

I. Definitions

- A. “Truancy” means any absence of part of (15 minutes or more), or all of one or more days from school during which the school attendance officer, principal or teacher has not been notified of the legal cause of such absence by the parent or guardian and also means intermittent attendance carried on for the purpose of defeating the intent of compulsory education.
- B. “Habitual truancy” means an absence from school without an acceptable excuse for part of or all of five or more days on which school is held during a semester.

II. Excused Absences

A. Prior Parent-Excused Absences – A parent/guardian may excuse his/her child from school with prior written permission, for any reason, for no more than 10 days in a school year.

B. School-Excused Absences

- 1. The following absences are considered excused, provided the school has been contacted and the student brings a note from the parent/guardian, or other documentation requested by school administrators, upon returning to school. When considering truancy, the school reserves the right to ask the parent/guardian to verify all absences.
 - a. Student Illness – As determined by the parent/guardian provided the parent/guardian calls the school before 9:00 a.m. to explain the absence. The school reserves the right to require that the parent/guardian obtain a written statement from a physician or licensed practitioner describing the need for the student to be out of school if the absence extends to three or more days, or if school administration has concerns about truancy or habitual truancy. The written statement must indicate the specific dates that the student should be considered medically unable to attend school.
 - b. Medical, Dental, Chiropractic Appointments – Normally these appointments should be made at times other than school hours. If this is not possible, the student must bring a written note from the parent/guardian indicating the time of the appointment, and the time that he/she needs to be excused from school. The student is required to sign in and out with the office as he/she leaves for the appointment and when he/she returns. In addition, the student must bring back a note verifying the appointment.
 - c. Short-Term Family Emergency – As properly verified by the parent/guardian.
 - d. Quarantine Imposed by the Public Health Officer - A medical excuse must be obtained.
 - e. Absence from school during a period of suspension or expulsion will also be considered an excused absence for purposes of these procedures.

2. Pre-Planned Extended Absences

Students who foresee an extended absence must have it approved in writing at least three days prior to the absence. A written note from the parent/guardian, which meets the excused absence criteria, must be turned in to the office. A contemplated absence form will then be issued to the student, who must then share it with each of his/her teachers.

The student is responsible for completing any missed school work in a timely manner. Students who are absent from school without obtaining proper approval will be considered unexcused and will be required to make up the time. The following contemplated absences will be considered excused, provided the student follows proper procedure:

- a. Family trips where the parent/guardian accompanies the student
- b. Court appearances - A note from the clerk of courts must be turned in to the office upon return to school to verify the absence.
- c. Special events of an educational value where the parent/guardian accompanies the student.
- d. Work of an emergency nature - This must be infrequent and short in duration.
- e. Funerals
- f. Deer hunting – Three days maximum allowed. Any days beyond three must be made up outside of the school day. All work assigned in advance must be ready to hand in upon return to school.
- g. Special circumstances that show good cause and need to be approved on a case-by-case basis by the building principal or designee.
- h. Religious holidays
- i. Driver’s license examinations
- j. State Tournaments
- k. College visits – Must be approved in advance by guidance counselors.
- l. Blood donation – for the local blood drive. A parent/guardian note is required and this must be done during study hall.

III. Unexcused Absences

Any absence that does not comply with the excused absences outlined in Section II above shall be considered unexcused.

An open enrolled student may be denied enrollment in a subsequent semester or school year based on meeting the definition of being a habitual truant”. (See also policy 423 Full-Time Open-Enrollment)

IV. Makeup Work

Students who are absent for any reason are responsible for mastering the instructional objectives of each class and acquiring the knowledge missed during an absence.

A. Prior Parent-Excused Absences

Students are required to complete any course work missed during such absence.

B. School-Excused Absences

1. Students will be allowed one school day of make-up time for every school day that the student was absent. Assignments not completed within this timeframe will be considered as late, and appropriately downgraded.
2. In-school suspension – Students will receive credit as if they had been in class on that day, provided that the day’s class work is completed during the in-school suspension and turned in to the teacher on the same day. If the student does not do the work during the time that he/she was on in-school suspension and the test of the students were called upon to turn in assignments on that same day, the assignment will be considered late and appropriately downgraded.
3. Out-of-school suspension – Students have the right to make up any work or tests missed, with the same amount of make-up time allowed as for other excused absences.

