



“Inspiring every student, through every experience, every day.”

Westfield Area High School/Middle School

Student/Parent Handbook 2024-2025

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Foreword

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of a school year. This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the 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 is responsible for knowing its contents. Please note there is no possible way of listing every rule, policy, or student responsibility in a handbook. If a situation arises where something is not explicitly written in the handbook, the final determination is made by administration or their designee. Please take time to become familiar with the following information and keep the handbook available for reference. 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 Principal. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

In order to provide the most accurate and up to date district policies and bylaws, and to reduce the amount of paper used on printing student handbooks, we ask you to refer to the district website and/or use the following URL <http://www.neola.com/westfield-wj/>. It is the responsibility of both students and parents/guardians to review and understand all district policies as they are written. Below is a list of policies that students and parents are required to review and understand. It is also recommended that parents and students review and understand all other policies not listed in this handbook. The listing of these policies within this handbook, along with providing the website information for district policies, constitutes publication of each policy.

5000 - STUDENTS

- ☐ [5111](#) Eligibility of Resident/Nonresident Students
- ☐ [5111.01](#) Homeless Students
- ☐ [5111.02](#) Educational Opportunity for Military Children
- ☐ [5112](#) Entrance Age
- ☐ [5113](#) Open Enrollment Program (Inter-District)
- ☐ [5113.01](#) Course Options
- ☐ [5120](#) Assignment within District
- ☐ [5136](#) Wireless Communication Devices
- ☐ [5200](#) Attendance
- ☐ [5200.01](#) Full-Time Student
- ☐ [5223](#) Absences for Religious Instruction
- ☐ [5310](#) Health Services
- ☐ [5310.01](#) Emergency Nursing Services
- ☐ [5320](#) Immunization
- ☐ [5330](#) Administration of Medication/Emergency Care
- ☐ [5335](#) Care of Students with Chronic Health Conditions
- ☐ [5340](#) Student Accidents/Illness/Concussion
- ☐ [5341](#) Emergency Medical Authorization
- ☐ [5350](#) Student Suicide
- ☐ [5410](#) Promotion, Placement, and Retention
- ☐ [5420](#) Reporting Student Progress
- ☐ [5421](#) Grading
- ☐ [5430](#) Class Rank
- ☐ [5430.01](#) Special Education Grading
- ☐ [5451.01](#) Wisconsin Academic Excellence Scholarship
- ☐ [5451.02](#) Technical Excellence Higher Education Scholarships
- ☐ [5460](#) Graduation Requirements
- ☐ [5460.01](#) Physical Education Substitute Credit
- ☐ [5463](#) Credits from Nonpublic Schools

- ☐ [5464](#) Early Graduation
- ☐ [5500](#) Student Code of Classroom Conduct
- ☐ [5511](#) Dress and Grooming
- ☐ [5512](#) Use of Tobacco by Students
- ☐ [5513](#) Care of District Property
- ☐ [5514.01](#) Student Use of Motor Vehicles
- ☐ [5516](#) Student Hazing
- ☐ [5517](#) Student Anti-Harassment
- ☐ [5517.01](#) Bullying
- ☐ [5520](#) Disorderly Conduct
- ☐ [5530](#) Drug Prevention
- ☐ [5540](#) The Schools and Governmental Agencies
- ☐ [5540.01](#) Investigations Involving Suspected Child Abuse
- ☐ [5600](#) Student Discipline
- ☐ [5605](#) Suspension/Expulsion of Students with Disabilities
- ☐ [5610](#) Suspension and Expulsion
- ☐ [5610.02](#) In-School Discipline
- ☐ [5630](#) Corporal Punishment
- ☐ [5630.01](#) Use of Restraint and Seclusion with Students
- ☐ [5722](#) School-Sponsored Publications and Productions
- ☐ [5751](#) School Age Parents and Married Status of Students
- ☐ [5771](#) Search and Seizure
- ☐ [5772](#) Weapons
- ☐ [5870](#) Student Production of Goods and Services

Equal Opportunity

It is the policy 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 because of a student's sex, **including transgender status, change of sex or gender identity, disability, age (except as authorized by law), military status, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, or physical, mental, emotional, or learning disability** or other protected characteristics as well as place of resident within District boundaries, or socio-economic background.

Title VI, IX, and Section 504

IMPLEMENTATION AND GRIEVANCE PROCEDURES

The School District of Westfield will not discriminate on the basis of gender, race, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability in the educational programs in its employment practices, in its curricular programs, nor in its co-curricular programs.

If any person believes that the School District or any part of the school organization has inadequately applied the principles and/or regulations of Title VI, Title IX, and Section 504 or in some way discriminates on the basis of sex, race, color, national origin, age or handicap, they may bring forward a complaint to the Local Title IX and 504 Coordinator:

Curriculum Director
Administration Office
N7046 County Rd M,
Westfield, WI 53964
608-296-2107

The local Title IX and 504 Coordinator shall determine investigative steps regarding the complaint and submit a reply to the complainant in accordance with applicable laws and policies. If this reply is not acceptable to the complainant, the complainant may initiate formal grievance procedures according to the steps listed in the School District of Westfield Policy Book.

Definitions and Examples

Bullying:

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however this type of prohibited bullying behavior need not be based on any of those particular or other particular characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Some examples of Bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name-calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. ""Cyberbullying" – the use of information and communication technologies such as e-mail, Artificial Intelligence (AI), 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."

The Board recognizes that cyberbullying can be particularly devastating to young people because:

1. Cyberbullies more easily hide behind the anonymity that the Internet provides;
2. Cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
3. Cyberbullies do not have to own their own actions, as it is usually very difficult to identify cyberbullies because of screen names, so they do not fear being punished for their actions; and
4. The reflection time that once existed between the planning of a prank – or a serious stunt – and its commission has all but been erased when it comes to cyberbullying activity;
5. Cyberbullies hack into or otherwise gain access to another's electronic accounts (e-mails, social media, etc.) and posing as that individual with the intent to embarrass or harm the individual.

Cyberbullying includes, but is not limited to the following:

1. Posting slurs or rumors or other disparaging remarks about a student on a website or on weblog;
2. Sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
3. Using a camera phone to take and send embarrassing photographs of students;
4. Posting misleading or fake photographs of students on websites.

Harassment:

Harassment includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis 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. Harassment is prohibited by Policy 5517 – Student Anti-Harassment.

Unlawful Discrimination: Unlawful discrimination refers to when an individual or entity treats another individual or group in an unfair or unequal manner based on certain characteristics including: Age, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, and gender identity.

Staff:

"Staff" includes all school employees and Board members.

Third Parties:

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For a definition of and instances that could possibly be construed as hazing, consult Policy 5516.

School Closing and Early Dismissal Information

Your child's safety is of paramount importance. Determination for closing school will be based upon information from the Marquette County Sheriff's Department, Marquette County Highway Department, communication with staff living throughout the district, and the National Weather Service. We will make every effort to keep your child safe and minimize lost instruction time. The School District of Westfield is a large geographic area of several hundred square miles and there can be considerable differences in weather conditions throughout the district. This poses significant challenges when determining when to cancel school. We will make our decisions in good faith based on the best available information and will do our best to make our decision in a timely manner. Stay tuned to the TV/Radio stations listed below regarding school closing.

EARLY RELEASE PLAN

Coloma Elementary
Oxford Elementary
Westfield Elementary
High School/Middle School

3 hr. Plan II

12:00
12:00
12:20
12:32

2 hr. Plan II

1:00
1:00
1:20
1:32

1 hr. Plan II

2:00
2:00
2:20
2:32

TV

Madison	WMTV 15
	WKOW 27
	WISC 3
Green Bay	WBAY 2

RADIO

Portage/WI Dells	WDDC 100 FM	WDLS 900 AM
	WNN0 106.9 FM	WPDR 1350 AM
	WBKY 95.9 FM	WRDB 1400 AM
	WBDL 102.9 FM	
	WNFM 104.9 FM	
Madison	WOLX 94.9 FM	
Berlin	WISS 104.7 FM	
Wautoma	WAUH 102.3 FM	
Oshkosh	WPKR 99.5 FM	

- If there is a delayed start, (i.e. one or two hour delay), it will result in a one or two hour delay in the bus pickup time.
- If there is no announcement, school will be held.
- In order for School Messenger (automated phone call, and/or email) to be effective, school offices must have current phone numbers and/or email information.
 - Those who are not informed by this method should tune in to the TV/Radio stations noted.
- **If parents have any doubts or concerns about the weather they can choose to keep their children home.**

Student Planners

Students will be given a planner to record all assignments given during the course of the day. This resource is designed to help students develop and strengthen study skills for organization and accountability. The planner is also a student "passport" for passes to other locations---students must have a pass to travel in halls. If a student loses the planner, a new planner must be purchased for \$10.00. Students will automatically be issued a new planner and the \$10.00 charge will be added to their fines/fees/dues account that must be paid off prior to attending any dances, field trips, or graduation. Students are expected to have their planners in each class and are responsible to write down assignments daily. Students who are called down to the office for attendance conferences must have their planner with them. Failure to bring their planner along with them may result in consequences. Planners can be a valuable communication tool between school and home and are required for all students daily.

