
6. Loyalty – a faithful devotion to . . .
7. Responsibility – acknowledgement of being the person who caused something to happen
8. Contemplation – looking thoughtfully at something over time
9. Initiative – the power to take charge before others do
10. Perseverance – doing something despite difficulty or delay in achievement
11. Optimism – a positive mental attitude or thought
12. Courage – not the absence of fear, but the management of fear

Commitment – A state of being dedicated to a cause

1. Commit to Character
2. Commit to Academics
3. Commit to your personal health and making good choices
4. Commit to the team and being a great teammate/schoolmate
5. Commit to the SCC community
6. Commit to strength and conditioning
7. Commit to Success (where opportunity and preparation meet)
8. Commit to the PANTHER WAY!

Students are expected to abide by The Panther Way, following our 12 Guiding Principles. Students who act in a manner not in compliance with The Panther Way, will be referred to the assistant principal for discipline, the counselors for counseling, or further referral to the proper authorities. Parent conferences, detention, and possible suspension or expulsion from school may result from unacceptable conduct.

11.6 Cellphones

Cellphone use is a privilege in school, not a right. Don't abuse it or you can lose it. Students are allowed to use their cellphones prior to the start of the school day, during lunch hours, and after the school day is over. Cellphones can also be used at other times with permission. If a teacher or school official sees a student using their cellphone, or if it rings, without permission during class, the cellphone can be taken from the student and given to a school official. The first violation of this policy will result in a meeting with a school official to pick up the cellphone and may result in further discipline. The second violation of this policy may result in the cellphone not being returned to the student until a later time and further disciplinary action.

11.7 Vandalism

Students who participate in acts of vandalism at St. Croix Central or at other schools can expect to be penalized by loss of privileges, payment of cost involved, referral to proper authorities, and possible suspension or expulsion from school.

11.8 Explosive Devices

No student shall have in his/her possession, sell or otherwise distribute, fire or explode any firearm, firecrackers, bombs, or other explosive devices. This also applies to any object, which might endanger him/her or others. A student involved in violation of the above will be immediately suspended from school and may lead to expulsion. Appropriate civil authorities will be involved. A conference with the student's parent(s) or guardian will be involved prior to reinstatement.

11.9 Care of Building and Premises

The communities of Hammond and Roberts have provided quality building facilities. It is the expectation of all students to maintain pride in the appearance and condition of our buildings. Willful destruction will not be tolerated. We desire to keep our campus looking great, so please contribute.

11.10 Dress and Grooming

School dress should be appropriate to the school environment and must comply with state health laws. Shoes or footwear must be worn at all times. Students need to avoid wearing/carrying:

- A. Clothing that exposes cleavage, bellies and underwear
- B. Clothing advertising alcohol, drugs, and tobacco
- C. Clothing with explicit lyrics or sexual context
- D. Purses, backpacks, jackets, hoods and hats of any sort

11.11 Smoking, Drinking, Drugs

Per state law, St. Croix Central is a "Tobacco Free Facility". No tobacco use of any kind is allowed in the schools or on any St. Croix Central School premises. This applies to any type of school functions and is applicable to both students and adults.

The faculty and administration urge students to refrain from smoking and chewing tobacco at any time. It is the policy of the School Board that chewing tobacco and smoking, (including e-cigarettes and vapors) by students on the school grounds or at school-sponsored events is not allowed. This applies to any type of school function, whether it is on or off the school grounds. Students who violate these rules are subject to counseling, detention, suspension, and fines by civil authorities.

Drinking of alcoholic beverages or drug abuse by students on the school grounds or at any school function whether it is on or off the school grounds is forbidden by school board policy. A student who is under the influence of drugs or alcohol, may not come to any school function. Students violating this policy will be subject

to suspension and may lead to expulsion. In alcohol or drug use instances, appropriate civil authorities will be notified.

11.12 Theft

"The unlawful taking and carrying away of things personal with the intention to deprive the rightful owner of the same" is theft and larceny, punishable by law. Each case will be dealt with separately.

