



# **Gillett Secondary School**

**Parent/Student Handbook  
2025-2026**



**GILLETT TIGERS**

**Be SAFE**  **Be RESPECTFUL**  **Be RESPONSIBLE**  
**PROUD to be a TIGER!**

**208 West Main Street**

**Gillett, WI 54124**

**Phone – (920) 855-2137**

**Fax – (920) 855-6600**

**GILLETT SECONDARY SCHOOL  
PARENT/STUDENT HANDBOOK  
“Where excellence is expected.”**

Table of Contents

Section One – General School Operations.....Page 3

- Accidents
- Adult Visitors
- Age of Majority
- Announcements
- Cancellation of School
- Feedback
- Safety Drills
- Leaving and Entering the School Building
- Library Services
- Lockers
- Unpaid Meal Charges
- Lost & Found
- Medications
- Respect for the Flag
- Student Visitors

Section Two – Daily Class Schedule.....Page 6

Section Three – Academics.....Page 6

- Grade Classifications
- Graduation Ceremony
- Graduation Requirements
- Honor Roll
- Progress Reports/Report Cards
- Schedule Changes
- Academic and Career Planning

Section Four – Attendance.....Page 8

- Attendance
- Adult Students
- Attendance Procedures
- Excused Absences
- Unexcused Absences (Truancy)
- Medical Appointments
- School Excused Absences
- Preplanned Absences
- Make-up Work
- Tardiness
- Medical Excuse for Physical Education

Section Five– Student Behavior/Conduct....Page 10

- Student Behavioral Expectations
- Unacceptable Conduct
- Disciplinary Consequences
- Due Process
- Cheating and Plagiarism
- Backpacks/Purses

- Dress Code
- Technology and Chromebook Agreement
- Personal Communication Devices (PCD)
- Bullying and Harassment
- Nondiscrimination

Section Six – Lunch/Guided Study/RTI.....Page 17

- Lunch
- Guided Study Hall
- RTI/Targeted Intervention Courses

Section Seven–Bus Conduct/Student  
Parking.....Page 18

- Bus Conduct
- Student Parking

Section Eight –Student Activities.....Page 19

- Activities Code
- Athletic Fees
- Extra-Curricular Activities
- Extra-Curricular Eligibility
- Eligibility - Homecoming/Prom/Etc.

We welcome you to the school year as an important and unique member of the student body! This school exists in order to provide you with the best possible preparation in order to meet the needs of youth and society. This community has provided you with a wonderful facility and all of the tools necessary to achieve this goal. Working together - students, teachers, staff, administrators, School Board members, parents and community we will achieve excellence.

The entire faculty and staff are committed to providing you with the best possible experience during your secondary school years. You are an important part of this equation. We encourage you to take advantage of the tremendous opportunities afforded you. Plan a course of study that meets your interests and your career goals. Pursue your interests and talents through the performing arts and/or athletics, activities, and clubs. Challenge yourself in your studies. Put in the time and effort to be the best that you can be.

The purpose of this handbook is to outline expectations and procedures and provide basic information regarding school operations. We hope you will always be conscious of these expectations and abide by them as we strive to provide a learning atmosphere that is respectful and pleasurable for all.

**Student Expectations:**

- Do your best in all areas (classroom, lab, extracurricular events)
- Use the facilities and equipment appropriately
- Mature conduct
- Respect the rights and property of others
- Cooperate with teachers, classmates, and other school personnel

**District expectations:**

- Quality education by teachers with student interests in mind
- To be treated with dignity and respect
- Consistent and fair treatment in relationship to school policies and expectations
- To attend a school which has a safe, healthy environment
- Due process when school policies are enforced

**DIRECTORY INFORMATION**

The Gillett School District designates the following personally identifiable information contained in a student's education record as "directory information". This information is routinely provided to post-secondary schools and the military.

1. The student's name.
2. The student's address.
3. The student's telephone listing.
4. The student's date and place of birth.
5. The student's major field of study.
6. The student's participation in officially recognized activities and athletics.
7. The student's weight and height if a member of an athletic team.
8. The student's dates of attendance.
9. The student's photograph.
10. The student's degrees and awards.
11. The name of the school most recently previously attended by the student.

Individuals objecting to a release of this information are directed to register at the Secondary school.

---

**Section One: General School Operations**

---

**ACCIDENTS:**

Any student suffering an injury of any kind in gym class, classroom, corridors, on campus or in athletic competition, should report the injury to the teacher/coach involved or to the Office. If an injury occurs at school, the parents will be called to determine what the next steps will be for their student.

**ADULT VISITORS:**

The Gillett School District welcomes parents and members of the community to visit the school. All visitors **MUST** report to the office and sign in when entering the building and receive assistance and authorization to visit elsewhere in the building. Visitors other than parents will not be allowed to contact students.

**AGE OF MAJORITY/18 YEAR OLD SENIOR SIGN-OUT POLICY:**

Students who have reached 18 years of age are not exempt from complying with rules and policies enacted by the Board of Education. Wisconsin law, section 188.125(2)(k) allows grades and records of adult pupils, those aged 18 or over, to be shared with the parents or guardian of those students, without the written consent of the pupil, if they are being claimed as dependents on the parents' federal income tax return. Parents/guardians are required to provide the school with documentation in writing or by phone regarding all absences. Students that have established their own residency must provide proof of residency. If it is extremely necessary for an 18 year old student to exempt their parents from having the rights to access their school records, a meeting must be conducted with the student, their parent/guardian, and the high school principal.

**ANNOUNCEMENTS:**

Student organizations, teachers, and staff are to email their announcements in advance to [announcements@gillett.k12.wi.us](mailto:announcements@gillett.k12.wi.us) at least a day before they are to run. Announcements will be read every morning at the beginning of 1st period and at the beginning of 8<sup>th</sup> period. In addition they are placed on the school's website.

**CANCELLATION OF SCHOOL:**

PLEASE DO NOT CALL THE BUS COMPANY. School closing notices will be distributed to local media outlets and through the use of an automated phone system. If you decide that the weather conditions make it unsafe for your child to come to school, notify the office that they will not be in attendance and they will be excused.

**FEEDBACK**

All school rules are subject to regular review. If you have a suggestion for a change or a new procedure, please do not hesitate to talk with your teachers, an administrator, or a Student Council Representative. All suggestions will be given due consideration and presented to the Superintendent and the Board of Education where appropriate.

**SAFETY DRILLS:**

Periodic safety drills will be held throughout the school year. Directions are posted in each room. Every person in the building is to leave promptly and quietly at the sound of the alarm. Return to the building when the recall bell sounds. In case of a tornado or similar disaster, always follow the directions of your instructors. They are aware of the suitable precautions and are prepared to provide you with information, which may prevent serious injury or loss of life.

Evacuation/secure hold procedures and drills will be periodically reviewed and practiced to help ensure the safety of the population of the school in the event of an unwelcome intruder, or if a dangerous situation arises. It is imperative that these drills are taken seriously by everyone involved every time they are practiced.