C. Unexcused Absences

A student will not be denied credit in a course or subject solely because of the student’s unexcused absences or suspensions from school.

LEGAL REFERENCE:

CROSS REFERENCE:

APPROVED: 3/22/10

**REVISED: 3/22/10
9/16/19**

POLICY #431-RULE

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LEGAL REFERENCE:

CROSS REFERENCE:

APPROVED: 3/22/10

**REVISED: 3/22/10
9/16/19**

POLICY #431-RULE

Hearing Location and Opposing Attorney

Expulsion hearings for a student within the School District of Cambridge will be held at:

The District Office Conference Room
403 Blue Jay Way
Cambridge, WI 53525

The opposing attorney at an expulsion hearing within the School District of Cambridge will be:

Shana Lewis
Strang, Patteson, Renning, Lewis, & Lacy
slewis@strangpatteson.com
(844) 626-0902

INTRODUCTION

The School District of Cambridge strives to provide a safe, orderly and respectful learning environment for all students and staff while in school buildings, on school grounds, while riding school buses or district owned or leased vehicles, and while attending school-sponsored activities. Harassment in any form, including sexual harassment or bullying, can create a harmful physical, social, psychological and academic impact upon on the perpetrator, victims, and other bystanders. The school district therefore will consistently and vigorously address harassment, including sexual harassment and bullying, in order to maintain a safe and orderly learning and working environment for all students and staff. All school district employees are charged with the responsibility of maintaining an environment free from all forms of harassment. District employees are responsible to help students understand what constitutes harassment, including bullying and sexual harassment, and how to file a complaint if it should occur. District employees are also responsible to act as a trusted resource from whom students or other district employees may seek advice and assistance in dealing with what they perceive to be harassment or bullying.

DEFINITIONS

Harassment:

Harassment is verbal or physical conduct that has the purpose or effect of creating an intimidating, hostile, or offensive learning or working environment, or interferes with the individual's work or learning performance. It may consist of a single act or as a course of conduct. Harassment may include but not be limited to conduct relating to an individual's membership in a protected class, sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability or handicap.

Sexual Harassment:

Sexual harassment is defined as any deliberate or unwelcome verbal or physical conduct of a sexual nature. This can entail sexually explicit derogatory statements or sexually discriminating remarks that are offensive or objectionable to the individual or which cause the individual discomfort or interfere with the individual's academic or work performance. This may include but is not limited to any blatant overtures such as leering, pinching, patting, displays of graphic or written sexual material, or pressure for sexual activity. It may also include but is not limited to subtle repeated verbal or physical action of a sexual nature such as comments, innuendoes, gestures, or "elevator eyes" (scanning someone's person in a provocative way). In addition to the resultant levels of anxiety created by the comments or sexual demands, sexual harassment may include the implicit message that noncompliance will lead to some form of reprisal. Reprisals may include but not be limited to the possibility of escalation in the level of harassment, unsatisfactory evaluations, difference in academic or professional treatment, sarcasm, or unwelcome comments by peers.

It is further the position and policy of the School District of Cambridge that sexual relationships between staff and students interferes with the educational process, and involves elements of coercion by reason of the relative status of a staff member to a student. Therefore a sexual relationship between staff and students is not permissible in any form, or under any circumstances, either in or out of the school setting. A suspected relationship between a student and a staff member must be reported by any mandated reporter to the proper authorities (Human Services or Law Enforcement) as suspected sexual abuse.

Bullying:

Bullying is repeated deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm, and to impose the perception of an imbalance of power. The behavior may include but not be limited to social alienation such as shunning, or spreading of rumors; written notes, phone calls, or electronic messages (cyber bullying) that are offensive, hurtful, annoying or worrisome; or acts of physical aggression such as attacks or assaults on a student or his/her property. Bullying may also include but not be limited to name calling or hurtful statements, based upon 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 PROCEDURES

The ability to deal effectively with harassment or bullying is limited by the degree of effective reporting that takes place. Individuals who believe they are victims of harassment or bullying are encouraged to report said conduct to appropriate school personnel. Any person, including school employees and students who become aware of harassment or bullying are required to report such acts to the building administrator or designee.

Reports may be made verbally or in writing. All such reports will be taken seriously. Written documentation of the account is to be made by the recipient of the report. The report will then be forwarded to the building administrator or designee assigned to investigate the report.

