

**SCHOOL
DISTRICT
OF MERCER**



Student Handbook

“Home of the Tigers”

Effective:11-18-2019

MERCER SCHOOL PHILOSOPHY

To all students we assign the responsibility of good citizenship. Support all functions of the school with honesty, courtesy, and enthusiasm. Study diligently so you may profit from and contribute to the classroom environment. Work continually for self-improvement in all tasks that confront you. Fulfilling these goals will result in a productive, enjoyable, school experience.

GENERAL STATEMENT

The district has various policies that guide school rules. All district board policies are available for student/parental review in the office. Many policies specifically address rules of this handbook in more detail. Policies are also available on the Mercer School website; www.mercer.k12.wi.us

SCHOOL DAY

The school day begins at 8:00 a.m. and ends at 3:30 p.m. Buses leave at approximately 3:35 p.m. Students who walk, ride bicycles, drive or are transported by parents to school should arrive by 7:45 a.m. We ask that students who do not come to school by bus arrive no earlier than 7:30 a.m. Elementary (Pre-K-6) students will enter the building and store their belongings and then meet other classmates at their designated table in the cafeteria. Breakfast will be served for those wishing to eat starting at 7:45 a.m. At about 8:15, the PreK-6 students will be escorted to their classrooms by their teachers. Students must leave the building by 4:00 p.m. unless they are participating in a supervised school activity such as extra-curricular events or the after-school program, or if they're working with a staff member. Because of limited or no supervision, students are discouraged from being at school before 7:30 a.m. and after 4:00 p.m. The school assumes no liability of or supervision for unattended students prior to 7:30 a.m. or after 4:00 p.m. unless directly involved in a school-sponsored activity.

MERCER SCHOOL DAILY SCHEDULE

8:00-8:10	All students report to cafeteria for announcements
8:10-8:53	First Hour
8:56-9:39	Second Hour
9:42-10:25	Third Hour
10:28-11:11	Fourth Hour
11:14-11:31	Elementary 5 th Hour/Elem. Lunch/HS Targeted Intervention
11:31-Noon	Elementary Targeted Intervention/HS Lunch
12:01-12:44	Fifth Hour
12:47-1:30	Sixth Hour
1:33-2:16	Seventh Hour
2:19-3:02	Eighth Hour
3:05-3:30	Ninth Hour

ARRIVAL/DISMISSAL

Parents who pick up or drop off their children by car between 7:45 and 8:00 a.m. or 3:00 and 3:30 p.m. must use the parking spaces and not the bus lane marked at the main entrance. If elementary students arrive late to school, parents MUST accompany their children to the office to obtain a pass. Students must have a pass to be admitted into class after 8:00 a.m. Parents picking up their children at the end of the school day should use the main entrance door only to wait by the office corridor.

ATTENDANCE POLICY

Regular attendance is a responsibility that should be shared by parents, students and the school.

Section 118.15 of the Wisconsin Compulsory Attendance Law states that “any person having under his control a child who is between the ages of 6 and 18 years shall cause the child to attend school regularly during the full period and hours, religious holidays excepted, that the public school in which the child is enrolled is in session until the end of the school term, quarter or semester of the school year in which the child becomes 18 years of age.” It is the legal responsibility of the parent or guardian to ensure the child’s attendance.

Any student who is 18 years of age must comply with ALL school rules in the building and on school property. Students 18 years of age, regardless of their residency (with or without parent(s)/guardian, unless there is proof of emancipation), will be held accountable for meeting attendance stipulations or be considered truant. Any 18-year old who encourages a minor to become truant may be charged with contributing to the truancy of a minor.

ABSENCE PROCEDURES

1. Parents/guardians are expected to provide a written/telephone explanation of a student’s absence(s) in advance of the absence or upon the student’s return to school.
2. If students fail to provide an excuse, a make-up slip will be issued and a phone call or delayed written excuse will be necessary to verify the absence.
3. A **doctor’s excuse** may be required for an absence due to illness, after five (5) consecutive days.
4. Students leaving the building during the school day must obtain administrative and parent approval. Students are to sign out in the office before leaving and upon returning. Students leaving the building without permission will be disciplined.

ABSENCE vs. PARTICIPATION

A student must be in school **all day** to participate in an extra-curricular event. However, participation may be approved by the school administrator/principal in advance, if extenuating circumstances prevent compliance. This rule does not apply to any event scheduled for a Saturday or during a school holiday.

MAKE-UP WORK

Students are allowed the same time to make up the work as the time missed from class due to absence. Generally, teachers will provide assignments to parents when a student misses two (2) or more days. Parents should request assignments or check online for them.

TARDY TO SCHOOL

When a student is late for school, he/she must report directly to the District Administrator's office. The office will record the tardiness as unexcused or excused and send the student to first-hour class. If a bus is late, an announcement will be made, and students are to be admitted without tardy slips.

PICKING UP STUDENTS DURING SCHOOL

Whenever picking up your child before normal dismissal time, you must stop in the office first and provide a written note for your child's teacher and attendance secretary. A written note is also needed for bus students who will have a special reason for not taking the bus home on a given day. This is our way of knowing that the child has left the school with an authorized person. Permission to leave the school property must be obtained from the office. Parents must sign their child out at the office. Upon returning, students must report to the office and obtain an admittance slip to enter class.

VISITORS

Visitors to Mercer Public School are to get permission from the office before touring the building. Permission will not be given for classroom visitation by minors or students from other schools with the exception of noon hour with prior approval from administration and by registering in the office upon entering and leaving the building. The guests, including parents, must receive permission from the office and are subject to individual teacher permission for visits. Any person who does not register with the school office is on school property without proper authorization. Persons will be asked to identify themselves properly and obtain permission to be on school grounds. Persons not following this procedure will be asked to leave the school grounds. If the unauthorized person refuses to leave the school grounds or creates any disturbance, the building District Administrator should request aid from the police. Visitors are asked to provide their current driver's license in order to be approved for entry into the building during the school day.

INTAKE OF NEW STUDENTS/TRANSFERS

New students wanting to enroll in Mercer Public School must attend an intake meeting with their parent/guardian, the District Administrator, guidance counselor, office personnel, and any other relevant staff member(s). Transcripts, immunization documentation, and other required forms must be obtained prior to the student(s) attending school. There will be a minimum of two days from the time of the meeting or call notifying the school that you wish to enroll your child before a student can begin attending school.

