



Luck Middle and High School Student and Family Handbook

2023-2024

Luck Middle/High School
810 7th Street South
Luck, WI 54853
www.lucksd.k12.wi.us



Welcome to another school year! Please take the time to read over this handbook and review it with your child. I am very excited to begin another year as Middle and High School Principal and look forward to continuing to partner with you in education.

Please note these protocols established in 2020 will remain in effect for the upcoming school year.

- If you would like to schedule a meeting with a teacher, it must be planned ahead. No unscheduled meetings will occur during the school day.
- Lunch in the cafeteria is not available to guests. Therefore, parents and/or visitors will not be able to eat with their children during the school day.

Attendance is critical to your child's academic success. Unless your child is ill, please do all that you can do to make sure that your child attends every day. If for any reason your child becomes reluctant to come to school, please communicate and we will work together to solve any problems.

As always, I am very much looking forward to this year. Please don't hesitate to reach out with any questions or concerns at any time.

Here's to a great year,

Jason Harelson
Luck 4K-12 Principal

CODE OF STUDENT RIGHTS

ALL STUDENTS HAVE A RIGHT:

1. To equal educational opportunities.
2. To be free from assault or intimidation.
3. To utilize school facilities and programs, according to established school regulations and procedures.
4. To hold property free from theft and damage.
5. To expect courteous behavior from other students and school personnel.
6. To determine their own dress as long as it is not distracting, inappropriate or indecent.
7. To seek and obtain help regarding personal problems from school staff members.
8. To seek and obtain help regarding personal problems from school staff members.
9. With written permission of the Principal/Administrator to solicit contributions or collect funds.
10. To display, distribute, or sell any items with the permission of the Principal/Administrator.
11. To hold peaceful rallies or demonstrations subject to the approval of the Principal/Administrator.
12. To form, hold, and express opinions and beliefs so long as the expression does not disrupt the normal operation of the school.
13. To freedom from unauthorized search of their personal property locker or desk except in cases of emergency, prior notification or a possibility of unlawful items.
14. To establish an elective student council.
15. To have access to all the rules which they are subject to.
16. To due process in the application of the Student Code.
17. To appeal an application of the Code through the grievance procedure.

TITLE IX

The School District of Luck designates the district administrator as Title IX officer: Joshua Bazey
810 S 7th Street
Luck, Wi 54853
joshb@lucksd.k12.wi.us
715-472-2152

The School District of Luck does not discriminate on the basis of sex in the education program or activity that it operates, and that the school district is required by Title IX and Part 106 of Title 34 of the Code of Federal Regulations not to discriminate in such a manner. The requirement not to discriminate in the education program or activity extends to student admissions (as applicable) and employment, and inquiries about the application of Title IX and Part 106 to the school district may be referred to the school district's Title IX Coordinator, to the Assistant Secretary at the U.S. Department of Education, or both. Grievance procedures are available upon request.

GENERAL INFORMATION

Lost and Found: Articles lost or found should be reported/taken to the office. Please check when missing items.

Textbooks: Textbooks are owned by the school district and loaned to students. Damage to or loss of a book will be billed to the student. Students are encouraged to put covers on textbooks.

Telephone: The office telephone is a business telephone and is to be used by students only with permission from the office staff.

Protection of Personal Possessions: Students are urged to be extremely careful with personal articles. Large sums of money, jewelry, or other valuables should not be brought to school. Each student is to safeguard his/her books and all other possessions. Books and other items should be marked in the designated area with the student's name.

Physical Education; Middle and High School] students are required to wear a "physical education uniform" during their physical education class. This means clothing suitable for physical education, (T-shirts, shorts & etc.), that are different from the clothes worn during the rest of the day. Non-marking shoes are also required. Please put the student's name on all clothing including shoes. Combination locks may be obtained from the school for free. A fine will be imposed if a lock is not returned at the end of the year. Students wishing to shower must bring a towel from home.

Excuse from Physical Activities: If a student is to be excused from physical activities, he/she must present an excuse from a parent or physician to the appropriate instructor. Parent requests are usually honored for three days; thereafter, a physician's note may be required.

Fire Drills: Fire drills will be held periodically during the school year. Every person in the building shall leave immediately

in an orderly fashion at the sound of the alarm. When the alarm sounds, students are to walk briskly (do not run) in single file from the room and close the door. The first person through the door will hold or fasten it open. The last person to leave the building will close the door. Students should line up in designated areas of the parking lot.

Tornado Drills: All students will be informed of what they are to do if we are in a tornado warning or actual tornado situation. All students are to walk briskly (do not run) to their safe place, remain calm, quiet and follow the directions given by their teachers or other staff members.

Safety Position: When assembled in your safe place, kneel down, put your face down, cover your head with your hands and stay in that position until the all clear is given.

Outdoors: With no shelter available, lie flat in a nearby ditch and shield head with arms.

Student Lockers & Desks:

Lockers and desks are the property of the school and provided for student use. No items shall be kept in lockers or desks which would endanger the health, safety, or welfare of individuals, or would be in violation of the law. Combination locks are provided on your lockers permanently. Tampering or altering this lock will result in a \$5 fine for custodial fees. If the lock is broken or missing, full replacement cost will be assessed to the student.

An administrator may search a locker or desk if he/she has reasonable suspicion to believe that the locker or desk might contain stolen objects, drugs, weapons, or information leading to the resolution of a threat to students and school personnel. School personnel may take possession of any item in a locker or desk which violates any part of this code as well as overdue library books or resource materials.

Visitors - Parents & Students:

If you would like to schedule a meeting with a teacher, it must be planned ahead. No unscheduled meetings will occur during the school day. Teachers will be available by email, phone, video conference and in person for meetings. Students may not bring guests to school.

Building Hours

Middle and High School students may enter the building through the West doors. The building is open at 7:30am each school day, please do not arrive before then. **All students are to leave the school immediately after the final bell unless they are involved in an after school activity or meeting with a staff member.**

MS/HS 2023-2024 Bell Schedule:

Block Day A:

1st Period	8:00 - 9:30
WIN	9:35 - 10:05
3rd Period	10:10 - 11:40
Lunch	11:40 -12:20
5th Period	12:20 - 1:50
7th Period	1:55 - 3:25

Block Day B:

2nd Period	8:00 - 9:30
WIN	9:35 - 10:05
4th Period	10:10 - 11:40
Lunch	11:40 -12:20
6th Period	12:20 - 1:50
8th Period	1:55 - 3:25

STUDENT ACCOUNTABILITY & ATTENDANCE

Student's whereabouts must be known during assigned periods. Students must be in class or assigned areas except during passing periods, or carry a hall pass.

While many student absences are unavoidable, it is hoped that parents share the concern of the school for the loss of educational opportunities which these absences represent. It is also hoped that parents will exert every effort to encourage students to attend classes regularly. Parents/Guardians are to notify the school as to the cause of a student's absence by telephoning the school at 715-472-2152, Ext.104 on the day of the absence.

Anonymity - Student Refusal to Identify Self: School personnel have the right to know the identity of all persons in the building. Students must identify themselves upon request of school personnel or duly assigned personnel to remain in the building.

Class Period Attendance: Students are to be under the supervision of qualified personnel while at school. Students who absent themselves from their supervising teacher create their own problems and are considered to have committed a serious offense.

Students absent from class for an approved reason must present the teacher with a pass to explain the absence. Detention or school suspension may result when students are absent from class for an unexcused reason. Parents will be notified of attendance issues.

Work Release/Youth Apprenticeship: Only juniors and seniors are allowed work release as long as they participate in Youth Apprenticeship/ supervised work release program, maintain passing grades, and are on pace to graduate. The allowed hours vary depending on need, other academic requirements, and credits hours. If students aren't working, get fired, or grades falter, then they are to be present at school. If students don't provide the school with the needed information regarding employment their work release will be denied. All work release will be approved by the principal and will include a formal application process. The school will need information from your employer in regards to schedules, hours worked, attendance, job performance, etc. The school will be in contact with your employer on a regular basis. Grades 9 and 10 would not be allowed work release.

