



Appleton East High School

2022-2023 Student Handbook

2121 E. Emmers Drive
Appleton, WI 54915
Fax: (920) 832-4880

Main Office:	(920) 832-6212
Attendance/Student Services:	(920) 832-6201
Automated Line:	(920) 832-6200

OFFICE STAFF

ADMINISTRATION

Principal: Jacqueline Smedberg	(920) 832-2711
Assoc. Principal: Kelsi Van Fossen	(920) 832-2712
Assoc. Principal: Shawna Waters	(920) 832-2760
Activities Director: Tim Zachow	(920) 832-2713

STUDENT SERVICES (920) 832-6201

Dean of Students: Jerry De Long
 Social Emotional Learning Dean of Students: Janeal Spring

BUSINESS OFFICE (920) 832-6212

COUNSELING OFFICE (920) 832-6203

Rachel Brick, School Counselor
 Hayden Hoffman, School Counselor
 Samantha Meulemans, School Counselor
 Wendy Rebman, Registrar
 Jane Rufe, School Counselor
 Molly Wilhouse, School Psychologist
 Christine Wyngaard, Counseling Secretary

WE ARE EAST

We are thankful to have you as a member of our East community. Below you will find some information to help you understand how we can all work together to be positive members of this community.

STUDENT NONDISCRIMINATION

The Appleton Area School District does not discriminate against students on the basis of sex, race, age, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender identity, gender expression or physical cognitive, emotional or learning disability in its education programs or activities.

BELL SCHEDULE

AASD High School Bell Schedule 2022-2023				
Regular Schedule			Late Start Schedule	
Hour	Start Time	End Time	Start Time	End Time
1	7:55 AM	8:42 AM	9:55 AM	10:33 AM
2	8:46 AM	9:33 AM	10:37 AM	11:15 AM
Flex/Advisory	9:37 AM	10:24 AM	Doesn't Meet	Doesn't Meet
3	10:28 AM	11:15 AM	11:19 AM	11:57 AM
4	11:19 AM	12:06 PM	12:02 PM	12:40 PM
5	12:10 PM	12:57 PM	12:45 PM	1:23 PM
6	1:01 PM	1:48 PM	1:28 PM	2:06 PM
7	1:52 PM	2:39 PM	2:10 PM	2:48 PM
8	2:43 PM	3:30 PM	2:52 PM	3:30 PM

ATTENDANCE

[Find the full policy here, including definitions, habitual truancy information, and make-up assignment procedures.](#)

The Appleton Area School District believes there is a positive relationship between school attendance and student success. It further believes that school attendance is a responsibility shared by students, parents, schools, and the community.

Schools are required by State Statute ([S.118.15](#)) to observe the compulsory education law which requires all students to attend school regularly until the end of the school term, quarter, or semester of the school year in which the child becomes 18 years of age. Regular attendance is an important element for success and is the responsibility of parents/guardians and the students.

Consistent and persistent willful violation of the school attendance policy will result in appropriate disciplinary action and legal referral for Habitual Truancy, which is defined as: part or all of 5 or more days, unexcused, on which school is held during a school semester.

REPORTING AN ABSENCE

The parent or legal guardian must call the school at 832-6200 or report an absence online through Infinite Campus as early as possible each day a student is absent to provide the school with notification of the absence and the reason for the absence. Any calls received after 24 hours may not be accepted. If the absence extends for more than three (3) days, or if the student has a chronic attendance problem, a physician's statement may be required before the student's absences are considered excused.

EXCUSED ABSENCES

According to Wisconsin law, students are expected to attend school except for legal excused absences ([S.118.16](#)) established by the local board of education. Students are permitted to make up all assignments missed and receive full academic credit due to the following reasons for legal absences:

1. Student Illness
2. Severe illness or death in the student's immediate family
3. Medical emergency, quarantine, or communicable disease
4. Religious observances
5. Impassable roads or extreme weather conditions

Preplanned absences approved by the school office such as court appearances, necessary health appointments, college visitations, job shadowing experiences and school sponsored activities. Other reasons as approved by the school administration.

SIGN-IN/SIGN-OUT PROCEDURES

If students are 10 or more minutes tardy to school, sign-in is required in the Student Services Office and the student will receive a pass to get to class. Students who are tardy will be considered absent after the first 10 minutes of class time unless a parent excuses the absence.

If it becomes necessary for a student to leave school during the regular school hours for reasons such as illness, doctor or dental appointments, court appearances, behind the wheel driver tests, etc., a parent is to call in with an excuse and the student is to sign out in the Student Services Office before leaving the building. Upon returning, the student is again to sign in and will be re-admitted to class with a pass. Failure to follow the procedure may result in an unexcused absence.

