

HURLEY SCHOOL DISTRICT



PK – 12

STUDENT/PARENT HANDBOOK

2018 – 2019

GENERAL INFORMATION

District Administrator

Christopher J. Patritto
(715) 561-4900 ext. 202
patritto@hurley.k12.wi.us

Special Education Director

Kevin J. Genisot
(715) 561-4900 ext. 258
genisot@hurley.k12.wi.us

Grades 6 – 12 Principal/DAC

Melissa A. Oja
(715) 561-4900 ext. 218
ojam@hurley.k12.wi.us

Grades PK – 5 Principal/Athletic Director

Steven M. Lombardo
(715) 561-4900 ext. 307
lombardo@hurley.k12.wi.us

Business Manager

Michele Seibel
(715) 561-4900 ext. 209
seibel@hurley.k12.wi.us

Food Service Director

Dawn Rye
(715) 561-4900 ext. 233
ryed@hurley.k12.wi.us

PK – 12 Secretary

Kellie Hitter
(715) 561-4900 ext. 206
hitter@hurley.k12.wi.us

PK – 12 Office Assistant

Holly Johnson
(715) 561-4900 ext. 203
johnson@hurley.k12.wi.us

Special Education Secretary

Mae Moderson
(715) 561-4900 ext. 212
moderson@hurley.k12.wi.us

Bus Transportation

Jim Saari
(715) 561-2526
hurleybus@centurytel.net

PK – 12 School Counselor

Sarah Eder
(715) 561-4900 ext. 280
eders@hurley.k12.wi.us

Head of Maintenance

Bill Trcka
(715) 561-4900 ext. 301
trcka@hurley.k12.wi.us

Hurley School Board Members

Mr. Joseph Simonich/President – simonich@hurley.k12.wi.us
Mr. David Pajula/Vice President – pajula@hurley.k12.wi.us
Mr. Michael Fontecchio/Treasurer – fontecchio@hurley.k12.wi.us
Dr. Maria Sokol/Clerk – sokol@hurley.k12.wi.us
Mr. Darryl Mattson/Member – mattsond@hurley.k12.wi.us

It is the policy of the Hurley School District that no person shall, on the basis of sex, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability be excluded from participation in; be denied the benefits of or be subjected to discrimination under any program or activity. All students attending the School District of Hurley may participate in education programs and activities, including but not limited to health, physical education, music and vocational and technical education (consumer education, trades, and industrial education, business and office education, etc.), regardless of sex, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

THE SCHOOL DAY

There is no supervision for students before 7:30 a.m. or after 3:15 p.m., unless he/she is directly involved in a school-sponsored activity or the Kid's Club after school program.

Students in grades 6-12 are required to be in the classroom by 8:00 a.m. and students in grades PK-5 are required to be in the classroom by 8:05 a.m. Voice mail for absences/messages is available 24 hours per day at (715) 561-4900, option #4.

DAILY SCHEDULE

GRADES PK – 5

7:30	Breakfast
8:05	PK-5 Classes Start
11:00 – 11:25	Grades 4 & 5 Outside Recess
11:28 – 11:50	Grades 4 & 5 Lunch
11:00 – 11:25	Grades 1, 2 & 3 Lunch
11:28 – 11:50	Grades 1, 2 & 3 Outside Recess
10:50 – 11:20	Kindergarten Lunch
11:20 – 11:50	Kindergarten Outside Recess
10:45 – 11:15	4 Yr. Kindergarten Lunch
11:15 – 11:55	4 Yr. Kindergarten Outside Recess
3:12	School Day Ends
3:20	Buses Leave

GRADES 6 - 12

7:30	Breakfast
8:00 – 8:49	1 st Hour
8:52 – 9:41	2 nd Hour
9:45 – 10:34	3 rd Hour
10:37 – 11:26	4 th Hour
11:26 – 12:00	JH Lunch
11:29 – 12:05	HS Advisory
12:03 – 12:39	JH Advisory
12:05 – 12:39	HS Lunch
12:42 – 1:31	5 th Hour
1:34 – 2:23	6 th Hour
2:26 – 3:15	7 th Hour
3:20	Buses Leave

Office Hours – 7:30 a.m. – 4:00 p.m.

Teacher Hours – 7:45 a.m. – 3:30 p.m.

PICKING UP OR DROPPING OFF CHILDREN DURING SCHOOL HOURS

Parents/guardians must bring their elementary child to the office to sign them in and receive a slip to return to class. When picking up your child during school hours, parents/guardians must come to the office to sign out the child. The secretary will call the classroom to have the child come to the office.

When picking up your child at the end of the school day, parents must wait in the commons for their child to be dismissed by the classroom teacher. Adults/visitors are not allowed down the halls for safety and security reasons unless they have checked in the office and received a visitor's pass.

BUZZER SYSTEM

In order to ensure the safety of all students and staff, we have a buzzer at the front doors. Visitors entering the school between 8:05 a.m. and 2:50 p.m. will use the main entrance (door #1). Please state your name and reason for visit. Cameras have also been placed throughout the interior and exterior of the school to enhance safety and security. Student safety is our number one priority.

BUS LANE & DROP OFF LANE

The bus lane is used for buses only, including after hours. A student drop off lane is available in the south parking lot, which is located by the main entrance (door #1). This lane is designated to drop off students and make entering and exiting the school safer. No vehicles are allowed to park in the drop off lane or be left unattended at any time. Please help ensure the safety of the students by adhering to this policy. The Hurley Police Department will be enforcing this rule throughout the entire school year.

