

# RANDOLPH MIDDLE/HIGH SCHOOL

110 Meadowood Drive  
Randolph, WI 53956  
Telephone: (920) 326-2425  
Fax: (920) 326-2430

## 2023 - 2024 STUDENT/PARENT HANDBOOK



MS/High School Enrollment:	<b>288</b>
District Administrator:	<b>Brian Zacho</b>
Middle/High School Principal:	<b>Jennifer Kurtz</b>
Activities Director:	<b>Mr. Rob Nill</b>
Colors:	<b>Royal Blue &amp; White</b>
Team Nickname:	<b>Rockets</b>
School Song:	<b>Fight On</b>
Conference:	<b>Trailways</b>

## **Table of Contents**

<b>3</b>	<b>Welcome Letter</b>
<b>4</b>	<b>Non-Discrimination Policy</b>
<b>5</b>	<b>Instructional Day Grades 6-12</b>
<b>6</b>	<b>Fees and Costs</b>
<b>7</b>	<b>Graduation Requirements</b>
<b>8-9</b>	<b>Grades/Grading</b>
<b>10-12</b>	<b>Attendance</b>
<b>13-14</b>	<b>Student Behavior and Disciplinary Procedures</b>
<b>15-16</b>	<b>Controlled Substance and Alcohol Abuse</b>
<b>17-29</b>	<b>Co-Curricular Guide and Chemical Abuse Education</b>
<b>30</b>	<b>Emergency Procedures</b>
<b>31-32</b>	<b>Medical and Student Records</b>
<b>32-33</b>	<b>Student Responsibilities</b>
<b>34-35</b>	<b>Harassment and Bullying</b>
<b>36-39</b>	<b>Complaint Procedure</b>
<b>40-42</b>	<b>Internet Access and Acceptable Use</b>
<b>43-44</b>	<b>Staff Directory</b>
<b>45</b>	<b>Handbook Receipt</b>

Dear Randolph Parents and Students,

Welcome to Randolph Middle and High School.

This handbook is one of many tools that will help guide you and your student through their Middle and High School career. Please read this carefully. It will acquaint you with the rules, regulations and obligations of students at Randolph Middle and High School.

Please realize that since this handbook is designed to be a guide, it cannot possibly cover every possible rule, violation or situation that may arise. However, we are committed to giving every student the opportunities to succeed, and become college and/or career ready.

Be assured that the faculty and administration are here to partner with you. Parents and guardians are our most important partners in a child's education. Your involvement is essential to your child's educational success.

We are stronger together!!

**Please use this handbook, as well as the full district policies and procedures to understand the expectations and the procedures followed by the school.**

As a parent or guardian you are responsible for:

- Communicating to your student that you and the school district expect high academic achievement and that you believe in his/her ability to achieve academically.
- Ensuring that your student attends school daily and arrives on time.
- Informing the school when you change address, phone number, or emergency contact information
- Ensuring that your child has all health immunizations as required by law.
- Attending parent conferences and collaborative discussions with the school team to ensure your student is meeting their greatest potential.
- Knowing the discipline guidelines, as stated in this handbook, and encourage positive behavior with your child.

In this together,

*Jennifer Kurtz*

Mrs. Jennifer Kurtz

Randolph MS/HS Principal

**RANDOLPH SCHOOL DISTRICT  
-- NONDISCRIMINATION POLICY --**

The Randolph School District is committed to equal educational opportunity for all students and staff in the district. It is the policy of the Randolph School District, pursuant to Wisconsin Statutes s. 118.13, and Wisconsin Administrative Code PI9, that no person, on the basis of age, sex, race, national origin, ancestry, religion, 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.

This policy also prohibits discrimination under related federal statutes, including Title VI of the Civil Rights Act of 1964 (race and national origin), Title IX of the Education Amendments of 1972 (sex), and Section 504 of the Rehabilitation Act of 1973 (handicap).

It shall be the responsibility of the District Administrator to examine existing policies and develop new policies where needed to ensure that the Randolph School District does not discriminate pursuant to federal and state law. The District Administrator is designated to annually receive complaints filed under Wisconsin Statutes s. 118.13, Wisconsin Administrative Code PI9, Title IX of the Education Amendments, and Section 504 of the Rehabilitation Act of 1973. The District Administrator shall assure the adoption of a complaint procedure to resolve complaints alleging a violation of these laws, assure that an evaluation of the district's compliance with Wisconsin Statutes s. 118.13 is completed every five years under Wisconsin Administrative Code PI9, and submit Form PI-1197 to the Department of Public Instruction annually.

## 2023 - 2024 Bell Schedule

TIME SCHEDULE				TIME SCHEDULE FOR SHUTTLE BUS		
Warning Bell	7:55am			Bus will leave at:		
1 <sup>st</sup> Hour Class	8:00	8:45		7:50	for	1 <sup>st</sup> Hour
2 <sup>nd</sup> Hour Class	8:48	9:33		8:38	for	2 <sup>nd</sup> Hour
3 <sup>rd</sup> Hour Class	9:36	10:21		9:26	for	3 <sup>rd</sup> Hour
4 <sup>th</sup> Hour Class	10:24	11:09		10:14	for	4 <sup>th</sup> Hour
Lunch	11:10	11:40		10:59	for	Lunch
5 <sup>th</sup> Hour Class	11:43	12:28		11:33	for	5 <sup>th</sup> Hour
6 <sup>th</sup> Hour Class	12:31	1:16		12:21	for	6 <sup>th</sup> Hour
7 <sup>th</sup> Hour Class	1:19	2:04		1:09	for	7 <sup>th</sup> Hour
8 <sup>th</sup> Hour Class	2:07	2:52		1:57	for	8 <sup>th</sup> Hour
Rocket Time	2:55	3:25		2:45	for	Rocket Time

## Condensed Schedule

DELAYED START				EARLY RELEASE		
1 <sup>st</sup> Hour Class	10:00	10:30		1	8:00	8:30
2 <sup>nd</sup> Hour Class	10:33	11:03		2	8:33	9:03
3 <sup>rd</sup> Hour Class	11:06	11:36		3	9:06	9:36
4 <sup>th</sup> Hour Class	11:37	12:07		4	9:39	10:09
Lunch	12:10	12:40		5	10:12	10:42
5 <sup>th</sup> Hour Class	12:43	1:13		6	10:45	11:15
6 <sup>th</sup> Hour Class	1:16	1:46		Lunch	11:15	11:35 No open campus
7 <sup>th</sup> Hour Class	1:49	2:19		7	11:38	12:08
8 <sup>th</sup> Hour Class	2:22	2:52		8	12:11	12:41
Rocket Time	2:55	3:20				

**Fees and Costs 2023-2024**

**Registration Fees**

The school district will not charge the students a registration fee per board decision.

**Breakfast Prices**

Students - \$1.40

Reduced - FREE

Adults 1-day ticket is \$1.95 per adult

**School Lunch Prices**

Students - Grades 6-8 1-meal price is \$3.20 per student

Students - Grades 9-12 1-meal price is \$3.30 per student

Reduced - Grades K-12 1-meal price is \$ .40 per student

Second Serving of Main Lunch Entrée \$ 1.50 per serving per student

Adult 1-meal price is \$4.05 per adult

**Milk Prices**

Individually at Lunch - \$ .35 per carton per student

**SCHOOL LUNCH PROGRAM**

The school cafeteria is maintained as a vital part of the health and nutritional program of this school. The cafeteria serves wholesome, well balanced meals at reasonable prices. All students, those who bring lunch from home, as well as those who purchase a cafeteria lunch, are to eat in designated eating areas unless under staff supervision. Students are encouraged to pay for their meals between 7:45-8:00 AM. Meal prices for high school students are \$3.20 per day. Free and reduced lunches are also available. Inquire in the office for an application. Families are expected to maintain a positive balance.

**Band**

(School Instrument) Rental Fee \$15/month for flute, clarinet & trumpet

Instrumental Maintenance \$10.00 per semester - (excluding flute, clarinet & trumpet)

**Physical Education Fee**

\$6.00 for lock

**Other FEES**

Some courses require fees. All fees should be paid promptly. No student will be allowed to participate in graduation ceremonies unless school requirements are met, including (but not limited to) full payment of fines, fees, class bills, and/or additional charges. Some examples of fees are: phy. ed. lock fee (if needed); band instrument rental (if needed); band uniform cleaning; possible art fee, etc.

**INSURANCE**

A student benefit plan (Student Assurance) is available to parents and students on a voluntary basis in the event of an accident. Parents are responsible for premium costs. Information is available in the office and is distributed to students during extra-curricular meetings and class meetings on the first day of school.

**GRADUATION REQUIREMENTS**

**A. English (4 credits) Credits**

- English 9 1
- English 10 1
- English 11 1
- English 12, College Preparatory English 12 **or** 1
- Advance Placement (AP) English: Lit. & Comp. 1

**B. Science (3 credits)**

- Physical Science 1
- Biology 1
- Select Elective (see Course Registration Book) 1

**C. Social Studies (3 credits)**

- U.S. History I 1
- U.S. History II 1
- American Issues 1

**D. Mathematics (3 credits) 3**

See Flow Chart in Course Registration Book

**E. Physical Education (1.5 credits) 1.5**

**F. Business (1.0 credits)**

- Information Processing .5
- Personal Financial Literacy .5

**G. Health Education (.5 credit) .5**

**16 Sub total**

**H. Electives: 10**

**26 Total Credits**

**All students must carry a minimum load of 6.5 credits per year.**

All students must complete the civics test requirement according to Wisconsin State Statute 118.33(1m)(a)(1) to receive a diploma. Wisconsin Statute 118.33 Board of Education Policy, po5460

**GRADUATION HONORS**

Students are recognized for outstanding academic achievement during the commencement exercises.

1. **Valedictorian** is the student with the highest cumulative grade point average after seven semesters. In the case of a tie, students will be identified as Valedictorian and Salutatorian based on composite ACT scores.

2. **Salutatorian** has the second highest cumulative grade point after seven semesters.

3. **Blue/White honor cords** are designated for the attainment of a 3.00-3.49 G.P.A. average for four years (7 cumulative semesters).

4. **Gold Stoles** are designated for the attainment of a 3.50 - 4.00 G.P.A. average for four years (7 cumulative semesters)

5. **White Stoles** are for membership in the National Honor Society.

## 1. Grading System

Randolph Middle and High School utilizes an A-F and Pass grade reporting system. A unified grading scale will be used to identify grades. Teachers will explain their grading procedures, in writing, in the class syllabus, in the first few days of school per Board of Education Policy po5421

A+ = 99-100	C = 73-76
A = 93-98	C- = 70-72
A- = 90-92	D+ = 67-69
B+ = 87-89	D = 63-66
B = 83-86	D- = 60-62
B- = 80-82	F = Less than 60
C+ = 77-79	P = Admin/Case Manager Discretion, Pass/Fail, no GPA points

## 2. Retakes

If a student receives a failing grade on a summative assessment(test), they are allowed to retake it after some type of review is completed. The student will receive the better of the two grades.

## 3. Midterm Reports

Midterms will be posted online through the Skyward grading system during the fourth and fifth week of each 9-week period.

## 4. Report Cards

Report cards will be posted online through the Skyward grading system at the end of each 9-week period.

## 5. Incompletes

A temporary grade or incomplete, "I", may be given when a teacher decides that because of *unusual circumstances* a student needs additional time to complete course requirements. A teacher may grant the student an extension (up to 1 week after the grade was posted) to complete the work. If the work is not completed satisfactorily within the extended time, the grade is determined based on what the student has earned.

## 6. Honor Roll

The Randolph High School honor roll will be published in the local newspapers at the end of each nine week grading period. To qualify for the honor roll, a student must have a minimum grade point of 3.20 and may not have any grade of D+ or lower.

There are three honor rolls calculated at the end of each nine weeks, the high honor roll (3.670- 4.000), the honor roll (3.200-3.669), and the honorable mention roll (3.000-3.199).

Grading scale and point value are as follows:

F	0	C+	2.330
P	0	B-	2.670
D-	.670	B	3.000
D	1.000	B+	3.330
D+	1.330	A-	3.670
C-	1.670	A	4.000
C	2.000	A+	4.000

## 7. Academic Achievement Letters

All students are eligible to receive academic achievement awards when their grade point average (G.P.A.) meets the established criteria that follow:



**Honor Roll certificate** - when a student has a one school year average of 3.20 to 4.00 GPA (This is not a cumulative G.P.A.)

**Chenille academic letter** - when a student has an average of 3.67 to 4.00 G.P.A. in any two school years (four semesters). **Additional bar** - when a student has an average of 3.67 to 4.00 G.P.A. in any three or four school years (six to eight semesters).

### **8. Grade Classification**

To complete a high school educational program in the normal 4 years, it is necessary that a student earn a minimum number of credits each year. Sophomore, Junior and Senior standing will be determined by the guidelines in Board policy. In order for students to graduate from Randolph High School they must obtain 26 credits as outlined in Policy po5460.

### **9. Add-Drop**

Any student who would like to change his/her schedule must do so during the first five school days of each semester. Schedules, however, will only be changed for two reasons: (1) Administrative recommendation, (2) Teacher recommendation. Students will not be permitted to drop classes simply because they do not like the teacher, the course content, or that the course is too hard or for similar reasons. Only valid reasons will be carefully considered. Students wishing to obtain an add-drop slip should see the school counselor. Students requesting to drop after the second week period of a new course during the first or second semester, or are dropped at the request of the teacher because of non-academic concerns, will fail the course for the 9 weeks and/or semester.

### **10. Credit Recovery Program**

Students who fail classes (1 or more semesters) during the regular school year may enroll in a District approved credit recovery program during a summer school session or during the academic year with administrative approval. Students may be required to pay for materials for such courses. Upon completion of the course a "P" grade will be earned.

## **Wisconsin State Statute 118.16(1)a reads:**

**A student is considered truant if he/she is absent without an acceptable excuse for all or part of one or more days during which school is held.** A student qualifies to be habitually truant when he/she is absent without an acceptable excuse all or part of five or more days in a school semester, and the policy of the Randolph School District shall serve as a basis for school attendance requirements. A record of attendance is required by law and is carefully noted in each student's permanent record where prospective employers and other schools may take note of it.

