

Updated 6/21/2023

**Cornell Middle/High School**  
*Mastering the Courage to  
Lead*

STRONG

CARING



DETERMINED

PROUD

**2024-25 STUDENT  
HANDBOOK**

Available for viewing on the Cornell website

"<http://www.cornell.k12.wi.us>" [www.cornell.k12.wi.us](http://www.cornell.k12.wi.us)

(Located under the Parent tab)

715-861-8014

**Adopted 6-2010**

<u>DISTRICT CONTACTS:</u>	5
<u>MISSION STATEMENT:</u>	5
<u>ACADEMIC HONESTY POLICY-CORNELL MIDDLE SCHOOL AND HIGH SCHOOL:</u>	5
<u>ADMINISTRATIVE RULES:</u>	6
<u>ADVISORS:</u>	6
<u>ATTENDANCE POLICY:</u>	6
<u>SENIOR ATTENDANCE REQUIREMENT:</u>	7
<u>MAKE UP WORK:</u>	8
<u>REQUIREMENTS FOR PHYSICAL EDUCATION CREDIT WITH A LONG TERM MEDICAL EXCUSED ABSENCE:</u>	8
<u>BULLYING: Policy 5.03</u>	8
<u>BUS TRANSPORTATION:</u>	9
<u>CELL PHONES AND COMMUNICATION DEVICES:</u>	10
<u>COUNTY HUMAN SERVICES INTERVENTION:</u>	10
<u>DELIVERIES-NOT ALLOWED:</u>	10
<u>DISCIPLINE:</u>	10
<u>ELASTIC CLAUSE:</u>	12
<u>EMERGENCY DRILL PROCEDURES:</u>	12
<u>ENTERTAINMENT AND NUISANCE ITEMS:</u>	12
<u>EQUAL OPPORTUNITY AND HARASSMENT GRIEVANCE PROCEDURE:</u>	13
<u>ACADEMIC INTERVENTION:</u>	13
<u>EXTRACURRICULAR:</u>	14
<u>FAMILY PLANNING:</u>	14
<u>GRADING AND REPORTING:</u>	15

<u>GRADUATION DIPLOMA:</u>	15
<u>GRADUATION COURSE REQUIREMENTS AND DESCRIPTIONS:</u>	15
<u>GRADUATION REQUIREMENTS - Policy 5.06:</u>	16
<u>EARLY GRADUATION - Policy 5.07:</u>	16
<u>GUIDANCE:</u>	16
<u>INTERNET APPROPRIATE USE:</u>	17
<u>LOCKERS:</u>	17
<u>LUNCH FEES (9-12):</u>	17
<u>LUNCH PROCEDURES:</u>	17
<u>MEDICATION - POLICY 5.081</u>	18
<u>MOTORIZED VEHICLES:</u>	18
<u>NONDISCRIMINATION NOTICE:</u>	18
<u>OFFICE HOURS:</u>	19
<u>OPEN CAMPUS:</u>	19
<u>ORGANIZATIONS:</u>	19
<u>PARENT NOTIFICATION REGARDING STUDENTS WITH FAILING GRADES - Policy 5.13:</u>	19
<u>PARENTS/GUARDIAN AND STUDENT INFORMATION UPDATES:</u>	19
<u>BELL SCHEDULE:</u>	19
<u>PARENT TEACHER CONFERENCES:</u>	19
<u>PERMISSION TO LEAVE THE BUILDING:</u>	19
<u>PROCESS OF GETTING INFORMATION TO THE SCHOOL BOARD - Policy 1.11</u>	19
<u>PROVISIONS FOR EMERGENCY, ACCIDENT AND ILLNESS:</u>	20
<u>REGISTRATION AND SCHEDULING:</u>	20
<u>SCHOOL CLOSINGS:</u>	21
<u>SCHOOL DANCES:</u>	21
<u>SCHOOL USE OF VIDEOS/MOVIES/TV PROGRAMS - Policy 5.221:</u>	21
<u>FEDERAL/STATE TEST OPT-OUT</u>	21
<u>STUDENT CHECKOUT:</u>	21
<u>STUDENT DRESS:</u>	21
<u>SCHOOL ENTRANCE:</u>	22
<u>STUDENT FEES:</u>	22
<u>STUDENT HARASSMENT:</u>	22
<u>STUDENTS IDENTIFIED AS DISABLED UNDER THE IDEA:</u>	22
<u>STUDENT RECORDS:</u>	22
<u>STUDENTS RIGHTS &amp; RESPONSIBILITIES:</u>	23
<u>STUDENT CLASS STATUS</u>	23
<u>TELEPHONE:</u>	23
<u>VISITORS:</u>	23
<u>WISCONSIN ACADEMIC EXCELLENCE SCHOLARSHIP CRITERIA:</u>	23
<u>WISCONSIN TECHNICAL EXCELLENCE SCHOLARSHIP:</u>	23
<u>WORK PERMITS:</u>	24
<u>FORMS:</u>	24



# August 2023 - May 2024

## Cornell School District Student Calendar

PT - Parent Teacher Conferences - Classes Held

V - Vacation

OH Elementary Open House

**August 2023**

S	M	T	W	T	F	S
13	14	15	16	OH	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- August 2023**
- 17 Elem Open House 3:30-7:00
  - 23 Buses Running! :)

**January 2024**

S	M	T	W	T	F	S
	V	2	3	4	5	6
7	8	9	10	11	12	13
14	V	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**September 2023**

S	M	T	W	T	F	S
					1	2
3	V	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- September 2023**
- 1 Fall Session
  - 4 No School - Labor Day

**February 2024**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

**October 2023**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	PT	PT	20	21
22	23	24	25	26	27	28
29	30	31				

- October 2023**
- 18 Parent/Teacher Conferences 3:45-7:15
  - 19 Parent/Teacher Conferences 3:45-7:15
  - 31 Elem. Spook Parade at 2:30 in the Elem. Gym

**March 2024**

S	M	T	W	T	F	S
					1	2
3	4	5	PT	PT	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	V	V	V	V	V	30
31						

**November 2023**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	V	V	V	V	V	25
26	27	28	29	30		

- November 2023**
- 20-24 No School

**April 2024**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**December 2023**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	V	V	V	V	V	30
31						

- December 2023**
- 15 Elem. Winter Program at 6:30 in the MS/HS Gym
  - 25-29 No School

**May 2024**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- January 2024**
- 1 No School
  - 2 School Resumes
  - 15 No School
  - 16 Spring Session

- March 2024**
- 6 Parent/Teacher Conferences 3:45-7:15
  - 7 Parent/Teacher Conferences 3:45-7:15
  - 25-29 No School

- May 2024**
- 23 Last Day of School
  - 24 No School - Graduation Rehearsal
  - 24 Graduation - 7:00 p.m.

Approved 10-24-22

## **DISTRICT CONTACTS:**

Administration  
Dr. Paul M. Schley Superintendent [pmschley@cornell.k12.wi.us](mailto:pmschley@cornell.k12.wi.us) 715-861-6970  
Mr. Craig Braaten 6-12 Principal [cbraaten@cornell.k12.wi.us](mailto:cbraaten@cornell.k12.wi.us) 715-861-6989  
Mrs. Kari Koenig PK-12 Assistant Principal/At-Risk Coord. [kkoenig@cornell.k12.wi.us](mailto:kkoenig@cornell.k12.wi.us) 715-861-6947

Attendance/Scholarship/Graduation questions contact Mrs. Andrea Hakes, Operations and Career Coordinator at [ahakes@cornell.k12.wi.us](mailto:ahakes@cornell.k12.wi.us) or 715-861-8014

College questions contact Mrs. Andrea Hakes, Operations Manager at [ahakes@cornell.k12.wi.us](mailto:ahakes@cornell.k12.wi.us) or 715-861-8014

Special Education questions contact Ms. Mykaya Sygulla, the Cornell District, School Psychologist, at [msygulla@cornell.k12.us](mailto:msygulla@cornell.k12.us) or 715-861-6948

Lunch Account questions contact Mrs. Kylee Crank, Administrative Assistant at [kcrank@cornell.k12.wi.us](mailto:kcrank@cornell.k12.wi.us) or 715-861-6964 Elementary

Athletic questions contact Mr. Craig Braaten, Athletic Director at [cbraaten@cornell.k12.wi.us](mailto:cbraaten@cornell.k12.wi.us) or 715-861-6989.

Sports and Activities Calendar is available on the District Website [www.cornell.k12.wi.us](http://www.cornell.k12.wi.us) under the Sports & Activities Tab located on the left side of the District Main Page.

Please refer to the district website for all other district contacts [www.cornell.k12.wi.us](http://www.cornell.k12.wi.us)

### **DEAR CORNELL STUDENT:**

It is the responsibility of each student to know the contents of this handbook and to abide by the regulations herein. It is important for all parents to know the contents of this handbook and their responsibilities to ensure that these policies are followed. This policy in no way is to limit the legal authority of school officials or the Board of Education to deal with student behavior. It is with recognition that students have rights, but along with these rights comes responsibility. It is the right of every student to feel safe in person and property while in school and obtain the best education that they can get. It becomes the right of every student to respect the rights of all who are involved in the education process. It is not possible to cover every situation that may arise during the course of the school year. The Board of Education has given the power of decision-making to the Administration of the school through the use of policies. Any situation or problem that may arise and not covered by this Student Handbook shall be decided by the Administration. We hope that you are positive in your actions and strive for the excellence that can be obtained in everything that school has to offer. Have a good year.

### **MISSION STATEMENT:**

It is the firm belief of the Cornell School District that every young person who comes through our doors is a human being of immeasurable value and unlimited potential with unique talents and abilities.

It is the mission of the Cornell Schools as a partner with family and community to assist all of our students in:

Realizing their potential  
Discovering their unique talents and abilities  
Being prepared for their next level of work or education  
Becoming contributing citizens of Cornell, Wisconsin, the United States and the global society  
Becoming lifelong learners

### **ACADEMIC HONESTY POLICY-CORNELL MIDDLE SCHOOL AND HIGH SCHOOL:**

Cornell School District students are expected to demonstrate honesty and integrity. This includes, but is not limited to: test taking homework, class assignments, and the original creation of projects, papers, compositions, and research. All work submitted by students should be a true reflection of their effort and ability. This policy also covers all online/digital learning content taught /proctored by Cornell School District staff. The following behaviors are examples (non-inclusive) of violations of the academic honesty policy:

1. Cheating on a test.
2. Plagiarism- using the ideas of another as one's own without acknowledgement of the source (downloading materials from the internet, using an author's ideas without crediting the author or the source).
3. Submitting another person's work as one's own.
4. Copying another student's work (tests, quizzes, homework, and project).

5. Allowing another student to copy your work.

Classroom teachers are responsible for documenting offenses in their classes.

First offense in a Class:

1. Zero for educational products.
2. The student will not be given an opportunity to make up the assignment or complete extra credit.
3. Discipline Report filed.
4. In-School Suspension-1 day.

Second Offense in a Class:

1. Zero for educational products.
2. The student will not be given an opportunity to make up the assignment or complete extra credit.
3. Discipline Form filed.
4. Offer a conference with parents, teacher and student.
5. Out of School Suspension-1 day.
6. Recommend review for removal from Lakeland Honor Society if applicable. (This policy was taken with permission from Medford Public Schools and modified for the Cornell School District)

First offense in a college course:

1. Any student found cheating in a college course will no longer be allowed to take college courses for the remainder of their High School career.