**LEAVING AND ENTERING SCHOOL BUILDING:**

Students should not enter the building prior to 7:30 AM and must leave by 3:30 PM unless participating in a supervised school activity. During regular school hours, students are to leave and enter this building through the main doors by the Secondary Office ONLY! This is a safety and security issue. Any student who does not adhere to this rule will be subject to disciplinary sanctions. Please make every effort to follow this simple rule.

**LIBRARY SERVICES:**

The library is regularly available to students.. The library should be viewed and used as an extension of your classroom. The library program has been designed with three main purposes: 1) It provides a place to read - a wide variety of materials are available to you; 2) It provides materials and a place to do research; and 3) it provides a place for quiet study while utilizing available materials. Students **must** obtain a pass from a classroom or study hall teacher to utilize the Library during the school day. **YOU MAY LOSE ALL LIBRARY PRIVILEGES IF YOU HAVE OVERDUE OR LOST MATERIALS.**

**LOCKERS:**

School lockers, including Physical Education lockers, are provided for your convenience and are the property of the Gillett School District. At no time does the District relinquish its exclusive control of lockers. As such, any locker may be subject to search by school officials at any time, for any reason, without notice and without student consent (Policy 5771). Each student receives use of a locker and a combination lock. **KEEP LOCKERS LOCKED! KEEP YOUR VALUABLES AT HOME!** Only school locks may be used on lockers. Lost or damaged locks will be replaced with a \$5.00 replacement fee. All lockers are cleaned and all materials must be removed and discarded at the end of the school year. Be sure to remove all personal items and return all school-owned materials. GILLETT SECONDARY SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.

**UNPAID MEAL CHARGES:**

This policy is to establish procedures for students and staff with insufficient funds for school meals. According to the USDA, students who are eligible for free meals must be provided a meal even if the student owes money. Other students must also be provided a meal if they have the money in hand to pay for the current day's meal, regardless of food service account status. USDA regulations do allow other students to be denied a meal if their account is negative and they do not have the money in hand for the current day's meal. Gillett School District follows a prepay policy and asks that all monies be paid in advance of meal service.

**Pricing**

- Full Pay Students - Students will pay for meals at the District's standard meal rates.
- Reduced Meal Benefits - Reduced status students will be allowed to purchase a breakfast for \$0.30 and lunch for \$0.40 each day.
- Free Meal Benefits - Free status students will be allowed to receive a free breakfast and lunch each day. A la carte purchases will be charged at regular prices.

**Payment Options:**

1. Families may add money to their food service account balance by sending cash or a check to the elementary or high school office which will be deposited into their family account.
2. Online Payment Option - The District offers parents the option of making online payments to their family account using a debit or credit card. Our online payment module can be accessed by logging in with given Infinite Campus Parent Portal login credentials.

**Unpaid Meal Procedures:**

1. Unless parents or guardians have opted out, they will receive daily emails in regards to their child's/families account balance. Parents and guardians are responsible for paying in advance for their child's/families account.
2. No charges are allowed for a la carte items, extras or additional milk on any negative account or accounts with a zero balance.
3. Students with free meal status will not be denied a lunch when they have a negative balance, but will not be allowed a la carte items, second servings, second lunches or additional milk.
4. Students with full pay or reduced meal benefit accounts who reach -\$5.00 or more will be contacted by the district office by phone. A letter will also be sent to the home stating that if the negative balance is not paid by a certain date, their child(ren) will receive an alternate lunch consisting of a peanut butter and jelly sandwich, fruit and milk. The charge for an alternate lunch will be \$1.50 per day. In order to avoid undue stress on the students, if they are receiving an alternate lunch, it will be communicated to them ahead of time and the bag lunch will be ready for pick up in the office.
5. Alternate lunches will be provided for up to 15 school days. At that time, if negative balances have not been paid, or the parent/guardian has not made some type of arrangement with the district office, lunches will no longer be provided. Parents will be informed of this by a phone call and letter to the home.
6. All school district employees are considered mandatory child welfare reporters. Parents or guardians must ensure their child has access to adequate food and nutrition or the funds to do so. If a district employee suspects that a parent or guardian's actions or inactions cause a failure, refusal, or inability to provide adequate food and nutrition, the employee may conclude that he/she is required to file a report with child protective services.

**Free and Reduced School Meal Applications:**

Applications for Free and Reduced Price Meals can be submitted to the District at any time during the school year. Paper copies are available in all school offices and are also available to print from the District's website. You must submit an application each year to be considered for free or reduced price meals. Even if your child received free or reduced price meals the previous school year, you must submit a new application for the current year. Any balance owed prior to being determined eligible will remain the responsibility of the parent/guardian.

The Gillett School District acknowledges that students, specifically K-8, have no control over their personal lunch accounts. In the event a student with a negative balance does receive an NSLP (National School Lunch Program) lunch it will not be thrown away for their inability to pay or money being owed. No student will be publicly identified in regards to their meal debt. All communications in K-8 will be directed specifically to the parent or guardian, not the student. The Gillett School District also acknowledges that the taxpayers need to be protected and will make a reasonable effort to collect all delinquent food service debts. Any unpaid debts will carry over to the following school year until the time of graduation. In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulation and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA

through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

#### **LOST & FOUND:**

If you lost it, check with the Office...If you found it; please turn it into the Office. Items in lost and found will be held for a period of up to one month prior to being disposed of.

#### **MEDICATIONS:**

A medication request and Authorization Form 5412.1 must be filed with the office before the student will be allowed to begin taking any medication during school hours. This includes over the counter medication. If your child has asthma and needs an inhaler, a medication form must be on file in the office to allow your child to carry the inhaler. The abuse of prescription or non-prescription drugs or “look-alike” substances while at school or any school activity is strictly forbidden and will be referred for disciplinary action.

#### **RESPECT FOR THE FLAG**

The Pledge of Allegiance or the National Anthem will be recited in all grades each school day. No pupil may be compelled to recite the pledge or sing the anthem.

#### **STUDENT VISITORS:**

Students may not bring visiting students to GSS. Disruptions to the school day should be kept to a minimum.

---

### **Section Two: Daily Class Schedule**

---

<b>High School</b>		<b>Middle School</b>	
7:30 - 7:50	Breakfast	7:30 - 7:50	Breakfast
7:55 - 8:43	Period 1	7:55 - 8:43	Period 1
8:47 - 9:35	Period 2	8:47 - 9:35	Period 2
9:39 - 10:27	Period 3	9:39 - 10:27	Period 3
10:31 - 11:19	Period 4	10:31 - 11:19	Period 4
<b>11:19 - 11:49</b>	<b>Lunch</b>	11:23 - 12:11	Period 5
11:53 - 12:41	Period 5	<b>12:11 - 12:41</b>	<b>Lunch</b>
12:45 - 1:31	Period 6	12:45 - 1:15	Period 6
1:35 - 2:23	Period 7	1:19 - 1:50	Period 7
2:27 - 3:15	Period 8	1:52 - 2:23	Period 8
		2:27 - 3:15	Period 9

---

### **Section Three: Academics**

---

**GRADE CLASSIFICATIONS:** At the high school level, there are no retentions in a particular grade level. Rather, students are recognized for the credits that they earn by successfully completing each course taken. To be considered a freshman, sophomore, junior, or senior, students must meet the following criteria:

Freshman – Student entering their first year of high school.

