

**PRAIRIE FARM HIGH SCHOOL / MIDDLE SCHOOL  
STUDENT / PARENT HANDBOOK  
2023-2024**

**MISSION STATEMENT**

*The School District of Prairie Farm in partnership with family and community provides educational experiences which foster academic excellence, life-long learning, and citizenship.*

**WELCOME TO THE PRAIRIE FARM  
HIGH SCHOOL and PRAIRIE FARM MIDDLE SCHOOL**

The information contained in this handbook has been carefully prepared to help you succeed at Prairie Farm Schools. It is in compliance with Board of Education policies, copies of which are available online or in the District Administrator's office.

It is our goal to keep an open line of communication between home and school. There will be times that this may not be possible such as, when dealing with legal authorities, law enforcement, social services, etc.

The teachers, counselors, support staff and administrators are here to assist you with your education. We sincerely hope this will be a very successful and satisfying year for you!

**TABLE OF CONTENTS**

Welcome and Table of Contents

School events, bell schedule

School song, sportsman code, spectator conduct, Athletic Mission Statement, Board of Education policies

Title IX, School Board Policy numbers

**Attendance**

Arrival, attendance, field trips, tardiness, late arrival, evening activities, school closing

**Academics and Scheduling**

General requirements, honor roll, academic letter, student records, report cards, parent/teacher conferences, schedule changes, drop / add, ECCP, virtual education

**Student Conduct and Behavior**

Chemical abuse, code of conduct, conduct for buses, dangerous materials, tobacco use, dress and grooming, personal displays of affection, fighting, hazing/initiation, profanity, student harassment, bullying and cyberbullying, e-mail harassment, supervision of students

**General School Operations**

Announcements, care of property, errands, fees, fire, tornado and lockdown, insurance, lunch, office business, office telephone, working students, lockers, noon hour, passes, textbooks and library books, vehicles/bicycles, purchasing, Internet access, gym and weight room regulations, students of adult age

**Extra Curricular Activities**

Dance team, FFA, FCCLA, Forensics, Honor Society, Leadership Council, Pep Club, Quiz Bowl, Photography Club, Video Club, Library Club

\* The rules and regulations in this handbook are governed by school board policy. These will be cited where needed and notated by SBP and number.

\*\*Board approved 6/19/2023\*\*

In effect until updated by the Board of Education

## **2023 – 2024 SCHOOL EVENTS**

August 23, 24, 29, 30, 31	Staff Inservice
August 30	MS/HS Open House - 2:00-6:30 pm
September 1	First Day of School
September 4	No School
September 12	Picture Day
September 22	No School - Staff Inservice
October 2	Mid-Quarter
October 6	Homecoming
October 12	No School - Parent Teacher Conferences - 1:00-8:30 pm
October 13	No School
November 2	End of Quarter 1
November 3	No School - Staff Inservice
November 10	Veteran's Day Program
November 20	No School - Staff Inservice
November 21-24	No School
December 4	MS/HS Band and Choir Concert - 6:00 pm
December 8	Mid-Quarter
December 25 - January 2	No School
January 3	School Resumes
January 19	End of Quarter 2 / Semester 1
January 22	No School - Staff Inservice
February 9	No School
February 20	Mid-Quarter
February 26	No School - Staff Inservice
March 12	ACT Test (11th grade only)
March 14	No School - Parent Teacher Conferences - 1:00-8:30 pm
March 15	No School
March 26	End of Quarter 3
March 29	No School
April 1	No School
April 2	No School - Staff Inservice
April 26	No School - Staff Inservice
April 30	Mid-Quarter
May 10	HS Band and Choir Concert - 7:00 pm
May 13	MS Band and Choir Concert - 7:00 pm
May 15	Academic Breakfast
May 15	Senior Awards and Scholarship Night
May 24	Graduation - 7:00 pm
May 27	No School
May 31	Last Day of School - Dismissal at 12:15 pm
June 1	Staff Inservice

### **Bell Schedule**

1st Hour	8:00-8:46	5th Hour (MS)	11:50-12:36
2nd Hour	8:50-9:36	Lunch (HS)	12:06-12:36
3rd Hour	9:40-10:26	6th Hour	12:40-1:26
4th Hour	10:30-11:16	7th Hour	1:30-2:16
5th Hour	11:20-12:06	8th Hour	2:20-3:06
Lunch (MS)	11:16-11:46	Panther Time	3:10-3:30

## **PRAIRIE FARM SCHOOL SONG**

Prairie Farm High School - hats off to thee,  
To our colors true we shall ever be,  
Firm and strong and united are we,  
Rah, rah, rah, for Prairie Farm  
Rah, rah, rah, rah, rah for the green and white

## **SPORTSMAN CODE**

As students of the Prairie Farm High School, we take great pride in a code of sportsmanship.

