

**HOWARDS GROVE HIGH SCHOOL
STUDENT HANDBOOK
2016-2017**



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THIS BOOK BELONGS TO:

Name: _____

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ATTENDANCE EXPECTATIONS

Experience has shown that a pattern of regular attendance is essential to school success. This is true regardless of the reason for an absence. When classes are missed they cannot be made up in the same manner as when a student is present for class discussion. Therefore, the school seeks the active cooperation of student and parent in striving for the highest possible level of attendance.

Wisconsin State Statute 118.16, Compulsory School Attendance Law, requires regular school attendance, but allows legal excuses for absences up to ten days in a school year. Additional absences during the school year for extenuating circumstances will be considered on a case-by-case basis. Letters will be sent home to parents reminding them of the attendance law if absenteeism becomes excessive. If you are ill and not able to attend school, one of your parents must call the high school office at 565-4450 prior to 8:30 am to notify the attendance office of your absence. If parents are going to be out of town for any significant period, please notify the office in advance with an appropriate contact person. Failure to contact the school will result in an unexcused absence. We must have a note or call from a parent indicating that the absence is excused no later than 1 day (24 hours) after the student returns to school. If the absence remains unexcused, consequences will be assigned.

EXCUSED ABSENCES - All excused absences entitle students to make-up all work missed in accordance with the following guidelines:

- It is the student's responsibility to contact the teacher (s) to make arrangements for making up work missed during an absence from school.
- Teachers will be asked to grant the number of days, plus one, for make-up time. This provision applies to all work assigned during absence(s).
- Exams missed during an excused absence will be permitted to be taken at a time mutually agreed upon by the student and the teacher.

UNEXCUSED ABSENCES - Pink admission slips are issued for all unexcused absences. A student's absence will be declared unexcused whenever an absence occurs that doesn't receive prior approval from the attendance office; follow state law or board policy; or is a result of truancy from school.

A student with an unexcused absence will not receive credit for daily participation. Students will be provided an opportunity to make-up missed assignments and tests on their own time and receive credit. According to state law, a student may not be denied credit in a course or subject solely because of the student's unexcused absences from school.

Students with unexcused absences will be assigned make-up time after school. After school detentions not made up in an appropriate timeline will result in the student losing privileges.

Other interventions may be reviewing the student's academic status, recommending alternative programming, filing a court referral; informing the employer and limiting the students work hours, and possible revocation of the student's work permit.

AFTER SCHOOL ACTIVITIES - In order to participate or attend after-school activities (practices, games, meetings, dances, etc.), **a student must be present in all classes on the day of the activity.** Exceptions may include pre-arranged absences, appointments, or family related emergencies.

APPOINTMENTS - Appointments should be scheduled during non-school hours. Permits to leave the building for appointments are obtained by presenting a note or phone call from home to the attendance office prior to the start of school on the day of the appointment. When returning from an appointment the student must stop in the office for an admittance slip to their class.

CAMPUS VISITS - College campus visits are excused absences for juniors and seniors. A note or call from a parent is required on the day of the absence.

EXAM EXEMPTIONS – Students may earn an exam exemption each semester with good attendance and behavior. Students who are absent or tardy four or fewer times per semester are eligible for an exam exemption. Students with unexcused absences or office discipline referrals (including being removed from class because of behavior) will lose their exemption. Exam exemptions can also be earned for scoring at grade level or above in the Wisconsin State Assessments (ASPIRE and ACT). Exam exemptions earned in the spring can be used in the following school year. Exam exemptions earned from State Testing can be used for any exam, however, if they are not used in the subsequent school year they are lost. Students can earn exemptions for their senior year on the ACT as juniors, their junior year on the ASPIRE as sophomores, and for their sophomore year on the ASPIRE as freshmen.

FIELD TRIPS - Students who go on field trips are expected to check with their teachers prior to going. A teacher may deny a student the opportunity to participate in a field trip if the student is failing the class due to lack of effort, poor behavior, or truancy. The student will use the class time to make up missing and/or deficient work

PERMISSION TO LEAVE THE BUILDING – Students must gain permission from the office to leave the building during school hours. Requests to leave the building, to go home, or on errands for classroom materials, **will be denied.** It is the student's responsibility to be prepared for school at the start of the school day. If you do not have your necessary materials, you must work out the problem with your

classroom teacher. If you have articles of value, please check them into the office until you need the items. Students who have a legitimate reason to leave the building (appointments) must acquire a permit from the office prior to leaving the building. Failure to do so will result in an unexcused absence.