EMERGENCY SCHOOL CLOSING/EARLY DISMISSAL

The Hurley School District uses an emergency alert system to notify parents/guardians of school closings and other school announcements. If your phone number changes or you are not receiving school messages, please contact the school. In the event school dismisses early for inclement weather, please have a procedure in place for your child. All students will be sent home on the bus unless a parent/guardian has notified the school of an alternate plan. When it is necessary to close school due to inclement weather or other emergencies, the local radio stations will be notified (AM-WJMS 590, FM-WIMI 99.7, FM-WUPM 106.9, and FM-WBWA 105.9). Please visit our Facebook page for updated school information.

CLOSED CAMPUS

Students may not leave the school campus at any time during the school day, including lunch time. Once in school, students must obtain permission from the office to leave. Students leaving the school grounds without permission will be considered truant.

MEALS

Hurley School District serves meals under the National School Lunch Program. To apply for free or reduced-price meals households must complete an application every year and return it to the school. Additional copies are available in the principal's office. The information provided on the application will be used for the purpose of determining eligibility and may be verified at any time during the school year by school or other officials. Free and reduced applications may be submitted at any time during the school year if your financial status changes.

In the creation of child nutrition programs, no child will be discriminated against because of race, color, sex, national origin, age, or disability. If any member of a household believes they have been discriminated against, they should write immediately to the Secretary of Agriculture, Washington D.C. 20250.

SNACK POLICY

Homemade baked goods will not be allowed for students in PK-12 for class snack breaks, special occasions, or for any other reason. Only store purchased goods will be allowed for these occasions. Schools across the nation are taking similar stances to help protect all students from the dangers of allergenic foods, food prepared in unsanitary conditions, and foods that are harmful to students because of added toxins. The school also discourages unhealthy sugary store-bought snacks such as Little Debbie's, bakery, cupcakes, and cookies.

MEDICATION

Parents/guardians are expected to complete a health care plan if their child has a medical concern or diagnosis. Office staff can assist in completing these forms. These plans are unique to each child and need to be updated annually.

If it is necessary for a student to take medication during the school day, the medication must be brought to the office by a parent/guardian. All medication is kept in a locked cabinet for safety. A Medication Permission Form must be completed by the parent/guardian. Parents/guardians may bring a copy of the prescription with the medication or have the doctor's office fax a copy of the prescription to the school at (715) 561-4157. The permission form and prescription copy must be given to the office along with the medication. Unless these forms are on file, no medication will be given at school. Medication must be in an original bottle from the pharmacy with the current dosage on the label.

A non-prescription medication authorization form needs to be completed by the parent/guardian in order for students to receive any non-prescription medications. All medicine must be brought to school in the original sealed container by the parent/guardian. School personnel are unable to give any medication unless the above procedure is followed.

VEHICLE PARKING/PERMITS AND REGULATIONS

All students driving to school on a regular basis must have a \$30.00 parking permit. While on school grounds, the Hurley School District reserves the right to inspect and search a student vehicle that is believed to be in violation of the school policies, i.e., a canine sniff dog identifies a vehicle, or a report comes to administration about a possible violation.

STUDENT RESPONSIBILITIES ON SCHOOL BUSES

Students are expected to follow all bus rules and expectations while on the bus, as it is an extension of the school. When a student has violated a bus rule, the bus manager and principal will investigate and determine appropriate disciplinary action.

WORK PERMIT

Students under the age of 16 are required to obtain work permits. If you are employed by a business in Wisconsin and need a Wisconsin work permit, please bring the following to the school office:

- Birth Certificate
- Social Security Card
- Parental Permission Statement
- Letter from future employer stating the job you will be holding.
- \$10.00

If you will be working for an employer in Michigan, you will need to obtain your work permit from the Ironwood School District, (906) 932-0200.

PARENT/TEACHER CONFERENCES

During the school year, there will be formal parent-teacher conferences scheduled for PK – 12th grades in November. Teachers welcome conferences with parents at any time during the school year. Should you desire to meet with teachers to discuss your child's school progress or have concerns throughout the year, please contact your child's teacher to make arrangements for a conference.

RIGHT TO RECEIVE TEACHER INFORMATION

Federal law requires that we share with you the qualifications of the Hurley School District. If you want to see the state qualifications of your child's teacher, you may ask the school or find it on the DPI website at www.dpi.state.wi.us/dpi/dlsis/tel/lisearch.html.

STUDENT RECORDS

The origination and maintenance of appropriate student records are essential to the effective operation of the District and meeting the educational interests of students. State and Federal law govern the rights and responsibilities of students, parents and the District with respect to student records. Teachers, counselors, and

administrative staff keep many student records. There are two (2) basic kinds of student records – directory information and confidential records.

Directory information can be given to any person or organization for non-commercial or non-business purposes when requested unless the parents of the student object in writing to the disclosure as required under School policy and state and federal law. Directory data may include name change of student or parent(s) guardian, physical address, mailing address or phone number and if it is unlisted. Also, please notify the office of any change of emergency card information, which may be change of parent(s)/guardian’s place of employment, person to reach in case parent(s)/guardian are not available or any change in medical condition.

