



Cedarburg High School

W68 N611 Evergreen Blvd
Cedarburg, WI, 53012
(262) 376-6200

Welcome to Cedarburg High School

Welcome Cedarburg High School students to the 2022-2023 school year. It is a great time to be a Bulldog! Every year offers a fresh start for all students to tackle new challenges and try out new and different opportunities at CHS. As you begin this year at CHS, we hope that you look to try new classes, meet new people, and embrace new experiences.

This year you will find continued growth and school improvements in response to your needs and requests as students of CHS. With new course offerings, clubs, activities, supports and events throughout the year, we hope you have everything you need to be successful.

Throughout your year, please know that the entire staff is here to support you through your challenges and your successes. We look forward to helping you grow in the year ahead.

Have a great 2022-2023 school year!

Sincerely,

Casey Bowe
Principal



Foreword

This student and parent handbook was developed to answer many of the commonly asked questions that parents and students may have during the course of a school year. This handbook summarizes many of the official policies and administrative guidelines of the School Board of the Cedarburg School District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior student handbook.

Because the handbook also contains information about student rights and responsibilities, each student and parent is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your school building Principal. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

If any of the policies or administrative guidelines referenced herein is revised after June 30, 2022 the language in the most current policy or administrative guideline prevails. The current policies are available on the [District's website](#).



Cedarburg High School	1
At Cedarburg High School, our Core Values are:	5
The Administrative Team	5
CHS School Song	5
CHS Website	6
Section I: The Basics	7
Cedarburg High School Maps	7
First Floor	7
Second Floor	8
Building Access	8
Visitors and Item Drop Off	8
Trespassing	9
Unauthorized Entrance to Building	9
Enrolling at Cedarburg High School	9
The Block Schedule	11
Resource Period	12
Resource Signup Expectations	13
Early Dismissal	13
Skyward Family / Student Access	13
Emergency Closings and Delays	14
Safety Drills and Security Protocols	14
Transportation	15
Attendance	18
Injury and Illness	24
Medications	25
Section II: Academics	28
Syllabus	28
Academic Honesty	29
Assessment	29
Exam Exemption Program	30
Grade Point Average	32
Graduation Requirement	33
National Honor Society	34
Schedule and Staff Changes	34
Course Drop/ Course Change Sequence	35
Student/Parent Staff Issue Resolution Process	35
Refunding of Course Fees	36



Study Halls	36
Section III: Academic Interventions	37
Structured Study	37
Resource Period	37
STAR Center	37
Writing Center	37
Section IV: Student Publications, Activities and Extracurriculars	38
Student Activity Attendance and Participation in School Activities	38
School-Sponsored Publications and Productions	38
Use of Video Recording and Electronic Equipment	38
Cedarburg High School Extracurricular Code	38
Section IV: Student Conduct	39
Student Conduct and Behavior	39
Cell Phones, or Personal Communication Devices (PCD)	43
Dance Regulations	44
Drug Abuse and Prevention	45
Electronic Surveillance	46
Lockers and Backpacks	47
Lunch Behavior	48
Student Assemblies	49
Student Dress and Grooming	49
Student Rights of Expression	51
Section V: Student Consequences	51
Student Appeal Procedure and Due Process Rights	53
Section VI: Student and Parent Rights	53
Equal Education Opportunity/Anti-Harassment	54
Nondiscrimination on the Basis of Sex	54
Service Animals	54
Sexual Harassment	55
Student Records	55
Students with Disabilities	56
Students with Limited English Proficiency	57
Student Searches	57



WHO WE ARE-THE BULLDOG WAY

Mission: Ensuring an exemplary education by engaging all students in rigorous learning experiences, developing meaningful relationships, and evolving into lifelong learners

Vision: Focused on transformational learning and committed to collective success

At Cedarburg High School, our *Core Values* are:

- **INTENTIONAL LEARNING**
- **WELCOMING RELATIONSHIPS**
- **PRODUCTIVE COLLABORATION**

At Cedarburg High School, our *Collective Commitments* are:

WE WILL...

- **RECOGNIZE TIME WITH OUR STUDENTS IS OUR MOST VALUABLE RESOURCE**
- **ACTIVELY ENGAGE PARENTS AND INFORM THEM OF THEIR CHILD'S PROGRESS**
- **SEEK OUT THE MOST PROMISING RESEARCH-BASED PRACTICE TO SUPPORT LEARNING**
- **HONOR THE WHOLE CHILD AS A UNIQUE HUMAN WITH SPECIFIC SKILLS, EXPERIENCES, STRENGTHS, AND NEEDS.**
- **WITH RESPECT TO OUR COLLABORATIVE TEAMS:**
 - **WE WILL PARTICIPATE**
 - **WE WILL SHARE GOALS**
 - **WE WILL BE MUTUALLY ACCOUNTABLE**
- **TEACH THE ESSENTIAL LEARNINGS OF OUR AGREED-UPON CURRICULUM, UNIT BY UNIT**
- **MONITOR EACH STUDENT'S LEARNING ON AN ONGOING BASIS THROUGH CLASSROOM AND TEAM-DEVELOPED ASSESSMENTS**
- **PROVIDE TIMELY, DIRECTIVE, DIAGNOSTIC AND SYSTEMATIC ASSESSMENTS**
- **USE EVIDENCE OF STUDENT LEARNING TO INFORM AND IMPROVE THE INDIVIDUAL AND COLLECTIVE PRACTICE OF ITS MEMBERS**

The Administrative Team

- Casey Bowe, Principal
- Carolyn McNerney, Associate Principal (Students A-L)
- Trent Berg, Associate Principal (Students M-Z)
- Jon Hannam, Athletic/Activities Director



CHS School Song

When our colors fly from our banners high,
We'll be there to guide the way.
When the Bulldogs fight with their main and might,
We will follow them day by day.
With a thousand voices, we chant our praises
As true defenders of the orange and black.
For the sun can't set on our greatness yet.
That's the boast of C.H.S.
You rah, rah, rah, e
Yea, Bulldogs.
You rah, rah, rah,
Yea, Bulldogs.
1 - 2 - 3 - 4
You rah, rah, rah,
Yea, Bulldogs.
You rah, rah, rah,
Yea, Bulldogs.
1 - 2 - 3 - 4
You rah, rah, C.H.S.
You rah, rah, C.H.S.
You rah, rah, C.H.S.

CHS Website

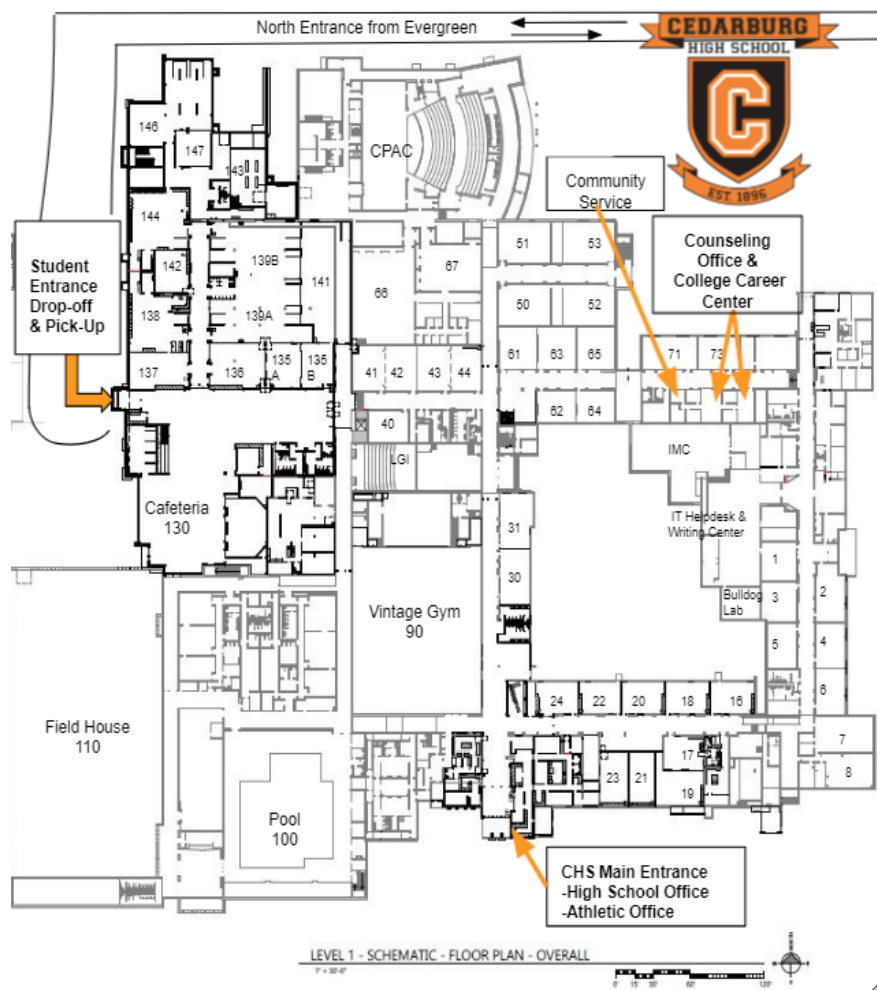
For recent information regarding Cedarburg High School, please visit our Website at
<http://www.cedarburg.k12.wi.us>



Section I: The Basics

Cedarburg High School Maps

First Floor





Second Floor



Building Access

For the safety of our students and staff, the Main Office/south student entrance (door #5) and the west Cafeteria doors (door #17) are designated as student and visitor entrances. Students and



visitors will not be allowed in the building until 7am. Both student entrances are locked and monitored before and during the school day.

