

# Pepin High School 2017-2018 Handbook

The Pepin Area School District does not discriminate on the basis of race, color, religion, sex, national origin, age or handicap.

## Abusive Actions

Disrespect, disobedience, or vandalism by action or verbally to any teacher (in or out of school), adult, or student is unacceptable behavior and will be disciplined as defined in the student code of conduct.

## Attendance/Truancy

Students may be excused for the following reasons:

1. Bona fide religious holiday.
2. Student illness or medical appointments.
3. Parental excuse: A parent may excuse a child **3 days in advance in writing** for up to 10 days in a school year (State Statute 118.15(3)(C)). After ten (10) days of excused absences per school year, the district may require parent or guardian to provide written doctor's excuse upon return to school.
4. Family emergency approved by the principal.

Excuses that do not follow the above guidelines will be considered unexcused by the school, and students will not be allowed to make up the work missed during their unexcused absence.

**\*\*All seniors must attend at least 150 days of school their senior year to qualify to walk at the graduation ceremony. The high school principal may wave this requirement for extenuating circumstances such as a major illness that requires a student or family member to be hospitalized for an extended period of time.**

## Automobile Use

High school students who are licensed drivers shall be allowed to drive cars to school and to park on school grounds in compliance with established automobile regulations. All automobiles driven to school are under the jurisdiction of the school administration while at school, and the rules and regulations made by the board of education must be followed:

- 1) Student vehicles are to be parked northeast of the building in the student parking area.
- 2) Students are not to park in the area designated as teacher and staff area parking.
- 3) Students are not to drive their vehicle during the school day unless they have acquired a pass from the office.

## Bell Schedule

### High School Bell Schedule

<u>Period</u>	<u>Times</u>
0	7:15-8:00
1	8:05-9:25
2	9:30-9:40 (HR)
3	9:45-10:25 (Band/RTI)
4	10:30-11:50
5	11:55-12:25
6	12:25-12:55 (Lunch)
7	12:58-1:46
8	1:51-2:39
9	2:44-3:30

### Jr. High Bell Schedule

<u>Period</u>	<u>Times</u>
1	8:05-8:45 (Band/RTI)
2	8:48-9:30
3	9:35-9:45 (HR)
4	9:50-10:30
5	10:33-11:15
6	11:18-12:00
7	12:00-12:25 (Lunch)
8	12:28-12:55 (Exploratory)
9	12:58-1:46
10	1:51-2:39
11	2:44-3:30

### **Class Meetings**

All class meetings should be scheduled three (3) days in advance. Only a class advisor can schedule a class meeting, and permission must be granted by the high school administration. Parliamentary procedure should govern all meetings. The administration must be notified of all decisions, which result from the meetings.

### **Classroom Conduct**

Students may be removed from the classroom for the following reasons:

1. Violation of district policies regarding suspension.
2. Violates conduct expectations set forth in the handbook.
3. Is disruptive, dangerous or unruly.
4. Otherwise interferes with the ability of the teacher to teach effectively; or
5. Is inconsistent with class decorum and the ability of others to learn.

Details can be found in the Classroom Conduct Policy in the high school office.

### **Controlled Substance**

Controlled substance as used in these rules includes tobacco, alcoholic beverages, including beer, and narcotic drugs not prescribed by a physician and determined to be illegal by state statute.

### **Dances and Parties**

Make all arrangements for an activity through and with the approval of your class advisor(s), the student council, or the principal. Activities should be planned at least two (2) weeks prior to the scheduled date.

Follow these procedures:

- 1) Plan the agenda to include time, place, date, hours, theme, dress, chaperones, and cost of refreshments, decorations, entertainment, transportation, etc. if any.
- 2) Be sure to have clearance from the proper authorities.
- 3) Inform faculty chaperones at least a week in advance of the activity to be held. A minimum of two is required at any school activity.
- 4) If transportation is necessary, a school bus shall be used. Students must go and return by the same means of transportation unless other arrangements have been made with their parents and cleared with the administration or advisor.
- 5) Cleanup committees are required if refreshments and/or decorations are to be provided.
- 6) If there will be entertainment at a cost, financial arrangements must be handled through the class advisor.

