

# La Crosse Logan High School



## 2023-2024 Student/Parent Handbook

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# SCHOOL DISTRICT OF LA CROSSE

## LOGAN HIGH

### SCHOOL PROFILE

1500 Ranger Drive  
La Crosse, WI 54603  
608.789.7700



**SCHOOL DAY: 7:40am – 3:20pm**

Grades: 9-12  
Mississippi Valley Conference  
School Colors: Red and White  
Mascot: RANGER

#### LOGAN HISTORY

Logan's mascot, the Ranger, was selected in 1942. It was submitted by Raymond Nibbe's homeroom during a contest that was held to find a nickname for the school's athletic teams. The name was drawn from a small group of American fighting men who fought on the side of the British in the French and Indian War of 1759. Colonel Major William Rogers was authorized to recruit and train a unit that would use unconventional methods of warfare. Dressed in buckskin, Rogers' Rangers became a symbol of unity and fighting prowess. They were the forerunners of every specialized fighting force, and the name "Rangers" is still used in the military. Rogers' Rangers are featured in the movie, "Northwest Passage," with Spencer Tracy portraying William Rogers.

#### LOGAN SONG "ONWARD LOGAN"

Onward Logan, Onward Logan, Grand Old Logan High  
We, the loyal sons and daughters, hail thee till we die, you rah rah.  
Onward Logan, Onward Logan, fight for Logan's fame;  
Fight Rangers, fight, fight, fight, we'll win this game.

Onward Logan, Onward Logan, Grand Old Logan High  
We, the loyal sons and daughters, hail thee till we die, you rah rah.  
Onward Logan, Onward Logan, fight for Logan's fame;  
Fight Rangers, fight, fight, fight, we'll win this game.

You rah rah Logan High School!  
You rah rah Logan High School!  
You rah rah Logan High School!

#### DISTRICT CORE VALUES

Compassion Giving Honesty Perseverance  
Respect Responsibility Self-Discipline



# PHONE NUMBERS

## Logan High School Contact Information 2023-2024



<b>Main Office</b>		(608)789-7700	
Principal	Wally Gnewikow	(608) 789-3200	wgnewiko@lacrossesd.org
Associate Principal (11-12)	Tony DePaolo	(608) 789-3201	adepaolo@lacrossesd.org
Dean of Students (9-10)	Beth Forde	(608) 789-3202	bforde@lacrossesd.org
Administrative Assistant	Kelsie Butterfield	(608) 789-3203	kebutter@lacrossesd.org
Administrative Assistant	Amber Peters	(608) 789-3204	apeters@lacrossesd.org
<b>Student Services</b>			
Guidance Counselor (A-G)	Lindsay Knoble	(608) 789-3305	lknoble@lacrossesd.org
Guidance Counselor (I-R)	Dariyan Adams	(608) 789-3335	dadams@lacrossesd.org
Guidance Counselor (H & S-Z)	Amanda Eichenberg	(608) 789-3304	aeichenb@lacrossesd.org
Administrative Assistant	Heather Harney	(608) 789-3205	hharney@lacrossesd.org
Administrative Assistant	Beth Hoff	(608) 789-3206	bhoff@lacrossesd.org
School Psychologist	Ken Ortery	(608) 789-3329	kortery@lacrossesd.org
School Social Worker	Ashley Jourdan	(608) 789-3339	ajourdan@lacrossesd.org
<b>Attendance</b>			
Administrative Assistant	Jennifer Knutson	(608) 789-3207	jeknutso@lacrossesd.org
<b>Activities</b>			
Activities Director	Tony Servais	(608) 789-3301	tservais@lacrossesd.org
Administrative Assistant	Katie Leaver	(608) 789-3208	kleaver@lacrossesd.org
<b>Nurse</b>			
Nurse	Melissa Kujak	(608) 789-7684	mkujak@lacrossesd.org
Health Assistant	Amy Magnuson	(608) 789-3210	amagnuso@lacrossesd.org

# SCHEDULE

## La Crosse Logan High School 2023-2024 Bell Schedule

### Monday—Tuesday—Friday

STAT	7:40-7:55
Period 1	8:00-8:42
Period 2	8:47-9:29
Period 3	9:34-10:16
Homeroom	10:21-10:55
Period 4	11:00-11:42
Period 5/Lunch	11:42-12:59

\*See below for classes and lunches

Period 6	12:59-1:41
Period 7	1:46-2:28
Period 8	2:33-3:15

### \*Lunch (8-Period Days)

First Lunch	11:42-12:12
2nd Floor Classes	12:12-12:54
5th Study Hall	11:47-12:06
Middle Lunch	12:06-12:36
5th Study Hall	12:36-12:54
1st Floor Classes	11:47-12:29
Last Lunch	12:29-12:59

### Wednesday Block Day (Odd)

STAT	7:40-7:55
Period 1	8:00-9:25
Period 3	9:30-10:55
Period 5/Lunch	10:55-12:50
*See below for classes and lunches	
Homeroom	12:55-1:30
Period 7	1:35-3:00

### Thursday Block Day (Even)

STAT	7:40-7:55
Period 2	8:00-9:25
Period 4	9:30-10:55
Period 6/Lunch	10:55-12:50
*See below for classes and lunches	
Homeroom	12:55-1:30
Period 8	1:35-3:00

### \*Lunch (Block Days)

First Lunch	10:55-11:25
2nd Floor Classes	11:25-12:50
5th/6th Study Hall	11:00-11:40
Middle Lunch	11:40-12:10
5th/6th Study Hall	12:10-12:50
1st Floor Classes	11:00-12:25
Last Lunch	12:25-12:55

# ACADEMICS

## ACADEMIC DEADLINES

Alternative Pathways	May (For Summer)
Logan Scholarship Applications	January 26
YA/ECCP/Start College Now	March 1 (Fall)
	September 29 (Spring)

\* The following programs are by application only. Please see your Counselor or Career Center Assistant for more details.

## EARLY COLLEGE CREDIT PROGRAM/START COLLEGE NOW

ECCP are college courses for juniors and seniors through UW-La Crosse and Start College Now are college courses through Western that are not offered at LHS. If students are interested in these programs they should contact their school counselor.

## YOUTH APPRENTICESHIP (YA) PROGRAMS

Agriculture, Food & Natural Resources	Information Technology
Architecture & Construction	Manufacturing
Arts, A/V Technology & Communications	STEM: Science/Technology/ Engineering/Math
Finance	Transportation, Distribution & Logistics
Health Science	
Hospitality, Tourism & Lodging	

\* Juniors & Seniors in the YA program must meet with their Counselor and the YA Coordinator for requirements and scheduling. **Must have a 450 hour paid work-based component & two semesters of directly related instruction.**

## AUDIT POLICY

Students auditing classes will be expected to attend all classes, complete all assigned work, and take all tests. There will be a grade issued and placed on the permanent record card; however, the grade will not be used to compute grade point and a notation, "audit," will appear on the permanent record card. A special programming form must be filed for each audit. If it is a full-credit course you need to reapply for the second half of the year. A request to audit a class will not be accepted after the 9<sup>th</sup> week of the semester; 4.5 weeks if a block class. An audit class does not count as a credit toward graduation.

## LACROSSROADS

The purpose of this program is to provide an alternative education for students who are currently experiencing significant difficulty with the current educational environment. Approximately 60 students in grades 9-12 are enrolled in this program. Application and program information is available from Mr. DePaolo, Ms. Scoville, or Mr. Masche.

## **LEAP PROGRAM**

The purpose of this program is to provide an alternative for Special Education students who may need greater structure and guidance than can be provided in the regular education classes with special education support.

## **RANGER SUCCESS (PBIS)**

Ranger Success is a school-wide initiative focused on student development. The initiative is founded on four characteristics identified by Logan as instrumental to positive growth and development at the high school, which in turn leads to overall student success. During their time at Logan High School, students will be guided to apply the four pillars of Ranger Success--respect, responsibility, resilience, and reflection--to their behaviors, study habits, and human connections. The goal is to instill value-based practices that will foster post-secondary success for our students.

## **DROP AND ADD REGULATIONS**

All students dropping or adding classes must obtain a form from their counselor. This form must be signed by parents, teacher(s), and a counselor before being approved by the administration. **Dropping or adding classes is STRONGLY DISCOURAGED.** Changes may occur for the following reasons:

- A level change in the subject matter
- Student has too many classes
- Teachers, parents, and counselor all agree it is in the student's best interest
- Class size dictates a change is necessary
- If a student drops a class after the twentieth (20<sup>th</sup>) school day of the quarter (10<sup>th</sup> school day of the quarter for a block class), the student will be given an "F" for that quarter and a WF for the semester. (WFs are calculated in the GPA.) First and third quarter grades will remain as graded by the teacher prior to the drop, if a student drops during the second or fourth quarter.
- Adding of classes will usually be allowed, provided the student can handle the extra load, provided there is room available in the class, and provided there is sufficient time remaining in the semester for the student to complete all course requirements.

## **GRADE CHANGE PROCEDURE**

Any student who wishes to replace a failed semester grade in a course may do so by following these guidelines:

1. All replacement courses must be retaken at either Logan or Central High Schools. Other courses can't be substituted for the failed course.
2. Pick up a Grade Change Form from the Student Services Administrative Assistant.
3. Fill out the Grade Change Form completely and obtain all required signatures.
4. Return the completed form to the Student Services Administrative Assistant.

The grade change will be made at the end of the semester following completion of the appropriate Grade Change Form. Students are responsible for initiating and completing this process or the grade change will not take place. Grade Changes are not automatically made without the appropriate form. **SEE PAGE 38.**

## **GRADUATION**

Students are required to complete 24 credits to graduate from the school district of La Crosse. It is important to monitor yearly credits earned.

## **INCOMPLETE PROCEDURES**

It is the philosophy of Logan High School to provide success. Therefore, we have established the following procedures, which reflect our standards for achievement and responsibility in a fair manner.

### **INCOMPLETES MAY BE ISSUED IF:**

1. A student has been unable to complete coursework due to illness, injury, or family emergency.
2. A student must complete make-up time.
3. A student has to complete a major project/assignment and the teacher believes that granting additional time is warranted and completion of the project will permit the student to pass the class.

\*\*This is per teacher judgment and discretion.

## **INCOMPLETE PROCEDURES**

1. Incompletes are issued for medical reasons only.
2. The student must satisfactorily complete the requirements necessary for the teacher to issue a grade.
3. Incompletes for academic reasons shall be made up no later than 10 days after the grading period ends. Extensions must be administratively approved.
4. Incompletes that are not satisfied within the time limit will become an "NE" for the grading period and will be calculated with other grades to determine a final grade for the course.
5. Incompletes for failing to take semester exams shall be handled in the same manner as Incompletes for academic reasons.