Academic Information

Marking and Reporting Grades - 4K-12: Policy 5421

Marks are assigned which represent achievement in subject matter only. They are intended to represent the degree to which the pupil has attained the objective set up for each of the courses taken.

Care should be taken to determine the mark as objectively as possible. Consistent evaluation during the marking quarter helps the teacher arrive at a more objective mark. A teacher should be able to justify any mark assigned. Careful records and frequent evaluation during the quarter strengthen justifications. Pupil self-evaluations also help, not only in justification but also in pupil growth.

Pupil progress is reported at mid-term (progress reports) and every quarter (report card) to parents and students. A formal report card with the letter marks is in standard use. Teachers are encouraged to supplement this form of report with comments, indicating student strengths and weaknesses, parent/teacher conferences, calls, and letters.

In the high school, only semester marks are posted on the individual student's permanent record. The mark for the semester is an average of the two quarterly marks and a semester exam if taken.

Marking

Marking: Grades 1-12 Grading Scale (Except for Advanced Placement Courses)

A+	100	B+	89-87	C+	79-77	D+	69-67	F	59 and below
A	99-94	B	86-84	C	76-74	D	66-64		
A-	93-90	B-	83-80	C-	73-70	D-	63-60		

Marking: Grades 1-12 Grading Scale (For Advanced Placement Courses Only)

A+	100	B+	86-84	C+	76-74	D+	66-64	F	56 and below
A	99-90	B	83-80	C	73-70	D	63-60		
A-	89-87	B-	79-77	C-	69-67	D-	59-57		

Grades 4-12 Individual Achievement Grade

A - Outstanding	C - Satisfactory	F - Unsatisfactory
B - Doing Very Well	D - Improvement Needed	

All schools will use the table below to calculate G.P.A. (Grade Point Average).

A = 4.0	A - = 3.67	B+ = 3.33	E = 0
B = 3.0	B - = 2.67	C+ = 2.33	F = 0
C = 2.0	C - = 1.67	D+ = 1.33	
D = 1.0	D - = 0.67		

Graduation Requirements

The number of credits required to graduate from Westfield Area High School is 26 credits. Graduation requirements include:

Course	Number of Credits Required for Graduation
English Language Arts	Four Credits
Mathematics	Three Credits
Science	Three Credits
Physical Education	One and One-Half Credits
United States History	One Credit
American Government	One-Half Credit
Economics	One-Half Credit
World History	One-Half Credit
Social Studies Elective	One-Half Credit
Health	One-Half Credit (Completed in Middle School)
Other Elective Credits	Eleven Credits
Total Credits Required for Graduation: Twenty-Six Credits	

All students must carry a minimum of seven full classes each semester unless approval is granted by the Principal. Typically, only students that are in one or more Advanced Placement classes will be considered for having fewer than seven full classes. Driver Education is not included in the seven-class requirement.

A failure in Physical Education for a semester or more will require that the course must be taken over. A failure in a required course will necessitate the student attending summer school or retaking the class entirely. A failure in an elective may be made up by retaking the same class or choosing another class in its place. In any event, F grades will be recorded on the permanent record even though the student makes up the class and receives a passing grade.

Physical Education must be taken during a student's Freshman year or during Summer School prior to the start of the school year. Students that do not take Summer School PE are required to take at least one semester of PE during the school year. It is strongly recommended that students complete their Physical Education classes early on in high school in order to avoid scheduling conflicts later on in high school. Students that delay completing their PE credits will be forced to forego other electives later on in high school in order to take PE classes.

Students dropped or expelled from a class for disciplinary reasons will receive a failing semester grade. A change to another class will not be allowed.

Changing Courses

A student may neither drop a semester class nor add one under any circumstance, even with parent approval, after the first week of each semester, unless a teacher initiates the change and the Principal approves of it. Students enrolled in any year-long class, especially Advanced Placement classes, are required to stay in the class for the entire year. Students in a year-long class cannot drop the class at the end of the semester unless the drop is initiated by the teacher and approved by the Principal. When a student signs up for a year-long class, they do so with the understanding that they are making a year-long commitment to the class and their request to drop the class (after the first week of the school year) will not be approved.

Grade Level Status: Policy 5460

The following indicates the requirements needed for class level standing. **Please note: Students are placed in homerooms according to their class level standing based on credits. Students are included in the yearbook according to their class level standing based on credits.**

Class Standing	Minimum Number of Credits
Sophomore Standing	Six Credits
Junior Standing	Twelve Credits
Senior Standing	Eighteen Credits

Early Graduation: Policy 5464

The Board of Education acknowledges that some students are pursuing educational goals which include graduation from high school at an earlier date than their designated class. Application for early graduation will be submitted to the High School Principal in writing at least one semester prior to the proposed early graduation date.

The written request shall be in the form of a letter to the High School Principal and shall include all of the following items:

- The proposed early graduation date (month, year)
- The reason for requesting early graduation.
- The student's academic or career plans that require the student to graduate early.
- A written plan of how the student plans to obtain the required credits prior to the early graduation date.
- An indication of whether or not the student plans to participate in graduation ceremonies with their class.
- A letter from the student's parent or guardian indicating their support of the early graduation request.

The principal *may* honor this request if all conditions in the early graduation request are met and if the student is able to fulfill all graduation requirements and if the Principal determines that approving early graduation is in the best interest of the student's academic or career plans. The approved student may participate in the graduation ceremonies with their designated class, but the "Senior Attendance Policy" is in effect during the first semester of their senior year.

Academic Letter & Bar Program

Westfield Area High School awards an Academic Letter to students who have demonstrated continued academic excellence. Points are earned for each semester Grade Point Average above 3.20.

Grade Point Average	Points Awarded Toward Academic Letter & Bar
3.20 - 3.49	Two Points
3.50 - 3.74	Three Points
3.75 - 4.00	Four Points
Awards Distributed at the Following Levels	
14 Points	Academic Letter
21 Points	Silver Bar
28 Points	Gold Bar

Honor Rolls

Honor Rolls are published at the end of each grading period. We have three types of Honor Rolls at Westfield Area HS/MS: Principal's Honor Roll, High Honor Roll, and Honor Roll. Placement on one of the Honor Rolls is based on the following criteria.

Grade Point Average	Type of Honor Roll
3.20 - 3.49	Honor Roll
3.50 - 3.99	High Honor Roll
4.00	Principal's Honor Roll

Honor Graduates

Honor graduates of Westfield Area High School are defined as seniors who have earned a cumulative grade point average of at least 3.5 after 7 semesters of high school attendance. Honor graduates are recognized during graduation ceremonies by wearing gold cords and honors graduates medals. The class Valedictorian and Salutatorian receive separate medals to signify their achievements.

Academic Honesty

All school work submitted for the purpose of meeting course requirements must represent the efforts of the individual student. To help maintain an atmosphere of mutual trust and confidence among students and faculty and to ensure that each student is assessed solely according to their own merits, the School District of Westfield has established the following honor code: No School District of Westfield student will unfairly advance their own academic performance nor will the student in any way intentionally limit or impede the academic performance or intellectual pursuits of other students of the School District of Westfield community. Any form of academic dishonesty is prohibited. Academic dishonesty includes, but is not limited to:

Use of AI to complete work, plagiarism, forgery, copying or stealing another person's work, allowing another person to copy one's own work, doing another person's class work, creating more than one copy of one's work for distribution, intentionally accessing

another's material for the purpose of using it as one's own, downloading information from other sources and presenting it as one's own, unauthorized copying of software, unauthorized use of hard copy or software to develop one's own software.

Students, parents, faculty and building administrators share in the responsibility for monitoring the above actions.

It is the responsibility of all students to maintain academic honesty 100% of the time. Faculty members monitor students' work to avoid academic dishonesty and to administer consequences for dishonesty in accordance with the district policies and teacher syllabi. The parents shall be contacted as soon as practicable to report any alleged academic dishonesty on the part of the students. Teachers are granted authority, with the direction and advice of their Principals, to exercise their good judgment in applying a range of academic consequences for violations of this policy. Violations of this policy at the high school level will result in disciplinary action up to and including removal from class with a grade of F and/or other disciplinary consequences. The teacher and/or Principal's decision regarding academic honesty is final and is not subject to appeal.

