

# Unified School District of De Pere High School Information (Grades 9-12)

Office Hours: 7:00am-4:00pm

## DE PERE HIGH SCHOOL

1700 Chicago Street, De Pere, WI 54115

**Office Telephone:** 920-337-1020      **Office Fax:** 920-337-1041

**Attendance:** 983-9174, then 4007

**High School Web Page:** [dphs.deperek12.org](http://dphs.deperek12.org)

Mr. Nick Joseph, **Principal**

Mr. Roger Allen, **Associate Principal**

Mrs. Renee Jadin-Rice, **Associate Principal**

Mr. Jeff Byczek, **Athletic Director**

*Welcome to De Pere High School. All the members of the staff are pleased to have you here as a student and will do our best to help you make your experience here as productive and successful as you wish to make it.*

### **TABLE OF CONTENTS**

81	Athletic Awards	70	Military Statement
70	Backpack Policy	81	Non School Sponsored Clubs & Activities
66	Building Map First Floor	80	Open Lunch (Seniors Only)
68	Building Map Second Floor	76	Personal Communication Devices
70	Building Security	77	Promotions, Placement, and Retention
79	Class Rank	84	Random Alcohol Testing of Students
85	Co-Curricular Code of Conduct	82	Random Suspicionless Drug Testing
81	Dance Policy	77	Scheduling Classes
80	Dress and Grooming	80	Scholastic Awards
78	Early College Credit Program	96	School Calendar
79	Early Graduation Guidelines	70	School Colors and Mascot
72	Early Release Schedule	71	School Day Schedule
75	Finals Schedules	70	School Song
78	Grades	81	School Sponsored Clubs
77	Graduation Requirements	78	Student Loads and Credits
73	Late Start Schedule – Planned 3 Hr.	82	Student Parking Permits
74	Late Start Schedule – Weather Related 2 Hr.	79	Summer School – Credit Recovery
76	Locker Locations	80	Vocational and Interest Surveys
80	Lunch (All Students)	82	Work Permits
		80	Work Release (Seniors Only)

**BUILDING MAPS ARE  
UNAVAILABLE TO VIEW**

**BUILDING MAPS ARE  
UNAVAILABLE TO VIEW**

**BUILDING MAPS ARE  
UNAVAILABLE TO VIEW**

**BUILDING MAPS ARE  
UNAVAILABLE TO VIEW**

## **SCHOOL SONG**

*Hail to De Pere High,  
Hail to sons/daughters of fame and glory.  
Never to forget,  
All the joyous times we've had.  
U—rah—rah!*

*Fight, fight with all your might,  
Fight to keep the colors flying.  
Hail to our school so dear,  
We pledge ourselves to thee.*

## **SCHOOL COLORS AND MASCOT**

The De Pere High School mascot is the “Redbird”, and the school colors are cardinal and white.

## **BUILDING SECURITY**

All students will enter the building through the main atrium next to the high school office, the doors are labelled ENTRANCE. Students are not allowed to enter the building through any other access point. Anyone entering the building through any other access point will be considered to be trespassing.

**All students are required to wear their school issued ID card so that it is visible at all times.** Upon entering the building if a student does not have their ID they should obtain a green temporary ID sticker from the high school office. Repeated failure to comply will result in an office referral and behavioral consequences.

## **BACKPACK POLICY**

Backpacks and shoulder bags are not allowed during the school day. This includes purses as well as computer bags. These items must remain in the student's assigned locker.

While you are allowed to use your own electronic devices during select times in school, bags used to carry them are still not allowed in accordance with the backpack policy. If you choose to bring a laptop computer you will need to carry it without a bag. You may opt to purchase a protective sleeve or case for your laptop or you may decide not to bring it to school at all. Remember, the school is not liable for any loss, theft, or damage to your personal communication devices. If you have any questions or concerns please contact a high school administrator.

## **MILITARY STATEMENT**

De Pere High School shall provide, upon a request by military recruiters or an institution of higher education, access to high school student names, addresses, and telephone listing, referred to as directory data under s.118.125, Wis. Stat. A high school student or the parent of the student may request that this information not be released without written parental consent.

# SCHOOL DAY

The office hours are from 7:00am - 4:00pm

1	7:02-7:51	49 min.
2	7:55-8:44	49 min.
3	8:48-9:37	49 min.
4	9:41-10:30	49 min.
Nest & Flex	10:33-11:03	30 min
5	11:06-11:55	49 min.
<b>Lunch 1</b>	11:55-12:25	30 min.
6 Class	12:29-1:18	49 min.
6 Class	11:59-12:48	49 min.
<b>Lunch 2</b>	12:48-1:18	30 min.
7	1:22-2:11	49 min.
8	2:15-3:04	49 min.

## Semester 1 Schedule

Hour 1 \_\_\_\_\_  
 Hour 2 \_\_\_\_\_  
 Hour 3 \_\_\_\_\_  
 Hour 4 \_\_\_\_\_  
 Hour 5 \_\_\_\_\_  
 Hour 6 \_\_\_\_\_  
 Hour 7 \_\_\_\_\_  
 Hour 8 \_\_\_\_\_

## Semester 2 Schedule

Hour 1 \_\_\_\_\_  
 Hour 2 \_\_\_\_\_  
 Hour 3 \_\_\_\_\_  
 Hour 4 \_\_\_\_\_  
 Hour 5 \_\_\_\_\_  
 Hour 6 \_\_\_\_\_  
 Hour 7 \_\_\_\_\_  
 Hour 8 \_\_\_\_\_

# EARLY RELEASE SCHEDULE

The office hours are from 7:00am - 4:00pm

**Busses will arrive TWO hours earlier than usual.**

1	7:16-7:51	35 min.
2	7:55-8:30	35 min.
3	8:34-9:09	35 min.
4	9:13-9:48	35 min.
5	9:52-10:27	35 min.
6	10:31-11:06	35 min.
7	11:10-11:45	35 min.
8	11:49-12:24	35 min.
<b>Lunch</b>	12:28-12:58	30 min.



# LATE START SCHEDULE

## Planned 3 Hour Late Start

The office hours are from 7:00am - 4:00pm

Students your lunch time frame will be determined by which lunch your 4th hour teacher is usually scheduled. Example: If your 4<sup>th</sup> hour teacher's 6th hour class usually eats first lunch you will be eating first lunch. If a teacher does not have a scheduled first, second or third lunch, administration will designate a time for these teachers.

1	No Class	0 min.
2	10:55-11:21	26 min.
3	11:25-11:52	27 min.
<b>Lunch 1</b>	11:52-12:22	30 min.
4 Class	12:26-12:56	30 min.
4 Class	11:56-12:26	30 min.
<b>Lunch 2</b>	12:26-12:56	30 min.
5	1:00-1:28	28 min.
6	1:32-2:00	28 min.
7	2:04-2:32	28 min.
8	2:36-3:04	28 min.

# LATE START SCHEDULE

## Typically Weather Related Late Start

The office hours are from 7:00am - 4:00pm

Students your lunch time frame will be determined by which lunch your 4th hour teacher is usually scheduled. Example: If your 4<sup>th</sup> hour teacher's 6th hour class usually eats first lunch you will be eating first lunch. If a teacher does not have a scheduled first, second or third lunch, administration will designate a time for these teachers.

1	No Class	0 min.
2	9:55-10:33	38 min.
3	10:37-11:14	37 min.
<b>Lunch 1</b>	11:14-11:44	30 min.
4 Class	11:48-12:24	36 min.
4 Class	11:18-11:54	36 min.
<b>Lunch 2</b>	11:54-12:24	30 min.
5	12:28-1:04	36 min.
6	1:08-1:44	36 min.
7	1:48-2:24	36 min.
8	2:28-3:04	36 min.