There is to be no retaliation against the individual(s) making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

INVESTIGATING PROCEDURES

The building administrator or designee will conduct a timely investigation. Within three school days the investigator will interview the person(s) who is/are the reported victim(s), and collect whatever other information is necessary to determine the facts and seriousness of the report. A written summary of the report, investigative findings, and actions taken will be kept. The parent(s) /guardian(s) of each involved pupil will be notified at the conclusion of the investigation. The district shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

SANCTIONS AND SUPPORTS

If it is determined that a person has indeed participated in harassment or bullying behavior, or retaliated against anyone as a result of the reporting of such incident, disciplinary action will be taken to include but not be limited to a referral to law enforcement, suspension, and/or expulsion. The guidance staff will offer appropriate and on-going support for the identified victim(s).

DISCLOSURE AND PUBLIC REPORTING

This policy will be printed in the student and staff handbooks, and distributed annually to students and parents/guardians and district employees. It will also be distributed to organizations in the community having appropriate cooperative agreements with the schools. A copy will also be made available to any person who requests it. Records will be maintained on the number and types of reports made, the investigative findings, and actions taken.

If requested, an annual summary of the number and types of harassment/bullying will be shared with the school board for review, and appropriate recommendations made for further reducing such behavior. This report must also be made available to the public upon request.

Committee members:

Bob Rosen

George Smith

Diana Frey

Katie Lardinois

Jennifer Fleener

Committee approval 5-9-2011

Forwarded to the Board Policy Committee for further review and approval on 5-9-2011.

LEGAL REFERENCE:

CROSS REFERENCE:

APPROVED: 11/29/1993

**REVISED: 3/22/10
8/15/11**

POLICY #411.1

**Student Possession and Use of Portable Electronic Devices
Including Two Way Communication Devices**

The School District of Cambridge recognizes the benefits of portable electronic devices and two-way communications devices as valuable tools to today's citizens. The District also recognizes the importance of an individual's right to privacy and the need to maintain an orderly environment for learning in the school setting.

Student possession of and use of personal portable electronic and two-way communication devices defined as; personally owned cellular telephones, personal digital assistants, laptops, personal media devices, electronic games, digital cameras, or any other electronic device with communication functions and/or the capability to capture record, transmit and/or play back voice or image information are restricted according to the following requirements:

- Personal electronic devices may be used for educational purposes under the direction and discretion of the teacher, or appropriate supervisor. Such use must comply with the District policies governing use of electronic information.
- Student use of personal electronic devices is permitted before and after school and during passing periods and lunch hour, as long as the devices are used appropriately.
- Student use of personal electronic devices is to be considered a privilege. Should such devices be misused in violation of policy, the device will be confiscated and student subject to disciplinary action.
- Further disciplinary procedures will result from subsequent violations.
- At no time may any such portable devices be on or in use by anyone while in locker rooms, lavatories, washrooms, nursing areas or other areas where student and public privacy must be respected.
- Use of personal electronic devices to record or send inappropriate messages, picture, or to purposefully harass, intimidate, or bully other students or staff, is also strictly forbidden.
- The student(s) is/are responsible to follow the guidelines of this policy as well as, those of the School District's Internet Use Policy.

District and Building Administration will see that signage is posted outside all locker rooms, lavatories, washrooms and nursing stations indicating prohibition of the use of such portable devices while inside.

At no time may any person, student or adult, be present in any District Locker Room to interview or seek information from any individual located within the locker room as per Wisconsin State Statute Act 118.

Further, at no time, may anyone use any photo or visual recording device in any locker room other than law enforcement or school officials when conducting official or legal business related to an investigation, insurance claim or other official matter of the District.

At no time may any individual ever use any photo or visual recording device to capture, record or transfer any representation of a nude or partially nude person in a locker room, lavatory washroom, health office or any other location on school property where personal privacy must be respected as per Wisconsin Statute Act 118.

District and Building Administration will see that a common, specific statement, providing the details of this policy, does appear in each building student/parent handbook. Administration will assure that all faculty, staff and coaches are informed about and directed to enforce this policy and handbook entries.

District and/or Building Administration may make exceptions to the possession and use rules stipulated above in specific situations where health and safety issues of a student are involved. Such exceptions may not be in violation of Wisconsin Statute Act 118. For such exceptions, a written understanding must be on file in the office of the building in which the student attends for the normal school day of each year, and must be provided to the parent.