Visitors and Item Drop Off

In accordance with District Policies related to [Visitors](#), all visitors to the building between 7:00am and 2:45pm will be required to sign in with their ID through our Raptor Safety System in order to access the building. The north entrance (door #38) is for District Office Visitors. Any individual dropping items off for students must do so at the west Cafeteria entrance (door 17).

Trespassing

Section 8.04 (2) of the Municipal Code of Cedarburg makes it unlawful for any person not a student in the Cedarburg School District, or an employee, or a parent or guardian of a student so enrolled to be present within any school building or upon any school grounds without having first secured authorization from the person at the security desk.

Please report to one of the security desks at door #5, #17 or #38 of this building to obtain written authorization and a visitor ID badge.

Unauthorized Entrance to Building

Students shall not be in possession of school keys and shall not enter the building at unauthorized times.

Enrolling at Cedarburg High School

Enrollment

In accordance with district policies related to [Enrolling in School](#), Students generally enroll in the School District in which they live. However, the Board will release a resident student who is accepted as a student in another School District under that District's open enrollment program.

Students that are new to our schools are required to enroll with their parents or legal guardian unless eighteen (18). When enrolling, the parents will need to bring:

1. a birth certificate or similar document;
2. custody papers from a court (if appropriate);



-
3. proof of residency; and
 4. proof of immunizations and/or an appropriate waiver.

Immunizations

Each student must have the immunizations required by the Wisconsin Department of Health Services or must have an authorized waiver. If a student does not have the necessary vaccinations or waivers, s/he may be excluded from school as permitted by law. This is for the safety of all students and staff. Any questions about immunizations or waivers should be directed to the school district nurse. (Board Policy 5320)

Emergency Medical Authorization

The School Board has established Policy 5341 that requires every student to have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities.

The school has made the Emergency Medical Authorization Form available to every parent at the time of enrollment. A student's failure to submit the completed form may jeopardize the student's participation in school activities.

Student Shadowing

It is understood that a student wishing to attend Cedarburg High School may need to visit the high school during a typical day in order to make an informed educational decision. All students wishing to shadow a current CHS student must contact the CHS Counseling Office at (262) 376-6230 in order to obtain permission to shadow a minimum of a week in advance. Depending on the needs of the student and family, a specific half day schedule will be set-up for the student on the desired shadowing date and counselors will assign a CHS student to the shadowing student. Ultimately, all student shadowing opportunities must be approved by a building administrator. Students that arrive at CHS without receiving proper permission to shadow will not be allowed entrance into the building.

Students of Legal Age

The Cedarburg School District believes every student eighteen years of age and older shall be afforded all the rights and privileges of adulthood. Students reaching the "Age of Majority" shall



comply with all school rules, pursue the prescribed courses of study, and submit to the authority of teachers, administrators and other staff members.

Students reaching the “Age of Majority” shall be subject to all Board of Education policies and school rules as before majority, and shall be responsible for their actions at school and at school functions. These rules apply also to bus transportation for regular school attendance, extra curricular activities, and field trips.

Report cards and other routine school information normally sent to parent(s) or legal guardian(s) before a student reaches “Age of Majority” will continue to be handled in the same manner after the Age of Majority has been reached, unless the student submits to the administration the “Age of Majority Self Accountability” form.

Students of Legal Age Procedures

Only upon the submission of the “Age of Majority Self Accountability” form, students who are eighteen years of age or older shall assume responsibility for their own school and attendance records. The Age of Majority protocol includes the following:

- Students who wish to declare their Age of Majority status must complete the “Age of Majority Self Accountability” form and return it to the High School Attendance Office.
- A parent/guardian signature is required on the form.
- High School administration will meet with the student, and parent if necessary, to discuss all self-accountability that accompanies Age of Majority.
- Parent(s) or guardian(s) will be notified in writing that their student’s Age of Majority status has been approved.

The Block Schedule

Cedarburg High School utilizes an Alternating Day Block Schedule with a 37 minute student Resource period on Monday, Tuesday, Wednesday & Friday, and Teacher Collaboration time on Thursday. Each day students have four 85 minute block classes. Lunch is held during the 3rd block and is split into ‘A’ or ‘B’ lunch. Alternating days are referred to as an “Orange” or “Black” day.



	Start Time	End Time
Resource (M,T,W & F) Teacher Collaboration (Th)	7:30am	8:07am
Block 1	8:13am	9:38am
Block 2 (Morning Announcements)	9:44am	11:11am
Block 3	11:17am	1:12pm
Block 3A	11:47am	1:12pm
'A' Lunch	11:17am	11:42am
Block 3B	11:17am	12:42pm
'B' Lunch	12:47pm	1:12pm
Block 4 (Afternoon Announcements)	1:18pm	2:45pm

Resource Period

During the 37 minute Resource period, students are able to participate in both enrichment and academic support opportunities along with grade level or whole school activities. Required attendance for the Resource period is tiered as follows:

- **Monday & Tuesday** - All students are required to attend Resource
- **Wednesday** - All 9th - 11th grade students are required to attend Resource
- **Thursday** - Late start - Teacher collaboration time.
- **Friday** - All 9th - 10th grade students are required to attend Resource



* There might be times that Juniors and Seniors are required to attend Resource on Wednesday &/or Friday. If this occurs, it will be communicated in advance by administration.

Resource Sign-up Expectations

As a part of the CHS resource expectations students are required to use [Enriching Students](#) each morning to sign up and/or check to see where they are required to go for resources. At the start of each school year students will be taught how to use Enriching Students during an advisory period and a grace period for learning will be provided for the first week students are expected to begin signing up. After this time failure to attend a teacher assigned resource or sign up resource using Enriching Students will result in the following consequences.

Failure to sign-up for Resource:

- First Offense - Warning
- Second Offense - Unexcused Absence resulting in a detention and loss of Exam Exemption

Failure to Attend an Assigned Resource:

- Teacher/Staff member email to student to reschedule
- If student does not attend rescheduled resource an unexcused absence and loss of exam exemption

Early Dismissal

No student will be allowed to leave school prior to dismissal time without an oral or written request signed by the parent or a person whose signature is on file in the school office or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a permission note signed by the custodial parent(s) or guardian. (Board Policies 5200 and 5230).

Skyward Family / Student Access



The Skyward Student Management System allows parents and students online access to current student information. Information available for student and parent access includes attendance, discipline, academic and other information. Each year parents and students are provided a password and directions to access this information.

If a parent did not receive a password or lost the current password, please contact the CSD Technology Department at (262)376-6124. Students that have lost or forgotten their Skyward password, please stop in the CHS IMC.

Emergency Closings and Delays

In accordance with district policies related to [Emergency Closings and Delays](#), in the case of inclement and potentially dangerous weather the Cedarburg School District utilizes a variety of media including the Skyward alert system, district website, local news stations and the CHS Twitter account to inform our families of an emergency closing. The major factor for the decision to close schools is always the safety of our students. It is the district's sincere intention to make a decision no later than 5:30am.

Safety Drills and Security Protocols

In accordance with district policies related to [Safety and Security](#), emergency drills will be conducted periodically throughout the school year. When these drills are conducted, it is essential for students to listen to the directions of CHS staff members.

Emergency Evacuation - In the event that a building wide evacuation must be conducted, students will be evacuated to a rally point & then transported to the Ozaukee County Fairgrounds for family reunification. All families should report to the fairgrounds in case of an evacuation event.

Fire Drill - Fire drills are held at regular intervals throughout the school year. A building emergency map is posted in every classroom. The red arrow on the map signifies the fire evacuation route. Classroom teachers will review the correct exit route with students.

Students must:

- Walk quickly, not run.



-
- Not wait in line to use a specified exit if another is free.
 - Move away from the exit after leaving the building to make room for those following him/her.
 - In the event of a fire during severe weather conditions, students and staff will be instructed to quickly move to emergency shelter areas once safely outside of the building (These areas will be either Webster Middle School or First Immanuel School.)

Severe Weather / Tornado Drill - Severe weather / tornado drills are conducted in the early spring. A building emergency map is posted in every classroom. The blue arrow signifies the severe weather shelter area. Classroom teachers will review the correct exit route with students.

Students must:

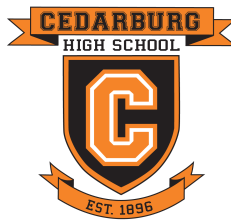
- Move quickly and orderly to the severe weather shelter area.
- Listen to all directives given by staff members.
- The PA system will be used to communicate the beginning and end of this drill.

Safety Drills - Safety drills will be held every year. These drills are conducted so that procedures are understood in the event that a threat to our school exists. In an effort to enhance safety procedures that we believe will increase the chance of survival during a critical violent incident, staff and students will apply ALICE (Alert, Lockdown, Inform, Counter & Evacuate) protocols during safety drills. This includes, but is not limited to the need for students to:

- Move quickly and orderly within or outside of the classroom as instructed by the staff member.
- Listen to all directives given by staff members.
- Listen to announcements on the Public Address system, which will be used to communicate the beginning and end of all drills, along with any critical information for students and staff.

Note: At times, canine drug sweeps of the building will be conducted in conjunction with safety drills.

Transportation



Bus Transportation to School

Bus transportation is provided for all eligible students. The bus schedule and route is available by contacting the school building main office or Riteway Bus Company.

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal.