Parents, school personnel, social services personnel, and law enforcement officials may be involved as is necessary with the consequences of this type of act.

11.13 School Safety Suggestions

The high school building is a safer place than the average home. The building is fire resistant, and all reasonable precautions have been taken to remove hazards.

In order to promote safety and convenience in and about the school building, please observe the following rules:

- A. Keep to the right in corridors.
- B. Walk, do not run.
- C. Keep moving. If you choose to converse with someone, stand to one side in order that others may pass.
- D. Never crowd or push.
- E. Respect the rights of others. Do not bother other people's property while traveling to or from school, or while waiting for a school bus.
- F. Heed instructions pertaining to correct use of shop machines and physical education facilities.
- G. Refrain from throwing snowballs. It is prohibited on school grounds and bus stops.

12.0 STUDY HALL

12.1 Policies

Students will have a lunch study hall and a 9th hour study hall. It is at this time that you can do much of your homework, read a book, or use reference materials. Study time is under the supervision of people who should be able to assist you if a need should arise. To get the most out of your study time, we ask that these policies be observed.

- A. Take enough school related work with you to study hall to last the entire period.
- B. Games and card playing are not allowed in any study halls.

- C. If you wish to leave the study hall to work in another area of the building, bring planner or pass with an authorized signature to study hall teacher at the beginning of the hour. Sign out sheets are on supervisor table.
- D. Failure to comply with the policies regulating study halls could result in a conference with the principal and/or contact with your parent.

13.0 CAFETERIA

13.1 Policies

The cafeteria is open to all students, whether they bring their lunch from home or buy the lunch in school. Students carrying lunches from home may secure milk and other food items at school. Menus of cafeteria meals will be posted outside kitchen area.

Please observe the following suggestions in regard to the cafeteria:

- A. Do not run to the cafeteria. Keep your place in line and avoid crowding and pushing.
- B. Food is not to be taken for the purpose of giving it to others. The individual purchasing the lunch must consume it.
- C. Observe accepted rules of table etiquette and manners.
- D. Return dishes, silverware, and tray to the bussing station provided. Be careful not to throw silverware in the trash.
- E. Leave the table and surrounding area as neat as you found it.
- F. Your privilege to purchase hot lunch may be revoked due to inappropriate behavior in or around the lunch room.
- G. If your lunch balance is -\$10.00 you will not be allowed to eat.

During lunch hours it is considered a "closed campus". Anyone leaving the building during lunch hours must have an excuse for an appointment or illness.

Parents may request information and forms regarding free or reduced lunches if the family qualifies under the income guidelines.

14.0 MEDIA CENTER (LIBRARY) POLICY

The Media Center (library) may be used for research, reference work, computer work and recreational reading. Students who do not need library resources to complete their assignments should remain in study hall.

- A. Checking out of materials

1. Books, magazines, audio books, ebooks and videos may be checked out for two weeks.
 2. Cameras and other equipment may be checked out as needed for class projects. Items must be returned promptly and without damage, or the item cost will be charged to the student.
 3. Books and other materials may be renewed at any time as long as another person has not reserved that book or other material.
- B. Overdue/Fines
1. There are no fines on overdue materials. However, we stress that students should be responsible and return items in a timely manner.
 2. If books or other materials are lost, the student must pay the original cost of that item.
 3. If books or other materials are damaged, students will be expected to pay for the damaged materials.
- C. General rules of behavior
1. Students must whisper and talking should be kept to a minimum.
 2. Students are not to bring food or beverages into the media center.
 3. Students who do not follow the media center's behavior guidelines will be sent back to study hall.
 - Four students per table. If more than four students need to work together, they should work within a study hall classroom or ask permission to sit in the common area.
 - If a student does not have work to complete, something to read, or something to otherwise engage their time, they will be asked to leave.
 - Students need to sign in at the desk when they enter and let staff know if they leave for any reason.
- D. Computer Use Policy for Media Center
1. No viewing inappropriate websites.
 2. No games.
 3. Printing is limited to no more than 3 pages. Exceptions require staff approval.
 - Students may use their personal device in the library. They must have a signed BYOD form on file and follow all the BYOD expectations.
 - The internet is filtered at school due to a federal law. Please respect the filter!