LEGAL REFERENCE: 118.258 Wisconsin Statutes
120.13 (1)

CROSS REFERENCE: 447 Student Discipline

APPROVED: 11/11/91

REVISED: 3/31/97
12/20/04
6/15/09
3/21/11

POLICY #443.5

DANGEROUS WEAPONS

The School District of Cambridge is committed to providing a safe and healthy working environment for all of its employees, students and visitors. As part of that commitment, and subject to state and federal law, the District has established a policy prohibiting all firearms or other weapons of any type, concealed or unconcealed, on District property. Even though Wisconsin has enacted a concealed carry law, the right to carry a concealed firearm or other weapon, even though legally obtained, does not apply to employees, students, visitors, contractors or any other persons when on the property of the District.

District employees are also prohibited from possessing or carrying weapons while in the course and scope of performing their jobs, and, to the extent permissible by law, when they are performing their jobs while away from District property. Employees who have questions about whether an item is covered by this policy should call the District Administrator. Employees are responsible for making sure that any item in their possession is not prohibited by this policy.

This weapons policy applies to all District employees, students, visitors, contractors and all other persons on District property, regardless of whether or not they are licensed to carry a weapon. The only exceptions to this policy are law enforcement officers on or off duty and where state law prohibits a school district from restricting an individual's right to possess a firearm or other weapon on District property.

For purposes of this policy "weapons" include, but are not limited to, firearms (whether loaded or unloaded), knives, billy clubs, electronic control devices, ammunition, explosives and any other device or instrument which, in the manner it is used or intended to be used, could cause death or great bodily harm. "District property" covered by this policy includes, without limitation, all District-owned or leased space. District owned vehicles are covered by this policy at all times regardless of whether they are on District property.

If any District employee has reason to believe that an employee, student, visitor or other person has a weapon (whether or not concealed) on District property in violation of this policy, that employee is required to report such belief to their supervisor. There will be no retaliation against any employee who in good faith makes a report of a violation of this policy or who assists in an investigation of such a report.

Law enforcement officers will be summoned to the schools in a situation involving a weapon that presents an immediate threat to safety. If the situation does not allow an opportunity to contact law enforcement officials immediately, school staff and administration shall attempt to diffuse and control the situation until law enforcement officials can be summoned.

Any student who violates this policy shall be subject to school disciplinary action and be referred to local law enforcement authorities. Student possession of a firearm at school or under the supervision of a school authority shall result in suspension and/or expulsion from school as required by law.

Employees who violate this policy may be subject to discipline, up to and including discharge from employment.

Upon reasonable suspicion that any other person possesses a weapon in violation of this policy, when feasible, the person will be requested to remove the weapon from the property. If the person refuses to remove the weapon voluntarily, he/she will be asked to leave. If he/she refuses to leave, the District will contact law enforcement authorities for assistance.

LEGAL REF.: Sections 120.13(1) Wisconsin Statutes

175.60

941.23

943.13

948.60

948.605

948.61

Gun-Free Schools Act of 1994

Individuals with Disabilities Education Act (as amended)

CROSS REF.: 446 Student Searches

447.1, Use of Physical Force by Staff

447.3, Student Suspensions/Expulsions

Staff Crisis Emergency Action Plan

Employee Handbooks

APPROVED: 11/28/88

REVISED: 7/19/2004

POLICY: #832

12/19/2011

REVIEWED: 10/16/17

The School District of Cambridge expressly prohibits the possession of and/or consumption or use of tobacco, alcohol and/or any other illegal drugs. The tobacco-free policy prohibits all nicotine-containing products and their paraphernalia. The prohibition is in effect in all the following settings.

- All School owned grounds
- All School owned buildings
- All School owned vehicles
- All Buses or other transportation vehicles whether owned, leased, rented or contracted for use
- All School sponsored events or activities

This is a 24 hour a day policy, thus applying to regular school hours and after school hours.

This prohibition also applies to all vehicles on school property.

This policy is all inclusive applying to everyone.