TRANSFER/WITHDRAWAL FROM SCHOOL

To speed up the records transfer process, any student who is withdrawing from school or who are transferring to another school is requested to follow this procedure:

1. Provide a written statement from the parent/guardian regarding withdrawal or transfer.
2. Attend a conference with the student, a teacher, and the guidance counselor.
3. Secure a withdrawal slip from the principal's office.
4. Report to all teachers, librarian, and counselor for their clearance: books returned, fines paid, lunch balance paid, etc.
5. Return completed withdrawal form to the main office and make final check-out.

Note: If a student is transferring to another school, that school will request a transcript of his/her records from Mercer School when enrolling there.

INCLEMENT WEATHER/SCHOOL CLOSINGS/EMERGENCY DISMISSAL

In the event of a tornado or other disaster warning, parents should not send their children to school. When deemed necessary to close school due to inclement weather or other emergencies, the local radio and television stations will be notified. In the event of severe weather or other school emergency, school officials and emergency services need to be able to use the school telephones immediately. Therefore, parents should not call the school at such times. In some situations of severe weather, phone service may be down and not available to the public. School closings or late starts will be announced over the following television and radio stations:

STATION	CITY	FREQUENCY
WCQM (FM)	PARK FALLS, WI	98.3
WIMI (FM)	IRONWOOD, MI	99.7
WJMS (AM)	IRONWOOD, MI	590
WUPM (FM)	IRONWOOD, MI	106.9
WRJO (FM)	EAGLE RIVER, WI	94.5
WJFW-TV	RHINELANDER, WI	Channel 12
KBJR-TV	DULUTH, WI	Channel 6

Parents should have an advance plan for their children in cases when school will be closed and this plan should be discussed with the student so the school will know whom to contact and students know where to go should school be dismissed early. Parents of PreK-6 grade students should inform individual classroom teachers at the beginning of each school year what that plan is and what phone number(s) is(are) to be called. Middle school and high school students may be released from school without parental notification by school staff. The school is unable to notify every parent individually. Tune in to the local radio/television stations for school closing announcements. The school will be in session the next scheduled school day unless prior closing notification is released through the above-mentioned stations and available on the school emergency number.

EMERGENCY PLANS DURING SCHOOL DAY

During emergencies that occur while school is in session which results in students being kept in classrooms or taken to tornado shelter areas or other designated evacuation sites off school property, no one except emergency personnel can enter the building. Parents will not be able to call the school office or their children or enter the site(s) to pick up their children unless notified and requested to do so. All students, regardless of age, are required to remain in the building or designated emergency location with school staff the entire time and will be under the direction of school personnel and/or authorities.

EMERGENCY INFORMATION

Emergency information forms are to be filed in the main office each year. If there are NO changes from the previous year, parents will not need to complete a new form. If there are revisions during the year, please provide an updated address, phone number, place of employment, and emergency contact person.

MEDICATION

According to Wisconsin Statutes, school personnel is unable to administer any medication without a doctor and/or parent's consent in writing. When medication must be administered during school hours, the Mercer School District requires that medication must be supplied in a properly labeled container. School personnel will not administer medication arriving in improperly labeled or unlabeled containers. The medication shall be kept in a locked storage area and disposed of at the end of each school year if not picked up by a parent/guardian.

BREAKFAST/LUNCH PROGRAM

Students are encouraged to participate in the school Breakfast and Lunch programs. Breakfast will be served every morning before school starting at 7:45. A hot lunch program is available for all students. Mercer School has a pre-paid computerized lunch program. Pre-paid breakfast/lunch payments may be mailed or dropped off in the school office. Parents need to send or drop off only one payment per family regardless of the number of children the family has enrolled in the Mercer School. Low-income families who qualify for free or reduced-cost hot lunch are required to complete and submit the federal free and reduced hot lunch forms available in the school office.

Each student has issued an individual hot lunch PIN (number). He/she should not reveal this number to other students. **UNAUTHORIZED USE OF THE PIN WILL BE CONSIDERED THEFT AND WILL BE DEALT WITH ACCORDINGLY.** Meals must be paid for in advance.

STUDENT INSURANCE

The Mercer School District as a service provides accident insurance coverage through the MUTUAL OF OMAHA SPECIAL RISK SERVICES for all students. This is a secondary insurance policy to the student's parent health insurance policy.

Students in school, on school grounds, or in groups participating in school-sponsored or scheduled activities are covered. All accidents or injuries must be reported immediately to the teacher, supervisor, coach, or office personnel so accident forms can be completed. Failure to do so may deprive the student of benefits. The school cannot accept responsibility for coverage of accidents that were not reported. A licensed physician, surgeon, or chiropractor must perform the treatment. It is recommended that this be done as soon as possible. Eyeglasses and contact lenses are not covered. The claim form consists of two parts. The school fills out Part A only, which verifies the accident. Part B is completed by the student's parent(s)/legal guardian(s). The claim must be filed with parent/family or group carrier before it is sent to MUTUAL OF OMAHA SPECIAL RISK SERVICES. Contact the school office for claim form and instructions.

STUDENT WORK PERMITS

Work permits are required for minors. Every employer must obtain a work permit for each minor under 18 before he/she permits the minor to do any work. No permit is required for agriculture, domestic services outside of school hours, and volunteer work for nonprofit organizations where no employer-employee relationship exists. Before a work permit can be issued, the following requirements must be presented to the permit office:

1. Proof of age - birth certificate
2. Letter from employer stating his/her intention to employ the minor
3. Letter from parent or guardian consenting to the employment
4. The required fee of \$10.00

BUS SAFETY AND BUS REGULATIONS

School bus transportation is a privilege, not a right. Conduct expected on the bus is the same as in the classroom. Any misconduct on the part of a student, therefore, falls under the district's discipline policy and may result in the suspension of bus privileges. These rules also apply to any school-sponsored trip.

Bus rules:

- Do not cross between the buses at any time.
- Do not run on the sidewalks near the buses.
- Be careful when getting on or off the bus.
- All students must assist in keeping riders safe and the bus sanitary.
- Older students should look after the safety and comfort of the younger students.
- Nothing shall be thrown in or out of the bus.

- Riders are not permitted to leave their seats while the bus is in motion.
- The bus driver may assign riders to designated seats.
- Written notice is required for unusual drop-offs or other passengers.
- Do not drive or park in the designated bus loading area between 7:45-8:15 a.m. and 2:45-3:30 p.m.
- Riders to extra-curricular activities are expected to return on the bus unless approved in advance.