### **Dance Courts**

**Being elected to a dance court (Homecoming, Winter Carnival, or Prom) is an honor that carries an extra measure of responsibility. The court members publicly represent their class and their school so it is important that these students be models of responsible and honorable behavior. Therefore, in order to be eligible for a dance court, students will be held to the standards outlined in the co-curricular code regarding acceptable student behavior. Students with a level II or higher violation or serving any code violation suspension at the time of the dance will be excluded from court participation. Students will be allowed to attend the dance but will lose the privilege of being on the court for that dance.**

## **Detention**

Detention will be served in the office at the following times:

7:30-8:00 AM

3:30-4:00 PM

Students should bring appropriate materials to occupy their time. Multiple detentions may result in an in school suspension.

Whenever a student has been assigned detention, a record of those detentions will be placed in the student's permanent file.

## **Discrimination Complaint Procedure**

If any person believes that the Pepin Area School District or any part of the school organization has inadequately applied the principles and/or regulations of the

Wisconsin pupil nondiscrimination statute (118.13 and P19), Title IX (sex), or section 504 (handicap) or in some way discriminates on the basis of sex, race, color, national origin, age, or handicap, he/she may bring forward a complaint to the High School Office at the following address: Bruce Quinton, Equity Coordinator, 510 Pine Street, Pepin, WI 54759.

### **Formal Complaint Procedure**

Step 1: A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the District Administrator (Nondiscrimination Coordinator). That employee shall send written acknowledgment of receipt of the complaint.

Step 2: The District Administrator, upon receiving such a written complaint shall, within 24 hours, report the nature, time and date of the suspected infraction in writing to the building principal or director of the program involved.

Step 3: The building principal, upon receiving such report shall immediately undertake an investigation of the suspected infraction. Within five (5) days after receiving the District Administrator's report, 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 District Administrator and the grievant. Building Principal may request an extension to the five (5) days if more time is needed to complete the investigation.

Step 4: Within ten (10) days after the date of the building principal's decision, the grievant may appeal the decision to the District Administrator. The appeal shall be in writing. The District Administrator shall hear the appeal as soon as practicable except, if the decision of the building principal involves an active suspension. In this case, the District Administrator shall hear the appeal within thirty-six (36) hours after the appeal is taken, unless the grievant agrees to a later time.

The District Administrator shall have the power to affirm, reverse or modify the decision of the building principal in whole or in part, or remand the matter back to the building principal with instructions for further proceedings.

The District Administrator shall make his/her decision in writing within thirty-six (36) hours after the hearing. If the District Administrator is unable to render a written decision within thirty-six hours, any suspension shall be stayed until the written decision is mailed or delivered to the grievant. Copies of the written decision are to be mailed or delivered to the grievant and the building principal.

Step 5: If the grievant is dissatisfied with the decision of the District Administrator, he/she may appeal the decision in writing to the Board of Education within seven (7) days of the mailing. The appeal shall be filed with the District Administrator. The board shall hear the appeal at its next regular meeting, or the Board President may call a special meeting for the purpose of hearing the appeal. If the lower decision involves an active suspension, the grievant may, upon filing the appeal, file a separate written petition asking the Board for an immediate stay of the suspension pending the outcome of the appeal. The Board shall hear the petition within thirty-six (36) hours after it is filed and shall grant temporary stay of the suspension if it is found from the allegations contained in the appeal and the petition that the appeal has a reasonable probability of success.

The Board shall have the power to affirm, reverse or modify the decision of the District Administrator in whole or in part, or remand the matter back to the District Administrator with instructions for further proceedings.