6. Incompletes for reasons related to time, activity, etc., will remain Incomplete until the time/activity is made up.
7. Incompletes shall be considered a "NE" grade for the purpose of determining eligibility for co-curricular activities and Responsibility Release privileges, until the Incomplete is resolved.
8. Administration will generate an Incomplete list after each grading period and staff will be expected to verify Incompletes and changes.

# ACTIVITIES

The co-curricular activities at Logan High School include more than 50 clubs, organizations, activities, and sports. The clubs/activities are academic, athletic, musical, publication, recreation, speech, service or vocational in nature. All students are highly encouraged to participate in co-curricular activities. Parents are notified through the activities department or by individual coaches/advisors about activities, clubs, or sports that may match their child's interest. Over sixty percent of Logan students participate in after-school activities.



## 2023-2024 ATHLETICS

### FALL ATHLETICS

- Cross Country - Boys
- Cross Country - Girls
- Dance Team
- Football
- Golf - Girls
- Indoor Soccer - ASL
- Soccer - Boys
- Swimming - Girls
- Tennis - Girls
- Volleyball - Girls

### WINTER ATHLETICS

- Basketball - Boys
- Basketball - Girls
- Dance Team
- Gymnastics - Girls
- Hockey - Boys
- Hockey - Girls
- Indoor Hockey - ASL
- Ski/Snowboarding
- Swimming - Boys
- Wrestling
- Powerlifting

### SPRING ATHLETICS

- Baseball - ASL
- Baseball - Boys
- Golf - Boys
- Soccer - Girls
- Softball - Girls
- Tennis - Boys
- Track & Field - Boys
- Track & Field - Girls
- Trapshooting

## COACHES

**Tony Servais- Activities Director**

### Fall

Football - Casey Knoble  
Cross Country - Steve Duffrin  
Dance - Morgan Fuchs  
Girls Tennis - Gary Corbisier  
Volleyball - Jessa Ellenbecker  
Girls Swim - Joan Kapellas  
Girls Golf - Bennett Laxton  
Boys Soccer - Tom Kammer  
ASL - Sam Bingen

### Winter

Girls Basketball - Abby Warren  
Boys Basketball - Eric Check  
Wrestling - Tyler Von Haden

Boys Swim - Joan Kapellas  
Gymnastics - Erin Kranz  
Girls Hockey - Mark Thorn  
Boys Hockey - Oak Moser  
ASL - Jessa Ellenbecker

### **Spring**

Baseball - Andrew Ellenbecker  
Softball - Matt Marohl  
Boys Track & Field - Joe Hackbarth  
Girls Track & Field - Tom Kammer  
Girls Soccer - Charles Nassar  
Boys Tennis - Lee Retzlaff  
Boys Golf - Chad Wynos  
ASL - Sam Bingen

## **2023-2024 Activities & Clubs** **Coaches/Advisors**

### **Music**

Band - Mark Lakmann & Brian Renkas  
Jazz Band - Mark Lakmann & Brian Renkas  
Orchestra - Bill Sisson  
Show Choir - Adam Carty  
Choir - Adam Carty  
Confluence - Brian Renkas & Adam Carty

### **Clubs**

Academic Decathlon - Eric Martin & Steve Duffrin  
Art Club/VAC - Allecia Kruser  
Creative Writing Club- Garrett Carlson  
DECA - Jamee Houchins  
Ecology Club - Mark Ziegler  
Educator Rising - Cassie Tolvstad  
FACT/SADD - Jessa Ellenbecker  
FCCLA - Megan Zellner  
FEM Club - Toni Quast

FBLA - Chip Wall  
FFA - Brooks Lueck  
Game Club - Kurt Pahuski & Mark Hollowitsch  
Global Club (combination of our language clubs) - Katie Beyer & Cassie Tolvstad  
GSA - Katie Beyer & Byron Holz  
High Quiz Bowl - Eric Martin & Steve Duffrin  
HOSA - Leah Genz  
Interact - Andy Hartman  
Knit & Crochet - Allecia Kruser & Tricia Gibbons  
LIT - TBA  
Logan Locker - Rebecca Hallahan  
Mock Trial - TJ Rhodes  
National Honor Society - Toni Quast  
Pages & Podcasts - Kristi Moulton & Alysha Feldkamp  
Pep Club - Kelly Jo Kline & Hayley Rice McMullen  
SEA Club - Ying Vue  
Student Council - Jena Monroe  
Yearbook - Megan Zellner

## **ACTIVITIES CODE**

All students involved in co-curricular activities must abide by the School District Code of Rights and Responsibilities as well as the WIAA Rules and Regulations. All students and their parents must sign an activities code card each school year.

## **AWARDS**

Students may earn letters, Most Valuable Person plaques, and plaques for other team awards. These awards are given at the end of the season ceremony. Certificates and medals are also distributed by the Mississippi Valley Conference.

Students in athletic or other school activities may receive "letters" for varsity level participation. Each individual head coach/advisor is required to share lettering information with participants. Athletes receive red letters with white trim; activities participants receive a red letter with Columbia blue trim.

## **FUNDRAISING**

Fundraising is a supplemental way to obtain funds beyond the district-approved budget. All fundraisers must be pre-approved by the Activities Director, Building Principal, and Board of Education. (PolicyIGDG)

## **INSURANCE**

Students involved in co-curricular activities are highly recommended to have insurance. This may be obtained personally or through a supplemental plan. Supplemental plan information is available from the Activities Director.

## **PHYSICALS**

All students involved in athletics must have a physical every two years. A record of these is kept in the Activities Director's office. Students can't practice or play in games without the required physical. For the current school year, physicals must be dated on or after 4/1/2022.

## **PRACTICES**

Most practices last between 2-2.5 hours. Athletic teams practice in a rotation schedule when necessary after school on school days. Sunday or holiday practices may occur if approved by the Superintendent. Activities, rehearsals, and practices are frequently scheduled when the majority of students are able to attend.

## **STARTING DATES**

### **YEAR ROUND**

Academic Decathlon  
Art Club/VAC  
Band  
Creative Writing  
DECA  
Ecology  
Educator Rising  
FACT/SADD  
FBLA  
FFA

FCCLA  
FEM  
Game Club  
Global Club  
GSA  
HOSA  
Interact  
Knit & Crochet  
LIT  
Logan Locker

National Honor Society  
Orchestra  
Pep Band  
Pep Club  
SEA Club  
Show Choir  
Student Council  
Yearbook

### **SEMESTER 1**

Drumline  
Marching Band

Pages & Podcasts  
High Quiz Bowl  
Mock Trial  
Jazz Band

### **SEMESTER 2**

## **STARTING DATES (CONT.)**

**FALL**

ASL – Soccer	TBD
Cross Country – Boys/Girls	8/14
Football	8/1
Golf – Girls	8/7
Soccer – Boys	8/14
Swimming – Girls	8/8
Tennis – Girls	8/8
Volleyball	8/14

**WINTER**

ASL – Floor Hockey	TBD
Basketball – Boys	11/6
Basketball – Girls	11/6
Gymnastics	11/6
Hockey	11/6
Skiing/Snowboarding	TBD
Swimming - Boys	11/13
Weightlifting/Powerlifting	11/27
Wrestling	11/13

**SPRING**

ASL – Wiffleball	TBD
Baseball	3/18
Golf – Boys	3/25
Softball	3/11
Soccer – Girls	3/18
Tennis – Boys	3/25
Track – Boys/Girls	3/4
Trap Shooting	TBD

**TBD**

Dance Team	8/8
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**COMPOSITION AND CUTTING**

The majority of the sports and organizations at Logan High School do not have cut policies. However, some programs do enforce this. These include, but are not limited to Show Choir, Volleyball, Basketball, Golf, and some freshman sports. Most programs offer varsity, junior varsity and C team levels. Teams are coached by qualified faculty members, college students, or members of the community. Any questions should be brought to the attention of the coach/advisor immediately. If you are not satisfied with the outcome, please feel free to call the Activities Director.

# SCHOOL ATTENDANCE

State Statute 118.15 requires that school attendance is **MANDATORY** for a child who is between the ages of 6 and 18. Regular attendance is an important component for success and is the responsibility of the parents/guardians and the students. Students and parents can be fined and referred to juvenile authorities for non-compliance with attendance laws. Adult students (18 years of age and older must follow the same attendance rules as other students and may sign their own notes **ONLY** after a parental note is received in the office releasing the parent/guardian from his/her responsibility). **SEE PAGE 39 for detailed attendance policy.**

## **EXCUSED ABSENCE**

Students may be excused from school for illness, health appointments, or family emergencies, provided the parent/guardian calls the attendance office at **789.3207 BEFORE 9 A.M. the DAY OF THE ABSENCE.** Students must check out at the attendance office if they leave the building and check in when they return to school.

## **EXCUSED ABSENCE-ILLNESS**

If a student misses **THREE** or more consecutive days, **AND/OR** accumulates **TEN days of absence per year**, a doctor's note will be required for each absence due to illness thereafter, to be excused. If the absences are due to a chronic medical condition, special religious holidays, or other extenuating circumstances, please contact an associate principal or principal.

## **EXCUSED ABSENCE-PARENTAL DAYS IN ADVANCE**

Students are allowed 10 (part or all) parental absence days per year. When the absence is planned, the student must make the request **IN WRITING, IN ADVANCE with a pre-approved absence form available in the main or attendance offices.** A parent cannot excuse a child because the child decides s/he does not want to be in school.  
**SEE PAGE 46.**

## **EXCUSED ABSENCE-SCHOOL RELATED SPORTS/ACTIVITIES RELEASE**

Students will be excused for school related activities. They must notify teachers prior to the event that will cause them to miss a class. Teachers, coaches, and/or advisors must give a list of the students in the group that are to be released from class **ONE DAY PRIOR** to the event. All events must be administratively approved.

## **PERFECT ATTENDANCE**

Perfect attendance is defined as not missing **ANY** school for **ANY** reason. **This includes NO tardies, appointments of any kind, or any other type of absence.**

## **TARDIES**

Tardiness is defined as being late to class. This causes interruption of the educational process and should be avoided. Those students checking in after the school day starts due to illness or going to or from an appointment should get an "excused pass" from the attendance office. Students who do not have an acceptable excuse for being late should report directly to class. Excessive tardiness will be handled by administration on a case by case basis. Any student who leaves their materials in the room prior to class starting and returns after class has started will be considered tardy unless permission was given in advance by the teacher.