15.0 COUNSELING SERVICES

The school counselors will be available for the students during the day by appointment or "drop in", and after regular school hours by appointment.

The counseling center offers all students an opportunity to receive assistance in various areas - college and vocational, career planning, pre-college-vocational planning, mental/chemical health, personal situations, employment, programming, jobs, or any other area of concern to the student. Students are encouraged to talk with the counseling staff and to inform their parents of the availability of this service to them.

16.0 BUS REGULATIONS

16.1 The following rules-regulations are in effect relative to student conduct while being transported on a school bus:

- A. Cooperate with and obey the driver at all times.
- B. Please try to be at the bus stop five (5) minutes BEFORE your pick up time.
- C. Keep the noise level down.
- D. Keep the bus clean – do not litter or throw anything!
- E. No food, drink or gum on the bus.
- F. Keep all body parts inside the window. Do not lower the windows more than halfway.
- G. Remain in your seat at all times. Please keep the aisle clear of backpacks and feet. Do not move from seat to seat.
- H. Be considerate of others. Respect the property of others and the bus. You are responsible for the damage that you cause on the bus.
- I. No swearing.
- J. No use of tobacco, alcohol or drugs.
- K. The driver is authorized to assign seats at any time or any reason.
- L. Everyone has the right to a pleasant ride – including the bus driver.

16.2 In addition to these basic rules the following regulations also apply:

- A. There will be no unauthorized personnel, no pets, or no weapons allowed on the bus at any time without written approval from the transportation supervisor or principal.
- B. We do not provide transportation to birthday parties, 4-H or scout meetings, or any other gatherings.

16.3 These rules are in no way intended to work a hardship to the persons being transported. Cooperation with the bus driver is essential to ensure safety.

17.0 COMMUNICATION

17.1 The Daily Bulletin

A daily bulletin will be issued from the office of the principal to:

- A. Inform and remind staff members of matters pertaining to them.
- B. List announcements pertaining to students.

The daily bulletin can be found on the high school webpage.

17.2 Personal Messages

If a student receives a message, they will be paged during their lunch hour and once more before the end of the school day. It is the student's responsibility to stop at the office for the message.

18.0 GENERAL INFORMATION

18.1 Fire Drills

State fire regulations require that we "drill all pupils in the proper method of departure from the building as if in the case of fire" once each month. Specific instructions covering the exits to be used are posted in each room. All doors and windows are to be closed as the room is vacated. During a fire drill, all must be quiet to hear any instructions, which may be given. Order is more important than speed; panic presents even a greater danger.

18.2 Lockers

A locker will be issued to each student at the beginning of the school year. Students are advised not to have large sums of money or other items of great value in their lockers.

The student is responsible for the condition of their locker. Occasional locker checks may be conducted, so it will be important to keep your lockers neat. Lockers must be emptied at the end of the school year. Material left in lockers will be given to charitable organizations or destroyed.

18.3 Lost and Found

The school office will have an area designated for lost articles to be placed. Students are requested to have their names in books and notebooks to aid in their return if they have been found.

18.4 Textbooks and Supplies

All textbooks are furnished by the school district. Students are urged to exercise care in using them. Book covers are required for all textbooks.

Supplies for many classes are furnished for your use at no cost. However, some Shop, Art, and Family and Consumer Education classes may require a project fee, along with optional field trips.

18.5 Assembly Programs

The following suggestions will tend to insure the success of assembly programs:

- A. Be prompt in locating your place to sit.
- B. Give the program chairperson your undivided attention as soon as he/she appears.
- C. Practice courtesy to the speakers or performers and your fellow students through silence and attention.
- D. Applaud generously, but not conspicuously. Booing, whistling and stomping of feet is not acceptable conduct.
- E. Do your part in making singing and cheering a success.
- F. Do not leave the gym or assembly until you are dismissed.