Student records are generally considered confidential under state and federal law and may not be released to third parties unless the student’s parents consent in writing. However, there are exceptions to confidentiality, and requests for records within these exceptions may be granted without a parent’s written consent. If you have questions about the confidentiality of student records and/or the release of student records to third parties, please contact Chris Patritto, District Administrator, or consult the Board’s Student Records Policy and Administrative Guidelines. The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4805 Washington, D.C.
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: FERPA@ED.GOV and PPRA@ED.GOV

SPECIAL EDUCATION

Hurley School District provides a variety of Special Education programs and services for students qualifying for such services under state and federal law.

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is generally required. More important, the School encourages parents to be active participants. To inquire about Special Education programs and services, contact Mr. Kevin J. Genisot at (715) 561-4900 ext. 258.

SPECIAL EDUCATION SERVICES

Hurley School offers a full range of special education programs, support services, and special needs programs to students who may need them.

Hurley provides and supports the following programs and services:

- Speech Therapy
- Learning Disabilities
- Cognitive Disabilities
- Occupational Therapy
- Vision Disabilities
- School Psychology
- Emotional Behavior Disabilities
- Physical Therapy
- Hearing Disabilities
- Educational Accommodations for 504

HOMELESS CHILDREN

The McKinney-Vento Act defines homeless children and youth (twenty-one years of age and younger) as:

- Children and youth who lack a fixed, regular, and adequate nighttime residence, and includes children and youth who are:
 - sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as double-up);
 - living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
 - living emergency or transitional shelters;
 - abandoned in hospitals;
 - awaiting foster care placement.
- Children and youth who have a primary nighttime residence that is a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings.
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
- Migratory children who qualify as homeless because they are living in circumstances described above.

If you are personally aware of or are acquainted with any children who may qualify according to the above criteria, the Hurley School provides the following assurances to parents of homeless children:

- The local district staff person (liaison) for homeless children is the Director of Programs & Assessments.
- There shall be immediate enrollment and school participation, even if educational and medical records and proof of residency are not available.
- All educational opportunities and related opportunities for homeless students (preschool to age 21), including unaccompanied youth, shall be the same as for the general student population.
- Enrollment and transportation rights, including transportation to the school of origin shall be possible. "School of origin" is defined as the school the child attended when permanently housed or when last enrolled.
- Written explanation of why a homeless child is placed other than in a school of origin or school requested by the parent, with the right to appeal within the local dispute resolution process.
- Meaningful opportunities for parents to participate in the education of their children. These shall include: special notices of events, parent-teacher conferences, newsletters, and access to student records.

Please contact Christopher Patritto, homeless liaison for the Hurley School District, for additional information about homeless issues. Mr. Patritto can be reached at 715-561-4900, ext. 202.

ATTENDANCE

Absences – 10 days allowed per school year

Student absences are defined under State Statute 118.15(3)(c). Parents may excuse their child from school for a total of ten (10) days per year for vacation, personal business, illness, etc.

Administration may decide to send students home with high temperatures, very ill, or for other reasons deemed necessary. These days will not count against the student's 10-day allowance.

If your child will be absent, please call the attendance line at (715) 561-4900 (24 hours a day) and leave a message before 8:00 a.m. If the absence is because of a doctor's appointment, the student must bring in a note from the medical provider to not have the absence counted toward the 10-day allowance.

Administration may coordinate a meeting with police, human services, parents and student to help create a support system to improve regular attendance.

CONSEQUENCES INCLUDE:

Wisconsin State Statute 118.15(1)(a) states any person having under 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, until the end of the school term, quarter or semester of the school year in which the child becomes 18 years of age.

- **8th Absence** – Letter sent to parent/guardian explaining the student’s absences and what steps will be taken if his/her absences exceed 4 days of unexcused absences beyond the 10-day Wisconsin Statute.
- **11th Absence** – Letter sent to parent/guardian requesting a mandatory meeting to discuss options to assist in helping to improve student’s attendance, as this is the first unexcused absence past the 10-day limit.
- **15th Absence** – Truancy petition may be filed with the Hurley Police Department and Iron County Human Services on the next day the student has an unexcused absence which totals 5 unexcused absences past the 10-day limit.

Students who were habitually absent during the previous school year and students with excessive absences during one or more class periods may have an attendance meeting scheduled at an earlier date. The meeting may include the police, human services, parents and student to help create a support system to improve regular attendance.

TARDINESS

Students that are tardy either at the beginning of the school day, or to any class period during the school day must report to the office for a tardy slip. After the fifth tardy, administration and the student will meet to create a plan of expectations and list possible consequences.

TRUANCY

A pupil who is absent for part of one or more days from school during which the school attendance officer or principal has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil shall be considered truant.

MAKE-UP WORK (GRADES 6-12)

DEFINITION: Work that needs to be turned in because of an absence from class. Students must collect make-up assignments for all classes missed on the day they return to school. If a student was aware of an assignment deadline before the absence occurred, the assignment or exam is due the day the student returns to school.

Students must be allowed to make up assignments or tests missed during any absence or when suspended from school.

When an absence (including school-related activities) from a class occurs:

- A student will be given the opportunity to complete missed assignments, including quizzes and tests, without reduction to their grade, and in accordance with the attendance policy. The student has the time of the absence from the class plus one day.
- It is the teacher’s discretion to give alternate assignments when appropriate and if the student does not turn in the assignment it is subject to the school’s late work policy.
- In classes that use participation points, a student’s absence will not negatively impact the student’s grade. However, a teacher may give alternate options to supplement points.
- If unique circumstances occur, the classroom teacher and/or principal can give extensions to students to complete work.