Sophomore – Student entering their second year of high school.

Junior – Student entering their third year of high school.

Senior – Student entering their fourth year of high school.

Fifth Year Senior- Any student who has not completed the specified graduation requirements at Gillett High School.

To graduate, a student must have successfully completed all the required courses and met all the credits and criteria listed in the Gillett High School Scheduling Booklet.

### **GRADUATION CEREMONY:**

It is a privilege to attend the graduation ceremony. Graduating seniors may be ineligible to participate in the graduation ceremony if they have truancy or discipline issues resulting in an out of school suspension during the last six weeks of their school year. All fees must be paid in order to participate in graduation.

### **GRADUATION REQUIREMENTS**

All students will be required to earn 24 credits for graduation from Gillett High School. Each student is required to take a minimum of 3.5 credits per semester. During the four years of high school, each student is required to pass the following courses:

- |   |             |
|---|-------------|
| • Eight (8) semesters of Communication Arts (English)                     | 4.0 credits |
| • Six (6) semesters of Social Studies                                     | 3.0 credits |
| • Six (6) semesters of Mathematics  | 3.0 credit  |
| • Six (6) semesters of Science  | 3.0 credits |
| • Three (3) semesters of Physical Education                               | 1.5 credits |
| • One (1) semester of Health  | 0.5 credits |
| • One (1) semester of Personal Finance (beginning with the class of 2020) | 0.5 credits |
| • Seventeen (17) semesters of elective classes                            | 8.5 credits |

**HONOR ROLL:** Gillett Secondary School will publish honor rolls two times a year, at the end of the 1<sup>st</sup> and 2<sup>nd</sup> semesters. These honor rolls will be based on the grades given in all classes. Students with a 4.0 GPA will be given “highest honors”, students with GPA’s between 3.50-3.99 will be given “high honors”, and students with GPA’s between 3.00-3.49 will be given “honors”. In addition to the GPA requirements, students must have no F’s or incompletes.

### **PROGRESS REPORTS/REPORT CARDS:**

Progress reports (non-official grades) are mailed out two times through each semester, approximately the 6th and 12th weeks of the semester. Parents should expect report cards (final grades from the semester) in the mail in approximately one week following the end of each semester.

The reports are intended to provide parents with information as to the student’s performance in his/her classes. **NOTE:** Parents may request student progress reports at any time by contacting the guidance office or may view student grades via the internet using Infinite Campus.

### **SCHEDULE CHANGES:**

If a student would like to drop/add a class that he/she has chosen, it must be taken care of during drop/add periods. Drop/add for 1st semester will take place before the 1st semester begins as well as during the first **three days** of the semester. Drop/add for the 2nd semester will take place before the 2nd semester begins. Once the 2nd semester begins, students are no longer able to add/drop classes. All schedule changes need the approval of the teachers involved, the student’s parents/guardians, and the principal. See school counselor for assistance.

Please note that schedule changes will only be made for the following reasons:

- Failure to meet the course prerequisite
- A different course is required based on a failure or a noted deficiency in academic preparation leading towards graduation
- Recommendation from a post secondary institution that a course is needed for meeting college entrance requirements
- Completion of summer school course work that makes a class being taken no longer necessary
- Teacher recommendation that a course placement was not appropriate
- A sequencing error occurs in the scheduling of classes
- A scheduling conflict in the master schedule makes the student’s schedule unworkable

## ACADEMIC AND CAREER PLANNING

Academic and career planning services, including individualized support and access to software tools and staff assistance, shall be provided to students in grades 6 to 12. The mission of academic and career planning is to provide a comprehensive plan, which will be developed and maintained by a student, that includes the student's academic, career, personal, and social goals and the means by which the student will achieve those goals both before and after high school graduation.

---

### Section Four: Attendance

---

#### ATTENDANCE:

Wisconsin State Statutes (Ch.118.15) requires that all students attend school regularly during the full period and hours that school is in session.

**ADULT STUDENTS:** Adult students (18 years of age or older) will follow the same attendance policies as all other students. Parents must call the school for them each day they are absent. Adult students may call for themselves only after they have established their own residency within the district. Students having this privilege must call the Main Office before 8:30 a.m. on the day of the absence. At the discretion of the Main Office, students 18 years of age who are not attending regularly may be asked to enter into an attendance contract with Gillett High School.

#### ATTENDANCE PROCEDURES:

- **Students who are absent all day...**Parents must notify the Secondary School Office (920-855-2137) of the absence either with written or oral notification **stating the reason for the absence** and the time period covered by the absence, except a pre-planned absence as indicated below. Contact must be made no later than 3:30 PM on the day that the student returns to school.
- **Students who arrive late to school...**Check in the Office immediately upon your arrival. You must obtain a pass to enter class. All tardies will be unexcused unless the school receives a call from the parent BEFORE the student arrives or the parent comes into school with the student. Unexcused tardies may result in disciplinary actions and/or referral for truancy.
- **Students leaving early...** All students must check out in the Office any time you leave school during the school day. If you must leave for an appointment, a parent must call or you must present a note from a parent/guardian confirming the appointment. You will be issued a pass allowing you to leave class and the campus. Students are to check out in the office. Arrangements to leave early should be made prior to the beginning of school or during your study hall. Upon your return, check in to the Office for a pass to class. **STUDENTS WHO DO NOT SIGN OUT APPROPRIATELY BEFORE LEAVING SCHOOL WILL REMAIN UNEXCUSED FOR PERIODS MISSED AND WILL BE SUBJECT TO DISCIPLINARY ACTIONS AND/OR REFERRED FOR TRUANCY.**

#### EXCUSED ABSENCES:

It is the responsibility of the school administration to determine whether an absence is considered excused or unexcused. The following reasons are classified as excused absences (Board Policy 5200):

1. Personal Illness
  2. Family Emergencies, which require the student's presence
  3. Impassable Roads or inclement weather
  4. Parent Request. Parents may request their son/daughter be excused from school attendance. Not more than ten days per school year if the request is made prior to the absence, before the school day – NO EXCEPTIONS.
  5. Suspension
  6. Administration placement
- A student excused for any of these reasons is responsible for completing the coursework missed from the absence.
  - Any time a student leaves school early, for a reason other than their normal schedule, the student must stop in the office first to notify the office staff they are leaving.
  - After ten (10) excused absences in a year, parent/guardians will be required to provide a medical excuse for subsequent absences. Any medical excuse must be in writing and state the time period for which it is valid, not to exceed 30 days. Medical notes should include when the student can return to school.