STUDENT VEHICLE USE

Students generally are allowed to drive and/or ride vehicles (cars, bicycles, ATVs, snowmobiles) to school in compliance with established vehicle regulations. Motorized vehicle use during the school day must be approved by the administration. It is recommended that students who ride their bicycles to school lock them in the bike racks provided. No bicycles are to be used in the playground area or ridden during the school day. The school is not responsible for students' bicycles.

Because buses are provided for all students at Mercer School, driving or riding a vehicle to school is a privilege, not a right. Students must obey all traffic laws, school rules and must exercise good driving sense if they intend to keep this privilege. The school will not excuse absence or tardiness due to vehicle troubles. Students driving and parking their vehicles at or near school do so at their own risk. Mercer School is not liable for any damage/theft/injury incurred while using one's own transportation to and from school.

Students must comply with the following regulations in order to be allowed the privilege of driving to school:

1. Students in the school area must drive in a reasonable and prudent manner. Driving onto unauthorized school property areas is prohibited. Unlawful acts will be reported to the police.
2. Driving or parking in bus loading/unloading area is discouraged between 7:45-8:10 a.m. or 3:10-3:45 p.m.
3. Students may not use vehicles, sit in them, or ride in non-student vehicles during the school day. This includes the lunch period. Students driving or riding without office permission will be disciplined.
4. Students may leave the campus in vehicles in two official ways:
 - a. work experience
 - b. with permission of the office for doctor appointments, unusual circumstances, etc. (permission must be obtained by written consent from the parent/legal guardian); the student must sign-out in the school office.

The policies and regulations related to student vehicle use are applicable to student use of any motorized vehicle. State, county, and local ordinances violated by unauthorized riding or driving on school property will result in authorities being contacted. Any damage/theft/injury resulting from the use/misuse of motorized vehicles while on school property shall be the responsibility of the owner/operator.

OPEN CAMPUS

Students in good standing in grades 9 – 12 will be permitted off-campus during their lunch period. However, due to student driving issues, tardiness, and poor academic performance, this privilege can be taken away. Student conduct off-campus must be of respectable nature. Failure to do so may result in the withdrawal of open campus privileges and the discontinuance of this open campus policy. Driving or riding in cars is not allowed during lunch period without administrative approval. Parental requests for students to drive for errands generally are not to be granted due to monitoring difficulties.

FOOD AND BEVERAGES

Eating is only allowed in the lunchroom unless special permission is granted. When lining up for lunch, students are expected to refrain from pushing or shoving. When guests or teachers are present, students should allow the adult/guest to precede them in the lunch line. Students are expected to display appropriate table manners and clean up their lunch area when finished.

Eating or drinking beverages during the designated lunch period is confined to the cafeteria. Students must finish their food in the cafeteria prior to leaving campus or going to the gymnasium for the remainder of the lunch period.

Consuming food and beverages, unless approved by a staff member as a special event or part of an IEP or doctor's medical excuse, is not allowed in classrooms, hallways, or in the gymnasium. Students who buy bake sale items during the lunch period must remain in the area in front of the concession stand until finished consuming food items.

DESIGNATED AREAS

In most instances, both elementary school and high school students enjoy the same facilities except:

1. Middle and high school students are not allowed in the elementary classrooms and corridors, nor may they exit the building at noon from the elementary wing or tech ed room.
2. Middle and high school are not allowed in the elementary school washrooms.
3. Elementary students should not use the high school corridor for regular passing.

LOCKERS

Grade 4-12 students are assigned school lockers. Elementary students may bring their own locks and must leave the combination or extra key with their classroom teacher. Grade 7-12 students will be issued a school combination lock for personal use. These students must use the school's locks. Other locks will be removed immediately. All lockers are to be locked when not in use. Students may not share lockers with friends and should be careful not to let other students know their combinations. Students who move or switch lockers with another student will lose the privilege of having an assigned locker.

LOCKER SEARCHES

Lockers are the property of the school. Students, lockers and personal receptacles are subject to search. In accordance with Wisconsin Statute 118.325, an official, employee or agent of a school district may search a pupil's locker as determined necessary or appropriate without the consent of the pupil, without notifying the pupil and without obtaining a search warrant by an Administrator with one witness. Students are responsible for the care and cleaning of this locker inside and out. Refrain from using adhesive decals that could damage the paint and from defacing lockers in any way. If the locker is damaged in any way during the school year, report this damage to the office. If the damage is not reported, the student to whom the locker was assigned will be held accountable and fined.

If personal property of value must be brought to school, the student should bring items to the main office to be locked in safe until the end of the day.

BACKPACKS, BAGS, AND PURSES

Backpacks, book bags, and purses may be taken to school but will not be allowed into any classrooms. All bags of any kind must be kept in lockers during the school day. Students must get a pass from a teacher to access their personal belongings as needed from their lockers.

TELEPHONES, CAMERAS, TWO-WAY COMMUNICATION DEVICES

Landline phone calls from school are discouraged but may be permitted for good reason. The office phone only must be used for verification that a student is going home during the day or other emergencies. Incoming calls, except for emergency messages to students, are discouraged as well.

Students are permitted to use cell phones during passing times, breakfast and lunch periods, and in the classroom as directed by their teacher for instructional purposes. Students must check their cell phones with the classroom teacher upon entering the classroom. Students who do not comply with these standards will have their cell phones confiscated and must have a parent pick it up in the main office.

Staff members will refer all students out of compliance to the District Administrator's office.

1st Violation: A warning will be issued and phone may be picked up by

parent/guardian.

2nd Violation: Phone turned in to office and student loses phone privileges at school for one week; parent contacted to pick up the phone.

3rd Violation: Phone turned in to the office for a parent to pick up; loss of phone privileges at school for one month.

Subsequent Violation(s): Meeting with parents; loss of privilege to bring the phone to school for the remainder of the year. Failure to adhere to consequences may result in suspension and expulsion hearing.

TEXTBOOK CARE

Students are expected to take good care of the school's books. No marking of any kind will be tolerated in any schoolbooks. Fines will be imposed for books damaged through marking, tearing, or excessive abuse. Fines may range up to the full value of the book. All books will be examined when they are returned in the spring.

FEES AND FINES

Fines will be assessed for lost, damaged, or late (library) books, equipment, property, etc. Restitution may include payment through arranged work in the building. Amounts may range from partial to full assessments of the value of the book, equipment or property. Damage fines must be paid by the end of the school year. Fees and payments for uniforms or other extra-curricular items must be paid in full prior to the student taking part in or ordering more uniforms in any subsequent sport/activity. Report cards, diplomas, and certificates of attendance will be withheld if fees/fines are not paid.