Students are responsible for understanding what constitutes academic honesty and dishonesty and are responsible for making appropriate decisions regarding academic honesty.

Field Trip Eligibility

Students who are in good academic, behavioral, and attendance standing, are eligible to participate in school sponsored field trips. Students must have all fines, fees, and dues paid in full in order to participate in field trips. Students who are not in good academic standing, have been subject to certain disciplinary actions, and have not maintained regular attendance, may not be eligible to participate in school sponsored field trips - both curricular and enrichment trips - as determined by the teaching staff and administration. Students with failing grades at the time of the field trip are required to stay in school instead of attending the field trip. Middle school students are eligible to attend the end of the year incentive field trip if they maintain appropriate behavior, grades, and attendance throughout the year. Middle school students who receive a suspension or a certain number of disciplinary referrals during the fourth quarter may not be eligible to attend the end of the year incentive field trip. Staff members who run major field trips (Washington, D.C., Choir Trip, Band Trip, FFA Trip, etc.) may have more stringent standards.

Dance Eligibility

Students who are in good academic, behavioral, and attendance standing, are eligible to participate in school sponsored dances, such as Homecoming and Prom. Students who are not in good academic standing, have been subject to certain disciplinary actions, and have not maintained regular attendance, may not be eligible to participate in dances - as determined by the teaching staff and administration. Students with failing grades at the time of the dance may not be permitted to attend. Students must have all fines, fees, and dues paid in full in order to attend dances. Middle school students are not eligible to attend high school dances, including Homecoming or Prom.

Co-Curricular Participation or Eligibility

Students who are in good academic, behavioral, and attendance standing are eligible to participate in school sponsored co-curricular activities as outlined in the co-curricular code. Students must maintain regular attendance in order to participate in co-curricular activities. Students who miss school are not allowed to participate in co-curricular activities. Students must be in attendance for at least the second half of the school day in order to participate in co-curricular events that day/night. Students who are absent for a full day, or who are absent during the second half of the day are not able to participate in that day or night's events and are not allowed to attend those events as a spectator.

Rules and Regulations

Hall Passes/Behavior

Students are required to carry their student planner at all times with them throughout the day. Students are not permitted in the halls during class periods unless they are with a teacher, or have a valid, written hall pass. Students are expected to maintain proper behavior to ensure a safe environment in the hallways. Running, pushing, yelling, hitting etc., are unacceptable. Students who demonstrate untrustworthy behavior will not be allowed to have passes and may be subject to additional consequences at the discretion of the teacher or Principal.

Guest Passes

Students are not allowed to bring guests to school.

Dance Guests

Students are allowed to request that one guest attends a school dance, such as Homecoming or Prom, by submitting the Guest Dance Permission Form. If approved, the guest can attend with the sponsoring student. No guests may attend if they have been graduated for more than two years or if they are older than the age of 19. This school reserves the right to decline any guest for any reason.

Senior Attendance: Policy 5200

All seniors are required to have regular attendance in the second semester in order to participate in the commencement ceremony. Any student who misses more than seventy (70) class periods (homeroom/Flex counts as one-half (1/2) a period), even if parent permission is granted, will not be allowed to participate in the graduation ceremony. Note - medical excuse slips, family emergency, and/or college visits are the only exceptions to this rule. *Please note, staying home sick from school counts toward the 70 period threshold unless a doctor's note is submitted regarding the absence.*

Extended-Advance Leave

In the event an extended leave from school is necessary, it must be arranged in advance. It is required that parents contact the school by phone or in person. Materials to be covered should be assigned (as much as is practicable) before the student leaves and should be turned in to teachers 3 days after returning to school. Tests and other special projects missed during the extended absence must also be made up within 3 days. It is the student's responsibility to arrange to make up any missed work or to complete work before the absence (if possible). Extended absences during the school year are **not** recommended, and students/parents can run into issues with truancy if they have more than 10 excused absences for next year. The school calendar is published a year in advance and it is the responsibility of parents & students to plan vacations or absences to avoid conflicting with the student's academic obligations.

Semester & Final Exams

Semester and final exams are scheduled at the beginning of the year and the dates set for exams are final. Students are not allowed to take exams early and must be in attendance for their exam and the designated time. **Vacations and appointments must be scheduled as to not conflict with exams.** Students that are not present for their exams at the designated time will receive a zero on the exam. The only exceptions to this rule are for funerals, medical emergencies, family emergencies that prevent a student from reasonably taking their exams at designated times, or military obligations. The Principal has final say, not subject to appeal, over any decision regarding taking an exam early or after school lets out.

High School Exam Schedule: First Semester			
Thursday, January 16th, 2025		Friday, January 17th, 2025	
<i>Announcements prior to the start of class</i>			
8:04 - 9:42	Exam for 2nd Hour Classes	8:04 - 9:42	Exam for 1st Hour Classes
9:48 - 11:16	Exam for 4th Hour Classes	9:48 - 11:16	Exam for 3rd Hour Classes
11:22 - 11:52	B Lunch	11:22 - 11:52	B Lunch
11:56 - 12:26	C Lunch	11:56 - 12:26	C Lunch
12:30 - 1:58	Exam for 6th Hour Classes	12:30 - 1:58	Exam for 5th Hour Classes
2:04 - 3:32	Exam for 8th Hour Classes	2:04 - 3:32	Exam for 7th Hour Classes
High School students and staff eat during their normal lunch period. During the time they are not eating lunch, students should report to their regular 6th hour class, which is to be used as a study hall.			
Middle School Exam Schedule: First Semester			
Thursday, January 16th, 2025		Friday, January 17th, 2025	
<i>Announcements prior to the start of class</i>			
8:04 - 9:42	2nd Hour	8:04 - 9:42	1st Hour
9:48 - 10:41	4th Hour	9:48 - 10:41	3rd Hour
10:45 - 11:16	Middle School Lunch	10:45 - 11:16	Middle School Lunch
11:20 - 12:26	4th Hour	11:20 - 12:26	3rd Hour
12:30 - 1:58	6th Hour	12:30 - 1:58	5th Hour
2:04 - 3:32	8th Hour	2:04 - 3:32	7th Hour
Middle School students and staff have a split 4th hour on Wednesday and a split 3rd Hour on Thursday.			

High School Exam Schedule: Second Semester			
Wednesday, June 4th, 2025		Thursday, June 5th, 2025	
Announcements prior to the start of class			
8:04 - 9:42	Exam for 1st Hour Classes	8:04 - 9:42	Exam for 2nd Hour Classes
9:48 - 11:16	Exam for 3rd Hour Classes	9:48 - 11:16	Exam for 4th Hour Classes
11:22 - 11:52	B Lunch	11:22 - 11:52	B Lunch
11:56 - 12:26	C Lunch	11:56 - 12:26	C Lunch
12:30 - 1:58	Exam for 5th Hour Classes	12:30 - 1:58	Exam for 6th Hour Classes
2:04 - 3:32	Exam for 7th Hour Classes	2:04 - 3:32	Exam for 8th Hour Classes
<p>High School students and staff eat during their normal lunch period. During the time they are not eating lunch, students should report to their regular 6th hour class, which is to be used as a study hall.</p>			

Notes:

- The second semester schedule for Middle School is done separately due to Awards Day and Noah's Ark.
- A final exam is to be given on these dates for all high school classes.
- Checkout forms are handed out on the last day of school, Friday, June 6th.
- Early checkouts are not permitted.

Last Day of School Schedule: Checkout Day	
Friday, June 6th, 2025	
Students Receive Checkout Forms in First Hour Classes; Students Return Checkout Forms in Homeroom	
1st Hour	8:04 - 8:26
2nd Hour	8:30 - 8:52
3rd Hour	8:56 - 9:18
4th Hour	9:22 - 9:44
5th Hour (HS and MS)	9:48 - 10:10
6th Hour	10:14 - 10:36
7th Hour	10:40 - 11:02
8th Hour	11:06 - 11:28
High School Lunch/Middle School Homeroom	11:32 - 12:00
Middle School Lunch/High School Homeroom	12:04 - 12:32

- Attendance is mandatory on Checkout Day.
- Students receive their checkout forms during first hour classes.
- Students return textbooks and course materials during their designated class period.
- High School students eat lunch first on the last day of school, followed by Middle School students.
- During HS Lunch, MS students report to Homeroom to return Chromebooks and hand in checkout forms.
- During MS Lunch, HS students report to Homeroom to return Chromebooks and hand in checkout forms.