# FINALS SCHEDULE

The office hours are from 7:00am - 4:00pm

<b>Semester 1</b>	<b>Semester 2</b>
<b>Day 1</b> Period 1      8:00-9:40 Period 2      9:50-11:30 Lunch          11:30-12:10 Period 3      12:20-2:00	<b>Day 1</b> Period 8      8:00-9:40 Period 7      9:50-11:30 Lunch          11:30-12:10 Period 6      12:20-2:00
<b>Day 2</b> Period 4      8:00-9:40 Period 5      9:50-11:30 Lunch          11:30-12:10 Period 6      12:20-2:00	<b>Day 2</b> Period 5      8:00-9:40 Period 4      9:50-11:30 Lunch          11:30-12:10 Period 3      12:20-2:00
<b>Day 3</b> Period 7      8:00-9:40 Period 8      9:50-11:30 Lunch          11:30-12:10	<b>Day 3</b> Period 2      8:00-9:40 Period 1      9:50-11:30 Lunch          11:30-12:10

## **LOCKER LOCATIONS (See building maps)**

### **First Floor**

- 1001 to 1091 Hallway between Rooms A118 & A123
- 1092 to 1198 Hallway between Rooms A145 & A123
- 1206 to 1225 Hallway outside of Counseling Entrance
- 1226 to 1261 South Side of Auditorium
- 1272 to 1295 Hallway outside of Counseling Entrance
- 1296 to 1376 South Side of Library
- 1377 to 1451 South Side of Auditorium
- 2139 to 2144 Hallway between Rooms A145 & A123

### **Second Floor**

- 2001 to 2138 and 2145 to 2176 Hallway outside of District Office Entrance
- 2177 to 2264 Hallway between Rooms A236 and A224
- 2265 to 2408 Hallway between Room A249 and A236
- 2409 to 2499 Hallway between Rooms A236 and A225
- 2500 to 2595 Hallway between Rooms A248 and A244
- 2596 to 2809 Hallway between A224 and E212
- 2810 to 2836 Hallway outside Community Room
- 2837 to 2924 Hallway between Community Room & E205

## **PERSONAL COMMUNICATION DEVICES Policy 5136**

Students may use personal communication devices (PCDs) before and after school, during their lunch break, in commons and in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities) at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode).

Students may not use head phones, ear buds or any other means to connect to a PCD during prohibited times as noted in Policy 5136.

However, technology including, but not limited to, PCDs intended and actually used in the classroom for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal. For the purpose of this policy classroom will include the library, SRC and freshman resource.

**PCDs, with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The District Administrator and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.**

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

For additional information on Policy 5136, Personal Communication Devices, refer item 25 of the District Wide Information section of this handbook.

## **SCHEDULING CLASSES**

Schedules are provided to each student at the beginning of the school year or upon enrolling.

The schedule is based upon the student's course selection and available class space. Any changes in a student's schedule should be handled through a counselor by using the Class Change Request Form found online. See the Course Planning Guide available on the DPHS website under Counseling for more details including requirements and deadlines. **Only those schedule changes deemed necessary will be approved. Final drop and add decisions are made by the building principal.** It is important to note that some courses may be denied because of available space or the need to take prerequisites. Students are expected to follow their schedules.

## **PROMOTION, PLACEMENT AND RETENTION**

A student's progress toward graduation and receiving a diploma is determined by completing required course work, earning the necessary credits and passing appropriate tests. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (I.E.P.). It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Counseling Office and a counselor will be pleased to answer any questions.

The number of earned credits will designate the grade in which the student will be registered:

Freshman	0 to 3 Credits	Sophomore	3.5 to 8 Credits
Junior	8.5 to 14.5 Credits	Senior	15 or more Credits

## **GRADUATION REQUIREMENTS**

In order for a student to qualify for a diploma in this District, he/she must have satisfactorily completed the following courses and earned at least 22 credits.

Graduation must be earned by passing all mandated subjects, a major sequence and earning total units required for the specific diploma sought.

Students in special education shall receive a diploma if certified they have properly completed the requirements of their IEP. They shall participate in all graduation activities.

Listed are the requirements for graduation they are based on grades nine through twelve.

### **Mathematics – 3 credits**

Determined by Math & Counseling Depts.

### **Physical Education – 1½ credits**

3 semesters of Physical Education

### **Social Studies – 3 credits**

Social Studies 9 (2 Qtrs. - Intro. to Social Studies)  
Social Studies 10 (1 year - World History or AP European History)  
Social Studies 11 (1 year - U.S. History or AP U.S. History)  
Social Studies 12 (2 Qtrs. - Government & Economy or AP Microeconomics)

### **Language Arts – 4 credits**

Language Arts 9 (1 year)  
Language Arts 10 or Honors Language Arts 9/10 (1 year)  
Language Arts 11 Writing AND Literature or an AP course (1 year)  
Language Arts Elective or an AP course 12 (1 year)

### **Science – 3 credits**

Physical Science (or Physics AND Chemistry in its place) (1 year)  
Biology (1 year)  
Elective Science (1 year)

### **Health – ½ credit**

Life Skills or Health (1 sem)  
Including Health at the  
Middle School

### **Civics Assessment**

Students must successfully complete a civics assessment in order to be granted a high school diploma.

If the Board approves a career and technical education course as qualifying for mathematics and/or science credit, any student may satisfy a total of one credit of required science and/or mathematics credits through the Board approved career and technical education course.

The following courses are approved for **Science** equivalency credit:

Natural Resources and Wildlife Management

Food Science

Animal & PreVet Science

Principles of Engineering

Aquaculture

### **STUDENT LOADS AND CREDITS**

Students in grades 9, 10 and 11 must carry a minimum of 5½ credits per year. All 12<sup>th</sup> grade students must carry five (5) credits or contact hours. Students are to regularly attend all classes on their schedules.

Credits will be issued on a semester basis for all classes, with the semester grade being final. (If a semester is passed, ½ credit will be given; if a semester is failed, no credit is given.) A student who fails a required class will have to make up the departmental requirement. The counselor, in conjunction with the student and teacher, will diagnose the situation and prescribe the best direction.

### **EARLY COLLEGE CREDIT PROGRAM**

Any student in 11<sup>th</sup> or 12<sup>th</sup> grade may enroll in a post-secondary program providing he/she meets the requirements established by law and by the District. Any interested student should contact the Counseling Office to obtain the necessary information. See Course Handbook for more information.

### **GRADES**

All students will be given a quarter grade at the first and third nine-week grading periods. Quarter and semester grades will be issued at the end of the second and fourth nine-week grading session. Grading options to be used include A, B, C, D, F, also, W, I, IP, P, S, and U. Students receiving credit for all courses must be assigned a grade and be listed on the teacher's official class roster.

The letter "**W**" can only be used by a teacher if a student has been officially removed from a class by the principal, with parental involvement.

**IP** = In Progress    **P** = Passing    **S** = Satisfactory    **U** = Unsatisfactory

<b>Grade</b>	<b>100 Point Scale</b>
A	93-100%
A-	90-92%
B+	87-89%
B	83-86%
B-	80-82%
C+	77-79%
C	73-76%
C-	70-72%
D+	67-69%
D	63-66%
D-	60-62%
F	59% or lower

## **SUMMER SCHOOL - CREDIT RECOVERY**

High school credit recovery summer school is a continuation of the regular school year. It is designed to give a student a chance to do the necessary schoolwork to change a failing grade to passing. Students gain one-half credit for a semester class.

A student is eligible for enrollment if he/she receives a failing grade or incomplete in the class; attends on a regular basis through the end of the class, works to the best of ability and has a permission slip signed by the teacher of the class. Dropping a class with an "F" will result in non-qualification for summer school.

## **EARLY GRADUATION GUIDELINES**

Students who have earned the necessary credits for graduation and have definite commitments for further schooling, training, or work may be permitted to graduate early under the following condition:

1. The student's parent or guardian shall file a written request for early graduation with the school office.
2. An individual evaluation of the student's request will be conducted by the counselor, who will make a recommendation concerning the request to the principal.
3. A complete review of the recommendation will be done by the principal. The Principal will then present the request for early graduation to the District Administrator and Board for official approval.

Depending upon the disability profile, students in special education shall either receive a diploma if certified they have properly completed the requirements of their IEP, or receive the recommendation of the IEP Team, as related to completion of credit requirement through regular, special, or alternative education. They may participate in all graduation activities.