## **Student Absences**

1. **Excused Absences:** Students may be excused from school for a physical or mental condition by the principal after the reason for an absence is explained by the student's parent or legal guardian. All absences must be explained in writing, verbally by phone, or in person by the parent in order for the principal to determine whether the reason warrants an excused absence. State Statute 118.15 specifies that the principal (attendance officer), not the parent, determines whether a student is excused or unexcused. Generally speaking, excused absences will be given for the following:
  - (a) Illness, hospitalization, or medical care. Absences due to illness in excess of 3 or more consecutive days may require verification by a physician. You may fax information to the school at 920-326-2430.
  - (b) Death or serious illness in the immediate family.
  - (c) Medical, eye, or dental appointments with doctor note. Appointment cards (pre or post appointments) will be copied in the office for verification.
  - (d) Approved school activities during class time.
  - (e) Parents may request the building principal to recognize absences not covered in the above list. Such requests may be granted if it can be established that exceptional and worthwhile circumstances exist.
  - (f) Make-up work: If a student has a Pre-Excused absence (vacations, appointments, etc.), the make-up work should be completed the day the student returns to school. It is the student's responsibility to visit each teacher and get the work needed to complete prior to the absence. If a student is excused due to illness or other unforeseen circumstances, the student should work out a timeline with the teacher(s).
2. **Unexcused Absences:** Truancy - any absence from school without parental and principal's permission, or leaving school at any time without parent's permission will be considered unexcused.

Children who are absent from school with the consent of their parent(s) or guardian, but whose absence does not fall under the reasons listed within this Board Policy po5200 shall be considered unexcused. Such absences will be considered unexcused when establishing a pattern of truancy in accordance with State Statutes:

- (a) A parent's request for their student(s) to participate in a family vacation or any other family event
- (b) Any doctor/dentist/counseling appointment within school hours without a written note from the professional.
- (c) Illness in excess of 3 or more consecutive days without a doctor's note

Requests for medical exemption must be initiated by the student or their parents.

\*A truancy referral will be submitted to proper authorities per Wisconsin State Statutes 118.15. (Five (5) days per semester and a total of ten (10) days per school year.) The following criteria will be used to determine which absences count toward the 5 days per semester or 10 days per school year truancy referral.

<b><u>Criteria for Truancy</u></b>	<b><u>NOT included for Truancy</u></b>
Truant - no parent contact	ISS/OSS
<b>Parent =P</b>	Doctor's Note
P-Sick	Funeral
P-Vacations	Admin sent home
P- Family Other	COVID
P- Family Emergency	

3. Tardiness: Students tardy to class will not be admitted unless they have a pass from the teacher who detained them, or a tardy pass from the office. Students tardy to 1st and 5th hour classes must report to the office to obtain a tardy pass in their agenda before going to their 1st or 5th hour classes.

Tardies during all other hours are to be handled by the classroom teachers. All passes must be written in student agendas.

\*Habitual tardiness will result in truancy action.

4. Absences Due to Suspension - Students are expected to get their work from teachers when they are assigned any type of suspension. All work due during a suspension is due immediately upon return to class.

#### **Daily Attendance:**

1. Parents should call the school office on the day a student is absent, before 8:30 A.M., or the student must bring a note stating a reason of absence prior to the first class on date of return to school or absence will be unexcused, unless the student's parent has called as outlined in #2. An automated telephone voice mail line (920-326-2425) is available 24 hours a day for your convenience.
2. The Randolph School District automated calling system will call out each morning for students that have been reported absent. (Parents are reminded of their obligation under the first and second paragraph above). It is against state law to falsify reasons for absence in order to gain an excused absence status.
3. Every effort should be made to schedule medical and dental appointments during non-class time. Pre-approved absence requires a phone call or a written note from a parent or guardian, which should be received by the office prior to the appointment, and the student agenda will be stamped.
4. Any student returning to school after an absence, full day or part of a day, will report to the office (with written parental note stating the reason for the absence, if needed) to obtain office staff stamp and signature in the student's Agenda, which must be shown to all teachers of the classes missed during the absence.
5. All students reporting to school late are to report to the office to obtain a tardy pass in their agenda and then report to their appropriate class where the teacher shall ask to see their agenda and note the tardy.
6. Students going home ill may not attend any evening events.

#### **Leaving the Building**

If a student becomes ill or for some reason needs to leave school before the end of the school day, that student MUST report to the high school office where parents will be notified. No student may leave the building without first having the school's permission and signing out in the office or it may result in disciplinary consequences as well as unexcused absences and truancy.

### **College/University/Job Shadow vs. Career Day/Visitations**

Juniors and seniors will be allowed a maximum of \*three excused absences (not counting against perfect attendance) for college visits, job shadows and career days during one academic year that will not count against their attendance. \*Additional visits will be granted at the Principal's discretion

Sophomores will be granted one job shadow in accordance with their English 10 career unit.

The process to have this count as an excused absence is the following:

1. Make an appointment for the School to Career Experience (complete registration and select date, time and place).
2. Obtain a pre-excused absence by your parent(s)/guardian(s) through the high school office and have your agenda stamped.
3. Obtain a School to Career Report Form.
4. Notify your teachers and obtain assignments ahead of time.
5. Attend events and have site representative(s) sign School to Career Report Form.
6. Turn School to Career Report Form into the office to have the absence be excused.

The high school office reserves the right to restrict visits to post-secondary schools at any time. Students and parents are encouraged to visit post secondary schools during weekends and during other non-school days, such as teacher in-service days, spring break, etc., to avoid missing school.

### **ATTENDANCE as it Relates to SCHOOL ACTIVITIES**

The RSD believes that students who are not able to attend school *should not* participate in or attend after school activities. Therefore the following will apply:

- A. A student must attend a full day of school to be able to participate in practice and/or competition on any given day. The only exceptions to this requirement are:
  1. Legitimate pre-arranged excused absences; (i.e. doctor, dentist, orthodontist, funeral)
    - i. A student must attend at least half of the school day, even with documentation of an appointment. Students may only be absent the whole school day and compete if the appointment is approved by the Building Principal or Activities Director 24 hours prior.
  2. Emergencies deemed acceptable by the Principal or Activities Director.

**In the event that there is a late** discovery of a violation of any attendance eligibility rules after the day of an actual contest or event will result in the suspension from participation on the next event or contest date.

Students serving an in-school or out-of-school suspension may not participate or attend practices, games or events during the suspension and until they have resumed attending classes after completion of the suspension.

## STUDENT BEHAVIOR and DISCIPLINE POLICY

Randolph Students, Staff, and Parents: Safety in Wisconsin schools today is of utmost importance to all of us. To help create a safe learning environment, the State Legislature required the formation and communication of this Code of Student Conduct Plan (WI Statute 118.164). Please review this plan with your student(s) so it is understood by all.

CODE PHILOSOPHY AND SCOPE The Randolph School District will strive to create a safe and productive academic atmosphere. Teachers are expected to create a positive learning climate for students in their classrooms and to maintain proper order. Students are expected to behave in the classroom in such a manner that allows teachers to effectively carry out their lesson plans and fellow students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the Board policies, administration and classroom teachers.

Student behavior that is dangerous, disruptive, unruly, or that interferes with the teacher's ability to teach effectively will not be accepted. Any student who engages in such behavior may be subjected to removal from class. In addition, the student may be subject to disciplinary action in accordance with established Board policies and school rules. Examples include but are not limited to those described below:

Displays of Affection - It is not acceptable behavior to publicly display affection and touch others inappropriately. Walking or talking with one another is allowed, but students are not allowed to inappropriately handhold, hug or kiss each other. Students exhibiting such behavior will be warned. A second infraction will result in the parents or guardians being informed, and a conference with the principal, or designee. Further violations will result in detention or possible suspension.

Dress and Grooming - Dress and grooming of students shall not affect the health and safety of others nor be a disruptive force to the operations of the school. Despite the effort put forth below in defining an appropriate dress code the administration recognizes that there will be times that it will be tested and reserves the right to use its discretion to determine appropriateness, whether the item in question is addressed below or not. Hats, caps, bandanas, hoods, or any other form of headwear (for all students) are not to be worn during the school day (from the time you enter the building in the morning until your departure), except on special dress-up days approved by the principal.

As per state law, shoes and shirts must be worn at all times. Blouses/shirts should not expose skin below the tops of the armpits or the midriff. While standing up straight with arms at your sides, skirts and shorts, etc. must be at or lower than your fingertips.

Immodest clothing, strapless tops, clothing that allows for exhibition of undergarments, clothing that displays disruptive, vulgar, sexual innuendos, obscene slogans or pictures shall not be worn in school or during school-related activities. This includes apparel with alcohol and/or tobacco companies or products depicted.

### Smoking, Drinking, Drugs

Smoking of any type on the school grounds or in the school building is prohibited. Possessing, consuming or being under the influence of alcohol or drugs within school or on school grounds or participating in school related functions is prohibited. This includes a substance that is represented as a drug or intoxicant. Violations will fall under Randolph School Board Policy 5512 Use of Tobacco and Nicotine by Students and Randolph School Board Policy 5530 Drug Prevention/Controlled Substance and Alcohol Use.

### Prohibited Articles

Articles which interfere in some way with school operations, are hazardous to the safety of others or are disruptive to the learning environment may be confiscated and consequences may be assigned at either the classroom or office level. If the article may be defined as a weapon which endangers the health and safety of others or is being used with the intent to harm, further action will be taken according to the district policy 5772.

## Busses

Bus routes are designed to transport students to and from school as safely and efficiently as possible. Students assigned to a bus must ride it and no other unless the parent completes a transportation request in advance and the bus driver is informed. A student missing the school bus will have to provide his/her own transportation home. A bus is to be considered an extension of the classroom. School and district rules/regulations will be enforced on school buses.

## **DISCIPLINARY PROCEDURES**

Students spend the greatest amount of time during the school day in the classroom and in other areas such as the cafeteria, hallways and school grounds, the classroom teacher and adult supervisors must assume the primary responsibility for encouraging the respect and cooperation of the students so that an effective learning environment may be maintained. Disciplinary problems that occur, beyond the scope of the classroom teachers or adult supervisor's area of responsibility, or are of a serious enough nature, will be referred to the principal. Staff members sending students to the office should notify the office prior to sending students.

The Discipline Plan has been designed to address all of these areas, whether it is in the classroom, on the playground, in the cafeteria or other areas of the school's responsibility. In all cases students are expected to following the 3 Rs :

- Respectful - Engage in polite and respectful behavior
- Responsible - Work is completed, regular class participation
- Ready - Come to class prepared and on time

### **Consequences may include but are not limited to:**

- Restorative Conversations or assignments
- Phone call home
- Detentions
- Suspensions
- Expulsion

## **Cell Phones and other Electronic Devices**

Middle school students may only use cell phones and other electronic devices after school.

High school students may use cell phones and electronic devices before school, during their lunch period and after school. Students may be allowed by individual teachers to use an electronic device in a classroom for curricular purposes. **Devices that 'go off' or otherwise make noise that disrupts a class may be confiscated.** Teachers who confiscate an electronic device from a student will turn it into the high school office. After the first offense, the device will be returned to the student at the end of the day with a warning. Subsequent offenses will require a parent or guardian arranging to pick up the device from the office.

**RANDOLPH SCHOOL DISTRICT**  
**CONTROLLED SUBSTANCE/ALCOHOL ABUSE AND EDUCATION POLICY 5530**

The Randolph School District recognizes that the use and/or possession of nicotine, alcohol, illegal drugs, mood altering substances and substances that are represented as a drug or illegal substance on school property are illegal according to Wisconsin Statutes. The District further recognizes that the presence, or use of these substances on school property, or at school events, is detrimental to sound educational practices. Therefore, the Randolph School District will enforce the following rules.

Any student of the Randolph School District (1) using, (2) attending school or any school related activity after using, (3) in the possession of or under the influence of controlled substances, intoxicants, mood altering substances, (4) in possession of a substance which is represented as a drug or intoxicant, (5) or in possession of related drug paraphernalia shall automatically be subject to the following rules and procedures. It is the intent of the Randolph School District that these rules cover all students in the District and that any violation(s) will carry with a student for the duration of his/her school career. If a student withdraws from the Randolph School District with a violation of this policy and later returns to the district the prior violation(s) will remain on the student's record.

**First Violation**

A. Any student found to be in violation of this policy for the first time during his/her tenure in the Randolph School District will receive an automatic three (3) day in-school suspension. In addition the student will be required to attend a minimum of one (1) counseling session, and provide written evidence of this counseling to the building administrator within one (1) month of the first day of suspension. The student's parents will be encouraged to attend this counseling session with their child. Acceptable sources of counseling are as follows:

1. A school employee(s) trained by a certified alcohol and other drug abuse institute and certified by the district administrator to provide counseling at this level.
2. CESA #5 employees trained by a certified alcohol and other drug abuse institute and certified by the district administrator to provide counseling at this level.
3. A law enforcement official trained by a certified alcohol and other drug abuse institute and certified by the district administrator to provide counseling at this level.
4. A member of the clergy trained by a certified alcohol and other drug abuse institute and certified by the district administrator to provide counseling at this level.
5. A private counselor mutually agreed upon with the building administrator prior to the onset of the counseling experience. Note: Any cost incurred to complete the non-school counseling experience will be paid by the student or his/her parent(s) or guardian.
6. The administration may prohibit a student from attending events for a period of time.

B. Failure to abide with this counseling requirement may result in the commencement of expulsion proceedings.

1. If the student is expelled, the expulsion will be for the remainder of the current semester and the entire next semester. (The intent of this expulsion is to provide at least one full semester of expulsion, and reinstatement at the start of a new semester.
2. A student who has been expelled under this provision may be readmitted under the following conditions:
  - a. The counseling requirement has been successfully completed.
  - b. The student will enter into a contract with the district outlining the conditions of reinstatement.