A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the Principal stating the reason for the request and the duration of the change and the Principal approves. (Board Policy 8600)

Buses for School-Sponsored Activities

Students taking a bus to a school-sponsored event must return on that bus; the only exception being if the student and parent have completed a travel release form prior to the event. The travel release form can be obtained in the CHS Athletic Office, [CHS Athletic Department Website](#), or from the coach/advisor prior to the event. All behavioral expectations and consequences outlined in this handbook apply to all students attending any school sponsored events.

Parking Lot Access & Use of Vehicles During the School Day

CHS parking areas are off limits to students during the school day, including during lunch periods. Students may not operate or occupy a motorized vehicle (including mopeds) during the lunch period without permission from administration. Students that have obtained appropriate permission to leave campus must sign out properly through the Attendance Office. Violation of "Parking Lot Access & Use of Vehicles During the Day" rules listed above will result in the following discipline, with notification of parent/guardian after the 2nd and further offenses:

- 1st violation = Warning
- 2nd violation = Assigned after school detention
- 3rd violation = Assigned Saturday detention
- 4th violation = Loss of parking privileges for the remainder of the current semester
- 5th violation = Suspension from school

Walking off Campus



Students may NOT walk off campus during the lunch period. Students may however, enjoy lunch outside on campus. To ensure the safety of all students and staff, students may be required to show their CHS ID to gain re-entrance to the building if they choose to eat in the designated outdoor areas.

Parking / Driving Rules

Parking a vehicle at Cedarburg High School is a privilege. Any student interested in applying for a CHS parking permit must complete all required materials during the online registration process or complete the form available in the high school office. All required forms must be complete and payment must be made prior to receiving a pass. Students are also required to be 16 and hold a valid drivers license prior to purchasing a parking pass. Mopeds do not require a CHS parking permit, but must be parked in the designated moped parking area in the lot on the west side of the building.

- All students parking at Cedarburg High School are expected to observe the following regulations: Any vehicle (with the exception of mopeds) driven to school must be registered with Cedarburg High School and a current parking tag issued by the high school office must be visible in a hanging manner on the rearview mirror while on campus. Parking stickers provided for motorcycle parking must be displayed as well. The plates of the motorcycle must be listed on the parking pass application form as an authorized vehicle.
- Students are to park vehicles only in the south student lots, unless an exception has been granted.
- Students that park in south student lots or any other lot without a current parking tag visible will be subject to a citation from the Cedarburg Police Department.
- All students must be licensed and covered by insurance. In order to purchase a parking permit.
- Cedarburg High School is not responsible for theft, vandalism, damage to a vehicle or injury as a result of driving or parking on campus.
- There is to be no loitering allowed in the parking lot and students must obtain permission to enter the parking lot during the school day. Student parking areas are off-limits during all lunch periods. No vehicle may leave or enter the lot during the school day unless the student obtains proper authorization from the high school office.



-
- The speed limit is 15 miles per hour on school grounds. Speeding or any form of reckless driving on school grounds could constitute a citation from the Cedarburg Police Department.
 - Student vehicles are subject to search at any time if there is reasonable suspicion to believe that drugs, alcohol, stolen property or other contraband might be present in that vehicle.
 - Selling or transferring of hang tags/permits for any reason is prohibited and can result in disciplinary action.
 - If your permit is revoked, the high school office reserves the right to redistribute the permit.
 - The privilege of parking is linked closely to getting to school on time, attending all classes, and following all school and parking rules. Violations of any school or parking rules can result in the loss of parking or other privileges, detentions, and/or suspension from school.

Attendance

Students must attend all classes daily unless the absence has been excused by a parent/guardian. If a student is absent from CHS, the absence is categorized as excused or unexcused. This determines whether or not administrative involvement is necessary. All absences must be reported to the CHS Attendance Office by 10:00am on the day of the absence. Failure to report a student absence within this timeframe may result in an unexcused absence.

Contacting CHS Attendance Office

The high school Attendance Office can be contacted anytime at (262)376-6206. The Attendance Office is staffed between the hours of 7:00am and 3:30pm.



Excused Absences

As required under State law, a student shall be excused from school for the following reasons:

- Physical or Mental Condition - The student is temporarily not in proper physical or mental condition to attend a school program.
- Obtaining Religious Instruction - To enable the student to obtain religious instruction outside the school during the required school period (see Board Policy 5223 - Absences for Religious Instruction).
- Permission of Parent or Guardian - The student has been excused by his/her parent or guardian before the absence for any or no reason. A student may not be excused for more than ten (10) days per school year under this paragraph and must complete any course work missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:
 - professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside of the school day
 - to attend a funeral of a relative
 - legal proceedings that require the student's presence
 - college visits
 - job fairs
 - vacations
- Religious Holiday - For observance of a religious holiday consistent with the student's creed or belief.
- Suspension or Expulsion - The student has been suspended or expelled.
- Program or Curriculum Modification - The Board has excused the student from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.
- High School Equivalency/Secured Facilities - The Board has excused a student from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secure detention facility, or a juvenile portion of a county jail, and the student and his/her parent or guardian agrees that the student will continue to participate in such a program.
- Child at Risk - The student is a "child at risk" as defined under State law and is participating in a program at a technical college on either a part-time or full-time basis leading to high school graduation, as provided under State law.

School Work Completion for Excused Absences

Students with excused absences are responsible for the work they miss while absent from school. For each day a student has an excused absence, the student has one day to complete assignments (i.e.: 2 days excused absence = 2 school days to make up assignments, projects, quizzes, tests, etc.).



Sign-Out Procedures

To ensure student safety and accountability, students must follow the following sign-out procedures to leave the building.

- **Health room/sick-** Students who are sick must check in at the Health room. When a student needs to leave school due to illness the health room supervisor will contact the student's parent/guardian. Once parent/guardian permission is provided the student will receive a pass from the health room supervisor allowing the student to sign-out of the building.
- **Appointments-** When a student needs to leave school for an appointment parents/guardians should contact the Attendance Office prior to the appointment, via phone, email, or written communication, to provide permission to leave.

The Attendance Office will send a pass to the student, allowing the student to leave the classroom and sign-out of the building.

CHS Attendance Office Contact Information

Phone: (262)376-6206

Email: chsattendanceoffice@cedarburg.k12.wi.us

Students who leave the building without following the proper sign-out procedures above, (which require prior parent or administrative approval), will be considered unexcused.

Handling of Unresolved Absences

All unresolved absences (parent or student has not provided the necessary information to excuse the absence) will be recorded as unexcused and detention time will be assigned. Parents or students of age must clear unresolved absences within one week or the absence will be documented as unexcused.



Handling of Unexcused Absences

Parental Contact: If a student absence is determined to be unexcused, the school Attendance Officer, “shall notify the parent or guardian of a child who has been truant of the child’s truancy and direct the parent or guardian to return the child to school no later than the next day on which school is in session or to provide an excuse under s. 118.15. The notice under this paragraph shall be given before the end of the 2nd school day after receiving a report of an unexcused absence. The notice may be made by personal contact, mail or telephone call of which a written record is kept, except that notice by personal contact or telephone call shall be attempted before notice by mail may be given.” (Wisconsin State Statute 118.16)

If a student becomes a habitual truant, the school Attendance Officer, “shall notify the parent or guardian of a child who is a habitual truant, by registered or certified mail, when the child initially becomes a habitual truant.” (Wisconsin State Statute 118.16)

Student Attendance Related Consequences

High school students receiving unexcused absences and determined to be truant will be assigned to a supervised detention hall before school, after school or on Saturday for the purpose of making up missing school work. Detention time will be assigned based on the total number of hours determined to be unexcused. Failure to serve detentions may result in additional consequences. In lieu of detentions, students who are truant may also be referred by the school Attendance Officer to the School Resource Officer for a simple truancy citation. This may result in a mandatory court appearance to discuss further actions.

Habitual Truancy

When a student becomes a habitual truant as defined by state statute, a truancy conference will be scheduled with the student, parent/guardian and school officials. Parents will receive a “Notification of Habitual Truancy” from the school Attendance Officer. Any unexcused absence following the truancy conference will result in the school Attendance Officer forwarding attendance information to the School Resource Officer. This will result in a mandatory court appearance to discuss further actions, including but not limited to greater legal fines and/or penalties than that in which the student might be responsible if they receive a simple truancy citation.



School Work Completion for Unexcused Absences

Students with unexcused absences are responsible for the work they miss while absent from school. Tests and assignments will be made up as follows.

- Knowledge of assignment or test prior to absence.
- The student will be responsible for that work or test immediately upon return or at the due date.
- Announcement of test or assignment made during absence
- The student will receive an equal amount of time as given to the class to complete the assignment or test.

Tardiness

Students are given 6 minutes to move between classes. A student will be considered tardy for class if they are not in the classroom or scheduled location when the bell stops ringing. A tardy is defined as a late arrival, under 5 minutes, to class without a pass. Students who arrive to class without a pass after 5 minutes will be marked unexcused.

Tardy Consequence Protocol

The following are consequences for tardiness. Parents/Guardians cannot excuse Resource-4th block tardies when students have already been in attendance. Consequences will be issued based on the tardy offenses a student accumulates for all periods, including resource, during the course of a semester.

- 1st / 2nd / 3rd Offense
 - Warning
- 4th Offense
 - 15 minute lunch detention
- 5th / 6th Offense
 - After school detention & loss of exam exemption
- 7th / 8th Offense
 - 1 hour Saturday detention
- 9th / 10th Offense
 - 2 hour Saturday detention
- 11th or greater Offense



-
- Students are referred to the School Resource Officer for each offense, which may result in a simple truancy citation or other forms of discipline.