#### **ADMINISTRATIVE RULES:**

This handbook consists of administrative rules, and they attain the legality of Board Policy. Board policies are intended to be broad guidelines on all school governance areas. Handbooks contain the specific information necessary for the daily administration and functioning of the school building. All rules and procedures contained in the handbook shall be enforced as consistently as possible, throughout the school year. It is the responsibility of each student to know the contents of this handbook and to abide by the regulations herein. It is important for all parents to know the contents of this handbook and their responsibilities to ensure that these policies are followed.

#### **ADVISORS:**

Senior Class	Mrs. Schlageter, Ms. Gruneth
Junior Class	Mrs. Modl, Mrs. Namacpacan
Sophomore Class	Mr. Parker, Mrs. Bitney
Freshman Class	Mrs. Bowe, Mr. Person

#### **ATTENDANCE POLICY:**

Every effort should be made not to miss school unless it is absolutely necessary. Participation in regularly scheduled classes is an integral part of education. Students are responsible for being in their classes on a regular basis. If a student chooses not to fulfill this right, it becomes the school's responsibility to report this student as truant. **STUDENTS, DETERMINED TO BE HABITUALLY TRUANT, WILL BE RESTRICTED FROM PARTICIPATION IN ALL EXTRA-CURRICULAR ACTIVITIES INCLUDING ATHLETICS, DANCES (PROM), AND CLUB EVENTS.**

Absences will fall into the following categories: excused, unexcused, habitually unexcused (truant), and suspension.

Excused Absences-

1. Excused Absence(s) A parent/guardian may excuse a student up to part or/all of ten (10) school days. Examples of excused absences are scheduled appointments (non-medical), family vacations, and funerals. Excused absences must be reported via email, in writing, or a phone call by the parent/guardian. Teachers have the right to provide assignments to be completed during an excused absence. You need to contact the office (not just the teachers) as early as possible to inform us of family vacation dates. If you do not contact the office and only the teachers the absences will be unexcused.
2. Extended or Chronic Medical Conditions-Students with continual medical absences will be required to provide a medical justification for an extended absence and/or chronic illness. If a physician note states a return date, the student will be excused up to the stated return date. Medical notes for chronic medical conditions are valid for one calendar year from the date that they are issued. Expired medical notes must be renewed for them to be allowable excuses.
3. Medical/Dental Appointments -Students with a medical appointment having verification will be given a half day medical excused absence and are expected to be in school the remainder of the day unless the school is provided with medical verification that a full days' absence is necessary or the parent uses a parent excused absence of which there are only 10. The location of the appointment will be considered for the excused length of the absence. The Middle/High School office can request, at any time, a formal medical note from a dentist, orthodontist, physician's office, or

chiropractor to justify the absence(s) from school due to illness/medical issues. After 5 days of consecutive illness the office will request a medical excuse. Medical notes need to be turned in within 5 days of the appointment to count as medical. Exceptions may be evaluated by the administrator on an individual basis.

4. Parent/Guardian excused legal or college visits- A parent/guardian can excuse their student(s) for legal absences or college visits. Legal and college visit absences- will not count toward the 10 day pre-excused parent/guardian excuse if there is viable proof that the student attended the justified legal appointment or the college visit.
5. Parent/Guardian excused family emergency/extenuating circumstances - A parent/guardian may request that their student(s) be excused for a family emergency or an extenuating circumstance. The Administrator shall determine if the family emergency or extenuating circumstance is an excused or unexcused absence.
6. Independent Adult Student Provision-A student upon reaching 18 years of age and still living at home must follow the required absence-excuse procedure requiring parent verification. A student who has elected to live at an address other than that listed by his/her parents, and who desires to take full responsibility for his/her attendance, must make his/her request known to the Principal in writing. The student is then responsible for reporting his/her own excuses to be monitored by the high school office as indicated in a contract to be signed by the student. Parents/guardians of 18-year-old students will be kept aware of the student's academic status unless the adult excludes this in writing. Refer to Cornell School District Board of Education Policy 5.02 (e)(f).

#### Unexcused Absences-

1. Failure to provide valid absence excuse-Student absences (any part or all of the school day) will be marked unexcused if a parent/guardian fails to email, call, or provide a written valid excuse no later than the day after their student's absence(s). The student will be considered habitually truant on the 5th unexcused absence. This may be partial or a full day absence.
2. Unacceptable excuses- The following will be considered unacceptable reasons for absences without parental written verification that they were unavoidable: (Cornell School Board Policy File No. 5.02)
  - a. Missing the bus- Administrator will verify with the bus company.
  - b. Car trouble-Proof may be required to allow for an excuse.
  - c. Over-sleeping-Power outage will be the only acceptable excuse.

#### Attendance Notification – Parents/guardians shall be notified by letter when their child misses:

1. Five days and ten days (excused) in which school is held during a school semester. A parent/guardian meeting will be held to discuss the absences and the related state statutes.
2. Three days (unexcused) in which school is held during a school semester. A parent/guardian meeting will be held to discuss the absences and the related state statutes.

#### Truancy-

1. Truancy is any absence for part or all of a school day without an acceptable excuse as defined in Excused Absences: (SS 118.15(3)(c))
2. Unexcused absences shall be marked as truant and fall under the rules of Cornell School District Truancy Plan. The Truancy Plan is based on SS 118.16 (2)(4). Truancy will lead to a referral to the court system. The truancy filing process will be initiated after the 5<sup>th</sup> unexcused absence. Administration may determine if the absence is excused or unexcused.

#### Truancy Plan-

1. A "Truancy" means an absence for part of all of one or more days from school during which the school attendance officer or administrator has not been notified of the legal cause of such absence by the parent/guardian of the absent student, or the means of intermittent attendance carried on for the purpose of defeating the intent of the state attendance statutes. (SS 118.75). Truancy may include skipping class while in the building or leaving the school grounds during the school day. In the event that students leave the school grounds during the school day, parents will be notified upon the discovery of the unexcused absence and law enforcement may be notified.
2. When a student has reached three (3) unexcused absences, his/her parents will be notified of impending truancy laws. The following discipline procedures shall take place:
  - a. Truancy 2(second unexcused)= Parent notification (via phone and/or email)
  - b. Truancy 3(third unexcused)= Parent notification (via phone, email, or letter)
  - c. Truancy 4(fourth unexcused)= Parent/Administration conference at school.
  - d. All truanies after 4 days= Court Referral for habitual truancy.
  - e. Instances where a pupil's attendance record has been disclosed to a law enforcement agency for purposes of a truancy investigation, the school district clerk/designee must notify the pupil's parent/guardian of that disclosure as soon as possible after the disclosure. SS 118.125 (2)(c)(g).

**Habitual Truancy**-Is defined as a student who is absent from school without an acceptable excuse for part of or all of five (5) or more days on which school is held during a school semester State Statute 118.16(1)(a). Habitual truancy will be reported to the Chippewa County/Cornell authorities for enforcement. STUDENTS, DETERMINED TO BE HABITUALLY TRUANT, WILL BE RESTRICTED FROM PARTICIPATION IN ALL EXTRA-CURRICULAR ACTIVITIES INCLUDING ATHLETICS, DANCES, AND CLUB EVENTS.



#### Tardiness-

1. Tardiness is defined as not being in the classroom on time unless the instructor receives a pass from the office or another instructor. If a student arrives tardy to school, he/she must report to the office for a late slip.

The following will be considered unacceptable reasons for tardiness without written parental verification that they were unavoidable: (Cornell School Board Policy File No. 5.02)

- a. Missing the bus-Administrator will verify with the bus company.
  - b. Car Trouble-Proof may be required to allow for an excuse.
  - c. Oversleeping – Power outage will be the only acceptable excuse.
2. Even if the student has a note from the parent excusing the student, the student(s) may still be unexcused and will follow the tardy discipline policy. (Cornell School District Board Policy 5.02).
  3. Students with excessive tardiness are subject to a truancy filing under the “part of” section of State Statute 184.16(1)(a).
  4. Tardies Moved to Absences- Students that are more than 5 minutes late to class will be marked as an unexcused period absence. Students arriving at school after 7:55 a.m. must have a legal, medical, or acceptable family emergency excuse to be able to participate in extracurricular activities. Five unexcused period tardies will result in an unexcused absence and will be subject to the additional discipline steps.-

#### **SENIOR ATTENDANCE REQUIREMENT:**

Seniors who have not maintained at least a 93% (177 days/year) (165 days present) (12 absences) attendance rate during their senior year will not be able to participate in the graduation ceremony. Seniors who are attending for a semester who have not maintained at least a 93% attendance rate for their semester will not be able to participate in the graduation ceremony. Legitimate exceptions may be granted by the high school principal. All approved legal and medical excuses do not count against senior attendance.

Early Graduating Seniors who have not maintained at least a 93% (89 days/semester) (83 days present) (6 absences) attendance rate during their senior year first semester will not be able to participate in the graduation ceremony. Legitimate exceptions may be granted by the high school principal. All approved legal and medical excuses do not count against senior attendance.

#### **MAKE UP WORK:**

1. It is the student’s responsibility to get the work he/she has missed from any excused absence immediately upon return.
2. The office will classify the type of absence (excused, unexcused/truant, and suspension) the student has been given. All make-up work shall be completed and submitted to the instructor by the second class meeting from the original excuse; exceptions can be made for long term illness or injury. Assignments which were given due dates well in advance may be collected by the teacher on the day of the student’s return.
3. Students have the ability to make up all work for excused absences, including tests and quizzes, if the student so chooses. Any work not made up from excused absences shall result in loss of credit.
4. Unexcused absences - In the case of unexcused absences, a student may not receive credit for class work, handed in before the due date or completed on the day the student was absent unexcused. Major tests (chapter, unit and semester) can be made up for credit. Tests not made up according to the individual teacher’s syllabus may be recorded as zeros. All projects and major tests missed, due to unexcused absences, can only be made up after school and not during class time or Chief Time 1 or 2.

Students are expected to meet assignment and project deadlines and due dates. Teachers are not required to provide additional time or grant extensions or accept work before the due date for assigned coursework other than specified above.

#### **REQUIREMENTS FOR PHYSICAL EDUCATION CREDIT WITH A LONG TERM MEDICAL EXCUSED**

##### **ABSENCE:**

1. The student must be able to physically participate in a minimum of nine weeks out of the eighteen weeks of the semester to receive a half credit for the Physical Education Class. If specified criteria are not met, the student will not receive credit for the class. The grade will be listed as medical on the transcript and will not affect the student’s grade point average.
2. For the extended period of time that the student is unable to physically participate in the Physical Education Class, he/she will be issued “Physical Education Learning Packets” which will include information about the featured sports activity and “Student Response Assignments”. These assignments must be completed by the students by the due date determined by the instructor. Failure to complete the assignments within the required time frame will result in a grade of “0” for that day’s activity.
3. The student is responsible for reporting to class for attendance each class period. He/she will be issued two “Physical Education Learning Packets” for that week on Monday/Tuesday. The packet’s due date will be the following Monday/Tuesday at class time. He/she will spend their Physical Education class time working on the packets and will be responsible for completing the packets as homework if not completed during class time.
4. The student’s grade for the time they are unable to physically participate in their Physical Education Class because of a medical condition will be based on his/her grade for the worksheets in each of the packets.