If a student is unable to resolve a conflict resulting from an absence they should contact Administration to set up a meeting with the student and teacher. Administration will make the final decision.

COURSE SYLLABUSES

All teachers will provide all students in grades 6-12 with course syllabi that outline course expectations, specific classroom rules, textbook and materials, requirements, late work classroom policy and a number of other class information.

NOTICE OF ACADEMIC STANDARDS

The Hurley School District uses the Common Core Standards for English language arts and mathematics. Our science and social studies curriculum uses the Wisconsin Model Academic Standards.

ADVISORY HOUR

Academic and Career Planning, or ACP, is state mandated, student-driven, adult-supported process in which students create and cultivate their own unique and information-based visions for post-secondary success, obtained through self-exploration, career exploration, and the development of career management and planning skills. Each student is assigned to an advisor/teacher during Advisory hour and is required to complete ACP components and requirements during the school year. Please refer to our school website for more information regarding ACP.

- Advisory is also considered a student study hall.
- Students will be assigned to the same staff member all year during Advisory hour study hall.
- Administration will perform grade checks every 2 weeks.

ALTERNATIVE CURRICULUM GRADING

Determining Class Rank/Honor Roll

The following standards are established to determine eligibility for class rank/honor roll.

- The student must follow a program leading to a high school diploma.
- The class rank/honor roll status of special education students will be determined by computing grades from class work that does not differ significantly from the general curriculum.
- Determinations as to whether class work differs significantly from the general curriculum will be made on an individual basis. For example:
 - A student with a learning disability (LD) that has a severe deficit in math taught using a separate functional math curriculum developed by the special education teacher for which there is no equivalent counterpart in the general education curriculum. If the student receives an "A" in this class, it would not be figured in GPA for class rank/honor roll.
 - A student who is emotionally disturbed (ED) receives instruction by the special education teacher in the special education room following the general curriculum (documentation available to support this). If the student receives an "A" for the course work, it would be computed for class rank/honor roll.
- Modified grades will not be considered for the calculation of class rank/honor roll.
- Only general curriculum grades will be included in the calculation class rank/honor roll.
- In order to be included in honor roll consideration for a given grading period the student must receive non-modified grades in a minimum of four (4) general curriculum courses for that given grading period. A blocked (double period) class shall count as two courses.
- Class rank consideration shall be based on the requirement that the student receives 10.5 credits in graded core-curriculum courses, or 1.5 credits per semester.

GRADE ADVANCEMENT

A fourth or eighth grade student may not be promoted to fifth or ninth grade unless the student has satisfied the criteria established by the Hurley School District in accordance with state statutes.

No student may be granted a high school diploma unless the student has satisfied the criteria established by the Hurley School District in accordance with state statutes.

All students will be tested at third, fourth, fifth, sixth, seventh, eighth, ninth, tenth, and eleventh grades as required by state statutes unless any of the following three conditions occur.

1. The parent or guardian provides written notification he/she does not want his/her child tested.
2. The individual educational plan (IEP) of the special education student states that the student does not have to take the test.
3. The student has limited English abilities to take the board-adopted test as determined by the school.

The state requires that students progressing to the next grade or are planning to graduate must move through certain steps, in order, until they meet established requirements as shown below.

Grade 8	Graduation
Test Scores	24 Credits
Academic Performance	Test Scores
Teacher Recommendation	Academic Performance

Test Scores – The student must score at or above the basic level in all academic areas of the subjects tested in the Wisconsin Assessment System. If the student did not take the tests or failed them, they must earn a passing final grade in three of the four core subjects Math, English, Social Studies, and Science. If the student did not meet the criteria of number two, teachers, parents, or administration can recommend the student for summer school. The student must pass summer school in order to progress to the next grade. Students moving to the Hurley School District during high school years may have credit requirements of their previous school district included in the Hurley School District's decision to consider graduation. An appeal process involving students moving from grades 4 to 5, from 8 to 9, or graduating from high school will start the District Administrator for a decision. The Board of Education will have the final decision.

Legal Reference: Section 118.30 Section 118.33

GRADUATION REQUIREMENTS

In order for a student to be eligible for graduation, he/she must earn a minimum of 24 credits, but students must have a yearly schedule containing at least 6 credits. Required subjects include English (4 credits); Social Studies (4 credits); and Science (3 credits – Physical and Biological Science); Mathematics (3 credits); Personal Finance (1/2 credit); Computer Literature (1/2 credit); Physical Education (1 ½ credits), Health (1/2 credit).

INTERNET USE

Students requiring the use of the Internet must complete a Network and Internet Guidelines and Acceptable Use Agreement. The student and parent must sign the agreement prior to using the Internet. Agreement forms are available in the IMC. Forms can be turned into the PK-12 office.

Hurley School District Technology Network Acceptable Use Guidelines for Students

When a school district establishes internet/network services, the district's specific purpose is to enhance the learning process and improve administrative services. All district students must conduct their use of internet/network resources in a manner consistent with Hurley School District policies.

HSD refers to the Hurley School District of Hurley, Wisconsin.

Technology refers to all electronic equipment in the building, including computers, phones, and network hardware.

The system refers to all technology and software, materials, and data on those items in the building.

The Internet refers to all hardware, software, data, and materials not controlled locally by the HSD.