### **UNEXCUSED ABSENCES (TRUANCY):**

An absence from school, whether for all or part of a school day, not excused as listed above or not excused in a timely fashion will be considered unexcused. Under Wisconsin State Statutes (Ch.118.16), a student is considered a “habitual truant” if unexcused for all or part of five or more days on which school is held during a school semester. Parents will be notified of truancy and habitual truants will be referred to local law enforcement and/or the Department of Social Services and the courts in accordance with state law. The courts have a variety of options in dealing with habitual truants. Ordering the student back to school, suspending driving privileges, home detention outside of school hours, fines for either the parents or the student and assignment to a Juvenile Detention Facility are all options available. The following are the steps that will be followed when addressing unexcused absences and prior to referring a student for truancy:

- Parent/Guardian is notified via automated phone system each day that the student was marked unexcused during the school day.
- School Attendance Officer will send a letter notifying parents of the student’s “habitual truant status”.
- Parent meeting with school administration is requested.
- Student will meet with counselor and/or school administrator about attendance concerns.
- Police and/or the Department of Social Services are notified of the student's status and they may contact the student or family about attendance.

### **MEDICAL APPOINTMENTS:**

In the event emergency care is needed, students will be excused from school at an appropriate time for a medical appointment. Students and parents are discouraged from making routine medical appointments during school hours. It is recommended that any time a student misses school for a medical appointment, a note be provided to the school so that the absence is considered Medically Excused. Medical notes should include when the student can return to school.

### **SCHOOL EXCUSED ABSENCES**

If a student is not feeling well, they should go to the office. If the student is sent home by the school due to illness, it will be considered a School Excused Absence. Personnel at the school must make the determination that the student should go home and contact the parents.

### **PREPLANNED ABSENCES:**

There are instances when parents choose to have students miss school due to a preplanned event (medical or legal appointment that cannot be scheduled outside of the school day, funeral of a relative, and family vacations). In such an instance, parents **MUST CONTACT** the Secondary School Office **PRIOR** to the absence to make the necessary arrangements. Students will complete a “Permission to be Absent from School” form and have their parent/guardian sign it. This form must be turned in prior to the absence in order for the absence to be excused. Arrangements should be made at least three days prior to the absence. In all, **pre-excused absences cannot exceed ten (10) such days in a school year**, or the students will be identified as being truant.

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

Generally, students may receive one day to make up the daily class work missed due to an excused absence. It is the **responsibility of the student** to request assignments, complete lab assignments, make up tests and other necessary work. This applies to all types of absences including field trips, athletics or any other school-related activities. Make-up activities should take place after school or at a time that will cause little or no classroom disruptions. In the case of long-term assignments, projects, term papers, speeches, etc., the instructor will make the determination as to whether a change in the due date is necessary. The final decision rests with the instructor. Students with unexcused absences or who do not make arrangements for make-up work may receive no credit for assignments missed.

If a student or parent/guardian requests homework due to an extended absence, they need to give the school 24 hours notice and they can expect to then pick up the homework by 3:30 p.m. the following school day in the office.

### **TARDINESS**

A tardy is defined as the late arrival (up to 5 minutes) of a student to a class **WITHOUT** a pass from another staff member. All students are expected to be in the classroom before the bell rings to start class. Being on time to class is defined as the student being in the classroom before the bell sounds. A student will be permitted two unexcused occurrences of tardiness per class, per semester. When there is a third occurrence in a semester for a class, the student will be assigned a 30 minute detention to be served.

Detentions for tardies will be assigned by the Dean of Students and the Dean of Students will notify the parents. Detentions that are not served will be doubled. If a student does not fulfill the two detentions, the student will be subject to escalated consequences.

Any tardiness greater than 5 minutes to a class period will be considered an unexcused absence. Single periods that are unexcused absences will be assigned one 30 minute detention.

### **MEDICAL EXCUSE FOR PHYSICAL EDUCATION**

At the discretion of the physical education staff and the administration the following guidelines have been put into place: In order for a student with a doctor's excuse preventing them from participating in physical education class to receive credit, the student will be required to complete an alternative assignment, as assigned by the instructor. To receive credit for the class, the student must complete a full semester of the physical education class in another semester or meet with administration to determine how to meet course curriculum and standards. Medical excuses should contain an end date so the best educational decisions can be made.

---

## **Section Five: Student Behavior/Conduct**

---

### **STUDENT BEHAVIOR EXPECTATIONS:**

One of the most important lessons school can teach is appropriate behavior and conduct. It is this training that develops self-control, character, orderliness and efficiency. It is the key to good conduct and proper consideration for other people. Students are expected to act in such a manner that their behavior will reflect favorably on the individual student and on the school, showing consideration for fellow students and creating a positive, cooperative school atmosphere. The guiding principles at Gillett Secondary School are known as "The Tiger Way". The four core expectations of the "The Tiger Way" are: be respectful, be responsible, be reliable, and be a Tiger. We expect that Gillett students live the "The Tiger Way" and conduct themselves as good citizens at all times - in classrooms, hallways, commons, on campus and while at activities, home or away.

### **UNACCEPTABLE CONDUCT:**

Listed below are some examples of conduct that are considered unacceptable. This list is not to be considered all-inclusive. Inappropriate behavior will be addressed and an appropriate remedy will be sought. Please consider your actions carefully and choose to behave in a responsible, respectful, and safe manner.

1. **Identification:** School personnel have the right to know the identity of all persons on the grounds. Persons must identify themselves upon request of school personnel on the school grounds or at school sponsored activities. Persons not identifying themselves will be asked to leave school grounds or to go to the school office.
2. **Alcohol and/or Drug Abuse:** No student shall use, distribute, sell or be under the influence of alcoholic beverages or controlled substances on school premises or while engaged in or attending school-sponsored activities. The abuse/possession of prescription or non-prescription drugs or "look-alike" substances while at school or any school activity is also strictly forbidden. No student may sell, possess, or distribute alcohol, illegal drugs, drug paraphernalia, prescription or non-prescription drugs or "look-alike" substances to anyone at any time. The principal may request an immediate assessment by a trained police officer or administrator who is trained in drug recognition.
3. **Disrespect/Insubordination:** Treat all with the proper respect - students, custodians, food service staff, supervisors, secretaries, teachers and administrators. If approached, identify yourself. Follow directions. You are expected to comply with all reasonable requests or directives.
4. **Threatening Behavior/Harassment:** Harassment or intimidation can arise from a broad range of physical or verbal behavior which can, but not limited to, the following: physical or mental abuse, racial insults, ethnic slurs, religious slurs, unwelcome sexual advance and touching, sexual comments or jokes, sexually explicit derogatory statements, or discriminating remarks which are offensive or objectionable to the recipient or which cause the recipient's discomfort, humiliation or which interfere with the recipient's academic performance and is forbidden by federal and state laws and District policy. Please report incidents to the office.
5. **Violent, Aggressive, Threatening Behavior:** Violence, aggression, inciting others, and/or threatening behavior (both physical and verbal) on school premises, buses or at any school event will not be tolerated. Immediate action and appropriate referral will deal with this type of behavior.