PRE-ARRANGED ABSENCES - A student who needs to be absent from school for a family vacation, medical reasons, or other reasons must have this absence cleared in advance. If possible, family vacations should be planned for school vacation time rather than during the time school is in session. To clear absences in advance, a student needs to pick up a vacation/absence form from the attendance office at least **one week** in advance of the planned absence. **This form must be filled out by the parent, signed by all teachers, and returned to the attendance office no later than 24 hours before the planned absence.**

TARDINESS - Students who are tardy for their first class in the morning must obtain a tardy slip from the attendance office. Students who are tardy for classes during the day must resolve this tardiness problem with the classroom teacher. No excuse slips are issued for any tardiness between classes. For consequence purpose only, tardies will be counted on a term basis. Students who are tardy to school more than 3 times per term will be assigned a detention. In addition, students may be assigned a detention for each additional tardy after.

BEHAVIOR OF STUDENTS

AGE OF MAJORITY (AGE 18) – Students are not exempt from complying with school rules enacted by the school board because they have reached the age of majority. They are subject to the same disciplinary actions as other students for violations of school rules and regulations. Students who are emancipated will be handled on a case-by-case basis.

BEHAVIOR - Every individual is entitled to courtesy and respect in dealing with fellow students and instructors. Students must learn how to earn respect by extending this same respect to everyone they meet. Actions that injure others, damage private or public property, interfere with the educational process, or in any way impede the normal operation of the school will not be tolerated. The following actions are considered to be inappropriate behaviors, at school activities or on school-related transportation: smoking; possessing, distributing, using or being under the influence of alcohol or other mind altering drugs; possession or distribution of look alike drugs, possession of drug paraphernalia, guns, knives or any objects that may be classified as dangerous weapons, gambling, harboring obscene material, vandalism, stealing, use of foul language, fighting.

The school board, who receives its authority from state statutes, directs the school administration to maintain a school environment free from distraction and disruption. It further empowers the administration to make rules governing student behavior.

The administration reserves the right, on an individual basis, to deviate from the disciplinary action set forth below when in their discretion it is necessary for the proper and efficient operation of the school.

CODE OF CONDUCT - In cases where student's behavior is chronically disrupting the learning environment or the infraction is unusually severe, occurs under aggravated situations, the teacher can recommend that the student be removed from the classroom and placed in an alternative educational setting.

DISCIPLINARY ACTION: DETENTION – The high school office may assign detention for unexcused absences, trancies, tardiness, or unacceptable behavior. Classroom teachers may also choose to assign detention time in their rooms. Office detentions are to be served from 3:00-3:45 pm. At the time detention is assigned the student will be informed in which room the detention is being held. Detention time takes priority over any extra-curricular activity scheduled for that time period.

SATURDAY MORNING DETENTION – Depending upon the severity of the infraction or chronic nature of the behavior, students may be assigned to a supervised experience on a given Saturday. The three-hour assignment will begin at 8 a.m. and conclude at 11 a.m. At the discretion of the supervisor, the assignment may include physical or academic tasks. Transportation to and from "Saturday School" is the responsibility of the student and his/her parents.

SUSPENSIONS – Suspensions may be either in or out-of-school at the discretion of the administration. During an in-school suspension, assignments will be gathered from all classroom teachers and must be completed prior to the end of the school day. All completed assignments will be returned to teachers for grading and will be included as a part of the overall grade. During the "suspension", all student privileges are forfeited. In the case of a suspension, a student will be allowed to make up any tests or assignments. Students serving an out-of-school suspension or expulsion from Howards Grove District Schools are not permitted to be in school buildings or on school grounds, nor are they allowed to attend any school activities.

GRADING SCALE

Grade Mark	Grade Value High	Grade Value Low
A	100.00	94.50
A-	94.49	92.50
B+	92.49	90.50
B	90.49	85.50
B-	85.49	83.50
C+	83.49	81.50
C	81.49	76.50
C-	76.49	74.50
D+	74.49	72.50
D	72.49	67.50
D-	67.49	65.50
F	65.49	0.00

GRADUATION REQUIREMENTS

REQUIREMENTS

English – 4 credits

1.0 credit per year, English 9, English 10, English 11 & English 12

Social Science – 3 credits

Including 1.0 credit of U.S. History and .5 credit Political Systems

Science – 3 credits

Including 1.0 credit of Biology

Mathematics – 3 credits

Including Algebra/B and Geometry

Computer/Business Education - .5 credits

Class of 2014, 2015, and 2016 required Information and Computer Technology. Personal Finance required for Class of 2017 and beyond.