Wisconsin State Academic Standards for Physical Education require both cognitive and motor/movement objectives to be met for success.

Standards can be found on the Wisconsin Department of Public Instruction website:

<http://www.dpi.state.wi.us/standards/pdf/phyed.pdf>

### **BULLYING: Policy 5.03**

Bullying is defined as any consistent, conscious, willful, deliberate, or hostile activity through the use of words and/or actions intended to do harm, humiliate, or intimidate another person. Such activities shall not be tolerated on the Cornell School District grounds, buses or at any school-related activity.

The school district expects everyone, no matter what age, to treat other people with respect, fairness and consideration. The school board expects district employees to properly instruct and supervise students under their charge. Staff who witness or suspect that students are being bullied should intervene as soon as possible.

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

If the action after intervention does not stop, the staff needs to remove the student doing the bullying from the classroom, hallway or area by sending him/her to the principal's office along with what has happened and what the intervention was to that point in time.

The principal will investigate the allegations and keep a record of all bullying behavior referred to the office, which will be kept on file with the following information: what the investigation indicated; investigations used and consequences, if any. The principal will take immediate action to try to make the bullying stop and explain to the person what the ramifications are if the actions continue.

Both staff and administration need to make sure that the victim feels safe.

Students who bully others will have consequences that align with those listed in the student handbook under Discipline and may include any of the following: reprimand, detention, suspension or expulsion. The district shall maintain the confidentiality of the report and any related pupil records to the extent required by law. Principals shall review the anti-bullying policy with both students and staff as deemed necessary.

### **BUS TRANSPORTATION:**

School bus transportation is a privilege. Misbehavior will not be tolerated. Students who misbehave will be denied the privilege of riding on the bus and may be suspended from school.

All students south of Highway 27 (Bridge Street) or in hazardous areas will be provided bus transportation. If they do not ride the bus, it is the parent's responsibility to transport students at their own risk.

### **IMPORTANT- BE SURE TO READ**

**RULE VIOLATIONS: WHEN BUS RULES ARE VIOLATED, THE PENALTY SHALL BE:**

**FIRST OFFENSE:** Unsatisfactory bus Conduct Report sent to parents.

**SECOND OFFENSE:** Suspension of bus riding privileges. (1-5 days-discretion of Principal).

**THIRD OFFENSE:** 10 days suspension of bus riding privileges.

**FOURTH OFFENSE:** Any student with 4 write-ups would have a 1 year automatic suspension from riding the bus, carrying over to the next school year from the date of the write-up.

The above steps may not be followed if there is a major violation of school policy or unlawful act committed. After reading the bus rules, please discuss them with your child(ren).

### **SCHOOL BUS RULES-**

#### **GENERAL**

1. Parents and pupils must realize that school bus transportation is a privilege, not a right.
2. Be informed that misbehavior will not be tolerated. Pupils who misbehave can be suspended from school and be denied the privilege of riding the bus.
3. PUPIL/PARENT RESPONSIBILITIES
4. Pupils will ride on assigned buses. Parents must request in writing any exception from this rule. Requests must be made to the school office.
5. Pupils will board and debark from their stops designated on the attached form. A pass will be issued from the office and presented to the bus driver. Parents will assume the responsibility of the child when such a request is made and granted.

6. A certificate or statement from a medical doctor must be forwarded to the office to substantiate all physical handicapped cases. Temporary handicap will require only an initial statement. Parents are responsible for obtaining the statement and forwarding it to the office.
7. PREVIOUS TO LOADING(on the road and at school)
8. Be on time at the designated school bus stops; help keep the bus on schedule.
9. Stay off the road while waiting for the bus. Bus riders should conduct themselves in a safe manner while waiting.
10. Wait until the bus comes to a complete stop before attempting to board the bus. Line up in a single file in an orderly manner. Do not rush to get on the bus.
11. Be courteous. Don't take advantage of younger children in order to get a seat.
12. Use the handrail and watch your step when boarding the bus.
13. WHILE ON THE BUS
14. Keep hands and head inside the bus at all times.
15. Assist in keeping the bus safe and sanitary at all times.
16. Remember swearing, loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
17. Treat bus equipment with respect. Damage to seats, etc., must be paid for by the offender.
18. Never tamper with the bus or any of its equipment.
19. Leave no books, lunches or articles on the bus.
20. Keep books, packages, coats, and all other objects, including yourself out of the aisles.
21. Remain in the bus in case of a road emergency, unless directed to do otherwise by the driver.
22. Do not throw anything out of the bus window.
23. Always remain in your seats while the bus is in motion.
24. Always be courteous to fellow pupils and the bus driver.
25. Keep absolutely quiet when approaching a railroad crossing stop.
26. Parents will be notified if there is continuous misconduct on the bus.
27. The driver is responsible for controlling the bus riders. They must obey him/her promptly and cheerfully.
28. Inform the driver, if possible when a rider will be absent.
29. AFTER LEAVING THE BUS.
30. Cross the road at least 10 feet in front of the bus, but only after checking to be sure no traffic is approaching and/or after receiving a signal from the driver.
31. Help look after the safety and comfort of small children.
32. Be alert to the danger signal from the driver.
33. Riders are not permitted to leave the bus other than regular stops unless proper authorization has been given in advance.
34. EXTRA-CURRICULAR ACTIVITY BUS TRIPS
35. The above rules and regulations will apply to any trip under school sponsorship.
36. Pupils shall respect the wishes of chaperones appointed by the school officials to accompany the bus riders.

#### **CELL PHONES AND COMMUNICATION DEVICES:**

To ensure the best opportunity to learn, cell phones should not be used in the classroom, it is recommended that cell phones be left in the student lockers, student book bags, or in the school office. Use of a cell phone, electronic entertainment and other communication devices on school grounds is under the supervision of district staff and thus it is the staff's determination on usage within the classroom. Improper use of Chromebooks/laptops, and other communication devices on school grounds (as determined by staff and administration) during school hours can result in prohibited use and lead to complete device removal. Parents/guardians are to contact the office to communicate with their student. For the privacy of students and staff, cell phones are not to be brought into the restrooms.

If it is determined that the student is using a cell phone without the permission of the staff member...

1<sup>st</sup> offense will result in 1 detention and cell phone removal for the remainder of the class period where the violation occurred.

2<sup>nd</sup> offense will result in 2 detentions, the cell phone will be kept in the office for the remainder of the school day. Parents will be notified through phone contact by either staff or administration.

3<sup>rd</sup> offense will result in the cell phone/electronic device being kept in the office during the school day for 1 week. Parents will be notified through phone contact by either staff or administration. A meeting will be coordinated and attended by the parent/s, student, staff member, and administration where we will (as a team) determine the appropriate procedures moving forward; the results of said meeting can lead to limiting the students cell phone use and possession throughout the day for the remainder of the year.

Failure to turn in a cell phone/electronic device upon request of a staff member will be considered defiance and the student will be disciplined accordingly.

Parents need to call the office at 715-861-6947 to contact their student and not contact their student's cell phone. Students need to use the office phone to contact their parents/guardians and not their cell phone. If found that the student used their cell phone, during an unapproved time, the student will be subject to the cell phone use section of the discipline policy.

**COUNTY HUMAN SERVICES INTERVENTION:**

Under current existing Wisconsin Statute (48.981(3)(c)), a parent/guardian does not have to be contacted or give consent for a child to be contacted, observed, or interviewed at school by a county department or agency determining if the child is in need of protection or services.

**DELIVERIES-NOT ALLOWED:**

The Middle and Senior High School will not accept deliveries of flowers, balloons, gifts etc. This is due to possible allergic reactions as well as concerns for safety and security within the school buildings and on the buses. This rule pertains to students and staff.

**DISCIPLINE:**

People are responsible for their choices. All students are to conduct themselves in a manner that shall bring honor to themselves, their parents/guardians and the school. Their conduct shall show respect for learning, for authority, and for property. This conduct is expected while in school, on the bus, or at school sanctioned events. It shall be appropriate, safe and respectful. A discipline plan has been put in place to ensure the best learning climate. Teachers are to contact parents/guardians, via phone or email, when they refer a student to the office for discipline.

Students who choose not to follow school rules and have been referred to the office, with a discipline referral, will have earned one or more of the following sanctions: warning, detentions(s), loss of computer privileges, restricted participation in school non-academic activities, in-school suspension(s), out-school suspension(s), and/or an expulsion hearing. Police contact is also an option. A re-entry conference between the principal, a suspended student, and the parent may be held at the principal's discretion.

1. Disrespect, disregard, or defiance of school staff. School staff is defined as all Cornell Employees. (Minimum of 1 after school detention)
2. Disorderly conduct- including the threatening or use of profanity directed at school staff (Minimum of 2 days OSS and possible police referral).
3. Behavior that has a negative effect on learning or the school climate. (Minimum of 1 after school detention)
4. Racist language or symbolism (Minimum 1 day ISS)
5. Students found to have forged school forms including passes as well as parent communications (Minimum of 1 day ISS).
6. No overt display of public affection shall be tolerated. (Kissing, students in locked hugs, etc.) (Initial warning, minimum of 1 after school detention for additional incidents)
7. Use, possession, procurement or selling of nicotine products including the possession of electronic smoking devices such as vape pens and e-cigarettes. (Minimum of 3 day OSS and appropriate police referral)
8. Use, possession, procurement or selling of alcohol. (Minimum of 3 days OSS, Police referral and possible expulsion hearing).
9. Use, possession, procurement or selling of illegal drugs or unauthorized prescription drugs (Minimum 3 days OSS and police referral). Expulsion hearing may be determined. This includes fake or counterfeit drugs intended to be represented as real illegal drugs (State Statute 961.43 (b))
10. Possession or viewing of pornographic material on campus or school sponsored activities. (Minimum of 2 days OSS and computer/internet restrictions)
11. Threatening statements (written or verbal), directed at staff and/or students that are found to be credible. (Police referral, minimum of 3 days out of school suspension, and possible expulsion hearing)
12. Fighting and/or willful disregard for the health and safety of others. This applies to any student who physically reacts to another student whether provoked or not. In the case of a physical altercation between two students, the parents of both students shall be notified no matter who was the aggressor in the altercation. (Minimum of 1 day OSS and possible Police referral).
13. Vandalism of any school property.(Police referral, appropriate restitution, and a minimum of 1 day OSS )
14. Tampering with fire alarms or any rescue mechanism. (Police referral, appropriate restitution, a minimum of 3 days OSS, and a possible expulsion hearing.)
15. Use of toothpicks, other than for the preparation of food, is restricted due to health and sanitary reasons. (Initial warning and then a minimum of 1 after school detention)
16. Stealing of any school or personal property. (Police referral, appropriate restitution, a minimum of 1 day OSS)
17. Use or possession of all weapons- (Police referral, Possible expulsion hearing, minimum of 3 days OSS)
18. Bullying or Hazing as defined in School Board policy- including cyber bullying. (Detention, suspension or expulsion) Bullying taking place outside of school, including cyber bullying, should be referred to the police by the parent/guardian.

19. Open food or drink in student locker (Initial warning, minimum of 1 after school detention for additional incidents).
20. Use of profanity-not deemed as disorderly conduct (Minimum of 1 after school detention)
21. Use of a cell phone in class or restroom( see policy under Cell Phone and Communication devices)

All statements concerning student conduct apply at school sponsored events as well as during the regular school day, including the bus ride to and from school. The Cornell Discipline plan is progressive and will lead to greater consequences for students who repeatedly disregard school rules.