The District may grant a high school diploma to a student who has not satisfied the requirements under this policy if the student was enrolled in an alternative education program and the District determines that that student has demonstrated a level of proficiency in the subjects required under this policy. An alternative education program is defined as an instructional program, approved by the Board, that utilizes successful alternative or adaptive school structures and teaching techniques and that is incorporated into existing, traditional classrooms, or regularly scheduled curricular programs, or that is offered in place of regularly scheduled curricular programs. "Alternative education program" does not include a private school or a home-based private educational program.

Graduation must be earned by passing all mandated subjects and earning total units required for the specific diploma sought.

In addition to credit requirements, academic performance and teacher recommendations will be considered in determining whether a student will receive a diploma.

A student may be denied participation in graduation activities for disciplinary reasons and for non-payment of fees.

## **CLASS RANK**

The Board of Education has authorized the use of a class ranking system for grades 9-12 and an honor roll for all grades.

At the end of the sophomore year, junior year and finally at the end of the first semester report period in the senior year, students will be ranked scholastically. The final average will be used in all subjects which units of credits are given to calculate an average. This ranking is requested by colleges, and is also used to determine the eligibility for membership in the National Honor Society and for certain senior honors.

- A. Class rank shall be computed by the final grade in all subjects. Any two (2) or more students whose computed grade point averages are identical shall be given the same rank.
- B. The rank of the student who immediately follows a tied position will be determined by the number of students preceding him/her and not by the rank of the person preceding him/her.
- C. A student's grade point average and rank in class shall be entered on his/her record and shall be subject to the Board's policy on release of student records. Rank in class shall be entered on the student's records and on all transcripts.

The standing or rank in senior class and the top scholastic honors are determined by averaging the marks for each subject taken in grades 9-12. Marks earned in half unit subjects are averaged at one-half (1/2) the value of one (1) unit subjects.

## **SCHOLASTIC AWARDS**

**Honor Roll** – Any student having a grade point average of 3.0 to 3.749 makes the Honor Roll. Students who attain a grade point average of 3.75 and above receive High Honors.

**Academic Awards Ceremony** – At the semester, students earn one point for 3.0 to 3.749 semester GPA and two points for a 3.75 to 4.00 semester GPA. Upon the accumulation of 6 points, the student receives an Academic Letter and after 10 points the student receives a Medallion. Students who attain straight A's for a semester will receive a Gold "D" pin. A special ceremony is held in the spring to distribute these awards.

**Gold Stole** – A gold stole is worn by all graduating students who rank in the top 10% of the graduating class.

## **VOCATIONAL AND INTEREST SURVERYS (High School)**

In the High School, Vocational and interest surveys may be given to identify particular areas of student interest or talent. The Counseling staff often gives these assessments; depending on the type of testing and specific information parent consent may need to be obtained. De Pere High School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

College entrance testing information can be obtained from the Counseling Office.

## **LUNCH (All Students)**

All students must have either their current school year student ID badge or a temporary student ID badge to participate in the lunch program. All students are issued a student ID card at the beginning of the school year. Lost or damaged ID cards can be replaced for a \$7.00 fee. Students who qualify for free or reduced lunch can receive a replacement ID badge at no charge.

## **OPEN LUNCH (Seniors Only)**

No student shall be allowed to leave school premises during the lunch period without specific permission granted by the Assistant Principal. Seniors are exempt from this policy at the discretion of the Principal. Disregard for this policy may result in disciplinary action.

## **WORK RELEASE (Seniors Only)**

Wis. Statute 118.337(a)

Seniors with adequate credits may leave one hour during the school day for work or family purposes. Seniors need to obtain the proper Senior Work Release form from the office and comply with the requirements therein.

## **DRESS AND GROOMING**

In addition to the expectations noted in the District portion of the handbook, students at the High School are expected to comply with the following rules:

1. Students are not to wear coats, hats, caps, bandannas or hoods during the school day, these items must be removed upon entering the building. These items must remain in the student's assigned locker. As to what constitutes a hat, cap, or coat is left to the discretion of the high school administration.
2. Backpacks and shoulder bags are not allowed during the school day. See Backpack Policy for more details.
3. The following styles of dress are not acceptable for girls and boys: strapless tops, tops/shirts with an open back, under clothing which is visible, an excessive amount of leg showing and any other item in which the stomach/belly is visible.
4. Sunglasses are not to be worn in the building.
5. The dress and grooming expectations in the handbook also apply to all dances and extracurricular events.
6. School issued ID cards are to be worn and visible at all times.



## **DANCE POLICY**

Dances are intended for De Pere High School students. Only De Pere High School students will be admitted to the informal dances. The dances during the year which guests are allowed are the semi-formal Masquerade Dance, Jingle Ball, Snowball, Prom, and Senior Ball. Guests may attend provided a Guest Pass Application is completed and returned to the office THREE days prior to the event. No middle school students or adults over 20 will be allowed to attend. **No guest will be admitted without proper photo identification.**

Dances may not be scheduled to conflict with other already scheduled school events. All dance requests are to be cleared through the principal and by the organization's advisor. Any class or club may schedule dances. Students are not allowed to leave and return once they have entered. No students are allowed to sit in cars in the parking lot during a dance. **Current school year Student ID cards are required for admission.** School rules are in effect during all dances. All students attending a school dance are subject to random alcohol testing.

### **Dance Court Eligibility Requirements**

Being a member of a dance court at DPHS is a privilege as well as a responsibility. It is expected that members of the court will be in good standing and will meet the following requirements:

1. No out of school suspensions during the current school year.
2. Is not considered a habitual truant under school policy.
3. No co-curricular violations during the current year.

## **ATHLETIC AWARDS**

Athletic Awards are given on the basis of participation, loyalty, cooperation and performance. At the varsity level, a student athlete may receive an athletic letter/certificate if she/he meets the criteria set down by his/her coach. All of our varsity coaches have established the criteria necessary for receiving an athletic award. Each sport has its own standards and each coach has the right to deviate from these standards in special cases. Athletes performing at the junior varsity and freshman levels will receive certificates upon completion of their season. Freshman athletes will also receive numerals upon successful completion of their first season.

## **SCHOOL SPONSORED CLUBS**

De Pere High School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

The School has many student groups that are authorized by the school. It is the District's policy that only authorized groups are those approved by the Board of Education and sponsored by a staff member.

Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

## **NON SCHOOL-SPONSORED CLUBS & ACTIVITIES**

Non school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the Principal. The application must verify that students are initiating the activity, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate. No non-district-sponsored organization may use the name of the school or mascot.

## STUDENT PARKING PERMITS

An annual parking permit fee will be assessed each year. Students applying for and receiving student parking permits fully understand their responsibility in the following rules/regulations.

School Parking Regulations:

- 1 MUST BE A VALID LICENSE DRIVER. The student driver must show their valid driver license when purchasing a parking permit.
- 2 All vehicles parked on school grounds must be registered with the school.
- 3 The current year permit must be clearly displayed on the rear view mirror or in the lower left corner of the wind shield.
- 4 Vehicles must be parked in the numbered parking spot that corresponds to their assigned parking permit number.
- 5 If there are multiple student drivers of any vehicle all drivers must complete a Student Parking Permit Application.
- 6 Parking is strictly limited to the student parking area; ONLY the faculty is permitted to park in the staff lot.
- 7 All vehicles must be licensed and covered by insurance. The school is not responsible for the vehicle or its contents.
- 8 There is to be no loitering in the parking lot.
- 9 There will be no speeding, over 15 miles an hour, or any form of reckless driving on school grounds.
- 10 Student vehicles may be subject to search if there are reasonable grounds to be believed that drugs, alcohol, stolen property or other contrabands might be present in that vehicle.
- 11 Any student who uses a fake permit or allows their permit to be copied will be banned from the parking lot.
- 12 Parking regulations are strictly enforced. It is considered a privilege to park on school grounds. Suspension of parking privileges, towing of vehicle and/or suspension from school may occur when violation of these regulations occur.
- 13 If a student's permit is suspended, no fees will be refunded.