6. **Punctuality:** Students are expected to be in each class on time for all assigned placements. Teachers may assign detentions to tardy students, if students fail to serve the teacher's detention, students will be referred to the principal.
7. **Truancy:** Per state statute (Ch.118.15), all students are to be in all classes and scheduled study halls daily.
8. **Loitering:** Students are expected to be in assigned areas at all times. You may not be in unassigned areas such as restrooms, locker rooms, hallways, stairwells, commons area, outside the building or in cars in the parking lot at any time without permission (a pass) at any time. When moving from one area of the building to another, don't "hang out" at lockers or in any area along the way. You need a pass and must go directly to your destination.
9. **Smoking:** In accordance with state law, a student may not have in their possession or engage in the use of tobacco products in any school building, on the premises owned or rented by or under the control of the Gillett School Board, or at school-sponsored activities. This includes smoking and chewing tobacco and nicotine delivery devices regardless of nicotine content (i.e. electronic cigarettes, vaporizers, juuls, etc.).
10. **Vandalism/Theft.** We are proud of our school and our students. Acts of vandalism or theft will not be tolerated. Restitution will be required.
11. **Weapons.** No one shall possess or use dangerous weapons or look-alike weapons in school, on school grounds, in vehicles or at school-sponsored events.
12. **Profanity.** Use of profane or vulgar language is unacceptable at all times. (City Ordinance 8.04(2)) "No person shall use any indecent, vile, profane or obscene language or conduct himself or herself in any indecent, lewd, lascivious, or obscene manner."
13. **Amorous Behavior.** Overt romantic behavior is not appropriate in a public school. Show proper respect for yourself, your companion and those around you by refraining from such displays.
14. **Salesmanship.** A student may not display, distribute, offer to sell or sell any item to students or school personnel on school property, at school sponsored functions, or on school transportation without the permission of a principal.
15. **Use of laser pointers.** The use of laser pointers in school is strictly prohibited. No student shall possess or use a laser pointer in school. If a laser pointer is found or taken from a student it will not be returned.
16. **Antisocial Affiliation/Organization.** No student shall be permitted to wear any clothing or possess any paraphernalia which is identified by the administration as gang related. Gang related behavior, such as hand signs, insignia, colors, or other behavior identified by the administration will not be tolerated on school property or at any school event. A student who is in repeated violation of this policy will be either suspended and/or expelled.

#### **DISCIPLINARY CONSEQUENCES:**

Students who willfully disregard rules or exhibit behavior, which adversely affects other students or members of the staff, will be subject to consequences as a result of their choices. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion. Listed below are the major disciplinary actions utilized. In such situations, every effort will be made to administer consequences appropriate to the infraction as well as the students' needs. Parents will be notified should any of these actions become necessary. Note: Students may repeat steps as determined by the staff.

**Step 1** - Warning. This is a warning to the student by the teacher. It can be in the form of a verbal or nonverbal cue.

**Step 2** - Teacher intervention with parent contact. This includes a brief conversation between the student and teacher with a possible detention assigned by the teacher. The parent will be contacted regarding the behavior.

**Step 3** - Student removal from class with parent contact and office intervention. Students may be removed from the classroom or related area (they will then go to the school office) if the student exhibits severe or repeated behavior that is deemed dangerous, unruly or disruptive, or interferes with the teacher's ability to teach effectively, as specified in the classroom expectations and student expectations. The parent will be contacted and the student may be assigned a detention, lose parking privileges, etc).

**Step 4** - ISS. One half to three days of in-school suspension with parent notification and a possible referral to the school behavior team.

**Step 5** - ISS or OSS. Three to five days of in-school or out-of-school suspension with parent notification and a re-entry meeting with the student and their parents. A behavior contract will be created or revised.

**Step 6** - OSS. Five day out-of-school suspension with a meeting with the school behavior team.

**Step 7 - Probation.** Upon the third suspension, the Principal will determine whether a probationary hearing will be recommended to the Superintendent of Schools. Following the probationary hearing a student may be readmitted after agreeing to a behavioral “contract” or the student may be referred to the Board of Education with a recommendation for expulsion. The Superintendent of Schools or the Board of Education may place a student on probation based on a violation of school rules or readmission after a suspension or expulsion.

**Step 8 - Expulsion.** Repeated refusal to follow school rules, conduct which endangers the property, health and safety of others, alcohol and drug infractions, weapons violations, theft, threats to staff, and other serious, significant behaviors are considered potential grounds for expulsions. In such cases, a recommendation for expulsion may be made to the Board of Education for the student’s removal from school.

#### Definitions

1. **Student removal from class.** All efforts will be made to resolve the problem within the classroom first.
2. **Detention.** Detention periods are generally scheduled Tuesday and Thursday, 3:15 - 3:45 p.m. or as arranged by the individual teacher. Students assigned are expected to be on time, remain for the entire period assigned, and act appropriately. Students must bring homework materials with them. Detention becomes a primary obligation to be served before work, athletic practice, meetings or early release. Failure to serve detentions will result in disciplinary action from the office.
3. **In-School Suspension.** In some cases, it becomes necessary to isolate a student from the student body for an entire school day. Students assigned to I.S.S. will be required to all or part of the school day in the office. Assignments will be gathered from classroom teachers and must be completed by the end of the day. All completed assignments will be returned to teachers for grading and will be included as a part of the overall grade. No extra-curricular participation will be allowed other than to attend practice.
4. **Out-of-School Suspension.** This type of suspension is utilized in case of severe or persistent infractions. An out-of-school suspension may be invoked for a period of one to five days. During the suspension, the student is not allowed on school grounds or at any school-sponsored event until reinstatement. A suspended student will be given the opportunity to make up any major semester or grading period exam. No extra-curricular participation will be allowed. A reentry conference with the student, parents and a principal may be required prior to reentry.
5. **Probation.** Upon the third suspension, the Principal will determine whether a probationary hearing will be recommended to the Superintendent of Schools. Following the probationary hearing a student may be readmitted after agreeing to a behavioral “contract” or the student may be referred to the Board of Education with a recommendation for expulsion. The Superintendent of Schools or the Board of Education may place a student on probation based on a violation of school rules or readmission after a suspension or expulsion.
6. **Expulsion.** Repeated refusal to follow school rules, conduct which endangers the property, health and safety of others, alcohol and drug infractions, weapons violations, theft, threats to staff, and other serious, significant behaviors are considered potential grounds for expulsions. In such cases, a recommendation for expulsion may be made to the Board of Education for the student’s removal from school.

#### DUE PROCESS:

Any student accused of an action and threatened with punishment for this action shall:

- Be advised of the reason for the disciplinary action
- Have the right to explain his/her actions or his/her side of the allegations
- Have his/her parent(s) or guardian notified if under eighteen and or living at home
- Have a right to a hearing before the district administrator and or board, with the student’s parent(s), legal counsel, or guardian present if desired.

#### CHEATING AND PLAGIARISM:

Gillett Secondary School does not tolerate cheating/plagiarism in any form. Cheating/plagiarism includes copying homework, copying another person’s test answers, buying/selling homework, paraphrasing information without giving credit to the original writer, and copying material off of the internet and calling it your own. Plagiarism/cheating is unethical and dishonest. In addition to the below consequences, violations will be taken into consideration when determining student eligibility for awards, scholarships, and letters of recommendation.