LEGAL REFERENCE:

CROSS REFERENCE:

APPROVED:

REVISED: 2/27/03

POLICY #831

4/20/15

REVIEWED: 10/16/17

STUDENT DISCIPLINARY PROCEDURES

Disciplinary and Behavioral Interventions

Discipline and other behavioral interventions for violations of Board of Education policies or school rules shall be imposed fairly and without discrimination by those in authority. These actions may include:

- a. Individual conferencing
- b. Verbal or written reprimand
- c. Detention
- d. Restricted school privileges
- e. Parent/guardian conference
- f. Referral to student services
- g. Referral to Dept. of Health and Human Services and/or other county-based supports.
- h. Referral to police, District Attorney or Juvenile Court for legal action
- i. Suspension from school or classes
- j. Removal from assigned school for special placement
- k. Expulsion
- l. Other reasonable disciplinary measures

Appeal of Disciplinary Actions Other Than Expulsion

A student who has been disciplined for violating Board Policies or school rules and who believes such policies or rules have been unfairly or improperly applied, except in cases where expulsion has resulted, may appeal the discipline decision as follows;

Step 1: The student may request a meeting with the principal(s) within five (5) school days after the discipline is imposed. The principal shall render a decision within one day after the meeting with the student. If the principal made the original discipline decision, the student may appeal directly to Step 2 within two (2) days after the discipline is imposed.

Step 2: If the student is not satisfied with the decision of the principal, the student may appeal the decision of the Superintendent of Schools, or designee, within five (5) school days after the discipline is imposed. The Superintendent or designee shall have the discretionary right to review or not to review the discipline decisions. If a review occurs, the Superintendent or designee shall render a decision within two days after the meeting with the student.

The original disciplinary decision shall be enforced during the appeal process.

LEGAL REFERENCE:

CROSS REFERENCE:

APPROVED: 4/18/77

**REVISED: 3/22/10
1/13/2020**

POLICY #447-RULE

TOBACCO USE/POSSESSION PROHIBITION

The Cambridge Schools should promote a safe and healthy environment for all persons. Therefore, the use and possession of tobacco products on school property, including buildings, grounds, on school buses, and in all other vehicles which are parked or operating on school grounds, is prohibited. Tobacco products, lighters, matches, other flammable items will be confiscated from students and/or lockers.

The use, possession, distribution, or sale of electronic cigarettes/devices, nicotine use/ devices, or look-alike devices is prohibited.

Law prohibits possession, sale or use of any tobacco/nicotine products on school grounds. Persons who violate this state law and local ordinance can be subject to a citation by the local police. Any student who violates this law is also subject to school consequences.

LEGAL REFERENCE: Section 120.12(20)

CROSS REFERENCE:

APPROVED: February 15, 1999

REVISED: 4-20-15

POLICY #443.3

CAUSES FOR DISCIPLINARY ACTION

Causes for disciplinary action shall include, but not be limited to the following:

Absences and Tardiness: A student shall not be tardy or absent from school without reasonable cause. Please refer to Attendance section in this document.

Acts/Threats endangering the safety of others: No student shall engage in conduct that threatens the safety of self, or other people while in school, on school grounds, or at any school function. Students who threaten to endanger self will be dealt with through the crisis intervention plan. Students who engage in activity that threatens the safety of others will face disciplinary action, and be referred to the police. At the discretion of the school administrator, severe or repeat offenses may be cause to refer the student for expulsion.

Alcohol, Tobacco, e-Cigarettes and Other Drugs/Paraphernalia: Use/possession, sale, or transfer of tobacco or alcohol products, drugs, e-cigarettes, look-a-likes or paraphernalia, is strictly prohibited by law and can be harmful to both the student and others. Therefore, students shall not possess, use, sell, be under the influence of, or transmit in any form tobacco products, e-cigarette products, alcoholic beverages, drug paraphernalia, chemical substances that are stimulants, depressants, hallucinogens, narcotics, volatile substances, or cannabis derivatives or look-alikes of any kind. This expectation includes on school grounds or in the school building including daily and co-curricular bus transportation, or off school grounds at any school-sponsored activity.

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Chemical Defense Products: No student may possess any OC (pepper spray) products, mace, tear gas or any other chemical defense products while on any campus of Cambridge Public Schools. Students found possessing or using these products on school grounds or at any school function will face disciplinary action.

Contributing: No student shall enable or contribute toward the violation of school rules. Such conduct may result in disciplinary action.