The Board shall make his/her decision in writing within thirty-six (36) hours after the hearing. If the Board is unable to render a written decision within thirty-six hours, any suspension shall be stayed until the written decision is mailed or delivered to the grievant. Copies of the written decision are to be mailed or delivered to the grievant, District Administrator and the Building Principal.

Step 6: If a complainant wishes to appeal a negative determination by the board, he/she has the right to appeal the decision to the state superintendent within 30 days of the board's decision. In addition, the complainant may appeal directly to the state superintendent if the board has not provided written acknowledgment within 45 days of receipt of the complaint or made a determination within 90 days of receipt of the written complaint. Appeals should be addressed to State Superintendent, Wisconsin Department of Public Instruction, 125 South Webster Street, P. O. Box 7841, Madison, WI 53707-7841.

Step 8: Discrimination complaints on some of the above bases may also be filed with the federal government at the Office for Civil Rights, U.S. Department of Education, 300 South Wacker Drive, 8<sup>th</sup> Floor, Chicago, IL 60606.

If any of the before-mentioned decisions involve a suspension of an employee or student of the school district other than the original grievant, the suspended employee or student, may, at his/her discretion, become a grievant within the meaning of this procedure and have standing to undertake any and all appeals.

### **Dress of Students**

The following guidelines will be followed regarding student dress:

1. Footwear must be worn at all times in school.
2. Bandanas and hats are not to be worn in school.
3. Students will not wear clothing that exposes their navel, under garments, lower buttocks or bra straps.
  - a. **Hemlines of skirts and shorts must be lower than the fingertips when a standing student's arms are at their side.**
  - b. **The width on shoulder straps must be at least two fingers wide.**
  - c. **The normal fit of skirts/shorts/pants, in combination must cover midriff.**
  - d. **Bagging and/or sagging pants, oversized shirts will not be allowed.**
4. Students will not wear clothing that promotes alcohol, tobacco, and illegal drugs, or that is sexually suggestive or offensive.

If a student violates these rules, they will be asked to change their attire to appropriate standards. Refusal to do so will result in the student being sent home until they agree to return to school appropriately dressed. **It will be the sole discretion of the principal or dean of students as to what is inappropriate clothing.**

**Due Process**

All students have a right to due process, regardless of sex, race, religious preference, ethnic origin, or handicaps.

**Equal Opportunity**

The Pepin Area School District is committed to equal educational opportunity for all students in the District.

It is the policy of the Pepin Area School District, pursuant to s. 118.13, Wis. Stats., and PI9, that no person, on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability, may be denied admission to any school in this District or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational, or other program.

**Fees**

The following fees are in effect for the school year:

- District owned instrument - \$30/year.
- Locker Padlocks- \$3 deposit, refundable at the end of the school year.

**Fighting and Disorderly Conduct**

Students involved in fighting and/or disorderly behavior will be subject to being charged with Disorderly Conduct (State Statute 294.01 (297.01)) and a suspension from school as defined in the student code of conduct.

**Fire and Tornado Drills**

Scheduled drills are held each year. Each classroom has been provided with instructions for movement during such emergencies and drills. A special signal will be given, at such a time teachers will direct students during these movements and drills. Students will be attentive and orderly throughout the entire procedure. Fire and Tornado drill exit instructions are posted in each room.

**Food Program**

Parents are asked to pre-pay their lunch accounts for all students. Participants are expected to maintain a positive balance in their accounts.

**Fund Raising Activities**

The classes of Pepin High School may conduct activities to earn money for their class treasury. All fund raising activities must be approved by the high school principal.

**General Rules**

The rules of the school are in effect from the time the student leaves home in the morning until they return home in the afternoon.

**Grades**

Students will be graded on an A-F 4.0 scale by standards individually established by each teacher. Report cards will be issued at the end of each nine-week period and progress reports are to be sent home at the midpoint of each 9-week grading period for all students.