Physical Education/Health 2.5 credits

Including 1.5 credits of Physical Education (.5 grade 9, .5 grade 10, and .5 P.E. Elective as Junior or Senior) and 1.0 credits of Health (.5 grade 9, .5 grade 10)

Fine Arts/Humanities – 1 credit

May be fulfilled by an course completed in Art, Music, Foreign Language

Career & Technical Education (Vocational) – 1 credit

May be fulfilled by any course completed in Business Education, Family & Consumer Education, Technology Education or Agri-science

Electives – 12 credits

A student must earn 28 credits for graduation from Howards Grove High School.

COURSEWORK

Students must be in attendance for four years, except as otherwise provided. Students must be enrolled in eight credits per year unless involved in a school approved alternate program.

The specific areas of classes/requirements are listed below.

Graduation requirements are normally met in four full years of attendance in high school, grades 9-12. *Students must be enrolled in and complete 4 classes each term* throughout their high school years, unless involved in a special board approved program.

Every effort will be made to provide each student with the most appropriate program. Each student, with the assistance of the school counselor, will receive assistance in planning a complete four-year course of study based upon a tentative career objective. The development of this four-year plan will be an on-going effort. Earning the required credits does not guarantee a diploma. A good record of citizenship and attendance is necessary, as is the certification and recommendation of the administration.

ACADEMIC LETTER AWARD - The Academic Letter Award is given to students that have consistently demonstrated a high level of academic achievement. Academic letters, consisting of a certificate, are distributed at the annual awards day assembly each May according to the following cumulative GPA criteria:

Sophomores = 3.50-4.00

Juniors = 3.40-4.00

Seniors = 3.30-4.00

Eligibility for this award will be determined at the end of the first semester.

GRADE POINT AVERAGE - Grade point averages are used for determining academic standing and rank in class. Points are assigned as follows for each grade (one credit). Grades with lesser credit value are given proportional value.

A = 4.00	B+ = 3.33	C+ = 2.33	D+ = 1.33	F = 0.00
A- = 3.67	B = 3.00	C = 2.00	D = 1.00	
	B- = 2.67	C- = 1.67	D- = 0.67	

Students enrolled in School Service (Aides, Assistants, Tutoring, etc.) will be awarded "P"—Pass or "F"—Fail grades. Grades may not be lowered for disciplinary reasons.

HONOR ROLL - The honor roll is intended to recognize and publicize the academic achievement of students. It will be published and posted following the end of each semester. The honor roll is divided into three divisions:

Gold = 3.75-4.00 G.P.A. / Blue = 3.50-3.74 G.P.A. / White = 3.25-3.49 G.P.A.

INCOMPLETES - Incompletes must be made up within two weeks of the close of a grading period or the grade automatically becomes a failure. Additional time may be allowed if special arrangements are made in advance due to extenuating circumstances.

NATIONAL HONOR SOCIETY

Juniors and seniors who have a 3.5 grade point average, 15 hours of documented volunteer or service hours and those who meet the behavioral expectations of National Honor Society members will be invited to apply.

The high school faculty committee will consider applicants based on scholarship, character, service and leadership. The committee will consist of five faculty members and will be rotated annually. It will represent a wide range of academic subjects and grade levels. The committee will review the students' interest forms and faculty evaluations. The school

counselor will serve as a non-voting member of the committee whose role is to provide background information on the students as needed.

The deadline for the completion of the application is final; the only exception being an extension, granted in advance by the principal. The quality of the application itself will be considered by the committee when evaluating the candidates.

Athletic code violations or school suspensions in the previous school year will render a student ineligible for consideration. Additionally, any current member of the National Honor Society who is suspended from school or found guilty of an athletic code violation will be removed from the organization. Please review NHS documents on our district website that includes our NHS Constitution, Selection Process/Criteria, and Service Log.

PROGRESS REPORTS -These reports are intended to provide parents and students with information as to the student's progress. Encouragement and recognition of satisfactory performance, as well as notice and remedy of unsatisfactory performance, will be emphasized. Progress Reports are distributed during parent-teacher conferences scheduled during the mid-point of each term. You are able to view your child's grades at any time through Family Access.