## WORK PERMITS

Work Permits are required for all minors younger than 16 and can be obtained in the High School office between 7:30am-3:45pm. To get a Work Permit, the student must be present and bring with them a birth certificate or WI Instruction Permit (TEMPS), social security card, letter from the employer, note from the parent agreeing to employment and \$10.00. **Work permits are issued by the school and may be revoked for truancy as well as other disciplinary reasons.**

## RANDOM SUSPICIONLESS DRUG TESTING OF STUDENTS

Policy 2431.01

The Board of Education in an effort to deter students from the use of illegal drugs and to identify students who are using illegal drugs in order to provide an opportunity for remediation and treatment establishes a program of random suspicionless drug testing for District students.

### Student Eligibility

The following groups of students will be eligible for random suspicionless drug testing:

#### A. Co-Curricular Participants

District students who choose to exercise the privilege of participating in co-curricular activities that are defined in the Co-Curricular Code of Conduct must agree to participate in the random suspicionless drug testing program. Student participants registering for co-curricular activities will be provided with a consent form. The completion of the consent form by the student participant and, if the student is a minor, his/her parents or guardians, constitutes express permission and agreement that the student will submit to random suspicionless drug testing. Signing the consent, and adherence to the conditions thereafter, shall be a condition for participation in co-curricular activities.

**B. Students Who Register to Park a Motor Vehicle in a District Parking Lot**

District students who choose to exercise the privilege of parking a motor vehicle in a District parking lot during the school day. District students may apply for a parking permit. The parking permit application will include a consent agreement by which a student and at least one (1) parent or guardian, if the student is a minor, will agree the student is to be eligible for random suspicionless drug testing.

**C. Members of the District D.R.E.A.M. Team**

District students who are members of the D.R.E.A.M. Team and signed a promise not to use alcohol or illegal drugs. The students and at least one (1) parent, if the student is a minor, must give a signed consent for drug testing should the student be drawn at random from a pool of eligible "D.R.E.A.M. Team" students.

**Confidentiality**

When a student submits a parking registration form or a co-curricular form, they will be assigned a number by a high school administrator. The high school principal will be the only people with access to the list of names assigned to each number. The list will remain confidential in a secure file that is not part of the permanent record file area. The list of students tested and the results of the random tests will remain confidential in a secure file that is not a part of the permanent record file. When a student graduates from high school, all of the student's records pertaining to the results of their test(s) will be destroyed.

**Substances Tested**

The District will test for the following drugs: Amphetamines/Methamphetamines, Barbiturates, Cocaine, Cannabinoids (THC), Marijuana 20/10, Opiates, PCP-Phencyclidine, Benzodiazepines, Methadone, MDMA-Ecstasy, Propoxyphene, and Oxycodone. As circumstances warrant, the District may add or delete from the list of drugs being tested. A student who tests positive for a drug may be exempted if a legal and current prescription for use can be provided within twenty-four (24) hours of notification by the Medical Review Officer.

**Random Selection of Students Participating for Testing**

Students eligible in each pool of students (co-curricular participants and students requesting parking permits) will be assigned a number by school administration. Random draws of numbers will be conducted weekly. A designated number of student participant numbers will be drawn each week.

**Positive Results/Consequences**

Students who test positive for illegal drugs will be subject to consequences as outlined in:

- A. Co-Curricular Code of Conduct
- B. Parking Permit Application
- C. Student/Parent Handbook

**Student Refusal = Assumed Positive**

A student's refusal to take the test is assumed as a positive test result and will result in the student losing the privilege of participation and attendance in school activities and school parking for the period of one calendar year. A call to his or her parents will be made to notify them of the test refusal and consequence.

**Appeal of Positive Tests**

Students will have an opportunity within twenty-four (24) hours of notification of the first positive test result to have the split sample tested at the family's expense. The principal and/or administrative designee may consult with medical professionals to evaluate the results of the test, taking into consideration and evidence offered by the student and/or family. Should the split sample test confirm a positive result, and there is not a satisfactory explanation for the positive results, all consequences specified will apply.

## Reporting

Annually, the administration will report to the Board the results of a survey(s) and data regarding student alcohol and other drug use.

Adopted 5/21/07

Revised 10/15/07

Revised 12/17/07

## RANDOM ALCOHOL TESTING OF STUDENTS

Policy 2431.02

The Unified School District of De Pere Board of Education has established a random Breathalyzer policy and procedure to underline their expectation that all school activities will be drug and alcohol free. This system of testing will be used at dances, prom, and other school activities as deemed appropriate by school administration.

While this system targets those who may have ingested alcohol, it should be noted that all other substance abuse policies of the Unified School District of De Pere Board of Education and Wisconsin Administrative Code are also in effect at all school activities.

The process to be utilized includes:

- A. Tickets to dances, proms, and other functions where the Breathalyzer will be used will be numbered. The following statement will be printed on each ticket: "Bearer(s) is/are subject to random breathalyzer test upon presentation for admittance."
- B. The principal will cause a random number list to be generated prior to the function. This list will represent 5% - 10% of the tickets sold. The principal and/or designee will be the only individual(s) to know the numbers selected for testing.
- C. Trained members of the administrative staff or professional staff will perform all testing of students holding the randomly selected tickets. Testing will be done using a rapid alcohol test strip and/or a breathalyzer that is calibrated and maintained according to the manufacturer's instructions. Testing will be conducted in private where possible and in the presence of at least one adult chaperone.
- D. Students who test "positive" will be immediately retested. A further positive test will result in the student being subjected to school discipline that may include suspension from school and/or school activities, co-curricular code penalties, and other consequences as deemed appropriate. Additionally, law enforcement will be notified and the appropriate charges will be filed. Parents will be notified when the student is released by law enforcement.
- E. Refusal to take the test will result in the student losing the privilege of participation and attendance in school activities and school parking for the period of one calendar year. A call to his or her parents will be made to notify them of the test refusal and consequence.

Any student who is observed to be under the influence will be subject to the full consequences of district policy, will be subjected to testing and, if found to be positive, will be subject to the penalties detailed in the policy.

# CO-CURRICULAR CODE OF CONDUCT

## INTRODUCTION

### Statement of Principle

The Unified School District of De Pere believes co-curricular activities are an integral part of the total educational process. Through participation in these opportunities, students can have experiences and training in events not ordinarily obtainable in the general curriculum. The student who complies with this Code of Conduct demonstrates a desire to dedicate herself/himself to self-improvement, and a commitment to high personal standards, as well as to enhance the best interests of teammates, coaches/advisors and school. Participation in school sponsored co-curricular activities is a privilege, not a right, and voluntary. As such, all participants must abide by all rules and responsibilities at all times (24 hours a day/365 days per year) in order to continue participating in co-curricular activities.

### Publication

This Code shall be part of the registration materials provided to students and will remain on file with the Unified School District of De Pere Board of Education. The Code will be available online at [www.depere.k12.wi.us](http://www.depere.k12.wi.us) and in the high school office.

The Board of Education reserves the right to change or revise this code at any time.

## PARTICIPATION REQUIREMENTS

### **CONSENT FOR RANDOM SUSPICIONLESS DRUG TESTING**

The Board of Education in an effort to deter students from the use of illegal drugs and to identify students who are using illegal drugs in order to provide an opportunity for remediation and treatment establishes a program of random suspicionless drug testing for District students.

#### **A. Co-Curricular Participants**

De Pere High School students who choose to exercise the privilege of participating in co-curricular activities must consent to participate in the random suspicionless drug testing program. Student participants registering for co-curricular activities will be provided with a consent form. The completion of the consent form by the student participant and, if the student is a minor, his/her parents or guardians, constitutes express permission and agreement that the student will submit to random suspicionless drug testing. Signing the consent, and adherence to the conditions thereafter, shall be a condition for participation in co-curricular activities. **Board Policy 2431.01**

#### **B. Membership**

1. A pre-participation physical fitness form attesting to current physical fitness to participate in sports as determined by a licensed physician, Physician's Assistant (PA) or Advanced Practice Nurse Prescriber (APNP) no less than every other school year with April 1 the earliest date of examination is required. All information must be submitted to the Athletics Office before the athlete is allowed to participate.
2. Parents/Guardians and students are required to know and understand the code of conduct as a requisite of participation.