18.6 Church Night

Wednesday has been designated as church night in the Hammond-Roberts communities. Few school functions are scheduled after 6:00 P.M. so as not to interfere with this policy.

18.7 Public Appearance of Students

Any student associated with a school organization, who has been requested to make a public appearance related to the organization, must have the approval of the staff member in charge and/or the principal. This policy will tend to reduce the possibility of exploiting students and ensure that the performance will cast credit upon the individual department represented and the school.

18.8 Work Permits

Every employer must obtain a work permit for students under the age of 18 before they are permitted to work, with the exception being for those pupils that are working at home on the family farm. Work permits are issued in the high school office for a \$10.00 fee. Proof of age (birth certificate, baptismal certificate or driver's license only), a statement from the employer, social security number, parent consent and signature, and signature of the student are required.

19.0 ORGANIZATIONS AT ST. CROIX CENTRAL

19.1 Following is a list of organizations and their advisors

You are reminded that meetings of your organization should not be scheduled during a time when members are in class unless approval has been obtained from the principal. Suggested meeting times are: before school, lunch time, or after school.

Band	Jason Koele
Battle of the Books	Amy Hueg/Amanda Olson
Choir	Sara Route
FBLA	Nic Haug/Tracie Crowley
Drama	Melanie Neumann
Energy Club	Amy Hueg
FFA	Bill Emery/Gretchen Rozeboom
FCCLA	Courtney Hawkins
Forensics	Heather Jourdeans
Letterwinners	Jeremy Kerg
National Honor Society	Logan Kimberly
Prom	Courtney Hawkins
Robotics Team	Garret Wenzel
SAP (Student Assistant Program)	Jeff Fern
Science Olympiad	Tera Hinzman
SOS (Students Offering Support)	Jeff Fern
Student Council	Nic Haug/Tracie Crowley
TATU	Jeff Fern
Trap Shooting	Bill Emery
Yearbook	Nic Haug

20.0 ATHLETICS AT ST. CROIX CENTRAL

20.1 Interscholastic Sports

The athletic program at St. Croix Central offers a wide variety of interscholastic sports to both boys and girls. The present offerings include:

Activities Director	Jeremy Kerg
Football, Head Coach	Tony DiSalvo
Football, Assistant (JV)	Zach Turpin, John Tackmann, Ryan Berg
Football, Assistant (C-Team)	Pat Hook, Jake Knapton
Football (Middle School)	Brad Holzer, Chris Buckel, Tyler Schroyer
Volleyball (Varsity)	Mindy Widiker
Volleyball (Junior Varsity)	Becky Sundeen
Volleyball (C-Team)	Cami Pace, Dani Wollberg
Volleyball (Middle School)	Jonalee Buckel, Carolyn Lent, Aimee Bohatta, Jackie Palmer
Cross Country	Bill Emery
Cross Country (Middle School)	Jason Rohde, Kirsten Hawley
Girls Golf	Chance Langeness

Girls Golf (JV)	Luke Fritsche
Wrestling (Varsity)	Brad Holzer
Wrestling (JV)	Chris Buckel
Wrestling (Middle School)	Mike Nilssen
Basketball (Boys Varsity)	Zach Turpin
Basketball (Boys Junior Varsity)	Chris Jardine
Basketball (Boys C Team)	Matt Langman
Basketball (Boys Middle School)	Tyler Schroyer, John Tackmann, Justin Dimler, Tony DiSalvo
Basketball (Girls Varsity)	Luke Fritsche
Basketball (Girls Junior Varsity)	Dan Ruud
Basketball (Girls C Team)	Tessa Feyereisen
Basketball (Girls Middle School)	Mindy Rudiger, Chance Langeness, Kirsten Hawley, Emily Timmers
Head Track	Ben Lamb, John Tackmann
Track (Assistants)	Jordee Reimer, Jean Bringgold, Bryan Millar
Track (Middle School)	Tony DiSalvo, Jonalee Buckel, Pat Hook
Baseball (Varsity)	Jason Koele, Ryan Berg
Baseball (JV)	Mike Nilssen, Tom Sauve
Boys Golf	Chris Buckel, Tyler Schroyer
Softball (Girls Varsity)	Mindy Rudiger, Emily Timmers
Softball (Girls JV)	Jackie Palmer, Kalli Armagost
Dance	Mindy Lindell
Cheerleading	Vicki Berkvens
Strength & Conditioning	Matt Langman, Jason Koele