MEDICAL EXCUSE REQUIREMENT

Data proves that attendance and success in school are directly related; therefore, we will implement the following policy for excessive excused absences. This policy is compliant with state attendance law. If a student is absent due to illness, it will be logged in the attendance system as such. Students will be allowed ten (10) occurrences of illness per year. After the tenth occurrence, the administration will request that a medical professional's written note be required to excuse the absence.

Without a medical excuse, the absence may be determined unexcused and apply toward truancy (see Habitual Truant). This note must state that a specific illness caused the student's absence. The administration reserves the right to place a student on a medical excuse list. This is in accordance with Wisconsin State Statute [118.15 \(3\) \(c\)](#), Compulsory School Attendance.

UNEXCUSED ABSENCES

Students will be allowed to make up schoolwork missed due to an unexcused absence.

Excessive excused absences: Students who are absent from school with an excused absence for 10 or more days during a school year (5 unexcused absences in a semester) are considered to have excessive excused absences. A written statement from a physician may be required in situations where a pattern of excessive excused absences from school has occurred. Absences not accounted for in this manner will be considered unexcused and students will be subject to the school and district truancy procedures.

PREARRANGED ABSENCES

Any student who knows in advance that he/she will be absent from school for an excusable reason for three days or more must obtain a [Prearranged Absence Form](#) in the Student Services Office at least 24 hours prior to the absence. After the student's parent/guardian has indicated on the form the reason for the absence and the date of the absence, the student must have the form signed by all of their teachers and an administrator. Parents/guardians may also call the absence into the office as with a regular absence, in which case the office staff will complete the parent/guardian portion of the form.

A completed [Prearranged Absence Form](#) must be on file in the Student Services Office prior to the absence. Knowing that an absence will be occurring, it is expected that the student will either complete the school work missed prior to leaving or submit the assignments to the appropriate teachers immediately upon returning to school.

PREARRANGED APPOINTMENTS

All student appointments (such as medical, dental, court, driver's exam, etc.) must be cleared in advance through the Student Services Office. A student who will miss all or part of one or more classes due to an appointment must have a parent/guardian call or a written note from the parent/guardian to the Student Services Office, prior to the appointment, to give notice of the student's need to sign out of school at a given time on a particular day. Once the parental call or note has been made to excuse the student, the student must obtain an appointment pass in the Student Services Office on the morning of the appointment. This pass is to be shown to the teacher whose class the student must leave for the appointment.

TARDINESS TO CLASS

The expectation is that students will be prompt for class and personally responsible for their tardiness. Tardiness to class is defined as the student not being inside of the classroom when the bell rings but arrives within the first 10 minutes. If there is no call from a parent the tardiness would be marked as unexcused. Tardiness to class may result in disciplinary consequences.

Students who are more than (10) minutes late for class, without being excused, will be marked unexcused absent for the period and issued a detention.

INCLEMENT WEATHER

When the weather is bad, the Appleton Area School District [follows a process](#) for deciding if schools will be open or closed. The District must make a decision that is the best for all students. We encourage and strongly support you in making the decision that is best for your child(ren). You are always the best judge of your child's health and safety.

If you do decide to keep your child(ren) home on a day when school is in session, please be sure to contact your child's school to report the absence.

On days when the weather is bad, listen to any local radio or television station for information about school closings. You can also check the district's [website](#) and the district's [social media](#). The district will also utilize Infinite Campus alerts with robocalls, emails, and text messages, or a combination in an effort to reach all families. Please ensure that your [Infinite Campus notifications settings](#) are up to date.

Academics

SCHEDULE CHANGES

Changing courses is permitted according to the following policies:

- ADD POLICY - To add a course, students should make an appointment with their school counselor before the fifth day of each semester, preferably before the semester begins. Adds will only be approved if space is available.
- DROP POLICY - After classes begin, students MAY NOT drop courses without penalty until the fifth week of the semester. To drop a course, make an appointment with your

counselor during these times. Students who drop a course at this time are assigned to a study hall. Students requesting to drop a course [after the fifth week of a semester will receive a grade of an “F” on their transcript. Students must maintain the School Board minimum class load. (Classes per Semester – Seniors 5, Juniors, Sophomores and Freshmen 6). Second-semester course changes will be considered before the second semester begins. Students should make an appointment with their school counselor before the start of the second semester for changes to their second semester schedule.

STUDY HALLS

Students who are assigned to a study hall must attend or be subject to the same consequences as missing any other class. Students are expected to be on time and engaged in appropriate behavior.

Behavior

RIGHTS & RESPONSIBILITIES

All students, staff, and parents/guardians in the East High School community have basic rights and responsibilities designed to maximize academic freedom and individual expression while maintaining an orderly and respectful atmosphere for all members in our learning community.