Tardiness to Class: Tardiness will be subject to disciplinary action per school policy. Please see consequence matrix below

Early Dismissal: Parental permission is required to authorize a pupil to leave school during the school day. Permission will not be granted without this authorization.

Middle School and High School Students wishing to be dismissed early must present a note from a parent/guardian to the principal's office. All Middle School and High School students leaving school for any reason during normal hours of operation are to sign out in the High School office before leaving. This is necessary even when parents call for the student. In case of an emergency, parents should call the MS/HS school office and request modification of the student's required attendance schedule. Students not signing out or those failing to follow the rules governing early dismissal will be considered in violation of the School Code.

Students leaving school grounds: After a student arrives at the school, he/she is not to leave the School grounds during the school day, until school is dismissed at the end of the day. Permission for students to leave the school grounds may be granted only by the Principal/Administrator. Permission will not be granted unless the student presents a written parental request. Students who leave school grounds without permission will be considered truant and subject to disciplinary action

Age of Majority: The professional staff will carry out procedures to encourage students as they reach the age of majority to register and vote. The professional staff will cooperate with appropriate election officials to accomplish maximum voter registration.

Students may hold a peaceful rally or demonstration, with Principal/Administration permission, that does not interfere with the conduct of activities normally carried on in the school building or on school grounds. Students

may not participate in acts made unlawful by WI Statutes, such as misconduct on public grounds, disorderly conduct, and unlawful assembly.

Students are not exempt from complying with a reasonable rule or policy enacted by the Board of Education, administration or faculty because they have reached the age of majority. By statute, school boards are authorized to make rules pertaining to student conduct, or to delegate this rule making function to the district's administrators or teachers. School rules made under the authority of these statutes are binding on pupils regardless of age. The Student Code prohibits students from the use of alcoholic beverages, drugs, smoking, or being under the influence of the same within the school building or on a school district owned site. These rules apply to bus transportation for regular school attendance, extracurricular activities and field trips.

The age of majority does not have any effect on the age of compulsory attendance. Students beyond the age of majority should be made aware that they will be held responsible and accountable for any and all actions in the same manner as any other adult.

Students beyond the age of majority electing to attend school in a district other than the residence of their parents, shall be subject to rules, regulations, and laws established by the state and local school district for the purposes of interscholastic athletic eligibility. WIAA regulations provide that a student, whether an adult or not, is eligible for interscholastic competition only at the school in the district in which his or her parents are legal (physical) residents. He or she may be eligible without residency by parents in the same district after one calendar year of ineligibility. He or she may also participate in interscholastic activities due to a School of Choice decision using the rules and regulations of the WIAA as a guideline.

All students of the School District of Luck are subject to school rules. Students who have reached their 18th birthday are still under the domain of their parents and are not permitted to generate their own excuses for absences.

ATTENDANCE POLICY AND SCHOOL ADMISSIONS

It shall be the responsibility of the parent/guardian of each child/student of legal age entering the School District to complete official registration forms prior to assignment to a grade or schedule of classes. Parents/guardians of students transferring from other school systems are required to provide a transcript of academic accomplishments at the previous school, or the address from which this information may be secured. Parents who are enrolling their child/children in the school district from a home-based private educational program or private school shall be required to provide any available academic information. The entering student(s) may be required to take appropriate academic tests to assist in making a placement.

Parents/guardians of students admitted shall present immunization records as required by law. Students are encouraged to have a complete physical prior to entering school.

Students on an Individual Attendance Contract should refer to that document for specifics related to their attendance. All children between the ages of 6 and 18 years of age except as provided by law and the policies herein, shall attend school regularly during the full period and hours that school is in session until the end of the school term, quarter, or semester of the school year. Each student must be enrolled in a class or participate in an activity approved by the school board during each class period of each day.

A pupil's employment during school hours may be approved if the employment is part of/or related to the pupil's instructional program; or if the employment is approved as an accommodation for a pupil with exceptional educational interests, needs, or requirements. Students absent from school without a valid (legal) excuse shall be considered truant under state truancy laws. Detention and notification of legal authorities could result.

Truancy shall be defined as any absence of part or all of one or more days from school during which the school district has not been notified of the legal cause of such absence by the parent/guardian of the absent student and also intermittent attendance carried on for the purpose of defeating the intent of Wisconsin Statute 118.15. The school may request a written, signed, dated statement stating the reason for the absence and the time period covered by the absence. The Board reserves the right to verify such statements and investigate the cause of each single absence.

Wisconsin Truancy Statute 118.16 also states: "Upon request of the legal attendance officer, a statement from the local health officer or nurse or attending physician shall be permitted explaining the cause of the pupil's absence."

School Attendance and Course Work: Students being absent during a semester will need to coordinate with the teacher to make up work that was missed. If the work is not made up by the date agreed to, the student will receive "F's" for the work that was not completed. During the make-up sessions, teachers will counsel students and assist them with completing make up work.

Under normal circumstances, all assignments and tests are to be made up within two days for all excused absences. Under unusual circumstances exceptions will be made on an individual student and class basis. Arrangements with each teacher will be the student's responsibility.

Suspended students will be allowed to make up work. Teachers will supply all needed information to assure the student remains current in the course of study. Examinations covering study completed before the suspension, unit, quarterly, semester or year-end tests will not be denied to the student so long as they are taken within the time limit. Credit will be given for this work. Students will be expected to make arrangements with the teachers.

Attendance Policy:

- After 5 days unexcused, a notice shall be sent to parents/guardians
- After 7 days unexcused, second notice will be sent requesting meeting with parents
- After 10 days unexcused, student may receive citation pending prior arrangements or understandings which may include post-dated documentation of prior unexcused absences

PERMISSION OF PARENT/GUARDIAN EXCUSED ABSENCES Students are permitted to be absent from school ten days a year for the following reasons:

Personal Illness: Students affected with common childhood communicable diseases (i.e. chickenpox, measles & etc.) will be reviewed and potentially excluded from the minimum attendance requirement during the communicable stages of the disease. A physician's statement attesting to the illness may be required or verification of the illness by the county public health nurse may be required. Each student's case will be evaluated on an individual basis. Other student maladies will require a physician's statement for exclusion from the attendance policy and each case will again be evaluated on an individual basis.

Medical and Dental: Doctor appointments, surgery, hospital stays, testing, etc. that cannot be scheduled outside of the school day.

Legal: Court appearances, lawyer's appointments, etc.

Family Emergency: Defined as a situation over which the student has no control and which requires the student's immediate attention, serious illness or death in the family are considered extreme and will be exempt from the ten day absence limit.

Parent/Guardian Authorized Absence: Any student excused in writing by his/her parent or guardian before an absence, (a minimum of 24 hours prior to the absence) will be excused from school attendance for no more than ten (10) days per year. A reason for the absence is required. All work must be made up as stated under the school attendance and course work heading.

Attendance Policy Exemptions: Exclusion from the minimum attendance requirement will be granted as specified for communicable diseases and family emergencies. Excused absences are granted as stipulated in the policy. School sponsored activities requiring students to miss school or class are excluded from the attendance requirements.

Family Vacation: Family vacations will not be exempt from the attendance policy.

Excessive Absences: The attendance office may identify a student's absenteeism as excessive in his/her judgment. If this happens, parents may be required to provide medical verification.

Make-up Work: Makeup work is the responsibility of the student. In many instances teachers may expect students to spend appropriate amounts of time after school in order to make up work that is missed. Students with excused,

unexcused, and suspended absences will be given the assignments for work missed, so they can stay current. Students shall not be denied the opportunity to take any unit, quarterly, semester or grading period examinations. Tests and make up work may be completed during an after school session. No pupil shall be denied credit in a course or subject solely because of absences from school.

Appeal Process: Any exception to the above policies and/or objections to the administration of the above policies, after personal consultation with the principal may be appealed to the District Administrator. Such appeal must be in writing, fully stating facts, objects, arguments and remedies. After a personal conference to attempt resolution of the matter, the District Administrator shall provide a written answer to the appellant. If the administrator's conference and answer do not resolve the matter, a written appeal may be made to the Board of Education who shall hear the matter in open session (unless confidentiality is essential and lawful) and render a final decision.