#### **C. Academic Eligibility**

1. Eligibility requirements shall commence upon enrollment in the first co-curricular activity.
2. A student must satisfy District and DPI requirements defining a full time student.
3. A student must have passed all classes (incomplete classes shall count as F's until complete) in the most recently completed quarter and have a cumulative quarter GPA of 1.5. Only work (ie assignments, quizzes, tests, etc..) completed from the beginning of the quarter to the end of the quarter are included in the calculation of a quarter grade. The semester exam is not included in the calculation of a quarter grade. Because grades for the purpose of determining academic eligibility are based on quarterly grades as defined in this paragraph, as opposed to semester grades, report cards, mailed to households or viewed online, may not accurately reflect the quarter grade for co-curricular eligibility purposes. Students who receive a failing grade in the quarter will be informed by the principal or the principal's designee.

4. GPA requirements are not cumulative and are only based on current quarter grading period.
5. A student must have obtained a minimum 1.5 GPA in the most recently completed quarter. A student whose grade point average falls below a 2.0 GPA in the most recently completed quarter, but higher than a 1.499 GPA will be placed on academic probation and may become academically ineligible.
6. Children with disabilities who are enrolled in a state-approved Special Education Program and who receive grades of I, U, IP, N, or F in a course, or who have a GPA which falls below 1.5, may be considered academically eligible to participate as a non-competitor in Sports if satisfactory progress is being made in their total school program as documented by an Individual Education Program (IEP).
7. A student must be academically eligible to participate before they may start serving a code violation.
8. Summer School classes DO NOT change academic eligibility in the fall. Summer School classes DO allow a student to earn academic credit for graduation.

**D. Academic Ineligibility (1 or more F's or below a 1.5 GPA for the previous quarter)**

1. A student who has one or more F's in the most recently completed quarter and/or whose grade point average falls below a 1.5 GPA in the most recently completed quarter is academically ineligible to participate in sports contests and club/group performances. Students may attend practices at the discretion of the coach/advisor/athletics director/principal.
2. Eligibility may be regained after a student demonstrates passing work in all classes after fifteen (15) scheduled school days and school nights into the next quarter. The exact dates vary for each quarter, and do not necessarily correspond with the 1st day of the current quarter.
3. Because most fall sports start before the first day of school, the ineligibility period will be the lesser of (1) 21 calendar days beginning with the date of the earliest allowed competition in that sport or (2) 1/3 of the maximum number of contests allowed in a sport. Since the ineligibility period ends before the start of the academic school year or very early into the school year, a student will not be required to fill out a progress report to become eligible.
4. Other than in the fall at the start of the school year, a student may become eligible based on satisfactory progress in all courses documented through the following procedure:
  - a. The student picks up an academic progress report on the final day of the 15-day ineligibility period Thursday morning from the high school office.
  - b. The student obtains the signature of each teacher who will assess the student's coursework and attendance for the week.
  - c. The student returns the academic weekly progress report to the Athletics Office at 3:15 pm on the final day of the 15-day ineligibility period.
  - d. The student will be reinstated to participate in co-curricular activities if the student is performing satisfactorily in each class and has no unexcused absences.
5. If after the fifteen day period a student is still receiving a failing grade(s), the grade(s) the student can fill out a new form after five (5) school days. The student can have the form filled out up to three (3) times following the initial fifteen-day period; if a student is not passing after the third grade check, he/she will be ineligible for the remainder of the quarter.

**E. Academic Probation (1.5 GPA -1.99 GPA, and No F's from the previous quarter)**

1. A student, whose grade point average falls below a 2.0 GPA in the most recently completed quarter, but higher than a 1.499 GPA, will be placed on academic probation and is academically ineligible.
2. A student may become eligible on a week-to-week basis based on satisfactory progress in all courses that will be documented through the following procedures:
  - a. The student picks up an academic weekly progress report on the first Thursday morning into the current quarter as designated from the athletic office.
  - b. The student obtains the signatures of each teacher who will assess the student's coursework and attendance for the week.
  - c. The student will return the academic weekly progress report to the Athletics Office by Thursday at 3:15 pm.

- d. The student will be reinstated to participate in co-curricular activities for one week (Friday to the following Thursday) if the student is performing satisfactorily in each class and has no unexcused absences.
- e. The student will remain academically ineligible for the next week if the student fails to return the academic weekly progress report to the Athletic Director by 3:15 pm, does not perform satisfactorily in each class, or has an unexcused absence.

**Academic Ineligibility & Probation**

If a student is both ineligible and on probation, s/he must fulfill the 15-day ineligibility requirements and then begin weekly probation reports until the end of the quarter to maintain week-to-week eligibility once the ineligibility period is served.

**RESPONSIBILITY OF THE STUDENT**

It is the student's responsibility to pick up the proper form(s) in the high school office, get it COMPLETELY filled out by his/her teachers, and return it to the high school office that same day.

<b>Quick Chart</b>		
<b>Previous Quarter Grades</b>	<b>Result</b>	<b>To do:</b>
<b>Less than a 1.50 GPA</b>	<b>Ineligible</b>	15 school days/nights ineligible 15th day – fill out progress report to regain eligibility  May still be able to practice, participate, but not compete, see coach / advisor / athletics director / assistant principal / principal
<b>One or more F's</b>	<b>Ineligible</b>	15 school days/nights ineligible 15th day – fill out progress report to regain eligibility  May still be able to practice, participate, but not compete, see coach / advisor / athletics director / assistant principal / principal
<b>1.50 – 1.99 GPA</b>	<b>Probation</b>	Able to compete on a week-to-week basis (Friday-Thursday)  Complete and return progress reports to the HS office every Thursday for the remainder of the quarter
<b>One or more F's AND 1.50 – 1.99 GPA</b>	<b>Ineligible &amp; Probation</b>	15 school days/nights ineligible 15th day – fill out progress report to regain eligibility  May still be able to practice, participate, but not compete, see coach / advisor / athletics director / assistant principal / principal. Once removed from ineligibility, able to play on a week-to-week basis (Friday-Thursday). Complete and return progress reports to the HS office every Thursday for the remainder of the quarter

**F. Attendance**

1. Unless an absence has been pre-arranged through the high school attendance office (doctor/dental appointment, etc.), a student must be in school by the start of 5<sup>th</sup> hour in order to participate in co-curricular activities that day.
2. For events on days that school is not in session, the 5<sup>th</sup> hour applies to the last day school was in session prior to the event.
3. Deviations from this rule need to be cleared through the Athletic Director and/or HS Assistant Principals/Principal.
4. Habitual tardiness/absence will not be accepted and could constitute disciplinary action including dismissal from the team/activity.

5. Students are expected to be in school the day after contests/performances/trips. Late bus trips do not justify absences the following day.
6. If a student has an unexcused absence during the day, s/he will not be able to practice or play on the day the administration determines the absence is unexcused.

**G. WIAA**

Students participating in interscholastic athletics must also abide by the specific rules of eligibility as stipulated by the Wisconsin Interscholastic Athletic Association. ([www.wiaawi.org](http://www.wiaawi.org))

**H. Pre-Season Meeting**

1. Students and a parent/guardian must sign a form indicating they have received the Code prior to participating in athletics and/or other co-curricular activities.
2. Each advisor of an activity will be required to set a meeting time for parents and students.
3. Additional standards determined by each coach or advisor shall also be written and distributed to each student. If there are any inconsistencies between the additional standards and the code, the code prevails.
4. Copies shall be placed on file with the Athletics Director/Activities Director and/or Principal.
5. Students should read all items and ask for clarification by the coach or advisor of any items not understood.

**VIOLATIONS**

**A. Alcohol, Tobacco, And Drugs: (A.O.D.A.)**

The purchase, possession, supplying or use of alcohol, any tobacco product or E cigarettes, illegal drugs, mood altering substance (as defined in school board policy) or performance enhancing substances (PES, as defined by the WIAA) in any form is a violation of this code. This shall include inhalants or facsimiles/look-alike drugs, designer drugs, prescriptions drugs that are used or distributed unlawfully, and non-prescription drugs used in a manner other than that for which they were directed. In addition, attendance at a function where alcohol and/or drugs are present and being illegally consumed is a violation of the code.