20.2 Interscholastic Policies

Policies regulating interscholastic participation are printed under separate cover in the athletic code. This is available from the Activities Director, and on the SCC Website.

21.0 CONDUCT AT ATHLETIC EVENTS

21.1 Rules

Everyone should observe accepted rules of good sportsmanship and conduct. Mechanical noisemakers are prohibited by conferences and state regulations. Your enthusiastic support of St. Croix Central teams will be appreciated.

21.2 Buses

Policies governing your behavior on spectator buses are in section 16.0 of this handbook.

22.0 USE OF BUILDING

22.1 Permission and Supervision

School facilities are never to be used without the expressed permission of school authorities. School personnel are to be present when the building is occupied. The normal school day is from 7:30 A.M. until 3:30 P.M. Anyone in the building beyond those hours is to be supervised by staff personnel. The faculty workroom is off limits to student use.

23.0 DETENTION, CONFERENCES, SUSPENSION and EXPULSION

23.1 Detention

The building principal or other staff members may assign detention as a penalty for violation of a school rule.

23.2 Conferences

Conferences with a student's parent(s) or guardian may be necessary if cooperation of students is difficult to get voluntarily.

23.3 Suspension

Suspension from school may result from willful or flagrant violation of school rules. Suspension may be from one to five days of duration, either in-school or out-of-school. There can be up to a 15-day suspension, immediately preceding an expulsion hearing.

23.4 Expulsion

Expulsion from school may occur for severe conduct of a pupil. Examples of expellable situations include but are not limited to the following: bomb scare, threats or violence against staff members or students, drug or alcohol use, internet or computer fraud, etc.

24.0 VISITORS

24.1 Visitor's Pass

Student and/or adult visitors are requested to report to the school office upon entering the building. All visitors must obtain a visitor's pass from the main office. Students must have 24 hour prior approval from the principal before bringing a student visitor.

25.0 TRANSFER, HOME SCHOOL STUDENTS

The following guidelines shall be used in determining appropriate placement of a student who transfers or returns to St. Croix Central Schools from another school, public or private, or a home school.

- A. Students may enter at any time during the school year. The St. Croix Central School District shall not discriminate in admissions to any school, class, program or activity on the basis of sex, race, national origin, religion, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap.
- B. Students may be given a standardized achievement test or local subject test to determine appropriate grade level or subject level placement.
- C. Placement of students may be temporary at the appropriate grade or subject level based on age, background or test. This placement is for up to a nine-week period at which time a permanent placement will be determined using the recommendation of an IEP team consisting of the student, teacher, specialists, principal and parents. Achievement tests, current academic performance and social skills will be taken into consideration. The placement decision of the IEP team may be appealed to the Superintendent of Schools within 10 days of placement. The decision of the Superintendent of Schools may be appealed to the Board of Education within 10 days of the receipt of the Superintendent's decision. The decision by the Board of Education is final.
- D. High school students who have attended St. Croix Central for less than five semesters are not eligible for the academic honors of valedictorian, salutatorian or the Academic Excellence Scholarship. They are eligible to be recognized as an honor student. Academic records shall be marked to indicate that less than five semesters were completed at St. Croix Central.
- E. If the placement is made to the freshman year (9th grade) or higher, no more than six credits shall be awarded toward high school graduation for each of the high school years below the grade level of placement. Courses taken in other public schools, private schools and home-based private educational program shall be recorded on the student's permanent record card. Letter grades shall be recorded if they were earned at recognized and accredited secondary educational programs. Courses completed at secondary educational programs not recognized or accredited shall be recorded as satisfactory.
- F. Students attending a foreign school under an exchange program shall receive the grade and credit obtained unless the program dictates that

pass/fail grades shall be given. In that case, the student will receive full credit for the course but the foreign exchange course will not affect the SCC grade point average. The foreign school experience also does not qualify as SCC residency and hence cannot constitute any of the five semesters required in paragraph D above.