Everyone has the right to speak, listen, and learn in a safe environment that is free from physical harassment and verbal abuse. Any infringement on these rights of others is an infringement on the mission and obligation of East High School to provide all students, staff, and parents/guardians with the finest education possible.

In addition to their rights, all students, staff, and parents/guardians have basic responsibilities to respect others, the property of others, and the reputation of East High School and the members of its community. Everyone has a responsibility to adhere to common courtesies, to follow the school rules, and to obey all laws.

The development of a positive atmosphere and the maintenance of a respectful academic community is the responsibility of every member of the East High School community. Above all, each person is responsible and will be held accountable for their own actions.

BEHAVIORAL EXPECTATIONS

The behavioral expectations for East students are very similar to those for being responsible and productive members of our society. Since part of the mission of East is to prepare students for success in the global community, our behavior expectations reflect those same expectations. Violations may result in teacher reprimands, conferences, parental contact, detentions, and/or exclusion or removal from class.

In addition to disciplinary actions by teachers, students may also be subject to administrative reprimands, conferences, parental contact, detentions, suspension, and/or expulsion from school. Finally, the educational program and options for any student may be changed and limited if the student is not

performing at an acceptable level. The following behaviors will not be tolerated at Appleton East and at school-sponsored activities, and will result in disciplinary action:

- Physical or verbal assault or harassment to/on another person
- Committing racist acts or racial slurs against another person or organization
- Cheating or stealing from another person or belongings from the Appleton Area School District
- Lying or withholding information from authorities
- Vandalism of another person's property or property belonging to the Appleton Area School District
- Blatant disruptions or the enticement of others to be disruptive
- Possession or use of a weapon
- Possession, selling, purchasing, or under the influence of drugs or alcohol
- Possession, selling or using any form of tobacco products, including smokeless tobacco
- Tampering with the school fire alarm or security system, or making a bomb threat
- Tardiness, truancy
- Littering
- Disrespectful to other individuals or use of inappropriate, and/or abusive language
- Defiance of staff and staff directives

LIGHTERS & MATCHES

Students have no appropriate reason for carrying a cigarette lighter and/or matches on the East High School campus. That being the case, any cigarette lighters and/or matches discovered by staff will be permanently confiscated.

ACADEMIC INTEGRITY POLICY (HIGH SCHOOL)

The Appleton Area School District promotes and expects ethical behavior from all members of our school communities. Honesty and integrity are valued in our schools. Dishonest and unethical behavior, such as lying or cheating, will not be tolerated.

Cheating includes, but is not limited to, the following activities:

- Knowingly representing the work of others as your own.
- Using, obtaining, or providing unauthorized assistance on examinations, papers, or any other academic work.
- Forging a signature to certify attendance, completion of a course assignment, or any other purpose. Copying materials; allowing another to copy your material; or using unauthorized materials during a quiz, test, project, or homework assignment.
- Removing examinations or parts of examinations without the knowledge or consent of the faculty member.

- Stealing, using, or accepting stolen copies of tests or answer keys.
- Altering a teacher's grade book or computer records. Committing any other violation intended to obtain credit for work that is not your own.

Each teacher will inform their students of the academic consequences of cheating in their particular course. The following consequences may be applied by administration and staff when a student is found to have violated the academic integrity policy. Decisions on disciplinary consequences will be made by the administration with input from key staff as deemed essential and appropriate.

- The teacher will file a discipline referral with the office.
- The teacher will make parental contact in a timely fashion.
- The student may receive a reduced career and life skills grade. Students may face additional disciplinary consequences including, but not limited to: detention, in-school suspension, and out-of-school suspension.

Repeated office referrals for cheating can result in more serious disciplinary actions up to and including removal from the class where the cheating took place, suspension, and/or an expulsion recommendation.

DETENTION

A student may be assigned to a detention when the student has violated a school policy, refused to cooperate with school expectations and/or rules, or has a record of chronic attendance problems or misbehavior.

Unless other arrangements are made, detention must be served at the time and place indicated when it is assigned. In addition to being present and on time, sleeping and cell phones are not allowed and students are expected to comply with all directions as given by the supervisor.

IN-SCHOOL SUSPENSION

In-school suspensions are intended to provide the student with time to focus on the choices the student has made that resulted in this type of disciplinary action. Parents will be informed of the student's in-school suspension. The student will be provided with assignments from their classroom teachers and is expected to spend their time doing those assignments. Cell phones are not allowed. If a determination is made that the student is not ready to return to classes, further ISS time may be assigned, the student may receive an out-of-school suspension, or other consequences as necessary. Violation of the in-school suspension rules is considered a reason for suspending the student out of school.