**1. Hosting A Party**

Hosting, sponsoring, or organizing a party/gathering at which any prohibited substance identified above are being used, consumed or offered is a violation of this code. A student who has a gathering at his/her home/property where alcohol or drugs are being used will be given a penalty per the violation charts.

If a student hosts a party and it is the student's first violation, since a party was at his/her home/property, the student would be given a violation as his/her second offense. A student who hosts a party may not use the honesty penalty reduction.

**2. Mere Presence Policy**

- a. Presence in bars or attendance at parties after it becomes evident that the drinking of alcoholic beverages or use of alcoholic beverages or use of illegal drugs is occurring is a violation of the code. Students are expected to leave any location as promptly and as safely as possible where illegal use of alcohol and/or drugs is present. Students should avoid situations where their guilt or innocence is questioned.
- b. If a student is in attendance at a party or gathering and it is determined that s/he has not consumed any alcohol, tobacco or drugs, s/he is in violation of the code. Mere presence is evidenced by the student's admission, a police report, a signed statement from a responsible adult witness (i.e. parent, teacher, coach), or visual evidence such as a photograph.
- c. Presence in or employment by an establishment that is not primarily a bar, but does serve alcohol is not a violation of the mere presence policy. (Examples: restaurants, golf courses, bowling alleys)
- d. Attendance at weddings, reunions, anniversaries or other ceremonial functions where alcohol is served is not a violation of the code.
- e. Parental permission to consume/possess alcohol, tobacco or other drugs does not



override the provisions of this code.

**B. Civil/Criminal Offenses**

Certain civil or criminal infractions, including but not limited to serious misdemeanors or felonies, that are determined by the Athletics Director and/or Principal to be a violation of the code or detrimental to or a discredit to the school will result in a consequence as prescribed in the Code of Conduct at the violation level the student is currently at.

**C. Theft**

Theft, in or out of school, is a violation of the code. To commit a theft, one intentionally takes and carries away, uses, transfers, conceals, or retains possession of moveable property of another without the other's consent and with intent to deprive the owner permanently of possession of such property.

**D. Vandalism**

Vandalism, which is deliberate damage to property, is a violation of the code.

**E. Possession or Use of a Weapon or Dangerous Instrumentality**

Use or possession of a weapon or dangerous instrument on school grounds/property or the unlawful possession or use off school property is a violation of this code.

**F. Sexually Explicit Conduct/ Material**

Using, possessing, sharing, providing, sending, texting, tweeting, posting, or in any way disseminating photographs, videos, pictures, material or any visual or verbal representation of sexually graphic or explicit material(i.e. pornography) is a violation of this code.

**G. Discrimination, Harassment, Violence, Aggression, Assault, Hazing, Bullying or Threatening Behavior to Others.**

The physical or verbal assault of any adult or student will not be tolerated, in or out of school. Hazing as defined by Wisconsin Statute 948.51 is also prohibited. Students and parents are reminded that bullying can also, in certain circumstances, violate this code and/or rise to the level of a "physical or verbal assault." Acts of discrimination, hazing, harassment, disrespectful/defiant attitude, acts of aggression, and cheating-plagiarizing are violations of this provision. See applicable definitions in the student handbook.

**H. Social Media and On-Line Representation**

This Code also applies in on-line environments such as Twitter, Facebook, YouTube, Instagram, message boards, and any other social media site. Students who re-post inappropriate material originally written by others are subject to the same consequences as if they had posted it themselves. Students who fail to meet this expectation and who violate the code of conduct on-line are subject to the same consequences as if they did them in person.

Do not have a false sense of security about rights to freedom of speech. Freedom of speech is not unlimited, especially in the school setting. On-line social network sites are NOT a place where students can say and do whatever they want without repercussions. All information on social networking sites is considered public information. Students are expected to maintain a self-image that represents themselves and the school positively.

**I. Other Misconduct**

Students are expected to follow all school rules and to display high standards of behavior, including good sportsmanship, respect for others, and use of appropriate language and dress at all times. Any situation or problem that may arise that is not specifically covered above may be reviewed by the De Pere High School administration for possible disciplinary action. A student must refrain from any conduct which would reflect unsatisfactorily on a student or on the school.

Students who engage in any acts of willful, persistent, disruptive behavior, or any act in violation of, or subject to, penalty under the Wisconsin Statutes, any local ordinances, and/or the Unified School District of De Pere Policies and/or Procedures, shall be subject to discipline as deemed appropriate by the administration. Discipline may include a suspension from all co-curricular activities for a period of time to permanent prohibition from all co-curricular activities.

## **PENALTIES**

For the purpose of understanding the penalty specifications, this code divides extracurricular activities into two groups. Because of the two groups' differences (i.e. competitions vs. service, number of contests, clearly defined seasons, etc.), the penalties for violation of school district policies and rules vary. The administration reserves the right to edit or change the sports/activities section of the code as necessary when sports, clubs, activities are added or dropped, to satisfy WIAA requirements, or to satisfy local, state or federal law.

**Sports:** Refers to all WIAA Sports and Dance Team

**Clubs/Groups/Activities:** School – sponsored clubs, groups, activities that require student and parent to sign the code in order to participate. This group is further divided into two more sub-groups and the application of the code will vary between these two sub-groups:

- **Performance Clubs/Activities:** Non-sports co-curricular includes groups that prepare over time for a competition or performance. This might include co-curriculars such as Forensics, Mock Trial, Robotics, Drama, Musical as well as others.
- **Non-Performance Clubs/Activities:** Non-sports co-curricular includes organizations whose primary activities are not preparing for a competition or performance. They mainly sponsor meetings and activities. This sub-group includes co-curriculars such as DECA, French Club, Sting Cancer, Key Club and many others.
- For a complete list, please refer to the Student/Parent handbook.

A. **Honesty Clause/Self-Referrals**

Co-curricular Code participants in activities who turn themselves in to school authorities and/or their head coach or advisor, prior to the school obtaining any information, and who do not attempt to deceive or mislead school officials, may receive a reduction in penalty at the administration's discretion. Any participant involved in a code of conduct violation for which there is a police report or involvement of a police department may not self-refer under this honesty reduction.

B. **Special Awards Restrictions**

Students who violate the Code will be ineligible for any special awards during the season of participation or any season in which the suspension is served. No student with a code violation may be nominated for any special end-of-season award. This shall include MVP, MIP, captain, all-conference, all-area, and all-state.

C. **Scholarship Signing Press Conferences**

Students who violate the Code may be ineligible, as determined by administration, for any school sponsored scholarship signing privileges or activities, including but not limited to press releases and the use of school facilities.

## SPORTS

- A. All sport suspensions will begin immediately upon the completion of the investigation of the violation.
- B. All consequences are cumulative regardless of the type of violation. See Fulfilling Code Violations.
- C. A student with a code violation will not be allowed to participate on any dance court during the current academic school year that the violation occurs.
- D. All consequences listed are minimum consequences. The De Pere High School Administration has the right to increase a student's suspension based on but not limited to severity of the violation.
- E. Penalties are cumulative over a student's high school career.
- F. All violations are explained in detail in the violations section of the code stating on page 85.