1. We will always show loyalty to our school in all of its activities.
2. We will strive to respect our opponent at all times.
3. We will be loyal to our team at all times, win or lose.
4. We will observe the time to be quiet and the time to cheer at games.
5. We will respect the decision of the officials.
6. We will accept our penalties graciously.
7. We will strive at all times to put forth our very best effort.
8. We believe in playing according to the accepted rules of the games.
9. We believe that there are even times when we should give credit to an individual play - even an excellent job done by an opponent.
10. We believe that to have a successful team we must have the will to win.
11. We believe we should be gracious losers.

## **SPECTATOR CONDUCT - EXTRACURRICULAR ACTIVITIES**

The School Board through policy sets the expectations for spectator behavior at all events, both at home and away.

Spectators (adults and students) at all extracurricular events - home or away extracurricular events are an extension of the classroom of the School District of Prairie Farm. An individual or group who willfully interferes with or interrupts the proper order or management of a public school or sponsored extracurricular event by act of violence, boisterous conduct, threatening language, unsportsmanlike conduct, or disobeying of board policies or administrative rules (harassment and/or discrimination) shall be asked to leave the premises by the School Board or their designee(s) and may be prohibited from further attendance for a period of up to six weeks. Individuals thus prohibited from attendance may follow established grievance procedures.

Spectator conduct at away events: Adults and students represent the School District of Prairie Farm while attending away functions. While in another school's facility, we are expected to respect their conduct codes, showing courtesy by good sportsmanship at all times.

## **Prairie Farm Athletic Mission Statement Panther Pride**

Believe in ourselves and never settle for less than what we can achieve. With desire and determination each individual needs to take the first step, so WE can succeed. Through hard work and supporting each other with positive attitudes, we will be competitive and earn the respect of each other, our opponents, and our community. **Live with no REGRETS!**

## **BOARD OF EDUCATION POLICIES**

This booklet does not cover all the policies of the Board of Education. Additional policies can be found on the school website. Should questions arise on a topic not covered in this handbook, please ask the administrator for facts and interpretations.

## **TITLE IX**

Federal law stipulates that local education agencies comply with a nondiscriminatory practice on the basis of sex in its educational programs and activities or employment practices. The Board of Education adopted such a policy in 1975 as well as establishing procedures for resolving complaints. In general, students should forward their complaint to the appropriate administrator for action. Likewise, full board policy is available for your review.

## **ATTENDANCE**

### **ARRIVAL**

The building will be open to the students at 7:30 AM unless prior arrangements have been made with a staff member.

### **ATTENDANCE**

Regularity in school attendance is an important factor in school success. It is therefore of utmost importance that absence from school be kept at a minimum. The absence of a student from school is to be verified on the date of occurrence. If a student must be absent from school, the parent is requested to call the school at 455-4200 by **9:00 AM** indicating the reason for the absence. If no call is received, an automated call will be made to the home for verification. A dated written explanation of the absence, signed by the parent is to be presented upon the student's return to school. Absences that are not verified by phone or explained by note with parental signature will be regarded as unexcused.

Parents are allowed to excuse their child from school attendance for any reason, up to a maximum of 10 days in a school year provided they notify the school in writing **prior** to the absence. These absences include deer hunting, family trips, illness, farm work, etc. Students who exceed the ten absences in a year are subject to truancy action. If absences are for medical appointments, please bring written medical verification.

Attendance history can be obtained through the Skyward student record system.

For the entirety of the day(s) during the duration of the suspension, students serving an in-school or out-of-school suspension may not practice, compete, or attend school activities.

### **FIELD TRIPS**

A permission slip will be signed by the parents at the beginning of the school year. This permission slip will allow the students to travel on school sponsored activities. Parents will be informed prior to each trip. The teacher in charge will send the information home with the student. Various field trips are held in connection with academic classes or extracurricular organizations. A charge may be required for some trips. Students are reminded that all official school rules apply to student conduct during all school trips.