### **Cheating/Plagiarism Violation Steps for Repeated Violations**

1. The student will be given a warning regarding the cheating or plagiarism and will have the opportunity to redo the assignment (or an alternative assignment at the teacher's discretion) to receive a possible total of 60% credit for a perfectly redone assignment with the timeline determined by the teacher. A record of the offense will be filed with the office and a parent contact will be made by the teacher.
2. If a second offense occurs in any class, the student will receive a zero on the work, and a record of the offense will be filed with the office and a parent contact will be made by the teacher.
3. If a third offense occurs in any class, the student will receive a zero on the work and, in addition, will have his or her cumulative score lowered by one letter grade for the semester in the class in which the third offense occurs. This may result in a failure for the semester if the student's average was a "D" before the grade was lowered. A record of the offense will be filed with the office and a parent contact will be made by the teacher. Additional consequences may also be assigned by the office.
4. If a fourth offense occurs in any class, all consequences from step three will be applied. In addition, the behavior team will meet to determine potential additional options such as, but not limited to, changes to the format of the class, independent study, summer school/credit recovery, etc. Additional consequences including detentions, in-school suspension, or out-of school suspension may also be applied.

### **BACKPACKS/PURSES:**

Backpacks and purses are to be left in lockers throughout the school day. Students who have special circumstances that may cause them to need to carry a backpack/purse must gain prior approval from administration. The carrying of backpacks/purses are a safety concern for our school. Backpacks/purses may conceal weapons, drugs, alcohol, etc. Our student lockers are generally located in close proximity to a majority of students' classes. If a student is seen carrying a backpack/purse during class hours the backpack/purse will be confiscated and taken to the office for the remainder of the day, and parents will be called.

Students are allowed to carry small crossbody belt bags that are no larger than 4"X7"X2" for personal care items.

### **DRESS CODE:**

While fashions change, the reason for being in school does not. Students are in school to learn. In order to maintain an effective learning environment all students will be expected to adhere to the following guidelines:

#### **1. Basic Principle: Certain body parts must be covered for all students at all times.**

Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with opaque (nontransparent) fabric.

#### **2. Students Must Wear:**

- A shirt (with fabric in front, back, and sides up to, under arms).
- Pants/jeans or the equivalent (ex: skirt, shorts, sweatpants, leggings, dress, etc.).
- Footwear. Exceptions may be made for special activities.

#### **3. Students May Not Wear:**

- Any clothing that reveals undergarments when standing, sitting, bending, stretching, etc. (visible waistbands and straps are allowed)
- Any item that obscures the face or ears.
- Undergarments as clothes.
- Any clothing which is normally identified with antisocial organization(s) (i.e. gang-related colors), or clothing that contains pictures and/or writing referring to alcoholic beverages, tobacco products, vaping, sexual references, profanity, illegal drugs or paraphernalia (or any illegal item or activity).
- Masks (excluding PPE), hoods and outdoor attire in school buildings during regular school hours. Heavy, bulky, and/or long outdoor coats and jackets must be stored in the student's assigned locker.
- Clothing with images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups (for example, Confederate flag clothing).
- Face paint.
- Items not typically regarded as clothing (blankets, capes, flags, etc).

- Any adornments (i.e. chains, spiked neck collars, etc.) that could be considered potentially dangerous will be prohibited. If a student is deemed not to be in compliance with school dress code they will be asked to comply with the dress code prior to being permitted to continue on to class.

Clothing must be suitable for scheduled classroom activities including physical education, science labs, technical education, and other activities where unique hazards exist. Safety or special purpose equipment shall be worn when required. Clothing for extra curricular activities should be appropriate for the activity in which the student is participating.

After school activities, special events and certain courses, may have inclusions or exceptions to the rules on this list when the student is participating in those activities.

Courses that include attire as defined as part of the curriculum (ex. professionalism, public speaking, and job readiness) may include assignment-specific dress. Activity-specific shoe requirements are also permitted (ex. athletic shoes for PE class). Student organizations may require specific requirements and professional or safety attire when attending events.

Students will have three options to be dressed more to code during the school day:

- a. Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
- b. Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
- c. If necessary, students' parents/guardians will be called during the school day to bring alternative clothing for the student to wear for the remainder of the day. \*Refusal to wear temporary school clothing when alternatives are not available could result in further discipline.

The District assumes no responsibility for the loss or theft of, or for any damage to, any personal attire, jewelry or items that a student chooses to bring to school or to a school activity regardless of:

1. When the loss, theft, or damage occurs; or
2. Where the personal attire, jewelry or item is located/possessed at the time the loss, theft, or damage occurs.
3. The District is permitted, but not obligated, to investigate or otherwise resolve the loss or theft of, or any damage to, any personal attire, jewelry or items.

#### **TECHNOLOGY and CHROMEBOOK AGREEMENTS:**

The district is obligated to protect its investment in technology resources. In order to accomplish this goal, everyone using district computers and/or Chromebooks shall follow established procedures to protect technology resources from viruses, unintentional and intentional harm. Any use that does not fall into this definition may result in loss of district technology use privileges, school disciplinary action, legal action and/or compensation for damages to school property. Both agreements define the condition under which the student may participate. Students and parents must sign this form before students will be issued rights to use the district's computer network and/or Chromebooks.

#### **PERSONAL COMMUNICATION DEVICES (PCD):**

**Grades 6-8 - Middle School Students** may use their phone, smartwatch and other electronic devices before school, and during lunch as long as they do not create a distraction, disruption, or otherwise interfere with the education environment. During class time, middle school students are expected to place their device in their assigned cell phone pockets located in the classroom prior to the beginning of class and pick it up when the bell rings at the end of class.

**Grades 9-12 - High School Students** may use their phone, smartwatch and other electronic devices before school, after school, during passing times (bell to bell) and during lunch as long as they do not create a distraction, disruption, or otherwise interfere with the education environment. During class time, high school students are expected to place

their device in their assigned cell phone pockets located in the classroom prior to the beginning of class and pick it up when the bell rings at the end of class.

Except as authorized by a teacher, administrator, or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/videos of an individual is considered an invasion of privacy and is not permitted.

**The following procedure will be used for students who choose to use their device during class time, whether in the classroom outside of the classroom:**

- **1st Offense** - Phone/Device is taken by teacher/staff member. Teacher/staff member has a conversation with the student about phone expectations. Student can pick up phone at the end of the day from the office.
- **2nd Offense** - Phone/Device is taken by teacher/staff member. Teacher/staff member has a conversation with student about phone expectations. Teacher/staff member contacts parents. Student can pick up phone at the end of the day in the office.
- **3rd Offense** - Phone/Device is taken by teacher/staff member. Teacher/staff member contacts parents. Teacher/staff member makes a discipline referral to office. Parent must pick up the phone in the office.

**If a student fails to turn over their device when being confiscated, the student will be sent to the office until they comply with turning the device over to the office. If the violation involves potentially illegal activity the device may be turned-over to law enforcement.**

## **BULLYING AND HARASSMENT:**

It is the policy of the Gillett School Board to maintain a learning and working environment free from all forms of bullying and harassment and to insist that all individuals are treated with dignity, respect, and courtesy.