## **UNEXCUSED ABSENCE/TRUANCY**

Students who are absent from school without an acceptable excuse shall be considered **UNEXCUSED**. This includes excessive tardiness, excessive excused absences (10 or more), and skipping all or part of the day. All unexcused absences must be made up either in detention or with the teacher whose class was missed. **UNEXCUSED ABSENCES** may result in Simple Truancy Citations, a Habitual Truancy Citation, and/ or a referral to the La Crosse County Human Services.

## **MAKE-UP ASSIGNMENTS AND EXAMINATIONS**

1. Class work missed by a student with excused or unexcused absences shall be made up at a time and place determined by the instructor.
2. No student will be denied credit in a course or subject solely because of the student's unexcused absences or suspensions from school.
3. Examinations and daily work will be made up at a time and place determined by the instructor. Reduction of grade will be at the instructor's discretion.
4. A student who has been suspended from school shall be permitted to make up class work missed during the suspension period, including any quarterly, semester or grading period examinations. Class work missed by a suspended student shall be made up at the time and place determined by the instructor.

## **IMPORTANT INFORMATION**

A student's attendance can be directly correlated to his/her success in school. Given that students are required to complete 24 credits in order to graduate from the La Crosse School District, it is important to maintain passing grades to be granted credit. Being in school and earning credits is critical in terms of meeting yearly requirements that will lead to graduation in four years.



# STUDENT EXPECTATIONS

Students are expected to act in a **RESPECTFUL** and **RESPONSIBLE** manner at all times. In addition to following the District Code of Rights and Responsibilities, students are expected to be aware of and follow all Logan High School Rules as well. These include, but are not limited to the following:

## ACADEMIC HONESTY

This includes refraining from cheating, plagiarism, fabrication, obtaining an unfair advantage, aiding and abetting academic dishonesty, falsification of records and official documents or unauthorized access to academic or administrative records or systems. **SEE PAGES 47-49.**

## COMMONS

Juniors and seniors will be assigned to a commons period rather than a study hall. While a commons period allows more freedom than a study hall, **STUDENTS MUST REMAIN IN THE BUILDING IN DESIGNATED AREAS.** Both attendance issues and failing grades, as well as other conduct, may result in the student being reassigned to a more structured study hall.

## COMPUTERS

The use of computers is a privilege at Logan High School. Students are expected to follow established guidelines in relation to use of computers. Students choosing not to comply with the rules will lose their privileges to use computers and/or be subject to other disciplinary action.

**SEE PAGES 28-36 – READ CAREFULLY! STUDENTS CAN BE HELD FINANCIALLY RESPONSIBLE FOR DELIBERATE MISUSE OF COMPUTERS.**

## CONFLICT RESOLUTION

Sometimes students may become engaged in disagreements. We use conflict resolution to resolve issues in which people disagree, become upset with each other, or can't work out a situation. Conflict Resolution involves openly discussing an issue, trying to understand the other person's view of the situation, and resolving the issue. Students are encouraged to apologize when necessary as well. We DO NOT allow fighting, pushing, shoving, swearing, yelling, or other aggressive acts to work out differences.

## DRESS CODE

Students are expected to come to school in clean, appropriate clothing. Students choosing to wear inappropriate clothing will be asked to change or call a parent/guardian to bring different clothes if necessary. **Headwear** cannot obstruct the student's face. Clothing should be free of images or wording associated with **beer, liquor, drugs, cigarettes, vapes, vulgar or sexual content direct or implied.** Clothing should not reveal private body parts or expose shared surfaces to excessive skin. **Chain wallets and other similar accessories** are prohibited. **Coats and blankets** should not be brought into the classroom. Further information regarding student dress, including disciplinary action, may be found in the DISTRICT'S Student Code of Rights and Responsibilities. In the event that there are discrepancies or disagreements in student dress between students and/or parents and/or staff, administration will use discretion to make a final decision in the matter.

## **FIGHTING**

### **Students are encouraged to use conflict resolution to work out disagreements.**

Unnecessary roughness, pushing, shoving, kicking, using fists, or any other physical or verbal conflict are considered types of fighting. Play fighting, shadow boxing, etc., is also prohibited and may result in disciplinary action. The police may be contacted in relation to any type of fight. **The police have the authority to talk to the students without parent permission.** Students may be charged with disorderly conduct, assault, and/or battery. Additionally, a referral, a fine, and/or suspension from school may be issued.

## **FOOD POLICY**

Food and drinks are only allowed in Café Logan. Students must refrain from taking food or drink out of this area, the exception being in the morning, as students may take non-disruptive breakfast items to the 1st period of the day, with teacher approval. Students are expected to clean up after themselves at all times. Students may carry water with them to class in a closed bottle.

## **HARASSMENT/HAZING/INTIMIDATION/BULLYING**

Our students have the right to attend school without fear of physical threat, harm, verbal or racial abuse. The following can be defined as inappropriate action:

1. Unwelcome physical contact or attacks on an individual or individuals for reasons related to sex, handicap, race, color, religion, national origin, age, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, or emotional or learning disability.
2. Intimidation through the threat of force or violence against an individual's person, possessions, or residence based on the classifications set forth above.
3. Verbal assaults, based on the above classifications, directed at an individual or individuals. Examples include but are not limited to name calling, racial slurs, or jokes that are demeaning in any way. Bullying another person is inappropriate and unacceptable.

## **ILLEGAL ACTIONS**

Illegal actions are considered very serious. In-School Suspension and /or Out-of-School Suspension, or Expulsion may be implemented. In addition, the police may be called and charges may be pressed, and/or a referral will be made. Illegal actions include, but are not limited to:

- **ARSON:** Any intentional destruction due to burning.
- **BOMB THREAT:** Suggesting a bomb is present.
- **EXTORTION:** To obtain money, information, or other goods through threat or intimidation.
- **FIRE ALARMS:** Pulling or touching any part of a fire alarm that is not warranted.
- **FIRECRACKERS:** Any type of explosive that may produce noise.
- **GAMBLING:** To bet money or other stakes on the outcome of an event.
- **GANG ACTIVITY:** Any gang symbols or actions alluding to gang activity.
- **LASER POINTERS:** (Bill 154) Any intentional direction of a beam of light from a laser pointer.
- **SEXUAL ASSAULT:** Any unwanted sexual advance.
- **THEFT:** Taking something that does not rightfully belong to a person.
- **VANDALISM:** Willfully causing damage to property.
- **WEAPONS:** It is illegal to bring weapons to school. This is defined as any firearm, whether loaded or unloaded, any device designated as a weapon and capable of producing bodily injury or death, any electric weapon as defined by state statutes, or any other device or instrument which, in the manner it is used or intended to be used, is capable of causing bodily harm or death. Also, any such object that resembles such a weapon is also illegal.

## **ILLEGAL SUBSTANCES**

- **ALCOHOL:** Any students caught with alcohol or under the influence of alcohol will be suspended from school AND/OR a referral will be made. The police will be contacted and a citation will also be issued.
- **DRUGS:** Any students caught with any type of drug, drug paraphernalia, or related product will be suspended from school AND the police will be called. Students should be aware they are responsible for any illegal substance on their person, in their locker, or in their vehicle, even if it is not theirs. Students who use drugs on school grounds will be suspended and referred to authorities. Students who are charged with "intent to deliver" will be considered for expulsion. Students under the influence (or suspected of being under the influence) of drugs will be sent home.
- **OTHER:** Any students caught with cigarettes, including but not limited to e-cigarettes or vape pens, chewing tobacco, or having in their possession any related substances will be suspended and a referral may be made. Students who smoke or vape on school grounds will be suspended and referred to authorities.

## **LOCKERS**

Academic and athletic lockers are school property. The lockers may be searched at any time. Students are **NOT** to give their locker combinations to other students. Students are not to share lockers. Any damage will be charged to the student assigned to the locker. Students are to keep lockers locked at all times. The school is not responsible for stolen items.

## **MEDICATIONS**

Students who take prescription or other medication (aspirin, Tylenol, etc.) are to check in with the Health Aide. All the medications are in a locked cabinet. The Health Aide will dispense them according to the physician's instructions. PINK medication sheets need to be filled out to dispense any medication.

## **PASSES**

Students must have a pass to be in the hallway except during passing time. Students who share a pass, do not have a pass, or forge a pass, will serve a detention and/or other disciplinary action.

## **PHOTOS/VIDEOS**

Students are not allowed to photograph or film other students or staff on their phones or electronic devices unless approved for an educational purpose (projects, photography class, etc.).

**Photography and video recording are strictly prohibited in the locker rooms and bathrooms.**

## **PROFANITY**

Students are expected to use appropriate language at all times. Students swearing or using inappropriate language will be disciplined accordingly. Repeated offenses or prolonged inappropriate verbiage will be reported to the police as disorderly conduct.

## **SNOWBALLS**

Students should refrain from throwing or kicking snow. Snowballs are not allowed in school or on school grounds.

## **STUDENT ITEMS**

1. **BICYCLES, ROLLERBLADES, AND SCOOTERS:** are not allowed in the school building.
2. **SKATEBOARDS:** are not allowed to be ridden on school grounds, however, skateboards may be carried and stored in the student's locker.
3. **CELL PHONES:** **Cell phones are not to be seen or heard during class time.** If students choose to bring cell phones or other electronic devices into the classroom, they may be asked to place their phone in an assigned location (box, bin, storage unit, etc.) prior to the beginning of the class. Cell phones and other electronic devices **MAY NOT** be used during instructional time except when authorized by the teacher and administration. If a student chooses to bring a cell phone or electronic device into the classroom, individual school district employees and volunteers, Logan HS, and the La Crosse School District **ARE NOT LIABLE** for the loss, theft, or damage to any personal electronic devices. Failure to comply with the cell phone policy could result in assigned detention, loss of cell phone for remainder of school day, parent phone call and/or conference, or cell phone behavior plan.
4. **OTHER ELECTRONIC DEVICES:** Devices including but not limited to iPods, iPads, air pods, are not allowed during the instructional school day unless approved by the teacher or administrator in advance.
5. **FIDGETS:** Including spinners, along with other distracting items are not to be brought in the academic classroom, except with prior administrative approval.

## **STUDY HALLS**

**Students MUST have work or a book to read.** Talking, sleeping, or disruptive actions are not allowed, and students who won't follow study hall rules will be referred to the office. LMC and other pass restrictions may be implemented for failure to follow guidelines.

## **TELEPHONE USE**

Students are **NOT** to use the office phone during the school day except in an **EMERGENCY SITUATION**. Permission must be granted before the phone can be used. It is suggested that **STUDENTS MAKE PLANS WITH PARENTS/GUARDIANS BEFORE ARRIVING TO SCHOOL TO ELIMINATE ANY PROBLEMS**. Students will **NOT** be called from class, but a message will be given to them. The office phone is not to be used for social reasons.