### **TARDINESS**

Punctuality is important for all class times during the school day. Students are tardy unless they are within the room or seated as designated by the teacher by the time the bell stops ringing. A tardy student must obtain an excuse before being allowed to enter a class. This excuse should be obtained from the teacher of the previous period, if excused. If unexcused, the teacher is responsible for recording the unexcused tardy. For attendance purposes, three tardies will constitute one detention. The student will be notified. Repeated tardy issues will require additional consequences.

### **LATE ARRIVAL / EARLY DEPARTURE PROCEDURES / SIGNING IN**

Permission from the office and from home by note or telephone is required when a student arrives at school late or before a student leaves school early. A student will not be allowed to use the office phone for calling home to get permission to leave unless the student is ill. The student must "sign in or sign out" on the register located in the office whenever departure or arrival times are different than the regularly scheduled times.

### **EVENING ACTIVITIES**

Students who are absent more than one half day are not permitted to attend or participate in school activities, except for medical appointments or in very extenuating circumstances. Midpoint in the day is designated as 11:45 AM. Students who go home any time during the school day because of illness are not to attend or participate in the evening's or weekends co-curricular activities. Students who are excessively tardy will not be permitted to attend evening activities as determined by the principal.

### **SCHOOL CLOSING**

The school has an automated messaging system. This system will contact each family to let them know about the closing or the nature of the emergency.

We will still be contacting the following radio/television stations in case of an emergency closing:

**WJMC Rice Lake**  
**WEAU Eau Claire**  
**KARE Minneapolis**

**1240 AM and 96.1 FM**  
**Channel 13**  
**Channel 11**

**WCCO Minneapolis**  
**830 AM**

## **ACADEMICS AND SCHEDULING**

### **GENERAL REQUIREMENTS**

Students are required to have 26 credits for graduation. Students are required to maintain at least 3 credits each semester. Registration forms are available detailing specific course requirements. Registration for classes is done each spring for the following year.

### **HONOR ROLL REQUIREMENTS**

The system for computing the honor roll (grades 9-12) is as follows:

A = 4 points   B = 3 points   C = 2 points   D = 1 point   F = 0 points

“A” Honor Roll = Students with an average of 3.5 to 4.0

“B” Honor Roll = Students with an average of 3.0 to 3.5

Grades from all classes are used to compute the Honor Roll.

### **STUDENT RECORDS**

Pupil progress records refers to grades, course of study, attendance records, and extracurricular activities. Students must also have emergency information on file. According to 118.25 of Wisconsin State Statutes and current Board of Education policies all student records will be kept confidential. Parents, legal guardians or adult students desiring to review records should contact the administrator for proper procedures.

### **REPORT CARDS**

Mid Quarter grades for 6<sup>th</sup>-12<sup>th</sup> graders are mailed 4 ½ weeks into each quarter and report cards are mailed in 9 week increments. Students and parents should evaluate these grades and feel free to discuss these grades with the teachers and administrator. Attendance records are also indicated and are an important part of your permanent record. Grades can be obtained through the Internet on the “Parent Connect” system. Each family has a password which can be obtained from the office by parents only.

### **PARENT / TEACHER CONFERENCES**

Parent / Teacher Conferences are held two times per year. They are scheduled for October 12 and March 14. Conferences are held so the parents and teachers may learn of the child's interests, strengths and weaknesses, allowing the school and home to work together for the child's benefit. Parents are encouraged to attend scheduled conferences so they may become involved in their child's academic career. By attending, you let your child know your sincere interest in his or her school performance. Dates of conferences this year are also on the school calendar in your student's folder.

### **SCHEDULE CHANGES**

All schedule changes require parental, teacher and administrative approval. Exceptions to above will be made only in extenuating circumstances and by administrative approval. Designated yearly courses are to be enrolled in for the entire year and cannot be dropped or enrolled in at semester time unless there are extenuating circumstances as determined by the administration.

### **DROP / ADD REQUIREMENTS**

Any student who wishes to drop or add a class must follow the procedures of the Guidance Office. The teacher of the class being dropped must sign the form and the teacher of the class to be added must sign the form. This form will be obtained from the Guidance Office. All drop / adds must be completed and approved by the Principal no later than two weeks from the start of the semester.