## **Second Violation**

A. Any student found to be in violation of this policy for the second time during his/her tenure in the Randolph School District will receive an automatic three (3) day out-of-school suspension. The parent(s) or guardian of the student and the student must have a conference with the building principal prior to the student being reinstated in school. Failure to attend this conference will result in additional three (3) day suspension until such a conference is held, or the maximum time allowed for suspension by the State of Wisconsin has been reached.

B. The student will be required, and his/her parents encouraged, to seek drug and alcohol counseling at an accredited facility mutually agreed to by the District and the parent(s) or guardian. This counseling will commence as soon as possible, and the student will be a willing participant for the duration of the counseling experience. The parent(s) or guardian will do everything necessary to inform the District so it is able to monitor the student's progress during the counseling process.

C. Any student who refuses to participate in a drug and alcohol counseling program, or any student who fails to successfully complete the counseling program shall be recommended for expulsion. If a student is expelled by the Board of Education it will be under the same conditions as outlined under a first violation.

## **Third Violation**

Any student found in violation of this policy for the third time during his/her tenure in the Randolph School District will receive an automatic three (3) day out-of-school suspension. Also, appropriate actions will be taken by school administrators to recommend expulsion to the Randolph Board of Education.

A. If the student is expelled the expulsion will be for the remainder of the current semester and the entire next semester. (The intent of this expulsion is to provide at least one full semester of expulsion and reinstatement at the start of a new semester.)

B. A student expelled at this level is not eligible to have the expulsion shortened.

However, at the Board's discretion, the student may attempt to complete coursework on a correspondence or homebound type of basis. The ability to complete coursework must be done under the following conditions:

1. The student will be required, and his/her parent(s) or guardian encouraged to seek drug and alcohol counseling at an accredited facility mutually agreed to by the District and the parent(s) or guardian. This counseling will be paid for by the parent(s) or guardian. The parent(s) or guardian will do everything necessary to provide information so the District is able to monitor the student's progress during the counseling process.
2. The course work made available to the student will be only that work that the District can easily and reasonably provide. Any additional costs of this instruction will be paid by the parent(s) or guardian.
3. The instruction will continue as long as the student is successfully taking part in the counseling program. (This is meant to include any "after care" program recommended by the counseling facility.)
4. Any student who elects to enroll in any non-public education during the period of time affected by these rules and then chosen to re-enroll in the Randolph School District will be enrolled only under conditions specified by the Board of Education upon consideration of recommendations by the building principal.

## **Good Faith Provision**

Any student who, in good faith, approaches school personnel for assistance with a drug and/or alcohol problem will receive help and counseling as outlined in this policy. Penalties and punishments set forth in this policy will not apply to any student who, in good faith, approaches school personnel for assistance with a drug and/or alcohol problem. It is understood that the student will enter into an approved program designed to assist the student and that the student will make satisfactory progress in following the planned program.



The School District shall not discriminate in standards and rules of behavior, including student harassment, on the basis of age, sex, race, national origin, ancestry, religion, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability. Discrimination complaints shall be processed in accordance with established procedures.

Board of Education Policy po2260 & po2260.01  
LEGAL REF.: Section 118.13 Wisconsin Statutes  
PI 9.03(1) of the Wisconsin Administrative Code  
CROSS REF.: Discrimination Complaint Procedures

## **Co Curricular Information**

### **PHILOSOPHY**

The Randolph School District (RSD) believes the co-curricular program is an integral part of our educational curriculum. Co-curricular programs provide opportunities for learning experiences difficult to duplicate in other school activities. Participation in the co-curricular program can provide innumerable opportunities to develop physical skills, emotional maturity and responsible behavior in our student athletes. In addition, such important educational values as self-discipline, fair play, sportsmanship, and appreciation of teamwork and the development of personal pride, lifetime skills and integrity are fostered through a sound co-curricular program. It is important that participation in the co-curricular program is an enriching and healthy experience for our students and stimulates physical, mental and social growth.

It is the belief of the RSD that adherence to the standards outlined in this document promote the growth of responsible members of our community. We recognize that students who choose to participate in more co-curricular activities and leadership activities will experience more severe and multiple penalties. This is a consequence of being held to a higher standard. Participation in any sport or extra-curricular activity is a privilege not a right.

### **PURPOSE**

The purpose of this handbook is to familiarize students in Grades 7-12 with the policies and regulations of the Wisconsin Interscholastic Athletic Association (WIAA) and the RSD, as related to all co-curricular activities.

All policies are in accordance with regulations of the WIAA Handbook unless otherwise specified in the constitution of the Trailways Conference. This also includes other nationally sanctioned school organizations.

The RSD Board believes effort and resources should be utilized to create an environment in which all students actively engage in extracurricular activities. The RSD Board commits itself to extra-curricular programs that will provide all students, in an equitable manner, an opportunity to participate.

### **THE CO-CURRICULAR CODE**

This Code of Conduct is incorporated into the Randolph Student Handbook that each student receives at the beginning of each school year. A student athlete is required to follow Randolph's Code of Conduct on a year round (12 month) basis and violations will count during the summer months when school is not in session. Note that participation is counted from the first day of practice of the activity.

### **DISTRICT CO-CURRICULAR GOALS**

- A. Provide co-curricular activities that encourage student participation in order to develop lifetime interests, new skills, as well as enhance existing skills.
- B. Encourage excellence in co-curricular activities to support appropriate mental, physical, and emotional growth of students.
- C. Provide an environment conducive to co-curricular excellence that includes, but is not limited to:
  - Safe and appropriate physical facilities
  - Qualified, dedicated, and motivated advisors/coaches/staff

- Creation of a desire to succeed and excel
  - High ideals of fairness in all human relationships and interactions
  - Strong community involvement and support
- D. Provide co-curricular programming which generates unity between all stakeholders including students, faculty, administration, parents/guardians and the community.

**THE PRIVILEGE OF PARTICIPATION**

Participation in extracurricular activities is a privilege, not a right. School officials may deprive a student of the privilege of participation when they determine that the student’s continued participation is not consistent with the high standards of conduct expected of all participants. In particular, whenever a student violates this code of conduct, the student is subject to losing the privilege of participation in extracurricular activities.

Co-curricular activities are voluntary activities that are school related. Activities that are a required part of a course and contribute to a student’s grade for the course are not considered co-curricular activities.

**Student Fees**

Students must have their Co-Curricular Activity Fees paid in full to the High School Office by the first day of practice. If the fee is not paid, the student will not be allowed to practice until the fee is paid.

**ACTIVITIES AFFECTED**

Extra-curricular and inter-curricular activities are a part of this code. Extra-curricular usually means the activity is conducted outside of the school day and participants are not graded. Intra-curricular activities tie activities outside of the school day to curriculum and may be graded. FCCLA and FFA are defined as intra-curricular activities.

Loss of eligibility or returning to school good standing occurs in the following:

**Category I**

- Athletics**
- Baseball
- Basketball
- Cross Country
- Football
- Golf
- Softball
- Swimming
- Track
- Volleyball
- Wrestling

**Category II**

- Activities & Clubs**
- Academic Bowl
- Art Club
- Band
- Choir
- Diversity Club
- Drama Club
- FCCLA
- FFA
- Forensics
- Magic the Gathering Club
- Math Team
- National Honor Society
- Science Club
- Skills USA
- Student-Athlete/Activity Advisory Council
- Student Council
- Spanish Club
- Trapshooting

Participation - All students sign the Extra-Curricular Pledge contract in order to be considered a member and participant in Extra-Curricular activities. Co-Curricular activities may have separate guidelines for participation. - Board of Education Policy po2430 & 2431.

## HOME BASED EDUCATION CO-CURRICULAR PARTICIPATION-HIGH SCHOOL

High school age students who attend a home based private education program registered with the Randolph School District and the Wisconsin Department of Public Instruction and live within the attendance boundary of the Randolph School District will be allowed to participate in sponsored W.I.A.A. sports program (per Board of Education policy #424 after) meeting the following requirements:

1. Parent must submit a letter to the athletic director and the DPI registered home based private education program, within the boundaries of the Randolph School District.
2. Parent must submit acknowledgement they received copy of co-curricular code handbook.
3. Student must complete required pre-participation physical exam requirements.
4. Parent must complete athletic emergency notification form.
5. Parent must acknowledge receipt of W.I.A.A. Rules of Eligibility.
6. Parent must provide documentation of student's age in the form of a valid birth certificate.
7. Parent must submit grade reports on regular 9 week and semester basis indicating the student is meeting academic requirements of district co-curricular code.
8. Parent and participating student acknowledge they were informed and aware of all W.I.A.A. Rules of Eligibility apply to their Home based Private Education athlete participation at Randolph High School with the exception of full time enrolled in the Randolph School District.
9. All Board of Education approved fees related to athletic/co-curricular participation shall be paid/deferred, if applicable, before the student can participate in selected athletic/co-curricular activity.

## ACADEMIC ELIGIBILITY

The students' primary responsibilities are to maintain the highest academic standards possible. In order to participate in co-curricular activities each student must be passing all classes he/she is enrolled in. **Academic eligibility is based on terms/quarters, not semesters. Grades are evaluated on mid-term, to evaluate progress and end of term report dates, to determine eligibility. Students must maintain a passing grade in each class enrolled in.**

- A. Upon end of term evaluation, any student failing one or more classes is ineligible to participate in Category I or II Activities for 15 scheduled school days, effective immediately starting the next scheduled school day. On the 16th scheduled school day the student may regain eligibility. In-service or any non-scheduled school days do not count toward the 15 days. Inclement weather days do count. If the 16th day is not until a Monday, but the 15th day ends on a Friday, the student is not eligible to participate until the start of their 16th school day. At the conclusion of 15 scheduled school days, the student's progress is assessed. If grades are above failing the student may resume participation. If any grade is still not at the passing level the student will become ineligible for an additional one (1) week. Each week thereafter, the grades are evaluated until the student is passing all classes.
- B. **High school students** who receive a failing grade in the fourth quarter will be ineligible for 21 consecutive calendar days or one-third of their season maximum allotment of competition, whichever is less, beginning with the date of the earliest allowed competition in a sport. **Any student who fails the 4th quarter will begin weekly grade checks beginning the 1st week of school until midterm of the first quarter.**
- C. If a student receives a D- or F at midterm evaluation, the student will be placed on Academic Probation and given a written notice by the Activities Director.
- D. Incompletes are treated as a failing grade until they are made-up. Any student with an incomplete in any subject area at the conclusion of a nine-week grading period becomes ineligible for all Co-Curricular Activities for one week or until the student's work is complete and the student is passing all classes. The student must provide the Activities Director written approval from the teacher who issued the incomplete that the student is passing before being approved for participation.
- E. Exceptions: Waivers of the above non-participation sections may be granted when the majority of the Appeals Committee determines that an individual student is working to his/her maximum capacity and is displaying conduct that is acceptable and displays a positive attitude toward school, school

work and Activities. Students in special programs will be evaluated on an individual basis.

#### F. Grades 6-8

1. Academic eligibility for Middle School will remain consistent with the High School expectations in their core classes of math, ELA, science and social studies. After the end of the ineligibility period, a Middle School student shall request a [Reinstatement Form](#) from the office or Activities Director and submit it to all teachers of classes in which the student is currently enrolled. Those teachers must give written approval that satisfactory work (passing) is being done in all subjects at that time. The Reinstatement Form must be submitted to the Activities Director for approval and authorization. If students are found to be doing unsatisfactory (failing) work in any subject the student will become ineligible for an additional one (1) week until all teachers have signed the document.

#### ATTENDANCE/SCHOOL ACTIVITIES

The RSD believes that students who are not able to attend school should not participate in or attend after school activities. Therefore the following will apply:

- A. A student must attend a full day of school to be able to participate in practice and/or competition on any given day. The only exceptions to this requirement are:
  1. Legitimate pre-arranged excused absences; (i.e. doctor, dentist, orthodontist, funeral)
    - i. A student must attend at least half of the school day, even with documentation of an appointment. Students may only be absent the whole school day and compete if the appointment is approved by the Building Principal or Activities Director 24 hours prior.
  2. Emergencies deemed acceptable by the Principal or Activities Director.
- B. A student who is absent from school on the day following, an activity or contest will be given one warning per year.
- C. After a student has been given one warning, no absences will be justified without written documentation from a Healthcare Professional (HCP). Students missing any part of the day or the day following an activity or contest will be ineligible for the next scheduled activity or contest unless a [prearranged absence form](#) is approved by the Building Principal or Activities Director.
- D. Students who do not attend school, but attend an after school activity will be asked to leave immediately and receive an unexcused absence when he/she returns to school. Legitimate pre-arranged absences and emergencies deemed acceptable by the Principal or Activities Director will not result in an unexcused absence. Students who follow the procedures in paragraph “A” above will be allowed to attend after school events.
- E. **In the event that there is a late** discovery of a violation of any attendance eligibility rules after the day of an actual contest or event will result in the suspension from participation on the next event or contest date.
- F. Students serving an out-of-school suspension may not participate or attend practices, games or events during the suspension and until they have resumed attending classes after completion of the suspension.
- G. Students serving an in-school suspension may not participate in practice, games or events the day of suspension.

#### AWARD ELIGIBILITY

Randolph High School’s extra-curricular awards system is designed to recognize outstanding service and accomplishments in the extra-curricular program. Any participant receiving an award should understand that the award is given in trust and may be denied or rescinded for failure to live up to the rules set forth by the Co-Curricular Code.

- |                            |  |
|----------------------------|--|
| 1 <sup>st</sup> Violation: | Loss of eligibility of awards for current or next season of participation in Category I/Category II Activities |
| 2 <sup>nd</sup> Violation: | Loss of eligibility of awards for remainder of school year activities  |
| 3 <sup>rd</sup> Violation: | No awards for one calendar year  |
| 4 <sup>th</sup> Violation: | No awards for remainder of high school career  |

Students who are violation free for two years can appeal this rule to the Co-Curricular Board. Students will be governed by the policies of the school where they are participating regarding post season awards.

### **Team Awards**

A Team Award is presented by the Coach and voted on by the Coaching Staff and/or teammates.