Sports - Violations Chart			
<b>Illegal Use/Possession/Purchase/Transfer/Distribution of a Controlled Substance and/or Illegal Drugs ▲</b> A one level enhancer may be applied to instances of distribution.		<b>Alcohol Use/Possession/Purchase/Distribution▲ Tobacco Use/E-Cigarette/Possession/Purchase/Distribution ▲</b> A one level enhancer may be applied to instances of distribution.	
1 <sup>st</sup> Violation	Level 4	1 <sup>st</sup> Violation	Level 2
2 <sup>nd</sup> Violation	Level 4	2 <sup>nd</sup> Violation	Level 4
3 <sup>rd</sup> Violation	Level 5	3 <sup>rd</sup> Violation	Level 5
<b>Hosting/Organizing a Party where drugs and/or alcohol are knowingly present</b>		<b>Disruption/Detrimental Discriminative Conduct and/or Other Misconduct</b> This section may include but is not limited to violations B, C, D, G and I on page 86.	
1 <sup>st</sup> Violation	Level 4	1 <sup>st</sup> Violation	Level 2
2 <sup>nd</sup> Violation	Level 5	2 <sup>nd</sup> Violation	Level 3
3 <sup>rd</sup> Violation	Level 5	3 <sup>rd</sup> Violation	Level 4
<b>Unlawful Possession or Use of a Weapon</b>		<b>Social Media and On-line Representation</b>	
1 <sup>st</sup> Violation	Level 5	1 <sup>st</sup> Violation	Level 1
2 <sup>nd</sup> Violation	Level 5	2 <sup>nd</sup> Violation	Level 2
3 <sup>rd</sup> Violation	Level 5	3 <sup>rd</sup> Violation	Level 4
<b>Sexually Explicit Conduct/Material</b>		<b>Attendance at a Party where drugs and/or alcohol are present (Mere Presence Policy)</b>	
1 <sup>st</sup> Violation	Level 4	1 <sup>st</sup> Violation	Level 1
2 <sup>nd</sup> Violation	Level 4	2 <sup>nd</sup> Violation	Level 3
3 <sup>rd</sup> Violation	Level 5	3 <sup>rd</sup> Violation	Level 4
<b>Any violation for tobacco, alcohol or illegal drugs, will require a student to attend and successfully complete a rehabilitation program determined by DPHS.</b>			

Sports - Consequences Chart	
LEVEL 1	10 hours of approved Community/School Service to be served before participating in an event/game.
LEVEL 2	Suspension from participation in 10% of scheduled contests*
LEVEL 3	Suspension from participation in 25% of scheduled contests*
LEVEL 4	Suspension from participation in 50% of scheduled contests*
LEVEL 5	Suspension from participation for one(1) calendar year
<b>NOTE: On all 4<sup>th</sup> offenses students are banned from all co-curricular activities at De Pere High School.</b>	

▲ **Co-Curricular Rehabilitation Program:** Participants and parents, at their own expense, must enroll and complete a two-step evaluation process in a program licensed and certified by the State of Wisconsin and accredited by the Joint Commission for Accreditation of Healthcare Organizations and approved by DPHS. Upon completion, the evaluation must be made available to the AD/Principal in writing. In addition, proof of enrollment and completion of any and all recommendations from this evaluation must also be made available to the school.

\* **Scheduled Contests:** Will be defined and determined based on the WIAA game/meet maximums. If a sport or team schedules less than the maximum allowed games/meets, the total number of games/meets scheduled for that sport will be used. Schedules are subject to change, including cancellations and additions, which can affect lengths of suspensions. The length of the disciplinary period shall be determined from the mathematical equivalent of the number of scheduled contest (to include the first WIAA playoff contest) rounded to the next highest whole number. See WIAA Game Maximums Chart

**Clubs, Groups, Activities**

- A. All consequences are cumulative regardless of the type of violation. See Fulfilling Code Violations.
- B. A student with a code violation will not be allowed to participate on any dance court during the current academic school year that the violation occurs.
- C. All consequences listed are minimum consequences. The De Pere High School Administration has the right to increase a student's suspension based on but not limited to severity of the violation.
- E. Penalties are cumulative over a student's high school career.
- F. All violations are explained in detail in the violations section of the code stating on page 85.

<b>Clubs, Groups, Activities - Violations Chart</b>			
<b>Illegal Use/Possession/Purchase/Transfer/Distribution of a Controlled Substance and/or Illegal Drugs ▲</b>		<b>Alcohol Use/Possession/Purchase/Distribution/Tobacco Use/E-Cigarette/Possession/Purchase/Distribution ▲</b>	
A one level enhancer may be applied to instances of distribution.		A one level enhancer may be applied to instances of distribution.	
1 <sup>st</sup> Violation	Level 4	1 <sup>st</sup> Violation	Level 2
2 <sup>nd</sup> Violation	Level 4	2 <sup>nd</sup> Violation	Level 4
3 <sup>rd</sup> Violation	Level 5	3 <sup>rd</sup> Violation	Level 5
<b>Hosting/Organizing a Party where drugs and/or alcohol are knowingly present</b>		<b>Disruption/Detrimental Discriminative Conduct and/or Other Misconduct</b>	
		This section may include but is not limited to violations B, C, D, G and I on page 86.	
1 <sup>st</sup> Violation	Level 4	1 <sup>st</sup> Violation	Level 2
2 <sup>nd</sup> Violation	Level 5	2 <sup>nd</sup> Violation	Level 3
3 <sup>rd</sup> Violation	Level 5	3 <sup>rd</sup> Violation	Level 4
<b>Unlawful Possession or Use of a Weapon</b>		<b>Social Media and On-line Representation</b>	
1 <sup>st</sup> Violation	Level 5	1 <sup>st</sup> Violation	Level 1
2 <sup>nd</sup> Violation	Level 5	2 <sup>nd</sup> Violation	Level 2
3 <sup>rd</sup> Violation	Level 5	3 <sup>rd</sup> Violation	Level 4
<b>Sexually Explicit Conduct/Material</b>		<b>Attendance at a Party where drugs and/or alcohol are present (Mere Presence Policy)</b>	
1 <sup>st</sup> Violation	Level 4	1 <sup>st</sup> Violation	Level 1
2 <sup>nd</sup> Violation	Level 4	2 <sup>nd</sup> Violation	Level 3
3 <sup>rd</sup> Violation	Level 5	3 <sup>rd</sup> Violation	Level 4
<b>Any violation for tobacco, alcohol or illegal drugs, will require a student to attend and successfully complete a rehabilitation program determined by DPHS.</b>			

<b>Clubs, Groups &amp; Activities - Consequences Chart</b>	
LEVEL 1	10 hours of approved Community/School Service** BEFORE returning to the activity or identifiable competition or performance
LEVEL 2	15 hours of approved Service BEFORE returning to the activity or identifiable competition/performance
LEVEL 3	30 hours of approved Service BEFORE returning to the activity or identifiable competition/performance
LEVEL 4	30 hours of approved Service and suspension from further activities for a semester (90 school days)
LEVEL 5	Suspension from participation for one(1) calendar year
<i>Note: All community service hours must be approved and signed by a community services supervisor and not a parent.</i>	

▲ **Co-Curricular Rehabilitation Program:** Participants and parents, at their own expense, must enroll and complete a two-step evaluation process in a program licensed and certified by the State of Wisconsin and accredited by the Joint Commission for Accreditation of Healthcare Organizations and approved by DPHS. Upon completion, the evaluation must be made available to the AD/Principal in writing. In addition, proof of enrollment and completion of any and all recommendations from this evaluation must also be made available to the school.

\*\* **Community Service:** Community service shall be defined as volunteer hours for a recognized service organization such as a student's church, the YMCA, Paul's Pantry, Goodwill, the Boys & Girls Club, and the Humane Society. Other acceptable hours could be garnered from "for profit" organizations which engage in service-related activities. For example, a student could help out at an assisted living center, a special needs facility, etc. It is recommended that students specify the activity to admin prior to performing community service so that the service hours can be approved and accepted as a fulfillment of this requirement.

\*\* **School Service:** School service shall be determined as service to the school outside the student's regular school day. Due to safety laws and labor requirements, it should not be assumed that the school can provide any manual labor opportunities. A student, purely at his/her own volition, may ask teachers, primarily of elementary grades, if there would be any service that the student could provide and assist in a classroom. All such assignments must be approved by administration prior to the service.

## **GUIDELINES**

For any violation, the following guidelines are established setting forth the minimum penalties that shall be imposed.