The network refers to all hardware, software, data, and materials controlled locally by the HSD.

Acceptable use falls into several categories.

District Rights and Responsibilities

All technology is property of HSD and is for educational uses only.

- HSD does not accept responsibility for materials available on the Internet.
- HSD does retain all rights to software and materials on the system.
- HSD does not imply any privacy on the system. HSD reserves the right to monitor Internet activity, email, and system uses.

Access and Uses:

- System users under 13 years of age will not provide any personal information, including full name, to anyone on the Internet.
- System users will use the internet/network for school-related uses.
- System users will use appropriate language for the educational environment (no swearing, vulgarity, ethnic or racial slurs, or any other inflammatory, bullying, derogatory, or threatening language).
- System users will not transmit (send or receive) obscene, pornographic, sexually explicit, violent, inflammatory, or harassing materials.
- System users will not access email, files, and/or documents of other users.
- System users will abide by generally accepted rules of "etiquette" and conduct themselves in a responsible, ethical, and polite manner.
- System users accept responsibility for only accessing materials that are appropriate for an educational environment.
- System users will not display content that violates HSD policy, including sexual harassment.
- Student users will not use any cell phone as a "hotspot" internet connection.
- Students will not use an alternate VPN at any time, attempting to circumvent our firewall.

Copyright Laws:

- System users will be aware of copyright laws and will adhere to them.

Illegal Activities:

- System users will not use the system for illegal purposes or any other activity prohibited by district policy.

System Security:

- System users will not attempt to harm equipment, materials, or data.
- System users will not knowingly infect a computer or network with a virus or worm.
- System users will not knowingly disrupt the network.
- System users will not provide passwords to other users.
- System users will always report any known violations of the HSD Acceptable Use Guidelines to a teacher or administration.

Penalties for Violating the Policy:

- Penalties are subject to the discretion of administration, which may include loss of laptop privileges.

ONE TO ONE LAPTOP PROGRAM

ACCEPTABLE USE POLICY

The Apple MacBook Air and laptop bag that have been issued to all students in grades 6-12 are the property of the Hurley School District. This laptop is on loan to the student and must be used in accordance with the following policies and procedures, the Hurley School District's acceptable use policy and any applicable laws. Use of this laptop, as well as access to the computer network, the internet and email are a privilege and not a right. These items are provided for educational purposes only and are intended to support the learning objectives of Hurley High School and the Hurley School District.

Using the Laptop at School:

Each laptop is assigned to an individual student. Students should never "swap" or "share" their laptop with another student or log into another student's account. Notebooks should be in a student's possession or secured in their locker at all times.

When being transported, the laptop must be in its bag, and the student must carry the bag with the strap across their body, over the opposite shoulder. You are responsible for your laptop – do not carry a laptop that belongs to another student (excludes Student Technology Team members). The ID tag must remain on the laptop at all times. If a student is participating in an activity that is not conducive to using their laptop (i.e. field trip, assembly, etc.), they are required to leave their laptop in their locker. Students may never share their password with another student. Passwords should always be kept confidential. Students who have permission to take their laptop home are responsible for bringing their laptop fully charged to school each day. Students who do not have permission to take their laptop home may pick up their laptop in the office each morning.

Using the Laptop at Home:

- Students must have the written permission of their parent or guardian before they will be allowed to take their laptop home.
- Parents/guardians will be given the child's login name and password, so that they can supervise the student's use of the laptop at home.
- If the laptop is lost, stolen, or damaged by another party, parents/guardians should immediately report the loss or theft to the Hurley Police Department and Hurley School District administration.
- If the laptop is damaged or not working properly, it must be turned in to Hurley School District Technology staff for repair or replacement. Students or parents/guardians are not authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the notebook.
- Students are responsible for recharging the computer at home on a daily basis.

Using the Laptop for Internet and E-mail:

Students and parents/guardians understand that the Hurley School District does not have control over information students access on the internet. While every attempt is made to block access from inappropriate material while the student is at school, the district is not able to control student usage of the laptop while at home. It is the parent/guardian's responsibility to supervise the information that a student is accessing from the internet while at home. Unannounced background checks will be done and students with inappropriate material, whether accessed at home or at school will be disciplined accordingly.

Students should never share personal information about themselves or others while using the internet or email. This includes a student's name, age, address, phone number or school name.

Parents/guardians and students are required to read and agree to the District's Acceptable Use Policy prior to receiving internet and email access.

Students should be aware that internet access and email, and other media that are accessed, created or stored on their laptops are the sole property of the District. The District has the right to review these items for appropriateness, and to limit or revoke a student's access to them at any time and for any reason.

General Use and Care of the Laptop:

When transporting their laptop to and from school, students should always be sure it is placed in the laptop bag, and the bag is fully closed. The bag has a tag that identifies the laptop as Hurley SD property, and identifies the student that the laptop is on loan to. The tag must remain on the bag at all times.

Students are expected to treat their laptop with care and respect. The laptop and bag are the property of the Hurley School District and should be kept clean. Placing stickers, writing or drawing on, engraving or otherwise defacing the notebook or laptop bag are not allowed and will result in loss of privileges.

Commercially designed laptop "skins" are generally allowed, as long as the content of the skin is appropriate as per District guidelines. If you are not sure if the content is appropriate, it probably is not. Consult a staff member for guidance. If you are considering purchasing a skin for your laptop, understand that the District is not responsible for how well the skin adheres to the laptop. Also, as you will be turning in the laptop each year, and may not receive the same laptop each year, consider that the skin may not adhere as well on the next laptop you receive.