### **Early College Credit Program (ECCP) and Start College Now (SCN)**

Wisconsin's ECCP and SCN program allows *public high school juniors and seniors* who meet certain requirements to take post secondary courses at a University of Wisconsin institution, a Wisconsin Technical College or one of the state's participant private nonprofit institutions of higher education. Approved courses can count toward high school graduation as well as for college credit. The program opens the door to greater learning opportunities for motivated students who are considering a technical career, students wishing to begin college early, or students who want to prepare themselves to enter the work force immediately after high school graduation. Dates to apply: Fall semester = March 1 / Spring semester = October 1. Please speak with the guidance counselor about this program and new rules which impact this program.

### **VIRTUAL EDUCATION**

The district does have virtual education opportunities. Please speak to the school counselor about these opportunities.

## **STUDENT CONDUCT AND BEHAVIOR**

### **CHEMICAL ABUSE**

Possession or use of illegal drugs, tobacco, vape products, or alcohol at or prior to arrival at Prairie Farm High School and Middle School sponsored activities can result in suspension, expulsion, and/or referral to the proper authorities. If under exceptional circumstances a child is required to take oral medication during school hours, only the nurse or the principal's designee will administer the medication in compliance with school board policy. If a student needs Ibuprofen or Tylenol during the day, the student must have a bottle in the office and a medication form on file. This form can be obtained from the office.

### **CONDUCT**

The School District of Prairie Farm recognizes and accepts its responsibility to create, foster and maintain an orderly and safe class environment, conducive to teaching and to the learning processes. Every member of the school community is expected to cooperate in this central mission. Staff, including administrators and teachers, must use their training, experience and authority to create schools and classes where effective learning is possible. Students are expected to come to school, ready and willing to learn. Parents should be aware of their children's activities, performance and behavior in school and are asked to cooperate and consult with the school to prevent or address problems.

### **CONDUCT FOR SCHOOL BUSES**

Students are given the privilege to ride a bus to school, and to be dropped off at their home. No child will be dropped off at a different location or ride a different bus without prior parental permission. Should this situation arise, the parent must call or send a note to the office and a bus pass will be made out. Students are expected to follow all bus rules and regulations established by the Prairie Farm School District. Drivers are instructed to report violations of bus regulations to the administration. Failure to observe these rules will result in parent notification and possible loss of riding privileges.

### **DANGEROUS MATERIALS**

Possession of dangerous materials such as flammable or explosive materials or materials which could be used as weapons can result in disciplinary action including suspension, expulsion and/or referral to the proper authorities.

### **TOBACCO USE**

Wisconsin State Statute 120.12 (20) and Local Ordinance 2006-15 which mandate that the possession or use of tobacco and tobacco products is banned from school premises. The school prohibits the use of any vape products on school property. Use or possession of tobacco and/or vaping products on school property will result in disciplinary action including suspension.

### **DRESS AND GROOMING**

Responsibility for the personal appearance of students enrolled in the School District of Prairie Farm shall normally rest with the students themselves and their parents/guardians. Student dress or grooming shall not, however:

- affect the health or safety of students
- disrupt the learning process within the classroom or school
- be destructive to school property
- advertise or promote alcohol, tobacco use, sexual innuendo
- incite or promote violence or hatred of others

Inappropriately sheer, or low cut clothing that bare or exposes traditionally private parts of the body including, but not limited to, the stomach, buttocks, back, breasts, or cleavage is not permitted.

Headwear (hats, bandanas, etc.) are not to be worn in the building without administrative approval.

Sunglasses or dark glasses, absent a verified medical condition, are not to be worn in the school building.

Jackets and blankets are not to be worn in classrooms without approval.

### **PUBLIC DISPLAYS OF AFFECTION**

The expression of feelings of affection towards others is a personal concern between two individuals and not of others surrounding them. Therefore, let good taste and respect for others be a guideline for public display of feelings toward an individual. Being overly affectionate in school is not in good taste. Students who continually violate this policy shall be subject to suspension and /or other appropriate consequences. Parents and/or guardians shall be notified.

## **PROFANITY**

Use of profanity either written, oral, or through gestures will be punished. Students who express themselves in a proper manner gain more respect from their fellow classmates and staff. Repeated offenses will result in punishment including suspension.