## **Graduation Requirements**

English 4 Credits

Must contain written communication, oral communication, grammar and usage of the English language and literature.

Social Studies (Civics and U.S. History) 3 Credits

Must include state and local government. (One elective credit)

Mathematics 3 Credits

The credits required of each student must contain the properties, processes, and symbols of arithmetic, the elements of algebra, the elements of geometry, and the elements of statistics.

Science 3 Credits

Must contain biological and physical sciences.

Physical Education 1.5 Credits

Including the effects of exercise on the human body, health related physical fitness and activities for lifetime use.

Health Education 0.5 Credits

Containing personal health, family health, community health, and environmental health.

Computer Education 0.5 Credits

Guidance Curriculum 0.5 Credits

A total of 14.0 state/local district mandated credits. An additional 12.0 credits selected from any combination of vocational education, foreign language, fine arts, and other courses for a total of 26.0 credits.

## **Health Insurance**

The Student Assurance Services, Inc. benefit plan gives protection to any student receiving injuries while participating in any school activity. The coverage is outlined in the pamphlet sent home with each student at the beginning of the school year. If medical costs exceed the coverage, the parents are liable for the balance.

**Report any injury to the office immediately!** This coverage provides benefits for students sustaining injuries while:

- 1) Attending regular school sessions.
- 2) While traveling to and from school for regular attendance and extracurricular activities.

The coverage does not provide for students who become injured while participating in an extracurricular event.

**Steps to Follow if Your Child Sustains an Injury:**

- 1) A doctor must treat the child within 30 days of the injury.
- 2) Obtain a claim form from the office.
- 3) Process the medical expenses incurred through your family insurance.
- 4) Send the balance of unpaid medical bills, ITEMIZED doctor and hospital statements, and the complete claim form to Student Assurance Services, Inc., Drawer B, Stillwater, MN 55082.

**Home Bound Program**

In the case of an extended absence due to an illness, handicap, pregnancy, or divergent behavior, the counselor must be contacted for home study. The homebound program gives the student the opportunity to study at home on a program outlined through the school in cooperation with the high school staff.

**Honor Roll**

To be included on the honor roll at the end of each quarter, the following grades point averages must be achieved:

- A Honor Roll 3.65 or higher
- B Honor Roll 3.00 or higher

**Illness**

Students who become ill during the school day may be allowed to rest in the office until the parents or designated relatives/neighbors can be notified that the student will be coming home.

If a student develops symptoms of illness, or is injured at school, the parent/guardian will be notified immediately. If necessary, such person will be requested to come to the school and get the student. In a case of an emergency, the school may call the family physician or another physician.

**Immunization**

State Law requires every student attending public school to be completely immunized or have a signed waiver on file. New students must submit written evidence within 30 days after admission of all immunizations received. (This holds true for all students when an additional (new) vaccine is required.) All students at Pepin Area Schools must have 4 DPT/DT/Td - 4 Polio - 2 MMR/Measles, Mumps, Rubella, 3 Hep. B for Pre-K, Kindergarten, and 7th, 8th, & 9th grade students. The school nurse will notify parents of any deficiency.

**Inclement Weather**

During the winter months when it may become unsafe to transport students to school, there will be an announcement regarding the cancellation of school. Following are the media locations that will be contacted in case of inclement weather or in case of any school cancellations:

WCCO	4	KARE	11
KSTP	5	WEAU	13
FOX	9	WKBT	8
KTTC	10	WQOW	18
WAXX-WAYY	104 FM/1150 AM		
KWNG	104.1 FM		

Other special announcements due to cancellations of activities will also be made public via the radio when possible. Additionally, Pepin Area Schools has an automated phone system to contact parents in case of school closings and dismissals. The phone system will be used to communicate these delays, closings and early releases. Please contact the office to make sure your contact information is up to date.

There will not be practice for any activity, if school is closed early or for the day. Scheduled contests or performances will be evaluated on an individual basis.