## **TRESPASSING**

Students in the building who have been asked to leave the building, are on out-of-school suspension, or are habitual truants who are in the building may be issued a trespassing citation. Students may also be issued a trespassing citation if they are on another school's grounds when school is in session and they should be in attendance at their own school.

# **CONSEQUENCES FOR FAILURE TO MEET STUDENT EXPECTATIONS**

## **DETENTION**

Time owed due to unexcused absences, habitual tardiness, or disciplinary action will be assigned and arranged through administration on an individual basis.

## **IN-SCHOOL SUSPENSION (ISS)**

In-School Suspension is arranged for students who refuse to honor the lighter consequence of detention or for students who are involved in a serious behavior incident. During In-School Suspension, students are assigned to the ISS room. Assignments are brought to the students and bathroom breaks are given. Students who are removed from ISS for behavior issues will be suspended out of school and must return with a parent/ guardian.

## **OUT-OF SCHOOL SUSPENSION (OSS)**

Out-of-School Suspension is one of the most serious consequences and is implemented when students have committed a very serious infraction of the rules or have chronically misbehaved over a period of hours or days. OSS can be from 1-5 days with a parent/guardian conference at the end of the time in order to admit the student back into school. OSS may also be assigned when the police become involved regarding issues such as disorderly conduct, fights, or drug possession. Parents/guardians or a designated person will be called to come and pick up the child.

## **EXPULSION**

Students may be recommended for expulsion for serious, chronic misbehavior, or possession of weapons, intent to deliver drugs, as well as other severe issues.

## **SEARCHES**

When student or staff health or safety issues are of concern, school officials may search student lockers, or student vehicles on school property. With reasonable suspicion of prohibited substances, devices, paraphernalia, or weapons, student backpacks will be searched, and the student will be searched, including being asked to empty all pockets (hoodie, coat, pants, etc.). Upon refusal to comply, the student will be escorted to ISS, and parents will be called. The school reserves the right to implement canine searches including but not limited to lockers, book/duffle bags, and student vehicles on school property.

# MISCELLANEOUS

## DOOR POLICY

**All doors will be locked on a daily basis at 7:40am.** Everyone must enter the building from the main (south) entrance after 7:40am. There will be NO EXCEPTIONS. All visitors must sign in at the front desk and wear a name tag.

## FINAL EXAMS

**ALL STUDENTS MUST REPORT TO THEIR SCHEDULED FINAL EXAM PERIOD.** No exams will be taken early without written permission from the administration. In addition, a pre-excused absence form must be filled out.

## FEES AND FINES

Laptop expenses not covered by insurance, chemistry breakage, library materials, and vandalism of equipment, buildings, etc. are fined at 100% of the replacement cost. Lost book fines are pro-rated.

## HOMEWORK REQUESTS

Parent/guardian will need to call the office, give the child's name and grade, as well as who will pick up the homework and at what time. Please allow sufficient time for teachers to compile necessary work.

## LMC MATERIALS

The process for overdue materials collection is as follows:

1. Students may check their Destiny account to check on overdue materials, or may ask LMC personnel. LMC personnel will distribute overdue notices via email the first week of each month. Check your email.
2. LMC personnel will encourage students to return items in a timely manner, and may use their discretion if a student has overdue materials and wishes to check out more.
3. Letters will be sent home requesting the return of materials should the materials still be out after the end of the school year.
4. At the end of senior year, any books still outstanding will be converted to a lost item with a fine, and students will be responsible for paying fines or returning these items.

## LOST AND FOUND

Lost and found items are kept in the main office. Please ask if you have lost an item. Additionally, found items may be turned in directly to the main office.

## LUNCH PROGRAM

Café Logan is open various times throughout the day for purchases. Breakfast is served until mid-morning. Lunch is served during the three lunch periods. Students are encouraged to eat breakfast and lunch on a daily basis. Free & Reduced Lunch applications are available online and in Student Services. Ala Carte Items are not included in the free & reduced pricing.

Each student is assigned an I.D. number which must be used to purchase meals. Meals may be prepaid. **NO CHARGING** is permitted.

Taking any food items without paying is considered **THEFT**, and students will be disciplined accordingly. LUNCH IS OPEN CAMPUS (provided students can return in time for their next class). No food should be ordered for delivery unless administrative approval has been given in advance.

## **MOVING**

Students who are moving need to get a form in the guidance office to check out. In addition, if a student's last name, street address, or telephone number changes at any time during the school year, please notify student services immediately. This is very important in keeping records up to date in case of an emergency.

## **SAFETY**

All students are expected to respond appropriately during safety drills. Logan High School will practice drills for fire, severe weather, and implement emergency action plans for lock downs and evacuation to alternate sites.

It is important to note that ALL STAFF AND STUDENTS WHO EXIT TO THE WEST are to move to safety areas that are NON-PARKING LOT AREAS. These areas can include the bus loading area on the west side of the school, the grassy area on the southwest side of the school between the parking lot and the road, and the grassy area on the northwest corner of the school. STAFF AND STUDENTS WHO EXIT FROM THE EAST SIDE OF THE BUILDING should move away from the building and into the grassy areas on the east side of the building to be identified as the soccer practice field, JV softball field, and the area to the northeast of the baseball field.

For any other EMERGENCY EVACUATION DRILL OR ACTUAL EVACUATION students and staff will follow FIRE DRILL EVACUATION procedures for internal movement, BUT THERE WILL BE NO EXTERNAL MOVEMENT THROUGH THE PARKING LOT AREAS. All movement to designated safety areas (#1 Boys and Girls Club, #2 Logan Middle School) must be on sidewalks and safe roadways NOT through parking lot areas.

## **SCHEDULING**

The scheduling process begins in January. In February, students register on-line for classes they want to take the following year. The master schedule is developed in the spring. Schedules will be generated for students after the master schedule has been determined.

## **STUDENT PARKING**

The North parking lot and parking behind the school is off limits to students 6 AM - 4:30 PM on school days. The middle row and the east row (next to the baseball field) of the main parking lot are off limits to students 6 AM to 4:30 PM on school days. Students will be ticketed if they are parking in these areas. The senior lot (lane) is closest to Ranger Drive on the west side. Numbered spots can be purchased for \$20 by seniors through September 30. Students must park in their numbered spot or will be ticketed. Underclassmen may purchase remaining numbered spots in the senior lot (lane) starting on October 1 for \$40.

The field lot is located directly behind Swanson Field and parking there is free. **Vehicles parked on school grounds may be searched at any time by the administration and the SRO.**

## **VISITOR POLICY**

Logan High School will not allow student visitors in the building unless there are extenuating circumstances. Possible exemptions which would require administrative approval include:

1. School-related visit (i.e. student exchange program, potential new students, etc.)
2. Possible student transferring from another school. Parents need to meet with an administrator in advance.
3. Visitors attending as guests at school sponsored events (such as dances) must be registered in the main office in advance of the event. For dances, the "Dance Guest Form" must be filled out and turned in prior to the dance. Administration reserves the right to deny a visitor's attendance. Notification will be given to the student with whom the visitor was registered.

## **WORK PERMITS**

We no longer issue work permits in person for the Department of Workforce Development. Students/Parents can now attain their work permit online at:

<https://dwd.wisconsin.gov/er/laborstandards/workpermit/>



# **APPENDIX**

**\*\*\*APPENDIX A\*\*\***

**2023-24 LOGAN HIGH SCHOOL PHONE DIRECTORY**

NAME	AREA	ROOM	EXT.
Abing, Jill	Science	272	3272
Adams, Dariyan	Counselor (I-R)	121	3335
Adler, Dan	Math	275	3307
Allert, Tara	Community Based Therapist	140B	5873
Ames, Debbie	TA - Ranger Resource	125	3348
Arroyo, Zander	TA - ACCESS	-	
Baardseth, Ruth	Standards Based Specialist	-	
Bakke, Katie	OT	OT	3538
Banashak, Beth	TA - ACCESS	156	3235
Banashak, Saul	ACCESS	164	3275
Bantle, Amy	Speech	244	3115
Beilke, Hannah	Science	272	3280
Bent, Ruth Ann	Spanish	111	3325
Beyer, Katie	Spanish	111	3279
Bingen, Sam	ACCESS- DVR Transiion Support	155	3237
Bolen, Jennifer	ELL	123	3282
Butterfield, Kelsie	AA - Main Office	120	3203
Cabbage, Sue	Athletic Trainer	A106	5716
Carlson, Garrett	English	222	3278
Carlson, Sharon	DHH	244	5858
Carty, Adam	Choir	184B	3274
Chapman, Stacy	Math	272	3333
Congdon, Krissy	ACCESS	158	3337
Cummings, Eric	Science	272	3314
Curtis, Terry	Tech Ed.	193	3350
Dedkova, Olga	ELL	140D	3303
DePaolo, Tony	Associate Principal	120C	3201
Duffrin, Steve	Soc. Studies	211	3285
Eichenberg, Marty	Counselor (H & S-Z)	121	3304
Ellenbecker, Andy	Math	275	3340
Ellenbecker, Jessa	Adaptive PE	A103A	3351
Feldkamp, Alysha	English	222	3287
Forde, Beth	Dean of Students	120A	3202
Fulton, Logan	English	220	3331
Gavrilos, Drew	Graduation Specialist	125	5725
Genz, Leah	Soc. Studies	211	3260
Gibbons, Tricia	ACCESS	158	3277
Gnewikow, Wally	Principal	120I	3200
Gruen, Scott	Science	272	3294
Gruen, Tammy	Soc. Studies	211	3330
Hackbarth, Joe	Phy. Ed.	A111A	3295
Hallahan, Rebecca	Math	272	3299
Harings, Carrie	Social Studies	211	3296
Harney, Brock	Soc. Studies	211	3297
Harney, Heather	AA - Student Services	121	3205
Harter, Keith	Engineer (Day)	181	3211
Hartman, Andrew	Science	272	3352
Hartliep, Sue	TA - Print/Supervisory	127	3218
Hauser-Smith, Emily	ELA/Math Interventionalist	242	3315
Herbert, Chet	FCE	171	3229
Hoff, Beth	AA - Student Services	121	3206
Hollowitsch, Mark	TA - Supervisory	-	
Holz, Byron	TA - LMC/Supervisory	LMC	3216
	TA - LaCrossroads	124	3298
Hoscheit, Rachel	Art	152	6911
Houchins, Jamee	Business Ed.	153	3358
Howman, Robert	ACCESS	158	3302
Janke, Julie	Phy. Ed.	A103A	3300
Johnson, Kristin	ACCESS	158	3291
Johnston, Steve	Tech Ed.	193	3306
Joling, Jodan	ACCESS	158	3328
Jourdan, Ashley	Social Worker	121	3339
Keeney, Kate	English	222	3214
Kline, Kelly Jo	Health	240	3310
Knoble, Casey	Phy. Ed.	A111A	3312
Knoble, Lindsay	Counselor (A-G)	121	3305
Knutson, Jennifer	AA - Attendance	120	3207
Kolar, Kyle	English	222	3319
Krueger, Sara	Soc. Studies	211	3288
Kruser, Allecia	Art	150B	3276
Kujak, Melissa (317-8138)	Nurse	120E	5720
La Fleur, Nick	ACCESS	158	3293
Lakmann, Mark	Band	186B	3318
Laufenberg, Cade	Engineer (Night)	181	3211
Leaver, Katie	AA - Activities	A125A	3208
Ledvina, Ryan (386-7415)	Police Liaison	120B	3286