Attendance Reporting

For the purpose of reporting attendance information to the state, any absence over two blocks in a single day is equal to a full day absence. Any absence less than or equal to two blocks in a single day is equal to a one-half day absence.

Contacting a Parent(s) during the School Day (for student)

If you need to contact a parent for any reason during the school day, please come to the Health room. Attendance Office representatives will allow you to contact your parent(s) in this location.

Contacting Student(s) during the School Day (for parent)

If you wish to get a message to your student during the school day, please call the Attendance Office at (262)376-6206. Please limit these phone calls to essential information only. Attendance Office representatives will be sure to get the message to your student in a timely manner. Please do not attempt to contact your child during class time, as students are only allowed to use cell phones for non-academic purposes during study hall, lunch, and in the hallway (during passing).

Homework Requests

When students are absent from school, homework can be requested from classroom teachers. The student or parent must email individual teachers by 10:00am on the day the homework is needed. Requests made after 10:00am may not be completed that school day. When sending the email to the teacher, please use the words HOMEWORK REQUEST in the subject line so that teachers can identify the nature of the email. If you are having difficulty with this process, please contact the Counseling office at (262) 376-6230 for assistance. All homework and materials that require pick-up will be available at the west student entrance, (door #17).



In-School Illness

Students who become ill during the school day are expected to report to the health room for assistance. Once arriving in the health room, students must immediately report to the health room supervisor. Students must sign in and out of the health room during any visit. Failure to sign in and out correctly may result in an unexcused absence. The health room aide will contact parents if further information or assistance is needed.

Participation in Extracurricular Activities

Participation in any extracurricular activity requires that students must be in attendance for 2 full blocks on the day of an activity. Exceptions will be granted only by the high school administration. Examples of these activities include:

- Athletic Events
- Plays
- Musical Performances
- Any other school-sponsored activities

Perfect Attendance

Perfect attendance awards are only given to students that have not missed any assigned Resource period or block of school for any reason other than a school activity. College visits count against perfect attendance.

Pre-arranged Absence

When dates of an absence are known in advance, the student may pick-up a prearranged absence / vacation form in the Attendance Office. This form must be signed by the parent, teachers and presented to the assigned administrator prior to the absence. All vacations, regardless of length, will require the pre-arranged absence form.

Injury and Illness

All injuries must be reported to a teacher or to the office staff. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.



A student who becomes injured or ill during the school day should request permission from the teacher to go to the office. The office staff will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission. (Board Policy 5340)

Furthermore, in accordance with District Policy related to [Student Injury/Concussion/Illness](#), Cedarburg High School believes that school personnel have certain responsibilities in case of accidents, illness, or concussions that occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, notification of administration personnel, notification of parents, and the filing of accident reports.

Medications

Prescribed Medications

In those circumstances where a student must take prescribed medication during the School day, the following guidelines of Board Policy 5330 are to be observed.

- Parents should, with their physician's advice, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- The appropriate Medication Request and Authorization Form must be filed with the Principal before the student will be allowed to begin taking any medication during school hours. The forms are available in the School office.
- All medications to be administered during school hours must be registered with the school office.
- Medication that is brought to the school office will be properly secured. Medication may be conveyed to school directly by the parent.

For each prescribed medication, the container shall have a pharmacist's label with the following information:

- student's name & the name of the practitioner
- date;
- pharmacy name and telephone;
- name of medication;
- prescribed dosage and frequency; and
- special handling and storage directions.



Unless pre-approved by school staff, medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.

Any unused medication unclaimed by the parent will be destroyed by School personnel when a prescription is no longer to be administered or at the end of a school year

A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

Asthma Inhalers and Epinephrine Auto-Injectors

Students, with appropriate written permission from the physician and parent, may possess and use a method dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. (Board Policy 5330)

Students, who suffer from severe allergic reactions may, possess and use an epinephrine auto-injector when the student is required to carry the epinephrine auto-injector to prevent the onset of an allergic reaction, and the appropriate written permission from the medical practitioner and completed Parent Consent form have been submitted to the Principal.

Inhalers and Epinephrine can be administered by school officials only in accordance with conditions confirmed by the Principal, consistent with the approved plan adopted by the Board and updated annually.

Non-Prescribed Drug Products

Possession, administration, and use of nonprescription drug products shall be in accordance with Board Policy 5330. Staff and volunteers will not be permitted to dispense non prescribed drug products to any student without written parental consent.

The appropriate Nonprescription Drug Product Request and Authorization Form must be filed with the School Nurse or Principal before the student will be allowed to begin taking any medication during school hours. For each nonprescription drug product, the container shall be the original manufacturer's package and the package must list in a legible format the ingredients and recommended therapeutic dose.



The parents request to administer a nonprescription drug product shall contain the following information:

- student's name;
- date;
- name of medication;
- dosage and frequency; and
- special handling and storage directions.

Further, only those nonprescription drugs that are provided by the parent or guardian in the original manufacturers' package which lists the ingredients and dosage in a legible format may be administered.

Parents may authorize the school to administer a non prescribed drug product using a form which is available at the school office. A physician does not have to authorize such medication, but all of the other conditions described above under Use of Prescribed Medications will also apply to non-prescribed medications. The student may be authorized on the request form by his/her parent to self-administer the medication in the presence of a school staff member. No other exceptions will be made to these requirements.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and may be disciplined in accordance with the drug-use provision of the Code.

Direct Contact Communicable Diseases

In accordance with district policies related to [Direct Contact Communicable Diseases](#), In the case of non casual-contact communicable diseases, Cedarburg High School still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff in school unless there is definitive evidence to warrant exclusion. (Board Policy 8453)



Insurance Coverage

We wish to emphasize that the school district does not provide any type of health or accident insurance for injuries incurred by your child while at school. Since children are particularly susceptible to injuries, we encourage parents to review their present health and accident insurance program to determine if coverage is adequate. If you do not feel your insurance is adequate because of a deductible or coinsurance clause, or if you do not have insurance, we encourage you to review the student insurance program made available to you at the beginning of the school year.

Section II: Academics

Syllabus

A syllabus will be provided for each class at Cedarburg High School. At a minimum, the syllabus will outline how grading will function and provide expectations and weighting protocols for assessments, assignments and exams. Syllabi will be provided on the course Canvas page, but may be distributed by teachers in other forms as well.

Academic Honesty

The Cedarburg School District regards academic honesty as a cornerstone of its educational mission. It is expected that all school work submitted for the purpose of meeting course or class requirements represent the original efforts of the individual student.

As stated in Board policy 2210.01 students will not plagiarize in written, creative or oral work. Students are prohibited from submitting work that is not original. Copying or "borrowing" from another source and giving it as one's own work, re-submitting work from another person or another class are all unacceptable practices. Students are prohibited from giving or receiving unauthorized assistance on exams. Students are prohibited from altering grades or other academic records, giving false information or forging. Students must refrain from submitting identical work in more than one course without the prior approval of the instructor. Students may further develop previous work with prior approval of the instructor, steal a copy of a test, grade book, or teacher's manual.



Any offense of this nature may impact membership or current standing in the National Honor Society.

Actions that may be taken:

- Classroom instructor communicates “academic honesty” violation to student and parent, and submits an “academic integrity” discipline referral to administration.
- Students may receive the score of “0”, receive a reduced score, &/or be required to resubmit/retake coursework, quiz or assessment.
- Administrative conversation with a detention assigned
- Administrative conversation with parents (if necessary)
- Further consequences such as suspension, notification of police, or consideration for expulsion are possible if the offense is severe or repeated

Assessment

In accordance with district policies related to [Student Assessment](#), Cedarburg High School administers Semester Exams. All classes at CHS are required to take a semester exam at the conclusion of both semesters. Special permission allowing instructors to not administer a semester exam may be granted by the high school principal. Students may request not to take 3 or more exams on one day, by completing an Exam Conflict form.

The high school recognizes that due to extenuating circumstances it may become necessary for a student to take semester exams early.

A student confronted with this situation may apply for an early exam request by picking up this form in the CHS Guidance Office. This form must be signed by the parents and presented to the appropriate administrator at least one week prior to the scheduled exam period (less than one week at the discretion of administration).

If the request is approved, the student will work out details for taking the exams with his/her teacher.



Exam Exemption Program

Students that have displayed outstanding overall performance at Cedarburg High School have the opportunity to earn an exam exemption to be used at the end of each semester. Overarching rules/requirements for the program are as follows:

- All students begin each semester with one exam exemption.
- Students work to maintain the exemption during the semester.
- Students are only allowed to exempt one exam in a full-year course.
- Students will be allowed to exempt exams in single semester courses.
- AP students cannot exempt themselves from the 1st semester examination.
 - There may not be a Semester 2 Exam in AP classes, but attendance for this exam time is still required.
- This is for the purpose of preparing for the AP examination in May.
- Students taking a course other than AP in which collegiate credit can be earned cannot exempt examinations.
- Students are only required to take a maximum of 2 exams on a given day.

Note: Instructors in a like-course will have the option to restrict exemptions to a predetermined semester for the purpose of administering a common summative assessment for all students (this must be stated on the teacher syllabus).

Exam Exemption Program Qualifiers

- Students must meet the following three criteria in order to become eligible for an exam exemption.
- Behavior: Students cannot have a disciplinary referral during the current semester that results in an after school or Saturday detention or suspension.
- Attendance: Students cannot exceed 32 blocks of excused absences, **including Resource periods**, in the current semester.