### **In-School Passes**

All students not in a regularly assigned place must carry with them a **pass permit**, authorizing them to be at that location by the teacher who has jurisdiction over them. No student is to be walking around the halls without such a pass.

### **Inter-Personal Relationships**

Students may hold hands or walk with their arms around each other's waist, other displays of affection are prohibited.

### **Internet Usage**

All students must have a signed Internet usage form on file in the high school office for them to be allowed access to the Internet. All students at the beginning of the 2011-2012 school year will be required to turn in a new form.

### **Leaving the Building**

*All students leaving the building during the regular school hours must have permission from the high school principal.* All students reporting in the morning are expected to remain all day. All students who leave school due to illness must report to the office first. Students leaving school during the day without permission will be dealt with and are subject to reprisal. **Make sure you get a pass before you leave the school, regardless of the reason.**

### **Lost and Found**

Lost items should be reported to the office immediately. An article may be reclaimed by proper identification. Students are responsible for the safe keeping of all valuables. Do not keep valuables in the hallway or dressing room lockers.

### **Medication**

#### **ALL MEDICATIONS MUST BE KEPT IN THE SCHOOL OFFICE**

- 1) Over the counter drugs may be administered to pupils with written parental consent. Medicine must be labeled with the student's name, type of drug, time of administration and dosage and turned into the office immediately upon arrival at school, along with a signed permission form (a copy is available from the school nurse).
- 2) Prescription drugs may also be administered to pupils with written instructions from a physician, and sent in a properly labeled container and turned into the office immediately. (There is a different form for prescription drugs, available from the school nurse).
- 3) If a student needs medication on a daily basis for a long period of time, a parent will need to sign a form that is available in the office.
- 4) The entire medication policy 452.3 is available in the district office and you are encouraged to examine it if you wish.

## **National Honor Society**

Each year, after Semester I GPAs are calculated, students in grades 10,11,and 12 who have achieved a 3.25 GPA, and who wish to be considered for NHS membership complete and submit a packet of information to be used in consideration for their NHS induction.

The process is completed through the following steps:

1. Students with 3.25 GPA are identified.
2. A meeting of all identified students is held to explain the process for NHS consideration including the **process timeline** and **expectations** for the completed paperwork.
3. The packets of NHS information are distributed to **all** students who are eligible.
4. Students and parents complete and turn in the paperwork to be considered by the faculty council.
5. The faculty council assesses and scores the students' paperwork.
6. The NHS advisor calculates the scores of the faculty council.
7. After tabulating scores, the NHS advisor sends letters to all students, those who will be inducted and those who will not be inducted.
8. Invitations are sent to families of new inductees.
9. The NHS Induction Ceremony take place.

## **New Students in the District**

Students new to the Pepin Area School District must have proof of state required immunizations. Students not immunized will be sent home until they have received the required shots. All students will be required to have had two doses of the measles, mumps, rubella vaccine. Hepatitis B is required for all students entering kindergarten and 7th grade.

## **Noon Periods**

Students will have 30 minutes for lunch each day. If they live in close proximity to the school, they may walk home if they get prior approval from their parents and the office.

## **Profanity**

The use of profanity may result in a detention or suspension from class or from school as defined in the student code of conduct.

## **Registration**

Each student registered at our school, must have "Date of Birth" verified by birth certificate or baptismal certificate. Verified information should be recorded on permanent record. A continuous record of all pertinent data, grades, test scores, etc., is kept for each student from the time he/she enters school until graduation or withdrawal. All pupils entering from a school outside the district must show proof of age and record from a former school. Pupils will be placed in grade or subject areas relevant to ones they have been taking.

## **Schedule Changes**

Changes may be made up to the first week of each semester with approval of the parents, teachers, and high school administration. Any student who drops a course after the first week of the semester will receive a letter grade of an "F" for that course on their transcript.