Seniors: Any member of the Senior class missing more than 10 days in a trimester or 30 days a year for any reason other than previously stated exceptions to truancy proceedings. Students will be subject to consequences including but not limited to, missing the Senior Trip and Commencement ceremony. This does not include school sponsored events. Students will also be subject to truancy citations.

DRESS CODE

Student appearance has an important effect on the attitudes towards themselves, towards other students and the school. It is self-evident that clothing is universally disruptive. In compliance with Luck School Board policy 5511 following guidelines have been established. While it is recognized that attire/grooming are matters of expression and subject to fashion or current trends, clothing should be neat, clean, modest, and in good taste. Any form of dress that is determined to interfere with the educational process or could cause injury to oneself or others is prohibited.

Students must wear a top and bottom, or one piece equivalent and shoes. If a separate top and bottom are worn, the top and bottom must meet, i.e. no bare midriff.

Top: must have fabric in the front, sides, and back. The back must have the majority of skin covered as well as undergarments. Tops must not be lower in the front than the tops of the armpits. If a student has a low cut top, a tank top or tube top must be worn underneath.

Bottom: must be of an appropriate length to allow for standing, sitting, and bending, while still providing adequate body coverage and must cover undergarments and buttocks. Hem line of shorts must be horizontal when standing. Ripped jeans/pants are allowable as long as the holes meet guidelines above.

Students cannot wear:

Swimsuits (except as required in class or athletic practices)

Accessories that could be considered dangerous or could be used as a weapon

Transparent, mesh, and/or see through material without proper layer(s) underneath

Hats or other head coverings, including bandanas, hoods, etc.

Students will be required to store all backpacks, blankets, stuffed animals, pillows, jackets in their lockers. They will not be allowed to bring them to class.

Clothing shall be free of inflammatory, suggestive, or other inappropriate writing, advertisement, or artwork. This includes, but is not limited to, apparel advertising alcohol/tobacco products, those promoting drugs/drug paraphernalia, or ones with any type of sexual connotations. Clothing must not cause a disruption to the learning environment.

Dress code infractions will be documented and subject to discipline according to the consequence matrix.

ELECTRONIC COMMUNICATION DEVICES:

Cell phones and personal electronic devices are not a necessity for the educational process, all necessary technology use can be done on school provided equipment. Cell phones will not be allowed during class time, and should be kept

in the student's locker. If a teacher sees a cell phone in class, it would be considered an infraction. High school students will be allowed to have their cell phones during their lunch period. Middle school students will not be allowed to have their phone at all during the school day. Please note: these devices are common targets for theft and are difficult to recover. While the school will do our best to investigate claims of theft and recover property, the school is not responsible for missing or stolen items. Cell phones are not to be used during guest speakers, assemblies, presentations, or lyceums, the same procedures outlined below will be utilized in these settings.

Attention Parents: we need your help in minimizing distractions and teaching responsible use. The teaching of responsible technology use begins at home and is supported by the school. If you need to contact your child during the day, please call the main office at 715-472-2152, ext 104. School staff will relay a message or, in emergencies, get a student out of class. Please do not text or call your child during the school day. We ask that you support the school in preserving instructional time, enforcing this expectation, and by setting a positive example of responsible cell phone use. Thank you!

Consequences for misuse of technology are outlined in the consequence matrix.

TRANSPORTATION

Bicycles: Students riding bicycles to school should follow good safety rules and regulations. All bicycles should be walked once on school property and parked in the racks. It is recommended that students lock their bikes. Students should stay clear of the bike racks after parking bicycles. Bicycles should not be brought to school if ice and snow are present on the roads.

Skateboards, rollerblades & etc: The use of skateboards, rollerblades and similar devices is forbidden at all times on school property.

Walking: Students who walk to school should use extreme caution in crossing streets and in walking on ice and snow. Students should restrict themselves to the painted area designated for walking along East Street, when traveling to and from school.

MOTOR VEHICLES

Bus transportation is provided for all students. Some students prefer to provide their own transportation to school. The ability to drive and park a motor vehicle on school property is a privilege, not a right. All students and school personnel who bring a motor vehicle onto school property during the school day must obey the following rules and regulations. These rules and regulations are put in place to provide security and safety to all who work or learn at Luck Schools.

1. All motor vehicles must be parked in the designated areas. Students and staff are encouraged not to park on the roadway and obstruct the traffic flow and safety of students. The north portion of the lot is for employees and the south portion of the lot is for the students and visitors. Signs posted on the light poles designate these areas.
2. It is highly recommended that all vehicles be locked at all times. The school cannot guarantee the safety of any personal or valuable items and is not responsible for any items stolen.
3. Students shall not be permitted access or use of personal motor vehicles at any time during school hours without advanced permission from the District office.
4. Speeding, careless, unsafe or inappropriate driving on school property is prohibited and may be reported to the local police for ticketing.
5. Speed limit of 5 mph with entrance from the North and exit from the South.

The Luck School District may use their discretion when determining the severity of the offending drivers' punishment. Parking on school property is a privilege and may be withdrawn at any time; such a decision is solely the prerogative of the Luck School Administration. The parking lot is part of school district property, and as such, the administration reserves the right, if he/she has reasonable suspicion to believe that the vehicle might contain stolen objects, drugs, weapons, or information leading to the resolution of a threat to students and school personnel. School personnel may take possession of any item in a vehicle on school property which violates any part of this code as well as board policies, and local and state statutes.

Transportation to School Sponsored Activities: All students engaging in school activities must ride district arranged or provided transportation to and from said activities. Under exceptional and very limited circumstances,

parents or legal guardians may transport their own children to and from activities. Students may also under very limited circumstances, drive their car with no other riders when requested by a parent/legal guardian in writing and approved by the principal/administrator twenty-four (24) hours prior to the activity. A certificate of insurance may be required for this request. Parents or legal guardians must meet with the coach or sponsor after the conclusion of the activity and sign out only their child/children) to exclude them from the school sponsored transportation home.

CO-CURRICULAR ACTIVITIES

All students are encouraged to participate in co-curricular activities. Students planning to participate in school activities on school days are expected to be in school that day. Students interested in forming new clubs or activities must submit a petition to the principal. If the principal favors the petition, it is then submitted to the district administrator and the board of education for final approval.

EXTRA CURRICULAR/ORGANIZATIONS

Students will have the opportunity to join student organizations as part of the Luck School District. Students should be in good standing to participate in student organizations. Advisers will communicate and recruit students for their respective organizations. Students are encouraged to participate in interscholastic athletics. Students who fail to meet the stated academic or conduct standards are subject to athletic code provisions. An extra-curricular activities program shall be offered to all students in the district. Participation in extracurricular activities shall be in accordance with established school and activity rules.

Students have the opportunity to start new organizations. Any students wishing to start a new organization should meet with the Principal to discuss the procedure.

CLASS/STUDENT ACTIVITIES AND FUND MANAGEMENT

The administration shall assign advisors for supervision of all extra-curricular activities. Students who violate school and/or activity rules shall be subject to disciplinary action. statute 120.12(1) provides for the board of education to have "possession, care, control, and management of the property and affairs of the district." Therefore, Wisconsin school boards may determine how class or club funds shall be handled or managed. All funds raised or expended under school sponsorship or by authority of the school are subject to board control.

All money collected by students or faculty members during the school year will be deposited and channeled through the school's activity account. This activity account money will be dispersed under the direction of the Principal/Administrator. School activity/class funds will be expended only for the benefit of the organization, class, and school or as recommended by the class officers acting in accordance with the school district's normal procedures. For example, funds may be used for school approved class trips, social events, school programs or for gifts donated to the school. Limitations on fund disbursement will be imposed as needed to prevent waste or use of funds for student, faculty or individual gain. All funds collected by a class or club organization will be deposited daily with the high school secretary.