STUDENT ACCESS TO NETWORKED INFORMATION RESOURCES/COMPUTER USAGE

Access and usage of all network and computer equipment and systems is a privilege, not a right. Access entails responsibility. Students are required to follow the guidelines as set forth by the procedures outlined in Board Policy #363 and Procedure #362.1P. The Internet contains many valuable resources and learning opportunities. Responsible schools recognize the dangers that exist online and take steps to minimize those dangers. It is widely held that no system is completely foolproof, but Mercer School will take every reasonable precaution to keep its learning environment as safe as possible. Students are not permitted to:

- Display or transmit offensive messages or inappropriate pictures
- Display, record, or transmit obscene language
- Harass, insult, or attack others
- Violate copyright laws
- Use others' passwords
- Trespass in others' folder, work, or files
- Intentionally waste limited resources

- Use the network for commercial purposes
- Violate of state or federal laws or regulations
- Damage computers, computer systems, or computer networks
- Use an account other than their own or misrepresent their identity

Violations regarding computer or Internet use may result in loss of privileges and/or disciplinary action to include but not limited to:

1. Loss of access—the time period to be determined by the administration.
2. Further disciplinary action against the student, including but not limited to suspension and/or expulsion from school.
3. When applicable, law enforcement agencies may be involved.
4. Assessment of costs attributed to repair or restoration of damaged computers, systems or network.

All students will be informed by staff of their responsibilities as users of the District network prior to gaining access to that network, either as an individual user or as a member of a class or group. Parent permission is required for all students. A computer use form is attached to this handbook and must be signed by the student and parent and returned to the district office before students are allowed computer or Internet access.

No Expectation of Privacy

The school unit retains control, custody, and supervision of all computers, networks and Internet services owned or leased by the school unit. The school unit reserves the right to monitor all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers, including email and stored files.

Prohibited Uses

Examples of unacceptable uses that are expressly prohibited include but are not limited to the following:

1. **Accessing Inappropriate Materials** - Accessing, submitting, printing, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal materials.
2. **Illegal Activities** - Using the school unit's computers, networks and Internet services for any illegal activity or activity that violates other Board policies, procedures and/or school rules. The school unit assumes no responsibility for the illegal activities of students while using school computers.
3. **Violating Copyrights** - Copying or downloading copyrighted materials without the owner's permission. The school unit assumes no responsibility for copyright violations by students.
4. **Plagiarism** - Representing as one's own work any materials obtained on the Internet (such as term papers, articles, etc.). When Internet sources are used in student work, the author, publisher and Web site must be identified.
5. **Copying Software** - Copying or downloading software and/or music without the express authorization of the Technology Coordinator. Unauthorized copying of software is illegal and

may subject the copier to substantial civil and criminal penalties. The school unit assumes no responsibility for illegal software copying by students.

6. **Non-School-Related Uses** - Using the school unit's computers, networks, and Internet services for non-school-related purposes such as private financial gain, commercial, advertising or

solicitation purposes, or for any other personal use not connected with the education program or assignments including downloading music or shopping on websites.

7. **Misuse of Passwords/Unauthorized Access** – Sharing passwords, using other users' passwords without permission and/or accessing other users' accounts.

8. **Malicious Use/Vandalism** - Any malicious use, disruption or harm to the school unit's computers, networks, and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses. Any user identified as a security risk for having a history of problems with other computer systems may be denied access to district computers.

9. **Unauthorized Access to Blogs/Chat Rooms/** - Accessing chatrooms or newsgroups.

ACADEMIC REQUIREMENTS AND GRADUATION

A **minimum of 25 credits** and 4 years of full-time attendance is required for graduation.

All students are required to take six and one-half (6.5) credits each year. Each student's course of study must be approved by the school counselor and or administration. Parents and students should contact the guidance counselor to be sure the student is meeting the established requirements during the course of their high school career.

REQUIRED COURSES

English	4 credits
Mathematics	3 credits
Science	3 credits
Social Studies	3 credits
Physical Education	2 credits
Personal Finance	.5 credit
Health	.5 credit
Electives	9 credits

COURSE ALTERNATIVES

Various course alternatives, including distance learning, correspondence courses, and attendance at a college/technical school, are available to supplement the regular curriculum at Mercer. The Rural Community School Alliance (RCSA) consisting of Butternut, Mellen, Mercer, and Winter School Districts offers course sharing opportunities for Mercer High School students and Mercer Environmental Tourism Charter School students. If a situation arises in which the school supports a correspondence course, the student must still pay for the course and textbook fees initially. Once the student successfully completes the course, Mercer School District will reimburse his/her registration costs. See the administration or counselor to explore course alternatives.

COURSE CHANGE/WITHDRAWAL

Course changes will only be made for educational reasons and require a parent/guardian signature as well as a guidance counselor and administrator consent. Students and/or parents must arrange a scheduled appointment with the guidance counselor to discuss reasons and ability to withdraw or transfer into another course.

Students may withdraw from courses without academic penalty by obtaining a course withdrawal form from the office. The course withdrawal deadline for the first semester and second-semester courses is within the first 5 days from the start of classes. Once approval is granted, all textbooks and other course materials should be returned immediately.

HONOR ROLL

The purpose of the honor roll is to recognize students who have achieved a high academic standing. Every nine weeks the honor roll will be published for students in grades 4 – 12 who have averaged a 3.0-grade point average (GPA) or above in all subjects. Students averaging a 3.5 GPA or above will receive high honor roll status.

NATIONAL HONOR SOCIETY

Nominations for the National Honor Society of the Mercer School District will contain the following criteria:

Service—this quality is defined as voluntary contributions made by students to the school or community, done without compensation and with a positive, courteous, and enthusiastic spirit.

Leadership—student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea-contributors, dependable, and a person who exemplify positive attitudes about life. Leadership experiences can be drawn from school or community activities while working with or for others.

Character—the student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, shows courtesy, concern, and respect for others, and generally maintains a good and clean lifestyle.

Scholarship—students who have a cumulative grade point average of 3.5 or better (on a 4.0 scale) meet the scholarship requirement for membership. These students are then eligible for consideration based on service, leadership, and character.