Students should operate only their own laptop at all times. Any inappropriate or careless use of a laptop should be reported to a teacher or other staff member immediately. Students should not use their laptop while walking, on the bus, or otherwise being transported. Laptops should only be used while they are on a flat, stable surface such as a table. Students should protect their laptop from extreme heat or cold. Laptops should never be left in a car, even if the car is locked.

Consequences of Inappropriate Use:

The use of any district technology is a privilege and not a right. Students are expected to use their laptop in accordance with these Policies and Procedures, District Acceptable Use Policy and any applicable laws. Failure to use this laptop in an appropriate manner will result in the following consequences, as determined by the staff and administration of the Hurley School District.

- Cancellation of student use or access privileges, including the privilege of taking the laptop home.
- Suspension from school.
- Expulsion from school.
- Civil or criminal liability under applicable laws.
- As determined under the discretion of administration.

ELECTRONIC PAGING, CELL PHONES, OR TWO-WAY COMMUNICATION DEVICES

The use of cell phones, pagers, scanners, and similar devices during instructional or class time is prohibited at Hurley School. During class time or time spent in the school counseling office, cell phones are not allowed on the student. Students may use their phones before or after school and during passing periods and lunch. For the protection of all students and staff, cell phones are not allowed in restrooms or locker rooms at any time. Violation of this policy may result in disciplinary action.

CODE OF CONDUCT

The Hurley School District recognizes and accepts its responsibility to create, foster, and maintain an orderly and safe class environment conducive to teaching and the learning process. Every member of the school community is expected to cooperate in this central mission. Staff, including administrators and teachers, must use their training, experience, and authority to create schools and classes where effective learning is possible. Students are expected to

come to school, and to every class, ready and willing to learn. Parents/guardians should be aware of their children's activities, performance, and behavior in school, and are asked to cooperate with the school to prevent or address problems.

STUDENT DRESS AND GROOMING POLICY

A student's dress and grooming must be in the best interests of the school with respect to health, welfare and safety of the individual and of the student body.

- A student may not wear clothing that can be hazardous to him/her in his/her school activities.
- Footwear must be worn at all times.
- Backpacks/bookbags/brief cases or similar storage compartments will not be allowed into classrooms and must be kept in lockers.
- Clothing depicting symbols or other items that could be considered as gang related are not acceptable.

If a student violates this policy, administration will take steps to rectify it.

ACADEMIC DISHONESTY

- Plagiarism
 - This is when an individual uses another person's ideas, expressions or writing as if they were his/her own.
- Copying Verbatim
 - This is the most common form and happens when an individual copies words, expressions, or ideas directly from another source (book article, internet, lab report, friend, etc.) without giving proper credit to the author.
- Paraphrasing
 - This means an individual borrows written ideas from a source and rewrites them in his/her own words but does not give credit to the original author.
- Use of an Idea
 - This means an individual adapts an idea from another source without giving proper credit. For example, this could happen when asked to write an original piece, such as a short story, and you borrow an idea from a TV program, video, article, or classmate.
- Sharing Ideas during Test Situations
 - Examples include sharing answers on a take-home exam or asking/telling other students what is on a test/quiz.
- Cheating on Tests, Quizzes, Homework
 - Examples include bringing answers into the test room, copying from another student, or using unauthorized notes or technology (including pagers, calculators, and cell phones which could provide access to Cliff Notes, Barron's Book Notes, Monarch Book Notes, internet, algebraic calculator, etc.)
- Copying Homework
 - Both parties involved would be involved in academic dishonesty.
- Taking Credit for work that you did not do
 - This means not acknowledging the assistance of a parent, friend, or tutor.

Academic Dishonesty will result in the following.

First Offense: The student will receive a zero on the assignment with no opportunity to make up the assignment. The teacher will provide documentation of the offense to the building principal.

Second Offense: The student will receive a zero on the assignment with no opportunity to make up the assignment. The teacher will provide documentation of the offense to the building principal and parent.

Further Offenses: Documentation of the offense will be provided to the building principal. The teacher and building principal will meet with the student and parent and/or guardian of the student.

The policy encompasses all four years of high school. Offenses will accrue throughout the four years of high school.

PROFANITY

Any student who uses profane language or gestures is subject to disciplinary action. A citation for Disorderly Conduct from the Hurley Police Department may be issued.

USE OR POSSESSION OF INTOXICATING BEVERAGES, TOBACCO, E-CIGARETTES, VAPE PENS, NARCOTICS AND DRUGS

Students in or on school property and at all school-sponsored activities are prohibited from the use or possession of these substances or anything similar.

Failure to abide by this policy will result in disciplinary action, up to and including suspension or expulsion from school. Such disciplinary action shall be done in accordance with state law and established procedures. Violation of this policy may result in referral to law enforcement officials for prosecution under specific local, state, or federal laws.

Staff/faculty members of the Hurley School District are to report violations or suspected violations of this policy to administration. The administration will take steps for each situation listed that will result in confiscation, parental contact, police contact, suspension and possible expulsion.