### **All-Conference Awards:**

An athlete is not eligible for All-Conference Honors, if he/she has had a violation during the current or next season of participation in Category I/Category II Activities.

### **BEHAVIORAL EXPECTATIONS**

Students in co-curricular programs are expected to exhibit the highest standards of socially responsible behavior, sportsmanship and show proper respect for authority at all times in school and within the community. Frequent unexcused absences from class and/or school, discipline referrals, detentions and/or suspensions may cause forfeiture of a student's privileges to participate in co-curricular activities.

Examples of violations of these rules might include illegal activity, less than a felony, abusive language directed at a teacher, advisor, or coach, chronic truancy or refusal to follow school rules. It is impossible to list all the situations that might fall under the Code. The Principal and Activities Director have discretion in interpreting these rules, but coaches/advisors input will be taken into consideration. Students are protected from arbitrary treatment under this rule by their ability to appeal to the Co-Curricular Board.

### **Penalty:**

Violations of this rule will generally result in suspension, as specified in the due process section depending on the nature of the incident. Penalties under this rule will usually include suspensions from participation but could also include written/verbal apologies, detentions, community service or other penalties that are deemed appropriate based on the offense.

### **CARRY OVER POLICY**

If a student is suspended from a sport or an activity and the season ends before the term of the suspension is completely served, the remaining suspension will be enforced in the next season in which the student participates. In the case of athletics, if a student goes out for a second sport, serves the suspension and then quits the sport, the full suspension will carry into the next season, until such time as the student serves the suspension and completes the season in good standing.

No athlete will be allowed to join a team after the season has started to clear up a Code violation in order to be eligible for an upcoming sport.

### **CARE OF EQUIPMENT**

The school does its best to provide high quality and safe equipment and participants are expected to take care of this equipment. Participants will be held financially responsible for any lost or misplaced equipment. Students will also be financially responsible for deliberate destruction of school property. Parents are asked to ensure students return any/all equipment not purchased by the student, to the school.

### **CHANGING SPORTS**

An athlete may not quit one sport and begin another during the same season except by agreement of both Coaches.

## **COOPERATIVE PROGRAMS**

Students who participate in cooperative programs will fall under the Co-Curricular Code of the school in which they are enrolled. Students will be governed by the policies of the school where they are participating regarding post-season awards.

## **DRESS AND APPEARANCE**

Students must be clean, neatly dressed and well-groomed at all times when representing RSD. Coaches and advisors may set team dress standards. All students must follow the school's policy against wearing inappropriate attire depicting sex, drugs, alcohol or tobacco and must restrain from wearing vulgar or sexually suggestive clothing.

## **PHYSICAL/ALTERNATE YEAR CARD**

It is a WIAA requirement that all student-athletes have a parent/guardian signed physical every two years. During the second year of participation, a student needs an "Alternate Year Card" signed by a parent/guardian.

**Note:** The Physical Card is only good for two years. If a student-athlete participated in 7<sup>th</sup> grade and then did not participate again until 9<sup>th</sup> grade, he/she would have to have another physical, because the original card would have expired. A student-athlete only has to hand in one (1) card each year, which makes him/her eligible for the entire year. A card handed in for the spring sport's season dated after April 1<sup>st</sup> is also good for the following school year.

## **STUDENT TRANSFERS**

All Code violations and penalties carry forward for athletes from one school district to another during the school year.

## **TRANSPORTATION REGULATIONS**

Team members must use the transportation provided by RSD to reach the site of the contest or practice unless an emergency or unavoidable and legitimate conflict arises. In this case, an Alternate Transportation Form must be completed and approved by the Building Principal or Activities Director 24 hours prior to the event. Team members must also return to school using the same transportation unless an Alternate Transportation Form is completed and approved by the Building Principal or Activities Director 24 hours prior to the event. Only the legal parent or guardian will be allowed to transport a student home from away games with the coach's permission. A student may be granted permission by the Building Principal or Activities Director to leave with a different parent if presented with an Alternate Transportation Form, completed and approved by the Building Principal or Activities Director 24 hours prior to the event.

## **STANDARDS OF CONDUCT**

The following types of conduct are determined to be violations of the Co-Curricular Code. Conduct unbecoming a student representing the Randolph School District may include, but is not limited to one or more of the following:

- A. The use of or being under the influence of an alcoholic beverage.
- B. The use, purchase, consumption, possession, or sale of illegal drugs or alcoholic beverages, including non-alcoholic beverages such as Sharp's O'Doul's and non-alcoholic wines.
- C. Possession of any drug paraphernalia.
- D. Possession, purchase or sale of street drugs and/or performance enhancing drugs (PED's).
- E. Purchase, possession or use of any type of tobacco/nicotine (cigarettes, "chew", etc.). This includes "E" cigarettes.
- F. Theft of uniforms or the possession of stolen uniforms or equipment from the RSD or any other school district.
- G. Theft of goods, services, and/or equipment from businesses or public entities.
- H. Engaging in or being an accomplice to any immoral or unacceptable conduct contrary to the ideals, principles, and standards of the RSD, court system, or the WIAA.

- I. Students may also be disciplined or suspended from competition for insubordination or disrespect to any school employee, coach, or official or failure to meet the requirements of individual coaches.
- J. A student ejected from a contest in which they are participating will automatically miss the next contest.
- K. Any suspension, which occurs after the school has played its first WIAA tournament contest, results in that athlete being ineligible for the remainder of the WIAA tournament series in that sport.
- L. Attendance at any gathering or party at which there is use of illegal drugs by anyone at the gathering or party or at which there is consumption of alcohol by any persons at the party or gathering that is not of legal drinking age. Presence in bars or attendance at parties where alcohol, illegal drugs, or tobacco substances are available is prohibited. **However, since food served in local establishments also serve alcohol, the following exceptions will be made:**
  - 1. Students can order and consume food if they are served away from the bar (in a dining area) and they leave the establishment after eating.

This rule is not meant to include presence in an establishment that is primarily an eating place or presence in such places with parents, or to prevent being employed at such places. It also is not meant to include presence in places like a golf course clubhouse, where alcoholic beverages are served when a participant would have a legitimate reason to be there. Attendance at family gatherings, sponsored by parents, where alcohol is consumed will not be considered a violation. However, this does not mean students may use these products. These exceptions would include such events as family weddings, graduation parties, and other similar occasions. "Holding" an alcoholic drink, tobacco product or illegal drugs will be considered a violation of this Code. Participants should avoid acts of impropriety or the appearance of impropriety.

Any other behavior that occurs that is not specifically listed above in this section, but is similar to those listed above, may be considered by the Activities Director as a violation of the Co-curricular Code and may be subject to a judgment hearing.

### **Defining Illegal Substances**

Purchase, selling, possession, or the consumption of illegal substances such as alcohol or tobacco products (including non-alcoholic beer or an intoxicant look-a-like). Purchase, selling, possession, or the use of illegal drugs. Possession of drug paraphernalia (mood-altering substances, controlled substances, or look-alike drugs, Performance Enhancing Drugs or street drugs).

### **ACTIVITY VIOLATIONS**

Students serving a suspension for a Code Violation will not be allowed to join an Activity after the date of the first practice. Violations of the Code shall be cumulative throughout the student's high school career. When a calendar year elapses (from the date on which the violation occurred) without an additional violation, the violation shall not be counted for purposes of assessing any penalty for a subsequent violation. **Only one violation during the student's high school career may be discounted.**

To promote honesty, Class II Violation - 1<sup>st</sup> and 2<sup>nd</sup> offense can be reduced through a self-referral made by the parent and/or student. A self-referral must be made in writing to the Activities Director by 1:00 p.m. the next business day, following the infraction. Business days are considered to be Monday through Friday year round, unless it is a holiday. Infractions taking place on the weekend must be reported by 1:00 p.m. on the following Monday. We encourage self-referrals. A referral made by an officer, peer, etc., will initiate the full penalty as dictated by the Co-Curricular Handbook.

Self referring to a violation will reduce the penalty in half (50%).

**Note: Scrimmages or Non-Association (not WIAA Sanctioned) Events do not count as contests for athletics.**

### **Co-Curricular Violations**

### **Class I Violations**

1. Presence at a gathering where alcohol or drugs are being consumed by persons under the age of 21.
2. Use of controlled substances, not prescribed by a doctor.
3. Conduct in violation of criminal state statutes other than Class I. Severity of conduct may cause offense to be considered a Class II Violation, as determined by the District Administrator, Activities Director and Building Principal.
4. Possession, consumption, or use of alcohol, tobacco or controlled substances. Use of anabolic steroids or human growth hormones without a valid prescription.
5. Possession of any drug paraphernalia.
6. Intentional physical destruction to Randolph School District equipment. If damage occurs and is not reported to the Activities Director, Building Principal, or Coach then the damage will be seen as intentional.
7. The individual is not allowed to be honored for Team or WIAA awards for the current or next season of participation in Category I/Category II Activities.

If a person(s) in possession of alcohol or controlled substance arrives at a gathering being given by a student, that student is responsible under this policy for the immediate removal of that person(s) and of all alcohol or controlled substances from the premises. A responsible adult or the police should be contacted without delay if that person(s) refuses to leave. Students who arrive at a place where an activity that constitutes a Code Violation occurs must leave immediately. If a student does not leave immediately, he/she will be in violation of the Co-curricular Code.

**Note: There is no 5-10 minute rule. Students are expected to leave the premises immediately.**

### **Class II Violation**

The following acts are considered extremely serious. The penalty for such violations will be a loss of eligibility (practice and competition) for one calendar year from the date of violation.

1. Hosting a gathering where drinking of alcoholic beverages or use of controlled substances takes place.
2. Selling or distributing alcohol or controlled substances.
3. Failure of any parent, legal guardian or student to notify the school of a police-documented violation involving that student (within seven (7) calendar days) has forfeited the right to have that student participate in athletics for one (1) calendar year.

### **Class III Violation**

**Criminal infractions:** some forms of misconduct may violate local, state, or federal criminal law. If a student participant is charged with a criminal offense (other than a minor traffic violation), the student shall immediately be suspended from participation in Co-Curricular activities until the responsible school officials have an opportunity to review the circumstances surrounding the arrest. After reviewing the circumstances that led to the student's arrest, the school official may elect to continue the period of suspension until the criminal charges are resolved or impose disciplinary consequences, to include suspension from games or contests, based on the conduct that led to the student's arrest. Depending on the amount of time necessary for the criminal matter to be resolved and the facts of the matter investigated, the responsible school official shall have the discretion to lift the suspension and return the student to participation on probation pending resolution of the matter. Depending on the severity of the charges (felony), the student could lose his/her athletic eligibility for the remainder of the student's athletic career. The student is eligible to apply for reinstatement after one (1) year through the Athletic Code Appeal Process.

### **Athletic Penalty**

All violations must be served in order as they come and the student must be in attendance for the suspension to be served.



## **Class I Violation Penalties**

1. First Offense: Suspension for 25% of the number of maximum WIAA allotted contests for the current or the next season the individual participates in. (.5 or greater is rounded up).
2. Second Offense: Suspension for 50% of the number of maximum WIAA allotted contests for the current or the next season the individual participates in. (.5 or greater is rounded up).
3. Third Offense: Student is suspended from all Athletics for one calendar year.
4. Subsequent Offense: Student is no longer able to participate in Athletics.

### **First Offense Examples-**

Football: 9 regular season game:  $25\% = 2.25 = 2$  games

Volleyball: 15 matches:  $25\% = 3.75 = 4$  contests

Basketball: 24 games:  $25\% = 6$  games

Track: 20 meets:  $25\% = 5$  meets

Baseball: 26 games:  $25\% = 6.5 = 7$  games

Softball: 26 games:  $25\% = 6.5 = 7$  games

Golf: 15 matches:  $25\% = 3.75 = 4$  matches

Cross Country: 11 meets:  $25\% = 2.2 = 2$  meets

### **Second Offense Examples-**

Football: 9 regular season game:  $50\% = 4.5 = 5$  games

Volleyball: 15 matches:  $50\% = 7.5 = 8$  contests

Basketball: 24 games:  $50\% = 12$  games

Track: 20 meets:  $50\% = 10$  meets

Baseball: 26 games:  $50\% = 13$  games

Softball: 26 games:  $50\% = 13$  games

Golf: 15 matches:  $50\% = 7.5 = 8$  matches

Cross Country: 11 meets:  $50\% = 4.4 = 4$  meets

5. Suspensions will be based upon the number of scheduled contests at each level of competition. ( i.e. Freshman, JV1,

JV2). If an individual plays both Varsity and JV, then the student must sit based on the Varsity allotted maximum and

cannot play JV until the Varsity suspension is served.

6. If there are any remaining games of suspension from the current season, the remaining percentage will carry over to the next sport the athlete participates in, with a minimum of one contest.

7. The student must participate with their team in all practices and attend all games during the suspension. Any contests not attended will not count toward the suspension.

8. An athlete found to be in violation and who completes a certified alcohol and drug awareness program (AODA Assessment) approved by the District Administrator may reduce the suspension in half. Any cost in conjunction with such a program will be at the expense of the student.

9. WIAA postseason contests DO count toward the suspension.

**\*\*No penalties can be served concurrently.**

Athletes may not participate in WIAA post-season play if suspension is not served or they have not participated in at least one regular season contest.

Note: Once a student receives a Class II Violation, he/she cannot use a Class I (Association) Violation.

## **CLASS I VIOLATION PENALTIES**

### **First Offense:**

1. Suspension from Category II activities/participation for a period of 35 calendar days.

2. Summer vacation days do not count toward the suspension.
3. Students are not able to receive any awards for their program until the next season/year.

**Second Offense:**

1. Suspension for 84 calendar days (12 weeks).
2. Summer Vacation days do not count toward the suspension.

**Third Offense:**

1. One calendar year of suspension from all Category II participation.

**Subsequent Offenses:**

1. Suspension from Category II activities for one calendar year.

**Multiple Sport/Activity Provision:**

All suspensions carry throughout both Athletics and Activity. For example, a student may be suspended from both Football and FFA at the same time. If the student is found to be in violation of an additional offense while serving a suspension, the second suspension must be served after the original suspension is completed. If a student is a Dual-Sport Athlete, then the suspension must apply to both athletic programs.