Student Dress Code: Policy, Guidelines, and Practices

The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board 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.

Dress code guidelines and practices are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. School guidelines and practices prohibit student dress or grooming practices which:

- A. Present a hazard to the health or safety of the student or to others in the school;
- B. Interfere with school work, create disorder, or disrupt the educational program;
- C. Cause excessive wear or damage to school property;
- D. Prevent the student from achieving their own educational objectives because of blocked vision or restricted movement.

In order to assure a healthy and safe school environment for students, the following student dress code guidelines will be enforced:

1. During the school day, hats, caps, bandannas, head coverings and jackets shall be taken off and placed in the student's locker.
 - A. These items shall not be worn in the school building except when the student has immediately entered or is leaving.
2. Clothing that is not clean or does not appropriately cover the student's body.
 - A. All students must wear clothing items that cover their bodies and does not expose their stomachs, chests, or have openings all the way down the sides.
 - B. No student may wear shorts or other clothing items that are shorter than their knuckles.
3. No student shall be permitted to wear clothing with:
 - A. Beer, alcohol, drugs, tobacco, or that promote establishments that primarily sell alcohol;
 - B. Images or texts that are suggestive of beer, alcohol, tobacco or drugs;
 - C. Language, images or messages that can reasonably be construed to be in poor taste;
 - D. Clothing with images or messages that are or can be construed as indecent, vulgar, or lewd;
 - E. Obscenities or images or texts that can be construed as obscenities;
 - F. Images or texts that slur race, gender, sexual orientation, gender identity, or any other protected class;
 - G. Sexual innuendo or sexually suggestive pictures or text;
 - H. Images or messages about weapons that could reasonable disrupt or interfere with the learning environment;
 - I. Messages that disparage or target a particular group or individual;
 - J. Messages that could reasonably cause a substantial disruption to the learning environment;
 - K. Messages with racist or racially insensitive images or text;
 - L. Promotion of gambling, illegal drugs and/or gangs on them.
 - M. Items or accessories that could cause a disruption to the learning environment.
4. Medallions or other jewelry which identify gang members or gang affiliation or which have come to represent a gang shall also not be worn or displayed in school or at school events.
 - A. Also, gang clothing is not always restricted to an item of clothing, but may include the way in which a particular item of clothing is worn.
 - B. No gang insignia may be worn, possessed, used, distributed, displayed, carried or sold by any student on school grounds or at school related activities at any time.
 - C. The reference to "gang insignia" would also encompass items of clothing that signify gang activity by the manners in which they are worn.
5. Accessories that may cause injury are not permitted.
 - A. Examples are heavy chains, wallet chains, spiked bracelets/necklaces, excessively heavy or large medallions.
6. It will also be mandatory for students representing the school in co-curricular activities or who are attending other activities to meet more formal dress requirements, depending upon activity and occasion.
 - A. For example, jeans, ball caps, or other casual wear are not to be worn at Prom.

Staff members have the final say on what is considered appropriate and inappropriate.

Masks

Masks are not currently required in district buildings or on district transportation. If the time comes where masks are mandatory, all students, staff, and guests will be required to wear a mask over their nose and mouth at all times without issue. Although masks are not currently required while on school property or transportation, the district reserves the right to implement a mask requirement at any point if administration deems them necessary.

Student Use of Motor Vehicles

The Board of Education regards the use of motor vehicles for travel to and from school by students as an assumption of responsibility on the part of those students -- a responsibility in the care of property, in the observation of safety rules, and in the display of courtesy and consideration toward others.

The Board will permit the use of motor vehicles by students, in accordance with the rules of this District, provided that such students are licensed drivers and have been granted permission by the high school office to drive a motor vehicle on school grounds. The Board will not be responsible for motor vehicles which are lost, stolen, or damaged.

The Board will permit the use of snowmobiles by legally qualified individuals for travel to and from school provided that the snowmobile is legally operated only within designated areas.

Students are required to purchase parking permits in order to use and park vehicles on school property.

All drivers are required to operate vehicles in a safe manner and in accordance with the law. Unsafe behavior of any kind is prohibited. Individuals found to be operating or behaving in an unsafe manner will be subject to disciplinary consequences, which may include suspension of parking privileges, additional school disciplinary consequences, and referral to law enforcement.

Parking lot violations may include, at minimum, the following consequences:

- 1st offense – 5 school days suspension of parking privileges.
- 2nd offense – 10 school days suspension of parking privileges.
- 3rd offense – Parking privileges revoked for the remainder of the year.

Additional Information:

- Any violation of a serious nature, as deemed by the administration, may result in revocation of privileges.
- Chronic behavioral offenses, including attendance violations, may result in revocation of parking privileges.
- Student vehicles may not display inappropriate or distasteful bumper/window stickers while on school property.
- Student vehicles are subject to random searches under the standard of reasonable suspicion.
- Police officers may periodically conduct K-9 sniffs of the vehicles in the parking lot.

Day passes are only for students who have purchased a parking permit and have driven a different vehicle other than the vehicle that has the parking permit. Day passes are obtained in the high school office and should be put in the vehicle right away in the morning so students do not receive a parking ticket. Students that drive to school and do not purchase a parking permit may be ticketed, and will have a fee assessed to their account to pay for the parking permit.

Parking Permit Required

Permission for a student to bring a vehicle on school property shall be conditioned upon implied consent of the search of the vehicle and all containers inside the vehicle by a school administrator with reasonable suspicion to believe the search will produce evidence of a violation of a particular law, a school rule, or a condition that endangers the safety or health of the student driver or others.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal. The Principal or designee shall attempt to obtain the freely-offered, consent of the student to the inspection; however, provided there is reasonable suspicion pursuant to the above paragraphs, the Principal or designee may conduct the search without such consent. Whenever possible, a search will be conducted by the Principal in the presence of the student and a staff member other than the Principal. A search prompted by the reasonable suspicion that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property. The Principal or designee may deem it necessary or appropriate to request law enforcement become involved with any search.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and in a manner that is minimally intrusive to the student based on the reasonable suspicion justifying the search.

School Transportation

Students representing the school at away events must use school provided transportation. The only exception to using school transportation will be for the student to ride with a parent or guardian, and only with prior approval by the staff member in charge of the activity. A parent or guardian may transport other than their own child providing the child's parent or guardian has given written permission to the activity advisor. Riding with another student or friend is not acceptable. When riding with a parent or guardian, a written note from parent must be provided to the activity advisor in charge of the bus. Violation of this policy can result in a suspension from the activity where the transportation rule was violated.

Bus Conduct

Students riding a bus or other district transportation must obey the directions given them by the bus driver or chaperone. Being able to ride the bus is a privilege not a right. Students failing to obey directions given to them by a bus driver or chaperone will not be allowed to use bus transportation. More complete [Rules of Conduct for All Bus Riders](#) are distributed at the start of each school year. These rules must be signed by parent and student and returned to the school. Specific penalties for bus violations are outlined in these guidelines.

Cell Phones

Student cell phones must be powered off and stored in their locker throughout the day. **Students cannot carry their cell phones with them during the day.** Students who violate this rule will be subject to disciplinary action. Parents are not to call or text their child's cell phone during the school day. Parents may contact the office if they need to communicate with their child.

Student Lockers

School lockers are the property of the School District of Westfield and are provided for the convenience of students. Students are assigned a locker and should keep them locked. Combinations to lockers should be kept confidential. If damage is not reported, the student to whom the locker was assigned will be held accountable. School officials retain the right to search lockers at any time; these searches may include K-9 units.

Search and Seizure

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, if reasonable suspicion exists.

School Property

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Desks and lockers are school property and school authorities may make reasonable regulations regarding their use. The District retains ownership and possessory control of student desks and lockers and the same may be searched at random by school personnel at any time. A showing of reasonable suspicion is not a necessary precondition to a search under this paragraph. Students shall not have an expectation of privacy in lockers, desks, computers, or other school property as to prevent examination by a school official. The Board directs the school principals to provide students with written notice of this policy at least annually and that routine inspections be done at least annually of all such storage places. The Board directs that the searches may be conducted by the District Administrator, Principals, Vice Principals, designees, or Police Officers.