OUT-OF-SCHOOL SUSPENSION

State statutes permit the out-of-school suspension of a student ([S. 120.13](#)) for up to five days for misconduct. As a general rule, students may be suspended if they defy the authority of school staff, disrupt the orderly operation of the school, or interfere with the right of other students to learn. Suspended students may not be on any school district property, nor attend any school function, or receive work hour credit. For the purposes of making up schoolwork missed while suspended from school, suspensions are considered excused absences. The following are some illegal acts prohibited at East:

Alcohol: Students may not purchase, possess, or consume any alcoholic beverage ([S.125.07](#) and [125.09](#)) Students in possession of under the influence of alcoholic beverages, in addition to suspension and legal charges, may also be referred for possible expulsion.

Battery: A student causing bodily harm to another, by an act done with intent to cause bodily harm to that person harmed, is guilty of a misdemeanor ([S. 940.19](#))

Disorderly Conduct: Students who engage in violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct in which such conduct tends to cause or provoke a disturbance is guilty of disorderly conduct ([S. 947.19](#))

Drugs: It is illegal for any person to possess a controlled substance unless it is obtained from a valid prescription ([S. 161](#)). Students found to be in possession of illicit drugs will be referred for possible expulsion.

Harassment: A student who engages in repeated acts to intimidate a person by strikes, shoves, kicks, or otherwise subjects the person to physical contact, or threatens to do the same, is in violation of the law ([S. 947.01](#))

Hazing: No person may intentionally or recklessly engage in acts of forced activity that endangers the physical health or safety of the student for the purpose of initiation or admission with any organization operating in connection with a school ([S. 948.51](#)).

Obscenity: A student who imports, prints, advertises, sells, has in possession, offer for sale, publishes, exhibits, or transfers commercially any lewd, obscene, or indecent written matter, picture, sound recording, or film, or who has in possession with intent to transfer to a person under 18 years of age any of the above materials or whoever makes any lewd, obscene, or indecent drawings or writings in school is guilty of a felony by state statutes ([S. 944.21](#) and [S. 944.23](#)).

Possession of a Dangerous Weapon: Any person (except a police officer) who goes armed with a weapon or switchblade knife in any school building or on school property is guilty of a Class A misdemeanor ([S. 941.235](#) and [S. 941.24](#) and [S. 948.61](#)).

Possession/Discharge of Fireworks: No person shall sell, use, discharge, or explode any fireworks in a school building or on school property ([S. 167.10](#)).

Slander/Libel: State statute prohibits intentionally defaming another person, whether a student or staff member. This includes anything that exposes the other person to hatred, contempt, ridicule, or disgrace in their line of work ([S. 942.01](#)).

Theft: No student may intentionally take and carry away, use, transfer, conceal, or retain possession of moveable property of another person without the other's consent ([S. 943.20](#))

Tobacco: State statute prohibits the possession of tobacco products by a minor ([S. 48.983](#)). The use of tobacco products on school district property by any person is a violation of state statute ([S. 120.12](#)).

Vandalism: Any student who intentionally causes damage to a school building and/or school property is guilty of a misdemeanor ([S. 943.01](#)).

EXPULSION

According to Wisconsin Statutes ([S.120.13](#)), the Appleton Board of Education may, on referral from a school administrator and after an expulsion hearing, expel any student who is found to be a detriment to the school environment because of one of the following reasons: Repeated refusal or neglect to obey the rules; knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; engaged in conduct while at school or while under the supervision of school authority which endangered the property, health, or safety of others; engaged in conduct while not at school or while not under the supervision of school authority which endangered the property, health, or safety of others at school or under the supervision of a school authority; endangers the property, health, or safety of any employee or school board member of the school district. Students who engage in such actions will be considered by East High School's administrative team for recommendation to the school district for expulsion from school.

ALCOHOL & OTHER DRUGS

[Find the full policy here.](#)

No student or employee of the Appleton Area School District shall knowingly possess, use, distribute, or be under the influence of alcohol, controlled substances, or any other mood-altering chemicals while on school property or during school-sponsored activities. The possession, use or distribution of drug paraphernalia, look-alike drugs, non-alcoholic beer/beverages, or any substance misrepresented as alcohol or a mood-altering drug is also prohibited on school property or during school-sponsored activities. A student may be required to submit to a breath test to determine the presence of alcohol if a school official or law enforcement officer has reasonable suspicion that the student is under the influence of alcohol in violation of this policy.

Violation of this policy or refusal to submit to a required breath test for the presence of alcohol will result in disciplinary action which may include: School disciplinary consequences; notification of law enforcement officials; notification of parents/guardians or legal custodians; notification of co-curricular advisors and the athletic director; notification of the district superintendent or designee; suspension and/or expulsion.