**Win-Back Provision: Category I & II**

Violations of the co-curricular code will be cumulative during a student's high school career. However, a student who participates in one calendar year without a violation earns back his or her status prior to the last violation. This "win-back" provision applies after the student's second violation during his/her high school career. This provision can only be used once.

**REPORTING AND ADMINISTRATION OF CODE OF CONDUCT VIOLATIONS**

The Activities Director will administer this code for the co-curricular activities report. The Principal will keep records of grading and progress reports. The Activities Director will maintain records pertaining to violations and penalties for all students in the student's disciplinary file.

The Activities Director must have belief that a violation has taken place. The student must be given due process which will be in the form of a conference, at which time the student will have the opportunity to present his/her side of the story. After the conference, disciplinary measures may be imposed. Usually, a violation report will involve an eyewitness and usually that witness will submit the complaint in writing. However, there will be times when neither an eyewitness nor a written statement will be possible. There will be other instances when students step forward and report themselves as violators of the Code. Whatever the source of information about a violation, every effort will be made to conduct a thorough investigation and assign fair and reasonable consequences.

**DISCIPLINARY PROCEDURES**

- A. The Coach in charge will handle minor violations. Minor violations will include undesirable in-school behavior, field discipline, lack of cooperation, missing practice, etc.
- B. All reported major violations will be handled by the Activities Director.
- C. Travel: An athlete is required to attend all games during their suspension, dressed in street clothes. However, the athlete will not be allowed to travel on any out of state or overnight trips.
- D. Individual coaches/advisors have the right to be more strict than stated rules. Additional rules and/or regulations must be in writing and distributed to the participants. This applies to both Category I and II.

**TRUTH CLAUSE**

If a student lies about involvement in a co-curricular violation, and is later found to be involved, his/her penalty doubles.

**NOTIFICATION OF VIOLATION**

After determining that a student has committed a Code Violation, the Activities Director or designee shall send a letter, addressed to the student, the student's parent or legal guardian, and the student's coach describing the violation and summarizing the penalty to be assessed, penalties which may be assessed for subsequent violations. The Activities Director shall meet with the student and deliver the student's copy of the letter during the meeting. A copy of the letter shall be mailed to the student's parent or legal guardian, a copy delivered to the student's coach, and a copy placed in the student's file. The student immediately becomes ineligible for participation upon notification of the Activities Director's determination of a Code Violation. A failing grade is not considered a topic for appeal.

### **APPEALS COMMITTEE**

- Administrator (chairperson) - If the Administrator and Activities Director are two different people, the Administrator serves as an Advisor and will be a non-voting member.
- Activities Director/Principal
- Two Head Coaches per discretion of Activities Director/Principal.
- Eligibility Committee members per the RSD Employee Handbook (current year)

### **APPEAL PROCEDURE**

- A. Violations must be current (within 90 days) to be valid.
- B. The violator and parent will be advised of the complaint.
- C. The Appeals Committee will address appeals within five (5) business days, weekends excluded.
- D. The violator will be required to appear before the Athletic Board. Parents of the violator may attend the meeting if they wish.  
The decision will be issued to the student in writing with a copy sent to the parents, and a copy placed in the student's file.
- E. ALL suspensions remain in effect during the appeal process.

### **VOLUNTARY ADMISSION**

Any student who recognizes that he/she has a problem with the use/abuse of alcohol, drugs, tobacco, other controlled substances, or the use of PED's, is encouraged to seek professional help for this problem. Any student who voluntarily seeks help for drug, tobacco, or alcohol abuse and notifies RSD Administrators that he/she is seeking/receiving such help may have all penalties waived under the following conditions:

- That student is not under investigation for the violation of this Code at the time he/she requests help.
- The student agrees to go for a formal substance abuse assessment at a qualified agency.
- If the conditions of the voluntary admission procedures are not fulfilled in a timely fashion, the admission will count as an offense. Waiver of penalties by voluntary admission is limited to one time during a student's high school career.

### **ACCEPTANCE OF THE CODE OF CONDUCT**

Students who plan to participate in co-curricular programs are expected to attend the Code meeting with their parent(s) in August prior to the beginning of the Fall athletic season. If a student is unable to attend the co-curricular meeting in August, he/she will need to read and become familiar with the Co-Curricular Handbook. Students may not participate in RSD Co-Curricular activities until the school has received a signed Student-Parent/Guardian pledge form. This form should be returned to the Activities Director or Coach of the activity in which the student is participating. All students participating in co-curricular activities will be held to its standards, rules and regulations regardless of whether or not they attend the Annual Code Meeting. It is the responsibility of the Coach to review the Code with his/her participants. The pledge form will only need to be signed once a year.

NOTE: The WIAA incorporates the following rule in conjunction with forms dealing with athletic eligibility:

If a student or a student's parents or guardian falsifies any information furnished to the school, and a

student participates resulting in an order of forfeiture, the student becomes ineligible in all sports for one calendar year from the date of the last game or meet in which the student participated.

#### **POLICY DEVELOPMENT AND REVIEW**

The Activities Director shall annually consider whether the policies and rules set forth in the Co-Curricular Code of Conduct need to be reviewed or revised. If such review and revision is necessary the Activities Director shall convene a committee made up of those people willing to serve but structured to give voice to students, parents, faculty, coaches, advisors, and the community-at-large.

#### **ALCOHOL AND OTHER DRUG USE BY STUDENTS**

No student shall possess, distribute, sell or be under the influence of any illegal drug or intoxicant while on the school premises, on the school bus, or while involved in any school sponsored activity. Students attending Randolph School in violation of this policy shall be subject to disciplinary action in accordance with school regulations. It shall be the policy of the Board of Education to take positive action through education, counseling, parental involvement, medical referral, and police referral in the handling of incidents in the school involving the possession, sale, and/or use of any illegal drug or intoxicant. The Board reserves the right to suspend or expel any student found in violation of this policy (refer to the Student Discipline Handbook).

#### **ALCOHOL, TOBACCO, AND ILLEGAL DRUGS**

The possession of or use of an illegal drug, alcohol or tobacco product while engaged in a school activity conducted on or off the school grounds is forbidden and will be subject to immediate suspension. The use of alcohol or illegal drugs prior to arriving at a school activity is also forbidden and carries the same penalty. A student under the influence of these substances will be referred to his/her parents and to the proper legal authorities.

If a student is experiencing problems with alcohol and/or other drug use/abuse, or if he/she knows of someone also in such a situation, please contact the school counselor for information regarding Alcohol and Other Drug Abuse (AODA) assessment agencies, counseling, rehabilitation and reentry programs. However, students are strongly encouraged to contact and seek help from the AODA Coordinator, School Psychologist, or Guidance Counselor first for direct support and help if and when he/she may need it. Please see Mrs. Medema, High School Student Counselor, for more information.

#### **RANDOLPH PARENT EXPECTATIONS**

- A. Set an example by being positive role models allowing the following:
  - 1. Officials to officiate
  - 2. Coaches to coach
  - 3. Athletes to compete
- B. Show positive support and respect your child, their teammates, and their coaches regardless of your child's role on the team.
- C. Do not attempt to officiate the contest from the stands.
- D. Yelling at the player, coaches, and officials in a negative manner is unacceptable.
- E. Please don't embarrass your child, yourself, our school, and our community with negative fan behavior.
- F. Procedure if an athlete or parent has a concern with a coach.
  - 1. If a problem surfaces::
    - a. Allow for a 24 hour cool down period
    - b. Athlete meets with team captain
    - c. Athlete meets with coach
    - d. Athlete and parent meet with coaches
    - e. Athlete and parent meet with coaches, Activities Director

f. Athlete and parent meet with coaches, Activities Director, and administrator

## CHEMICAL ABUSE EDUCATION

It shall be the policy of the Board of Education to foster the viewpoint that chemical abuse education, which encourages the increase of student knowledge, improvement of judgments, development of constructive attitudes, and the capacity to make wise decisions, is a necessary approach to the control of chemical abuse.

Chemical abuse education shall include:

- A. The chemical abuse education program shall begin during the elementary grades and shall continue with a planned sequence of learning experiences on this subject throughout the school experience of the pupil.
- B. The program shall be focused on findings of medical and psychiatric research and clinical experience as well as legal implications. Without solid basic facts from these professions, no chemical abuse education program can be effective.
- C. The chemical abuse education program shall be part of the total healing program. It shall not represent the total program nor detract from but shall be recognized for what it is — an important part of a broad program.
- D. The chemical abuse education program shall give particular emphasis to an alcohol, drug or abuse problem that is currently prevalent in the community.
- E. The school board shall provide up-to-date materials and resources for effective instructional programming in this important policy area.
- F. Reliance on the services of other agencies for program development assistance is recommended. Board of Education Policy po2131



WISCONSIN INTERSCHOLASTIC ATHLETIC ASSOCIATION

## 2023-2024 High School Athletic Eligibility Information Bulletin

To: Student-Athletes and Their Parents

From: Wisconsin Interscholastic Athletic Association and \_\_\_\_\_ Randolph High School

Your high school is a member of the Wisconsin Interscholastic Athletic Association. The following rules and regulations are developed by the member schools of the WIAA and govern the participation by boys and girls in school athletics and in some instances, impact upon sports activities outside the school.

This information bulletin is a **summary** of the WIAA OFFICIAL HANDBOOK as it pertains to those rules and regulations. Both student-athletes and their parents should have an understanding of these requirements. Equally important is that student-athletes and/or parents talk to their principal or athletic director if they have any question about these regulations. For additional information on Rules of Eligibility see the WIAA Handbook, or visit the WIAA website at [www.wiaawi.org](http://www.wiaawi.org).

This bulletin does not discuss specific penalties for all violations. The reason is that penalties vary depending upon the nature of the violation. In addition, schools often have established penalties or periods of ineligibility, which are greater than the minimum prescribed by WIAA rules. There also are exceptions and other permissive provisions in some rules. Student-athletes and their parents should discuss all athletic eligibility related situations with the school principal or athletic director who, if necessary, will get a decision, interpretation, or opinion from the WIAA office.

**Student-athletes, as well as parents are asked to read this bulletin, and then sign it and have their signature statement (attached) on file at their school prior to practicing and competing. Reading and signing this form is a condition of participating in interscholastic athletics at WIAA member schools. It does not guarantee a student-athlete's athletic eligibility nor does it give rise to any contractual rights, direct or indirect, to student-athletes or their parents.**

These are WIAA eligibility rules, which are **current for the 2023-2024 school year:**

### AGE

A student shall be ineligible for interscholastic competition if he/she reaches his/her 19th birthday before August 1 of any given school year. **ACADEMICS**

A student-athlete must meet school and DPI requirements defining a full-time student and have received no more than one failing

grade (including incompletes) in the most recent school issued grade reporting period. Note: Some member schools adopt code and academic policies and other participation requirements which are more stringent than WIAA minimum requirements. In those instances, the school's requirements prevail and must be applied as written.

#### **ATTENDANCE**

A student-athlete is eligible for interscholastic competition at a member school if he/she is carried on the attendance rolls as a duly enrolled full time Grade 9, 10, 11 or 12 student in that member school. (Subject to satisfying all other eligibility requirements.) Note: A full-time student is further defined as one where the member school is responsible for programming 100% of the student's school day. The student is eligible for like or similar awards, privileges and services as all the other students and meets all obligations and responsibilities as other students, without exception.

- A. A student must complete eligibility in the four consecutive years starting with Grade 9, unless there are documented extenuating circumstances and a waiver has been provided.
- B. A student is ineligible if he/she has graduated from a school offering studies through Grade 12 or its equivalent.
- C. A student who graduated in May or June retains eligibility for any portion of a spring athletic schedule not completed by the end of the academic year. Mid-year graduation ends athletic eligibility on the last day of attendance.
- D. A student is ineligible if he/she has not been enrolled in some school by the 17th day of a semester or trimester, except upon request of a school in special cases involving sickness, accident, military service, social services assignment, e.g.
- E. A student-athlete may not participate in school sports in more than four different years, and a student-athlete may not participate in the same sport more than one season each school year.

#### **DETERMINING RESIDENCE FOR PUBLIC SCHOOL STUDENTS**

A full-time student, whether an adult or not, is eligible for varsity interscholastic competition only at the school within whose attendance boundaries his/her parents reside, within a given school district, with these additional provisions:

- A. Board of Education approved full-time student(s), paying their own tuition and residing full time with parents in their primary residence shall be afforded eligibility. Transfer students are subject to provisions outlined in the transfers section of this document and in the Senior High Handbook.
- B. The residence of a student's guardians shall determine eligibility in cases where both parents of a student are deceased. The execution of guardianship papers in situations where one or both parents are living does not by itself make a student eligible.
- C. In the event of a divorce or legal separation, whether pending or final, a student's residence at the beginning of the school year shall determine eligibility, except in situations involving transfer after the fourth consecutive semester following entry into grade 9. For the purpose of this rule, attendance at one day of school and/or attendance at one athletic practice shall determine 'beginning of school year.' Under this rule, a student who transfers after the beginning of the school year shall be ineligible at the new school unless approval is granted by the Board of Control in accordance with the transfer and/or waiver provisions as described in the WIAA HS Handbook.
- D. A student whose tuition is paid by the school within whose attendance boundaries parents reside or by the state and is enrolled in a district approved program may be eligible at either school (first priority to school of residence) but (a) may not participate at both schools in the same year and (b) academic ineligibility accompanies student upon transfer. Transfer restrictions may also apply.
- E. A student whose tuition is paid by the school within whose attendance boundaries parents reside or by the state or who is participating full time in a legislated open enrollment option must meet all statutory timeline requirements. This provision extends the opportunity to decline attendance at the new school and continue at his/her school of residence. If the student begins the school year at the new school and then transfers back to school of residence after attending one or more days of school or one or more athletic practices, he/she shall be subject to transfer provisions as outlined in the transfer Section of this document.
- F. A student may continue being eligible in the same school even though parent(s) and/or student move from within that school's attendance boundaries, provided enrollment is continuous (unbroken in that school).
- G. After a student-athlete has not participated and/or has had their eligibility restricted for one calendar year due to reasons relating to residence and/or transfer, he/she becomes eligible.
- H. A student-athlete will not be eligible if his/her attendance at a particular school resulted from undue influence (special consideration because of athletic ability) on the part of any person.
- I. A student-athlete who has been declared ineligible at a school for disciplinary reasons, academic reasons or due to another State Association's provision retains that ineligibility status if he/she transfers to another school.
- J. Except in situations involving transfer after a student's sixth consecutive semester, a full-time student whose residence in a given district and attendance at a member school does not conform with any of the provisions outlined above shall be eligible for nonvarsity competition only, for one calendar year, unless a waiver is provided as outlined in the WIAA HS Handbook under Waivers. Transfer students are subject to transfer provisions as outlined in the transfer section of this document and in the Senior High Handbook.