26.0 DELAY OR CLOSE OF SCHOOL

In the event of inclement weather or mechanical breakdown, school may be delayed or closed. You may obtain information regarding closing by listening to the following listed below between 6:00 and 8:00 A.M. We ask that you *please do not call* the school during this time unless you have an emergency. The phones are needed for our communication. Since many parents work, it may be wise to have a contingency plan if an early dismissal is necessary.

RADIO: WCCO 830 AM
WIXK New Richmond 1590 AM
WEVR River Falls 1550 AM or 106.3 FM
TV: KSTP Channel 5 NEWS
WCCO Channel 4 NEWS
INTERNET: WCCO.COM
wccoradio.com
KSTP.com
scc.k12.wi.us

BLACKBOARD CONNECT (Formerly AlertNow): Keeping students and parents informed is a priority of our staff and school board, which is why we've adopted the *Blackboard Connect* Notification Service which allows us to send telephone or e-mail messages to parents providing important information about school delays or cancellations due to inclement weather. We will also be using *Blackboard Connect* to remind you of important school events such as parent teacher conferences, open houses and field trips.

Parents should go into your Family Access account to add or delete phone numbers and e-mail addresses. (To make changes, click "Request Changes to My Child's Information".) You can enter additional e-mail addresses into your account by putting a comma (,) after the first e-mail address and adding a second e-mail address on the same line. If you don't currently have a Family Access account, click on the "For Parent" link on our website www.scc.k12.wi.us. You may also contact the school office to have your phone numbers and e-mail addresses updated.

27.0 FIELD TRIP POLICY

On occasion, field trips are planned as a part of a course of study. In such instances the district will supply transportation of the students involved. Staff members will

require field trip participants to have a consent form filled out and signed by the parent prior to departure on optional field trip, but they will not be required for required classroom trips.

During field and athletic trips which are sponsored in full or in part by St. Croix Central Schools, students are subject to the same rules and guidelines for behavior as pertain to the normal school day. These rules and guidelines are published in this handbook.

In the event that a student is on a field or athletic trip and is found to be in violation of a civil law, is party to extensive vandalism, is in possession of/or consumes alcoholic beverages, or is in possession of/or using drugs, the following course of action may be taken:

- A. The student will be referred initially to the law enforcement officials of the municipality where the infraction occurs. Further investigation may occur with local officers.
- B. The chaperone has the discretion to notify the parent or guardian of the student and request that they make arrangements for the student to be transported home after consulting with the principal and/or Superintendent of Schools, if possible.
- C. Student involved will be subject to the same disciplinary rules as if they were in the school building when their violation occurred.
- D. Students involved will not be allowed on overnight field trips for the duration of the school year unless chaperoned by their own parent/guardian.
- E. Students involved will be subject to the disciplinary measures of the athletic code.

28.0 STUDENT INSURANCE

The St. Croix Central School District provides each student with insurance covering student accidents during the school day and during school sponsored extra-curricular activities. This insurance is a supplementary insurance, which covers costs (to a limit) which are not covered by your regular family medical insurance carrier. If the student does not have medical insurance, the school's student insurance would become the primary carrier under the same limits as the policy. The procedure to follow in case of an accident is as follows:

- A. The student (or adult supervisor) reports the accident to the school office.