- Selling and/or distribution of alcohol or drugs (including look-alike drugs).
- Possession or use of alcohol or drugs.
- Possession or use of look-alike drugs, inhalants, or alcoholic beverages.
- Possession of drug paraphernalia.
- Suspected of having, used or ingested in one's system alcohol or drugs. Cases will be handled on an individual basis using any or all of the following alternatives.
- Possession or use of tobacco on school grounds or at school sponsored events.
- Emergency Situation

NOTE: All suspensions shall be in accordance with state law and established procedures. Students may be recommended to the Board of Education for expulsion in accordance with state law and established procedures following suspension. Any consideration of expulsion for exceptional education need (EEN) students will conform to statutes.

WEAPONS

It is the policy of the Hurley School District to maintain a positive, safe, secure learning and working environment. In striving to attain such an environment, the district takes the position of no tolerance for weapons in our schools. All weapons or instruments that have the appearance of a weapon are prohibited within all school environments except for educational purposes as authorized in advance by the building principal. School environments include, but are not limited to, district-owned buildings; leased or rented facilities; school-sponsored activities; field trips; school vehicles and school buses; rented or owned; and school bus stops. Anyone found to be in possession of a weapon in any are defined in this policy, before, during, after-school hours, or en route to or from school is subject to administrative and/or legal action.

Category I Weapons:

The district takes a position of “zero tolerance” on the following objects:

- All firearms, whether loaded or unloaded, etc.
- Other guns of all types including pellet, B-B, stun, look-alike, and non-functioning that could be used to threaten others, etc.
- Knives, switchblades or automatically opening blades, daggers, swords, razors, etc.
- Artificial knuckles or other objects designed to be worn over the fist or knuckles, etc.
- Blackjacks, clubs, throwing stars, etc.
- Explosives
- Poisons, chemicals, or substances capable of causing bodily harm.
- Bow and arrows, slingshots, etc.
- Any other device or instrument used to intimidate, threaten or inflict harm.

Category II Weapons: Possession of objects that may or may not be considered weapons.

While this policy represents a “no tolerance” position on weapons and/or look-alike weapons, there are several objects that are questionable regarding whether they are considered weapons and whether the presence of these objects requires activation and enforcement of this policy. The administrator may use his or her decision when interpreting use and intent with such objects.

Such potentially dangerous objects may include, but are not limited to:

- Small pocket knives
- Fireworks, fire crackers, and smoke bombs
- Throwing darts
- Nuisance items and toys
- Unauthorized tools
- Mace
- Butane

GROUNDS FOR DISCIPLINARY REMOVAL FROM CLASS

A student may be removed from class for conduct or behavior which:

- Violates the Hurley School District’s policies regarding suspension or expulsion;
- Violates the behavioral rules and expectations set forth in the Student Handbook;
- Is disruptive, dangerous or unruly;
- Interferes with the ability of the teacher to teach effectively;
- Fails to comply with any Hurley school staff request

SHORT-TERM REMOVAL

When a teacher determines that removal of a student from class is appropriate, the teacher should instruct the student to go to the main office for the period of removal. In such case, the teacher must contact the office immediately and seek assistance from office if necessary.

After removal from class the teacher shall submit a referral to the building principal.

The teacher shall inform the student’s parent/guardian that the student was removed from class.

Removal is a serious matter and should not be taken lightly. Administration will determine the short-term removal and any disciplinary action taken because of the removal.

LONG-TERM REMOVAL

Long-term removal is an extremely serious step that should not be undertaken hastily or for less than compelling reasons. Such a step could have profound consequences for the affected student and his or her class, as well as any new class or teacher to which the student may then be assigned. Where a teacher believes that the best interest of the student/class requires long-term removal, the teacher should notify the building administrator in writing. Such statement should set forth as clearly and completely as possible:

- The basis for the removal request;
- The alternatives, approaches, and other steps considered or taken to avoid the need for removal;
- The impact, positive and negative, on the removed student; and
- The impact, positive and negative, on the rest of the class.

Upon receipt of such statement, the building administrator may, in his/her discretion, consult with the teacher and/or other District staff. In most cases, it is appropriate to inform and consult with the parent/guardian of the student, and the student involved in the request for long-term removal.

Following consideration of the teacher's statement and any other information, the building administrator shall, in his/her discretion, take one of the following steps:

- Place the student in an alternative education program as defined by law;
- Place student in another class in the school, or another appropriate setting within the school
- Place student in another instructional setting; or return the student to, or retain the student in, the class from which he or she was removed.

In any event, a student in long-term removal must continue to receive an educational program and services comparable to, though not necessarily identical with, those of the class from which he/she was removed. Such program need not be in the precise academic subject of the student's former class.

Long-term removal is an administrative decision not subject to a formal right of appeal. However, the parents of the student, and/or the student, shall have the right to meet with the building administrator and/or the teacher(s) who made the request for removal. Where possible, such meeting shall take place within three (3) business days of the request for the meeting. At the meeting, the building administrator shall inform the parents and/or student as fully as possible regarding the basis for removal, the alternatives considered, and the basis for any decision.

However, nothing in this Code shall prevent the building administrator from implementing a removal to another class, placement of setting prior to any meeting, and notwithstanding the objection of the parent(s) or student.

REFERRALS

- Referrals will be served during the lunch hour.
- Students will eat lunch with a staff member to discuss the referral and how the incident could have been handled by the student, reinforcing positive choices.
- The referral process is intended to be a positive learning experience for the student and curb future instances.
- Parents will be notified of the incident and referral.