Student Person and Possessions

The Board recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without **reasonable suspicion** that the search will turn up evidence that the student has violated or is violating either a particular law or a particular rule of the school. Any search under this paragraph must be reasonable in scope and reasonable in the manner in which it is conducted. The extent of the search will be governed by the seriousness of the suspected infraction, the student's age and gender, the student's disciplinary history, and any other relevant circumstances or information. This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

Use of Dogs

The Board authorizes the use of specially-trained dogs to detect the presence of drugs and devices such as bombs on school property under the following conditions:

- A. The presence of the dogs on school property is authorized in advance by the District Administrator or designee, except in emergency situations, or is pursuant to a court order or warrant.
- B. The dog must be handled by a law enforcement officer or certified organization specially trained to safely and competently work with the dog.
- C. The dog is represented by the Sheriff or Chief of the law enforcement agency providing the service as capable of accurately detecting drugs and/or devices.

The Principal shall be responsible for the prompt recording in writing of any substances or objects found and the disposition made of them and any subsequent action taken. The Principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student. At the discretion of school authorities, any illegal substances may be turned over to the custody of law enforcement.

The District Administrator or designee may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the District Administrator, the search shall be conducted by the law enforcement officers at the direction of a District official. Law

enforcement searches conducted independent of any District official request or direction shall be conducted based on standard applicable to law enforcement.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a particular law or school rule or which endangers the safety or health of any person shall be seized and properly cataloged for use as evidence if appropriate. Seized items shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items that may not lawfully be possessed by the owner shall be turned over to law enforcement.

Computer Usage

The School District of Westfield operates a “one-to-one” computer program whereby students are issued a laptop at the beginning of the school year. Laptops are for educational purposes only. Students are prohibited from using the school-issued laptop to access any form of social media, games, inappropriate sites, or for any reason not directly related to their area of study. Laptops must be kept in excellent condition. Any damages to the computer will result in a fine or fee being assessed to the student for the repair or replacement of the computer; this includes accidental damage. The decision on whether or not to allow the use of a computer in a classroom belongs to the teacher. Teachers have the authority to allow or restrict laptop usage in their classes.

Students agree to use the school network computers for educational purposes as it directly relates to their current classes. Accessing or transmitting any material that is in violation of state or federal laws or current school policies is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material or material protected by trade secret. The use of the network computers is a privilege, not a right. Inappropriate use may result in cancellation of this privilege, in accordance with school board policy #5800 and student agreement #5800B.

Computer Behavior: Responsible students:

- Shall NOT use the network computers for any illegal purpose;
- Shall NOT lend their User Identification and password to anyone else;
- Shall NOT reveal names, addresses or phone numbers of students or staff;
- Shall NOT load a computer virus onto the network;
- Shall NOT load any software onto the network;
- Shall NOT use the network for sending or receiving personal messages;
- Shall NOT send or receive information that is obscene, racist, or offensive;
- Shall NOT access files of other students or staff;
- Shall NOT play games;
- Shall NOT perform any act or access any information that is in violation of the school’s code of conduct;
- Shall NOT purchase any products or services sold through the internet;
- Shall NOT cause damage to computer equipment;
- Shall NOT access social media.
- Shall NOT use the computer or internet for any type of academic dishonesty, including the use of Artificial Intelligence.

The school will not be responsible for any user damages suffered. This includes loss of data resulting from delivery errors and equipment malfunction. Use of any information obtained via the Internet is at the discretion of the student and the school denies any responsibility for the accuracy or quality of information obtained from the Internet.

Food & Soft Drinks

Food and beverages are to be consumed in the **cafeteria only** and not carried out of the cafeteria. School vending machines are not available for student use during the school day. Drinks other than clear regular water are not to be carried during the school day. Students may carry a water bottle during the school day, but the only liquid allowed in the bottle is clear plain water. Students have adequate access to drinking fountains after every class period and during lunch, making the need for a water bottle largely unnecessary.

Lunch Procedures

The lunch purchase is a computerized process. All students have an account and should keep a sufficient amount of money in their account for lunch purposes. The minimum amount allowed is the value of one week worth of lunches. However, students are encouraged to have more than one week in their account. Students with a negative balance in their lunch account may be denied hot lunch services. Students must be paid up on any negative lunch balance prior to attending dances, field trips, or graduation. By DPI regulations, schools are not allowed to permit negative lunch accounts. Students and parents are required to pay for the food they eat. Students on free and reduced lunch are not allowed to take “extra” if they have a negative lunch balance. This school is a “closed campus” school in terms of lunch.

Textbooks

Textbooks are provided by the school district on loan and are the responsibility of the student and their parents. Students must write their name on the bookplate at the front of the book so that it may be returned to them if misplaced. No other writing should appear anywhere in the book. Textbooks **must** be covered to help protect the life of the book. Fines will be charged at the end of the year for lost or damaged textbooks and workbooks, and fines will be assessed to students that did not cover their textbooks.

2431 - CO-CURRICULAR PARTICIPATION/CODE

Co-curricular activities are defined to be all activities, which are not graded courses offered in the curriculum. All students participating in co-curricular competition of any kind must sign the co-curricular code.

All students (grade 9-12) participating in co-curricular activities shall be required to maintain a minimum 1.67 grade point average at the end of each quarter/semester and have no semester failing grades in order to take part in any co-curricular activities. A quarter or semester grade point average of less than a 1.67 or one (1) semester "F" grade will prevent a high school student from co-curricular participation from the day of release of grades (which is three (3) business days after the end of the grading period) plus the next four (4) full calendar weeks of co-curricular activities.

All students (grade 7-8) participating in co-curricular activities shall be required to maintain a minimum 1.67 grade point average at the end of each quarter in order to take part in any co-curricular activities. A quarter grade point average of less than a 1.67 will prevent a middle school student from co-curricular participation from the day of release of grades (which is three (3) business days after the end of the grading period) plus the next four (4) full calendar weeks of co-curricular activities.

Grade point averages will be rounded to the hundredths place.

Fourth quarter and second semester grades will be used to determine eligibility for fall student activities.

Entering students (grades 7th and 9th) are eligible for all co-curricular activities during their first quarter attendance at the middle school and high school.

"E" grades will not be used in determining a student's eligibility status for co-curricular participation.

WIAA standards allow no semester failing grades and no more than one (1) failing quarter grade.

A student, in order to regain eligibility to participate in co-curricular, will be allowed summer enrollment and/or completion of an approved correspondence course as a means of clearing a semester "F" grade into a passing grade.

Students who are ineligible will be able to practice, but will not be able to suit up for the games.

Students will not miss class time for travel to athletic contests if ineligible.

Every student will receive a handbook that includes the above policy.

Prohibited Conduct and Penalty for Violation

In order to set good examples of strong character and self-discipline, all students participating in co-curricular activities will conform to the following code:

- A. A student shall not possess, use, sell or distribute any non-authorized drug or controlled substance (Wis. Stat Section Chapter 961).
- B. A student shall not possess, use, sell or distribute any tobacco product (Wis. Stat Section 134.66).
- C. A student shall not use, sell, or distribute any performance enhancing drug as currently defined by the WIAA.
- D. A student shall not possess, use, sell or distribute any alcoholic beverages. A student may consume an alcoholic beverage when consumption is a tenant of their religion and an integral and necessary part of a religious activity (Wis. Stat Section 125.05).
- E. A student shall not attend a party where alcohol beverages, unauthorized drugs or controlled substances are made available and/or accessible to or used by minors and/or students of the School District of Westfield.
- F. A student shall not engage in any hazing activity. Hazing is defined as any activity expected of, or done to, someone joining a group (or to maintain full status in a group) that humiliates, degrades, or risks emotional and/or physical harm, regardless of the person's willingness to participate.
- G. A student shall not engage in any criminal activity and/or damage the property of any person or organization.
- H. Honesty Clause:
 1. The student shall be truthful.
 2. The student shall be forthcoming with information.
 3. The student shall not be deceptive or untruthful.
 4. The student shall be cooperative.
 5. In responding to any questioning about their personal actions, it is expected that the student shall answer truthfully.

The Principal, Athletic Director or District Administrator will reduce the penalty by fifty percent (50%) for being truthful.

The penalty for violating the code shall be a suspension from the sport/activity as set forth below. **The suspension will begin when notification of the violation is made to the parent/guardian of said student.** Any student engaged in serious criminal activity, any act of criminal violence, or reporting to an activity/practice under the influence of alcohol or non-authorized drugs will be penalized as a third offense. Interscholastic scrimmages will not count

towards serving co-curricular code violations. The calculation for suspension will be made based on the total number of varsity season activity contests. Middle school sports/activities will use their own schedules.

- A. **First Offense** - the student will be suspended for twenty percent (20%) of the total contests, rounded to the nearest whole number, in the student's sport/activity.