- B. Office staff and coaching staff will make out an accident report, which is given to the student. (The school does not file the claim with the insurance company).
- C. The parents or guardians should submit all bills to their insurance company first. Their insurance company will send a report of what was paid and what was not paid.
- D. Submit the bills, proof of the amount your insurance company paid, and the accident report (Step #2) to the student insurance company. The present student insurance company is the First Agency.
- E. FACTS TO REMEMBER
 - 1. The accident must be reported to the school office within 20 days.
 - 2. Medical treatment for the accident must begin within 60 days of the accident.
 - 3. Only expenses incurred within 52 weeks, unless otherwise noted, are considered.
 - 4. Benefits are determined on the basis of reasonable and necessary for the geographic location where services are performed. Not all medical procedures are covered at 100%.
 - 5. The report and unpaid balances must be reported to First Agency within 90 days after medical treatment ends.
 - 6. This plan of insurance is excess only. It will not duplicate benefits payable by any other insurance plan.
 - 7. Any questions can be answered by First Agency, 5071 West H. Avenue, Kalamazoo, MI 49009-8501 - Telephone No. 616-381-6630.

29.0 REGISTRATION OF STUDENTS DRIVING TO SCHOOL

The district provides a transportation service and a duplication of this effort does not conserve energy. For some students, it is necessary or preferable to drive to school. Students are encouraged to use good judgment in making their decision to drive to school. Students who drive to school are encouraged to accept the responsibilities, which accompany the privilege. These responsibilities apply whether the student drives every day or only once in awhile.

- A. Abide by the posted speed limit. No speeding will be allowed on school property. Students caught speeding, will be suspended or expelled from driving.
- B. Comply with parking regulations. The first row of parking is reserved for staff, visitors and handicapped.

- C. Refrain from being in or on the vehicle during school hours unless given permission by the principal or supervisor.
- D. Demonstrate good driving courtesy at all times.
- E. Refrain from transporting other students during school hours.
- F. Submit the completed registration form to the high school principal.
- G. Purchase a \$5.00 parking permit yearly and register your vehicle information.

Instances, which require additional consideration, will be dealt with on an individual basis. Local authorities may be involved at the discretion of the principal.

30.0 YOUTH OPTIONS PROGRAM

The Youth Options program allows all public high school juniors and seniors who meet certain requirements to take post-secondary courses at a UW institution, a Wisconsin technical college or one of the state's participating private, nonprofit institutions of higher education. The program opens the door to greater learning opportunities for students who are considering a technical career, students wishing to begin college early, or students who want to prepare to enter the workforce immediately after high school graduation.

Since all public high schools are mandated to participate in the Youth Options program, all juniors and seniors in Wisconsin public schools who meet the program requirements are eligible to apply. If courses are accepted and approved, the school district pays the tuition and fees of non-comparable classes. Parents or students are responsible for transportation between the school and the college. To be recommended for the program, a student must:

- Have completed the 10th grade (12.0 credits or more), be in good academic standing (holding a cumulative high school G.P.A of at least a B- average) and have no record of disciplinary problems.
- Notify the school board (complete form PI8700A) of the student's intention of enrolling in a college no later than March 1 for a course to be taken in the fall semester, October 1 for a course to be taken in the spring semester.
- Apply to the college in the school semester prior to the one in which the student plans to attend the post-secondary course.
- Notify the school board designee if the student is admitted to the college.
- Notify the school board designee if the student is then registered to attend a post-secondary course.
- Students who wish to attend a university must be in the top 25% of their class.

- St. Croix Central will pay for a maximum of eighteen (18) qualifying credits.
- Parents are responsible for the cost incurred by the district if the student does not successfully complete the class(es).

The parent or guardian is responsible for satisfactory student attendance and the student's compliance with the compulsory school attendance law under Wisconsin Statutes 118.15(1)(a). Students should be aware that the grade earned becomes part of their permanent academic record at both the high school and college levels and could be a factor in college admissions.

Application to participate in Post-Secondary Enrollment Options must be made via the School Counselor to the Board of Education prior to March 1, for fall term and October 1, for spring term. For further 'Youth Options' information visit the WI DPI web site at <http://dpi.wi.gov/youthoptions/youthop1.html> and contact your School Counselor.