Fundraising: Fundraising activities conducted by student groups must be approved by the Principal/Administrator prior to beginning a promotional campaign, sales or solicitation of goods, services or monetary considerations. Fundraising projects may be approved if there is an apparent or established need to hold a fundraising event and there is a sufficient commitment by an organization/advisor to complete a fundraising project. The product or service being offered must be of good quality, is priced appropriately, is conducted during a short time frame and a good return is realized by the sponsoring organization. Fundraising activities requiring purchase of goods or commitment of funds prior to beginning the sale of goods is discouraged.

Expenditures or Purchases: Funds may be used to purchase equipment, supplies, materials or services if previously approved by the administration. Expenditures for special activities shall require a 2/3 majority vote by the organization members, approval of the advisor and the administration. Activity sponsors are responsible for contacting vendors for goods or services.

Collection of funds: Individual students may not solicit contributions or collect funds for any purpose from students or school personnel on school property, at school sponsored functions, or on school transportation, unless they have the permission of the Principal/Administrator.

Dissolution of a Club or Organization: If a club or organization is dissolved or inactive for a number of years, the Principal/Administrator may transfer the remaining funds credited to that organization to another activity account. **At the end of each fiscal year, the school auditor will audit the activity accounts.**

COUNSELING PROGRAM AND STUDENT SUPPORT SERVICES

Students are urged to make extensive use of the counselor and guidance services. The counselor and student support coordinator are hired to help students plan their high school program, meet graduation requirements, develop career options, and individual counseling.

STUDENT EVALUATION

Student's achievement and performance will be evaluated through oral participation, written tests and performance, written homework, exams, etc. Students are graded on a letter grade and percentile basis. Teachers have been asked to evaluate students and render grades within the appropriate framework set forth below.

Traditional Courses			AP/College	
93.5	100	A	90.5	100
89.5	93.499	A-	86.5	90.499
86.5	89.499	B+	83.5	86.499
83.5	86.499	B	80.5	83.499
79.5	83.499	B-	76.5	80.499
76.5	79.499	C+	73.5	76.499
73.5	76.499	C	70.5	73.499
69.5	73.499	C-	66.5	70.499
66.5	69.499	D+	63.5	66.499
63.5	66.499	D	60.5	63.499
59.5	63.499	D-	56.5	60.499
0	59.499	F	0	56.499

At the end of each trimester, report cards will be mailed home. Parents having questions about grades or other concerns are urged to call the school. Conferences with staff can be arranged to discuss concerns or questions at any time during the school year.

Incompletes: Incompletes will be recorded on grade cards when students are unable to complete work because of illness or other reasons. All incompletes must be cleared two weeks after completion of the grading period.

Progress Reports: Every four weeks, teachers will communicate to parents/guardians of students who have Ds and/or Fs in their classes. Parents are also encouraged to check grades in Skyward regularly to monitor their child(rens)'s progress. Please feel free to contact teachers at any time of concern.

Parent-Teacher Conferences: Parent-Teacher Conferences are scheduled three times during a school year. These conferences are held to give parents and teachers an opportunity to discuss a student's academic progress/success or a host of other issues. A parent may contact a teacher to discuss a student's progress or lack of progress at any time. Parents may also log into Skyward Family Access from their home computer to check on their student's grades, missing assignments; days absent and etc., Information on how to use the Skyward Family Access program available from the office.

Testing Program: The testing program in the school district shall be designed to yield information on student ability

and achievement. Professional staff members are expected to use the test results as an aid in the evaluation of individual students and as a tool in designing instructional programs to prompt student success. The testing program has three main goals: to screen academic performances of individual students at various grade levels, to compare various elements of the Luck academic program to national norms, and to determine individual interest areas of students.

In circumstances where student performance reflects developmental lags or difficulties with learning or relationships, testing is done to determine achievement levels, academic needs or to assess emotional or psychological development. In most instances these evaluations are done through the IEP process with Special Education Staff involved in making programming and placement decisions.

Regular Diploma

Post- Class of 2023

Must Earn 28 Credits

- 4 English
- 3 Social Studies
- 3 Mathematics
- 3 Science
- 2 Physical Education
- .5 Health
- .5 Personal Finance
- 1 Vocational Credit
- 1 Humanities Credit
- 10 Additional Credits

10 Hours of community service per year of enrollment

Pre-Class of 2024

Must Earn 26 Credits

- 4 English
- 3 Social Studies
- 3 Mathematics
- 3 Science
- 2 Physical Education
- .5 Health
- .5 Personal Finance
- 1 Vocational Credit
- 1 Humanities Credit
- 8 Additional Credits

10 Hours of community service per year of enrollment

Students who desire to add additional classes for credit after the start of any semester may do so only upon formal request to the school counselor and/or an administrator. A student, who wants to take vocational school courses or correspondence courses for high school credit and to meet graduation requirements, must first make a request to the school counselor and have approval of such courses by the high school administration before enrolling in the course.

Students who take high school courses prior to entering 9th grade will have those courses recorded on their transcript as taken. However, no credit will be given, and grades will not be calculated into the cumulative grade point average.

Semester and Year Long Courses

1. All courses are either a year or one semester long. (See Student Resources for more information)
2. Students will remain in yearlong classes for the duration.
3. Dropping either a semester or year long class will result in a loss of a credit and a grade of an "F".
4. Requests for dropping a class will be considered on an individual basis and will require approval by the Principal. Exceptional circumstances must exist before approval will be granted. A failing grade does not necessarily indicate exceptional circumstances. Students removed from class for repeated acts of misbehavior will not receive credit.
5. Students may change class no later than one week after commencement of the grading period.

RETENTION. COURSE AND GRADE REQUIREMENTS

High School students achieving unsatisfactory grades in required courses for either a trimester or year must repeat said courses and achieve a passing grade.

Failed courses should be repeated the following trimester or year except in unusual circumstances or conflicts. Credit for failed or incomplete courses may be taken at District approved Correspondence and/online schools with prior permission from the Principal/Administrator. All attempts will be made to reclaim that credit through our At Risk program.

CHEATING AND PLAGIARISM

Cheating and/or copying are not permitted. Students are responsible for doing their own work and to give credit where credit is due. Disciplinary action will be taken in cases of student academic dishonesty.

STUDENT RECORDS

Parents of students under 18 years of age may examine their student's school record. Students over 18 years of age may examine their own records. Records belong to the school and a counselor or a Principal/Administrator must be present during the examination. Please call for an appointment.

"Pupil Records" means all records relating to an individual pupil which is maintained by the school, but does not include notes or records maintained for personal use by a teacher or another person who is required by the Department of Public Instruction to hold a certificate, license or permit. Records and notes are not available to others nor does it include records necessary for, and available only to persons involved in, the psychological treatment of pupils.

"Behavioral Records" means those pupils' records which include psychological tests, personality evaluations, records of conversations, any written statement relating specifically to an individual pupil's behavior, tests relating specifically to achievement or measurement of ability, the pupil's physical health records and any other pupil records which are not progress records.

"Progress Records" means those pupil records which include the pupil's grades, a statement of the courses the pupil has taken, the pupil's attendance record and records of the pupil's extracurricular activities.

CONFIDENTIALITY

All student records are confidential, with the following exceptions:

- (a) A pupil, or the parent/guardian of a minor pupil, shall, upon request, be shown and/or provided with a copy of the pupil's progress records.
- (b) An adult pupil, or the parent/guardian of a minor pupil, upon request, may be shown, in the presence of a person qualified to explain and interpret their records and the pupil's behavioral records. The adult pupil or parent/guardian, shall, upon request, be provided with a copy of their records.
- (c) The judge of any court of this state or of the United States shall, upon request, be provided by the school district with a copy of all progress records of a pupil who is the subject of any proceeding in such court. Pupil records shall be provided to a court in response to a subpoena by parties to an action, for in camera inspection, to be used only for purposes of impeachment of any witness who has testified in the action. The court may turn said records or parts thereof over to parties in the action or their attorneys if said records would be relevant and material to a witness's credibility or competency
- (d) A pupil's records may be made available to persons who hold a certificate, license or permit in the school in which the pupil attends as required by the Department of Public Instruction under S.115.8 (7).
- (e) Upon the written permission of an adult pupil, or the parent/guardian of a minor pupil, the school shall make available to the person named in the permission form, the pupil's progress records or such portions of his behavioral records as determined by the person authorizing the release.