If a co-curricular participant receives a violation due to drug-related issues, the participant will be required to successfully complete an education course set by the District Administrator. Participation in the course may indicate a need for alcohol/drug assessment. If an assessment is required or treatment is recommended, it is the financial responsibility of the parents/guardians to provide for that treatment. Athletes have a proven risk of injury after use of illegal chemical, athletes will be required to provide evidence of a clean drug test prior to any further participation in contests - this too shall be the financial responsibility of the parents/guardians.

- B. **Second Offense** - the student will be suspended for fifty percent (50%) of the total contests, rounded to the nearest whole number, in the student's sport/activity.
- C. **Third Offense** - the student will be suspended for 365 consecutive days from any school sport/activity.
- D. **Suspension Carryover** - Example if a student is found to be in violation of the code with one (1) football game remaining, and must serve a twenty percent (20%) suspension, it would be calculated as follows: There are nine (9) games, and the student misses one (1), which would equal 11.11%. The student would then be suspended for 8.89% of the next season he participates in. If that season is basketball, which is twenty-two (22) games, the student would be suspended for two (2) games. If the next sport was wrestling, which is fourteen (14) contests, the student would be suspended for two (2) contests.

In order to receive season ending awards (i.e. letters, captain pins, MVP, MIP plaques etc.), the student must finish the season/activity in good standing. Good standing is defined as all suspensions/penalties have been served in full.

The above suspensions are to be invoked during the designated seasons or activity time in which the student has, in the past, or clearly intends to participate. This code is in effect for twelve (12) months of the year.

The above suspensions are cumulative throughout the student's high school career.

Discipline of Participants for Other Misconduct

Other misconduct by participants may result in contest suspension or other penalties as imposed by the advisor, coach, Athletic Director or principal. Examples of other misconduct may include (but are not limited to the following): sexting, truancy, cheating, failure to maintain training hours, skipping practice, abuse of equipment, negative student account balances or other conduct unbecoming a student of the School District of Westfield.

No food service account shall maintain a negative account balance for more than thirty (30) days concurrently. Any unintended negative balance will need to be addressed immediately if not paid in full. Administrative action shall take place (up to suspension of all co-curricular activities and/or withholding of diploma.

Serious violations and consequences will be reported to the Athletic Director or principal for parental notification. All recommendations for removal from the activity will be reviewed by and imposed by the Athletic Director.

If the student is serving an out of school suspension or is expelled from school, the student cannot participate in any of the sport/activity during the time the student is suspended or expelled.

Changing or Dropping Sports/Activities

- A. Freshman or sophomore students may change from one sport/activity to another during the sport/activities season with agreement of both coaches/advisors or by serving a two (2) week waiting period before the change is allowed. Juniors and seniors who have earned letters in a sport may not change sports during the sport season.

Athletes will be allowed to change sports from one season to the next without any penalty or approval.

- B. No student who is dropped from one sport/activity for disciplinary reasons shall be eligible to compete in another sport/activity for that particular season.

Guidelines for Determining Violations of the Code

- A. When making a determination if there has been a violation of the code, the principal, assistant principal or dean of students may use any credible evidence provided by law enforcement and/or School District of Westfield employees providing it is within ninety (90) calendar days of the alleged incident.

Any identifiable image, photo, or video which implicates a student to have been in possession or presence of alcohol and/or other drugs or portrays actual use, or to have displayed behavior reflecting conduct unbecoming to an athlete or potential criminal activity, shall be confirmation of a violation.

- B. Students are to self-report any violation of the code. If the student reports a violation before the principal, assistant principal or dean of students has credible evidence of a violation, the penalty for a first time violation will be reduced to ten percent (10%) of the contests.
- C. Any alleged violations of Policy 2431 occurring off School District of Westfield property and/or district activities will be referred to appropriate law enforcement agencies for investigation.

Appeals Process

Any participant and/or the participant's parent/guardian may appeal the guilt/innocence of a code violation placed upon the student. This procedure will be followed in the event that the student and/or the student's parent/guardian wish to pursue the matter. Parties desiring to do so must notify the school principal, in writing, of their desire to meet with the co-curricular council, within three (3) working days (not school days) of notification of a violation. Students will not be allowed to participate in their current sport until the final decision is rendered. The appeals council will listen to the parties involved within three (3) working days of notice of appeal and then render a decision.

The School Board, in its approval of the code of conduct, will recognize the appeals council appointed by the principal. The council will consist of four (4) people, the Athletic Director, a coach (not connected with the student's current sport/activity) a staff member and a School Board member. The council, with the exception of the Athletic Director, will serve a two (2) year term. The principal will assign substitutes when a member of the council asks to be removed for matters of conflict of interest. The co-curricular council meeting will be conducted by the Athletic Director. Three (3) out of four (4) council votes are needed to overturn any ruling made by the governing body. In the event of a tie the appeal is denied. The principal then informs the student and parent/guardian of the council's decision within twenty-four (24) hours. This shall be the final appeal step and the decision is not appealable to the School Board. NOTE: the coach/advisor of the participant involved may represent the participant as a non-voting member.

NO STUDENT CAN PARTICIPATE IN ANY CO-CURRICULAR ACTIVITY UNLESS THE STUDENT AND THE STUDENT'S PARENT/GUARDIAN HAVE EACH SIGNED THE HANDBOOK AND RETURNED THE HANDBOOK TO THE SCHOOL.

This Code becomes effective the day after it is revised and adopted by the School Board.

Revised 11/14/12

Revised 4/17/13

Revised 11/19/14

Revised 8/19/15

Revised 3/22/17

Code of Classroom Conduct

The School District of Westfield is committed to maintaining an excellent academic atmosphere and an orderly, safe environment. Teachers are expected to create a positive learning climate for students in their classrooms and maintain proper order. Students are expected to behave in the classroom in a manner that allows teachers to effectively carry out their lesson plans and students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the board, administration, and their classroom teachers. Parents should be aware of, and responsible for their children's activities, performance and behavior in school, and are asked to cooperate and consult with the school to prevent or address problems. Student's behavior that is dangerous, disruptive or unruly, or that interferes with the teacher's ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to removal from class and placement as outlined below. In addition, the student may be subject to disciplinary action in accordance with established board policies and school rules as stated in the rules which follow this code in the student handbook. Students are required to comply with all reasonable directives from staff members. There is no way that every rule can be listed in a handbook. Absence of a rule from this handbook does not mean a student is exempt from following commonly accepted practices. Students are to conduct themselves in an acceptable manner, and are to follow all written and unwritten rules.

Reasons Students are Removed From Class

While we prefer that students remain in class, a teacher may remove a student from class for:

- A. Dangerous, disruptive, or unruly behavior that interferes with the ability of the teacher to teach effectively.
- B. Examples of such behavior may include, but not necessarily limited to the following:
 - Possession or use of a weapon or other items that might cause bodily harm to person in the classroom
 - Being under the influence of alcohol or other controlled substances
 - Behavior that interferes with a person's work or school performance or creates an intimidating, hostile, or offensive classroom environment
 - Fighting, taunting, baiting, and or encouraging a fight or disruption
 - Intimidation caused by gang or group symbols or gestures
 - Pushing or striking a student or staff member
 - Obstruction of classroom activities or other intentional action to prevent the teacher from exercising assigned duties
 - Dressing or grooming in a manner that presents a danger to health or safety of others, causes interference with work, or creates classroom disorder
 - Restricting another person's proper utilization of classroom facilities or equipment
 - Repeated classroom interruption, confronting staff argumentatively, making/obnoxious noises, or repeatedly refusing to follow directions
 - Throwing objects in the classroom
 - Repeated disruption or violation of classroom rules
 - Behavior that causes the teacher or other students from physical or psychological harm, such as physical confrontations or verbal/physical threats
 - Willful damage to school or other person's property
 - Defiance of authority (willful refusal to follow directions given by the teacher)

- Possession of person property prohibited by school rules and otherwise disruptive to the teaching and learning of others
- Use of profanity
- Harassment (verbal, physical, racial, or sexual harassment) of fellow students will not be tolerated in school

Concerns, Questions, and Suggestions

If students or parents/guardians have concerns, questions, or suggestions, please use the following procedure.

- Level 1: Classroom Teacher:
 - All concerns, questions, and suggestions should start with the classroom teacher.
 - Please allow for sufficient time, research, and examination of all alternatives and possibilities before appealing to the next level.
- Level 2: Principal or Vice Principal:
 - If your concerns, questions, or suggestions are not dealt with to your satisfaction at level 1, they should be brought to the attention of the Principal or Vice Principal.
 - You will need to make an appointment with the Principal.