REPORT CARDS - Report cards containing grade, attendance, current and cumulative credit status, and current and cumulative grade point average information will be issued following the end of each term. Student rank will be determined at the end of 2nd term, and 4th term only. Permanent transcripts of all course grades will be maintained in the office.

COMMENCEMENT PARTICIPATION

In order for students to participate at the graduation ceremony, they must meet all graduation credit requirements, and not have any outstanding disciplinary action pending. Participation in graduation practice is also mandatory for all participants. Graduation practice is typically held during the afternoon of the last day of school.

STUDENT POLICIES

AUTOMOBILES, BICYCLES, SKATEBOARDS & OTHER VEHICLES

1. All students must pay a \$10.00 parking fee each school year to park in the school parking lot during regular school hours.
2. Each student will be assigned a parking permit which must be displayed in their vehicle while parked in the school parking lot.
3. Vehicles are to be parked in the student lot only. Do not park in the faculty/staff lot, in the drive, on the lawn, visitor spaces or handicap areas (without appropriate permit) at any time.

4. Students not following appropriate parking will be issued detention. Continued violation will result in suspension from using the district's parking facilities.

5. The interiors of student vehicles may be inspected whenever a school authority (principal or his designee) has reasonable suspicion to believe that illegal or unauthorized materials may be present.

6. Students are not permitted to use cars (student or non-student) **during the school day, including lunch, unless a permit to leave the building has been issued through the office.**

7. State law has established the speed limit in school zones at 15 mph. Students are expected to drive in a safe and reasonable manner. Violators will face disciplinary action including loss of parking privileges and referral to law enforcement.

8. Motorcycle and moped parking and traffic regulations are the same as automobiles. Park in assigned areas and drive safely.

9. Bicycle racks are provided for students. Students are responsible for the security of their bicycle.

10. Snowmobiles are not allowed on school grounds.

11. Skateboarding is not allowed on school premises while school is in session, during any school-sponsored event, or at any time when such activity may interfere with normal traffic around the building.

12. The interiors of student vehicles may be inspected whenever a school authority (principal or their designee) has reasonable suspicion to believe that illegal or unauthorized materials may be present.

BACKPACKS, PURSES, ETC.

Student backpacks, purses and other carrying bags are not permitted in the classroom or other academic areas (library, computer labs, etc). Students are to put their backpack, purse, or other carrying bag in their locker at the beginning of the day and retrieve their backpack or other carrying bag at the conclusion of the school day. Students may bring their purse to the commons for break and lunch. Students must return their purse to their locker at the completion of break and lunch. Student trappers are acceptable organizers to bring to the classroom.

BUS TRANSPORTATION - Bus transportation is considered a privilege and is authorized according to school board policy and regulations. While on the bus, students must observe all bus and school regulations. Students who do not follow these regulations will have their bus privileges suspended.

COMMONS - This is an area of informal study or socialization. Students may meet in small groups to study/converse, use vending machines, or the a la carte services before school or during break. Bulletin boards are provided for announcements. This is a student area. It is everyone's responsibility to keep the area clean and to maintain proper behavior. Please respect the furniture and one another.

CELL PHONES, MP3, PERSONAL, AUDIO AND VIDEO PLAYERS

Howards Grove High School believes it is necessary for students to have cell phones in school because they need to have a way to stay in touch with parents regarding unplanned transportation needs, for safety reasons, and/or to inform parents of changes to after school practices and events. Additionally, and because of the numerous communication and connectivity applications available to owners of today's cell phones, they have become an essential companion to the workforce of the 21st century and as such, cell phones may also be a valuable learning tool in today's classrooms.

The following pertains to the use of cell phones during the school day:

- a. Students who bring cellular telephones to school may use them outside of the classroom during non-instructional periods (between classes, during lunch etc...) only.
- b. Students are prohibited from using cell phones with picture/video capability in restrooms/locker rooms, designated changing areas or any area(s) where a reasonable expectation of privacy exists.
- c. Students may not use cellular telephones in the classroom (instructional time) unless permission is explicitly granted by the instructor for educational purposes.
- d. Communication through the H.S. office is required for students going home because of illness, leaving for appointments, change in appointment times etc... Please report this information to the HS office prior to contacting home.