#### DETENTION:

1. Detention is primarily designed as a deterrent to negative student behavior and shall be assigned as a corrective measure for violations of the school rules and regulations.
2. Rules of detention:
  - a. The detention shall be required and done when scheduled or at administrator discretion. Detentions involving classroom behavior or lack of academic effort will be served during the lunch period or after school.
  - b. The parent shall be notified either by the office or the teacher of any detention to be served. This notification may come through a letter (discipline referral form), by phone contact, or via email. Student behavior referrals are automatically emailed by Infinite Campus.
  - c. A student not serving the scheduled detention on the first offense will be assigned two detentions. Any additional missed detentions will result in an in-school suspension to be served as assigned as well as the detention missed. Detentions will be served at lunch. Saturday detention may be scheduled when deemed necessary by the administrator.
  - d. Poor behavior during detention will result in an additional detention in addition to the one originally assigned.
  - e. Extra-Curricular activities and student employment is not a permissible excuse to miss detention.
  - f. We will allow a student to reschedule one detention per school year. Detention rescheduling is to be done with Mrs. Hakes only.

#### SUSPENSIONS:

1. According to Wisconsin State Statute 120.13, a student may be suspended out-of-school (OSS) for noncompliance with school rules, conduct at school that endangers the health, safety or property of others including students and staff. Prior to any suspension, the steps of due process shall be:
  - a. Notice of charges and suspensions either written or oral will be served to the student and the parent/guardian.
  - b. An explanation of the reason for the out of school suspension will be delivered to the parents/guardians immediately following the notice and charges.
  - c. If the student denies the charges, he/she may request an explanation of the evidence against him/her and may enter his/her version of the incident.
  - d. If the explanation of the charges is not acceptable, the student may request a hearing on the merits of the case, before a non-involved Administrator. This hearing would not precede the student's removal from the school. SS 120.13 (1)4(b)/119.15(2)(c).
  - e. If the appeal overturned the suspension, the suspension would be taken out of the student's record.
  - f. In cases where the student is removed immediately from the school, the notice and hearing will be held as soon as possible, up to 72 hours from the time of the original notification.
2. A child with a disability may be suspended for up to ten (10) days for violations of school rules, in the same way as a child who does not have a disability. After ten (10) days of suspension, the school must have a manifestation determination to decide if the behavior, which led to the suspension, is because of the child's disability. A child with a disability may be suspended for up to ten (10) consecutive school days if notice of possible expulsion has been sent to the child and the parents. SS135 IDEA 20 USC 1141 (k)
3. The suspended student must be allowed the opportunity to make up any course work and take any chapter tests, unit exams, and complete projects missed during the suspension period without any academic penalty.

#### TYPES OF SUSPENSIONS:

##### Out of School Suspension:

1. The student may not be on school grounds, enter the school, attend or participate in school functions during the day or evening of the suspension period. Rules for assignments are found under the Attendance Procedures of this handbook.
2. A student who accumulates twelve (12) days of out-of-school suspension during the school year will be recommended to the Board of Education for expulsion. Suspended students are able to make up all missed school work, due to the suspension, without any academic penalty.

##### In-School Suspension:

1. The student is suspended from classes but must attend school and remain under the supervision of the administrator/designee.
2. The student is responsible for gathering all assignments before the start of the day. Students may be assigned a half day or full day in-school suspension.

3. No electronic devices will be allowed in in-school suspension unless approved by office staff.
4. The student may not attend or participate in school functions during the day or evenings of the suspension period.
5. The student shall report to the suspension room during the time designated by the Administrator. All requirements involving a student with an I.E.P. will be met.
6. The student cannot go into the halls between classes and will be escorted to/from lunch.
7. Failure to fulfill the assigned suspension will result in an Out-of-School suspension.
8. A student may accumulate 4 in-school-suspensions after which all suspensions shall be out-of-school suspensions.
9. Suspended students are able to make up all missed school work, due to the suspension, without any academic penalty.

**EXPULSION:**

1. According to SS 120.13 (1)c, a Board of Education may expel a student for the following reasons:
  - a. Repeated refusal or neglect to obey the school rules. A student who accumulates 12 days of out-of-school suspensions during the school year will be recommended to the Board of Education for expulsion during the school year.
  - b. Conduct while at school or under supervision of the authorities which endangers the property, health, or safety of others.
  - c. Weapons possessions (immediate referral and Police referral)
2. Adult students (age 18 or older) do not have to go through the expulsion process. They can be withdrawn from school if they do any of the above or are habitually truant (SS 118.95) Adult students with an I.E.P. will follow the laws governing students with disabilities.
3. A child with a disability sometimes may not be expelled for behaviors for which other children may be expelled. The school must do a functional behavior assessment and conduct a manifestation determination. If the manifestation determination is that the behavior is not due to the child's disability, then the school may expel the child. However, the school may not stop providing special education and related services. The child must still be provided a free appropriate public education (FAPE). SS135 IDEA 20 USC 1415 (k).
4. The due process procedure shall be as follows:
  - a. Notice of the charges shall be served to the student and the parent.
  - b. The student shall be afforded a fair hearing by the Board of Education.
  - c. The student may request the presence of legal counsel.
  - d. The student may have the opportunity to call a limited number of witnesses.

**ELASTIC CLAUSE:**

The school staff and administration reserve the right to establish fair and reasonable rules and regulations for things requiring action that are not covered in the handbook and/or student behavior that may arise. In all cases, rules, regulations, and possible consequences shall be as consistent as possible with previously established rules, regulations, and consequences for similar incidents. Matters omitted from the list should not be interpreted as limitations on the scope of the school's authority in dealing with any type of infraction that may not be in the best interest of the safety and welfare of the students of Cornell High School. The policies and regulations within this handbook apply for all school-sponsored activities, including those held before or after school and those held away from Cornell High School.

**EMERGENCY DRILL PROCEDURES:**

All drills should be taken seriously. Tampering with the fire alarm or any rescue assistance mechanism is a federal offense resulting in a substantial fine and suspension from school.

This alert will be employed in the case of weather alerts for high winds and tornadoes in which the health and safety of students in this building may be threatened. This alert will be a continuous blast of the buzzer. At that time each class will move to the assigned areas. Upon reaching the assigned area with the teacher, the groups will be given instructions by the assigned group leader.

Time is not a major factor in this type of an alert as in the case of a fire drill. The greatest concern is for controlled orderly movement.

It is impossible to predict the exact distribution of students in the building at the time that an alert is sounded. Everyone should remain standing until instructions are given by the group leaders to assume a protective position. This will allow time for the group leaders to adjust the spacing of students before they must go to the floor.

A certain amount of crowding is anticipated for maximum protection should a "direct hit" occur. In the case of an actual alert, further instructions may be given over the PA system to secure potential projectiles such as moving tables into rooms away from safety areas, laying in locker sections and putting clothes racks on their sides.

Once the instructions are given to assume this protective position, all must remain until the all clear is given, at which time all students may return to their classes.

**ENTERTAINMENT AND NUISANCE ITEMS:**

In the hopes that all people within the school area constantly think of the welfare of others, the following items shall not be permitted to be used during the school day without administrator approval.

1. Roller blades and skateboards shall not be used on campus.
2. Entertainment items such as portable stereo systems and game devices.

3. Any instrument, gadget, or toy that is considered a hazard or a nuisance.
4. Laser Pointers have restrictions placed on them by state law which could provide criminal penalties.
5. Ear phones (earbuds) are not to be used during class unless there is an educational justification. Listening to music when working is not justified.
6. Blankets.

#### **EQUAL OPPORTUNITY AND HARASSMENT GRIEVANCE PROCEDURE:**

1. The Cornell School District follows a policy of fairness and equal opportunity for all students, male and female. Both males and females can enroll in all classes and can expect to be treated equally in these courses. All students are given a chance to participate in athletic programs.
2. Females and males are disciplined in the same way for the same offense. All students are encouraged to develop their talents in whatever area in which they have an interest.
3. If students do not feel they are being treated fairly because of gender, they have the right to discuss their feelings with their teacher, counselor, or administrator. There is a step-by-step procedure that they can follow to express their concerns. The Cornell School District does not discriminate against pupils on the basis of age, sex, race, color, national origin, ancestry, orientation, or physical, mental, emotional or learning disability, or handicap.
4. The District encourages informal resolution of complaints under this policy. If any person believes that the Cornell School District or any part of the school organization has failed to follow the law and rules of s. 118.13 Wis. Stats., or in some way discriminates against pupils on the basis listed above, he/she may bring or send a complaint to the administration office at the following address: 708 Bridge Street, P.O. Box 517, Cornell, WI 54732.
5. LEGAL REF: Section 118.13 Wisconsin Statutes P19: Wisconsin Administrative Code Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990.

#### **ACADEMIC INTERVENTION:**

1. RATIONALE AND STUDENT TARGET GOALS:

Academic intervention is designed to encourage high academic achievement by providing academic support and incentives for students. A target goal for student academic performance has been set at a D (63%) or better.

##### a. ASSESSMENTS-

- I. Participation-Students will be graded and count toward student grades for daily participation in all physical education courses only.
- II. Projects -Students will be provided a rubric for class projects. Grades will be based on meeting the expectations listed within the project rubric. Project grades will be entered into the gradebook and count toward the student's quarter grade.
- III. Homework Quizzes-Homework quizzes may be graded and count toward a student's quarter grade if the material assessed was already taught by the teacher in class. Introductory material will not be graded.
- IV. Tests and Quizzes-Tests and quizzes will measure the understanding and content mastery taught by the teacher in the classroom. Test and quiz scores will be entered into the gradebook and count toward the student's quarter grade.
- V. Retakes-Students may be able to retake assessments counted toward the student's quarter grade unless the assessment has a unique stipulation that provides an advantage over traditional assessment methods. Students may be given one opportunity to retake assessments. Retake results will be the average of both scores. In the event that the retake is a lower score, the first score will be used. Students must spend one Chief Time working with the teacher prior to attempting a retake. All retakes must be completed within 5 school days of the initial assessment. After School retakes must be coordinated with the teacher prior to the retake.-**Note:** It is at the teacher's discretion to allow or not allow retakes.
- VI. Make up Assessments-Assessments that need to be completed due to an absence from school can be scheduled with the teacher during Chief Times 1, 2, or after school. Retake procedures apply to all make up assessments.

##### b. CHIEF TIMES:

- I. There are two Chief Times available for students to get extra help from a teacher or to retake/make up an assessment. Chief Time 1 is in the morning prior to lunch. Chief Time 2 is at the end of the school day.
- II. Students may request to attend a Chief Time by signing up on the designated form. A teacher can request that a student attend their Chief Time by signing them up on the designated form.
- III. Students must attend the Chief Time if requested by a teacher. Students with multiple retakes or make up assessments may have to schedule one or more during the after school Chief Time 3 to meet the required time expectations. Early release and student employment will not be an acceptable excuse to miss Chief Time 2 when requested by a teacher.
- IV. TEACHER CLASSROOMS WILL NOT BE A PLACE JUST TO HANGOUT DURING CHIEF TIME 1 AND 2. Students must have a current course taught by the teacher to be able to attend their Chief Time.