Disruption of school: A student will not disrupt or attempt to disrupt school or a school function. Students found in violation of this policy will be suspended and referred to the police. At the discretion of the administration, extreme or repeat offenses may be cause to refer the student for expulsion.

Fire Alarms: The fire alarms are to be used for emergency evacuation of the building only. Students who signal a false fire alarm are subject to suspension and a referral to law enforcement. At the discretion of administration, extreme or repeat offenses may be cause to refer the student for expulsion.

Fireworks: Fireworks and other incendiary devices are prohibited on school grounds, or at any school activity on or off school grounds, including bus transportation. Violation of this policy will be cause for disciplinary action, including suspension and a police referral. At the discretion of administration, severe incidents or repeat offenses will be cause to refer the student for expulsion.

Gambling/Card Playing: Students are prohibited from any form of gambling activity or card playing while school is in session. Exception: A school supervised curriculum-related activity or incentive-related activity.

Bullying/Hazing/Harassment/Threats: Student hazing, unauthorized initiations, threatening language, threats to do harm, or harassment of any form, are not allowed in school, or at any school activity either on or off school grounds, including bus transportation. Students who engage in such conduct will face disciplinary action and possible referral to the police. At the discretion of administration, repeat or severe incidents may be cause to refer the student for expulsion.

Insubordination/Obstructing: A student will not repeatedly obstruct or fail to comply with directions of teachers or other authorized school personnel during any period of time when he/she is properly under the authority of the school. Students who do not respond to guidance or minor discipline must accept the consequences of such action. Willful disobedience or refusal to follow school rules, open defiance of a teacher's authority, the use of inappropriate/profane/obscene language or inappropriate gestures toward staff is cause for disciplinary action, including suspension. At the discretion of administration, repeat or severe incidents may be cause to refer the student for expulsion.

Laser Pointers: Laser pointers are prohibited in school for safety reasons. Refusal to cooperate with this rule will result in disciplinary action.

Plagiarism/Cheating: Please see Academic Integrity Policy for details. (Page 3)

Portable/Electronic Communication and/or Recording Devices: The School District of Cambridge recognizes the benefits of portable electronic devices and two-way communications devices as valuable tools to today's citizens. The district also recognizes the importance of individual right to privacy and the need to maintain an orderly environment for learning in the school setting. Student possession of and use of personal portable electronic and two-way communications devices are limited by restrictions established in BOE Policy #443.4. (Ref. Wisconsin State Statute 118.258, and B.O.E. policy 443.5). CHS allows cell phone use during passing times and during lunch. All other times, cell phones should be off and stored in their locker.

Public Displays of Affection: Excessive displays of affection are considered inappropriate in the school

setting. This includes in the halls before and after school, between classes, during lunch hour and during class. Students found in violation of this expectation will be asked to stop. Repeat offenders will be subject to disciplinary action and their family(s) may be contacted.

Snowballs: For safety reasons students are not to throw snowballs, ice or similar objects while on school property or at co-curricular events.

Theft or Damage/Destruction of Property: No student will damage/steal school property or private property, either on the school grounds, or during a school sponsored activity off school grounds. Students involved in such activity will face suspension and a referral to law enforcement. At the discretion of the school administrator extreme or repeat offenses may be cause to refer the student for expulsion.

Weapons (Guns, Knives, Look-A-Likes, etc): Any student found in possession of a gun, knife, "look-alike" weapon, or any item which could reasonably be considered a weapon, may lead to suspension and/or subject to expulsion. Possession shall include: on the person, in a locker, vehicle, backpack, purse, or other bag. Such items will be confiscated and given to the School Resource Officer.

CELL PHONES AND WIFI

The district has a policy governing the use of cell phones and the local wireless network during the school day. Please refer to this policy (located on the CHS website) for guidance.

DISCIPLINARY ACTIONS

A record of incidents involving major infractions and minor infractions will be kept. Disciplinary actions taken can be either as a result of repeated offenses, or as a singular incident, at the discretion of the discipline officer.

Disciplinary actions taken can include, but are not limited to the following: (Ref. B.O.E. policy 447)

Reporting an Infraction: An infraction may be issued when a student's conduct is inappropriate. Teachers will make attempts to remediate the student's behavior prior to issuing an infraction. Teachers will notify students when an infraction is issued. Repeated behavioral infractions may be cause for further disciplinary action. In the case of egregious behavior, an immediate infraction may be issued. families will be notified for repetitive and/or egregious behavioral infractions.