## **STUDENT HARASSMENT, BULLYING AND CYBER-BULLYING**

The District shall provide a learning environment where all students may participate in the curricular and extracurricular activities free from any form of harassment, bullying and cyberbullying. The district is committed to creating an environment that treats all students with dignity and respect and promotes tolerance and cooperation throughout the district.

Harassment refers to physical or verbal conduct which interferes with a student's school performance or which creates an intimidating, hostile or offensive school environment. Harassment or intimidation can include, but is not limited to the following: physical or mental abuse, racial insults, ethnic slurs, religious slurs and sexual harassment.

Sexual harassment means unwelcome sexual advances, unwelcome physical or verbal conduct of a sexual nature. "Unwelcome verbal or physical conduct of a sexual nature" includes but is not limited to the deliberate, making of unsolicited gestures or comments, or the deliberate, repeated display of offensive sexually graphic materials. It is the policy of the district that sexual relationships between staff and students are not permissible in any form or under any circumstances, in or out of the workplace, in that it interferes with the educational process and involves elements of coercion by reason of the relative status of a staff member to a student.

Bullying is defined as a form of aggression in which there is an imbalance of power between the bully and the victim. Bullying can be physical, verbal or psychological and is usually of a repetitive nature. It can be direct (face to face) or indirect (behind someone's back). Indirect bullying includes but is not limited to, exclusion or gossip.

Cyber bullying or on-line bullying is the term used to refer to bullying and harassment by use of electronic devices including but not limited to email, instant messaging, text messages, blogs, mobile phone, pagers, websites, etc.

The district shall not tolerate any form of harassment or bullying and shall attempt to prevent such disrespectful behavior. Any student or employee who engages in harassment shall be disciplined in accordance with established policies and procedures.

This policy applies to all off site school activities including, but not limited to, school sponsored trips and athletic events, and at all times on school premises.

## **STUDENT USE AND/OR POSSESSION OF ELECTRONIC COMMUNICATION DEVICES**

Students are permitted to possess a cellular phone, personal digital assistant, personal music/ video/gaming device, camera, or other personal electronic devices with communications functions in accordance with district guidelines. Students who possess such a device do so at their own risk to possible loss, damage, or liability.

Cameras or electronic communication devices shall not be used in the following ways:

- In areas where one would reasonably expect privacy, i.e., locker rooms, bathrooms, etc.
- To communicate test answers, photograph tests, or engage in any other conduct that enables students to cheat.
- To share or post personal information about, or images of, any other student or staff member without permission from that student or staff member.
- To engage in cyberbullying—placing cell phone calls or sending text messages that ridicule, threaten, or harass another student.
- To take, disseminate, transfer or share lewd, or otherwise illegal images or photographs.

Possession of an electronic device by a student is a privilege which may be forfeited by any student who fails to abide by the terms of this policy or otherwise engages in misuse of this privilege.

Headphones, including earbuds/wireless earbuds, are not to be used in classrooms during instructional time or lesson presentations. Headphones and earbuds will be allowed to be used during classroom work/study time and in study halls, with approval of the classroom teacher.

The inappropriate use of electronic devices by students while on campus or engaging in school activities is subject to disciplinary action. The inappropriate use of such devices by students while off campus and not engaging in school activities may also be subject to disciplinary action if such conduct endangers the health, safety, or property of others at school or under the supervision of school authorities and/or causes a material and substantial disruption to the school environment or school activities. Students involved in activities that interfere with the rights of other students to participate fully in school or extracurricular activities will also be in violation of this policy.

Violation of this policy by students will result in disciplinary action to be included in school site handbooks. Disciplinary action may include the following:

- Revocation of District technology use privileges.
- Application of school disciplinary practices and procedures.
- Notification of law enforcement officials.
- Notification of parents/guardians or legal custodians.
- Notification of the activities director and/or co-curricular coaches/advisors.
- Notification of the Superintendent or designee.
- Suspension from school.
- Recommendation for expulsion.

Electronic devices that are used inappropriately may be confiscated and held by school officials for return to student or parent(s)/guardian(s), retained for disciplinary reasons, or turned over to law enforcement officers.