## **Search and Seizure**

The Pepin Area School District reserves the right to search within the following guidelines:

1. **Student Searches:** A search of a student is justified when there are reasonable grounds for suspicion that the search will turn up evidence that the student has violated or is violating the law or rules of school. The principal and one other adult that is the same sex as the student being searched will conduct these searches.
2. **Locker Searches:** The student's locker and its contents may be searched when a school authority has reasonable suspicion that the locker contains illegal or contraband items. Such searches will be conducted in the presence of another adult.
3. **Automobile Searches:** Students are permitted to park on school property as a matter of privilege, not of right. The interior of a student's automobile may be searched if the school authority has reasonable suspicion to believe that illegal, unauthorized, or contraband items are contained inside.

## **Sportsmanship**

The administration strongly encourages all fans and athletes to role model proper behavior at all athletic events.

## **Study Halls**

Study halls are a time for quiet study. Game playing, listening to music, lifting weights or any other athletic activity are not to be done during this time. If students wish to do research in the library, they must first get a pass from the school librarian.

## **Substance Abuse**

Students shall not at any time use or have in their possession alcoholic beverages, tobacco, and/or illegal drugs on school property. Students who violate this rule will face mandatory suspension and possible expulsion, as defined by the student code of conduct.

The student may also incur additional discipline as law enforcement personnel are contacted for such behaviors.

## **Tardies**

Any student who has two (2) unexcused tardies per semester will receive a one-half hour detention for the third (3) tardy and every tardy thereafter.

## **Telephone Calls**

A phone for local calls is available outside the main office for student use during passing times and lunch.

## **Transportation**

### **School Buses**

Students have the privilege of being transported to and from school unless he/she has been suspended for abuse of the rules. The student is responsible to abide by the rules of safety and the driver's rules. The driver has the right to request a student to not ride or to leave the bus. This action will be reviewed by the administration.

### **Rules for Riding the Bus**

- 1) Stand off the roadway while waiting for the bus.
- 2) Keep your seat at all times while the bus is moving.

- 3) Keep arms, head, and feet inside the bus at all times.
- 4) Cross the roadway immediately in front of the bus. Await the driver's signal to cross.
- 5) Do not talk to the driver while the bus is in motion. Keep your voice at a low, normal tone.
- 6) Outside of ordinary conversation, proper classroom conduct is to be maintained at all times.
- 7) The driver is in full charge of the bus and pupils. Pupils must obey the driver.
- 8) The driver has the right to assign students to certain seats if necessary to promote order on the bus.
- 9) Pupils must be on time. The bus cannot wait for those who are tardy.

#### Penalties for Infractions

1st offense - Suspension for three days.

2nd offense - Suspension for two weeks.

3rd offense - Suspension for one month.

4th offense - Suspension for the remainder of the school year.

All parents are notified of this ruling. If a student is suspended from his bus, his parent(s) will be required to provide transportation to and from school for the entire period of suspension.

#### **Vandalism/Theft**

All school owned property is owned by the state & any damage to property of the state will be investigated & the perpetrator of any damage, theft, or vandalism to such property will be prosecuted. Student will be subject to additional consequences as defined in the student code of conduct.

#### **Visitors**

There shall be no non-student visitors at any time during the school day without clearance from the office. Only prearranged visitors will be approved. Any person other than school personnel, must be approved by the administration.

#### **Electronic Devices (iPods, cell phones, pagers, laser pointers, etc.)**

These devices are not allowed in school and will be confiscated by the principal and returned to the student at the end of the day. If this becomes a recurring problem, they will be confiscated for the duration of the school year.

#### **Weapons-Dangerous Paraphernalia**

Guns, knives, clubs, explosives, fireworks, or any instrument whose purpose is to inflict (or could inflict) harm or bodily injury, are not to be on school property. All items will be confiscated and not returned. The student may be expelled or suspended as well as reported to law enforcement officials. (Board Policy #442, 444.4)

### **PEPIN HIGH SCHOOL EXTRACURRICULAR CODE**

Extracurricular activities at Pepin High School are a privilege for students. This code is written to encourage all Pepin High School students (grades 7-12) to engage in healthy, constructive and positive activities.