Detention

Students may be assigned detention for undesirable patterns of conduct, as well as other behavioral infractions. Students assigned to detention are to report to the designated room, and for the number of days assigned. Each student must bring study materials and cooperate with the detention supervisor. Any student who breaks the regulations of the detention period may be suspended or be assigned additional consequences.

Detention Procedures

- Students that have been assigned detention are required to go to the front of the lunch line to get their lunch.
- Students are required to report to detention within five minutes after the bell and must bring SSR or work with them.
- Absolutely no talking or other disruptions will take place in detention
- Students are dismissed to return their lunch tray one minute prior to the bell.

The Step System

When behavioral incidents occur, when corrective actions taken by the classroom teacher have failed, or when the rule infraction is of a severe nature, the incident shall be referred to a Principal or Vice Principal for investigation and action. The severity of the consequences applied by the Principal or Vice Principal depends on two factors: the seriousness of the offense and the previous disciplinary record of the student.

In an effort to take both factors into account, a progression of consequences (the step system) has been adopted. A student who is referred for violating a rule within this code will receive at least, at the discretion of the Principal or Vice Principal, the consequence that corresponds to the entry level step for that offense. When applying disciplinary consequences, school authorities are not bound to the steps listed in the code of conduct; the steps are merely a guideline. The normal recommended minimum consequences for each step are as follows:

- **Step 0:** Teacher Actions
- **Step 1:** Principal or Vice Principal Conference
- **Step 2:** Office Conference/Detention/Parent Notification
- **Step 3:** One Day In-School Suspension
- **Step 4:** Two Day In-School Suspension or Out-of-School Suspension
- **Step 5:** Three Day In-School Suspension or Out-of-School Suspension, at the Discretion of Administration.
- **Step 6:** Four Day In-School Suspension or Out-of-School Suspension, at the Discretion of Administration.
- **Step 7:** Five Day Out-of-School Suspension and Pre-Expulsion Hearing.
- **Step 8:** Fifteen Day Out-of-School Suspension and Expulsion Proceedings.

**Egregious or recurring disciplinary issues may result in after-school detention.*

Section A: School Attendance:

- **Rights:** All students living within the boundaries of the School District of Westfield are entitled to a free public education.
- **Responsibility:** Students will attend all classes, assemblies, required meetings etc., unless properly excused by a parent/guardian and Principal. Students are required to report to school and classes on time and to remain on the school campus during regular school hours.

Rule	Infraction	Step	Special Provision
A1	Unexcused Absence: Absences which do not comply with policy or procedures, but not truancy.	1-2	
A2	Failure to serve detention	2-3	Insubordination
A3	Truancy: Being absent from classes for part or all of a school day in violation of policy.	3	Students will be assigned to make up time. In addition, offenders may be referred to legal authorities.
A4	Chronic Tardiness	1-6	Tardiness procedures dictate.

Section B: Student-to-Student Responsibilities

- **Rights:** Each student has the right to attend school and school activities without fear of threats against their feelings, property, or physical well-being.
- **Responsibility:** Each student is responsible to respect the feelings, property, and physical well-being of other students.
- **Policy:** Students will refrain from physical, verbal abuse directed to other students, as well as any damage to, or theft of the property of a fellow student.

Rule	Infraction	Step	Special Provision
B1	Disrespect: To insult, call derogatory names, use obscenity toward, dishonor or in another manner abuse verbally or in writing any member of the student body.	2-6	
B2	Threatening, intimidating, harassing acts: The act of threatening, verbally or by gesture, the well-being, health, or safety of any student on school property.	2-6	Referral also made to counselor and Principal.
B3	Property Damage: Of another student's property	2-6	Restitution required through student contract. Referral to police.
B4	Theft: From another student	2-6	Same as above.
B5	Shakedown: The act of extorting objects of value from a person, under pressure of either implies threats or expressed threats.	3	Referral to police when appropriate.
B6	Physical Altercations: Any act of hostile bodily harm/contact on school property, going to or from school, or at any activity under school sponsorship.		
B6a	Scuffle/Pushing & Shoving/Aggression	2-5	Both parties involved will be disciplined and will share in damages, unless self-defense can be shown on the part of one student.
B6b	Fight	3-6	Same as above. Referred to police when appropriate.
B6c	Physical Attack: The act of physically assaulting or attempting to injure any student on school property.	5-8	Referral to police when appropriate.

Section C: Student and Staff Relationships

- **Right:** Students and staff have a right to work, study, and teach in an atmosphere of mutual respect.
- **Responsibility:** Students are responsible to respect authority, feelings, physical well-being, and property of members of the school staff. Staff members, regardless of their title or position, are to be shown respect and students are to follow the directive of any staff member.
- **Policy:** Students shall refrain from disobedience, disrespect, threats, or attacks directed at members of the school staff, as well as damage to or thefts of property belonging to school staff members.

Rule	Infraction	Step	Special Provision
C1	Insubordination: The willful failure to respond or carry out a reasonable request by school personnel.	2-5	
C2	Disrespect for the property of a member of the school staff.		
C2a	Property damage	2-4	Restitution and/or legal involvement.
C2b	Theft	2-4	Restitution and/or legal involvement..
C3	Disrespect: To insult, spread false information, call derogatory names, use obscenity toward, dishonor, or in any other manner abuse verbally, physically, electronically, via social media, or in writing any member of the school staff.	3-8	Referral to police when appropriate.
C4	Threatening/Intimidating Acts: Verbally by gesture threatening the well-being, health, or safety of any member of the school staff.	5	Referral to police when appropriate.
C5	Physical Attack: Physically assaulting any member of the school staff on school property or at any activity under school sponsorship.	7-8	Expulsion hearing; Referral to law enforcement.

Section D: School Property

- **Right:** Each student is entitled to learn in a well-equipped, well maintained, attractive school environment.
- **Responsibility:** Each student is responsible to repeat and help maintain the appearance of the building and the equipment therein.
- **Policy:** Vandalism, theft, and abuse of school property, building, and grounds are prohibited.

Rule	Infraction	Step	Special Provision
D1	Vandalism, willful damage of school property		
D1a	Abuse of school materials	2-4	Restitution required
D1b	Defacing, damage requiring cleaning or repair	2-5	Restitution required
D1c	Destruction: To render unusable	4-6	Restitution required through student contract. Referral to police.
D2	Theft		
D2a	Major Theft: Enough to report to police.	5-8	Restitution required through student contract. Referral to police.
D2b	Minor Theft: Enough to report to police.	2-5	Restitution required through parental contract.
D3	Littering	1-3	Assignment to work detail.

Section E: Protection of the Public Safety

- **Right:** Each student has a right to be safe and secure from physical harm while attending school.
- **Responsibility:** Students are responsible to conduct themselves in such a manner as not to pose a threat to the health and safety of others.
- **Policy:** The infraction listed below, as well as other acts that threaten the health and safety of students/or staff are strictly forbidden.

Rule	Infraction	Step	Special Provision
E1	Detonation of weapons, explosives, or similar devices.	4-8	Referral to police.
E2	False alarms		
E2a	The act of initiating a fire alarm, the WAVE system, a false 911 call, or initiating a report warning of a fire or other catastrophe without just cause.	6-8	Referral to police.
E2b	Discharging or tampering with fire extinguishers or safety equipment.	3-5	Referral to police.
E2c	Bomb threats	8	Referral to police.
E3	Arson: The attempt of intentional burning of any property of the school or its staff or students.	7-8	Referral to police.
E4	Improper use of motor vehicles.		
E4a	Parking in unauthorized areas or improper parking.	1-4	Referral to police. Repeated violations will result in the offender not being allowed to drive to school.
E4b	Unauthorized driving during the school day.	2-3	Same as above.
E4c	Reckless driving.	3-5	Same as above and reported to police.
E5	Weapons and explosive devices.		
E5a	Possession of weapon or explosive device.	3-8	Referral to police.
E5b	Threats involving a weapon/explosive device.	3-8	Referral to police.
E5c	Use of weapon/explosive device	8	Referral to police.
E6	Use of possession of mace, pepper gas, etc.	2-8	Referral to police if illegal.

Section F: Alcohol, Tobacco, and Drugs

- **Right:** Each student has the right to associate with students who are free from influence of alcohol, tobacco, and drugs, and not be subjected to those wishing to buy, sell, or use such substances.
- **Responsibility:** Each student is responsible to keep their mind and body in a sound, healthy condition.
- **Policy:** The possession, use, or sale of non-prescription drugs, alcoholic beverages, or tobacco is prohibited on school grounds, during or before school, and at school sponsored activities. (Refer to Policy 5500).