2. STUDENT PRIVILEGES: FRESH START EVERY SEMESTER

##### a. ACADEMIC REQUIREMENT:

- I. Students must maintain a D (63%) or higher grade in all of their courses to qualify for privileged movement during Chief Time.
- II. Grades will be checked by the office. The grades indicated on the grade check will be in place until the next grade check.
- b. STUDY ROOM:
  - I. A study room will be available for quiet study during Chief Time 1 and 2. Students, who are failing will be required to attend a teacher chief Time or work in the study room. Students must have work to complete or they may choose to read a book. Chromebook use must be for school work only and not for personal entertainment.
- c. CAFETERIA (Commons):
  - I. Tables will be available for students to sit and socialize.
  - II. Cell phones may be used if the student has not lost the phone privilege for unauthorized use in the classroom.
  - III. Chess and other board games will be available for student use.
  - IV. Playing cards may be used.
  - V. Role playing cards must be appropriate for school and approved by Mr. Braaten.
  - VI. Students are expected to be respectful and maintain the appropriate noise level.
  - VII. Cafeteria Chief Times 1,2 are not available to students in the 6th grade- the GYM is available.
- d. GYM:
  - I. The gym will be available for student activities.
  - II. Students must wear footwear with a rubber sole that does not leave marks on the gym floor.
  - III. Students must maintain a safe environment.
  - IV. Students may sit on the bottom bleacher and watch.
  - V. Cell phone use will not be permitted in the gym. The student should be in the cafeteria if they want to use their phone privilege.

#### **EXTRACURRICULAR:**

The complete Extra-Curricular Code can be found on the Cornell District Website, [www.cornell.k12.wi.us](http://www.cornell.k12.wi.us), under the Athletics and Activity Tab.

All students who represent Cornell Schools in athletics or who in any way represent the school other than as spectators shall be transported to and from such activity in school approved transportation, normally a school bus. Any exceptions to this rule must be approved by the administration.

1. Students will not be able to participate in any extra-curricular activities until all fees/fines are paid; this includes lunch and library fees. Extra-curricular activities include sports, student council, homecoming dance, prom, school recognized clubs and activities etc... anything that is not a graded course.
2. Any student who is not present in school on the day of a scheduled activity is not eligible to participate in the activity. The student/athlete must be in attendance by 8:10 am unless the student provided the High School Office with a written medical or legal excuse. The medical or legal excuse must support the reason for the absence or deemed as extenuating circumstances by the Athletic director. Students are expected to be in school for the full day and not take unfair advantage of this language by resting up in the morning and arriving in school at the start of the afternoon classes.
3. Students involved in extracurricular activities must be in attendance the following day. Absence on the day following eliminates the student from the next regularly scheduled interscholastic activity. This is under the interpretation of the Athletic Director.
4. If a student has an unexcused absence from practice during the period of ineligibility, an additional day is added to the suspension.
5. If an activity takes place during a school break (i.e. – weekend or holiday vacation), the student must be in school on the day prior to the break or have an excused absence.
6. Any student who does not participate in his/her scheduled physical education class on the day of a practice or a game will not participate in the practice or contest that day.
7. All medical deferrals for physical education participation shall also affect extracurricular participation.
8. Students serving detentions or suspension (in or out of school) shall not participate in extracurricular activities during the suspension or scheduled time of detention.
9. Before any student, who is injured badly enough to see a doctor, can return to participation a doctor must clear him/her.
10. STUDENTS DETERMINED TO BE HABITUALLY TRUANT WILL BE RESTRICTED FROM PARTICIPATION IN ALL EXTRA-CURRICULAR ACTIVITIES INCLUDING ATHLETICS, DANCES (PROM), AND CLUB EVENTS.

#### **FAMILY PLANNING:**

1. The school shall recognize all data private rules set up by an accredited family planning agency for minor students. This means a student shall be released for family planning services if he/she chooses, and the school cannot tell the parents of such happenings. If the parents do not want this to happen, they must put forth in writing an objection to the school for such releases.



2. The school shall not take any responsibilities for a student leaving the school to travel to another town in an unsupervised situation to obtain any of these services.
3. If a student leaves without permission from the school, he/she will be subject to the Truancy rules until such time the school receives a note from the family planning service. This means the school shall call the parents and the police if the student leaves school without permission. It also means that a punishment stated under the Truancy Section of the Student Handbook will be enforced unless a pass has been signed by an accredited family planning agency. When this happens; the truancy penalty shall be lifted.
4. The family planning service excuse does not override section Motorized Vehicles (XIX-E) of the Student Handbook. It states, "No student may be a passenger in another student's vehicle during school hours unless written permission has been obtained from parents of both students." If a student wishes to go to a family planning agency with another student, the rule above prevails or they must drive themselves.

**FUNDRAISING:**

1. Only fundraising for school related activities shall be conducted within the school during the school day.
2. Fundraising should only take place when specific need arises and stated to the Principal.
3. All fundraising must be pre-approved by the High School Principal.
4. A request for a fundraising form must be filled out and signed by the advisor and Principal.
5. Money from the fundraising must be turned over to the advisor of the fund raising project.
6. All money received is to be recorded and turned into the high school or elementary office daily. No money is to be kept in the classroom.

**GRADING AND REPORTING:**

1. All students need to demonstrate competencies in a variety of areas including but not limited to problem solving, critical thinking, decision-making, responsibility, organizational skills, technology skills, and goal setting. It becomes the school's responsibility to develop and use testing and grading methods that measure all students' progress toward achievement of these goals. These testing and grading instruments should correlate with any state performance standards and determined learning targets.
2. Teachers have sole responsibility for assigning grades to students in their classes. These grades are the cumulative average of many classroom activities. Each teacher has the authority to weigh each component of the final grades as listed in the class syllabus.
3. Students are expected to meet assignment and project deadlines and due dates. Teachers are not required to provide additional time or grant extensions for assigned course work.
4. Students will receive a class syllabus or Course Outline at the beginning of each new class. This spells out the expectations teachers have and how the student will be graded.
5. Report cards are available to the parents via the school website using Infinite Campus or can be picked up in the office approximately one week after the end of each nine-week grading period. These cards are computerized. Suspected errors should be reported to the office.
6. The overall grading scale is based on a 4.0 system. Students may be graded on a 5.0 scale for dual credit courses taken through an approved college academy or college/university program.
7. Honor roll is calculated each quarter in two divisions; Honorable mention =3.0 to 3.59, High Honors = 3.6 to 4.0.
8. Incompletes: A grade of incomplete may be given when a student's work is not complete at the end of a grading period. But, there must be a valid reason for the use of the incomplete such as personal illness or a family emergency. All incompletes must be cleared within 10 school days from the date that report cards are issued to students for each grading period or a failing grade will automatically be recorded on the permanent grading record. Students with incompletes are not eligible to participate in extracurricular activities until the incompletes have been entered as grades even when due to a pre-arranged absence.
9. Courses taken from colleges/universities, high schools other than Cornell High School, and on-line credit programs will be calculated in the grade point average.

Letter grades and GPA points Unweighted-Grades are based on a 4.0 Point Scale:

A=4.0 (93%-100%)	A-=3.667 (92%-90%)	
B+=3.333 (89%-88%)	B=3.0 (87%-83%)	B-=2.667 (82%-80%)
C+=2.33 (79%-78%)	C=2.0 (77%-73%)	C-=1.667 (72%-70%)
D+=1.333 (69%-68%)	D=1.0 (67%-63%)	D-=.6667 (62%-60%)
F (59%-0%) =No Credit		

Letter grades and GPA points Weighted-Grading is based on 5.0 Point Scale:

A (100%-93%) = 5.00	A- (92%-90%) = 4.67	
B+ (89%-88%) = 4.33	B (87%-83%) = 4.0	B-(82%-80%) = 3.67
C+ (79%-78%) = 3.33	C (77%-73%) = 3.0	C-(72%-70%) = 2.67;
D+ (69%-68%) = 2.33	D (67%-63%) = 2.0	D-(62%-60%) = 1.67
F (59%-0) = No Credit		

Unweighted college courses (Courses taken from colleges/universities, high schools other than Cornell High School, and on-line credit programs will be calculated in the grade point average. Courses are added as students take them) For updated list go to [cornellscholars.weebly.com](http://cornellscholars.weebly.com)

To see weighted courses go to [cornellscholars.weebly.com](http://cornellscholars.weebly.com), click on Academic Career planning then the Cornell ACP document.

#### **GRADUATION HONORS:**

All students with an overall grade point average of B+ (3.333) and above are considered to be people graduating with honors and will have the privilege of wearing an honor medal at graduation. This is determined after the first semester of the senior year.

#### **GRADUATION DIPLOMA:**

If there is a need for a second diploma to be ordered due to inability to complete required credits at the time of graduation, the cost of the second diploma is the responsibility of the student.

#### **GRADUATION COURSE REQUIREMENTS AND DESCRIPTIONS:**

1. A student will be required to pass all his/her course of study requirements in the Middle School plus 24 credits in grades 9-12 to accomplish graduation from Cornell High School.
2. Elective courses can be found in most subject areas.
3. Definitions of all courses along with prerequisites are found in the course description book located on the Cornell School District website [www.cornell.k12.wi.us](http://www.cornell.k12.wi.us) under the Parent/Student tab.
4. A school board may allow a pupil who participates in sports or in another organized physical activity, as determined by the school board, to complete an additional 0.5 credit in English, mathematics, or science in lieu of 0.5 credits in physical education. (State Statute 118.33 (1)(e))
5. Students transferring into the Cornell School District from an outside school district, may need to repeat a semester or full year of a course or courses if they do not match the graduation or earned credit requirements of the Cornell School District.

#### **GRADUATION REQUIREMENTS - Policy 5.06:**

1. A minimum of 24 credits will be required for graduation. Courses required within this total are as follows:
  - a. 4 credits – English
  - b. 3 credits – Mathematics
  - c. 3 credits - Science– The following agri-science courses may be used to earn science credit: Agri-Science I, Animal Science, Horticulture, Forestry, Production Animal Science, and Companion Animal Science.
  - d. 1 1/2 credits - Physical Education- Credit may be earned for successfully participating in a sport. (See section 5 below for the requirements)
  - e. 3 credits- Social Studies - must include American Government
  - f. 1 semester – Health (grades 7-12)
  - g. .5 credit-Personal Finance
2. All students will be required to take 7 credits each year. This requirement may be waived for students enrolled in a specific college academy or approved college program.-
3. Some variations of the above requirements may be made by the principal when extenuating circumstances make it necessary. Wisconsin state statutes permit an alternative learning option for qualifying students who are at-risk of not graduating.
4. Beginning in the 2016-17 school year, in order to receive a high school diploma a student must take, during the high school grades, a civics test comprised of 100 questions that are identical to the 100 questions that may be asked of an individual during the process of applying for U.S. citizenship by the United States Citizenship and Immigration Services. The student must correctly answer at least 60 of those questions. Students are allowed to retake a test an unlimited number of times in order to achieve a passing score. Students with disabilities who have an IEP must complete the test, but cannot be required to pass the test in order to graduate. A limited English proficient student must be permitted to take the civics test in the student's language of choice. The civics test requirement also applies to students who are seeking a GED or high school equivalency diploma.

#### **EARLY GRADUATION - Policy 5.07:**

A student may be allowed to graduate in three and one-half years if a satisfactory program can be worked out with the student, parents/guardians of the student, guidance counselor, and the principal.