-
- Unexcused Absences: Students cannot have any unexcused absences during the current semester.

Exam Exemption Selection

- Students must have earned a B (83%) or better in the class for all three marking periods in order to exempt the exam (first quarter, current second quarter, and current semester grade or third quarter, current fourth quarter, and current semester grade).
- Students cannot have a failing semester grade in any other course.

Near the end of each semester, students will receive an email in their CHS gmail account notifying them whether or not they receive an exam exemption. Students who receive an exemption are then required to speak to and email a formal request to their teacher asking to use the exemption. The teacher will then follow up with the student to accept or deny the exemption based on the grade criteria above. Students will be provided a detailed timeline for these steps at the end of each semester and directions will also be provided in the email notification notifying them that they are receiving an exemption.

Exam Exemption Appeal Process

If a student is notified that he or she did not receive an exam exemption based on the criteria for attendance, an appeal can be scheduled. Loss of an exam exemption due to a referral resulting in an after school or Saturday detention or suspension **can not** be appealed. Appeal procedures will be discussed in the daily announcements near the end of each semester and included in the email notifying the student they did not qualify for an exemption.

Exam Exemption Program (Second Semester Seniors)

Second semester senior students will be exempt from all exams unless they are earning a D or F in any class. Administration will establish a grade cutoff date. Any student earning a D or F as of the established cutoff date will be required to take the exam for that class. An exam schedule will be developed by administration and communicated with seniors needing to take exams.



Grade Point Average

CHS calculates grade point average based on a 4 point scale. CHS teachers all utilize the grading scale seen below.

Grade Point Average Scale

Points	Grade
4.33	A+
4.0	A
3.67	A-
3.33	B+
3.0	B
2.67	B-
2.33	C+
2.0	C
1.67	C-
1.33	D+
1.0	D
0.67	D-
0	F

Grading Scale

Percentage	Grade
100-98	A+
97-93	A
92-90	A-
89-87	B+
86-83	B
82-80	B-
79-77	C+
76-73	C
72-70	C-
69-67	D+
66-63	D
62-60	D-
Below 60	F



Weighted Grades

All Advanced Placement courses are weighted by one full grade over a comparable regular level course. Thus, a “C” in an AP course will carry the GPA weight of a “B” in a regular course.

Honor Roll Requirements

Students receive special recognition for meeting certain academic standards. To be part of the honor roll, students must have a grade point average between 3.0 and 3.49. To be a part of the high honor roll, students must have a grade point average of 3.50 or above.

Graduation Requirement

To graduate from Cedarburg High School, a student must earn a minimum of twenty-four credits. To achieve a total of twenty-four credits, each student must complete fifteen required credits with the remaining nine credits as electives. The required credits are:

Graduation Credits are as follows:

4 credits in English	3 credits in Social Studies
3 credits in Science	3 credits in Mathematics
1½ credits in PE	½ credit in Health

Specific course requirements in these areas are listed in each subject area within the Cedarburg High School Career Planning and Course Guide.

Graduation Ceremony Agreement

Participating in the graduation ceremony is a privilege for our seniors, not a right. For that reason, all seniors must sign a graduation ceremony agreement prior to participation in rehearsal or the ceremony. This agreement sets forth expectations for the ceremony. A meeting will be held with the senior class in the spring in which agreements will be distributed and expectations will be discussed.



Graduation with Honors

To graduate cum laude, a student must have a 3.40 to 3.74 cumulative grade point average. To graduate magna cum laude, a student must have a cumulative grade point average of 3.75 to 3.99. To graduate summa cum laude, a student must have a cumulative grade point average of 4.0 or above. These standards are based on the first seven (7) semesters of high school.

National Honor Society

Membership in the NHS is an honor and a privilege. Membership is extended to juniors and seniors who have demonstrated excellence in the areas of service, leadership, character, and scholarship. Juniors and seniors who have a 3.4 cumulative GPA and have fulfilled the scholarship criterion are invited to proceed in the selection process. Candidates must also demonstrate the remaining criteria: service, leadership and character, through the materials they submit for consideration. Based on those materials and faculty input, a faculty council, which acts on behalf of the entire school staff, makes all membership decisions.

NHS members who meet additional community service requirements will be allowed to wear a white stoll during the graduation ceremony. These stoles are the property of CHS and are to be returned after the ceremony.

Specific selection information and appropriate forms are located on the CHS Website and are available through the NHS advisor.

Schedule and Staff Changes

In accordance with district policies regarding [Scheduling and Assignment](#), students, with the aid of their parents, teachers, and counselors, are expected to choose their courses carefully, considering their post-secondary goals. If a student needs to add or drop a class to his/her schedule, refer to the following guidelines:



Course Drop/ Course Change Sequence

0-5 days of School	Students may adjust classes as their schedule and class sizes allow.
6 days to the Progress Report Marking Period (mid-term/progress report)	Students must follow the handbook change/drop process stated below. No consequence will occur if a decision is made by all involved that a change is appropriate. "W" is issued if the student wishes to change against the suggestion of the staff.
From the Progress Report Marking Period to the End of the Quarter	Students may drop with a "W" placed on the transcript and the class will only be replaced by a study hall.
End of the Quarter to the End of Semester/Year	Students may drop a class with an "F" on the transcript and will be placed in a study hall.
End of Semester	Students may change classes to another semester class or a class where the content aligns to best support the transition.

NOTE: A course change is only processed if it fits in the students' schedule and there is room in the class being added. Students must maintain 7 classes each semester unless approved by administration.

Student/Parent Staff Issue Resolution Process

At Cedarburg High School we believe the best way to achieve success in the classroom is through regular communication between the student, staff and parent. Therefore, the following steps are required if and when issues between a student and his/her teacher or counselor arise and a staff change is requested:

1. Students meet with the teacher or counselor to discuss the struggles and work to resolve the struggles.



-
2. (Teacher Change) Parent and teacher meet to identify and analyze the problem and create a plan to move forward. The plan may include seeking additional support during resource or after school, modifications in class when appropriate, or other forms of support deemed necessary.
 3. (Teacher Change) Parents, student and teacher will meet with the counselor to discuss concerns and seek improvements.
 4. (Counselor Change) Parents and counselor meet to identify and analyze the problem and create a plan to move forward. The plan may include differentiating services or increasing the frequency of support.
 5. When efforts between students, staff and parents have reached an impasse, a written request may be made to administration that identifies the concerns and action steps taken to remedy struggles. For ease of change and fluency of assignments and grades, teacher changes will only be executed at the end of each quarter.

Refunding of Course Fees

Students requesting a refund for course fees must have dropped the course before the first day of class to be eligible for the refund. Requests for refunds of course fees must be made in writing to the high school office within 10 days of the start of the semester in which the course was originally scheduled.

Study Halls

Students have the opportunity to schedule a study hall as one of their scheduled classes at Cedarburg High School. Study halls are designed for students to complete homework or study without disruption. For this reason, study hall rules are designed with minimal noise in mind. All students are expected to bring materials to the study hall. If a student does not have homework to complete, silent reading is also allowed. Students may have different locations for study hall based on their year in school and academic standing. These details are subject to change based on academic performance or at the discretion of the high school administration.

Study hall rules and procedures will be discussed with students during the first week of each semester. If students choose not to come prepared for study hall or follow study hall rules, disciplinary action will take place. This may include, but not limited to being assigned a seat, loss of privileges, and/or a discipline referral to administration for additional action.



Section III: Academic Interventions

Structured Study

Any student with a D or F may be assigned to a structured study hall. Structured study halls will be phone free. Students and families will be notified of necessary details. Any student that misses this mandatory study hall is subject to consequences consistent with that of an unexcused absence.

Resource Period

At any time throughout the school year CHS teachers and/or staff may require a student to attend an academic support Resource option.

* There might be times that Juniors and Seniors are required to attend Resource on Wednesday &/or Friday. If this occurs, it will be communicated in advance by administration.

STAR Center

Students that need additional assistance to obtain academic success will be placed in or voluntarily use the STAR Center. This will take the place of a regularly scheduled study hall. In addition, students seeking tutoring on an as needed basis can stop into the STAR Center during a study hall to receive assistance.

Writing Center

Students that wish to receive additional assistance with all or part of the writing process are able to sign-up for an appointment in the Writing Center.



Section IV: Student Publications, Activities and Extracurriculars

Student Activity Attendance and Participation in School Activities

Students attending and/or participating in school activities are expected to follow all school rules. Failure to meet expectations may result in dismissal from the event, possible disciplinary action or loss of future school privileges. Per Board Policy 5771, random breathalyzer tests may be administered by CHS administration or designee who has been trained in the administration of such a test, at any school sponsored-activity.

School-Sponsored Publications and Productions

In accordance with district policies related to [School-Sponsored Publications and Productions](#), Cedarburg High School provides various avenues for student publication and productions.

Use of Video Recording and Electronic Equipment

Per School Board policy 5136.01, the Board of Education recognizes that both students and teachers of the Cedarburg School District present many performances during the course of the school year. These performances may be recorded as they occur.

In order to ensure that the rights of individual students and teachers are not abridged during the course of the recording process, or in any subsequent viewing of such recordings, the District shall notify staff and the parents/guardians of all students enrolled in the District at the beginning of the school year via student/staff handbooks. Parents/guardians may exclude their son/daughter from participation in such recorded activities by notifying the school office.