#### **GUIDELINES FOR STUDENT USE AND/OR POSSESSION OF ELECTRONIC COMMUNICATION DEVICES**

1. Students may use personal communication devices (PCDs) before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption, or otherwise interfere with the education environment, during after school activities (e.g., extra-curricular activities), or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

2. Students shall not turn on or use cellular phone, personal digital assistant, personal music/ video/gaming device, camera, or other personal electronic devices with communications functions during school-sponsored activities, events, or field trips, unless they receive permission from the supervising teacher, coach, or bus driver or if there is an emergency situation that jeopardizes the safety of students, staff, chaperones, or the bus driver.

3. Any parent or guardian who wants his/her child to use a cellular phone, personal digital assistant, personal music/ video/gaming device, camera, or other personal electronic devices with communications functions at an unauthorized time may submit a request to the Principal explaining the reasons for the unauthorized use. The Principal's decision shall be final.

4. Students requesting to use the restroom during class time will leave their cell phone at a designated classroom location and sign out.

Infractions\* of this policy will result in the following:

1st Offense- cellular phone, personal digital assistant, personal music/ video/gaming device, camera, or other personal electronic devices with communications functions is taken away and returned at the end of the school day.

2nd Offense- cellular phone, personal digital assistant, personal music/ video/gaming device, camera, or other personal electronic devices with communications functions is taken away and a parent or guardian must come into school in person to pick up the device.

3<sup>rd</sup> Offense - cellular phone, personal digital assistant, personal music/ video/gaming device, camera, or other personal electronic devices with communications functions is taken away and a parent or guardian must come into school in person to pick up the device. 3<sup>rd</sup> Offense will also result in a two week check in period with the principal.

\*- Repeated infractions of this rule may result in additional consequences such as detentions, suspensions, or possibly expulsion.

#### **SUPERVISION OF STUDENTS**

Smooth operation of the school requires the cooperation of the student body and all school personnel. All school hired personnel have the authority to help maintain discipline. Failure of a student to comply with such supervision will be reported.



## **GENERAL SCHOOL OPERATIONS**

### **ANNOUNCEMENTS**

A daily bulletin will be emailed from the office to list announcements pertaining to students. Announcements for this bulletin must be cleared by a teacher/supervisor and submitted to the office by 3:00 PM the day prior to publication.

### **CARE OF SCHOOL PROPERTY**

School property is public property designated to maximum service. Destroying, mutilating, losing, and/or defacing school property will result in the student paying for the property as well as possible school and/or legal disciplinary action.

### **ERRANDS**

On rare occasions students will be permitted to run an errand in connection with a class or rarely for a pressing personal reason during study hall when unable to go before or after school. The student must have permission from the teacher involved and the office before going. Also, permission from home must be obtained. A note in advance from the student's parents or permission by the telephone is **required**.

### **FEES \***

Students will be required to pay their school fees before textbooks are issued (unless arranged differently with the administrator). Technology fees for the 2023-2024 school year will be \$15.00 each. This fee covers the technology resources utilized by students. This does not include special class assessments or unwarranted damage to books.

Students who participate in athletics will be required to pay an athletic fee to help offset the expenses of the athletic program. Examples of these expenses are: Coaches' salaries, officials, uniforms, transportation, game workers, insurance, supplies and equipment, first aid supplies, and custodial and administration services.

Students using school owned band instruments will be assessed a fee for maintenance and repair of these instruments. This fee is payable at the beginning of each new school year.

Each class has dues that are payable in the office at the beginning of the year. Each HS student has dues of \$20.00 per year. Each MS student has dues of \$10.00 per year.

***\* These fees are subject to change at the Annual meeting.***

### **FIRE, TORNADO, LOCKDOWN SECURITY DRILLS, & EVACUATION PROCEDURES**

Drills will be held throughout the school year. There is a definite escape route assigned to each room in the building. Teachers will inform the students of the route from each room.

### **INSURANCE\***

The School Board has purchased student and athletic accident coverage from Student Assurance Services. Coverage will be in force for all participants in school sponsored and supervised student activities including interscholastic athletics and sponsored group travel.

\*The coverage is for those medical/dental expenses incurred within 52 weeks from the date of the original accident. An accident is defined as an unexpected, sudden and definable event which is the direct cause of a bodily injury, independent of any illness, prior injury or congenital predisposition. Treatment must begin within 60 days from the date of the accident by a legally licensed medical or dental practitioner.