1. 24 earned credits are required to graduate- Included in these credits are : four (4) credits in English; three (3) credits in science; three (3) credits in social studies ( .5) credit of American Government); a passing grade on the Wisconsin

State Civics test; three (3 credits) in mathematics; one and one half (1 ½) credits in physical education; one-half (1/2) credit in health, one-half (1/2) credit in Personal Finance.

2. Applying for early graduation-A student may apply for early graduation. Students who wish to complete their high school education in less than eight semesters may receive permission to graduate early. Requests to graduate early shall be acted on by the High School Principal and shall be approved on a case-by case basis.
3. If a student is unable to take a required course offered by the district, they may purchase the required course at their expense in order to graduate early with the approval of administration. The course can't be a credit recovery course and must have a comparable academic rigor to the same courses offered at Cornell High School.
4. Students graduating early shall receive their diploma at the end of the school year in which they complete district graduation requirements.
5. Early graduation application steps are listed below:
  - a. The student must file a request, including specific reason(s), for early graduation prior to the second semester of their 11th grade year.
  - b. The parent/guardian of the student must also sign the request for early graduation.
  - c. A conference involving the student, at risk counselor, career coordinator and principal will be held.
  - d. All of these requests and signatures must be filed with the high school principal.
6. The student may only graduate one semester early.
7. Only one commencement will be held each year and those fulfilling requirements early will be eligible to participate in the year-end commencement. In being granted this early graduation, the student also agrees to accept the following conditions:
  - a. If the student is placed on detention, he/she will serve on the nights assigned without argument.
  - b. Those individuals who graduate in January will not be permitted to take part in any organized school activity (such as athletics, field trips, youth options, etc.), with the exception of the graduation activities and Prom (Honor's banquet, lock-in etc.).

#### **GUIDANCE:**

Guidance is available to all students and their parents as an aid to solving problems, which may arise. Assistance is available for planning for future vocational and educational goals. Often, parents as well as students are interested in discussing scholarships, loans and other information concerning plans for further education and vocational training. Any parent who does not want his/her student to use the services of the guidance department must contact the at-risk counselor or the administrator in writing. Failure to do so shall be regarded as an implied consent.

#### **INTERNET APPROPRIATE USE:**

Users of the Internet in the Cornell School District must sign an appropriate use contract. Failure to do so or misuse of the internet or the Cornell District's user policies will result in the loss of internet privileges and the student being subject to appropriate disciplinary actions. Illegal uses of the internet are also subject to criminal action and subject to a referral to law enforcement. The Cornell School District staff has the authority to review student internet history and student district email at any time.

#### **LOCKERS:**

Hallway lockers will be assigned to students in grades 6-12.

1. Lockers can only be changed with the approval from the High School Office.
2. The locker must be kept clean and the door closed at all times.
3. It may be necessary to assign two students to a locker. Each of the two is equally responsible for keeping the locker clean.
4. No students are permitted to share or move to a different locker unless pre-approved by the Principal.
5. No decorations are permitted on the outside of the locker unless pre-approved by the Principal.
6. All inside decorations must be acceptable by school standards or they shall be removed and discarded.
7. Locks may be placed on lockers. These locks may be rented from the school or purchased privately. If purchased privately, a key or combination must be left in the office. Failure to provide a key or combination for a personal lock may result in the need to cut the lock for locker access.
8. Lockers are not the personal property of the student but of the school, as such are subject to periodic inspection. Lockers may be subject to search per Wisconsin State Statute 118.325. Students are not to be in another person's locker without permission.

9. The school is not responsible for any items taken from any school locker or within the locker rooms; therefore students should keep items of value in the office or their lockers locked.
10. Open food and drink or any other unauthorized items found in the locker shall be confiscated. Items removed from the locker may be held by the school for return to the parent/guardian of the student (without liability to the school for safekeeping) unless the inspecting authority suspects that possession or storage of the unauthorized item found in the locker involves a violation of the law, in which case the suspect material removed from the locker shall be turned over to the law enforcement officials. Any legal items of value will be returned to the parent/guardian upon request unless the contents are held by law enforcement.
11. The District reserves the right to use canines trained for drug detection accompanied by law officials for purposes of the exploratory sniffing outside lockers, vehicles parked on school property, and any other areas of school property deemed appropriate. This activity will be carried out on a random or periodic basis and/or when reasonable suspicion exists. The following specific procedures apply regarding the use of canine units:
  - a. Canines may be used without prior notification to students and/or school personnel.
  - b. Canines may be brought into school by the school Principal/designee with notification of the District Administrator/designee.
  - c. Students will be restricted to classrooms and kept out of hallways while the canines are in use.

In the event of a canine “hit”, the locker or other area will be searched further using established district procedures.

**LUNCH FEES (9-12):**

Free and reduced applications are available in the high school office.

Prices for Breakfast (Middle school is free)	\$2.50 per day	\$12.50 per week	\$50.00 per month
Prices for lunch Middle School	\$3.25 per day	\$16.25 per week	\$65.00 per month
Prices for lunch High School	\$3.50 per day	\$17.50 per week	\$70.00 per month
Extra	is \$.40 per carton.		

A daily email will be sent to families with \$10 or less in their account. Our lunch is not a charging service, so please have money in the account. No purchasing of a second lunch is permitted for a lunch of another student. Please try to pay on a monthly basis as it reduces paperwork, saves time, and is an easy way to remember payments.

**STUDENTS WILL NOT BE ALLOWED TO CHARGE MEALS.**

**LUNCH PROCEDURES:**

1. A student may eat the regular hot lunch program or bring his/her lunch and eat it in the cafeteria.
2. Students may bring lunch from home in a brown paper bag, lunch pail or lunch box.
3. Students shall go to a designated area during the lunch period or other parts of the school for activities as long as they have a previously signed pass from a teacher.
4. If students go outside, they must remain on the lawn area of the east side of the school.
5. Inappropriate behavior in the lunchroom will result in the student being moved to a different table and/or sent to the office. Any supervising school staff member may require a student to move to a different table or seat.
6. Inappropriate behaviors include, but are not limited to, card playing, arm wrestling, food throwing, fighting, foul language, and/or leaving garbage on the tables or floor.
7. Lunchroom supervisors may assign seats at any time and shall determine the penalty for poor behavior.
8. Failure to follow cafeteria rules may result in the student being restricted to a bag lunch.

Free and Reduced lunch forms are available on the district web page and in the office.

**MEDICATION - POLICY 5.081**

1. Parents should identify a pupil(s) requiring medication to the school. The administrator shall assume authority for involving designated school personnel in administration of medication. This does not prohibit the older and reliable pupil from assuming that responsibility with the approval of parents and physicians. After identification of the pupil, the administrator shall make parental contact to identify the type, dosage, and purpose of said medication.
2. Written statements shall be required by:
  - a. The physician shall specify medication, dosage, frequency, possible side effects, and length of time to be given.
  - b. If more knowledge is needed by the school authorities to exercise prudent judgment for the safety and protection of the pupil on medication, permission should be obtained from the parents to contact the physician directly.
3. Parents can request a physician or pharmacist supply a properly labeled bottle of medication for the school authorities. The label on the bottle shall contain the name and telephone number of the druggist and the dosage to be given.
4. The prescribed medication shall be kept in a locked cubicle or other safe place at school. The parents shall request and authorize the designated school personnel to give medication in the dosage prescribed by the physician.
5. The school shall designate a person who will supervise the taking of this medication at a time that will conform to the individual schedule. This medication will remain at school as long as the student is required to receive it, so duplicate containers, one for home and one for school use are required.

6. An accurate and confidential system of record keeping is established for each pupil receiving medication.
7. The office or school nurse's office will have a list of pupils needing medication during school hours including the type of medication, the dose. This list should be reviewed periodically.
8. The classroom teacher and school personnel will be asked to record unusual behavior of the pupil on medication.
9. An individual record for each pupil receiving medication shall be kept and will include the dosage, effects, changes, continuance or disruption.
10. No over the counter (non-prescription) medicine should be in a student's locker. All medicine must be distributed through the office with the appropriate parent permission. A parental permission form must be on file, in the office, before the over the counter medicine can be given. Over the counter medications must be in containers of 50 or less pills.
11. School personnel should, under no circumstances, provide aspirin or any other medication to students without specific permission from the HS office.

#### Emergency Telephone Numbers

- |                                |                    |
|--------------------------------|--------------------|
| 1. Poison Control Center       | 1-800-222-1222     |
| 2. Fire Department             | 911                |
| 3. Ambulance                   | 715-239-3346 (911) |
| 4. Police                      | 715-239-3707       |
| 5. Marshfield Clinic (Cornell) | 715-239-6344       |
| 6. Prevea Health Center        | 715-239-0337       |

#### **MOTORIZED VEHICLES:**

1. Vehicles driven to school by students are asked to use the school parking lot.
2. CORNELL SCHOOL DISTRICT IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS IN THE SCHOOL PARKING LOT.
3. Vehicles parked illegally may be towed at the owner's expense.
4. Parking in a handicap designated area is illegal unless a person displays a handicap parking permit.
5. No student may be a passenger in another student's vehicle during school hours unless written permission has been obtained from parents/guardians of both students.
6. Students are not to be in vehicles during school hours.
7. Snowmobiles and ATVs are not to be on the school grounds for any reason. Students driving snowmobiles and ATVs to school may park them on the north east area of the school on Ripley Street.

#### NEW STUDENT ADMITTANCE POLICY (5.012, April 6, 01):

1. Minor Students wishing to enter the Cornell School System must be living with one of their parents or have a legal guardian. A legal guardian is defined as not being the natural parent of the child. This can come about in two ways.
  - a. The court may appoint a guardian to make all decisions (both legal and school) for the minor child.
  - b. The person may apply for guardianship, which is obtained through an attorney. This guardianship allows the person involved to make all the decisions about the school life for the minor child. If the child is living with someone other than their parent, proof of guardianship (legal or school) has to be provided by that person to the school prior to being accepted to the school.
2. Cases not falling into either of the above categories will be handled on an individual basis without preference being used from other cases.

#### **NONDISCRIMINATION NOTICE:**

The Cornell School District does not discriminate against students on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs or activities.

#### **OFFICE HOURS:**

The school office shall be open from 7:30 a.m. to 3:30 p.m. If one wishes to contact the office and/or staff, please call the office at 715-861-6947. Any calls to teachers during a scheduled class will be sent to their voicemail.

#### **OPEN CAMPUS:**

Open Campus is a privilege designated for qualifying students only. Eligible students must follow the open campus expectations or the privilege will be restricted.

#### **ORGANIZATIONS:**

Lakeland Conference Honor Society	Mr. Braaten
AODA	Mr. Person
Yearbook	Mrs. Modl
C Club	Mr. Braaten

FFA                      Mr. Thompson  
Student Council      Ms. Grunseth

**PARENT NOTIFICATION REGARDING STUDENTS WITH FAILING GRADES - Policy 5.13:**

During weeks 3-9 of any academic quarter, if a student is receiving a failing grade in a course at any given time, the teacher of that course is required to communicate with that student's parent or guardian. An action plan should be made with the parent on how all parties involved can help the student get their grade to passing. This communication and plan should be documented and retained until Sept. 1st of said school year.