The District and its employees shall abide by all federal copyright laws. Before anything is electronically recorded for archives or other presentations, a written release shall be received from the copyright holder.

Cedarburg High School Extracurricular Code

Each student involved in the following extracurricular activities at Cedarburg High School (CHS) is expected to comply with all CHS regulations: Robotics, FBLA, NHS, Forensics, Math Team, SMART Team, Fall Play, Pep Band, Marching Band, Winter Musical, Debate, DECA, Esports,



Coding Club, Mountain Bike and Lacrosse. This code of conduct applies to all school sponsored athletic teams at CHS. Signing the code of conduct on an annual basis is mandatory for participation in the programs associated with CHS. Click this link to access the [CHS Extracurricular Code](#). A separate annual acknowledgement of receipt is required for both this handbook and separately for the CHS Extracurricular Code.

Section IV: Student Conduct

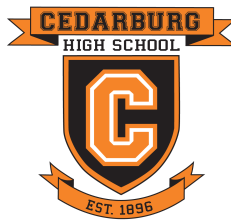
Student Conduct and Behavior

In accordance with district policies related to [Student Behavior](#) and Policy 5500, respect for law and for those persons in authority shall be expected of all students at Cedarburg High School. This includes compliance with school rules as well as general provisions of law regarding minors and school age adults. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. Respect for property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty should be maintained in the schools of this District.

The Superintendent shall establish procedures to carry out Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in schools, in school vehicles, and at school-related events. Student conduct on or adjacent to school premises, in school vehicles, and at school-related events and activities shall be governed by the rules and provisions of the Student Code of Classroom Conduct.

- specification of what constitutes dangerous, disruptive, or unruly behavior that interferes with the ability of the teacher to teach effectively, which therefore permits the teacher to remove the student from class;
- other student conduct that may be used by a teacher as a basis to remove a student from class
- and procedures for notifying the parent of a student's removal and procedures for placement of a student that has been removed from class.

The Code of Conduct, developed by a committee created by the Board for that reason and consisting of parents, students, Board members, school administrators, teachers, student services professionals, and other appointed residents, and, once created, shall be reviewed by the Board



periodically. Removal of a student from a class that is consistent with the Code of Conduct does not constitute a report under Policy 8462.01.

If the staff member believes in good faith that the threat represents a serious and imminent threat to the health or safety of students, staff, or others, and the threat is a threat of violence made in or targeted at a school. Staff must still report such threats as described in Policy 8462.01 - Mandatory Reporting of Threats of Violence.

Social Conduct - Students are expected to engage in proper social conduct at all times at Cedarburg High School. The following examples are considered inappropriate in regard to social conduct at Cedarburg High School.

- Use of inappropriate language (profanity, negative language)
- Public displays of affection
- Discourteous attitudes toward members of the staff, other students
- Throwing garbage on the floor, not cleaning up personal material
- Others as determined inappropriate by the high school administration

Specific Student Expectations

Bullying - Cedarburg High School strives to provide a safe, secure and respectful learning environment for all students on school grounds, buses, and at school sponsored activities. Bullying has a harmful social, physical, psychological, and academic impact on students. CHS consistently and vigorously addresses bullying in an effort to eliminate disruptions to the learning environment. Bullying is defined within District Policy [Bullying](#) as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent.

Bullying can be:

- **Physical** – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- **Verbal** – taunting, malicious teasing, insulting, name calling, making threats.
- **Psychological** – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- **"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.

Students who are victims of bullying or students aware of a bullying situation are encouraged to report the conduct to their assigned administrator or school counselor. Retaliation against a person who files a complaint is prohibited by Board policy and Federal law. Any allegation of retaliation should be filed immediately with assurance that it will be taken seriously and fully investigated by the District.

Hazing - Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy. Hazing activities of any type are inconsistent with the educational process and may in some circumstances be a violation of State law. In accordance with District policy [Student Hazing](#), Cedarburg High School prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored activity or event.

Hall Blocks - At no time shall a student or group of students block any hallway in CHS in an effort to deprive hallway access for other students. Students that participate in a hall block will be disciplined accordingly.

Hallway Behavior - Students are expected to abide by all responsibilities outlined in this handbook when passing between classes in the hallways and while in hallways before or after school.

Hallway Passes - Any time that a student is in the hallway during a class period, that student must have a valid hallway pass in his/her possession. CHS staff will give passes to students as deemed necessary. A student in possession of a forged or invalid pass will be disciplined accordingly.

Gambling - No gambling of any kind is permitted at school or at any school-sponsored function.

Granting Access to the Building - Students are not allowed to open secure doors for another individual. Students found doing so, will be subject to discipline.

Physical Violence -Physical assault and battery (obvious willful attempt with force or violence to do harm to another) or conduct without regard to the health and safety of others is strictly



prohibited at Cedarburg High School. This applies to any school sponsored function.

Possession and Use of Nuisance and Hazardous Items or Materials - According to Board policy 5772 students shall not use or possess items that disrupt the educational process or pose a danger to themselves or others. The School Board recognizes that there are occasions when an item(s) that would normally fall under the “nuisance” or “hazardous” category may serve a legitimate educational purpose by being present on school grounds or at a school function. In such an instance, prior authorization by the appropriate building principal is required.

Sitting in the Hallway - Sitting in the hallways is not permitted unless instructed to do so by a staff member (Ex: Tornado Drill).

Skateboards - Students that bring skateboards to school must leave the boards in his/her locker until the end of the school day. Students cannot ride on boards in the hallway at any time.

Theft - Students may not at any time be in possession of the property of another individual/organization without the consent of that individual/organization. This includes, but is not limited to personal belongings, property of the school district, and items from food service. If a student is missing an item and believes it has been taken without consent, that student must contact his/her assigned administrator immediately. At that time, a police report will be generated and forwarded to the Cedarburg Police Department. Students are encouraged to keep all personal belongings locked-up at all times. This includes after school activities as locker rooms are provided for students.

Vandalism - A student shall not cause or attempt to cause damage to school or private property.

Weapons - In accordance with district policies related to [Weapons](#), Cedarburg High School prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law without the permission of the Superintendent.



Offenses Outside of Normal Building Hours

Any offenses occurring outside of normal building hours will be handled at the discretion of administration.

Cell Phones, or Personal Communication Devices (PCD)

In accordance with District Policy related to [Use of Cell Phones, or Personal Communication Devices](#), Cedarburg High School students may use PCDs before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities), or at school-related functions. Use of PCDs, except those directly approved by a teacher or administrator, at any other time is prohibited. Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information. Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege. Violations of this policy may result in disciplinary action and/or confiscation of the PCD, as outlined below:

- **First offense**-Device is confiscated. Students may go to the attendance office at the end of the day to retrieve cell phones.
- **Second offense**-Device is confiscated. Students may go to the attendance office at the end of the day to retrieve cell phones and parents will be notified.
- **Third offense**-Device is confiscated and parents may go to the attendance office to retrieve cell phones at the end of the school day. Students will be assigned an after school detention.
- **Fourth offense**-Device is confiscated and parents may go to the attendance office to retrieve cell phones at the end of the school day. Students will not be permitted to have a cell phone during the school day, for 5 days. An after school detention will also be assigned to the student.
- **Fifth offense**-Device is confiscated and parents may go to the attendance office to retrieve cell phones at the end of the school day. Students will not be permitted to have a cell phone during the school day, for 30 days. A two hour Saturday detention will also be assigned.
- **Sixth offense**-Device is confiscated and parents may go to the attendance office to retrieve cell phones at the end of the school day. Students will not be permitted to have a



cell phone during the school day, for the remainder of the year. A two hour Saturday detention may also be assigned.

Students refusing to comply with the request of a staff member may be subject to a referral, and further consequences may be enforced.

Dance Regulations

During the school year, several school dances will be scheduled by the high school administration, clubs, or other organizations. The following rules apply to these dances:

- Appropriate dress is expected at school dances.
- If there is an issue with attire, a chaperone or administrator will ask the student to change or leave the dance.
- Some dances may have a particular theme that allows students to dress according to that theme.
- If a dance is deemed formal, appropriate attire is expected.
- Students must arrive to dances within one hour of the posted start time in order to be admitted.
- If a dance is planned following an athletic event, students must arrive at the dance within one-half hour following the conclusion of the event.
- Students will not be allowed to attend school sponsored dances if all consequences are not completed prior to the dance.
- Students will be asked to provide their student I.D. card when arriving at the dance.
- Students are not allowed to leave the dance and then return.
- No eating or drinking will be permitted in the Vintage Gym or Field House unless specified for a particular event.
- CHS dances are closed to non-CHS students with exceptions made for Homecoming and Prom. For Homecoming and Prom, students must fill out a “Guest Form” from the main office in order to bring a guest. Guests must be a high school student, or not over the age of 20 in order to attend. Guest forms must be filled out and approved no less than 48 hours in advance.
- Dances are school sponsored events and, therefore, students are expected to abide by school rules set forth in this handbook. If students do not follow these rules, they may be



asked to leave the dance or may face school consequences depending on the severity of the offense.

- Students must follow directions provided by school chaperones.
- The use of or possession of drugs, intoxicants, tobacco and any kind of nicotine product will result in the student's immediate dismissal. Law enforcement will be contacted immediately to deal with the student.
- Per Board Policy 5771, random breathalyzer tests may be administered by CHS administration or designee who has been trained in the administration of such a test, at any school sponsored-activity.