REPORT TO PARENTS

Each school year is divided into two semesters, which consist of two nine-week periods. Report cards will be issued to students approximately one week after the close of each nine-week period. Report cards will be supplemented by parent/teacher conferences on a scheduled basis.

Progress reports are mailed out at the mid-point of each grading period. Parents also have Internet access to their student's grade reports at all times. Parents/guardians will be issued a user name and password to gain Internet access to their student(s) in grades 4-12 on the district's

computerized grading system, available for viewing at <https://mercercpowerschool.com/public>. Parents/guardians will be notified by individual teachers via telephone or written communication of a student's failing grade or when a student is in danger of failing at any given time during the course of the class term.

A letter system of grading is used: A, B, C, D and F with pluses and minuses weighted. All incomplete work must be completed within two weeks (10 school days), or a failing grade will be assigned to the incomplete work unless an administrative exemption is approved.

ACADEMIC HOMEWORK ASSIGNMENTS

It is the intent of the Mercer School District to encourage standards for homework that will maximize it as a meaningful and reinforcing part of the student's program for learning. No specific guidelines are provided for the amount of time required for homework since that would depend on grade level, student ability, and scope of the lesson or unit, however, a reasonable amount of daily homework should be expected (see Board Policy #351).

ACADEMIC INTEGRITY

The Mercer School Board values academic integrity very highly and does not permit any form of dishonesty or deception that unfairly, improperly or illegally enhances the grade on an individual or group assignment or a final test. Academic Dishonesty will result in the following action:

First Offense in a Class—the student will receive a zero on the assignment with no opportunity to make up the assignment. The teacher will contact the parent/guardian and provide documentation of the offense to the District Administrator.

Second Offense in a Class—the student will receive a zero on the assignment with no opportunity to make up the assignment. The teacher will arrange to meet with the parent/guardian, student, and the District Administrator and provide documentation to the District Administrator.

Third Offense in a Class—the student will receive an F for that course for the quarter. The teacher and District Administrator will meet with the parent/guardian and student to discuss the academic dishonesty.

Teachers of any course have the right to add to the above-listed penalties sanctions fitting circumstances relevant to his/her course.

GUIDANCE COUNSELING SERVICES

Guidance counseling services are available for every student in school. These services include assistance with educational planning, interpretation of test scores, college applications, career information, academic, home, school and/or social concerns, and any question the student may feel he/she would like to discuss with the guidance counselor.

FIELD TRIPS

All school regulations apply to students on field trips. Permission slips for each trip must be on file prior to the trip.

FUNDRAISING

All fundraising activities must be approved in written form by the advisor and administration in advance. Board policy limits the number of fundraisers allowed per year. See fundraising calendar for details each year.

DANCES/SOCIAL EVENTS

1. School dances will be scheduled to end no later than 12:00 midnight unless otherwise permitted by the administration.
2. Students who come to school dances are encouraged to stay until the end of those events. Students who leave the building will not be permitted to re-enter.
3. All school activities must be chaperoned by the proper advisor/advisors or by alternative adults approved by the administrator.
4. Only Mercer students and their registered guests will be in attendance. Any student desiring to bring a non-school guest must obtain a guest pass from the office prior to the dance. Guest passes will not be issued at the dance, and unregistered guests will not be allowed to attend.
5. The proper advisor must first clear all school activities. The advisor will, in turn, secure approval from the office and see that the activity is entered on the school calendar.
6. Middle school students are not allowed at high school events, and high school students are not to be at middle school events.

CLUBS, ACTIVITIES, AND SPORTS

Mercer School provides a wide variety of clubs, teams, and activities in which students are encouraged to participate. Girls' sports include volleyball, basketball, track, and cross-country. Boys' sports include cross-country, football, basketball, baseball, and track. Other activities include forensics, Mercer Student Council, National Honor Society, DECA Robotics and pep band. Sports teams are subject to the provisions of the athletic code, while individual advisors or organizations may establish codes of conduct.

STUDENT ATHLETIC PHYSICALS

The Mercer School District requires all middle and high school students to have a physical examination card or alternate year card on file with the athletic director before they are allowed to participate in any WIAA approved athletic programs.

ATHLETIC CODE

The athletic code details expectations and additional requirements for athletes. Please note that improper conduct in school and academic grade deficiencies can affect participation in sports.

ATHLETIC CONTEST ADMISSIONS

Admission fees are charged for volleyball and basketball events. Ticket prices are determined by individual schools for regular-season games in both basketball and volleyball. Ticket prices will be posted at each event. Senior citizens over 65 years of age may obtain a senior citizen pass to all events in the district office during normal business hours.

EXTRA-CURRICULAR EVENT CONDUCT

Perhaps more than any other time, and by more people, a school's reputation is judged by the behavior of its students at extra-curricular events. Contests at schools are held for the purpose of acquiring a sense of sportsmanship by participants and spectators alike. The visitors are guests to be treated with respect. Booing, hissing, and uncomplimentary remarks are considered unsportsmanlike and will not be tolerated.

All school rules apply to extra-curricular events. Violators of conduct rules may be restricted from extra-curricular activities, assigned detentions, and/or suspended from school. Students may be restricted from participation and attendance in extra-curricular activities.

In order to ensure that students attending evening events as non-participants are properly safeguarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event, especially students in primary grades. The school will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

ASSEMBLIES/GROUP MEETINGS

At assemblies and group meetings, students are to accord guest speakers the utmost courtesy. An outside speaker carries with him/her an impression of the school-based upon the behavior of its students. Talking or disruptions are rude and discourteous and are not allowed.

STUDENT DRESS

A student may be excluded from the classroom when the nature of his/her appearance impairs successful teaching or disrupts the learning atmosphere of the other students. Grooming and dress styles must not prevent the student from doing his/her best work because of restricted movements, blocked vision (including sunglasses indoors), and the unnecessary item(s) covering the mouth. Clothing that does not provide adequate protection of feet or not ordinarily manufactured for public wear such as slippers, pajamas, costumes, masks. Also, any clothing

that may conceal weapons will be prohibited: no coats, jackets, caps, gloves, bandannas, or hoods of any kind may be worn in the building. Clothing depicting symbols or lettering, not in good taste or attire which could be considered gang-related is not acceptable. This includes advertising, depicting, or promoting tobacco products, alcoholic beverages or establishments that serve alcohol, and/or drugs, or logos and names that have double meaning or sexual innuendo (the tradename “Hooters” would be an example that would fall under this category).