CORPORAL PUNISHMENT

Relative to the Wisconsin Statutes and Hurley School District Policy, officials, employees, or agents of a School Board are not prohibited from:

- Using reasonable and necessary force to quell a disturbance or prevent an act that threatens physical injury to any person.

- Using reasonable and necessary force to obtain possession of a weapon or other dangerous object within a pupil's control.
- Using reasonable and necessary force for the purpose of self-defense or the defense of others under s.939.48.
- Using reasonable and necessary force for the protection of property under s.939.49.
- Using reasonable and necessary force to remove a disruptive pupil from a school premises or motor vehicle, as defined in s.125.09(2)(a) 1 and 4, or from school-sponsored activities.
- Using reasonable and necessary force to prevent a pupil from inflicting harm on himself or herself.
- Using reasonable and necessary force to protect the safety of others.
- Using incidental, minor or reasonable physical contact designed to maintain order and control.

EQUAL EDUCATION OPPORTUNITY/ANTI-HARASSMENT

It is the policy of this District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's race, color, creed, age, physical, mental, or emotional disability, sexual orientation, marital or parental status, religion, gender, ancestry, national origin, or other protected characteristics as well as place of residence within District boundaries, or social or economic background.

Students who have been identified as having an impairment or disability, under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act, shall be provided with free appropriate public education (FAPE) in educational services or programs. Students may be considered as having impairment or disabled under this policy, even if they are not covered under the district's special education policies and procedures. Parents who have questions about FAPE should contact Mr. Kevin J. Genisot at (715) 561-4900 ext. 258.

Any person who believes that the school or any staff person has discriminated against or is in violation of this policy may file a complaint. A formal complaint can be made in writing to the School Compliance officer listed below.

Kevin Genisot
 Special Education Director
 715-561-4900 ext. 258
 5503 W. Range View Drive, Hurley, WI 54534
genisot@hurley.k12.wi.us

The complaint procedure is described on Form 2260 F8.

The complaint will be investigated, and a written acknowledgement given to the complainant within forty-five (45) days of receipt of a written complaint and a determination of the complaint within ninety (90) days, unless the parties agree to an extension, or unless the complaint is within the procedures of Chapter 115 of the Wisconsin Statutes governing exceptional educational needs. EDGAR complaints shall be referred directly to the State Superintendent. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

The School is committed to an educational environment that is free of harassment of any form. The school will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the school district community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

Harassment means behavior toward a student or group of students based, in whole or in part, on their sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or any other characteristic protected under state, federal or local law, which substantially interferes with the student's school or academic performance or creates an intimidating, hostile or offensive school environment. Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-

female, female-to-male, male-to-male, or female-to-female. Examples of conduct that may constitute harassment include:

- Graffiti containing offensive language
- Name calling, jokes, or rumors
- Threatening or intimidating conduct directed at another because of the other's protected characteristic (e.g., sex, race, learning disability)
- Notes or cartoons
- Slurs, negative stereotypes, and hostile acts that are based upon another's protected characteristic
- Written or graphic material containing comments or stereotypes, which is posted or circulated, and which is aimed at degrading individuals or members of protected classes
- A physical act of aggression or assault upon another because of, or in manner reasonable related to, the individual's protected characteristic
- Other kinds of aggressive conduct such as theft or damage to property, which is motivated by a protected characteristic

SEXUAL HARASSMENT

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education
- Submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education
- That conduct, or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile or offensive educational environment

Sexual harassment may include, but is not limited to:

- Unwelcome verbal harassment or abuse
- Unwelcome pressure for sexual activity
- Unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of students by teachers, administrators or other school personnel to avoid physical harm to persons or property
- Unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status; unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status; or unwelcome behavior or words directed at an individual because of gender.

It is further the Policy of the School that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the school, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student. If you wish to report harassment, please contact one of the Complaint Coordinators listed above.

RACIAL AND ETHNIC HARASSMENT

Comments or actions containing racial or ethnic content which are unwelcome and make the recipient uncomfortable. Examples include ethnic jokes, racial name calling, racial slurs.

ANTI-BULLYING AND HARASSMENT POLICY

The Hurley School District strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, and school buses and at school-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. The school district consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

Prohibitions:

Bullying behavior is prohibited in all schools, building, property and educational environments including any property or vehicle owned, leased or used by the school district. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.

Definition:

Bullying is the deliberate or intentional behavior of using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age, national origin, race, ethnicity, religion, gender, gender identity, sexual orientation, physical attributes, physical or mental ability or disability, and social, economic or family status.

Reporting:

Any reports of bullying in any capacity should be immediately reported to the principal's office.

Consequences:

The District reserves the right to choose the level of discipline depending on the severity and frequency of the violation. Mediation will take place when appropriate and/or necessary.

Due Process:

Every student has the right to due process or an appeal. The District Administrator may hear an appeal if the parents request one in writing.

NO TOUCH POLICY

Because of the growing concern over harassment and bullying issues, the Hurley School District has adopted a no touch policy. Holding hands, pushing, hugging, etc. are unacceptable. Administration reserves the right to choose the level of discipline depending on the severity and frequency of the violation.

CASES NOT COVERED BY SPECIFIC REGULATION

It is understood that these are not inclusive. The 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 conduct of the school regardless of the existence or non-existence of a rule covering the offense. The administrator may use his or her discretion when interpreting consequence and action.

If you have questions that are not covered in this handbook, please contact Hurley School Administration. This handbook is not all inclusive of all rules and policies.