Detention: Any school employee may detain a student during lunch or after school for disciplinary reasons. Detentions may be served in the teacher's classroom or the Main Office dependent on who issues the detention. Failure to report to detention will be cause for further disciplinary action.

Removal from Class: Temporary Removal: In cases where temporary removal is required, the teacher and administration or designee will counsel with the student to clarify the reason for the removal, and to establish parameters for reinstatement before returning him/her to class.

Permanent Removal: In cases of repeated failure to follow general school/classroom rules, or incidents that compromise the safety and order of the classroom, it may be necessary to permanently remove a student from the class. Other disciplinary actions may also be taken. In cases where permanent removal from class is being considered, the following procedure will be followed:

Immediate temporary removal to the office. The teacher or staff member will document attempts to contact families in an effort to remedy the

situation. If the removal is focused on a singular act, the seriousness of the act will be documented.

The teacher will contact the administration with the supporting evidence to support removal from class. Administration shall schedule a family conference in which the concerns will be reviewed. At the

conclusion of that conference a decision will be made which may include: continuing the student in the class on a probationary status; transferring the student to another teacher; placement into an alternative setting as defined by law; or dropping the student with an "F", and placing the student in study hall.

In-School Suspension: In-school suspensions are commonly assigned when students commit major violations. Failure or refusal to serve an in-school suspension may result in an out-of-school suspension. The student and family will be contacted regarding the suspension and family will receive written notification.

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Out-of-School Suspension: A temporary exclusion from school for a period not to exceed five (5) school days. Exclusion in cases being investigated pending expulsion for a period not to exceed fifteen (15) school days. A student that is suspended may not be on school grounds at any time during the entire period of the suspension. Being seen on school grounds will constitute a police citation for trespassing. Students and families are required to attend a readmit meeting prior to returning to class when multiple days are assigned. The student and family will be contacted regarding the suspension and family will receive written notification.

Pre-expulsion Conference: Is a conference conducted by the superintendent or his designee which may include the student, family, or legal custodian, the principal, Dean of Students, and appropriate other staff members. The purpose of a pre-expulsion conference is to establish behavioral guidelines in lieu of considering the student for expulsion.

Expulsion Conference: The next step after a pre-expulsion conference may be a recommendation to the Board of Education for an expulsion. State statutes regarding expulsion proceedings will be adhered to. Families and adult students (over 18) have the right to appeal a suspension or expulsion.

Police Notification: Police will be contacted where student conduct is found to be in violation of the law.

Severe Clause: At the discretion of administration the disciplinary action taken may not necessarily follow the sequence of next level of severity. If deemed appropriate, a more severe form of action may be taken.

Alcohol: Students found to be under the influence of alcohol or in possession of alcohol on school grounds or at any school function (either on or off school grounds) will be suspended for up to five (5) school days, families contacted, and a referral will be made to law enforcement. At the discretion of administration, the student may be required to attend a pre-expulsion conference. At the discretion of administration, incidents involving the possession, sale or transfer of alcohol may result in more serious consequences up to and including expulsion.

Use/Possession/Sale/Transfer of Drugs/Paraphernalia: Students found to be under the influence of drugs or in possession of drugs, look-alikes, or paraphernalia on school grounds or at any school function (either on or

off school grounds) will face suspension for up to five (5) school days, family contact, a referral to law enforcement, and may lead to a pre-expulsion conference. Failure or refusal to follow the conditions of reinstatement will be cause to consider further disciplinary action up to and including suspension and referral for expulsion. Students found to be selling and/or distributing drugs, look-alikes, or paraphernalia on school grounds or at any school function will face suspension for up to five (5) school days, family contact, a referral to law enforcement and may lead to a referral for expulsion.

Appeals Process: Students and their families have the right to appeal actions taken if they can present information that indicates the action taken was too harsh. All appeals shall begin with building administration. If the student and their family are not satisfied with the decision of building administration an appeal may be made to the district administrator. The district administrator shall arrange a conference with the involved parties to hear the case. The decision of the district administrator may be appealed to the board of education in writing within five (5) working days. The decision of the school board shall be considered final. Written minutes of each step in this process shall be maintained and copies mailed to all parties.