If a student violates this policy, the following steps will be taken:

1. The student will be asked to correct clothing situation by covering with another article of clothing or by turning the clothing inside out. The office can also provide a Mercer Tigerwear t-shirt for the day.
2. Parents will be contacted by the District Administrator in cases when students fail to cooperate.
3. Other disciplinary action will be taken as appropriate.

PUBLIC DISPLAYS OF AFFECTION

Public displays of romantic affection are not allowed. School is considered to be a place of business (learning) and students are required to conduct themselves in a business-like manner. Romantic displays beyond holding hands (ex: hugging, holding, and kissing) are considered unacceptable in the school building or at all school-related events. Teachers and support staff members will notify the District Administrator/designee and provide students’ names, time, and place of incident and a short description of the incident. Each violation will be recorded in the student’s school record.

Enforcement:

Staff members will refer all students out of compliance to the District Administrator’s office.

1st violation: A warning will be issued. The students will be told to stop the unacceptable behavior by the staff member witnessing the event who informs the office of names and behavior.

2nd violation: The staff member witnessing inappropriate behavior will inform students they need to report to the office where they will meet with the District Administrator. Parents of both parties will be called by the teacher.

3rd violation: The staff member witnessing inappropriate behavior will inform students they need to report to the office where they will meet with the District Administrator. Parents of both parties will need to meet at the school for a conference with the District Administrator.

Additional violations: To be determined by the District Administrator

TARDY TO CLASS

During the course of the day when a student is late for a class, the instructors will handle the tardiness. Students who are tardy do not report to the office, except for the beginning of the day. Referrals will be issued by the office upon the third unexcused tardy to school. After the third tardy to the same class, a referral will be issued by that instructor. A referral for each tardy thereafter, in that class will be issued. A student is considered tardy if he/she is not in his/her assigned seat when the bell rings. Returning to one's locker to get an assignment due that day, or a pen, paper, etc. is considered a tardy. A student who is tardy will tell the teacher the reason for tardiness. If the teacher does not accept the student's reason, the student will be marked tardy on the attendance record. Teachers may assign penalty and/or detentions to serve in their rooms at their discretion based on repeated occurrences or length of time student is tardy.

RESPECT

All Mercer School employees are to be accorded proper respect and conduct from students. Students are to honor their directives/requests. Issues students have with these directives are to be taken up in a mature manner. Disrespect and threatening language or actions will not be tolerated and will be handled according to the discipline policy. Students also must treat each other and visitors in a courteous manner.

VULGARITY/PROFANITY

Inappropriate language in written or spoken form will not be tolerated and will be handled according to outlined school discipline policies and procedures.

GENERAL DISCIPLINARY PROCEDURES

Teachers are responsible to resolve discipline problems within their classrooms or while supervising students through regular, traditional methods including, but not limited to, one or more of these:

- Holding personal conferences with the student
- Contacting the student's parent/guardian
- Consulting and seeking the guidance counselor's assistance
- Submitting discipline referral forms
- Referring to the District Administrator when issues cannot be resolved through the prior listed avenues

When persistent classroom discipline problems are not resolved by the teacher's attempts at correction or in case of a classroom crisis, the issue will be referred to the District Administrator for disciplinary action. For all out-of-class rule violations, disciplinary action may be taken by the individual staff member and/or referred to the District Administrator for follow-up for severe or chronic issues.

When a student is removed from class the teacher shall:

- Send the student to the building administrator or designee and inform him/her of the reason for the student's removal from class.
- Provide the administrator or designee with a written explanation of the reason(s) for removal from class.
- Verbally notify parents/guardians as soon as possible, but no more than 24 hours after the student is removed from class.

The Administrator will:

- Inform the student of the reason(s) for removal from the classroom and shall allow the student the opportunity to share their version of events.
- Provide an opportunity for the parent/guardian conference.
- Determine the appropriate educational placement for the student who has been removed from the teachers class.

Disciplinary Action – Discipline for repeated minor infractions of a serious nature shall require a written record to be maintained. Discipline actions can include but are not limited to the following:

Detention (3:30-4:00 p.m.) – Administrators and teachers have the authority to detain pupils for disciplinary reasons. The type of detention issued will be left to the discretion of the administration. Students who fail to serve a detention will be subject to further disciplinary action.

In-School Suspension- This is defined as a student being temporarily excluded from classes yet, reporting to a designated room in the building. This is a violation of the Athletic Code. Students who are on an in-school suspension are also suspended from any athletic or co-curricular activities on the days of the in-school suspension.

Out of School Suspension- This is defined as one of the following: A temporary exclusion from school for a period not to exceed five days, or exclusion in cases being investigated pending expulsion for a period not to exceed fifteen days. Any student that is suspended may not be on any Mercer School District property during the entire period of the suspension. This is a violation of the Athletic Code.

Pre-expulsion Conference- A conference conducted by the District Administrator or his/her designee which may include student, parent, guardian or legal custodian, a psychologist and a guidance counselor. A student who has been suspended three (3) times in one year shall have a pre-expulsion conference at the third suspension. A pre-expulsion conference may also be convened at the discretion of the District Administrator or his/her designee in the event a student commits a single, but serious infraction.

Expulsion Conference- One possible outcome of a pre-expulsion conference may be a recommendation to the Board of Education for an expulsion hearing. *Parents and adult students (over 18) have the right to appeal a suspension or expulsion.*

Students who do not respond to guidance or minor discipline must accept the consequences of such action. Willful disobedience, open defiance of a staff person's authority, or the use of profane or obscene language or gestures is also sufficient cause for discipline.

Out-of-School Suspensions/Expulsions – In compliance with Section 120.13, Wisconsin Statutes the school board of a common or union high school district may * * *:

(1) SCHOOL GOVERNMENT RULES; SUSPENSION; EXPULSION. (a) Make rules * * * pertaining to conduct and dress of pupils in order to maintain good decorum and a favorable academic atmosphere * * *

(b) The school district administrator or any principal or teacher designated by the school district administrator also may make rules, with the consent of the school board, and may suspend a pupil for not more than 5 school days or, if a notice of expulsion hearing has been sent under par. (c) 4. or (e) 4. or s. 119.25 (2)(c), for not more than a total of 15 consecutive school days for noncompliance with such rules or school board rules, or for knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives, or for conduct by the pupil while at school or while under the supervision of a school authority which endangers the property, health or safety of others, or for conduct while not at school or while not under the supervision of a school authority which endangers the property, health or safety of others at school or under the supervision of a school authority or endangers the property, health or safety of any employee or school board member of the school district in which the pupil is enrolled. Prior to any suspension, the pupil shall be advised of the reason for the proposed suspension. The pupil may be suspended if it is determined that the pupil is guilty of noncompliance with such rule, or of the conduct charged, and that the pupil's suspension is reasonably justified.