The school board may provide the Department of Public Instruction or any public officer with any information required under Chapters.115 -121. A student's records may be used in suspension and expulsion proceedings and

by the multidisciplinary team under Chapter 115 of the Statutes.

The principal shall have primary responsibility for maintaining the confidentiality of all student records kept at the school. All requests for inspection or for transfer to another school district should be directed to the principal or his/her qualified designee who will then determine whether inspection or transfer is permitted under this policy. The principal or his/her qualified designee shall be present to interpret behavior records when inspection is made.

Transfer of Records: Records relating to a 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 another district, or upon written notice from the other school district that the student has enrolled.

Right to Inspect Official Records: Parents of students shall have the right to inspect and review any and all official records, files, and data directly related to their children. This will include all material that is incorporated into each student's cumulative record folder, and intended for school use or to be available to parties outside the school or school system, and specifically including, but not necessarily limited to, identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized intelligence, aptitude, and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings, observations, and verified reports of serious or recurrent behavior patterns. When such records or data include information on more than one student, the parents of any student shall be entitled to receive, or be informed of, that part of such records or data as pertains to their child was requested. Such right to inspect and review shall be granted to a parent/guardian of a student within 45 days of receipt of written request for such inspection and review.

Transcripts: Students desiring transcripts of grades need to request so in writing. Transcripts cannot be made available upon demand, please plan ahead.

STUDENT AWARDS AND SCHOLARSHIPS

Students in the Luck School District shall be informed annually of any available scholarships and awards. Literature concerning available scholarships is posted in the school building and/or available through the Guidance Counselor and/or Student Support Coordinator. Criteria for school district awards and scholarships shall be developed within the school district goals and objectives.

HEALTH SERVICES

Student Medication may be administered when required by a doctor. Administrative paperwork must be completed and on file in the office.

Students who are unable to continue regular school attendance will be counseled as to educational alternatives available to them. With a physician's certification, these requests for homebound instruction shall be submitted in writing to the Administration.

Parents will be notified of an injury or illness as warranted. If the parent cannot be reached, the procedures noted on the student emergency form will be followed. Ill or injured students will not be sent home unless a parent/guardian is contacted or other arrangements are made. Junior and Senior High Students who are sent home are to check out in the high school office. Accident investigation reports will be filed by the supervising staff member with the office when student injuries occur.

LUNCH PROGRAM

Students in the Luck School District shall have an opportunity to participate in school lunch and breakfast programs. These programs shall be administered by the district administrator, or designee, in accordance with established guidelines.

Middle School and High School students are to eat or sit in the cafeteria until dismissed by supervisors. As a general rule, food should not be taken out of the cafeteria into the commons area. Food service prices shall be established by the Board annually. In accordance with federal guidelines, the district shall offer free and reduced price food services to students who qualify.

Lunch is served in the school cafeteria. Students are to remain in the cafeteria until dismissed by the lunch supervisor.

Lunch Money: Students may put money into their lunch account by placing it in an envelope and taking it to the office. Student should maintain a positive balance in his or her lunch account.

DISTRIBUTION OF PUBLICATIONS AND HANDBILLS PRODUCED BY STUDENTS

School newspapers, yearbooks, literary magazines, and similar publications are encouraged as learning experiences. As such, they shall have qualified faculty advisors and shall strive to meet high publication standards. These publications shall reflect the judgment of the student editors, which carries the obligation to be governed by the standards of responsible journalism. It is essential that school newspapers provide opportunities for members of the student community to express a variety of viewpoints and opinions.

The school will encourage the expression of a variety of viewpoints and opinions. If the Principal or Administrator finds the publications may contain libelous or obscene language, will invite persons to illegal acts, or is grossly insulting to any group or individual, and also reasonably forecasts that its distribution to the students will substantially disrupt or materially interfere with school procedures, the Principal/Administration shall notify the sponsors of the publication that its distribution may not be initiated or must be stopped and state the reasons.

SECURITY CAMERAS

Students should refrain from tampering with school security cameras. The school's camera's primary purpose is to improve school security. The cameras may be used when feasible to manage student behavior or solve student crimes.

STUDENT CONDUCT

Respect is the key to getting along with others. Therefore, everyone is expected to show respect for others at all times. Students are to refrain from verbally and physically abusing or harassing others. If a problem develops, try to work it out. If you can't work it out, seek help immediately from the nearest adult.

All student behavior should be based on respect and consideration for the rights of others. Students have a responsibility to know and follow the rules and regulations of the school. Students shall conduct themselves in keeping with their level of maturity, acting with due regard for the supervisory authority vested by the Board in all district employees.

Students are expected to abide by the Student Handbook and Code of Conduct as outlined in this document, and as stated in the rules and regulations established by the Principal/Administration of the School. This applies to conduct on/adjacent to school premises, on school vehicles, and at school related events.

All employees shall share responsibility for supervising the behavior of students and for seeing that they meet the standards of conduct established by the Principal/Administration. In enforcing rules for student conduct, staff members shall place particular emphasis upon educating students in the ability to act in an appropriate manner.

BEHAVIOR CLARIFICATION

Behavior or an action, which disrupts the learning environment or infringes upon health, safety, and general welfare rights of others seriously, breaches school policy. A student should move about the school in a safe manner during passing time, break, and/or lunch hour as well as before and after school, avoid horseplay, refrain from public displays of affection, or physical contact games while in school.

A student should help keep the building clean and free from litter or trash. Students will refrain from using and displaying vulgar, lewd, obscene, or plainly offensive language. During evening activities, students and spectators are to watch the ball game and render support for our teams. Wandering about the grounds/building or engaging in acts dangerous to one's self or others is not acceptable.

STUDENT DISCIPLINE

Sound disciplinary measures shall be maintained in the Luck School District. All teachers shall ensure that proper student conduct is maintained in his/her classroom, in the halls, on school premises, on scheduled field trips and at school-sponsored activities.

A positive approach in the disciplinary measures shall be used, taking into account the dignity of the student, the seriousness of the infraction and the need for positive motivation of students.

Effective discipline within the student body is vital if a quality education is to be attained. Without good discipline, the school cannot function at the desired level of instructional efficiency. An appropriate atmosphere or climate for learning is everyone's responsibility both in and out of the classroom. The best ingredients for good discipline are 'self discipline' and cooperation. Examples of behaviors that are desired include respect for the rights of others, respect for property, pride in one's work, achievement within the range of one's ability, and exemplary personal

standards of courtesy, decency, and honesty.

Students should arrive promptly to class and be prepared to participate by bringing books, pen, and paper to class. A student is expected to remain seated during class, follow directions, and use appropriate protocol for class participation (raise hand & etc.). Students should not swear, provoke, or harass others and should keep hands, feet and objects to themselves.

Occasionally, it becomes necessary for staff members to take action in order to elicit the cooperation of students. It is our objective that discipline throughout the school must be based on practices that are firm, fair, and consistent.

If it is necessary to address a student regarding his/her behavior, and implement corrective actions, the following actions may be taken by staff members: Detain the student after class and speak with the student regarding his/her misbehavior. A staff member may contact and/or schedule a conference with the student's parent/guardian to discuss the problem. A record will be kept of the concern, the action taken and the outcome.

Detentions are after school and conducted from 3:30-4:00 PM on Tuesdays and Thursdays. The purpose is to effect an improvement in the student's citizenship due to one or more of the following typical infractions of the school policies: Continual tardiness to school or class, failure to follow general rules and misbehavior or insubordination. Students are detained to counsel them in proper study habits and to make them more aware and concerned with general school policies. Detention shall take precedence over jobs, student activities or other commitments.