**PARENTS/GUARDIAN AND STUDENT INFORMATION UPDATES:**

To allow us to effectively update you on your student's progress in school, please notify the Cornell Middle and High School office with any changes to your email address, phone number(s), and mailing address. You may also update any personal information on Infinite Campus. We are continually working to make most of our contacts with parents/guardians and students electronically so a correct email address is needed when available.

**BELL SCHEDULE:**

Period-	Start time	End Time			
1 <sup>st</sup>	7:50 a.m.	8:43 a.m.			
Middle School Breakfast-	7:45 a.m.-8:00 a.m./High School Breakfast-	8:33 a.m.- 8:43 a.m.			
2 <sup>nd</sup>	8:46 a.m.	9:29 a.m.			
3 <sup>rd</sup>	9:32 a.m.	10:15 a.m.			
4 <sup>th</sup>	10:18 a.m.	11:01 a.m.			
Chief Time 1	11:04 a.m.	11:24 a.m.			
HS Lunch	11:24 a.m.	11:54 a.m.	MS 5th hour	11:27 a.m.	12:10 p.m.
5 <sup>th</sup>	11:57 a.m.	12:40 p.m.	MS Lunch	12:10 p.m.	12:40 p.m.
6 <sup>th</sup>	12:43 p.m.	1:26 p.m.			
7 <sup>th</sup>	1:29 p.m.	2:12 p.m.			
8 <sup>th</sup>	2:15 p.m.	2:58 p.m.			
Chief Time 2	3:01 p.m.	3:25 p.m.			

**PARENT TEACHER CONFERENCES:**

As a parent, you may call the school (715-861-6947) at any time during the year and request a Parent/ Teacher conference with any or all teachers. The staff will be more than willing to honor a request. There are also two district scheduled Parent/Teacher conferences during the school year. You may view the dates on the school calendar at the beginning of this handbook. Teachers are also available via email. Email addresses are listed on the Cornell District website [www.cornell.k12.wi.us](http://www.cornell.k12.wi.us).

**PERMISSION TO LEAVE THE BUILDING:**

1. Students shall be given a pass (blue slip) to leave the building only when the administration is contacted by:
  - a. A parent's/guardian's written excuse explaining the reason for leaving the building, including the date and time.
  - b. A parent/guardian telephone request indicating a personal emergency.
  - c. A call to the parent/guardian advising that the student is ill and needs to go home.
2. Upon returning to the building students must check into the office prior to returning to class.
3. No teacher shall permit any pupil to leave school prior to the regular hour of dismissal except by permission of the building administrator and parent.
4. Students choosing to leave the school without permission will be subject to the provisions of the attendance/truancy law.
5. Lunch/Homeroom-Students are not to leave the building during lunch/homeroom unless a parent comes to the office to sign their student out.

Parents need to call the office at 715-861-6947 to contact their student and not contact their student's cell phone. Students need to use the office phone to contact their parent/guardian and not their cell phone. If found that the student used their cell phone, during an unapproved time, the student will be subject to the cell phone use section of the discipline policy.

**PROCESS OF GETTING INFORMATION TO THE SCHOOL BOARD - Policy 1.11**

1. Students:
  - a. Information is brought to the Student Council for consideration.
  - b. Student Council brings information to Principal for discussion.
  - c. Student Council brings information to Staff for discussion.
  - d. Student Council brings information to Superintendent for discussion/to be placed on School Board Agenda.
  - e. Superintendent may ask for more staff input prior to being placed on agenda and also turn down request to be on agenda.

- f. School Board can turn down request for agenda, ask for more information, and vote on item.
  - g. Process finished after School Board decision.
  - h. At any time the students may choose to not move the item on to the next level. If this is done, item is considered solved for the school year.
  - i. On steps 2, 3, 5 the students may appeal to the next level if they feel it is necessary.
2. Parent- Teacher Based:
- a. Information is brought to teacher for discussion.
  - b. Information is brought to Principal for discussion/may appeal to next level.
  - c. Information is brought to Superintendent for discussion/placed on agenda/may appeal to School Board if necessary.
  - d. Information is brought to School Board for discussion. School Board can turn down request, ask for more information, and vote on item. Discussion and decisions are usually made in closed session.
  - e. At any time 1 and 2 a parent can choose not to move the item on to the next level. If this is done, the item is considered solved.
3. Parent-School Based:
- a. Information is brought to Principal for discussion/may appeal to the next level.
  - b. Information is brought to Superintendent for discussion/placed on agenda/may appeal to School Board if necessary.
  - c. Information is brought to the School Board for discussion. School Board can turn down request, ask for more information, and vote on item. If it involves a student or employee, discussion and decisions are usually made in closed session.
  - d. At any time 1 and 2 a parent can choose not to move the item on to the next level. If this is done, the item is considered solved.

#### **PROVISIONS FOR EMERGENCY, ACCIDENT AND ILLNESS:**

##### Definitions:

1. Emergencies are those conditions which require prompt intervening action to maintain physical, mental and emotional health of pupils.
2. Emergency Nursing Service means the nursing assessment and may include intervening action by the registered nurse, or designated by others under her direction, of conditions which require prompt or immediate action.

##### Procedures:

1. The health room, located in the administrative offices, will be open to students during the scheduled school day, at each building.
2. Students shall report to the school health room during the scheduled school day in case of illness or injury.
3. The Administrator and Administrative Assistant shall maintain the health room. They will handle minor complaints. Staff, having Red Cross training, will be on call to handle more serious problems.
4. If the Administrator or "Designated" individual feels that a student should be sent home, the office shall contact parents so they may pick up the student. No student shall be sent home unless home contact has been made.
5. In life-threatening situations, the Administrator or the designee shall call the ambulance or Rescue Squad.
6. The district administrator's office shall be notified as soon as practical when there is a serious injury on the school property.
7. Except for minor injuries, the established accident report form shall be used.
8. School Medication Policies and Procedures that are written by the Department of Public Instruction, Division of Health, and revised by the Chippewa County public health Nursing Service shall be followed.
9. These procedures and school medication policies shall be posted and made available to all school personnel at the beginning of the year.
10. A notification card for emergency or illness shall be on file for each student and shall be updated annually. Parents and Guardians need to keep the office informed of all allergies and illnesses as well as any physical restrictions determined by a physician.

#### **REGISTRATION AND SCHEDULING:**

1. A master schedule has been developed, based primarily upon individual student course requests and required courses for graduation. Proper guidance, parent, and faculty input are encouraged and are a part of the scheduling process. Every student shall be provided a list of course offerings, course description, and registration instructions.
2. Teachers may request class changes, but only the administrator has the authority to remove a student from a class permanently or transfer a student from one class to another.
3. A student removed from class for discipline reasons may end up under the minimum class load. It shall be the responsibility of that student to catch up in order to graduate on time.
4. If the schedule is not returned by the due date the office will schedule the student and still no additional changes can be made to the student schedule unless it can be determined to have greater academic rigor or is required by an Individualized Education Plan.

**SCHOOL CLOSINGS:**

During the school year it may be necessary to close the school for various reasons. If that happens, you may listen to the following radio and television stations for any of the announcements, check the Cornell Schools Facebook page, or parent emails.

WEAU-TV 13; WAXX (104.5); WAYY (790 AM); WEAQ (1150 AM); WIAL (94.1); WECL (92.9); B-95 (95.1); WJBL (93.1); WBIZ (Z100); WLDY (1340 AM); WBIZ-AM (1400); ARROW (92.1); WMEQ-AM (880); Moose Country (106.7); WQOW-TV (CH. 18); WWIB; Fox News (Fox 9)

**SCHOOL DANCES:**

1. All student fees/fines must be paid to attend a school dance.
2. School Dances are open to all Cornell High School students and their approved guests.
3. All guests must be presented to the dance chaperone for admittance. If a guest is asked to leave the dance then the guest sponsor will be asked to leave as well.
4. The school dress code applies to all dances.
5. There is to be no traffic between the dance and the outside. Once a student leaves the dance, he/she may not re-enter.
6. Middle School students are not permitted at the high school dances, even as a guest of a high school student.
7. Middle School students shall have their own dances, and high school students are prohibited from attending these as well.

**SCHOOL USE OF VIDEOS/MOVIES/TV PROGRAMS - Policy 5.221:**

1. Videos/movies/TV programs shall be instructional in nature. If a teacher is to show videos/movies/TV programs in the classroom, he/she shall preview the video/movie/TV program to insure that it is suitable for classroom use for the intended age group and for the objective(s) to be learned. In most cases only a vignette shall be shown rather than an entire video/movie/TV program.
2. Videos/movies/TV programs shown for primarily entertainment or in their entirety shall have prior approval of the Principal.
3. Parents shall be notified at least one week in advance when an instructional video/movie/TV program will be shown that may be controversial in nature.
4. In grades 6th-12th, G rated videos/movies/TV programs do not require parental notification. PG and PG-13 rated videos/movies/TV programs require parent notification at least one week in advance. No R, NC-17 or X rated videos/movies/TV programs shall be shown.
5. Upon request, a parent shall have the opportunity to preview the video/movie/TV program whenever possible prior to it being shown in the classroom.
6. Parents may request that their child not see the video/movie/TV program and be put in an alternate activity when the video/movie/TV program is being shown.
7. Objections or complaints concerning a specific video/movie/TV program shall be made in accordance with the Cornell School District Appeal Process.

**FEDERAL/STATE TEST OPT-OUT**

A parent must submit a written request for student opt-out to the principal. If the students is in grades 4,8, and 9-11 the request must be granted. However, if the student is not in the above mentioned grade levels, then it is an administrative decision.

**STUDENT CHECKOUT:**

1. Each student prior to transferring, graduation or the end of the school year is required to complete the checkout procedure.
2. The checkout forms are obtained from the high school office and must be signed by the student's teachers, librarian, counselor, lunch clerk and office. These forms will note lab fees, lost books, and other obligations the student has acquired while being a student at Cornell Schools.
3. All bills shall be paid at the high school office, and the administrator shall give final clearance of all obligations before the checkout is concluded.
4. If a student does not follow or fulfill the checkout procedure, the school may partake in different types of legal actions to recover any lost items or fees.
5. Failure to properly complete the checkout process will result in being restricted from participation in the graduation ceremony.

**STUDENT DRESS:**

While fashions change, the reason for being at school does not change. Students are at school to learn. Any fashion that disrupts the educational process or presents a safety risk cannot be permitted. Appearance and attitude are very closely related. Students



have the right to determine their own style of dress consistent with school regulations. They are responsible to see that their manner of dress and grooming conforms to acceptable standards of health, safety, and decency, and does not constitute and/or interfere with the teaching-learning process. It is expected that all students shall maintain a high standard of personal hygiene, cleanliness, and neatness. Students violating the dress code will be given the option to call a parent/guardian to obtain appropriate clothing

The expectation is that students dress in good taste. Any clothing that is considered distracting to the learning process or considered to be gang-related is prohibited. If this is the case, the student shall be asked to change or alter his/her dress. This may involve going home to get appropriate school attire or wear alternate clothing provided here at school.-IF GOING HOME, THIS IS CONSIDERED UNEXCUSED ABSENCE EVEN WITH PARENTS PERMISSION

1. Shirts, jackets, hats or other apparel that advertises beer, liquor, tobacco products, racist sayings or symbols, illegal drugs, displaying distracting pictures or verses (sayings that may hold an inappropriate meaning) Spandex shorts are not permitted as outerwear.
2. Any yoga, stretch pants, or jeggings that are transparent are not permitted.
3. Shorts and skirts are not to be excessively short, Pants shall not be worn below the hips.
4. Any Headgear that covers the ears is not to be worn in the building during the school day.
5. Hoods are not to be worn in the building during the school day.
6. No student shall be allowed to enter the school barefoot.
7. No wearing of bedroom slippers or bringing a blanket to class.
8. Students are expected to be dressed appropriately for the activities in which they are engaged.
9. Student dress shall be regulated in instances where it may be deemed hazardous or disruptive for that particular activity. This is done for health and safety reasons. These classes include but are not limited to shop and science.
10. Clothing that excessively exposes the midriff, shoulders and cleavage are not appropriate nor allowed.