#### **DETERMINING RESIDENCE FOR NONPUBLIC SCHOOL STUDENTS**

A full-time student, whether an adult or not, is eligible for varsity interscholastic competition only if the student is residing full time with parents in their primary residence with these additional provisions:

- A. In the event of a divorce or legal separation, whether pending or final, a student's residence at the beginning of the school year shall determine eligibility except in situations involving transfer after a student's fourth consecutive semester. For the purpose of this rule, attendance at one day of school and/or attendance at one athletic practice shall determine 'beginning of school year'. Under this rule, a student who transfers after the beginning of the school year shall be ineligible at the new school unless approval is granted by the Board of

page 13

Control in accordance with the waiver provisions as described in the WIAA HS Handbook under Waivers. Transfer restrictions may also apply.

- B. Residing full time with guardians shall determine eligibility in cases where both parents of a student are deceased. The execution of guardianship papers in situations where one or both parents are living does not by itself make a student eligible.
- C. A student may continue being eligible in the same school even though parent(s) and/or student move from within that school's traditional attendance area, provided enrollment is continuous (unbroken in that school).

- D. A student who has been in attendance in a nonpublic, self-contained school (i.e. grades K-12 or 7-12) for at least one complete school year prior to reaching Grade 9 and has not broken enrollment during that time is eligible in that nonpublic school upon entering Grade 9.
- E. Except in situations involving mid-year transfer and/or transfer after the fourth consecutive semester students attending member residential schools shall be eligible at the member school provided they reside at the school or reside full time with parents in their primary residence.
- F. Except in situations involving transfer after a student's sixth consecutive

semester, a full-time student attending a nonpublic school but not residing in accordance with any of the provisions outlined above shall be eligible for nonvarsity competition only, for one calendar year, unless a waiver is provided as outlined in the WIAA HS Handbook under Waivers.

#### **TRANSFERS**

A full-time student may be afforded up to eight consecutive semesters of interscholastic eligibility upon entry into Grade 9. **Transferring schools at any time may result in restrictions being imposed on eligibility, or in some cases a denial of eligibility.** For the purpose of this rule, attendance at one day of school and/or attendance at one athletic practice shall determine 'beginning of school year.' These additional provisions relate to transfer cases:

- A. A student who transfers from any school into a member school after the sixth consecutive semester following entry into Grade 9 shall be ineligible for competition at any level for one calendar year, but may practice, unless the transfer is made necessary by a total and complete change in residence by parent(s). The calendar year (365 days) will be determined from a student's first day of attendance at the new school.
- B. Students entering 9th and/or 10th grade at the beginning of the school year and who are within the first four consecutive semesters of high school will be afforded unrestricted eligibility provided all other rules governing student eligibility are met.
- C. Students entering 11th grade are restricted to nonvarsity opportunities for one calendar year.
- D. Students entering 12th grade as transfer students are ineligible to compete at any level for one calendar year, but may practice.
- E. 9th grade students who transfer after the beginning of the school year and with written consent from both schools directly involved shall be restricted to nonvarsity opportunities for the remainder of the school year. Restrictions are removed upon entering 10th grade.
- F. 10th or 11<sup>th</sup> grade students who transfer after the beginning of the school year and with written consent from both schools directly involved shall be restricted to nonvarsity opportunities for one calendar year (365 days beginning with first day of attendance at the new school).
- G. In the event of divorce or legal separation, whether pending or final, residence at the beginning of the school year shall determine eligibility for students entering 9th and/or 10th grade. In situations involving transfer after the sixth consecutive semester following entry into grade 9 the student is ineligible to compete at any level for one calendar year, but may practice.
- H. District policies with respect to intra-district transfer do not supercede WIAA transfer rules in situations involving post-sixth semester transfers. Intra-district transfers occurring after the sixth consecutive semester following entry into grade 9 result in the student being ineligible for competition at any level for one calendar year (365 days beginning with first day of attendance at the new school), but may practice.
- I. Unless transfer, including an accompanying total and complete change of parents' residence, is effective at the outset of a semester, a student cannot establish eligibility at his/her new school until the fifth calendar day of such transfer.
- J. If within the first six consecutive semesters following entry into grade 9, a student who transfers more than once in any given school year shall be ineligible for all interscholastic competition for the remainder of that current school year and will be eligible for nonvarsity opportunities only for the balance of the calendar year. In situations involving transfer after the sixth consecutive semester following entry into grade 9 the student is ineligible to compete at any level for one calendar year, but may practice.
- K. A student may not have eligibility in more than one member school at the same time. A parent or parents who move from a primary residence within one school's attendance boundaries, to a secondary residence within another school's attendance boundaries, may be required by the Board of Control to provide evidence of a total and complete move.
- L. A student who transfers from any school, whether or not a member school, with a status of ineligibility for disciplinary reasons, academic reasons and/or as a result of another State Association's regulation or sanction, retains such status at his/her new school for the same period as decreed by the former school. A student who transfers due to expulsion or removal for disciplinary reason from the previous school is ineligible for the length of the expulsion as determined by the previous school's Board of Education. Note: A student who does not serve a penalty for violation by leaving the state and competing in another state, will be ineligible for the balance of the suspension upon return to the state.
- M. No eligibility will be granted for a student whose residence within a school's attendance boundaries, with or without parents, or whose attendance at a school has been the result of undue influence (special consideration due to athletic ability or potential) on the part of any person, whether or not connected with the school.

#### **PHYSICAL EXAMINATION and PARENT'S PERMISSION**

A student-athlete whether an adult or not, must have written permission of parents to participate in school athletics, an emergency information form, and he/she must have a physical examination (signed by a licensed physician, physician's assistant or advanced practice nurse prescriber) every other school year.

A physical examination taken April 1 and thereafter is valid for the following two school years. Physical examination taken before April 1 is valid only for remainder of that school year and the following school year.

#### **TRAINING and CONDUCT**

A student-athlete must follow his/her school's code of conduct (training rules) on a year-round basis.

- A. A student-athlete who violates his/her school's code of conduct during the season of a sport (start of practice to final game) must be suspended from competition for a period of time specified in the code (minimum of one meet) if the violation involves (a) possession and/or use of alcohol, (b) possession and/or use of tobacco, including chewing tobacco and (c) use, possession, buying or selling of controlled substances, street drugs and performance enhancing substances (PES).
- B. The member school will determine minimum penalties for violation of any other provisions of its code of conduct, including out of season offenses and for any other unacceptable conduct contrary to the ideals, principals and standards of the school and this Association including but not limited to criminal behavior.
- C. Any student charged and/or convicted of a felony shall, upon the filing of felony charges, become ineligible for all further participation until the student has paid his/her debt to society and the courts consider the sentence served (including probation, community service, etc.).
- D. A student-athlete who violates his/her school's code of conduct at times other than during the actual season of a sport must be disciplined by the school, the nature of such discipline to be determined by the school as indicated in its code of conduct.
- E. A student-athlete who violates any part of the school or WIAA's code of conduct resulting in suspension for any portion of WIAA-sponsored tournament competition must be immediately declared ineligible for the remainder of tournament series in that sport. During the WIAA Tournament, an ineligible athlete may not suit up.

- F. A student-athlete, disqualified from a contest for flagrant or unsportsmanlike conduct, is also suspended from the next competitive event at the same level of competition as the disqualification.
- G. Any player who in the judgment of the official, intentionally spits on, strikes, slaps, kicks, pushes or aggressively physically contacts an official at any time shall be immediately ineligible for competition a minimum of 90 calendar days from the date of the confrontation. In addition, the player is ineligible to compete for the first 25% of the next season in that same sport.
- H. A school must provide an opportunity for the student to be heard prior to a penalty being enforced (except for felony charges). If a student appeals a suspension, according to the school's appeal procedure, the student is ineligible during the appeal process.
- I. Schools/individuals are prohibited during the regular season and the WIAA tournament series from practicing for regional, sectional, and state tournament preparation at sites and facilities hosting WIAA tournaments.

#### **AMATEUR STATUS**

A student-athlete must be an amateur in all recognized sports of this association in order to compete in any WIAA sport. A student-athlete may not accept, receive or direct to another, reimbursement in any form of salary, cash (including gift cards) or share of game or season proceeds for athletic accomplishments, such as being on a winning team, being selected for the school varsity team, or being a place winner in an individual tournament, e.g.

- B. A student-athlete may receive: a medal, cup, trophy or plaque from the sponsoring organization regardless of cost; school mementos valued not more than \$200; an award valued not more than \$100 retail for participation in an athletic contest in a WIAA recognized sport; and may retain non-school competition apparel worn by the student as part of the team uniform.
- C. A student-athlete may not receive compensation or benefit, directly or indirectly, for the use of name, picture, and/or personal appearance, as an athlete because of ability, potential and/or performance as an athlete.
- D. A student-athlete may not receive free and/or reduced rates on equipment, apparel, camps/clinics/instruction and competitive opportunities that are not identical for any and all interested students.
- E. A student-athlete may not be identified (with or without permission) as an athlete, provide endorsement as an athlete or appear as an athlete in the promotion of a commercial/advertisement and/or profit-making event, item, plan, or service.
- F. A student-athlete may not participate in school athletics or in sports activities outside the school under a name other than his/her own name.

#### **SPORTS ACTIVITIES OUTSIDE OF SCHOOL**

Athletes may compete in not more than two non-school competitions with prior school approval during each regular sport season. The contest(s) will not count against the individual maximum for the athlete in that sport. Nonschool competition will not be allowed during the respective WIAA tournament series in a sport. Violation of this rule results in loss of eligibility for the remainder of the season (including the WIAA tournament series) and forfeiture of the two non-school opportunities.

- A. WIAA rules do not prevent athletes from practicing with nonschool teams or from receiving private skills instruction during the school season. However, they may not participate officially or unofficially (including "banditing") in more than two nonschool competitions or races, including scrimmages against other teams (with school approval).
  - (1) This restriction applies to normal nonschool games as well as "gimmicks," such as reduced numbers competition (3-on-3 basketball, 6 player soccer, e.g.), specific skill contests (punt, pass, and kick, shooting contests, free throws, 3 point, e.g.), fun runs, etc. (2) During the season, athletes may participate in a skills contest with approval of the school. Specific skill contests (punt, pass, and kick, shooting contests e.g., free throws, 3 point, drive, chip and putt) isolate separate skills outside of the traditional competition setting. The skill contest may not include physical contact or extreme fatigue as the actual sport competition. Fun runs are not considered skills contests. There can be no school coach involvement. All other eligibility rules including amateur status apply.
  - (3) A student who was a member of a school team during the previous year may not delay reporting for the school team beyond the school's official opening day of practice in order to continue nonschool training and/or competition.
- B. During the school year before and/or after the school season of a sport and in the summertime, members of a school's team may voluntarily assemble with their teammates (without school and/or school coach involvement) at their own discretion.
- C. A student-athlete or his/her parents must pay 100% of the fee for specialized training or instruction such as camps, clinics, and similar programs.
- D. A student-athlete may not be instructed except during the school season of a sport and approved summer contact days by the person who will be his/her coach in that sport in the following school season. All sports except football are exempt from this rule, BUT only (a) during the summer months and (b) if the program involved is not limited to individuals who are likely to be candidates for the school team in that sport in the following season.
- E. A student-athlete must not participate in an all-star game or similar contest except for summertime activities (a) within the same league or program (e.g., softball game between divisions of same league) or (b) in which a team is selected to represent a league in post-season play (e.g., Babe Ruth league team). Some post-season all-star opportunities may be permitted for 12th graders who have completed high school eligibility in a particular sport. Check with your Athletic Director to be certain.
- F. Schools/individuals are prohibited during the regular season and the WIAA tournament series from practicing for regional, sectional, and state tournament preparation at sites and facilities hosting WIAA tournaments.

#### **USE OF STUDENT IMAGE**

The participation of student-athletes in school and WIAA tournaments may result in the use of student-athlete images in promotion of school and WIAA events.

**In order to facilitate good communication, all questions regarding athletic participation at your school should be addressed to your athletic administrator.**

5/2023



**PARENT-ATHLETE RULES OF ELIGIBILITY SIGN-OFF FORM – 2023-2024**

I certify that I have read, understand, and agree to abide by all of the information contained in this bulletin. I further certify that if I have not understood any information contained in this document, I have sought and received an explanation of the information prior to signing this statement. In signing below, I further acknowledge and understand that no contractual relationship, direct or indirect, is created between the student-athlete or their parents and the Wisconsin Interscholastic Athletic Association.

Randolph High School

**School Name**

**Parent/Guardian's Signature Please Print Name Date**

**Student-Athlete's Signature Please Print Name Date**

***This form must be completed and submitted to the Athletic Director prior to a student being declared eligible to practice and compete.***

## EMERGENCY PROCEDURES

### **Evacuation/Fire Drills**

When the fire drill signal is used, students are to use exits indicated in each classroom. They will leave the building rapidly and in an orderly fashion. The first person out will lead the group to the predetermined area. Students will remain in their class grouping for an attendance check by the teachers. Students and teachers will remain outside of the building until told to return by appropriate authority. Any student who is physically handicapped should report to the office, when he/she registers, for instructions on what to do when the fire alarm sounds.