### **Bullying**

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. 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; however this type of prohibited bullying behavior need not be based on any of those particular or other particular characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing. Bullying is prohibited by Policy 5517.01 - Bullying.

Some examples of Bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name-calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. Cyberbullying – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student on a website or on weblog;

2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
3. using a camera phone to take and send embarrassing photographs of students;
4. posting misleading or fake photographs of students on websites.

### **Harassment**

Harassment on the basis of race, color, gender, religion, national origin, sexual orientation, pregnancy, marital or parental status, disability, age, or group association is prohibited, as is direct or indirect retaliation against anyone reporting or thought to have reported harassment, or anyone providing information or assisting in the investigation of an harassment charge, whether or not a charge or informal complaint of harassment is substantiated. Harassment is prohibited by Policy 5517 - Student Anti-Harassment.

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student based on one or more of the student's Protected Class that:

- A. places a student in reasonable fear of harm to his/her person or damage to his/her property.
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits;
- or
- C. has the effect of substantially disrupting the orderly operation of a school.

"Harassment" also includes "hate speech"—the use of language, behavior, or images/symbols that express prejudice against a particular group or groups on the basis of any protected characteristic(s).

Examples are:

- A. making statements that promote violence toward a racial or ethnic group;
- B. drawing, displaying, or posting images or symbols of prejudice (e.g., swastikas).

### **Sexual Harassment**

Sexual harassment constitutes a specific form of prohibited conduct which occurs if the behavior is sexual and unwanted, if an individual's academic or work position is dependent on submitting to or accepting such behavior, or if it contributes to an offensive, hostile, or uncomfortable working or learning environment.

The following are the kinds of behavior the courts have cited as contributing to a hostile environment constituting sexual harassment:

- discussing sexual activities
- telling off-color jokes
- touching inappropriately or sexually
- commenting on physical attributes
- displaying sexually suggestive pictures
- using demeaning or inappropriate terms
- making indecent gestures
- granting academic or job favors to those who participate in consensual sexual activity
- using crude or offensive language
- sending sexually explicit messages or attached materials via e-mail

Because harassment is a violation of state and federal law, victims of harassment have legal recourse in addition to school disciplinary action. Legal authorities will be contacted by school officials if school officials suspect that the alleged harassment constitutes a violation of criminal law. School officials will conduct their own investigation of all reported or observed incidences of harassment, and a clear discipline code with defined consequences will be implemented at every building level. The fact that someone did not intend to harass the individual is generally not considered a defense to a complaint of harassment. In most cases, it is the effect and characteristics of the behavior that determine if the behavior constitutes harassment.

The victim may tell the perpetrator to stop the behavior, or choose to ignore the harassment. Students and employees of the Gillett School District are not required by law to talk to or confront the harasser. Confidentiality of individuals



who report or participate in the investigation of alleged harassment will be protected, to the extent possible, provided such confidentiality does not interfere with the district's ability to investigate or take corrective action.

Due process will be afforded those who are accused of harassment. Disciplinary action will be taken against those who knowingly make false allegations of harassment.

The Director of Special Education and the Elementary School Principal are designated as the district-wide harassment officer who may be contacted by telephone at 920-855-2137 or mail at PO Box 227, Gillett, WI 54124-0227. The alternate harassment officer will be the building principal. The harassment officer or alternate harassment officer will investigate all complaints and make a written response of findings within fourteen (14) calendar days of the filing of the complaint. If the findings support the complaint, the Superintendent and/or Building Principal and/or Board of Education will take the necessary action within thirty (30) calendar days of the finding to end the harassment.

Decisions of the harassment office or alternate harassment office may be appealed to the Board of Education by either the accuser or the accused, and the Board of Education will review the findings through a formal hearing process conducted within thirty (30) calendar days of the appeal.

A complaint may appeal a negative determination by the Board to the State Superintendent of Public Instruction within (30) days of the board's decision. A complainant also has the right to appeal directly to the State Superintendent if the board has not provided written acknowledgment within forty-five (45) days of receipt of the complaint or made a determination within ninety (90) days of the receipt of the written complaint. Appeals should be addressed to the State Superintendent, Wisconsin Department of Public Instruction, 125 South Webster Street, Post Office box 7841, Madison, WI 53707. Discrimination complaints in certain instances may also be filed with the Office for Civil Rights, U.S. Department of Education, 300 South Wacker Drive, 8th Floor, Chicago, Illinois 60606.

#### **NONDISCRIMINATION**

It is the policy (Policy 2260) of the 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 based on the traits of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as "Protected Characteristics") 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 appropriate educational services. Parents who have questions should contact the Director of Pupil Services at 920-855-2137.

---

#### **Section Six: Lunch/Guided Study/RTI**

---

##### **LUNCH:**

Students have the opportunity to bring their own lunch or to purchase school lunch by depositing money in the school office for the lunch program. Money can be deposited prior to the start of school, 7:30 – 7:55a.m. daily.

- Act in an orderly manner to be served
- Pick up after yourself when you're finished so that the area is neat for the next people using it
- Inappropriate behavior will result in the student being referred to the Dean of Students.
- Please use the recycling receptacles when throwing things away at the end of your lunch
- Additional rules for high school lunch:
  - All food and drink must be consumed in the cafeteria or commons (high school students who are juniors and seniors may use commons).
  - **Freshman and sophomore students may not leave the SCHOOL GROUNDS during the lunch periods.** Students may only occupy the areas that are designated by the supervising teachers or administration of the Gillett School District. These areas include the cafeteria and the district office hallway reaching from the bottom of the stairs leading up to the gym down to, but not past, the art room. Students should not be in the stairwells going up to the second floor. Please clean up after yourself and act appropriately.

- ***Qualifying Junior and Senior students may leave the campus during lunch.*** In order to utilize this privilege, students must complete the “open campus agreement” located in the high school office. Once approved, the student must check out when leaving and check in when returning to the building. Students choosing to leave the building at lunch must use the Secondary School entrance only. At no time are students to linger or loiter outside the building or in the parking lot. This privilege will remain in effect so long as truancy, tardiness, and cleanliness do not become chronic problems. This privilege may be revoked in case of abuse of school rules and board policies. Students who fail to check out 5 times in a semester will lose the open campus privilege for the remainder of the semester. All students enjoying this privilege during lunch must be back to their next class on time.
  - **Qualifications for Open Campus**
    - Attendance- No more than three tardies and no unexcused absences during the semester.
    - Grades- Student must be passing all classes at the 6 week, 12 week, and semester marking periods. A student who is ineligible for open campus due to semester grades may become eligible after 15 school days. A student who is ineligible for open campus due to the 6 week or 12 week progress grades may become eligible after 5 school days.

#### **GUIDED STUDY HALL:**

Depending upon individual schedule requirements, students may be assigned a Guided Study Hall during the school day. Students assigned to study halls are expected to bring work materials (including SSR reading materials) and use the time productively; this is considered instructional time. The supervising teacher is available for individual assistance. Prompt attendance is mandatory. All school rules apply to study times; non-compliance will result in disciplinary action. Study hall is the appropriate time for students to take care of routine business. With an appropriate pass, students may visit the Guidance Office; make up tests, labs and assignments. Students who abuse study hall rules may lose their pass privileges and be subject to other disciplinary actions.