Youth Options Textbooks

Students participating in Youth Options at WITC New Richmond or Chippewa Valley Technical School need to contact the library at St. Croix Central High School before picking up books at either of the Technical Schools. We have purchased books for your use in Youth Options. If the St. Croix Central High School library does not have the textbook you need, please obtain permission from the High School Youth Options Coordinator prior to purchasing any text book. Students who pick up books from the technical school without permission are responsible for the cost of the books.

31.0 PUBLIC NOTIFICATION OF NONDISCRIMINATION POLICY

It is the policy of the St. Croix Central School District that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, or other program or activity because of the person's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by s. 118.12, Wis. Stats. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972, (sex), Title VI of the Civil Rights Act of 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973. The district encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the policy in the St. Croix Central School District.

Student Discrimination Complaint Procedure

Any complaint regarding the interpretation or application of the district's student nondiscrimination policy shall be processed in accordance with the following complaint procedures:

1. Any student, parent, or resident of the district complaining of discrimination on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap in school programs or activities shall report the complaint in writing to the district administrator.
 - a. Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a child with a disability shall be processed in accordance with established appeal procedures outlined in the district's special education handbook.
 - b. Discrimination complaints relating to programs specifically governed by federal law or regulation (e.g. EDGAR complaints) shall be referred directly to the State Superintendent of Public Instruction.
2. The district administrator, upon receiving such a written complaint, shall immediately assign a building administrator to undertake an investigation of the suspected infraction. If the complainant feels that all available administrators are involved in the complaint, he/she may require that the initial investigation go directly to the district administrator. If the complainant believes that the district administrator is involved, he/she may request the Board President to take the complaint directly to step #3. The Board President will review the request with school counsel and determine whether the request shall be granted. The assigned complaint investigation administrator will review with appropriate persons the facts comprising the alleged nondiscrimination violation. The assigned complaint investigation administrator shall decide the merits of the case, determine the action to be taken, if any, and report in writing the findings and the resolution of the case to the complainant as soon as is reasonably possible and not to exceed thirty days. If the complainant disagrees with the finding, he/she may request a review from the district administrator. The district administrator shall sustain or amend the finding within ten days and report to the complainant in writing.
3. If the complainant is dissatisfied with the decision of the district administrator, he/she may appeal the decision in writing to the Board. The Board shall hear the appeal at its next regular meeting, or a special meeting may be called for the purpose of hearing the appeal. The Board shall make its decision in writing after the hearing. Copies of the written decision shall be mailed or delivered to the complainant and the district administrator.
4. The complainant shall be notified of the right to appeal a negative determination by the Board to the State Superintendent of Public Instruction and the procedures for making the appeal. Nothing in these procedures shall preclude individual from filing a complaint directly with the Office of Civil rights as authorized by federal law. Such complaints shall be made to: Office

of Civil Rights, Region V, US Department of Health and Human Services, 233 N. Michigan Ave., Suite 240, Chicago, IL 60601. (312) 886-2359.

MAINTENANCE OF COMPLAINT RECORDS

Records of all complaints shall be kept for the purpose of documenting compliance and past practices. The records shall include information on all levels of the complaint and any appeals. The records should include:

1. The name of the complainant and his/her title or status.
2. The date the complaint was filed.
3. The specific allegation made and any corrective action requested by the complainant.
4. The name(s) of the respondents.
5. The levels of processing followed, and the resolution, date and decision-making authority at each level.
6. A summary of facts and evidence presented by each party involved.
7. A statement of the final resolution and the nature and date(s) of any corrective or remedial action taken.

32.0 DIRECTORY INFORMATION

Information such as the student's name, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of attendance, photographs, degrees and awards received and the name of the school most recently previously attended by the student shall be considered public information and may be released to appropriate persons and media, unless parents, guardians, or adult students refuse the release in writing, of their own initiation.

This policy shall be published in the official district newspaper annually, along with information relating to the opening of school. These guidelines will follow state and federal law.