Wisconsin Statute 118.07

### **Tornado Watch and Warning**

When we are informed about a Tornado Warning, it will be announced and everyone in the building will report to their designated severe weather areas. All students and employees will report to the closest designated interior room. Everyone will remain in designated areas until we receive notice that the emergency has ended.

### **Lockdown Drill**

Once Lockdown is initiated, students and staff should report to the nearest classroom or office. Ignore all alarms or bells unless instructed otherwise. Inside classrooms, students and staff should move away from doors and windows and sit down against an interior wall. Lock classroom doors and turn off classroom lights. Ignore any statements made via the public address system. Remain quiet and seated until an administrator or public safety official physically comes into the room to give the “all clear” signal.

### **Administrative Hold**

Students and staff should report to the nearest classroom or office. All classroom doors should be locked but normal classroom activities should continue. Ignore all bells and alarms until directed to do otherwise. No one should be allowed outside of the classroom until the office or administration gives the “all clear” signal via the public address system.

### **School Closing**

During the coming year, weather conditions may at times make it necessary to close school. Whenever this situation occurs, all local radio stations will carry news of the school closing and other pertinent information as soon or early as possible. Notifications should also be received via the Skylert system for families that have registered.

Local TV Channels: WISC-Channel 3, WKOW-Channel 27, WMTV-Channel 15

## MEDICAL INFORMATION

### **1. Accidents**

Any accident in the school building, on the school grounds, at practice sessions, or any athletic event sponsored by the school MUST be reported to the school office as soon as possible. The employee that witnesses the accident or to whom the accident is first reported will complete a written Student Accident Report. Board of Education Policy po5340.

### **2. Medicine at School**

Students requiring medication at school must adhere to the following requirements. All medication must be kept in the school office and be in the original container. For each medication at school, clearly written directions for

administration and storage along with possible side effects must be on file in the school office. Medication administration forms are available in the high school office. Parental signatures are required before any medication can be given. Prescription medications require a physician's signature on the medication administration form. Wisconsin Statute 118.29

### 3. **Illness** - (please refer to attendance section)

A student who is injured or becomes ill in school should notify the teacher in charge. Under NO circumstances should a student leave school until his/her parents have been informed by the office and know that the student will be leaving.

An emergency data card or sheet MUST be on file in the office for every student. The emergency data information should be filled out and signed by the parents to ensure that in the case of an emergency the correct action can be taken by the school.

If a student has a special medical problem, this information must be given to the office.

## STUDENT RECORDS

1. **General** - Student records are maintained in the interest of the student to assist the school in providing appropriate educational experiences.

2. **Content** - Student records include all records relating to an individual student other than notes or records maintained of personal use by teacher or other certified personnel which are not available to others, and records necessary for an available only to persons involved in psychological treatment of a student. Permanent record information or transcripts maintained by the school include a statement of courses taken by the student, the student's grades, and the student's attendance record. Behavior records maintained by the school include student records other than progress records, such as standardized teacher evaluations other than grads, statements relating to individual student behavior, etc.

3. **Confidentiality** - All student records are confidential, with the following exceptions:

- a. A pupil, or the parent or guardian of a minor pupil, shall, upon request, be shown and provided with a copy of the pupil's progress reports.
- b. An adult pupil, or the parent or guardian of a minor pupil, shall, upon request be shown, in the presence of a person qualified to explain and interpret the records, the pupil's behavioral records. Such pupil or parent or guardian, shall, upon request, be provided with a copy of the behavior records.
- c. The judge of any court of this state or of the United States shall, upon request, be provided by the school district clerk with a copy of all progress records of a pupil who is the subject of any proceedings in such court.
- d. Pupil records may be made available to persons employed in the school which the pupil attends who are required by the Department of Public Instruction under s. 115.28(7) to hold a certificate, license, or permit.
- e. Upon the written permission of an adult pupil, or the parent or guardian of a minor pupil, the school shall make available to the person named in the permission form the pupil's progress records or such portions of his behavioral records as determined by the person authorizing the release.
- f. Pupil records shall be provided to a court in response to a subpoena by parties to an action for in-camera inspection, to be used only for purposes or impeachment of any witness who has testified in the action. The court may turn said records or parts thereof over to parties in the action or their attorneys if said records would be relevant and material to a witness's credibility or competency.

g. **Directory Data Information** - The following student information may be released to appropriate persons and media, unless parents or adult students refuse the release, in writing, of their own initiation; students name, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and the name of the school most recently previously attended by the student. - Wisconsin Statute 118.125(1)(d) and

118.125(2)(j)

h. The School Board may provide the Department of Public Instruction or any public officer with any information required under Chapters 115 to 121. Notwithstanding their confidential status, student records may be used in suspension and expulsion proceedings and by the multidisciplinary team under Chapter 115 of the Statutes. The principal shall have primary responsibility for maintaining the confidentiality of all student records kept at the school. All requests for inspection or for transfer to another school or school district should be directed to the principal who will then determine whether inspection or transfer is permitted under this policy.

4. Maintenance and Destruction of Records - While students are attending school, their records will be maintained in the school of attendance. When the student ceases to be enrolled, records shall be maintained as follows:

a. All behavioral records will be destroyed one year after the date the student graduated or last attended the school unless the student and/or the parent of guardian, if the student is a minor, requests that the records be maintained for a longer period of time. Where such a written request is received, behavioral records will be destroyed (20) twenty years after the date the student graduated from or last attended the school.

b. Progress records (transcripts) will be maintained indefinitely. Official transcripts are not given directly to students unless marked as such. ("This copy was delivered to the student".)

5. Transfer of Records - Student records relating to a specific student shall be transferred to another school or school district upon receipt of written notice from an adult student, or the parent or guardian of a minor student that the student intends to enroll in the other school or school district that the student has enrolled. The school district office may also forward records upon receipt of a request from another school as well when notified that the student will be attending school in that particular institution. - Wisconsin Statute 118.125 - Board of Education Policy po8330

## Student Responsibilities

### School Dance Regulations

The school dances are a basic part of the school curriculum and are sponsored by the classes and activities with the following regulations:

Attendance is restricted to Randolph High School students and their guests. Students bringing guests that do not currently attend Randolph High School must complete the guest permission form available in the high school office. All guests must bring ID with them. Dances are not open to students in grades K-8 or any non-student guests over the age of 20.

- All dances must end no later than 11:00 pm.
- Students must be out of the building 15 minutes after the close of the dance..
- If a student chooses to leave the building during the dance, they may not return.
- Appropriate dress will be required.
- Dancing that could be considered dangerous, aggressive, or suggestive in any manner will not be tolerated. Chaperones will determine what are, or are not appropriate forms of dance, and may remove students from the dance at any time, without refund.
- Students or guests found to be in possession of, or suspected to have consumed alcohol or drugs will be detained and turned over to the local law enforcement agency.

## **Textbooks and Workbooks**

Textbooks and workbooks are assigned to each student where applicable. Students will be held responsible for their care. Lost or damaged books will be paid for by the students who were issued the books.

## **Lockers and other School Property**

Lockers, desks, books and equipment loaned to students, remains school property while in the possession of the student. School property may be opened and inspected by school authorities at any time. Each student is assigned a locker for the storage of books and equipment. It is the student's responsibility to see that his/her locker is kept locked and in good order. Remember the lockers are not yours; they belong to the school district. You will be held responsible for damage inside of your locker. At the end of each school year ALL writing, stickers and personal belongings must be removed from your assigned locker. Alcohol, beer and cigarette ads, and ads or pictures of a sexual nature, etc. are inappropriate for display in student lockers. Students using school lockers do so understanding that its use is contingent upon implied consent for search by school authorities. All lockers, including P.E. or gym lockers, are to have school locks on them. If not the case, other locks will be cut off. Phy. Ed. locks are required and may be purchased for \$6.00 from the office. Lockers are subject to search at any time by school authorities. Per code, K-9 units may enter the school for presentations and/or searches. Wisconsin Statute 943.01, 943.20, 968.10, 968.11, & 968.13

## **School Sponsored Trips**

All students must travel by school transportation. Any other method will result in the time gone being considered as an UNEXCUSED absence and penalized as such. Students' rights to attend future away activities may also be eliminated. - Board of Education Policy po2340

## **Fundraising**

All class, organizational or club fundraising must have the prior approval of the building principal before anything is ordered or advertising done. Wisconsin Statute 118.27 & 118.12

## **Motor Vehicle Policy**

Students must park their vehicles in designated student areas. Students will be required to register with the office for all vehicles that will be parked in the school parking lot during school hours. (See office for "Student/Staff Vehicle Record Sheet".)

The parking lot may be visited by the K-9 unit and law enforcement officials at their discretion. Unauthorized use of a vehicle on school property or operating the vehicle in a dangerous manner at any time is prohibited. Violators will be assigned a consequence and further incidents may lead to police involvement. Students taking either an independent study or work experience course must have a driving permit on file in the office in order to use their vehicle during school hours. Students must sign in and out of the building, in the office, when going to and from their work site.

\*School property involves all roadways, parking lots and streets leading to, from and adjacent to the Randolph High School. Driving in a dangerous manner at any time, as interpreted by Wisconsin DMV standards, and driving in a designated bus loading zone or other restricted and posted areas.

## **BULLYING, HAZING OR HARASSMENT COMPLAINT PROCEDURES**

In order to maintain a school environment that encourages optimum human growth and development for all students and employees, the Randolph School District strives to maintain and ensure a learning and working environment free from bullying, hazing, harassment, including sexual harassment, or intimidation toward or between students and employees. It is also the policy of the district not to permit other forms of harassment based on gender, race, age, religion, creed, national origin, ancestry, pregnancy, marital or parental status, sexual orientation, or physical, learning, mental or emotional disability. Harassment violates both State and Federal equal rights law. Harassment infringes upon equal respect in human relationships, and causes serious harm to the individual and to the school

community. Any person who believes they have been harassed may file a complaint in accordance with procedures established for dealing with discrimination.

### **Bullying**

Bullying is unprovoked behavior intended to intimidate or humiliate another. The behavior may be physical such as shoving, punching, tripping, kicking, taking or damaging one's property. Or the behavior may be non-physical such as making threats, teasing, spreading rumors, making insults, name calling, glaring, excluding from activities, tormenting, intimidation through gestures, taunting or cruel/abusive treatment. The behavior can also take place via electronic devices such as cell phones and social networks via the Internet. This is known as "cyberbullying," and includes sending insulting, obscene, lewd, profane, or threatening messages or photos by email, mobile phone, or use of the Internet.

### **Hazing**

Hazing is defined as any intentional, knowing, reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of rights, or that create physical or mental discomfort, or that results in property damage or theft. These behaviors are directed against a student or employee for the purpose of being initiated into, affiliating with, holding office in (collectively called "initiation activities"), or maintaining membership in any organization, club or athletic team sponsored by the District and whose membership is totally or predominately other students from the District. Hazing is prohibited and applies to all student-sponsored and adult-sponsored activities that have not been approved by the District. An example of an approved school-sponsored initiation activity is the ceremony for the induction of students into the National Honor Society.

### **Harassment**

Harassment refers to physical or verbal conduct or psychological abuse by any person who disrupts or interferes with another's school performance, or who creates an intimidating, hostile or offensive learning/working environment. Harassment includes such behavior as slurs, jokes, intimidation, or any verbal, physical or psychological conduct, coercion or attack directed at an individual's disability, gender, race, religion, national origin, sexual orientation or other personal characteristics. It also includes unwelcome statements communicated verbally, in writing, or through electronic, media or Internet displays.

### **Sexual Harassment**

Sexual harassment is illegal if it is based upon a protected group status. Sexual harassment is defined as any unwanted, deliberate or repeated unsolicited comments, gestures, graphic materials, physical contacts, or solicitation of favors, which is based upon one's group membership.

Sexual harassment that is a violation of board policy includes, but is not limited to:

1. Unwelcome or unwanted sexual advances. This includes patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact which is considered unacceptable by another individual.
2. Requests or demands for sexual favors. This includes subtle or blatant expectations, pressures or requests for any type of sexual favor accompanied by an implied or stated promise or preferential treatment or negative consequence concerning one's employment status (for employees) and one's student/academic status (for students).
3. Verbal abuses or joking that is sexually oriented and considered unacceptable by another individual. This includes commenting about an individual's body or appearance where such comments go beyond mere courtesy; telling "dirty jokes" that are unwanted and considered offensive by others; or any other sexually oriented comments, innuendoes or actions that offend others.
4. Engaging in any type of sexually oriented conduct that would unreasonably interfere with the activities of an individual. This includes extending unwanted sexual attention to someone such that personal productivity is reduced.

An employee/student who believes they have been the subject of bullying, hazing or harassment should report the matter as soon as possible to a building principal, guidance counselor, teacher, and/or district employee. If the employee/student believes that the building principal is involved in the harassment, the matter should be brought to the immediate attention of the superintendent. If the employee/student believes that the superintendent is involved in the harassment, the matter shall be brought to the attention of the principal/designee/Board President. An investigation will be undertaken to determine the facts.

After appropriate investigation, any supervisor or other employee found to have bullied, hazed or harassed another employee/student and any student found to have bullied, hazed or harassed another student/employee will be subject to appropriate sanctions. Depending upon all circumstances, such sanctions could include appropriate disciplinary action, termination of employment (for employees) and legal consequences brought by the victim through related criminal and/or civil charges.

Whether a particular action or incident is a purely personal, social matter without a discriminatory effect requires a factual determination based on the facts. False accusations of sexual harassment can have serious adverse effects. The Board expects all employees/students to act honestly and responsibly in complying with and enforcing this policy. Retaliation against persons who make bullying, hazing or harassment complaints or assist in bringing them will not be tolerated. It is the Board's desire to continue providing a pleasant working environment for all employees/students, free of bullying, hazing and harassment.

It is the intention of the Board that confidentiality be maintained to the maximum extent possible in investigating allegations of bullying, hazing or harassment.

The School District shall not discriminate in standards and rules of behavior, including student bullying, hazing or harassment, on the basis of age, gender, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability. Discrimination complaints shall be processed in accordance with established procedures.