- A. The District expressly reserves the right to impose a penalty it deems appropriate for each individual situation and case.
- B. Participants must adhere to all policies and provisions of the De Pere High School Student Handbook.
- C. A student may be returned to a first violation status upon being free of all penalties for a period of two years. A student must have a clean record for two consecutive years before another violation is considered her/his first violation. For example, a student violating the code for the first time at the start of her/his freshman year would start with a clean slate at the start of her/his junior year provided s/he has no further violations prior to her/his junior year.
- D. Students will be penalized during the sport(s) or activities in which they currently participate.
- E. If a student is not involved in both a sport/activity at the time of the violation, the penalty will begin once her/his sport and/or activity begins.
- F. Penalties will carry over into a second sports season and/or activity if the suspension is not completed in the original season or from one school year to the next.
- G. A student that is involved in both a sport and an activity, and is suspended, may not necessarily serve the suspension for both activities simultaneously.

- H. During a period of suspension, the student is required to attend all practices and team/group activities/functions to maintain his/her status as a team/group member, unless determined otherwise by the coach/advisor/athletics director/principal.
- I. A violation for activities with a limited schedule of events could result in exclusion from that activity.
- J. A student with suspension penalties must begin and end his/her respective season in good standing in order for the suspension to be completed.
- K. A participant suspended or expelled from school shall be barred from participation in co-curricular activities during that period of time. However, if the suspension is a shorter period of time than the co-curricular code dictates, the penalty shall prevail.
- L. A student must be academically eligible to participate before s/he may start serving a code violation.
- M. Suspensions occurring during the post-season WIAA Tournament shall result in disqualification from the entire tournament series in that sport as required by Article VII, Section 2B in the WIAA Constitution.
- N. In the event that a student who has an unfulfilled penalty pending chooses to try out for a co-curricular activity in which he/she has not previously participated, the student must meet with the Athletics Director and coach/advisor to review the rules of the program. In order to satisfy the remaining penalty, the student must win a spot on the team/activity (if there are cuts) and then fulfill the requirements of the suspension to finish the penalty. Meanwhile, the student must contribute positively to the team, attend all practices and team functions as any other team member would, and complete the season in good standing. If the applicant does not qualify for the new activity/sport or otherwise fails to meet the requirements of the program, all penalties will remain in effect.

#### **PROCESS FOR DETERMINING VIOLATIONS**

- A. Any complaint/referral concerning a violation shall be made in writing and signed by an adult who is not a student at De Pere High School.
- B. Any complaint/referral by a written or oral police report and/or by a published newspaper account to the Building Principal, Athletics Director or their designee.
- C. The Athletics Director or High School Administration shall investigate the referral and give the student involved an opportunity to present a response.
- D. If it is determined that a student in question did commit a violation, the student will be orally notified of the determination and penalty, and written notification will be mailed to the home address.
- E. Suspension takes effect at the time that the oral notification is given to the student or written notification is mailed to her/his address of record, whichever is first.
- F. Electronic Evidence: Any digital image, photograph, recording, or video that establishes, shows, demonstrates, and/or, in light of related evidence, reasonably indicates that a student has been in possession or presence of alcohol and/or drugs, has been engaged in use of alcohol and/or drugs, has been engaged in use of alcohol and/or drugs, has displayed behavior reflecting poor character, or has engaged in, supported, or further criminal activity, shall be presumptive evidence of a violation of this Handbook as set forth herein. A student that falsifies, fabricates, or knowingly transmits a falsified digital image, photograph, or video of another student may also be subject to penalty under this Handbook to the extent deemed appropriate by the District, in its discretion. A student shall have the opportunity to dispute the authenticity of any such image, photograph, recording, or video. The District's decisions as to the authenticity and/or probative value of any digital image, photographs, recording, or video in establishing a violation of this Handbook shall be final.
- G. School administration will inform the parents/guardian of the decision.

## APPEALS PROCESS

### A. Right to Appeal

1. Any student who has been suspended from participating in a sport or activity by the Athletics Director or High School Administration as a result of a Code violation has the right to appeal the penalty and/or the violation.
2. All students who have been suspended from participation because of a Code violation will not be allowed to participate in competitions, performances or practices until a final disposition of the appeals process.
3. Co-curricular Council shall be made up of 2 coaches, 2 advisors and 1 teacher at large.
4. Co-curricular Council shall be selected by the Principal, or designee, from a pool of predetermined candidates. Candidates will be chosen on an annual basis.

### B. Step 1:

The student and his/her parent(s)/guardian(s) will have 10 school days, from the time the Athletics Director/High School Administration sends the student the suspension letter, to appeal to the Principal and to state in writing the reason(s) why s/he believes the penalty is too severe or that s/he is not guilty of any violation.

1. The Principal shall convene a \*\*Co-curricular Council within 10 school days after receiving the appeals letter. The process includes:
  - a. Principal facilitates the process and is a non-voting member.
  - b. Athletic Director or designee presents the violation and answers Council questions.
  - c. The student and her/his parent(s)/guardian(s) then presents their basis for appeal and answers Council questions. They are then excused.
  - d. Principal answers procedural questions from the Council and then is excused to let the Council deliberate.
  - e. Council renders decision by way of a ballot vote consisting of a simple majority and informs the Principal.
  - f. Principal informs the family in writing of the decision within 5 school days.

### C. Step 2:

If the student and her/his parent(s)/guardian(s) are not satisfied with the Co-curricular Council decision, they can appeal the decision to the Board of Education within 10 school days of the Co-curricular Council's decision. The student shall submit written rationale to the Board of Education stating her/his case. The Board of Education shall meet with the student and her/his parent(s)/guardian(s) at a time determined by the Board of Education (not to exceed 20 school days). After the meeting, the Board of Education will render a decision within five school days. The decision of the Board of Education shall be binding on all parties involved.

\*\*Co-curricular Council—shall consist of a pool of coaches and advisors who agree to participate in the appeals process. The Principal, or designee, shall randomly select coaches and advisors who are not directly involved with the student who is appealing.

## SCHOOL CALENDAR 2018-2019

<u>DATE</u>	<u>DESCRIPTION</u>
Tuesday, September 4	First Day for Students
Friday, September 14	Redbird Rally
Saturday, September 15	Redbird Rally Dance
Friday, September 28	Early Release <b>(2 hours)</b>
Friday, September 28	Picture Re-take day
Friday, October 19	Early Release <b>(2 hours)</b>
Thursday, October 25	No School - Recess
Friday, October 26	No School - Recess
Saturday, November 3	Masquerade Dance
Wednesday, November 7	Last Day of 1 <sup>st</sup> Qtr.
Thursday, November 8 to Saturday, November 10	Musical
Monday, November 12	Parent / Teacher Conferences (PM)
Thursday, November 15	Early Release - Time Release TBD Parent/Teacher Conferences Afternoon & Evening
Wednesday, November 21 to Friday, November 23	No School Recess - Holiday - Recess
Saturday, December 8	Jingle Ball
Monday, December 24 to Tuesday, January 1	No School - Recess Winter Break
Monday, January 21	No School - Recess
Thursday, January 24	Last Day of 2 <sup>nd</sup> Qtr. / Sem1
Friday, January 25	No School - Teacher ½ Work Day
Saturday, February 9	Snowball Dance
Wednesday, February 20	ACT Testing <b>(Only Juniors Attend)</b>
Thursday, February 21	ACT Testing <b>(HS Late Start, Juniors Attend All Day)</b>
Wednesday, February 27	Late Start <b>(3 hours)</b>
Monday, March 25 to Friday, March 29	No School - Recess Spring Break
Friday, April 5	Last Day of 3rd Qtr.
Tuesday, April 16	Late Start <b>(3 hours)</b>
Friday, April 19 and Monday, April 22	No School - Recess
Saturday, April 13	Prom
Tuesday, May 7	Senior Scholarship Awards Ceremony
Wednesday, May 15	Early Release <b>(2 hours)</b>
Tuesday, May 21	Academic / Community Service Awards
Saturday, May 18	Senior Ball
Monday, May 27	No School - Holiday
Friday, May 31	Last Day for Seniors and Senior Picnic
Monday, June 3	Graduation
Wednesday, June 12	Last Day of School for Students Last day of 4 <sup>th</sup> Qtr. / Sem2