NAME	AREA	ROOM	EXT.
Lor, Lee	Hmong	111	3131
Lueck, Brooks	Agriculture	279	3263
Magnuson, Amy	Health Assistant	120E	3210
Mahlum, Jodi	Phy. Ed.	A103A	3322
Marohl, Matt	Math	275	3323
Martin, Eric	Soc. Studies	211	3324
Masche, Brad	LaCrossroads 9/10	122	3346
Miller, Tim	TA - ACCESS	-	
Milligan, Greg	ACCESS	158	3320
Monroe, Jena	Science	272	3327
Moulton, Kristi	LMC Director	LMC	3273
Murphy, Rita	German	111	6650
Nugent, Bethany	Art	152	5067
Ortery, Ken	Psychologist	121	3329
Pahuski, Kurt	Math	275	3303
Perner, Jake	Soc. Studies	211	3313
Peters, Amber	AA - Main Office	120	3204
Pitz, Justin	Tech Ed.	193	3281
Quast, Toni	English	222	3284
Renkas, Brian	Band	186B	3332
Rice-McMullen, Hayley	English	222	3290
Rochester, Sandi	TA - ACCESS	156	3235
Rodriguez, Edgar	TA - ELL Interpreter	123	3360
Roper, Kyle	TA - ACCESS	156	3235
Saxton, Shelli	Kitchen Manager	179G	3215
Schreiner, Ryan	Tech Ed.	193	3326
Scott, Andrew	Tech Ed.	193	3087
Scoville, Christina	LaCrossroads 11/12	124	3298
Servais, Tony	Athletic Director	A125A	3301
Shay, Lindsey	Physical Therapist	-	4083
Sisson, Bill	Orchestra	186A	3334
Stone, Nick	ACCESS	158	3315
Tracey, Krista	Speech	244	3209
Tolvstad, Cassie	Spanish	111	3261
VonHaden, Tyler	Math	275	3311
Vehrenkamp, Soctt	TA - ACCESS	-	
Vue, Ying	TA - ELL Interpreter	123	3347
Wall, Robert	Business Ed.	177	3338
Wang-Hill, Yuan	Chinese	111	3341
Willer, Tricia	TA - ACCESS	-	
Wirkus, Sheila	English	240	3290
Wirth, Michelle	ACCESS	158	3336
Zellner, Megan	FCE	175	3228
Ziegler, Mark	Science	272	3342
Zwieg, Sam	Math	275	3283

*Main Phone: 789-7700  
Main Fax: 789-7711  
Activities Fax: 789-8445  
LMC Fax: 789-7051*

*Revised: 08/28/2023*

AREA	ROOM	EXT.
Attendance	120D	3207
Coach Office Men	A113	5722
Coach Office Men	A136	5724
Coach Office Women	A101A	5723
Coach Office Women	A132	5725
Conference Rm A	121H	3213
Conference Rm C	128	3219
Cooks	179	5718
Copy Room	127	3218
Custodians	181	3211
Front Entrance	-	3349
Future Center	125	7034
Health Assistant	120E	3210
Help Desk	HOGAN	8811
ISS	151	5717
IT Technician	LMC	3257
LMC Desk	LMC	3216
MPR	125a	3227
PE Classroom	A140D	3224
Pool	A110C	3217
Ranger Resource	125	3348
School Store	107	3344
Theater	101	3212
Weight Room	A121	5721
Wrestling Room	A128	3226
Yearbook	153	3358

## \*\*\*APPENDIX B\*\*\*

# TECHNOLOGY EXPECTATIONS & ACCEPTABLE USE

### Purpose

- The primary purpose of the device used in our schools is to facilitate an enhanced student-centered learning environment. Providing a device for each student brings equal access to tools that support a digital learning environment. Any other use is secondary.

### Care of the Device

- Students are responsible for the care and safe keeping of the device registered to them. District-owned devices that are damaged or fail to work properly must be taken immediately to the Media Center (Library) at the school. It is expected that students will care for the device in a responsible manner. Each student will use the same device throughout their educational experience in La Crosse. Voluntary insurance for the device only is available through the school district.

### General Care

- Cords and power bricks must be inserted and removed carefully to prevent undue wear and damage.
- Care should be taken to prevent the device, cables, and accessories from getting wet. This includes accidental food and beverage spills, excess humidity and precipitation.
- Avoid exposure to long-term temperature extremes.
- District-owned devices should remain free of personalizing stickers, labels or markings and should be returned in good working condition no later than the last day of the school year.
- For middle and high school - Cords and power bricks can be purchased through the school office or store if lost or damaged.

### Screen Care

- The screen of the device can be damaged if not properly cared for. The screens are particularly susceptible to damage from excessive pressure on the screen.
- Use only a clean, soft cloth to wipe the screen. Do not use cleansers of any type.
- Do not lean on or place anything heavy against the screen.
- Do not place anything between the screen and keyboard.
- If carrying a device in a backpack, take care that it is placed flat against other items and that it does not receive extreme or uneven pressure against the screen.

### Protective Cases

- The district will provide 1 (one) protective case for the device and students must keep the device in this case at all times. If the case is damaged due to negligence, the student will replace the case at their cost.
- A cleaning station is provided in the library to allow students to clean the cases/devices with library teacher supervision.

## **Security and Identification**

- Devices must be secured in the student's locker or designated area in the classroom when not in the student's possession during the school day. Some of our devices are allowed to be brought home, if a parent does not allow a student to take the device home, the device should be secured in the school office and picked up the next day.
- Devices should not be stored in a vehicle and should never be left in view inside a vehicle, locked or unlocked.
- It is recommended that students do not set passcodes on their devices. If a passcode is set, the student should be ready to share the code with parents/guardians, teachers, administration, other school employees, and school resource officers upon request.
- Each device is registered with the district including serial number, MAC address for electronic and manual location.

## **Content Management**

Students are responsible for the content stored on their device. This includes files, pictures, websites visited, audio recordings, video recordings, etc.

## **Downloading Content**

- All content for learning should be downloaded while at school if there is no internet access when not at school.
- Students have access to a district curated "app store" called Self Service. Through this, students can download district approved apps and software.
- Any apps on devices that are not district approved can/will be removed by the district personnel. No student should bypass any restrictions and attempt to download apps, music, or other software at other times. Specific web-based resources may be downloaded at the direction of the teacher (PDFs, documents, movies, etc.).

## **Memory and Storage**

- The student must maintain sufficient memory to accommodate all school-required content. From time to time, a teacher may add content/apps for use in a particular course after approval from the correct district department.
- Required apps and books must remain on the device in usable condition and be easily accessible at all times. Periodic checks of devices may be made to ensure the student has the appropriate content on the device. Passcodes and passwords will be shared with appropriate district personnel at that time.

## **Personal Media**

- Personal content, e.g. photos, documents, videos, etc. are permitted as space allows. Students may be required to remove/offload personal content if space is required to accommodate the required apps and content.
- Inappropriate media may not be stored on the device at any time. Inappropriate media includes, but is not limited to, the presence of weapons, pornographic materials, inappropriate language, and references to tobacco, alcohol, drugs, and violence unless directly a part of a school/classroom assignment. Possession of pornographic materials associated with minors is

governed by both district policy and by state and federal law. Students are advised that any infractions of this policy may be dealt with as a criminal offense.

- Parent/Guardian/Family/Friend use of the device is subject to the same restrictions as students including and up to legal action if appropriate.

### **Device Backup and Data Security**

- Students must conduct regular backups of the device using iCloud for Apple connections and Google Drive or OneDrive for any content created in any apps. Current backups are essential to maintaining the integrity of their projects and files. In the event of device failure or loss, student files may be restored from those online spaces. Students will receive instruction regarding file storage options and it is the responsibility of the student to maintain a current backup of all school assignments and related digital content.
- Files may be lost during the repair process if regular backups are not completed.

### **Use of the Device at School**

- Students are required to bring their device to school each day. Students must bring their device to all classes unless specifically instructed not to do so by their teacher.

### **Charging the Device's Battery**

- All content for learning should Devices in elementary schools have charging stations in the classrooms. Teachers will direct the students on how to charge their devices.
- Devices that go home in the middle schools and high schools must be brought to school each day fully charged. Students should leave their power bricks and cords at home to charge the device each night. If the device needs to be charged at school, the student should visit with his/her library teacher for the solution in that school.

### **Devices Left at Home or Inoperable**

- Not having a device or not having a working device will not be an excuse for lack of class participation or turning in assignments. A device will not be available for checkout.
- Each school will have consequences for students who do not bring their device. Grade level teacher teams will communicate to students the guidelines for their school.

### **Devices Left in Unsupervised Areas**

- The device is the SOLE responsibility of the student. Under NO circumstances should devices be left in an unlocked or unsupervised area. Unsupervised areas include the school grounds, lunchroom, computer labs, locker rooms, libraries, unlocked classrooms, dressing rooms, and hallways. Any device left unattended is at RISK of being stolen or damaged. If a device is found and is unclaimed, it will be taken to the school office. The student should notify a teacher, school resource officer, or principal IMMEDIATELY if the device cannot be found.

### **Sound and Headphone Use**

- The sound must be set to be used with headphones unless indicated by the teacher.
- Students may wear headphones when needed and approved for classroom use.
- Students should provide their own headphones.

## **Printing**

- Many assignments will be distributed, collected and filed electronically with the device. Students will be given instructions on how, when, and where to print content from the device at school.
- These devices are not able to print at home or in other locations.

## **Online and Audio/Video/Photographic Use of the Device**

### **Internet Access**

- Students will be instructed on how to use the wireless network at school.
- Students will do NOTHING to bypass security and filtering systems while at school.
- Students will abide by the school handbook, state law, and federal law when using their device off-campus. The device is considered an extension of the school day and any inappropriate use of the device will result in disciplinary consequences. If a parent, guardian, sibling, or other person uses the device while at home, all local, state, and federal laws apply.
- Students may use outside wireless networks when they are not at school.