8.10.01B Parent Notification

The parent or guardian of a suspended minor pupil shall be given prompt written notice of the suspension and the reason therefore. This notice shall be in writing.

8.10.01C Right to a Conference

The suspended pupil or his/her parent or guardian may, within 5 school days following the commencement of the suspension, have a conference with the school district administrator or his/her designee who shall be someone other than a principal, administrator or teacher in the suspended pupil's school.

Suspension Offenses:

a. Destruction, defacement or theft of school or others personal property will result in a minimum of one (1) day out-of-school suspension to be progressive based on the number of offenses and/or severity as determined by the administration.

b. Use or possession of tobacco, alcohol, non-prescribed mood-altering substances (drugs) on school property or at school-sponsored events. Law enforcement agencies will be notified to investigate and prosecute on each violation. Minimum of one (1) day to three (3) day out-

of-school suspension to be progressive based on the number of offenses and severity up to a 45-day suspension at the discretion of the administration and board hearing for expulsion proceedings.

c. Fighting and/or disorderly conduct or improper conduct including personal and physical threats, verbal abuse, harassment, intimidation, offensive gestures, and profanity directed at other students, staff, volunteer/chaperones will result in a minimum of one (1) day out-of-school suspension to be progressive based on the number of offenses and/or severity as determined by administration.

d. Possession of a weapon (see Weapons policy). Legal authorities will be called to prosecute on each violation. A minimum of a three (3) day out-of-school suspension and possibly an expulsion hearing may be held based on the number of offenses.

e. Bomb Threat – Legal authorities will be called to prosecute each violation. Up to a 45-day suspension at the discretion of the administration and board hearing for expulsion proceedings.

WISCONSIN STATUTES 120.13 (1)(C)

Prior to expelling a pupil, the school board shall hold a hearing. Upon request of the pupil, and if the pupil is a minor, the pupil's parent or guardian, the hearing shall be closed.

Grounds for Pupil Expulsion:

1. Repeated refusal or neglect to obey school rules
2. Conduct which endangers property, health or safety of others, engaged in while at school or while under supervision of school authority;
3. Conduct engaged in while NOT at school or while NOT under the supervision of school authority, which endangers property, health or safety of others at school or under supervision of school authority;
4. Conduct endangering property, health or safety of any employee or school board member of the school district in which the pupil is enrolled;
5. That the pupil knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
6. If the pupil is at least age 16, conduct repeatedly engaged in while at school or while under supervision of school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and such conduct does not constitute grounds for expulsion under subs 1-5 above.

HARASSMENT/BULLYING/HAZING

Harassment is a form of discrimination that violates state and federal laws. It is the policy of the Mercer School District to maintain a learning and working environment and/or academic status that is free from harassment. Harassment is any unwelcome, deliberate or repeated unsolicited comments, gestures, graphic materials, physical contacts, or solicitation of favors.

Harassment/bullying is verbal or physical conduct that has the purpose or effect of creating an intimidating, hostile or offensive learning or working environment or interfering with the individual's learning or work performance; it may consist of a single act or a course of conduct. All students and employees must be allowed to learn and work in an environment free from harassment. Therefore, harassment/bullying is prohibited. Harassing/bullying of other students, including sexual harassment, hazing or initiation is a serious matter and is not allowed on school premises or during any off-site school activity such as school-sponsored trips and athletic events. "Hazing" includes any method of initiation or pre-initiation into a student organization or any pastime or amusement engaged in which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or another person.

Harassment or intimidation can arise from a broad range of physical or verbal behavior which can include, but not limited to, the following:

1. Physical or Mental Abuse
2. Racial Insults
3. Ethnic Slurs
4. Unwelcome Sexual Advances or Touching
5. Sexual Comments or Sexual Jokes
6. Religious Slurs
7. Requests for sexual favors used as a condition of employment or affecting a personnel decision such as hiring, promotion, or compensation or affecting one's academic status.
8. Display of sexually explicit or otherwise offensive posters, calendars, or materials.
9. Conduct which has the purpose or effect of interfering with an individual's work or learning performance or creating an unfriendly or offensive work/learning environment.

Students, parents/guardians, and staff members may file a Harassment Complaint Form on their behalf or on behalf of another individual (available in the office or from administration). Any student or employee or representative of the Mercer School District who believes that he or she has been a victim of harassment by a student or employee or representative of the school district, or any third person with knowledge or belief of conduct which may constitute harassment should report the alleged acts immediately to the superintendent or human rights officers. The school board shall designate a male and a female as human rights officers for the district.

DRUGS OR ALCOHOL USE

THE USE OR POSSESSION OF INTOXICANTS OR MOOD-ALTERING DRUGS NOT PRESCRIBED BY A PHYSICIAN IS PROHIBITED.

No student shall possess, distribute, sell, or be under the influence of intoxicants or mood-altering drugs not prescribed by a physician or possess drug paraphernalia at any time on school premises or at a school-related activity.

Students of the School District of Mercer who are in violation of the provisions of the paragraph above shall be subject to disciplinary actions in accordance with school regulations as follows:

A. FIRST VIOLATION: A student who is found to be in violation before coming to school, while at school, or while involved in any school-sponsored activity shall be suspended for a maximum of up to 45 days and shall not be allowed to return until a conference is held with the student's parent or guardian.

In addition, the student and/or his/her parents may be required to seek counseling and provide written evidence of this counseling to the administration within one month of the first day of suspension. Failure to abide by the counseling requirement shall result in the commencement of expulsion proceedings. Acceptable sources of counseling are as follows:

1. AODA program coordinator (alcohol and other drug awareness)
2. A non-school counselor mutually agreed upon with the district administrator prior to the onset of the counseling experience

B. SECOND VIOLATION: Any student found to be in violation of this policy for the second time during the school year shall be subject to a pre-expulsion meeting with the district administrator and the Mercer Board of Education. At the meeting the student and his/her parents will select one of two possible actions:

1. As a result of the second violation the student will:
 - a. seek and complete an AODA assessment by a bona fide AODA treatment center;
 - b. demonstrate compliance with the treatment program as recommended by said treatment center;
 - c. successfully complete the treatment program; and
 - d. agree to a behavioral contract between the student, school administration, and a representative of the AODA support group as a condition of readmittance to the school.
2. As a result of the second violation, the student will be recommended to the Mercer Board of Education for expulsion from the school district for the remainder of the quarter during which the offense occurs and the next full quarter. In addition, the student and/or his/her parents will be required to seek additional counseling and provide written evidence of this counseling to the district administrator prior to the conclusion of the period for which the student is expelled. Acceptable sources of counseling are noted

above. Failure to abide by the treatment and/or counseling requirement as herein stated shall result in the commencement of expulsion proceedings as indicated in C below.