ACADEMIC INTEGRITY POLICY

Philosophy. The purpose of this policy is to create and maintain an environment in which students are held and hold each other accountable for becoming ethical users of information and ideas. The administration, faculty, and staff recognize that integrity must be a significant component in the academic success of our students; therefore, we promote academic honesty throughout Cambridge High School.

Definitions Academic Integrity involves adhering to the values of honesty, trust, fairness, respect, and responsibility in all facets of the learning process.

Academic Misconduct is considered a violation of academic integrity, either while acting alone or with others.

Plagiarism is taking credit, whether deliberate or not, for another person's or sources' (print or non-print) ideas, words, works, or processes without proper citation or credit. Examples include (but are not limited to):

- ❑ Submitting as one's own work an examination, paper, homework assignments, or other project

(laboratory report, artistic work, computer program, etc.) that was created entirely or partially by someone else. ❑ Failure to use quotation marks to signal that one is using another person's precise words. Even brief

phrases must be enclosed in quotation marks and properly cited. ❑ Failure to identify (cite) the source of quotations and paraphrases. Of course one must cite the source of quotations; one must also cite the sources of ideas and information that are not common knowledge even when paraphrased (for example, the information presented in other written material, material on the internet, television programs, instructors' lectures, and people, including other students, friends and relatives). ❑ Failure to identify the source of the elements of a nonverbal work (for example, a painting, dance, musical composition, photograph/image, or mathematical proof) that are derived from the work of others.

Cheating is the use or attempted use of unauthorized assistance during an examination, on a written assignment, homework assignment, or other project. Examples include (but are not limited to):

- ❑ Copying answers from another student's examination, paper, or homework assignment, with or without

that person's consent. ❑ Providing work to be copied. ❑ Communicating in any way with another student or third party during an examination without the

permission of the instructor. ❑ Using unauthorized materials but not limited to devices (including notes, textbooks, universal translator,

cell phone, calculator, or any other electronic device) during an assignment or examination without

the permission of the instructor.

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- Obtaining and/or reading a copy of an examination before its administration without the permission of the instructor.
- Collaborating with other students or third parties on a take-home examination, paper, homework assignments, lab work, or other project without the permission of the instructor.

Procedure If Misconduct Is Suspected When a teacher or staff member has reason to believe that academic misconduct has occurred, the following procedure will be followed:

- The teacher/staff member will investigate the alleged misconduct with the student(s) by providing the student(s) with a written or verbal description of the academic misconduct;
- The student has the opportunity to present his/her perspective of the alleged misconduct either verbally or in writing;
- The teacher/staff member will communicate the outcome of his/her investigation to the student(s), administration, and family(s);
- If it is determined that misconduct has occurred, the appropriate consequences will be assigned based on the protocol below. Or...
- If several students are involved in the infraction, the teacher may refer the incident to administration for assistance.

Consequences. The consequences for cheating or plagiarism can be severe. ***First Offense in Student's High School Career*** Minor Infraction created in Skyward Student receives a zero on item in gradebook (teacher discretion as to whether the item can be made up

for a reduced number of points) Family contact Potential Blue Jay Time scheduled with teacher to learn any missed skills necessary for future growth Loss of final waiver for specific class (semester) Meeting with the Dean of Students. ***Second Offense in Student's High School Career***

Major Infraction created in Skyward Student receives a zero on item in gradebook (without opportunity for make-up) Family contact Blue Jay Time scheduled for each session (must stay full day) Loss of all final waivers (for semester of infraction) Referred to the Athletic Department for potential Activity Code Violation Meeting with the Dean of Students. ***Third Offense in Student's High School Career***

❑ Major Infraction created in Skyward ❑ Student receives a zero on item in gradebook (without opportunity for make-up) ❑ Family contact ❑ Blue Jay Time scheduled for each session (must stay full day) ❑ Loss of final waivers for academic career ❑ Referred to the Athletic Department for potential Activity Code Violation ❑ Meeting with the Dean of Students

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Notes: For those students who incur a fourth offense (or more), the Administration will work with faculty to determine appropriate consequences.

In addition to the academic and behavioral consequences above, violations of the Academic Integrity Policy may result in an activity code violation and consequence per the Activities Code.

Students in Dual Credit and/or Advanced Placement courses may face additional consequences based on the institution granting Dual Credit and/or the College Board policies.