#### **SCHOOL ENTRANCE:**

The East Entrance doors will be open from 7:30 am until 7:50 am to allow for students and faculty to enter the building. After 7:50 am, all building entrances will be locked.

#### **STUDENT FEES:**

1. Fees may be charged to students for materials used in Tech Education, Art and College level courses.
2. A student shall be responsible for the cost of materials used in projects that they make for personal use, and any damage to classroom materials such as science lab equipment.
3. Students deliberately damaging any school equipment or materials shall have the value of the equipment or materials charged to the student at full replacement cost and will be subject to disciplinary action including a possible law enforcement referral.
4. All monies owed must be paid by graduation practice for a senior to be a participant in the Graduation Ceremony.
5. Students will not be able to participate in any extra-curricular activities until all fees/fines are paid; this includes lunch fees and library fines. Extra-curricular activities include: sports, student council dances, prom, and school clubs... anything that is not a graded course.

#### **STUDENT HARASSMENT:**

1. The Cornell School District seeks to prevent any form of harassment or intimidation. Therefore, the District will not tolerate harassment in any form and will take all necessary and appropriate action to eliminate it, up to and including discipline of the offenders.
2. Harassment or intimidation can arise from a broad range of physical and verbal behavior which can include, but not be limited to, the following: physical or mental abuse, racial insults, ethnic slurs, religious slurs, unwelcome sexual advances and touching, sexual comments or jokes, sexually explicit derogatory statements, or discriminating remarks which are offensive or objectionable to the recipient or which cause interference with the recipient's academic performance.
3. It is the responsibility of administrators, staff members, and all students to ensure that these prohibited activities do not occur.
4. Any student who believes that he/she has been the subject of prohibited harassment shall report the matter in accordance with established procedures. All reports shall be investigated in a timely manner. Police referrals may be made.
5. Students who choose to retaliate because of a referral will be disciplined accordingly.
6. Cyberbullying that takes place on school grounds. Cyberbullying or harassment taking place outside of the school day and not part of a school sponsored activity should be directed to local law enforcement.

#### **STUDENTS IDENTIFIED AS DISABLED UNDER THE IDEA:**

Some different rules and considerations apply for students identified as requiring special education services under the IDEA or Section 504. In particular, placement for such students is a decision of the Student's Individual Education team which will create an Individual Education Plan (IEP). This plan is subject to stringent procedural safeguards and cannot be made unilaterally by

teachers/administration. This plan shall address to what extent the student should be expected to conform to the discipline plan applicable to non-disabled students, alternative consequences procedures for addressing the behavior issues. It is highly advisable that the IEP team address these issues annually setting forth the expectations and consequences regarding the rules of the IEP.

Students identified as requiring special education services under the IDEA or Section 504 may be temporarily removed from class under the same conditions as a non-disabled student.

No change in placement for more than ten (10) school days may be for students with disabilities outside of the IEP process. The ten (10) day limit applies to suspensions or removal.

#### **STUDENT RECORDS:**

1. Cornell MS/HS complies with federal and state statutes in regard to the maintenance and use of confidential behavioral records. Students and parent releases must be obtained for the retention, release, or transfer of any of the records.
2. Transcripts:
  - a. Cornell High School will provide, at the student's request, two transcripts of a pupil's grades free of charge.
  - b. Inquiries concerning the student's record for employment and government purposes that do not require a transcript will continue to be answered free of charge.
  - c. A transcript is any written copy or photocopy of all the data contained in the student's file, which includes grades, courses, and attendance.
  - d. Transcripts can only be released to third parties upon written permission of a parent (of a minor) or an adult student.
3. Disciplinary records:
  - a. Are cleared from the files when the student ceases to attend school (graduates or transfers).
  - b. All other behavioral records are maintained for a period of 7 years.
  - c. Disciplinary records are the sole property of the district and never transferred to any other school or agency.
4. Transfers:
  - a. Student records relating to a specific student shall be transferred to another school district upon receipt of written notice from an adult student or the parent/guardian of a minor student that the student intends to enroll in a school in another school district.
  - b. Upon written notice from the other school district that the student has enrolled.
  - c. From a court that legal custody of the student has been transferred to the Department of Health and Social Services for placement in a juvenile correctional facility.

#### **STUDENTS RIGHTS & RESPONSIBILITIES:**

1. Students have the right to express their views. Student publications shall provide as much opportunity as possible for the sincere expression of all views of student opinion. In using these rights, it becomes the student's responsibility to exercise this right in such a way that:
  - a. They do not disrupt the work of the school or the orderly conduct of classes.
  - b. They do not deliberately mock, ridicule, demean or provoke others regardless of sex, race, religion, national origin and individual differences.
  - c. They express themselves honestly and not interfere with the rights of others.
2. Students have the responsibility to express themselves in accordance with responsible journalistic practice so as to have all publications meet the test of proof and of truth and in so doing they do not slander or libel others.
3. The distribution of printed materials must be in accordance with school regulations restricting the time and the place of distribution so as not to disrupt the normal education process. Students shall be responsible for the identification of the source of any literature distributed within the school.
4. Students have the right to hold office and to vote in student elections in accordance with the guidelines set forth in the Student Council Constitution.
5. The Student Council has the responsibility of publishing the scope of its action, authority, privileges and responsibility as a matter of public record. It also has the responsibility of informing its students of the rules of eligibility for candidates, rules for conduction campaigns and elections, and any other functions of student government. It has the responsibility of cooperating with the faculty and administration in the development of a school climate conducive to wholesome living and learning.

#### **STUDENT CLASS STATUS**

Class status may determine locker location, earned privileges, as well as participation in class activities.

1. Freshman-0-6 credits earned
2. Sophomores 6-12 credits earned
3. Juniors 13-18 credits earned
4. Seniors 14-24+ credits earned.

**TELEPHONE:**

The office phones are for school business. Lines are to be kept open. Students may obtain permission to use the office phone to call home in case of emergency or urgency.

1. Students are not to be called from class to the telephone to take messages except in cases of emergency.
2. Parents need to call the office 715-861-6947 to contact their student and not contact their student's cell phone. Students need to use the office phone to contact their parents/guardians and not their cell phone. If found that the student used their cell phone, during an unapproved time the student will be subject to the cell phone use section of the discipline policy.

**VISITORS:**

All visitors are welcome but must report to the office- per appointment or advance notice. A visitor is defined as anyone who is not currently enrolled or employed by the Cornell School. All visitors will be identified by wearing the visitor tag. Students from other schools are not permitted to attend classes with Cornell students unless they are determining possible enrollment.

**WISCONSIN ACADEMIC EXCELLENCE SCHOLARSHIP CRITERIA:**

1. Highest Grade Point average to the nearest 1/100 after 7 semesters in high school. This has been determined because of computer calculations of grades.
2. Starting the student's junior year, the student must be enrolled in Cornell High School for 3 consecutive semesters prior to the student's 8<sup>th</sup> semester (last semester) of high school.
3. Tie Breakers:
  - a. Composite ACT score at the end of the 7<sup>th</sup> semester of high school.
  - b. Grade point average of required courses.
  - c. Interview by school Board to determine the best candidate.

**WISCONSIN TECHNICAL EXCELLENCE SCHOLARSHIP:**

(TES) recipient will be selected annually by February 15<sup>th</sup>; the school board or its designee will notify the HEAB of the recipient. Eligible candidates compete for the scholarship by submitting a TES nomination form to the school board designee by February 1<sup>st</sup>. To be eligible, a senior must have applied to a technical college within the Wisconsin Technical College system. Selection of eligible candidates will be determined using a point system.

Points toward earning the scholarship are earned as follows:

- One point for each credit earned in high school in a Career and Technical Education (CTE) course; one additional point per credit for each 'A' earned in a CTE course. CTE courses are all those taught by a business, agriculture, technical education, family and consumer education teacher, as well as courses taught by a math or science teacher that are directly linked to technical college programs.
- One point for completion of an industry-recognized certification or training program.
- If students emerge with tied scores, CTE grades will become the tie-breaker

To be eligible for the AES or TES scholarship, the student must attend the Cornell School District for a minimum of 4 full semesters, one of which must be the last semester.

**WORK PERMITS:**

All students under 16 years of age must obtain a work permit before they can be employed at any job. This permit is now issued through the DWD online. You can obtain a work permit through the following website.  
<https://dwd.wisconsin.gov/er/laborstandards/workpermit/workpermitsteps.htm>

**FORMS:**

District Calendar- [www.cornell.k12.wi.us](http://www.cornell.k12.wi.us) or available at the school office  
Internet Code of Conduct-Form can be found in Infinite campus or in the office.  
Family Educational Rights & Privacy Act form can be found in Infinite Campus or in the office.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT:**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Cornell School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Cornell School District may disclose appropriately designated "directory information" without written consent; unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Cornell School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;

Graduation programs; and Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under The Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephones listing – unless parents have advised the LEA that they do not want their student's information disclosed without their written consent.

If you do not want Cornell School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by October 1, 2007. School District has designated the following information as directory information that may include all the information listed below:

- Student name
- Address
- Telephone listing
- Grade level
- E-mail address

If you have question feel free to contact me at 715-861-6989

Sincerely,  
Mr. Braaten  
Principal

**INTERNET CODE OF CONDUCT:**

Cornell's code of conduct applies to all users of the Internet. It reads: I will strive to act in all situations with honesty, integrity and respect for the rights of others and to help others to behave in a similar fashion. I will make a conscious effort to be of service to others and to the community. I agree to follow the Cornell School Districts basic rules, no threatening statements or violence, no damage to property, or use of illegal materials.

Cornell Internet users are held responsible for their actions and activities while using the Internet. The use of the school's internet access is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Unacceptable use of the network will result in the suspension or revoking of these privileges. Some examples of such unacceptable use are: 1. Using the network for any illegal activity, including violations of copyright or other contracts; 2. Using the network for financial or commercial gain; 3. Degrading or disrupting equipment or system performance; 4. Vandalizing the data of another user; 5. Gaining unauthorized access to resources; 6. Invading the privacy of individuals; 7. Using an account owned by another user; 8. Posting personal communications without the author's consent; 9. Posting anonymous messages.

By signing the contract and waiver form students in the Cornell School District may use the internet. Each student wishing to use the Internet shall do so through the supervision of faculty and staff and shall adhere to guidelines established as appropriate by board policy. The internet shall be viewed as a privilege and not a right. Internet shall be for education use consistent with educational objectives of the district policies and guidelines. Misuse of the Internet may result in loss of access privileges and school disciplinary actions. I understand the provision of using the Internet in the Cornell School District. I also understand that a violation of these provisions may result in a loss of access to the Internet and possible disciplinary action on the part of the school as stated in the student handbook.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date