Use of prescription or over-the-counter medication in compliance with Board Policy 453.4 (Medication Administration to Students) shall not be considered a violation of this policy. Secondary distribution of any prescribed drug on school property or during school-sponsored activities is prohibited.

Smoking and the use of other tobacco products by students and employees are prohibited on all school property ([S. 48.983](#), [118.257](#), [118.45](#), [120.12](#), [120.13 \(1\)](#), [125.02 \(8m\)](#), [125.07](#), [125.09](#), (2), and [Chapter 961](#)).

TOBACCO PRODUCTS

[Find the full policy here.](#)

State law ([S .48.983](#)) prohibits the use or possession of tobacco products by a minor. In addition, state law ([S. 120.12](#)) prohibits the use of any tobacco products in school buildings, on school grounds, or in school vehicles, this includes electronic cigarettes. This ban on the use of tobacco products also extends to all school-sponsored activities and functions conducted off school grounds. The ban on possession, selling or using any form of tobacco products, includes smokeless tobacco, nicotine or vape products.

Students who violate the law will be referred to the police for legal consequences that may include fines and court appearances. Violations of school rules regarding the use and possession of tobacco products while on school property or attending school functions will result in disciplinary action. All East students are offered voluntary participation in a smoking cessation program on a regular basis.

WEAPONS ON SCHOOL PREMISES

[Find the full policy here.](#)

The Appleton Area School District is committed to providing a safe and secure learning environment for all District students. No one shall possess, use, threaten the use of, or store a weapon or look-alike weapon on school property, in any vehicle located on school property, in any school facility, in any school vehicle, or at any school-sponsored event or function.

No person, including someone with a CCW (Carrying a Concealed Weapon) license, shall use or possess a firearm, whether loaded or unloaded, any destructive device, or other dangerous weapon as defined under section 948.605 (Gun-Free School Zones Law) and 948.6 of the state statutes, in school buildings and other buildings owned, occupied or controlled by the school district, on school premises, in school-provided transportation, or at any school-sponsored or school-supervised activity, except as otherwise specifically authorized in this policy. A weapon is defined as any object that by its design, use or intended use could cause bodily harm or property damage or intimidate other persons. Weapons include but are not limited to firearms (whether loaded or unloaded and whether operational or not), look-alike weapons (e.g. Airsoft guns), knives, sprays, martial arts equipment, razors, leather tools, metal knuckles, etc. Other objects not designed as weapons but used in a manner that cause intimidation or bodily harm to a person, as well as property damage, are considered weapons under this policy. Such items include but are not limited to: chains, pencils, belts, sprays, and laser pens.

The following are exceptions to the policy prohibition:

- A weapon in the possession of and under the control of law enforcement or military personnel acting in their official capacity.
- Any qualified current law enforcement officer who is off duty or any qualified former law enforcement officer may possess a properly licensed firearm provided that the individual meets all applicable conditions specified in the state and federal gun-free school zone laws.
 - Although permitted, the Board generally discourages the intentional presence of such firearms and strongly encourages such individuals to notify the District Administrator, building principal,

or other activity supervisor of their possession of any such firearm in order to avoid misunderstandings should the presence of the weapon be identified by another person.

- The firearm is not loaded and is encased or in a locked firearms rack that is on a motor vehicle.
- A person who is a CCW licensee or an out-of-state CCW licensee may possess a firearm within 1,000 feet of the grounds of a school, but not in or on school grounds.
- A weapon used or handled by an individual in a legal manner for purposes of demonstration or educational presentations. This approval must be in writing and granted prior to the weapon being brought to the school. The weapon shall be maintained in the possession of the principal except during the actual demonstration or presentation.

On a case-by-case basis, the Board may give advanced approval allowing an exception to this policy for a specific event or activity, provided that the request for such an exception is also consistent with the discretionary exceptions authorized under state law.

Possible consequences for a student violating this policy:

- Suspension from school
- Referral to law enforcement officials or juvenile justice system
- Recommendation for expulsion

Law enforcement officials shall be contacted to help deal with a weapons situation, which presents an immediate threat to safety. If the situation does not allow an opportunity to contact law enforcement officials immediately, school staff shall attempt to diffuse and control the situation in the safest manner possible, until law enforcement officials can be summoned.

VIOLENCE & INTIMIDATION

[Find the full policy here.](#)

No one shall threaten—verbally, non-verbally, or physically—the safety of another person through the use of intimidation or violence. Such conduct is prohibited on school property, in a school facility, in a school vehicle, at any school-sponsored function, or while traveling to and from school.

Intimidation is defined as behavior or repeated acts which cause fear or physical or psychological discomfort, including, but not limited to, physical contact or verbal or nonverbal threats or gestures.