C. THIRD VIOLATION: The student will be recommended to the Mercer Board of Education for expulsion from the school district.

TOBACCO USE BY STUDENTS

Smoking or use or possession of tobacco products or any vaping product even if it does not contain nicotine in any form by students shall not be allowed in school buildings, on school grounds, on school buses, or in other areas in which school-sponsored activities are taking place. Students who violate this policy shall be subject to disciplinary action to include possible referral to the police and fines.

ITEMS FORBIDDEN ON CAMPUS

Other items forbidden on campus or at school-related functions on school grounds can include, but are not limited to, the following:

1. Wallet chains, toys such as water pistols, super soakers, handheld and other games unless approved by the classroom instructor.
2. Any other items that school officials consider dangerous or hazardous. Spraying perfume, cologne, shaving cream, spray paint, other unwarranted products are prohibited.
3. Permanent markers, glue, or aerosol canisters.
4. Roller skates/blades, skateboards may be carried. Their use on campus is prohibited.
5. Bicycles shall be locked at the rack located at the main entrance.

Students found in possession of the above-listed items will be disciplined as determined by the administration and forbidden items are subject to seizure/confiscation. Students, lockers and personal receptacles are subject to search, and forbidden items are subject to seizure and/or confiscation.

GANG AND GANG-RELATED ACTIVITY

The presence of gangs, gang activities, and gang-like behavior causes disruptions to the learning process and the well-being of the school. This activity, including such examples as clothing, signs, signals, related materials or expressions, will not be tolerated.

VANDALISM

Students guilty of vandalism will be expected to pay for all necessary repairs or replacement, and students are subject to school discipline and/or criminal prosecution. Reimbursement of the cost of damages must be paid in full each year, or student year-end grade reports and/or diploma will be held when graduating.

THEFT/MISSING ITEMS

The Mercer School District recommends that students and visitors do not bring items of value to the school. The school will not be responsible for personal belongings of students, especially of value (money, jewelry, electronic devices such as iPods, cell phones, radios, clothing) when brought to school. Should it be necessary to bring items of value to the school, students can secure them in the main office safe until the end of the day. When an item is reported as missing or stolen on school premises or at a school-sponsored event, the school administration may take a written statement listing the item(s) missing and the events that led to the potential theft or disappearance, which may require that students remain in place until further investigation or a search can be completed. The administration may determine whether the proper law enforcement authorities will be notified to conduct further investigations if the reported missing item(s) value exceeds \$50.00.

WEAPONS

In accordance with the Gun-Free Schools Act of 1994, any student possessing a “Dangerous Weapon” as defined in Section 939.22 of the Wisconsin Statutes will be immediately suspended and referred to the local/county law enforcement department and Human Services Department under the provisions of Chapter 48. Parent/guardians and law enforcement officials will be notified in all cases. Weapons will be confiscated. Non-pre-approved “look-alike” weapons are also prohibited. The act of a student possessing, using, or threatening with intent to use any weapon or instrument capable of inflicting bodily injury will result in penalties to include possible suspension, expulsion, and/or referral to the authorities. No one shall possess a dangerous weapon on school property, school buses, or at any school-related event. Possession of a firearm (as defined by Federal Law) while at school or under school supervision requires school boards to expel the student from school.

STUDENT AND PERSONAL BELONGINGS SEARCHES

Two school officials may search a student’s person or personal belongings if they have a reasonable suspicion that the student has violated or is violating either the law or the rules of the school, and if they have a reasonable suspicion to believe that the search of the person or specific personal belongings will reveal evidence of that violation.

CASES NOT COVERED BY SPECIFIC REGULATION

It is understood that the rules listed herein are not all-inclusive. The Mercer Board of Education and the administration shall take such action as is necessary to ensure the discipline and orderly conduct of the school. Action may be taken with respect to any offense which interferes with the orderly operation of the school, regardless of the existence or nonexistence of a rule covering the offense.

NONDISCRIMINATION STATEMENT

The Mercer School District does not discriminate against pupils on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, religion, or handicap. If you feel you have been discriminated against see the district administrator, principal, or the school counselor discuss the situation and/or to file a complaint.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The FERPA protects the confidentiality of student educational records. The Act applies to any public or private elementary, secondary, or post-secondary school and any state or local education agency that receives federal funds. There are several exceptions that allow the release of student records to certain parties or under certain conditions. Records may be released without the student's consent: (1) to school officials with a legitimate educational interest; (2) to other schools to which a student seeks or intends to enroll; (3) to education officials for audit and evaluation purposes; (4) to accrediting organizations; (5) to parties in connection with financial aid to a student; (6) to organizations conducting certain studies for or on behalf a school; (7) to comply with a judicial order or lawfully issued subpoena; (8) in the case of health and safety emergencies; and (9) to state and local authorities within a juvenile justice system.

In addition, some records maintained by schools are exempt from FERPA, including (1) records in the sole possession of school officials; (2) records maintained by a law enforcement unit of the educational institution; (3) records of an educational institution's non-student employees; and (4) records on a student who is 18 years of age or older or who attends a post-secondary institution that are maintained by a health professional. In addition, FERPA allows, but does not require, schools to release "directory information," including students' names and address, to the public and was modified in 2002 that high schools are now **required** to provide students' names, addresses, and telephone numbers to military recruiters, **unless a student or parent opts out of such disclosure by signing**

FORMS/ATTACHMENTS THAT MUST BE RETURNED TO SCHOOL (student's teacher/advisor):

General Permission Slip

Computer/Internet Use Agreement

Bullying/Harassment Policy

Permission to Release Directory Information

Student Photo and Web site release

Parent's Response Regarding Release of Information to Military Recruiters
and Institutions of Higher Education

Permission to Release Students' Special Health Consideration To Staff

Parent/Student Handbook Signature Form

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