Drug Abuse and Prevention

In accordance with district policies related to [Drug Abuse Prevention](#), Cedarburg High School prohibits the use, possession, concealment, or distribution of any drug (including CBD oil) and any drug-paraphernalia at any time on District property or at any District-related event.

Controlled Substances (Illegal Drugs)

According to Board policy 5530, the use or possession of controlled substances is illegal and is a health and safety hazard. No student may appear, at any time, at school or a school-sponsored function under the influence of controlled substances (illegal drugs) or have them in his/her possession (including CBD oil).

Chapter 961 of Wisconsin State Statutes states that possession, attempt to possess, use, and/or sale or delivery of controlled substances is prohibited. As a part of Chapter 961, the use or possession of drug paraphernalia is also prohibited.

In addition, the possession, use, and/or sale or delivery of uncontrolled substances, such as look-alike drugs and inhalants are also prohibited in the Cedarburg School District.

CBD Products - In accordance with District Policies related to [CBD Products](#), No CBD products will be permitted for use at Cedarburg High school.

Use of Tobacco/Nicotine Prohibited - In accordance with district policy related to the [Use of Tobacco/Nicotine](#), Cedarburg High School is committed to providing students, staff, and visitors with a tobacco and smoke-free environment.



Alcoholic Beverages - As stated in Wisconsin State Statute 125.09, possession of alcohol on school grounds is prohibited. According to Board policy 5530, a student may not have any alcoholic beverages in his/her possession at any time on school grounds. In addition, a student cannot be under the influence of alcohol at school or at any school sponsored function.

A student may be required to participate in a breath test to determine the presence of alcohol if a designated school official or law enforcement officer has reasonable suspicion that the student is under the influence of alcohol in violation of this policy. Such tests shall be administered by CHS administration, CSD School Resource or Safety Officers, or another law enforcement officer. A student may be disciplined for refusing to submit to a breath test.

Electronic Surveillance

Per Board Policy 7440.01, video surveillance equipment is installed and running both inside and outside of Cedarburg High School. The purpose of having this equipment is to protect the school building and to enhance safety for students, staff, faculty, and visitors. The following guidelines exist for the use of such equipment:

- Camera placement and use allows the recording of students, staff, faculty, authorized visitors, and other persons present on school grounds.
- The date, time, and location of each recorded session and the video images will be stored on the server for at least five days. Selected data may be archived.

School administrators may, in accordance with state and federal law, use video images to investigate student behavior and support student discipline, including suspension and expulsion proceedings. If appropriate, video images may be disclosed to law enforcement representatives in connection with the investigation and/or prosecution of suspected criminal activity. Disclosure of video images in a civil action or administrative proceeding shall not occur absent service of a valid subpoena.

Recorded video images may be “pupil records” under Wisconsin State Statute 118.125. Disclosure of any video image that is a confidential student record shall only be in accordance with Board policies, administrative guidelines, and applicable law.



Student Pictures / Recordings

Per School Board policy 5136.01, students may not take pictures or recordings of other students or staff members without consent. Taking pictures or recordings in bathroom or locker room areas is strictly prohibited at all times.

Lockers and Backpacks

Lockers

Every student at CHS is assigned to a locker at the beginning of the school year. This locker is the responsibility of the student for the entire school year. The following rules must be followed while using school district lockers:

- Lockers are to be used only by the student assigned to the locker. Sharing lockers is prohibited. Any item found within a student locker is assumed to be the property of the student assigned to that locker.
- The condition of the locker is the responsibility of the student. Any damage to the locker may result in a fine at the time of the damage or at the end of the school year.
- Any vandalism of a locker should be reported to the administration immediately.
- Decals or other stickers that cannot be cleaned off the locker are prohibited.
- Only locker signs approved by the administration may be placed on the outside of the locker.
- Keep your locker closed and locked at all times in order to avoid theft of any personal belongings.
- Avoid bringing a large amount of cash to school.
- If you forget your locker combination, report to the high school office. You will need to present your school I.D. for identification before office representatives can give your combination.
- If your locker becomes jammed, report to the high school office.

Backpacks

Students are allowed to use backpacks during the school day, but they are expected to follow backpack expectations established by teachers in each class, along with the guidelines established by administration. It is the responsibility of the student to make sure that no



inappropriate / illegal items are inside the backpack. All backpacks shall be of standard size, and be free of anything that:

- endangers the health or safety of self or others;
- is a disruption to the educational learning environment;
- invades the rights of others; or
- promotes, depicts or advertises alcohol, drugs, tobacco products, firearms, gang affiliation/activity, profanity, violence, pornography or other inappropriate material.

These guidelines apply during the school day and on school grounds. Backpacks are not allowed at school-sponsored activities during the school day. Unless searched, students are not allowed to bring backpacks, string bags or purses into school-sponsored activities outside of the school day.

Note: These guidelines apply during the school day and on school grounds. Backpacks are not allowed at school-sponsored activities during the school day. Unless searched, students are not allowed to bring backpacks, string bags or purses into school-sponsored activities outside of the school day.

Lunch Behavior

During their assigned lunch, students can eat in the Cafeteria area and outside of the cafeteria entrance. The following “Lunchroom Rules” shall be followed by all students eating in any of these lunch locations. CHS students will NOT be allowed to walk off campus during lunch, and will only be allowed to eat in the designated areas.

Lunchroom Rules

Students must follow the rules of the lunchroom and must abide by the requests made by lunchroom supervisors. The following rules must be followed:

- No throwing food/drink in the lunchroom
- When finished with lunch, all garbage must be picked-up and disposed of properly.
- Behavioral expectations in the lunchroom coincide with all rules discussed in the student handbook



Identification Cards

All students are issued an I.D. card during the student registration process. Students must carry this I.D. card with them at all reasonable times. This card is used for the purpose of identification, to purchase lunch, to check-out materials from the IMC, to allow bus access, to allow admission to school dances and home school-sponsored events (if purchased at registration). I.D. cards may also be used to take student attendance during the Resource period and to gain re-entrance to the building during lunch if they choose to exit the building, but remain on campus.

When asked to show this I.D. by any member of the CHS staff, students must comply with this request. If the student is not carrying the I.D. card, the student must verbally identify themselves to the staff member. Failure to comply with this request will result in consequences being issued.

If a student loses his/her I.D. card, a new card must be purchased in the CHS Attendance Office for a fee of \$5.

Student Assemblies

At times throughout the school year, all-school assemblies may be held for a variety of purposes. During these assemblies it is an expectation that students show respect to those speaking or performing during the assembly. Specific instructions will be given for each assembly by classroom teachers. Whispering, talking, or other unnecessary noise will not be tolerated during assemblies.

Student Dress and Grooming

In accordance with district policies related to [Student Dress and Grooming](#), Cedarburg High School recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The school will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools.

Cedarburg High School follows grooming guidelines as outlined in District Policy 5511. Guidelines are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Accordingly, the school prohibits student dress or grooming practices which:



-
- present a hazard to the health or safety of the student himself/herself or to others in the school, including by way of communicating threats of harm or depictions of harmful conduct directed at others;
 - Hats and Hoods hinder our ability to identify students and monitor their behavior, which presents a hazard to the health and safety of our students. Therefore hats and hoods are prohibited within the school day.
 - interfere with school work, create disorder, or disrupt the educational program, including dress that promotes or depicts illegal activity, such as illegal drug use, underage alcohol consumption, or similar activities;
 - Teachers and staff members at Cedarburg High School are empowered to make judgements as to student dress that interferes with our ability to learn. Students whose dress is deemed to interfere with school work, create disorder or disrupt the educational program will be sent to the counselor for resolution and then to administration as necessary.
 - cause excessive wear or damage to school property;
 - prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

Such guidelines shall also apply to the dress requirements for members of the athletic teams, bands, and other school groups when representing the school at a public event. A uniform or specific dress requirement may be enforced for students when representing the school.

Actions that may be taken:

- Meeting with Counselor
- Administrative conference
- Student asked to change or sent home to change before returning to school (with proper parent permission)
- Confiscation of prohibited items
- Notification of parents/guardians
- Student may receive detention or suspension if he/she refuses to cooperate



Student Rights of Expression

In accordance with district policies related to [Student Rights of Expression](#), Students who are unsure whether or not materials they wish to display meet school guidelines may present them to building administration twenty-four (24) hours prior to display.

Section V: Student Consequences

If a student violates a rule set forth in the CHS Student Handbook or District Policy, the following consequences will be assigned at the discretion of the high school administration.

Consequences are determined by the severity and/or frequency of the offense and may not follow the order listed below. Students will not be allowed to attend school sponsored dances if all consequences are not completed prior to the dance. Please note that all consequences must be completed by the end of each semester in order for students to begin semester exams as scheduled.

Student Consequences may include, but are not limited to:

- Administrative Conference - Students will meet with their assigned administrator to discuss the offense and set expectations for future behavior at CHS. Depending on the severity of the offense, a meeting with the principal may also be required.
- Confiscation of prohibited item(s) or nuisance item(s)
- Loss of Privileges - Students may lose privileges such as the ability to attend extracurricular activities, assigned seating, pass privileges during class or study hall, or the privilege of parking in the student lot.
- Detention - Students will be assigned a detention hour (45 minutes) to be served after school. The student must serve the detention by the date assigned by the assigned administrator or further consequences will result. The only activity allowed while serving a detention is silent study.
 - Saturday Detention - Students will be assigned to a one or two hour detention hall on Saturday morning. The student must report to Saturday detention or other consequences will be assigned when the student returns to school (i.e. suspension or simple truancy citation). The only activity allowed while serving Saturday detention is silent study. Saturday detention hours are 8am – 10am.