Violence is defined as aggressive behavior which subjects a person to unwanted physical contact including, but not limited to, striking, shoving, or kicking.

Possible consequences for violation of this policy include application of approved school disciplinary practices and procedures; notification of law enforcement officials; notification of parents, guardians, or legal custodians; notification of Superintendent or designee; suspension from school; recommendation for expulsion. ([S 120.13](#), [120.44](#), [947.013](#))

SEXUAL HARASSMENT STUDENT POLICY

[Find the full policy here.](#)

The Appleton Area School District (AASD) will not tolerate student harassment in any form and will take all necessary and appropriate action to prevent, remediate and eliminate it, up to and including discipline of the offenders. The District's policy is to maintain and ensure learning and working environment free of any form of harassment or intimidation, including verbal, non-verbal, physical, unwelcomed conduct or behavior, sexual, bullying, cyber-bullying or other forms of harassment toward and between students, employees, School Board Members, parents, volunteers, independent contracted service workers and applicants for employment. The District is committed to providing a safe, secure, and healthy environment that allows all students to maximize their learning potential.

Any student who believes he/she has been the subject of harassment based on, in whole or in part, sex, race, color, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender identity, gender expression, or physical, cognitive, emotional or learning disability, which interferes with his/her school performance or creates an intimidating, hostile or offensive school environment shall report the matter in accordance with the [District's Student Nondiscrimination Policy, 411.2 complaint procedures, 411.2 Rule.](#)

Any student who believes he/she has been the subject of harassment of any kind, including sexual harassment, shall report the matter in accordance with the reporting procedures identified in this Policy. If the alleged harasser is the person to whom complaints would normally be reported, the harassment complaint should be reported to the next higher administrative authority. If a student is not comfortable making the report to that person, he/she may report the complaint to another adult employee of the District and that person will ensure the harassment complaint is properly filed. All harassment reports and complaints shall be taken seriously and investigated in a timely manner. There shall be no retaliation against students for filing complaints or reports under this policy or participating in the investigation of a complaint under this policy.

School staff members and school officials who observe or become aware of acts of harassment should report these acts to the building administrator/designee. Any other person, including a student who is either a victim of the harassment or is aware of the harassment, is encouraged to report the conduct to the building administrator/designee.

BULLYING

[Find the full policy here, including information on reporting procedures.](#)

The Appleton Area School District is committed to providing a safe, secure, and healthy environment that allows all students to maximize their learning potential. The Board of Education considers bullying to be detrimental to the health and safety of students and disruptive to the educational process and is prohibited.

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying includes aggressive and hostile behavior that is intentional and involves an imbalance of power between the bully and the bullied and is behavior that is repeated over time rather than an isolated incident. This behavior may include but is not limited to physical and verbal assaults, nonverbal or emotional threats or intimidation, harassment, social exclusion and isolation, extortion, use of computer or telecommunications to send messages that are embarrassing, slanderous, threatening or intimidating (cyber-bullying). Bullying may also include teasing, put-downs, name-calling, rumors, false accusations, and hazing. Bullying based on sex, race, color, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, cognitive, emotional or learning disability in its education programs or activities is also prohibited by law and Board policy. In addition, the District prohibits bullying or discrimination on the basis of gender identity and gender expression.

Bullying behavior is prohibited in all schools, buildings, properties, educational environments as well as on any school grounds or school buses. This includes any property or vehicle owned, leased, contracted, or used by the AASD such as public transportation regularly used by students to go to and from school and to school-sponsored events.

BULLY & INCIDENT REPORTING

SPEAK UP, SPEAK OUT is a School Resource Center where students, parents and community members can submit a confidential tip when they notice unsafe or risky behaviors that might be putting a student or the community in danger. [Learn more here.](#)

HARASSMENT

[*Find the full policy here, including definitions of different types of harassment and reporting procedures.*](#)

The Appleton Area School District (AASD) will not tolerate student harassment in any form and will take all necessary and appropriate action to prevent, remediate and eliminate it, up to and including discipline of the offenders.

The District's policy is to maintain and ensure learning and working environment free of any form of harassment or intimidation, including verbal, non-verbal, physical, unwelcome conduct or behavior, sexual, bullying, cyber-bullying or other forms of harassment toward and between students, employees, School Board Members, parents, volunteers, independent contracted service workers and applicants for employment. The District is committed to providing a safe, secure, and healthy environment that allows all students to maximize their learning potential.

Any student who believes they have been the subject of harassment based on, in whole or in part, sex, race, color, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender identity, gender expression, or physical, cognitive, emotional or learning disability, which interferes with their school performance or creates an intimidating, hostile or offensive school environment shall report the matter in accordance with the [District's Student Nondiscrimination Policy, 411.2 complaint procedures, 411.2 Rule.](#)

DRESS CODE

Appleton Area School District's student dress code supports equitable educational access. It is written in a manner that does not reinforce stereotypes and that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size.