### **Appropriate Use**

- Students are responsible for the safety, maintenance, and activity of their own device.
- Students should refer to their district and building student handbook for additional use guidelines.
- Activities not related to classroom assignments and activities are considered inappropriate use. Messaging, video conferencing, social networking not connected to the classroom activities should NOT be done during school hours.
- If the student uses messaging, social networking, video conferencing, etc. for personal use outside of the school day, these activities should be done with care. Cyberbullying or activities that may be perceived as inappropriate are NOT acceptable behavior at ANY time the device is used.
- Devices that have had changes made to the operating system will not be used in the La Crosse Schools. Attempts to 'break' into the operating system will be considered vandalism and appropriate consequences will follow.
- Changing another person's passcode or any unauthorized access to another person's device accounts will be treated as theft or hacking and appropriate school and legal consequences will follow.
- Copyright laws, plagiarism, and hacking are illegal activities. The student should consult their teacher's or LMC director's instructions on giving appropriate credit to the author of the work.

### **Audio/Video Recording and Photos**

- Common courtesy requires that students ask permission of others before taking their photo or making an audio/video recording.

- Students may record audio or use the camera for stills/video in a classroom or at a school outing or event with the prior consent of the teacher, coach, or responsible faculty member.
- Students are responsible, at all times, for ensuring that all individuals or groups are aware and agree to the recording or the photo being taken.
- The student must not share audio, video, or photographic likenesses without express consent from all parties involved.
- Bathrooms and locker rooms are considered PRIVATE areas. Recording or photographic equipment is NOT to be used in these areas at any time. If a student chooses to do this, school and legal criminal consequences will follow.
- The district and school handbooks as well as state and federal law apply to inappropriate use of photos, videos, and audio files.

### **Managing Files and Saving Work**

- Students should save their work to a 'cloud' storage. Options at this time include iCloud, Google Drive, OneDrive, etc. This allows for web access anywhere, safekeeping and storage management.
- Students should know that any account or files/data stored on the device is subject to review and search with reasonable cause.

### **Privacy**

- Student users should assume that NONE of their files, data or usage of the device is private or confidential. Any communication or data may be subject to review by school administration and technology network staff. This review may result in a legal referral if necessary.

## **Daily Use of the Device**

### **Amount of Time Using the Device**

- Students should use the device primarily for classroom supported learning and project completion.
- Teachers will not require all projects and assignments to be completed with the device.
- Students will complete projects in a variety of ways (paper, media, written, posters, artwork, designs, etc.) to have a balanced learning experience.

### **Where to Use the Device**

- Students should use the device in open, supervised spaces at school and at home. School/Parent/guardian rules for device usage should be followed.
- Students should have the device securely placed on a table or laptop desk. Students should sit with good posture while using the device.
- Students should take a break from using the device by changing activities and/or planning ahead so all projects are not due all at the same time, etc.

### **Additional Resources**

- For additional help, students are provided with a device Bootcamp to help get them started.

## **Insurance**

## **Laptops Insurance Coverage**

- Voluntary insurance covers accidental damage to the laptop; each device component will be replaced one time (e.g. cracked screen, audio port damaged, etc.). Subsequent breakage of the same item is the responsibility of the Parent/Guardian. Repairs/loss due to negligence are not covered by insurance. The following are only examples of accidental or negligent damage. See Building Student Handbook for additional examples.
- Accidental damage includes walking down the hall with the device in the student's arms and someone bumps into the student and the laptop is dropped; student has laptop in backpack and someone grabs the backpack and tosses it down the hall.
- Negligent damage includes liquid in laptop of any amount; items placed between keyboard and cover resulting in screen breakage or hinge damage; grabbing the laptop by the screen with fingers instead of picking up laptop from the bottom near the track pad; laptops in backpacks or cases that are thrown down or sat on by the student; laptops/backpacks on floor in traffic areas resulting in being stepped on by student or others; laptops/backpacks left unsecured in areas such as lockers or cars.
- Cases, power supplies, power cords, or electrical connectors (duckheads) are not covered by voluntary self-insurance. Students/parents/guardians must purchase Apple brand power supplies, power cords, or duckheads from the school office or from Apple/Apple Resellers. Other brands may not be the correct wattage or manufactured properly to support the district supplied laptop voiding the voluntary self-insurance and will be considered missing at hand-in. Cases must be purchased in the school office.
- Lost or stolen devices are not covered by insurance.
- Failure to return any laptop upon leaving the district or when requested will be considered theft of public property.

## **Insurance Time Frames**

- The insurance purchasing period is from August 1st to October 1st.
- If purchased, insurance is valid for a period of 1 year from August 1st to July 31st.
- Families new to the district have 2 weeks from enrollment date (if outside of normal purchasing period) to either purchase the insurance
- If payment is not received by October 1st, it is assumed that the family does not want the insurance.

## **Insurance Process for Families**

- During the enrollment and Skyward info update period, families will be asked if they want to purchase insurance for their student's device.
- Families choose to opt in or out to the insurance and choose their payment method: cash, check, or credit card via Skyward.
- During the process, families are informed on what insurance covers and costs for repairs. Families are also asked to read and sign the Student Expectations and Acceptable Use Handbook.

## **Opting Out of Insurance**

- Any family that opts out of insurance is responsible for all repair costs, including total loss of device.



## **Lost/Stolen Devices**

### **Building Process**

- Students must notify the building principal or associate principal immediately if their device is lost or stolen.
- For stolen devices, it is highly recommended that families file a police report for the device.
- The device will be placed into lost mode. Lost mode prevents the device from being used and for iPads may provide us with its last known location. Location data is not 100% accurate and relies on the device being powered on and connected to WiFi.

### **Fees**

- Lost/stolen devices are not covered under insurance.
- Charges for the lost/stolen device will be assessed in Skyward by the Tech Dept.
- The fee is the full cost of replacement for the device. Refer to the fee schedule below.

## **Damaged Devices**

### **Building Process**

- Office or LMC is notified of a damaged, lost, or stolen device.
- Principal, assistant principal, or other designee speaks with the student regarding the incident.
- LMC Director will create a helpdesk ticket for the repair.
- Damaged devices are labeled and sent to tech services for repair.

### **Tech Dept Process**

- Tech Services receives help tickets, diagnoses problems, and repairs on site if possible.
- If unable to repair in the district, the device is sent out for repairs. Repairs may take up to 5 school days to complete depending on the severity of the issue and/or availability of parts.
- Repaired device is sent back to the school admin.
- Charges are added in Skyward by the tech dept if applicable.
- Principals will receive email from tech if a repair fee is incurred.

### **Fees**

- If the device part has been damaged more than once and no longer covered under insurance, the fee will be assessed in Skyward
- Refer to the fee schedule below for parts cost.

## **Withdrawals**

- Tech receives withdrawal notification and places the device into lost mode.
- If the device is not received by tech services, lost/stolen device fee is assessed on the student's account.
- Failure to return any laptop upon leaving the district or when requested will be considered theft of public property.

- Schools notify the family of unreturned equipment. If unable to reach family directly, a request should be made to the new school for assistance with device collection and/or contacting the family.

## **Communication**

- Families are automatically sent a monthly statement for device fees.
- Technology Services will communicate with the principal regarding billing.

## **Student Expectations and Acceptable Use Handbook**

- When families sign up for insurance they are prompted to review and sign the Student Expectations and Acceptable Use Handbook.
- Link:  
<https://docs.google.com/document/d/e/2PACX-1vRFWPnyHMh8-uyp49j4HVqL9X1CrVOthiHTz8D2RQEUSlugilW9TKzJLRWT4BE1Y3Kgu-5PGqZS07WT/pub>

## **Fee Schedule**

- Laptop Voluntary Insurance - \$30
- Macbook Air - \$800
- Display Assembly - \$350
- Trackpad - \$50
- Logic Board - \$400
- Battery - \$100
- Upper Case with Keyboard - \$200
- Audio Daughterboard Cable - \$30
- Bazel Logo Cover - \$14
- USB-C Board - \$20
- Audio Daughterboard - \$30
- Laptop Issue Case - \$15
- USB-C Charge Cable - \$10
- USB-C Charger (Power Brick) - \$39
- Duckhead - \$10
- Prices subject to change without notice

**March 2023**

**\*\*\*APPENDIX C\*\*\***

## **STUDENT USE OF PERSONALLY-OWNED ELECTRONIC DEVICES**

This policy only addresses personally owned electronic devices and not district-provided devices. For students and staff, these devices are defined as tablets, laptops, electronic games and hand helds.

A. **Student:** Student use of personal electronic devices **must be pre-approved** by the principal or designee. However, the administration recognizes the value of students maintaining communication with their parents/guardians and other appropriate persons for health, safety and educational purposes. Therefore, use of these devices may be permitted by a building administrator if use by the student is determined to be for a medical, educational, vocational or other legitimate use. Exceptions to this policy will be dictated by the individual education plan (IEP) requirements. Such possession or use of these devices may not, in any way:

- Disrupt the educational process in the school district;
- Endanger the health or safety of the student or anyone else;
- Invade the rights of others at school; or
- Involve illegal or prohibited conduct of any kind.

If a question arises as to the compliance of a student with this policy, the determination of the administration shall be final regarding this issue. In arriving at this determination, the administration shall apply the standards that are stated in this policy in order to determine whether the use of these devices by the student in question violates the standards that are stated in this policy.

Students who repeatedly violate this policy shall be subject to appropriate disciplinary measures, as determined to be appropriate by the administration.

This policy and its implementing rules shall be published annually in student handbooks. Students are responsible for all lost or damaged devices.

Revised 07/17

**Legal Reference: 118.258 Wisconsin Statutes**

**\*\*\*APPENDIX D\*\*\***  
**LA CROSSE PROMISE**

# Setting your sights high!

Start preparing for college today!



- Start strong in High School to develop good study habits
- Begin job shadows
- Join clubs and organizations that interest you
- Stop into the La Crosse Promise Future Centers office and speak to your advisor
- Start networking with teachers, advisors, and coaches



- Look for volunteer opportunities
- Take AP courses



**Let's Get Started!**

- Outline your career interests
- Start researching colleges, then go visit and explore them (available both in person and online)
- Start taking classes that will prepare you for your area of interest
- Create your Senior year timeline



**Time to Fly!**

- Start school applications and write admission essays
- Complete your FAFSA (Free Application for Federal Student Aid) available October 1st
- Keep your Senior Year grades in check

**Graduate!**



**\*\*\*APPENDIX E\*\*\***  
**GRADE CHANGE FORM**

**REPLACING AN "F" - GRADE CHANGE PROCEDURE**

Any student who wishes to replace a failed semester grade in a course may do so by following these guidelines:

- All replacement courses must be retaken at either Logan H.S. or Central H.S. The same EXACT course must be taken over.
- Pick up a Grade Change Form from the guidance office secretary.
- Fill out the Grade Change Form completely and obtain all required signatures. Return the completed form to the guidance office secretary.
- The grade change will be made at the end of each semester following completion of the appropriate Grade Change Form. Students are responsible for initiating and completing this process or the grade change will not take place. Grade changes are not automatically made in the office without the appropriate form.