Parents will be notified of all detentions. Detentions may be served the same day they are assigned. Parents and/or students will be responsible for transportation home. Students failing to serve detentions as assigned are subject to additional detention time and/or suspension from school.

Detention Expectations:

1. Report to the assigned room on time and remain there until dismissed.
2. Bring materials to study; include books, paper, pen or pencil.
3. Take a seat assigned and wait for instructions.
4. Students will not be permitted to leave the detention room without permission.
5. Detentions are to be served a minimum of one each day until all are served.

If there is a legitimate excuse for a student being absent from a detention, a parent/guardian must contact the school PRIOR to that absence.

The detention program may cause inconvenience for students and some parents. IT MUST BE RECOGNIZED, HOWEVER, THAT WILLFUL MISCONDUCT BY THE STUDENT IS THE CAUSE OF BOTH THE DETENTION AND ANY RESULTING INCONVENIENCE TO STUDENTS AND PARENTS.

Below is the consequence matrix for the School District of Luck

BULLYING

Bullying is when one person repeatedly uses power in a willful manner with the intent of hurting another person. Repeated exposure over time to negative actions-verbal or physical aggression, social attention or intimidation of others is considered bullying.

	4K, K, 1, 2	3, 4, 5	6, 7, 8	9, 10, 11, 12
First Referral	-0-5 days of modified recess or other office consequence -Reteaching/reflection -Contact home -School counselor contact		-Detention or other office consequence -Reteaching/reflection -Contact home -School counselor contact	
Second Referral	-0-5 days of modified recess or other office consequence -Reteaching/reflection -School counselor contact -Parent conference		-½ day ISS or other office consequence -Reteaching/reflection -Contact home -School counselor contact	

Third Referral	-0-5 days of modified recess or other office consequence -Reteaching/reflection -School counselor contact -Problem Solving Team referral w/student attendance	-Full day ISS or other office consequence -Reteaching/reflection -Contact home -School counselor contact
-----------------------	--	--

DANGEROUS PHYSICAL BEHAVIOR

Dangerous physical behaviors are those that could result in injury to self, another student or staff member.

	4K, K, 1, 2	3, 4, 5	6, 7, 8	9, 10, 11, 12
First Referral	-0-5 days of modified recess or other office consequence -Reteaching/reflection -Removal of student from setting -Parent contact		-Detention or other office consequence -Reteaching/reflection -Removal of student from setting	
Second Referral	-0-5 days of modified recess or other office consequence -Reteaching/reflection -Removal of student from setting -Parent contact		-½ day ISS or other office consequence -Reteaching/reflection -Removal of student from setting -Parent contact	
Third Referral	-0-5 days of modified recess or other office consequence -Reteaching/reflection -Removal of student from setting -Parent conference		-Full day ISS or other office consequence -Reteaching/reflection -Removal of student from setting -Parent meeting	

FIGHTING

Fighting is aggressive, hostile, physical contact between students. Students who retaliate to defend themselves will receive consequences as well.

	4K, K, 1, 2	3, 4, 5	6, 7, 8	9, 10, 11, 12
First Referral	-0-5 days of modified recess or other office consequence -Reteaching/reflection -Parent contact		-1-3 days OSS or other office consequence -Reteaching/reflection -Parent contact	
Second Referral	-0-3 days of ISS -Reteaching/reflection -Parent conference		-3-5 days OSS or other office consequence -School Resource Officer contact -Reteaching/reflection -Parent conference	
Third Referral	-0-3 days of OSS -Reteaching/reflection -School counselor contact -Parent conference to return to school		-3-5 days OSS or other office consequence -School Resource Officer contact -Reteaching/reflection -School counselor contact -Parent conference to return to school with return to school contract	

GROSS DISOBEDIENCE AND MISCONDUCT

This section represents the most serious infractions typically resulting in the consideration of expulsion.

	4K, K, 1, 2	3, 4, 5	6, 7, 8	9, 10, 11, 12
First Referral	-1-3 days OSS or other office consequence -Reteaching/reflection -Parent conference		-1-3 days OSS or other office consequence -Reteaching/reflection -Parent conference	
Second Referral	-2-5 Days OSS or other office consequence -Reteaching/reflection -Parent conference -SRO referral -Expulsion considered		-2-5 days OSS or other office consequence -Reteaching/reflection	
Third Referral			-SRO referral -Parent conference -Expulsion considered	

PROHIBITED SUBSTANCES

Use, possession, or distribution of illegal drugs, including but not limited to marijuana, LSD, Cocaine, barbiturates, ecstasy, and other mind altering drugs. Other prohibited substances include prescription and over-the-counter medications, look - alike drugs, tobacco, vapes, alcohol or any other items that can endanger the health and safety of other students are prohibited on school property. Any violations will be referred to the local police and/or Polk County Sheriff's Department.

*Distribution would result in recommendation to the board.

	4K, K, 1, 2	3, 4, 5	6, 7, 8	9, 10, 11, 12
First Referral	-0-5 days OSS or other office consequence -Reteaching/reflection -Parent contact -Police referral		-0-5 days OSS or other office consequence -Reteaching/reflection -Parent contact -Police referral	
Second Referral	-0-5 days OSS or other office consequence -Reteaching/reflection -Parent conference -Police referral		-0-5 days OSS or other office consequence -Reteaching/reflection -Parent conference -Police referral	
Third Referral			-0-5 days OSS or other office consequence -Reteaching/reflection -Parent conference -Police referral	

HARASSMENT

Harassment means an unwelcome advance(s) of a verbal or physical nature that interferes with students' school performance, creates a hostile, intimidating or offensive environment for the students. Harassment is typically an act repeated over time. Examples of prohibited conduct include name-calling, using racially embedded words, derogatory slurs, sexual or wearing or possessing items depicting or implying hatred or prejudice. Allegations of harassment will be investigated and consequences may follow as a result of an investigation.

	4K, K, 1, 2	3, 4, 5	6, 7, 8	9, 10, 11, 12
First Referral	-0-5 days of modified recess or other office consequence -School counselor contact -Reteaching/reflection -Parent contact		-Detention or other office consequence -Reteaching/reflection -School counselor contact -Parent contact	

Second Referral	-0-5 days of modified recess or other office consequence -Reteaching/reflection -School counselor contact -Parent conference	-½ to 1 day ISS or other office consequence -Reteaching/reflection -School counselor contact -Parent conference
Third Referral	-0-5 days of modified recess or other office consequence -Reteaching/reflection -School counselor contact -SRO contact -Parent conference	-1-3 days OSS or other office consequence -Reteaching/reflection -School counselor contact -Parent conference

INAPPROPRIATE BEHAVIOR

Inappropriate behavior that constitutes an office referral is any action, behavior, or activity that does not conform to normal expectations in the school setting or infringes upon the rights of a member of the community.

	4K, K, 1, 2	3, 4, 5	6, 7, 8	9, 10, 11, 12
First Referral	-0-3 days of modified recess or other office consequence -Reteaching/reflection -Parent contact		-Detention or other office consequence -Reteaching/reflection -Parent contact	
Second Referral	-0-5 days of modified recess or other office consequence -Reteaching/reflection -School counselor contact -Parent contact		- Detention, ½-1 day ISS, or other office consequence -Reteaching/reflection -School counselor contact -Parent contact	
Third Referral	-3-5 days of modified recess or other office consequence -Reteaching/reflection -School counselor contact -Parent conference		-0-3 days OSS or other office consequence -Reteaching/reflection -School counselor contact -Parent conference	

MISUSE OF TECHNOLOGY

All students 4K-12 are issued district-owned technology devices, have devices available for use throughout the school day, and there are devices present all throughout the school itself. Additionally, students may bring technology devices with them to school. Misuse of these devices could include using the technology in a way that is deemed inappropriate, in a way that could harm others, could result in damage to the equipment, during a time when technology is to be put away, or other circumstances deemed inappropriate by the school staff and/or administration. **The school district reserves the right to confiscate personal devices on school grounds. Failure to comply with confiscation will result in disciplinary action in the category of Insubordination/Disrespect.**