1. Each employee/student in the District will receive a copy, along with a cover memorandum of the policy and administrative rules on bullying, hazing and harassment.
2. There will be an ongoing in-service program which will provide participants an understanding of harassment.

## **Bullying, Hazing or Harassment Complaint Procedure**

### **District Compliance Officers**

The Board designates the following individuals to serve as the District's "Compliance Officers" (hereinafter referred to as the "COs").

Christy Fay  
Pre K-5 Principal & Special Education Director  
Randolph Elementary School  
110 Meadowood Drive  
Randolph, WI 53956  
920-326-2431  
fayc@rsdwi.org

Gus Knitt  
Director of Business Services  
Randolph School District  
110 Meadowood Drive  
Randolph, WI 53956  
920-326-2427  
Knittg@rsdwi.org

## **Complaint Procedure**

A student who believes s/he has been subjected to harassment hereinafter referred to as the "Complainant", may file a complaint, either orally or in writing with a teacher, principal, or other District employee at the student's school, the CO, District Administrator, or other District employee who works at another school or at the District level. Due to the sensitivity surrounding complaints of harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, or other District employee at the student's school, the CO(Compliance Officer), District Administrator, or other District employee, either orally or in writing, about any complaint of harassment, that employee must report such information to the CO within two (2) business days.

Throughout the course of the process as described herein, the CO should keep the parties informed of the status of the investigation and the decision-making process.

All complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or to be actively engaging in, harassment; a detailed description of the facts upon which the complaint is based; and a list of potential witnesses.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation including but not limited to a change of class schedule for the Complainant or the alleged harasser, 1 for either or both of the parties. In making such a determination, the Compliance Officer should consult the District Administrator prior to any action being taken. The Complainant should be notified of any proposed action prior to such action being taken.

As soon as appropriate in the investigation process, the CO will inform the individual alleged to have engaged in the harassing conduct, hereinafter referred to as the "Respondent", that a complaint has been received. The Respondent will be informed about the nature of the allegations and a copy of these administrative procedures and the Board's anti-harassment policy shall be provided to the Respondent at that time. The Respondent must also be provided an opportunity to respond to the complaint.

Within five (5) business days of receiving the complaint, the CO will initiate an investigation by at a minimum confirming receipt of the complaint with the Complainant and informing the Complainant of the investigation process.

Investigations shall be completed promptly. What constitutes promptness will depend on the complexity of the issues, the number of incidents or factual elements, the number of witnesses and documents to be consulted, and the availability of witnesses and other evidence. The CO shall keep the Complainant reasonably informed of the investigation's progress.

The investigation will include:

- A. interviews with the Complainant
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations, as determined by the CO;
- D. consideration of any documentation or other evidence presented by the Complainant, Respondent, or any other witness which is reasonably believed to be relevant to the allegations, as determined by the CO.

At the conclusion of the investigation, the CO shall prepare and deliver a written report to the District Administrator which summarizes the evidence gathered during the investigation and provides recommendations



based on the evidence and the definition of harassment as provided in Board policy and State and Federal law as to whether the Complainant has been subject to harassment.

Absent extenuating circumstances, within ten (10) business days of receiving the report of the CO, the District Administrator must either issue a final decision regarding whether or not the complaint of harassment has been substantiated or request further investigation. A copy of the District Administrator's final decision will be delivered to both the Complainant and the Respondent.

If the District Administrator requests additional investigation, the District Administrator must specify the additional information that is to be gathered, and such additional investigation must be completed within ten (10) business days. At the conclusion of the additional investigation, the District Administrator must issue a final written decision as described above.

The decision of the District Administrator shall be final. If the Complainant feels that the decision does not adequately address the complaint s/he may appeal the decision to the State Superintendent of Public Instruction.

The Board reserves the right to investigate and resolve a complaint or report of harassment regardless of whether the member of the School District community or third party alleging the harassment pursues the complaint. The Board also reserves the right to have the complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board.

Students are prohibited from intentionally making a false report, submitting a false formal complaint, or making a false statement or submitting false information during a Title IX grievance process. Such misconduct is subject to consequences consistent with the Student Code of Conduct

The School District shall not discriminate in standards and rules of behavior, including student bullying, hazing or harassment, on the basis of age, sex, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability. Discrimination complaints shall be processed in accordance with established procedures

**BULLYING, HAZING OR HARASSMENT COMPLAINT FORM**

Student's/Employee's Name

Date Filed:

Building Principal/ Immediate Supervisor

Who was responsible for the bullying, hazing or harassment

Describe the bullying, hazing or harassment (attach additional sheets if necessary):

Approximate Date:

Time:

Place:

What was your reaction?

List any witnesses to the bullying, hazing or harassment:

I understand that these incidents will be investigated, but this form will be kept confidential as much as possible.

Employee's/Student's Signature (Parent's Signature required if Student)

Date Signed

-----

**FOR ADMINISTRATION USE**

Date(s) of investigation of complaint:

Date of final report:

Date(s) follow-up conference with student/employee:

Results:

Attach copy of final report

**INTERNET ACCESS PARENT/GUARDIAN LETTER**

Dear Parent/Guardian:

The use of the Internet and related technologies are an important part of education at every level. As a school district, we are entrusted by our community to provide a safe school environment while also giving students important educational opportunities. The School District of Randolph takes these responsibilities very seriously and wants to make sure you have the information you need to make a decision about your child's use of these technologies at and around school.

In order to protect your children from inappropriate material, the Randolph School District to the extent practical uses technology protection measures (Internet Filters) to block or filter Internet or other forms of electronic communication and access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking is applied to visual depictions of material deemed obscene or pornographic or to any material deemed harmful to minors.

While the School District cannot foresee every conceivable use or misuse of our systems, we do work cooperatively with other districts, professional organizations, universities and law enforcement to guard against and investigate concerns like those listed above. If you have specific questions about Internet or other technologies in use in our schools, please contact the school office of the district office.

\*\*\*\*\*

**STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY**

The Randolph School District encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools which will be essential to life and work in the 21st century.

To ensure that the District's computer resources are not used for inappropriate purposes and consistent with the Children's Internet Protection Act (CIPA), the District has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, contain pornography, or child pornography, or are harmful to minors. The District utilizes software and/or hardware to monitor online activity of students to restrict access to pornography and child pornography and other material that are obscene, objectionable, inappropriate and/or harmful to minors. Parents/guardians assume risks by consenting to allow their child to participate in the use of the Internet because it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The District supports and respects each family's right to decide whether to apply for independent student access to the Internet.

The Superintendent is directed to prepare guidelines which address students' safety and security while using e-mail, chat rooms, and other forms of direct electronic communications, and prohibit disclosure of personal identification information of minors and unauthorized access (e.g., "hacking") and other unlawful activities by minors online.

Staff members will participate in professional development programs, as appropriate, in accordance with the provisions of this policy. Training shall include:

1. the safety and security of students while using e-mail, chat rooms, social networking sites and other forms of direct electronic communications;
2. the inherent danger of students disclosing personally identifiable information online;
3. the consequences of unauthorized access (e.g., "hacking"), cyberbullying and other unlawful or inappropriate activities by students or staff online; and,
4. unauthorized disclosure, use, and dissemination of personal information regarding minors.

Staff members shall provide instruction for their students regarding the appropriate technology use and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school. Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions, or use of specific monitoring tools to review browser history and network, server, and computer logs. Users have no expectation of privacy when using the District's computer resources. The District reserves the right to monitor access to disclose any message or document created, archived, stored, received, deleted, looked at or sent with the District's computer resources. The District also reserves the right to remove any files from District computer resources. However the District shall have no affirmative obligation to monitor and/or review any or all of the messages and information existing on or transmitted via the District's computer resources.

The disclosure of personally identifiable information about students online is prohibited.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on the District's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The District does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students shall not access social media for personal use from the District's network during the school day, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked without notice, and may have disciplinary action taken against them. Disciplinary action may include, but is not limited to, the loss of computer privileges, detention, suspension, or expulsion. Actions in violation of local or state laws will be reported to local law enforcement. Users granted access to the Internet, through the District's computers, assume personal responsibility and liability, both civil and criminal for uses of the Internet not authorized by this Board policy and its accompanying guidelines. The Board designates the District Administrator as responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of the Network and the Internet for instructional purposes.

SOURCES: H.R. 4557, P.L. 106-554, Children's Internet Protection Act of 2000

Randolph School District po7540.03 Board of Education Policy

## Web 2.0 Permission for Randolph Schools

At the Randolph School District, we continue to develop opportunities for our students to develop key digital literacies as part of our Digital Learning Plan. The most recent development in this effort is utilizing programs that are categorized as Web 2.0 applications and tools. These applications and tools go beyond the Google platform and allow students to create, learn, and share their knowledge on a variety of platforms. Web 2.0 tools also require the use of student data for access and tracking of materials and assignments so we want to make parents and guardians aware of the applications and tools we are using as well as what this means for student data privacy which is always a priority.

The following is a list of Web 2.0 applications that your child may or may not use throughout the school year:

Blogger	GoodReads	Newsela	Remind
Animoto	Epic	MyMaps	Quizizz
Brain Pop	Google Arts and Culture	Overdrive	Scholastic Subscriptions
Class Dojo	IXL	Padlet	SCRATCH
EdPuzzle	Kahoot	Prezi	WeVideo
Follett Destiny	Lucidpress	Quizlet	YouTube
GeoGuessr	SeeSaw	BridgesMath	Sphero
Prodigy	ABC Mouse	BadgerLink	BoomCards
Typing.com	Sora	GoNoodle	Gimkit
Code.org	Glogster	Symbaloo	Flipgrid
Spelling City	Storyboard	Starfall	OSMO
Teach Your Monster to Read			

The above list is updated every summer for the following school year. It represents the applications that are planned to be used but keep in mind that new applications may become available throughout the school year.

### **Federal Laws and Policies**

These are the federal laws and policies that help to protect our students online:

**Child Internet Protection Act (CIPA)** The school is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. This means that student email is filtered. -- CIPA - <http://fcc.gov/cgb/consumerfacts/cipa.html>

**Children's Online Privacy Protection Act (COPPA)** COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. The school's use of student information is solely for educational purposes. -- COPPA - <http://www.ftc.gov/privacy/coppafaqs.shtm>

**Family Educational Rights and Privacy Act (FERPA)** FERPA protects the privacy of student education records and gives parents rights to review student records. Under FERPA, schools may disclose directory information (name, phone, address, grade level, etc...) but parents may request that the school not disclose this information. 1. The school will not publish confidential education records (grades, student ID #, etc...) for public viewing on the Internet. 2. The school may publish student work and photos for public viewing but will not publish student last names or other personally identifiable information. 3. Parents may request that photos, names and general directory information about their children not be published. 4. Parents have the right at any time to investigate the contents of their child's email and Apps for Education files. -- FERPA - <http://www2.ed.gov/policy/gen/guid/fpco/ferpa> [AN1] Under FERPA and corresponding Wisconsin law, a student's education records are protected from disclosure to third parties.

## Randolph School District - District Staff Contact Information

Office Phone: (920) 326-2425 Office Fax: 920-326-2439

<b>SCHOOL BOARD</b>			
Phone	Last Name	First Name	Title
(920) 291-6033	Vanderploeg	Wayne	School Board President
(920) 326-5075	DeVries	Gary	Vice President
(920) 326-3675	Braker	Barb	Board Clerk
	Jens	Josh	Member
(920) 210-5450	Biel	Mike	Member
(920) 382-3585	Drews	Allen	Treasurer
(920) 344-7107	Medema	Keith	Member

<b>DISTRICT OFFICE STAFF</b>				
Extension	Last Name	First Name	Title	Room #
1104	Knitt	Gus	Business Director	#104
1354	Johnson	Craig	Technology Director	#354
1103	Waterworth	Donna	Administrative Assistant	#103
2210	Null	Rob	Athletic Director	#210
3331	Rataczak	Tricia	Bookkeeping Assistant	#331
1105	Zacho	Brian	Superintendent	#105

<b>FOOD SERVICE STAFF</b>				
Extension	Last Name	First Name	Title	Room #
1110	DeVries	Marsha	Lunchroom Worker	#110
1112	Flitter	Sarah	Food Service Leader	#110
1110	Miller	Michelle	Lunchroom Worker	#110
1110	Rodriguez	Sondra	Lunchroom Worker	#110
1110	Tungulukov	Jessica	Lunchroom Worker	#110
1110	Washburn	Kelly	Lunchroom Worker	#110

# Randolph MS/HS Handbook Receipt with Language for Electronic Updates

## STUDENT/PARENT RECEIPT AND ACKNOWLEDGMENT

Please take time to read and discuss the 2023-24 MS/HS Student Handbook with your child. If you have any questions concerning its contents, please contact your building principal.

I understand and acknowledge that the provisions set forth in this Handbook may be altered, modified, changed, or eliminated at any time by the District, with or without notice. The latest version of this Handbook is always available electronically at <https://www.rsdwi.org>, and I understand that this electronic version of the Handbook supersedes any other version of the Handbook, even if I have not been asked to sign a Receipt and Acknowledgement for every alteration, modification, change, or elimination made to the electronic version of the Handbook.

I understand and acknowledge that this Handbook is not a complete compilation of all Board policies. Board policies may be under revision during the year. The District tries to stay current with policy changes due to revisions recommended by NEOLA or required by state and federal laws. I am expected to be aware of and abide by all Board policies.

By signing below, you indicate: I have read, or have had explained to me, the 2023-24 MS/HS Student Handbook which contains a summary of school rules regarding student behavior and other district policies. I agree that my child will follow these rules, and I understand that if he or she violates the rules, he or she can be subject to discipline.

By signing below, I acknowledge that my child and I understand and agree to abide by the Board of Education policies and school rules contained in the handbook. I understand and acknowledge that this Student Handbook has been prepared for informational purposes only.

Student: (Please print) \_\_\_\_\_

(Please sign) \_\_\_\_\_

Parent: (Please print) \_\_\_\_\_

(Please sign) \_\_\_\_\_