Saturdays designated for detentions are scheduled by CHS administration at the beginning of the school year.

- Parent Meeting - Parents may be required to meet with the student and assigned administrator to discuss the offense and set expectations for future behavior. Depending on the severity of the offense, a meeting with the principal may be required.
- Suspension from School (Suspensions may be administered in full or half day increments)
 - In School Suspension - Students will be suspended from school, but will serve the suspension in school. The location will be designated by the high school administration. Students will work on school work during this type of suspension. If the student is disruptive during this type of suspension, further consequences may be assigned.
 - Out of School Suspension - Student will be suspended from school for a maximum of five consecutive school days unless a notice of expulsion hearing has been set. In this case, the student may be suspended for a maximum of fifteen consecutive school days. The length of suspension will be determined by the severity and/or frequency of the offense (Wisconsin Statute 120.13).
 - Students who are suspended out of school are not allowed on school property without administrative permission. During the suspension, the student may not take part in any school activity, either as a participant or spectator. If a student violates these provisions, they are subject to a trespassing citation which would be issued by the Cedarburg Police Department.
- Restitution for stolen or damaged property
- Referral to Law Enforcement - Any school related offense that may be considered illegal will be reported to the police. School consequences may be assigned for the same incident. In partnership with the Cedarburg Police Department, a School Resource Officer is assigned to work with the Cedarburg School District.
- Expulsion - A student can be expelled from school for reasons outlined in Wisconsin Statute 120.13. Students that commit severe offenses or that repeatedly violate school rules may be considered for expulsion.

Serving Detentions

The detention center is located in the high school IMC. After school detentions begin at 2:45 PM and end at 3:30 PM Monday through Friday. Students arriving late will not be allowed to serve



the detention. Announcements will be made each semester alerting students to the start date of detention.

In the detention area, students are expected to bring school work to complete. The only activity allowed during this time is silent study. Students refusing to remain quiet will be asked to leave the detention center and will not receive credit for serving the hour. Students will not be allowed to use their phones during detention. Chromebook use will only be permitted with prior approval and supervision.

Students may serve detentions with individual classroom teachers if proper arrangements are made by the student. The student must communicate this to the assigned administrator for prior approval. This opportunity is available for academic purposes only.

Student Appeal Procedure and Due Process Rights

Student Appeal Procedure

If a student or parent/guardian perceives that a school regulation or procedure has been wrongfully interpreted or applied to the student, appeal can be scheduled. This appeal should be scheduled with the high school principal.

Student Due Process Rights

In accordance with District Policy related to Student Due Process Rights, Cedarburg High School recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures.

Section VI: Student and Parent Rights

Equal Education Opportunity/Anti-Harassment

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.

Conrad Farner, Director of H.R.
(262)376-6106
W68 N611 Evergreen Blvd
Cedarburg, WI 53012
cfarner@cedarburg.k12.wi.us

Kirstin Collins, Director of Technology
(262)376-6107
W68 N611 Evergreen Blvd
Cedarburg, WI 53012
kcollins@cedarburg.k12.wi.us

The complaint procedure is described in Board Policies 2260 and 5517. The policies are available on the District’s website.

Nondiscrimination on the Basis of Sex

The School Board of the Cedarburg School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District’s Title IX Coordinator(s) is/are:

Conrad Farner, Director of H.R.
(262)376-6106
W68 N611 Evergreen Blvd
Cedarburg, WI 53012
cfarner@cedarburg.k12.wi.us

Kirstin Collins, Director of Technology
(262)376-6107
W68 N611 Evergreen Blvd
Cedarburg, WI 53012
kcollins@cedarburg.k12.wi.us

Service Animals

Students, parents, and other members of the public may be accompanied at school by a service animal in accordance with Federal and State law and Board Policy 8390.

Other animals permitted in schools and elsewhere on District property shall be limited to those necessary to support specific curriculum-related projects and activities as approved by the principal.

An emotional support animal is not granted the same access to school buildings and classrooms, as service animals. The District is not required to grant students' requests that they be permitted to bring an emotional support animal to classes or on school grounds for any purpose.



Therapy dogs which meet the certification and documentation requirements in Policy 8390 may be allowed limited access to the schools to perform their educational purpose as determined by the principal.

Sexual Harassment

Sexual harassment is prohibited in our school and at school-sponsored activities in accordance with Board Policy 5517. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

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

If you wish to report harassment, please contact either of the District's Title IX Coordinators listed below:

Conrad Farner, Director of H.R.
(262)376-6106
W68 N611 Evergreen Blvd
Cedarburg, WI 53012
cfarner@cedarburg.k12.wi.us

Kirstin Collins, Director of Technology
(262)376-6107
W68 N611 Evergreen Blvd
Cedarburg, WI 53012
kcollins@cedarburg.k12.wi.us

Student Records

In accordance with District Policy on [Student Records](#), Cedarburg High School recognizes the origination and maintenance of appropriate student records are essential to the effective operation of the District and meeting the educational interests of students. The rights and responsibilities of students, parents and the District with respect to student records are governed by State and Federal law. (Board Policy 8330) Many student records are kept by teachers, counselors, and administrative staff. There are two (2) basic kinds of student records - directory information and confidential records.



Confidential Data

Student records are generally considered confidential under State and Federal law and may not be released to third parties unless the student's parents consent in writing. However, there are exceptions to confidentiality, and requests for records within these exceptions may be granted without a parent's written consent. If you have questions about the confidentiality of student records and/or the release of student records to third-parties, please contact the school principal or consult the Board's Policy 8330 - Student Records.

Directory Data

Wisconsin Statute 118.125 states that student "Directory Data" must be released upon request to any person. "Directory Data" includes: student name, address, phone number, date and place of birth, major field of study, participation in officially recognized activities and sports, height and weight if a member of an athletic team, dates of attendance, photograph, degrees and awards, and the name of the school most recently attended by the student. Prior to the release of this information, the school must have public notice of the categories of information which are designated as 'Directory Data' with respect to each pupil. If a parent or guardian does not want this information released, the school must be notified. Should this be your wish, please notify the CHS Counseling Office at (262) 376-6231.

Students with Disabilities

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. (Board Policy 2260.01) This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is generally required. More importantly, the school encourages parents to be active participants. To inquire about Special Education programs and services, a parent should contact Kara Amundson, Director of Student Services at (262)376-6142. (Board Policy 2460)

The District is committed to identifying, evaluating, and providing a free appropriate public education ("FAPE") to students within its jurisdiction who are disabled within the definition of Section 504, regardless of the nature or severity of their disabilities.



Any person who believes that the school or any staff person has discriminated against them in violation of the District's Section 504/ADA Policy 2260.01 may file a complaint. A formal complaint can be made in writing to a District Compliance Officer listed below:

Conrad Farner, Director of H.R.
(262)376-6106
W68 N611 Evergreen Blvd
Cedarburg, WI 53012
cfarner@cedarburg.k12.wi.us

Kirstin Collins, Director of Technology
(262)376-6107
W68 N611 Evergreen Blvd
Cedarburg, WI 53012
kcollins@cedarburg.k12.wi.us

The complaint procedure is described in AG 2260.01A and AG 2260.01B and are available on the District's website.

Students with Limited English Proficiency

The District recognizes that there may be students enrolled whose primary language is not English. The District provides appropriate identification and transition services for students who possess limited English language proficiency. The purpose of these services is to develop English language skills that will enable the students to function successfully in an all English classroom and complete the District's required curriculum. (Board Policy 2260.02)

To inquire about programs and services for students with limited English language proficiency, a parent should contact Alan Groth at (262)376-6112.

Student Searches

In accordance with district policy related to [Search and Seizure](#), Cedarburg High School recognizes that to provide for order and safety, it may be necessary for designated school officials to conduct searches of students & their belongings while on school premises, on school buses or while participating in or attending school-sponsored activities.

In conjunction with local law enforcement, the Cedarburg School District may proactively conduct searches throughout the campus. Communication about these searches will go out to families after each search is complete. Per Board Policy 5771, random breathalyzer tests may be administered by CHS administration or designee who has been trained in the administration of such a test, at any school sponsored-activity.

A student or his/her belongings (including those in a backpack or locker) may be searched if:



-
- There are reasonable grounds to suspect the search will reveal evidence or violations of the law, Board policy or school rules; and
 - The manner in which the search is conducted is reasonably related to the objectives of the search and is not overly intrusive in light of the age and sex of the student and the nature of the infraction.

School officials, employees or agents shall not conduct a strip search of any student.

Locker and Backpack Searches

The Board of Education retains ownership and possession control of all student lockers. School or district administrators or designees may search a student's locker as determined necessary or appropriate without the consent of the student, without notifying the student, and without obtaining a search warrant. Backpacks are subject to search based on the following criteria:

There are reasonable grounds to suspect the search will reveal evidence or violations of the law, Board policy or school rules. The manner in which the search is conducted is reasonably related to the objectives of the search and is not overly intrusive in light of the age and sex of the student and the nature of the infraction.

Anything found in the course of a search pursuant to this policy, which constitutes evidence of a violation of a particular law, Board policy or school rules or which endangers the safety or health of any person, shall be seized and utilized as evidence if appropriate. Seized items shall be returned to the owner if the owner may be in possession of the items under existing laws, rules and policies. Seized items that may not be lawfully possessed by the owner shall be referred to appropriate legal authorities or destroyed.