Appleton Area School District expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the District's intent to sustain a community that is inclusive of a diverse range of identities. The school district is responsible for seeing that student attire does not contribute to a hostile or intimidating atmosphere for any student. Students are responsible for knowing the student dress code and for complying during school hours and school activities.

Students must wear the following items of clothing at all times:

1. A shirt (with fabric in front, back, sides, under arms)
2. Pants/jeans or the equivalent (ex: skirt, shorts, sweatpants, leggings, dress, etc.)
3. Shoes/appropriate footwear

Students cannot wear:

1. Violent language or images
2. Images or language depicting/suggesting drugs, alcohol, vaping or paraphernalia (or any illegal item or activity)
3. Hate speech, profanity, pornography
4. Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized group
5. Accessories that could be considered dangerous or could be used as a weapon
6. Any item that obscures the entire face
7. Undergarments as clothing

SEARCH OF LOCKERS, DESKS, AND OTHER STORAGE AREAS

[Find the full policy here.](#)

All lockers, desks, and other storage areas provided for student use remain the property of the Appleton Area School District. At no time does the Appleton Area School District relinquish its exclusive control of these areas.

A search of lockers, desks, and storage areas may be conducted by a District administrator, school administrator, or a school employee designated by the District administrator or school administrator as determined necessary and appropriate. This search can be conducted without the consent of the pupil, without notifying the pupil, and without obtaining a search warrant. A police school liaison officer or other law enforcement official at the request of or in conjunction with the district administrator or school administrator may also conduct searches.

No student shall lock or otherwise impede access to any locker, desk, or storage area except with a lock provided or approved by the District. Unapproved locks will be removed. Any unauthorized item(s) found in lockers, desks, and other storage areas may be removed. Items removed may be

held by school officials for return to the parent(s)/guardian(s) of the student, retained for disciplinary proceedings, or turned over to law enforcement officials.

PERSONAL ELECTRONIC DEVICE POLICY

[Find the full policy here.](#)

Students' use of electronic/communication devices is permitted during school hours, in non-instructional areas of the school building. These devices can be appropriately used during school hours in the commons (during lunch hours) and in hallways (between classes), unless specifically denied as per teacher/staff directive. Cell phone use is not permitted in the classroom as part of Appleton East's technology policy.

Students may not share or post personal information about or images of any other student or staff member without permission from that student or staff member. The inappropriate use of cameras or electronic communication devices includes but is not limited to the following examples.

Cameras or electronic communication devices shall not be used:

- In areas where one would reasonably expect privacy, i.e. locker rooms, bathrooms, etc.
- To communicate test answers, photograph tests, or in any way enable students to cheat
- To engage in cyberbullying-placing cell phone calls or sending text messages that ridicule, threaten or harass another student or staff member.
- To post or promote dangerous or inappropriate behavior, such as fighting.

A student in violation of the Technology Violation will surrender the device to staff, as requested, and the phone may be held in the Student Services office until a parent/guardian picks it up or until the end of the school day. Additional violations of the policy will result in additional consequences per the technology policy. Refusal to comply with this technology policy and/or its consequences for violation, will result in further disciplinary action. Appleton East High School and/or the Appleton Area School District accepts no responsibility for lost or stolen electronic devices.

Parking

Student drivers, or persons driving students to or from school, are expected to obey all rules of the road and safe driving practices. Students must park their bicycles and motor vehicles in the designated Student Parking Areas. Parking in an area other than designated Student Parking Areas may result in disciplinary action (revoked parking privileges) and/or ticketing by police and/or towing from East's campus.

The Appleton East High School parking lots are considered part of the school grounds. Therefore, students are held to the same code of conduct as in the building or other school property.

PARKING PERMITS

All students parking on school property must have their current parking pass properly displayed. Permits can be purchased in the Student Services Office for \$5.

Campus

CLOSED CAMPUS

East High School has a closed campus for freshmen the entire time school is in session. Sophomores, Juniors, and Seniors are allowed to leave campus during their lunch hour.

On regular school days, this means that students may not leave the school building from 7:55 AM-3:30 PM unless authorized in writing by office staff or authorized through Senior Privilege or Campus Option. Authorization to leave school grounds is given by office staff under certain circumstances and according to specified procedures. Students who do leave school grounds without authorization from office staff will be subject to disciplinary action.