**Please note:** This policy has been in effect since the 2001-2002 school year.

-----  
**SCHOOL DISTRICT OF LA CROSSE**  
**GRADE CHANGE FORM**

Central H.S.	Logan H.S.
Date	Student Name
Present Year in School ( <i>Circle one</i> ): 09 10 11 12    Student I.D. Number	
Title of Failed Class	Course Number
Year in School of Failed Class ( <i>Circle one</i> ): 09 10 11 12    Semester of Failed Class ( <i>Circle one or both</i> ): Sem. 1 / Sem. 2	

Title of Replacement Class \_\_\_\_\_ Course Number \_\_\_\_\_  
 Semester Grade Received (*Circle one or both*): Sem. 1 / Sem. 2    Date Completed Class \_\_\_\_\_  
 (*Student Signature*) \_\_\_\_\_ (*Guidance Counselor Signature*) \_\_\_\_\_

<u>FOR OFFICE USE ONLY</u>	
Date Changed	Initial
_____	_____

White Copy - File

Yellow Copy - Student

Pink Copy - Guidance Counselor

**\*\*\*APPENDIX G\*\*\***

# **Attendance Policy**

## **School District of La Crosse Administrative Policies and Regulations**

**4310**

### **COMPULSORY SCHOOL ATTENDANCE**

- I. The School District of La Crosse recognizes that students need to be well prepared if they are going to be successful, productive adults. Regular school attendance is the first step toward achieving this.
- II. We value a strong partnership between home, school and the community and recognize our respective responsibilities in ensuring regular attendance.
- III. Ordinances and/or legislation developed at the municipal, county or state level shall be adhered to as they relate to school attendance.
- IV. The School District of La Crosse shall adhere to the state law (S. 115.82, 118.15 and 118.16 Wis. Statutes) regulating compulsory school attendance. The major components of the state law are:
  - A. All children between the ages of 6 and 18 and those enrolled in the five-year-old kindergarten program are required to attend a public or private school regularly for the full period and hours school is in session.
  - B. The School Board may allow a student, with parents' permission, 16 years of age or older to pursue a high school diploma under a number of options:
    1. Attend a VTAE full or part time.
    2. Attend a private nonsectarian high school within the District.
    3. Attend any alternative public school or program located in the resident's school district.
    4. Attend a schoolwork training or work study program.
    5. Attend the resident's public school with modifications to the current academic program.
    6. Attend a public educational program outside of the School District.
  - C. The School Board may allow a student, with parent's permission, 17 years of age or older, to participate in a program leading to the child's high school graduation or leading to a high school equivalency diploma (GED).
  - D. Students with special educational needs have the same right to be excused from regular attendance under this statute as students in "regular" education.

**COMPULSORY SCHOOL ATTENDANCE – REGULATIONS**

**I. General:**

- A. The responsibility for regular school attendance for students ages 6-18 and those enrolled in the five-year-old kindergarten program rests upon the student and the student’s parents/guardian/legal custodian.
- B. Absences are unexcused unless specifically detailed in the excused absence section or are determined excused by the building administrator.
- C. Attendance policy will be published in the community newspaper just prior to the start of school each fall. It will also be published in building handbooks and newsletters.
- D. Students leaving a building during the school day or arriving after the start of school need to check in and out through the school office, with the exception of lunch and release responsibility times for high school students.
- E. Attendance at the elementary level will be taken twice daily, once in the morning and once in the afternoon. Two hours is determined to equal a half-day absence at the elementary level. Attendance in the middle and high schools will be taken every period.

**II. Excused Absences:**

- A. In order for an absence (other than illness) to be excused, a parent/guardian/legal custodian shall submit verification to the school in advance of the absence or prior to re-admittance to school. A parent may excuse a student for not more than 10 days in a school year if the parent notifies the school in writing before the absence. Coursework missed during the absence must be completed.
- B. After ten (10) days of excused absences, verification of absence (phone call or written) will not automatically be excused. It is the sole responsibility of the building administrator to determine whether absences are excused or unexcused.
- C. The Administrator will excuse absences for the following reasons:
  - 1. Illness of a student (personal or injury). Students who are absent because of illness for five consecutive days may be required to present a doctor’s note verifying the length of the absence as health related. At five (5) days (part or full) of consecutive excused absences per semester for illness, the building administrator/designee will contact the parent/guardian/legal custodian, offering the services of district staff to work out a plan.
  - 2. At ten (10) days of accumulated absences for illness per year, a building administrator may require a doctor’s confirmation for all subsequent absences to be excused.
  - 3. If doctor’s confirmation is not received, the absence will not be excused.

4. An emergency in the family or special family circumstance as approved by the Administrator.
5. Medical, dental, chiropractic, optometrical, counseling or other valid professional appointments. Verification of appointments may be required. Students are expected to be in school prior to and after appointments when appropriate. Parents/guardians/legal custodians are encouraged to make the appointments during non-school hours, if at all possible.
6. A death in the immediate family or funerals for relatives or close friends.
7. Religious holidays and/or religious instruction as defined by law.
8. A court appearance or other legal procedure which requires the attendance of the student. Students are expected to be in school prior to and after the activity.
9. Attendance at special events of educational value as approved by the building administrator.

III. **Administrative Leave (Safety Issues):**

- A. Students will be excused from attendance in situations where an administrator determines it is necessary for the purpose of preserving the health, safety or welfare of students or staff. No student will be sent home on administrative leave without notification of the parent.

IV. **Make-Up Assignments and Examinations:**

- A. Class work missed by students with excused or unexcused absences shall be made up at a time and place determined by the instructor.
- B. No student will be denied credit in a course or subject solely because of the student's unexcused absences or suspensions from school.
- C. Examinations and daily work will be made up at a time and place determined by the instructor. Reduction of grade will be at the instructor's discretion.
- D. A student who has been suspended from school shall be permitted to make up class work missed during the suspension period, including any quarterly, semester or grading period examinations. Class work missed by a suspended student shall be made up at the time and place determined by the instructor.

V. **Tardiness:**

- A. Tardiness is defined as coming late to class. Elementary school students more than two hours late will be marked absent for that half day. Middle and high school students more than twenty (20) minutes late to class will be marked unexcused absent for that period.
- B. All tardiness will be recorded in the student attendance database.
- C. Patterns of repeated tardiness will be addressed administratively.



## VI. **Truancy:**

- A. A student will be considered truant if they are absent without proper excuse as determined by the building Administrator in accordance with this policy for part or all of one or more days. Truancy also means intermittent attendance carried on for the purpose of defeating the compulsory attendance law.
- B. Habitual truancy is defined as a student who is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester. Statute does not specify age, but general practice for filing truancy has been at age 12. The District Attorney will look at younger ages, depending on case details.
- C. Tickets issued: As a result of truancy, appropriate law enforcement agencies could issue the following citations to students or parent/guardian/legal custodian:
  - 1. First Ticket: Part or all of three (3) unexcused days.
  - 2. Second Ticket: Part or all of four (4) unexcused days.
  - 3. Third Ticket: Part or all of five (5) unexcused days (at this step a simple or habitual ticket may be issued.)
  - 4. Parent/guardian/legal custodian may also be ticketed for contributing to the truancy of a minor.
- D. As a result of truancy, a student may be assigned to detention or to a supervised, directed study program, during which work or examinations missed during the time of truancy may be assigned.
- E. As a result of truancy or upon the student's return to school from placement in a correctional facility, mental health treatment facility, alcohol and other drug abuse treatment facility or other out-of-school placement, the student may be assigned to an assessment period. The student, with parental permission, will be assigned to such a period for the time necessary to complete the assessment and place the student in an appropriate education program. The purpose of the assessment period will be to facilitate the student's placement into an education program in which the student will be able to succeed. The assessment period will be no longer than 8 weeks. This assessment period may or may not be during the regular school day. The student will meet with an administrator, counselor and parent to evaluate the student's educational plan and schedule prior to readmittance to school.

## VII. **School Attendance Enforcement:**

### A. **Before Determination of Habitual Truancy**

- 1. The Administrator or designee will notify the parent/guardian/legal custodian of a child who has been truant (unexcused for part or all of 1 or more days), of the truancy no later than the end of the 2nd school day after the truancy. The parent/guardian/legal custodian will be directed to return the student to school or to provide an excuse. Notice may be made by personal contact or telephone

call with documentation of the contact. Notice will be made by mail if personal contact or telephone call is not successful.

**B. After Determination of Habitual Truancy (Unexcused absence for part or all of 5 days)**

1. The Administrator or designee will notify the parent/guardian/legal custodian of a student who is a habitual truant, by first class, registered or certified mail, when the student initially becomes a habitual truant. The Administrator or designee may simultaneously notify the parent or guardian of the habitually truant child by an electronic communication.
2. A meeting will be scheduled with the parent/guardian/legal custodian of the student within five school days after the date that the habitual truancy notice has been sent.
3. A plan will be developed to improve attendance. The parent/guardian/legal custodian will be informed of penalties, which may be imposed on them or the student, should attendance patterns not improve.
4. Prior to referral for legal action by the police or county, the principal will ensure that the following has occurred:
  - a) had a meeting with the student's parent/guardian/legal custodian or had the offer refused
  - b) offered school counseling
  - c) discussed the student's needs through the meetings with appropriate school staff and offered interventions as appropriate, including evaluation
  - d) documented that none of the above could occur because of continued truancy

**C. Contributing to truancy citation to parents/guardian/legal custodian**

1. The schools may ask the police department to issue a citation to parents/guardian/legal custodian who is contributing to the truancy of their child by act or omission.

**D. Prosecution of parent/guardian/legal custodian**

1. The schools can request the District Attorney's office to prosecute parent/guardian/legal custodian who contribute to their child's truancy by act or omission.
2. The schools must provide information that the child is habitually truant, that attempts have been made to remedy the situation and failed, and evidence that the parent/guardian/legal custodian are responsible for the truancy.
3. Punishments include fine, jail, probation, and diversion agreement.

## STEPS OF NOTIFICATION

### School District of La Crosse Truancy Regulations and Enforcement Sequence

A record of all calls, personal contacts and letters regarding truancy will be kept on the Truancy Documentation Form.