\*Payment of all medical / dental expenses incurred from accidents is made **ONLY IN EXCESS** over any family or employer group coverage or plan that must contribute its maximum before this coverage has any liability. There is a \$250.00 deductible, after this is met the insurance will pick up the remaining balance. This is a program of supplemental coverage designed to pick up eligible balances left by family or employer group insurance plans if no other coverage or plan is available to pay the medical / dental expenses incurred to the limits stated in the policy.

\*Accidents must be reported to the school within 20 days. Proof of loss must be submitted to Student Assurance Services, Inc. within 90 days after medical treatment.

\*There will be no waiver of this insurance plan. All students and athletes are covered under this program at the levels and regulations stated above.

### **LUNCH \***

Any student may eat in the school lunch program. Lunch is priced at \$16.50 per week or \$3.30 for a single meal and should be purchased in the school. Parents may send a check for lunch and it will be applied to their family account. Online payments are also welcome. Students may not charge lunches. A family may apply for free or reduced lunch prices by filling out a confidential application obtained from the office.

***\* Lunch prices are subject to change by the Board of Education at the beginning of the school year***

## **OFFICE BUSINESS**

Students will not be allowed to conduct office business during class time.

## **OFFICE TELEPHONE**

The office phone is to be used by students for illnesses or emergencies only. A student must present a pass to the office if the student is coming out of a class. **If parents call and wish to talk to their children, a message will be taken in the office and the student called to the office only at the end of the hour or at the noon hour.**

## **LOCKERS**

Each student attending Prairie Farm High School or Middle School is assigned a locker. Students will receive locker assignments from the office. Students must keep their belongings in their lockers and keep them locked at all times. Students should **not** keep valuables or money in their lockers. **The school is not responsible for items taken from lockers.** All students will be issued a lock for their lockers and will be charged a replacement cost of \$7.50 if the lock needs to be replaced. Lockers are to be kept neat and orderly at all times and inspections will be made at periodic intervals. A locker fee may be assessed if the locker needs repair or if it has decals that need removing. Students are to only use a school issued lock, unless approved by administration.

**School officials are charged by the state with operating the schools and safeguarding the health, welfare and safety of students and school personnel therefore, when drugs, weapons, dangerous materials or stolen property are suspected, school officials not only have the right but the duty to make a thorough investigation. School lockers are the property of the school, and the school reserves the right to search them.**

## **NOON HOUR**

The Prairie Farm School District operates under a closed campus concept. Students are not permitted to leave campus during the school day without prior permission.

## **PASSES**

Students who are in the halls during periods other than between classes are to have their pass book signed by an authorized staff member. Students wishing to leave a study hall to report to a teacher for an assignment or class activity must obtain the signatures prior to the study hall from the teacher to whom they are to report.

## **TEXTBOOKS AND LIBRARY BOOKS**

Students are issued textbooks on a rent free basis. These books are to be given the best possible care by the student. Students should cover their books. Fines will be imposed for lost or damaged books.

## **VEHICLES**

Students may drive to school on a regular basis subject to these conditions:

Possess a valid driver's license.

Complete the vehicle registration and permission card by the parent/guardian. Vehicles must be registered in the office. If cars change during the year another form must be completed. Forms are available in the office.

Park only in the student parking area located north of the school.

Vehicles will not be used as a place to sit, loiter or to drive during the noon hour or recess periods. Cars and bikes must remain parked in the assigned area during the entire school day unless the student has been given express permission to use his/her vehicles or bike. Violation of this may result in suspension.

**ANY WILD DRIVING - EITHER BEFORE OR AFTER SCHOOL - OR FAILURE TO ABIDE BY THE CONDITIONS STATED ABOVE WILL LEAD TO THE LOSS OF DRIVING PRIVILEGES AND WILL BE REPORTED TO THE PROPER AUTHORITIES.**

Administration has the authority to search a vehicle on school property if reasonable suspicion is held that the search will produce evidence of a violation of a particular law, school rule, or a condition that endangers the safety of others.

## **BICYCLES**

Students are allowed to ride bicycles to school as long as they have permission from their parents. The school does not assume responsibility for the bicycles except to provide a parking area (the bike rack is in the front of the school).