#### **RTI/TARGETED INTERVENTION COURSES:**

When a child’s needs are not met in the core curriculum it is sometimes necessary to provide students with targeted instruction. The intent of intervention courses is to provide students with focused instruction in reading or math based, according to student performance on a variety of assessments. Instruction in intervention courses includes the delivery of research based academic interventions in small group settings in addition to the core instruction. Intervention time may take place during a student’s scheduled study hall time.

---

### **Section Seven: Bus Conduct/ Student Parking**

---

#### **BUS CONDUCT:**

Students riding on the buses are to conduct themselves properly at all times consistent with classroom standards. Respect others and follow the directions of the bus driver - he/she is recognized as a member of the school staff having the same jurisdiction over the students while en-route to and from school; they are responsible for your safety.

#### **WHILE ON THE BUS:**

1. Follow directions the first time they are given.
2. Stay in your seat, sitting forward, and keep the aisle clear.
3. Keep hands, feet and objects to yourself and inside the bus.
4. No shoving, fighting, swearing, or loud talking at any time.
5. No eating, drinking or chewing gum.
6. Windows may be open only halfway down.
7. Do not sit in the seats in the last two rows of the bus.
8. Students in grades 4k-5 will sit in the front of the bus followed by the middle school students and then the high school students.
9. Headphones/earbuds must be removed when students are boarding or exiting the bus.

Bus conduct violations will be communicated to the Dean of Students and will be handled in the way that is outlined in the Gillett School District Bus Handbook. Students may be denied bus-riding privileges and/or other school consequences for poor behavior while on the bus.

Parents who have any questions regarding bus schedules or transportation issues are asked to call Lamers Buses, 920-590-0623 prior to calling the school office.

**STUDENT PARKING:** Students' driving to and from school is to be regarded as a privilege – not a right. The rules are as follow (and subject to immediate change):

1. Student vehicles are to be parked in designated areas only. Students are not to park in the Visitor, Handicapped Spaces, or other marked spaces at any time.
2. Cars are not permitted to leave the campus during the school day unless properly cleared through the Office.
3. Students are not permitted to loiter in cars at any time during the school day (including lunch).
4. Cars are not to be driven in excess of 10 mph on campus.
5. Student vehicles must bear the proper parking permit in order to be eligible to park on campus. Student fees must be paid and up to date in order to obtain a parking permit. A properly completed registration form and parking agreement must be completed before a parking permit will be issued. Please notify the office when your vehicle is sold or replaced.
6. Permits must be turned in at the end of each school year.

Any vehicle parked on school grounds is subject to search, at any time, for any reason, by school officials without prior notice or consent. There is no expectation of privacy for vehicles parked on campus. Non-compliance of vehicle and parking lot regulations may result in loss of parking privileges and/or ticket from Gillett Police Department.

---

## Section Eight: Student Activities

---

### ACTIVITIES CODE:

All students participating must follow the expectations set in the Activities Code. To view the expectations in the Activities Code, please go to the school's website or copies are available in the Secondary School office.

### ATHLETIC FEE GRADE 9-12:

Students involved in athletics are responsible for a participation fee. The fee is \$30.00 per child with a maximum of \$90.00 per family. The yearly fee covers all sports that the student athlete is involved in for that school year. The sports include: Football, Volleyball, Cross-Country (Boys & Girls), Basketball (Boys & Girls), Wrestling, Baseball, Softball, Golf, and Track (Boys & Girls). There is no fee for Middle School athletics to encourage students to try as many sports as they wish.

### EXTRA-CURRICULAR ACTIVITIES:

The following is a list of extracurricular activities offered to students. You are encouraged to get involved with the club/activity that interests you. Listen and watch for announcements for meeting times. Students who are involved with co-curricular activities are obligated to abide by the activities code. Your advisor will give you further details.

#### Clubs

Fishing Club

FFA

Power Lifting

Forensics

School Musicals

Trap Shoot Club

Hi-Q

Spanish Club

E-Sports

FBLA

National Honor Society

Student Council

#### Athletics

##### Fall

Football

Volleyball (Girls)

Cross Country (Boys/Girls)

Cheerleading/Dance

##### Winter

Basketball (Boys/Girls)

Wrestling

Dance

##### Spring

Baseball (Boys)

Track (Boys/Girls)

Softball (Girls)

Golf (Boys/Girls)

## **EXTRA-CURRICULAR ELIGIBILITY– CLUBS AND OTHER ORGANIZATIONS - GRADES 6-12:**

Eligibility for all co-curricular activities requires that the student pass all classes, as well as comply with the school's co-curricular code of conduct.

- A. Gillett Secondary School expects that certain minimum requirements be met before a student is eligible to participate in competitions or hold office in any extracurricular, academic, or social activities. The minimum requirements are as follows (some individual extra-curricular activities also have additional specific requirements):
  - Pass all courses in the preceding semester grade or progress report.
  - Be in attendance the day of the extra-curricular event, unless received prior approval from administration.
- B. A student who is ineligible due to semester grades may become eligible to compete or hold office after 15 school days. A student who is ineligible due to the 6 week or 12 week progress grades may become eligible after 5 school days.
- C. School suspensions are considered serious in nature and indicative of a student not presenting the ideals and values of Gillett Secondary School. School suspensions will result in a one event suspension as determined by administration.

## **EXTRA-CURRICULAR ELIGIBILITY– ATHLETICS - GRADES 5-12:**

- A. Gillett School District expects that certain minimum requirements be met before a student is eligible to participate in competitions. The minimum requirements are as follows:
  - 1. Pass all courses in the preceding semester grade or progress report.
  - 2. Be in attendance the day of the extra-curricular event, unless received prior approval from administration.
- B. A student who is ineligible due to semester grades may become eligible to compete or hold office after 15 school days (for specifics – See Student Athletic Handbook). A student who is ineligible due to the 6 week or 12 week progress grades may become eligible after 5 school days.
- C. School suspensions are considered serious in nature and indicative of a student not presenting the ideals and values of Gillett Secondary School. School suspensions will result in a one event suspension as determined by administration.
- D. The Athletic Handbook governs athletes and athletic events.

## **ELIGIBILITY/GUESTS: HOMECOMING DANCE, PROM, AND OTHER DANCES**

The ability to attend Homecoming/Prom/Dances is to be regarded as a privilege. Students must be passing their classes in order to attend the Homecoming Dance/ Prom or other dances. The student must be academically eligible at 3:00 pm the Thursday before the event occurs.

Students must be academically eligible at the time of the vote/appointment in order to be on Court (Homecoming, Prom, etc.). A violation of the student handbook or athletic handbook may exclude a student from participating on court.

Middle school students are not allowed to attend high school dances and high school students are not allowed to attend middle school dances.

High school students may bring one guest to the Homecoming dance/Prom. In order to do so, a Guest Pass Permission Slip must be filled out and turned in by the date indicated by the school. Middle school students are not allowed to bring guests to dances.