#### I. STEP ONE

##### a. First through fourth unexcused absence:

- i. Administrator or designee will call home or parents' work numbers to inform parents of their responsibility to get their child to school, and to return the call to discuss the truancy.
- ii. If no phone in the home or no parental response to call (and the parents' places of employment have been tried), then district staff (Student Support Coordinator, etc.) may go to the home address.
- iii. The call or personal contact is to be done before the end of the second day after the absence.
- iv. If there is no response from or we are unable to locate parents, a written notice will be sent to the parent.

#### II. STEP TWO

##### a. Notice to be sent to parent by first class, registered or certified mail when child meets the habitual truancy definition. The Administrator or designee may simultaneously notify the parent or guardian of the habitually truant child by an electronic communication. That notice must include:

- i. A statement of parent's responsibility under Wis. Stats. 118.15(1) (a), to cause the child to attend school.
- ii. A statement explaining that the parent may request a program or curriculum change under Wis. Stats. 118.15(1) (d), and that the child may be eligible for a program for children at risk under Wis. Stats. 118.153(3).
- iii. A request that the parent meet with school personnel to discuss the truancy. That notice must include a date, time and place for the meeting, and the name of the person with whom they will meet. Also, the address and phone of a district person to call if the parent needs to change the meeting date or time. *The date for the meeting must be within five (5) school days after the date that the notice is sent, except with the consent of the parent that date may be extended for an additional five (5) school days.*
- iv. A statement of the penalties, under Wis. Stats. 118.15(5) that may be imposed on the parent if s/he fails to get the child to school regularly (must be included in the habitual notice to parent). "For the first offense, by a fine of not more than \$500.00 or imprisonment for not more than thirty (30) days or both. For the second or subsequent offense, by a fine of not more than \$1,000.00 or imprisonment for not more than ninety (90) days or both".

##### b. At the fifth unexcused absence.

- i. The appropriate form will be filed with one of the following agencies:
- ii. File a JI02 form with the La Crosse County Department of Human Services, 300 N. 4th Street, La Crosse, WI 54601. Include the district's Truancy Documentation Form

OR

- iii. File the TRUANCY DOCUMENTATION FORM with the District Attorney's Office, La Crosse County Courthouse, 400 N. 4th Street, La Crosse, WI 54601, (608) 785-9604. This action could result in the parents/guardians being prosecuted for allowing their child to be truant.
- III. NOTE: For students who are ill FREQUENTLY (after five (5) consecutive or ten (10) accumulated sick days) and the parent is calling in and reporting that the child is ill, the administrator may require that a physician's note be brought in to verify illness each time.
- IV. In these cases, a letter requesting medical information as to a chronic medical condition may be sent by school personnel to the parent. It is the parent's responsibility to seek a response from a physician, documenting the need for frequent absences.
- V. Truancy cases may be reviewed through the TAPS process. Referrals to assess educational counseling, learning problems and social problems will be made if appropriate.

Adopted: 05/05/03

Revised per 2015 Act 52: 07/26/16

Reviewed by the Superintendent's Advisory Team: 07/26/16

Board of Education Informed: 07/26/16

**\*\*\*APPENDIX H\*\*\***

**LOGAN HIGH SCHOOL  
PRE-APPROVED ABSENCE FORM**

Student Name \_\_\_\_\_ Date/s \_\_\_\_\_

Grade \_\_\_\_\_ School Related (please circle) Yes No

Your student has requested permission to be absent from school for the purpose of:

\_\_\_\_\_  
\_\_\_\_\_

It should be understood that the school may not allow such absences. This form is to be taken to all teachers for comment and signatures, and then taken home for parent signature. The completed form must be returned to the Associate Principal's office before the date of absence(s) for approval.

It is also understood that your student will return to school promptly (unless under doctor's care for illness.) If they do not, they will be considered unexcused and will have to make up the time.

SUBJECT	CURRENT COURSE GRADE	TEACHER COMMENTS & SIGNATURE	TEACHER APPROVAL	
			YES	NO
1)				
2)				
3)				
4)				
5)				
6)				
7)				
8)				

Please indicate your approval of this proposed absence by signing below.

Parent Signature \_\_\_\_\_

Associate Principal \_\_\_\_\_

<b>OFFICE USE ONLY</b> Approved _____ Not approved _____
--

Grades 9-10 (Ms. Forde) Grades 11-12 (Mr. DePaolo)

**\*\*\*APPENDIX I\*\*\***

## **ACADEMIC EXPECTATIONS**

The personnel of Logan High School believe that all schoolwork submitted in any class must be representative of the individual student. Given the high academic integrity, expectations, and values with the La Crosse School District, any type of academic dishonesty will not be tolerated. Students are expected to adhere to honesty and being forthright in all academic endeavors.

### **Definitions of Academic Dishonesty**

Attendance at Logan High School requires students to adhere to standards of academic integrity. These standards may be intuitively understood, and cannot in any case be listed exhaustively; the following examples represent some basic types of behavior that are unacceptable:

1. **Cheating:** using unauthorized notes, study aids, or information on an examination; altering a graded work after it has been returned, then submitting the work for regarding unless requested by an instructor; allowing another person to do one's work and submitting that work under one's own name; submitting identical or similar papers for credit in more than one course without prior permission from the course instructor, or allowing another person to copy personal work and turn it in for credit.
2. **Plagiarism:** submitting material that in part or whole is not entirely one's own work without attributing those same portions to their correct source.
3. **Fabrication:** falsifying or inventing any information, data or citation; presenting data that were not gathered in accordance with standard guidelines defining the appropriate methods for collecting or generating data and failing to include an accurate account of the method by which the data were gathered or collected.
4. **Obtaining an Unfair Advantage:** (a) stealing, reproducing, circulating or otherwise gaining access to examination materials prior to the time authorized by the instructor; (b) stealing, destroying, defacing or concealing library materials with the purpose of depriving others of their use; (c) unauthorized collaborating on an academic assignment (d) retaining, possessing, using or circulating previously given examination materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination; (e) intentionally obstructing or interfering with another student's academic work, or (f) otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.
5. **Aiding and Abetting Academic Dishonesty:** (a) providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above, or (b) providing false information in connection with any inquiry regarding academic integrity.
6. **Falsification of Records and Official Documents:** altering documents affecting academic records; forging signatures of authorization or falsifying information on an official academic document, grade report, letter of permission, petition, drop/add form, ID card, or any other official University document.

7. **Unauthorized Access** to computerized academic or administrative records or systems: viewing or altering computer records, modifying computer programs or systems, releasing or dispensing information gained via unauthorized access, or interfering with the use or availability of computer systems or information.

(<http://www.northwestern.edu/uacc/defines.html>)

More specifically:

### **CHEATING ON ASSESSMENTS:**

1. Copying from others
2. Allowing someone else to copy your work
3. Having or using notes, formulas, or other information in a programmable calculator or other electronic device without explicit teacher review and permission.
4. Having or using a communication device such as a cell phone or electronic translator to send or obtain unauthorized information.
5. Taking an assessment for another student or permitting someone else to take a test for you.
6. Asking for or accepting money or any other benefit in return for giving another improper assistance.
7. Providing or receiving information about all or part of an assessment, including answers (e.g. telling someone in a subsequent period what was on the exam or being told this information.
8. Having or using a "cheat sheet" that has answers, formulas, information or any other notes that is not specifically authorized by the teacher.
9. Altering a graded assessment and resubmitting it for a better grade that is not specifically authorized by the teacher.
10. Working together on a take-home assessment, unless specifically authorized by the teacher.
11. Gaining or providing unauthorized access to examination materials.
12. Downloading from other sources.

Simply having possession of unauthorized information or a device whether it is actually used or not is considered academic dishonesty.

### **PLAGIARISM ON PAPERS AND ASSIGNMENTS**

1. Giving or getting improper assistance on an assignment meant to be individual work. Including in any assignment turned in for credit any materials not based on your own research and writing. This includes:
  - a. Using the services of an online service or application.
  - b. Using the services of another student.
  - c. Copying part or all of another person's paper and submitting it as your own for an assignment.

### **CONSEQUENCES**

1. Teacher will notify the student of the allegation.
2. The teacher will meet with the student to discuss the allegation. The student needs to understand the allegation and be able to share his/her position. (Due Process)
3. The teacher will make determination of the consequence per the violation.

**Consequences may occur if a piece of writing, oral presentation or any other piece of work shows evidence of plagiarism.**

## **POSSIBLE CONSEQUENCES FOR ACADEMIC DISHONESTY (in no particular order)**

- Conversation with parent, administrator, and/or counselor
- Opportunity to re-do the assignment without penalty
- Opportunity to re-do the assignment with penalty
- No opportunity to re-do the assignment
- Documentation in Skyward (discipline referral)
- Change to the assessment environment or mode (ex. during class, hand-written)
- Removal from leadership groups (NHS, etc.)
- Removal from class with an opportunity to retake the following semester
- Co-curricular consequences
- Other as discussed with parent/guardian, admin, counselor, etc.

## **PREVENTION TECHNIQUES**

Outline Expectations:

- DISCUSS academic dishonesty as outlined in the Student Code of Conduct
- REAFFIRM the importance of academic integrity within the educational process
- PRESENT an ethical model for students
- CREATE an environment which encourages academic honesty and fairness
- FOLLOW-UP on cases where you suspect academic dishonesty
- ADDRESS the issue in the class syllabus



\*\*\*APPENDIX J\*\*\*

# 2023-2024 Meal Prices



...still the best prices in town!

## Lunch

Elementary School Student	\$2.85
Middle School Student	\$2.95
High School Student	\$3.10
Adult	\$4.25
ALL REDUCED LUNCHES	\$0.40

## Breakfast

Elementary School Student	\$1.65
Middle School Student	\$1.70
High School Student	\$1.85
Adult	\$2.65
ALL REDUCED BREAKFASTS	\$0.30

## Milk/Ala Carte

\$0.50

## After School Snack - Adult

\$1.35

# RANGER SUCCESS

Logan High School Classroom Non-Negotiables

## Be Respectful

- Use cell phones during passing time only
- Use your computer only when your teacher requires it.
- Use appropriate "Ranger" language.
- Follow the rules and norms established by your teacher/class.

## Be Responsible

- Attend class on time. (3 Tardies will earn you a detention)
- Complete your homework when it is due.
- Come prepared for and participate in class.
- Use the hall pass when leaving the classroom.

## Be Resilient

- If you need support, email your teacher for assistance.
- Use non instructional time (commons, study hall, etc.) to get help on assignments or to prepare for tests/projects.

## Be Reflective

- Check your grades regularly.
- Think about your choices and actions to find room for growth.