JUNIOR PRIVILEGE PROGRAM

Junior Privilege is available to juniors at Appleton East for the second semester. This allows for a junior student, who has demonstrated a high level of maturity and personal responsibility, to leave the school premises during a study hall or Flex Tuesdays, Thursdays and Fridays. Students must attend Advisory every Monday (or any other required Advisory class) for the entire length of the class. To keep this privilege, a student must remain in good standing at East High School. We will review the implementation of Junior Privilege at the end of the school year.

Students are expected to leave the building during their privilege hour or Flex Time on Tuesdays, Thursdays and Fridays. Students are only allowed to sign up for an area designated for academic support but are not eligible for large group Flex offerings (Gym, Commons, LMC, etc.). If a student with Flex Privilege is requested during Flex time by a teacher, they must go see the teacher on that instead of leaving campus.

Qualification Requirements

Each student must have:

1. A passing grade of "C" or better in all of their current classes
2. Accumulated 12 credits toward graduation by the end of their junior year

3. Maintain at least a 2.0 cumulative GPA
4. Have no CLS scores of 1 or any documented Major Office Discipline Referrals in the past grading period
5. The signed consent of their parents
6. The signed approval of the administration. Note: Previous disciplinary record may disqualify the candidate for senior privileges
7. No obligations to the school. This includes any unserved detentions, fines, fees that are delinquent, and any unreturned school property. It is the responsibility of the applicant to clear all obligations
8. Have their student ID with them at all times for identification and authorization to leave the campus
9. No record of habitual truancy

Revocation of Junior Privilege Could Result From:

10. Failure to meet qualification requirements
11. Failure to maintain a passing grade of "C" or better in all of their current classes
12. Failure to attend a SST offering in which they were requested by a teacher
13. Violations of school rules (truancy, skipping, or excessive tardies)
14. Obligations to the school such as library fines, detentions, etc.
15. A written complaint (including a police or citizen's report) while off campus during school hours
16. Disturbance in the halls, parking lot, or on school grounds

SENIOR PRIVILEGE PROGRAM

Senior Privilege allows a senior status student to be unscheduled during one period each semester of the normal school day. During this period the student may stay in the school building in an appropriate area (not the hallways) such as the LMC, commons, or teacher classroom. The student needs a pass and approval to enter any of these areas. The student may also leave the building during the Senior Privilege period subject to the following restrictions:

- The student must leave the building within five minutes of the end of the previous period
- The student may not return or enter the building until the bell ending the Senior Privilege period has sounded
- Upon entering the building, students will be asked to present their school ID.

Senior Privilege is a privilege offered to seniors. In order to participate in Senior Privilege the following guidelines will be used:

1. Must have at least 17 credits at the start of senior year and 20 credits at the end of 1st semester
2. Must have no "F's" senior year during grading periods (Quarter and Semester)
3. Must have no "1's" for Career and Life Skill (CLS) grades
4. Must not fall into the category of habitual truant (5 unexcused absences part of or all of a day per semester)
5. All detentions must be made up and served in a timely manner
6. May lose Senior Privilege if suspended for school rule violations

If Senior Privilege is revoked a student will be assigned a study hall. Senior Privilege MAY be reinstated if the student regains good standing in the areas that caused them to lose their privilege.

HALL PASSES

Passes are required in all hallways once classes have begun except during designated lunch hours in the main Commons area. One pass per student. Students may go to the school store with a pass during their lunch.

LIBRARY MEDIA CENTER

The Appleton East Library Media Center (LMC) provides access to materials for research, independent study, creation, exploration, collaboration and leisure reading. The LMC is open from 7:50AM until 3:33PM Monday through Friday.

- Students may obtain passes from one of their classroom teachers or the LMC staff to come to the library from class or Study Hall.
- All students entering the LMC independently (not as part of a class) except Senior/Junior Privilege, need to sign in at the Circulation Desk. Students from class or study hall must also leave their passes in the designated box to the left of the check in computer.
- Students using the library during their lunch should eat their lunch before coming to the library. Once a student is signed in to the LMC, they must stay for the remainder of the period.
- If students are coming in to check out a book, a round trip pass is sufficient. Sign in is not required.
- The library does not give out school store passes.
- Please eat all food before entering the library. Water bottles with caps or covers are fine.

NEIGHBORHOOD RELATIONS

Property adjoining the school grounds, like all residential property is private; therefore, littering and trespassing are not permitted. Police action will be taken against violators who are reported. Just as important as our legal responsibilities are our responsibilities to Appleton East High School, as any action by an Appleton East High School student reflects upon the whole school.

The neighbors of our school have a right to resent any infringement upon their rights. Let us be good representatives of our school. Students cannot litter the street or campus and must stay off the neighbors' lawns. Please make your patriot pride visible by keeping our commons, hallways, school, grounds and neighborhood clean. Take pride in our environment!

Go Patriots!