	4K, K, 1, 2	3, 4, 5	6, 7, 8	9, 10, 11, 12
First Referral	-0-2 days of modified recess or other office consequence -Possible loss of technology privileges for the remainder of the day -Possible confiscation of personal device for the remainder of the day -Reteaching/reflection -Parent contact		-Starts with serious infraction or 3rd teacher issued infraction -Detention or other office consequence -Possible loss of technology privileges for the remainder of the day/or period -Possible confiscation of personal device for the remainder of the day -Reteaching/reflection	

		-Parent contact
Second Referral	-0-3 days of modified recess or other office consequence -Possible loss of technology privileges for the remainder of the day -Possible confiscation of personal device for the remainder of the day -Reteaching/reflection -Parent contact	-½-1 day ISS or other office consequence -Reteaching/reflection -Possible loss of technology privileges for the remainder of the day -Possible confiscation of personal device for the remainder of the day -School counselor contact -Parent contact
Third Referral	-0-5 days of modified recess or other office consequence -Possible indefinite loss of school-owned device privileges --Possible confiscation of personal device for the remainder of the day with the option of parent retrieval -Potential permanent loss of right to bring personal device -Reteaching/reflection -Parent conference -School counselor contact	-0-3 days OSS or other office consequence -Possible indefinite loss of school-owned device privileges -Possible confiscation of personal device for the remainder of the day with the option of parent retrieval -Potential permanent loss of right to bring personal device -Reteaching/reflection -School counselor contact -Parent conference

INSUBORDINATION/DISRESPECT

Insubordination is the failure/refusal to respond to or carry out a reasonable request by authorized school personnel. (e.g. swearing at a staff member) Disrespect is to call any member of the school or district staff derogatory names, dishonor, or abuse verbally or in writing, disregard for authority, and uncooperative behavior.

	4K, K, 1, 2	3, 4, 5	6, 7, 8	9, 10, 11, 12
First Referral	-0-2 days of modified recess or other office consequence -Reteaching/reflection -Parent contact		-Detention or other office consequence -Reteaching/reflection -Parent contact	
Second Referral	-0-3 days of modified recess or other office consequence -Reteaching/reflection -Parent contact -School counselor contact		-½-1 day ISS or other office consequence -Reteaching/reflection -School counselor contact -Parent contact	
Third Referral	-0-5 days of modified recess or other office consequence -Reteaching/reflection -Parent conference -School counselor contact		-0-3 days OSS or other office consequence -Reteaching/reflection -School counselor contact -Parent conference	

FORGERY/PLAGIARISM (Academic Dishonesty)

Theft is the act of taking or acquiring property of others or school property without consent or permission.

	4K, K, 1, 2	3, 4, 5	6, 7, 8	9, 10, 11, 12
--	-------------	---------	---------	---------------

First Referral	-0-2 days of modified recess or other office consequence -Reteaching/Reflection -Redo work -Parent contact	-Detention or other office consequence -Reteaching/Reflection - Redo work
Second Referral	-0-2 days of modified recess or other office consequence -Reteaching/Reflection -Redo work -Parent conference -Guidance referral	-ISS or other office consequence -Reteaching/Reflection -Redo work -Parent contact
Third Referral	-0-2 days of modified recess or other office consequence -Reteaching/Reflection -Redo work -Parent conference -School counselor referral	-OSS or other office consequence -Reteaching/Reflection -Redo work -Parent contact

THREATENING BEHAVIOR

Threatening behavior is the act of physical, verbal, written, communication or gestures which jeopardize the well being, health, or safety of any person.

	4K, K, 1, 2	3, 4, 5	6, 7, 8	9, 10, 11, 12
First Referral	-0-3 days of modified recess or other office consequence -Reteaching/Reflection -Parent contact		-Detention or other office consequence -Reteaching/Reflection -Parent contact	
Second Referral	-0-3 days of ISS or other office consequence -Reteaching/Reflection -School counselor contact -SRO contact -Parent conference		-0-3 days of ISS or other office consequence -Reteaching/Reflection -School counselor contact -SRO contact -Parent contact	
Third Referral	-0-5 days of OSS or other office consequence -Reteaching/Reflection -School counselor contact -SRO contact -Parent conference		-0-5 days of OSS or other office consequence -Reteaching/Reflection -School counselor contact -SRO contact -Parent conference	

VANDALISM/PROPERTY DAMAGE

Vandalism is the defacing or destruction of a student's property or any item of school property, which includes any building, parking lot, bus or vehicles parked on school grounds and all classrooms.

	4K, K, 1, 2	3, 4, 5	6, 7, 8	9, 10, 11, 12
First Referral	-0-3 days of modified recess or other office consequence -Restitution -Reteaching/Reflection -Parent contact		-Detention or other office consequence -Restitution -Reteaching/Reflection -Parent contact	

Second Referral	-0-3 days of ISS or other office consequence -Restitution -Reteaching/Reflection -School counselor contact -SRO contact -Parent conference	-0-3 days of ISS or other office consequence -Restitution -Reteaching/Reflection -School counselor contact -SRO contact -Parent contact
Third Referral	-0-5 days of OSS or other office consequence -Restitution -Reteaching/Reflection -School counselor contact -SRO contact -Parent conference	-0-5 days of OSS or other office consequence -Restitution -Reteaching/Reflection -School counselor contact -SRO contact -Parent conference

WEAPONS

(1) POSSESSION, USE, CONTROL OR TRANSFER OF ANY GUN, RIFLE, SHOTGUN, WEAPON AS DEFINED BY Section 921 of title 18, United States Code, firearm as defined in Section 1.1 of the firearms Owners Identification Act , or use of a weapon as defined in Section 24 of the Criminal Code, or

(2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, or billy clubs, etc.

(3) "look -alikes" of any weapon defined in this section. Such as baseball bats, pipes, bottles, locks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm.

POSSESSION OF A LOOK-ALIKE WEAPON (TOY, PLASTIC) WITH NO INTENT TO CAUSE INJURY

	4K, K, 1, 2	3, 4, 5	6, 7, 8	9, 10, 11, 12
First Referral	-Parent contact (parent picks up look-alike) -Reteaching/Reflection -Possible office consequence		-Parent contact (parent picks up look-alike) -Reteaching/Reflection -Possible office consequence	
Second Referral	-Parent contact (parent picks up look-alike) -Reteaching/Reflection -0-3 days modified recess or other office consequence		-Parent contact (parent picks up look-alike) -Reteaching/Reflection -Detention or other office consequence	
Third Referral				

POSSESSION OF A KNIFE OR OTHER WEAPON WITHOUT INTENT TO DO HARM, INJURY OR THREATEN

	4K, K, 1, 2	3, 4, 5	6, 7, 8	9, 10, 11, 12
First Referral	-Parent contact (parent picks up weapon) -Reteaching/Reflection -Possible office consequence		-Parent contact (parent picks up weapon) -Reteaching/Reflection -Possible office consequence	
Second Referral	-Parent contact (parent picks up weapon) -Reteaching/Reflection -Modified recess or other office consequence		-Parent contact (parent picks up weapon) -Reteaching/Reflection -Detention or other office consequence	
Third Referral				

POSSESSION OF A KNIFE, GUN, OTHER WEAPON OR ANY OBJECT USED AS A WEAPON TO THREATEN OR DO BODILY HARM

	4K, K, 1, 2	3, 4, 5	6, 7, 8	9, 10, 11, 12
--	-------------	---------	---------	---------------

First Referral	-10 days OSS -Parent contact
Second Referral	-SRO contact -Expulsion considered
Third Referral	

DRESS CODE VIOLATION

Student wears clothing that does not fit within the dress code requirements..