## **SNOWMOBILES**

Students are allowed to ride snowmobiles to school during winter months. Snowmobiles are to be parked in front of the school and not driven anywhere else on school property. Safe operation, especially near people and property, is required according to Wisconsin State Statute 350.10(11).

ANY WILD DRIVING - EITHER BEFORE OR AFTER SCHOOL - OR FAILURE TO ABIDE BY THE CONDITIONS STATED ABOVE WILL LEAD TO THE LOSS OF DRIVING PRIVILEGES AND WILL BE REPORTED TO THE PROPER AUTHORITIES.

## **4-WHEELERS**

No student under the age of 16 may operate a public roadway without a parent. Therefore, 4-wheelers may only be driven by students 16 and older and must be parked in the student parking lot. Safe operation, especially near people and property, is required according to Wisconsin State Statute 350.10(11).

ANY WILD DRIVING - EITHER BEFORE OR AFTER SCHOOL - OR FAILURE TO ABIDE BY THE CONDITIONS STATED ABOVE WILL LEAD TO THE LOSS OF DRIVING PRIVILEGES AND WILL BE REPORTED TO THE PROPER AUTHORITIES.

## **GYM AND FITNESS CENTER REGULATIONS**

Students using the gym or fitness center must always be under the supervision of a faculty member. Food and beverages should be kept out of the gym and fitness center area.

## **STUDENTS OF ADULT AGE**

Current law makes 18 years of age the age of majority. Some of our students will reach this before graduation. For school purposes, 18 year old students will be expected to abide by all the rules and regulations for students. All notes or verbal permission are still to come from the parents or guardians unless the student files the appropriate paperwork with the office. The school will continue to expect full cooperation between home (parents/guardians) and school in matters concerning students who have reached the age of majority.

## **FUNDRAISING PROJECTS**

Fundraising projects must have prior approval of sponsors and final approval of the administrator. Funds raised by individual classes must be deposited in the activity account and credited to the individual class.

As a member of an organization, it is your responsibility to complete your obligation during the fundraising project. Money must be turned in promptly so all accounts may be cleared. Failure to do so will result in your ineligibility for any extracurricular school activities or events.

## **SENIOR AND GRADUATION INFORMATION**

All fees must be paid prior to participating in the graduation ceremony.

Attendance at graduation practice is mandatory. Failure to attend, without administrative approval, will result in the student not participating in the ceremony.

Graduation caps may be modified following district guidelines.

Graduates with an A average will wear gold cords. Graduates with a B average will wear silver cords.

## ***EXTRA CURRICULAR ACTIVITIES***

### **FFA**

The FFA is a youth organization for grades 6-12 which strives to help students achieve leadership, growth and career success through agricultural education.

### **FCCLA**

FCCLA is a national organization for high school and middle school students who have a special interest in the area of Family and Consumer Education.

### **FORENSICS**

HS students may try for declamatory, oratory reading, extemporaneous speaking and other speech activities.

### **HONOR SOCIETY**

The Prairie Farm Chapter of the National Honor Society is composed of students in grades 10-12. Membership in the chapter is an honor bestowed upon a student. Selection for membership is by majority vote of the Faculty Council and is based on outstanding scholarship, character, leadership and service. Students with a grade point average of at least 3.50 are invited to be considered for membership in the chapter. In order to ascertain the degree to which a student candidate meets the criteria, a Student Activity Information Form and a related essay must be completed. In addition, faculty evaluations may be used by the Faculty Council to supplement the Student Activity Form.

### **LEADERSHIP COUNCIL**

Members of the Leadership Council are selected based on an application process for students in Grades 6-12. The purpose of Leadership Council is to promote harmonious relations between the administration and student body and to improve the functions of the school. The members will also devote time to various student activities, contribute to the annual Veterans Day celebration and conduct community service projects.

Students are encouraged to bring concerns about school to the members of the leadership council in order that these concerns be discussed at meetings and presented to administration for consideration.

### **PEP CLUB**

An organization open to all students interested in promoting sports and good sportsmanship through pep meetings, game attendance and special activities. The Pep Club helps plan and coordinate the Homecoming activities.

### **QUIZ BOWL**

An organization that focuses on academic bowl competition. The district offers a 5<sup>th</sup> and 6<sup>th</sup> grade team as well as a high school team.

### **PHOTOGRAPHY CLUB**

An organization open to high school students interested in learning about photography and advancing their skills.