Rule	Infraction	Step	Special Provision
F1	Alcohol and drugs.		
F1a	Possession of drug related paraphernalia, including THC vapes or other drugs not specifically mentioned.	7-8	Referral to police when appropriate.
F1b	Under the influence of alcohol/drugs.	7-8	Same as above.
F1c	Possession of alcohol and or drugs.	7-8	Confiscate materials. Refer to police.
F1d	Observed use of drugs.	7-8	Referral to counseling and police.
F1e	Selling or transmitting alcohol/drugs	7-8	Referral to police.
F1f	Possession of alcohol or drug look-alike products	7-8	Confiscate products.

F2	Tobacco/Nicotine Products - Including Vapes, Juuls, Etc.		
F2a	Possession of nicotine products (on person, in vehicle, or locker).	3-5	Confiscate products and referral to police if under the age of 18.
F2b	Use of any nicotine products on school premises or at school functions under school sponsorship.	3-5	Same as above.
F3	Possession of look-alike drug products.	2-8	Confiscate products/referral for legal action/possible expulsion

Section G: Other Disciplinary Infractions

Rule	Infraction	Step	Special Provision
G1	Being an accessory to violating a school rule.	1-4	Step assignment at Principal's discretion depending on level of involvement.
G2a	Electronic entertainment devices, and other prohibited articles.	1-4	Confiscated, possibly returned at end of day.
G2b	Cell phones and communication devices. Phones cannot be used or carried in the building. Phone must be in student's locker and be turned off.	1-5	Offenses: Listed below
G2c	Use of image capturing devices in unauthorized areas (locker rooms, restrooms, and areas of privacy).	5-8	Referral to police.
G3	Entering unauthorized areas	1-2	
G4	Abusive, derogatory, or offensive language used in the presence of others. This includes, but not limited to racial, sexual, ethnic, and religious slurs.	1-4	
G5	Inappropriate items or articles of clothing.	1-3	Confiscate, change into appropriate attire – personal or school supplied
G6	Gambling	1-3	Materials confiscated and not returned.
G7	Disruption of school events, games, meetings, and assemblies.	1-3	Removal from event/and possible exclusion from similar programs.
G8	Lying: Any misrepresentation of the truth	1-4	
G9	Misuse of food in the cafeteria or other areas of the building	1-4	Work detail as assigned by Principal, confiscated food/pop.
G10	Necking, embracing or other inappropriate amorous behavior in school.	1-4	
G11	Repeated or serious classroom disruption	1-8	
G12	Cheating		
G12a	In classroom or assigned work for class.	1-3	Teacher's discretion.
G12b	Academic dishonesty outside the bounds of the classroom.	4-8	Removal from class without privileges.
G12c	Using AI or other forms of technology or other resources to plagiarize, cheat, or pass another's work off as one's own.	2-8	
G13	Computer abuse and/or "hacking".	3-5	Loss of computer privileges, possible referral to authorities for prosecution.
G14	Improper or disruptive behavior not covered elsewhere in this code.	2-4	
G15	Misconduct and violation of school policy not specifically mentioned.	1-8	
G16	Cell Phones must be powered off and stored in lockers. Phones cannot be carried by students throughout the day.	1-5	See Below
G17	Using Artificial Intelligence to defame, harass, intimidate, belittle, falsely accuse, damage one's reputation, or any other form of harm to another person inside or outside of school.	3-8	Referral to law enforcement; Expulsion proceedings

Cell Phones: Phones must be powered off and stored in lockers. Phones cannot be carried or used by students during the day.

Occurrence:	Details
1st Violation	Warning; Phone confiscated & returned at end of day.
2nd Violation	Lunch detention; Phone confiscated & returned at end of day
3rd Violation	Three lunch detentions; Phone confiscated & returned at end of day; Student cannot bring device to school
4th Violation	In-school Suspension; Phone confiscated & returned at end of day; Student cannot bring device to school
5th Violation	Out-of school suspension; Student cannot bring device to school

Tardy System

Tardy	Intervention	Details
1st and 2nd	Computer Entry	Brief counsel by staff
3rd	Guidance/Front office contact	Guidance – reminder of school expectation
4th	Loss of passes for one week	Principal/Vice Principal conference
5th -8th	Lunch detention and loss of passes	Letter to parent
9th-12th	Lunch detention/revocation of passes for extended time	Letter to Parent
13th & Above	Suspension/Loss of privileges	After School Detention/Referral for truancy

Students that are assigned evening detention are required to attend for the entire duration of the detention period. Absences from evening detention are not accepted. Students that have employment responsibilities are required to notify their employer of their inability to attend work due to detention. Evening detention takes precedence over after school activities or employment.

7540.03 - STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

The District makes access to interconnected computer systems within the District as well as the Internet available to students to provide various means of accessing educational materials and opportunities.

The District's Internet system has a limited educational purpose and is not intended to serve as a public access service or a public forum. The Board of Education has the right to place restrictions on its use to assure that use of the District's computer system is in accord with its limited educational purpose. Student use of the District's computers, network and Internet services ("Network") will be governed by this policy, the related guidelines and the student disciplinary process.

The Board encourages students to utilize the Internet to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The instructional use of the Internet will be guided by the Board's policy on instructional materials.

The Internet is a global information and communication network that provides an incredible opportunity to bring previously unimaginable education and information resources to our students. The Internet connects computers and users in the District with computers and users worldwide. Through the Internet, students and staff can access up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges.

First, and foremost, the Board may not be able to technologically limit access, to services through the Board's Internet connection to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources which have not been screened by educators for use by students of various ages.

The Board utilizes software and/or hardware to monitor online activity of students and to block/filter access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. "Harmful to minors" is a term defined by the Communications Act of 1934 (47 U.S.C. 254(h)(7)) as any picture, image, graphic image file, or other visual depiction that:

- A. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- B. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- C. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

At the discretion of the Board or the District Administrator, the Technology Protection Measure may be configured to protect against access to other material considered inappropriate for students to access. The Technology Protection Measure may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. The District Administrator or Technology Director may temporarily or permanently unblock access to sites containing appropriate material, if access to such sites has been inappropriately blocked by the Technology Protection measure. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the Technology Protection Measure.

The District Administrator or Technology Director may disable the technology protection measure to enable access for bona fide research or other lawful purposes.

Parents are advised that a determined user may be able to gain access to services on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents assume risks by consenting to allow their child to participate in the use of the Internet. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

The District Administrator shall prepare guidelines which address students' safety and security while using e-mail, chat rooms, instant messaging and other forms of direct electronic communications, and prohibit disclosure of personal identification information of minors and unauthorized access (e.g., "hacking") and other unlawful activities by minors online.

Network and Internet access is provided as a tool for your education. The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of electronic communications;
- B. the dangers inherent with the online disclosure of personally identifiable information; and,
- C. the consequences of unauthorized access (e.g., "hacking"), cyberbullying, and other unlawful or inappropriate activities by students online.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students shall not access social media for personal use from the District's network, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

The Board designates the District Administrator and the Technology Director as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of the Network.

H.R.4577,P.L.106-554,Children's Internet Protection Act of 2000

47U.S.C.254(h),(1),Communications Act of 1934, as amended

20U.S.C.6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended

18 U.S.C. 2256

18 U.S.C. 1460

18 U.S.C. 2246

Revised 8/15/12

5136 - WIRELESS COMMUNICATION DEVICES

Students may possess wireless communication devices (WCDs) in school, on school property, during after school activities (e.g. extra-curricular activities) and at school-related functions, provided that during school hours and on Board authorized vehicles the WCDs are placed into silent mode and not used during school hours unless allowed by staff.

Students are prohibited from using WCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without their consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Students who violate this provision and/or use a WCD to violate the privacy rights of another person may have their WCD confiscated and held until the end of the school year.

"Sexting" is prohibited at any time on school property or at school functions, while under the supervision of school authorities, or transmitted to others at school. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. This also explicitly includes displaying images received to a third party. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.

The use of WCDs that contain built-in cameras (i.e. devices that take still or motion pictures, whether in a digital or other format) is prohibited in locker rooms, classrooms, bathrooms.

Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying.

Students are also prohibited from using a WCD to capture 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 their WCDs to receive such information.

Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. Any WCD confiscated by District staff will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian. WCDs in District custody will not be searched or otherwise tampered with except in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose their privilege to bring a WCD to school for a designated length of time or on a permanent basis. If the WCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed.

A person who discovers a student in possession of or using a WCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their WCDs. The Board assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents/guardians during the school day.