	4K, K, 1, 2	3, 4, 5	6, 7, 8	9, 10, 11, 12
First Referral	-Required to change clothing -Reteaching/Reflection -Parent contact		-Required to change clothing -Reteaching/Reflection	
Second Referral	-0-5 days of modified recess or other office consequence -Required to change clothing -Parent contact		-Detention or other office consequence -Required to change clothing -Reteaching/Reflection -Parent contact	
Third Referral			-ISS or other office consequence -Required to change clothing -Reteaching/Reflection -Parent contact	

INAPPROPRIATE DISPLAY OF AFFECTION

Student engages in inappropriate verbal and/or physical gestures/contact, of a sexual nature to another student/adult.

	4K, K, 1, 2	3, 4, 5	6, 7, 8	9, 10, 11, 12
First Referral	-Reteach/Reflection -Parent contact		-Reteach/Reflection -Parent contact	-Detention or other office consequence -Reteach/Reflection -Parent contact -School counselor contact
Second Referral	-0-2 days of modified recess or other office consequence -Reteach/Reflection -Parent contact -School counselor contact		-Detention or other office consequence -Reteach/Reflection -Parent contact -School counselor contact	-ISS or other office consequence -Reteach/Reflection -Parent conference -School counselor contact
Third Referral			-ISS or other office consequence -Reteach/Reflection -Parent conference -School counselor contact	-OSS or other office consequence -Reteach/Reflection -Parent conference -School counselor contact

TARDY

Student is late to class or late for the start of the school day. Infractions will accumulate in a trimester and reset when a trimester changes. *Any lateness exceeding 15 minutes to the start of the day and/or academic period will be considered truancy for the period. Six periods of truancy equals one full day of an unexcused absence.*

	4K, K, 1, 2	3, 4, 5	6, 7, 8	9, 10, 11, 12
First Referral	-Possible classroom consequences -Parent contact		-3 tardies in a quarter will result in a warning -Parent contact	
Second Referral	-Possible classroom consequences -Parent conference		-5 tardies in a quarter will result in a detention	
Third Referral			-10 tardies will result in ½ day ISS per infraction -Additional ISS will be issued for every 5 tardies after the 10th	

TRUANCY/SKIPPING CLASS

When a student is absent from any or all of a school day without an acceptable excuse. Truancies for partial days or periods will accumulate to full days of unexcused absences. For the purpose of school consequences, referrals will reset every trimester. For the purposes of unexcused absences toward citations, truancies will accumulate throughout the year.

	4K, K, 1, 2	3, 4, 5	6, 7, 8	9, 10, 11, 12
First Referral	- Reteaching/Reflection -Parent contact -Possible office consequence	-0-5 days of modified recess or other office consequence - Reteaching/Reflection -Parent contact	-Detention or other office consequence -Reteaching/Reflection -Parent contact	
Second Referral	- Reteaching/Reflection -School counselor contact -Parent contact -Possible office consequence	-0-5 days of ISS or other office consequence -SRO contact - Reteaching/Reflection -Parent contact	-½ day ISS or other office consequence -Reteaching/Reflection -SRO contact -Parent contact -Restitution if applicable	
Third Referral	- Reteaching/Reflection -School counselor contact -Parent conference -Possible office consequence	-0-5 days of ISS or other office consequence -SRO contact - Reteaching/Reflection -Parent conference	- Full day ISS or other office consequence -Reteaching/Reflection -SRO contact -Parent conference -Restitution if applicable	

THEFT

	4K, K, 1, 2	3, 4, 5	6, 7, 8	9, 10, 11, 12
--	-------------	---------	---------	---------------

First Referral	- Reteaching/Reflect on -Parent contact -Possible office consequence and restitution if applicable	-0-5 days of modified recess or other office consequence - Reteaching/Reflect on -Parent contact -Restitution if applicable	-Detention or other office consequence -Reteaching/Reflection -SRO contact -Parent contact -Restitution if applicable
Second Referral	- Reteaching/Reflect on -School counselor contact -Parent contact -Possible office consequence and restitution if applicable	-0-5 days of ISS or other office consequence -SRO contact - Reteaching/Reflect on -Parent contact -Restitution if applicable	-ISS or other office consequence -Reteaching/Reflection -SRO contact -Parent contact -Restitution if applicable
Third Referral	- Reteaching/Reflect on -School counselor contact -Parent conference -Possible office consequence and restitution if applicable	-0-5 days of OSS or other office consequence -SRO contact - Reteaching/Reflect on -Parent conference -Restitution if applicable	-OSS or other office consequence -Reteaching/Reflection -SRO contact -Parent conference -Restitution if applicable

Weapon exceptions: Weapons under the control of law enforcement personnel and theatrical props used in appropriate settings and other items pre-approved by the Principal/Administration as part of a class or individual presentation under adult supervision may be brought to school. (Working firearms and ammunition will never be approved as part of a presentation).

NOTIFICATION OF NON-DISCRIMINATION POLICY

It is the policy of the Luck School District, pursuant to s.118.13, WI Stats., and PI 9, that no person, on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability, may be denied admission to school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, selection of instructional and library materials, awards, scholarships, recreational, or other programs. This policy also prohibits discrimination under related federal statutes. Including Title VI of the Civil Rights Act of 1964 (race and national origin), Title IX of the Educational Amendments of 1972 (sex), and Section 504 of the Rehabilitation Act of 1973 (handicap). It shall be the responsibility of the District Administrator to examine existing policies and develop new policies where needed to ensure that the Luck School District does not discriminate pursuant to federal and state law. The District Administrator shall ensure that an employee is designated annually to receive complaints filed under s.18.13, WI. Stats. PI 9 Wis. Admin. Code, Title IX of the Education Amendments, and Section 504 of the Rehabilitation Act of 1973. That employee shall assure adoption of a complaint procedure to resolve complaints alleging violation of these laws, assure that an evaluation of the district's compliance with s.118.13, WI Statutes, is completed every five years under PI 9, Wis. Admin. Code and submit Form PI 1197 to the Department of Public Instruction annually.

DEFINITIONS OF TERMS

Immediate Action: This is the initial verbal or written reprimand, detention, restricted privileges, probationary, attendance, or other reasonable measures commensurate with the offense imposed by teachers, administration, or other school district personnel.

Restrictive Privilege: This is the denial of such privileges as student's activities, extra-curricular events, or use of school facilities.

Suspension: This is the temporary denial by the school administration of the student's right to attend class or school. It may be "In School" or "Out of School."

Student: A student is defined as a person enrolled in Luck School District.

Student Council: This is the elective student government established by the student body.

Due Process: Due process shall be accorded all students during administration of the Code. Students must:

1. Have had the opportunity to inform themselves of the provisions of the Code or of other school regulations or procedures;
2. Be informed of provisions allegedly violated.
3. Be given a sufficient opportunity to give their version of the alleged violation, to call witnesses and/or legal representation.
4. Not be judged by a person whose mind is already made up.

Expulsion: Expulsion is the termination of a student's right to attend school by the board of education. A student may be expelled only after a hearing before the board of education. The duration of any expulsion and a date for its review will be specified. During the expulsion process the student is entitled to the full protection of due process, including the right to legal counsel.

Probation: Probation is the holding off of other action as long as the student meets specified conditions worked out between the student and school personnel. The duration of the probationary attendance period must be stated.

Grievance: A grievance is a claim alleging that one or more provisions of this Code have been wrongfully interpreted and applied.

EQUAL EDUCATIONAL OPPORTUNITIES

The Luck School District is committed and dedicated to the task of providing the best education possible for every student in the district for as long as the student can benefit from attendance and the student's conduct is compatible with the welfare of the entire student body.

Non-discrimination policies will be printed in the student handbook, course selection booklet, enrollment materials, and published annually in August to make students and parents aware of their rights.

Complaints regarding the interpretation or application of this policy shall be referred to the District Administrator and processed in accordance with established procedures.

DISCRIMINATION AND COMPLAINT PROCEDURES

If any person believes that the School district or any part of the school organization has inadequately applied the principles and/or regulations of Title VI, Title IX or Section 504 or in some way discriminates on the basis of sex, race, national origin, ancestry, age, creed, pregnancy, parental or marital status, sexual orientation, or physical, learning, mental or emotional disability, he/she may bring forward a complaint to:

Cory Hinkel, Superintendent