Subject to the WIAA and Pepin High School standards, students are eligible to participate in extracurricular activities (including all athletic teams, cheerleading squads, pom pon squads, forensics, band festivals, drama, and other activities as determined by the school's administration).

1. Orientation:

All students and their parent/guardians must attend an orientation meeting at the beginning of the school year if the student wishes to participate in extracurricular activities. Students and their parent/guardian will sign the athletic code of agreement at this time.

2. Academic Standards:

4 Attendance

To be eligible for participation in an activity (practice or event), a student must be in school all day. The only exceptions to this are:

- Medical appointments
- College visits
- Driver's Test
- Family emergencies approved by the principal
- Extenuating circumstances approved by the principal

These exceptions should be communicated to the principal prior to the student's absence when possible.

5 Academic Ineligibility

To be eligible for participation in an activity, a student must be passing all classes. A student will become academically ineligible when:

1. Quarter and Semester Grades

- a. Any student who is failing any class at the end of 1<sup>st</sup> and 3<sup>rd</sup> quarters or 1<sup>st</sup> and 2<sup>nd</sup> semester will be ineligible for competition, and will serve a minimum 15-school day suspension from competition. The student will remain on "probation" for the next quarter. The student must be passing all their classes after the 15-school day suspension period to regain eligibility and will have their grades checked by the principal or athletic director weekly for the remainder of the quarter. The student must be passing all courses to retain their eligibility status.
- b. Any student who is failing more than one class at the end of 1<sup>st</sup> and 3<sup>rd</sup> quarters or 1<sup>st</sup> and 2<sup>nd</sup> semester will be suspended from competition and practice. The suspension will be for a minimum of 15-school days. The student will be placed on "probation" for the next quarter. The student must be passing all their classes in order to regain eligibility after the 15-day suspension period. The student will have their grades checked by the principal or athletic director weekly for the remainder of the quarter. The student must be passing all courses to retain their eligibility.

2. Mid term reports

- a. Any student who is failing any class at a mid-quarter grading period will have 15 school days to get all grades to a passing level. Any student who is still failing any classes after that 15-school day period will be suspended from competition and placed on probationary status for the remainder of the quarter. The student must be passing all their classes after the 15-school day period in order to regain eligibility and will have their grades checked by the principal or athletic director weekly for the remainder of the quarter.

- b. Any student who is failing more than one class at a mid-quarter grading period will be suspended from competition and practice for a minimum of 15-school days. The student will be placed on “probation” for the remainder of the quarter. The student must be passing all their classes after the 15-school day suspension period to regain eligibility. The student will have their grades checked by the principal or athletic director weekly for the remainder of the quarter. The student must be passing all courses to retain their eligibility status.

Any high school student with an “Incomplete” grade will have one week after the end of each grading period or mid-term to resolve the incomplete. After one week the “Incomplete” will be treated as an F in regards to ineligibility described in this code.

At the beginning of any school year, the maximum ineligibility period shall be the lesser of:

- a) 21 consecutive calendar days beginning with the date of the earliest allowed competition in a sport.
- b) One third of the maximum number of games/meets allowed in a sport (rounded up if one-third results in a fraction).

### 3. Property

Students are responsible for any school property that is issued to them. Misuse of the property can result the paying for the replacement cost of the damaged equipment and/or possible suspension from the activity the student is participating in.

### 4. Prohibition on the use, distribution of, and/or Association with Drugs, Alcohol and Tobacco

Students involved in extracurricular activities at Pepin High School shall not at any time use, have in their possession, distribute or be in association with alcoholic beverages, tobacco, and/or illegal drugs\*.

- A. First Offense- Restriction from competition for 50% of all regular season events for those activities the student is involved in following the offense. The student can have the suspension reduced to 25% of all regular season events for those activities that student is involved in following the offense if they participate in the Student Assistance Program (SAP) as administered by the school.

A student may do a self-referral and request help with a drug, alcohol or tobacco problem and will not serve a suspension under the following guidelines:

- a. A student cannot self refer themselves to get out of a code violation that has already or would come to the attention of the school administration through due process. This determination is at the sole discretion of the school administration.
  1. already come to the attention of a school official or witnessed by a school official – or –
  2. police action has been taken toward the individual – or –
  3. a responsible eye witness has brought the information regarding the situation to a school official – or –
  4. the student’s role in the incident is already in the school’s investigation stage of due process.
- b. The student has a 72 hour window of opportunity to self refer themselves after a code violating event.
- c. A self-referral is considered a one-time option for a student who has not had any code violations.

d. A self-referral is considered a first offense without suspension. Any code violation after a self-referral will be the student's second offense and will be enforced at that level in the code.

- B. Second Offense- The second offense will result in a full season suspension of activities the student is involved in following the offense. The student can have the suspension reduced to 50% of a season if the student agrees to and completes an AODA evaluation (and all follow up requirements from the evaluation) from an outside agency. Families will be responsible for the expense of the evaluation.
- C. Third Offense- Third and successive violations of any kind will result in twelve-month suspensions from the date of the violation. An AODA evaluation (and all follow up requirements from the evaluation) from an outside agency will be required in order to regain eligibility following the suspension period. Families will be responsible for the expense of the evaluation.
- D. If a student is suspended from competition at the start of a WIAA tournament series, they are suspended from all play for the entire tournament.
- E. If a student fails to complete the season in an activity, the penalty shall remain in full effect for the next season of participation.
- F. For the purposes of this code, "illegal drugs" includes use and/or possession of prescription drugs (controlled substances) that are not issued to the student by a doctor.
- G. For the purposes of this code, "Association" with drugs\*, narcotics, alcohol and tobacco or other illegal activities is defined as follows:

Students are not allowed to attend gatherings where they are in the presence of and/or associating with the illegal use and/or possession of illegal substances (alcohol, tobacco or drugs) or where other illegal activities are taking place by others. (Association means being in direct contact with an illegal act, i.e., being at a party where illegal consumption of alcohol, tobacco or other drugs is occurring. It also includes standing in a group of people who are illegally consuming alcohol, tobacco or drugs.

Students who find themselves at a party or in the presence of illegal activities as outlined above and do not leave or make every effort to leave the premises or party will receive a code violation as stated above.

Exceptions to this definition are: family/relative or special gatherings, e.g., weddings, graduation parties, family reunions. If there is any doubt, please contact the school. These exceptions do not, however, allow the use of alcohol or drugs by any student under this code.

- 5. Inappropriate Behavior- a student may have his/her participation privileges suspended by the coach/advisor or administrator as a result of any criminal or inappropriate behavior.
- 6. If a student wishes to challenge a suspension, they (and their parent/guardian) may meet with a panel that includes the Athletic Director, Principal, their coach, and one other person outside of athletics/activities chosen by the District Administrator to review the charge. If the student wishes to further appeal the charge, the following process shall be followed:

The District Administrator will meet with the parties involved, review the charges and make a final decision. Students are free to appeal procedural errors to the school board, and if still not satisfied with the decision, the student may appeal to the WIAA. The process for this procedure is located in the WIAA handbook in the high school office. Students will remain ineligible for competition during the appeals process.

Revisions: These standards will be modified when needed upon approval of the majority of the coaching staff. These standards are subject to board approval.

I have read the revised Pepin High School Athletic Code, and agree to abide by its regulations.

\_\_\_\_\_  
Student Signature                      Date

\_\_\_\_\_  
Parent Signature                      Date

Approved: March 2010