The following pertains to the use of Electronic and other Audio devices during the school day:

- a. Possession or use of cell phones, text message devices, iPods, MP3 players, photographic/video devices, and/or other electronic communication devices may not in any way:
 - i. Disrupt the educational process in the school or school district
 - ii. Endanger the health or safety of the student or anyone else
 - iii. Invade the rights of others at the school
 - iv. Involve illegal or prohibited content of any kind
- b. Use of audio devices is to be done so via a headset at a volume that is unable to be heard by others.
- c. Use of audio devices is to be limited to use during non-instructional time in designated areas (lunch room, library or computer labs during lunch study time)
- d. Use of audio devices is not to occur while in class unless explicit permission is given from the instructor of that class.

Students are prohibited from using any personally owned electronic devices or electronic communication devices during instructional time, during exam periods, in locations where there is an expectation of privacy

(i.e. restrooms, locker rooms, etc...) or when the device distracts others or interferes with the operation of the school.

Students must realize that being permitted to have cell phones and electronic audio devices in school is a privilege, but the privilege carries with it the responsibility of making sure the privilege is not abused. The expectations HGHS has for how cell phones and other electronic devices may be used and not used while in school are both reasonable and not unlike what is expected of adults in the 21st century workforce. Students who choose not to follow these reasonable expectations for the use of cell phones at school will be subjected to the following consequences:

- First Offense: The cell phone will be confiscated and turned into the high school office. The student will be able to pick up the phone at the end of the day in the high school office.
- Second Offense: The cell phone will be confiscated and turned into the high school office. The student's parent/guardian will be required to pick up the student's cell phone.
- Third Offense: The cell phone will be confiscated and sent to the office along with a behavior referral. School administrators will contact the parents and arrange for a parent conference at which time the phone will be turned over to parents with the understanding that adherence to school expectations regarding cell phone use will be followed. Student may be required to turn phone into the office daily for a determined amount of time.
- Subsequent Offenses: The cell phone will be confiscated, parents will be contacted, and more severe consequences imposed.

CHEATING – The staff of HGHS takes great pride in the academic excellence that is present in our school and community. At the base of this excellence is integrity and honesty. It is expected that students refrain from any type of behavior that would be considered cheating. We want to prepare you for a good future. Cheating is defined as a student obtaining or assisting others in obtaining credit for work that is not his/her own. Examples of cheating include but are not limited to the following: copying from another student's desk or helping another student during a test; providing other student's work as one's own; stealing copies of tests or answer keys; copying another student's homework, test, quiz, project, book report assignment or take-home test; allowing another student to copy a test, homework assignment, quiz, project, book report, assignment or take-home test; **plagiarism**: copying the language, ideas or thoughts of another author and claiming them as your own original work; changing answers on a test, assignment, project, etc. after grading; changing grades in a grade book or altering a computer grading program; using programmable calculators in a manner not specified by the teacher.

Suspected cheating will result in an immediate referral to the principal. Both parties (giver and receiver) are considered as cheating.

Confirmed cheating will result in a failure for the designated grade, immediate referral to the principal and parental contact.

COMPUTER ACCEPTABLE USE POLICY - Every student is required to have a contract on file with the network system supervisor in order to access files and computers at Howards Grove High School. The use of the Howards Grove School District's networks and the Internet are a privilege, not a right. When the contract is signed, its rules and consequences bind the student. Inappropriate use may result in cancellation of this privilege, possible academic consequences, and the possibility of legal action if warranted.

DANCE REGULATIONS

1. Hours for the dance will normally be 8:00 p.m. to 12:00 a.m.
2. Dances are held for the benefit of Howards Grove High School students. One guest is allowed per student. A dance guest card must be filled out and returned to the office prior to the night of the dance. Remember, you are responsible for your guest.
3. Once you enter, you are expected to remain for the entire dance. **If you leave, you may not re-enter.**
4. All school rules apply. Chaperones have the authority to ask anyone in violation to leave. Further sanctions may apply.
5. Any student found to be under the influence of alcohol would not be allowed to remain. The student's parents will be informed immediately and be required to pick up the student. If the student's parents or other responsible adult cannot be located, the student will be turned over to law enforcement. Further school disciplinary action, including suspension, will be pending.

DRESS CODE –

Howards Grove High School is constantly striving to maintain the best possible environment for student learning and achievement. Any condition that distracts students from learning is of serious concern. Our mission is to prepare students to be successful in their endeavors after high school. Although we feel that the majority of our students do comply with our school's dress code, when the weather gets warmer, there seems to be an increase in students coming to school dressed inappropriately. Therefore, we would like to take this opportunity to reinforce the dress code.

Dress Code Guidelines:

- All students are expected to dress appropriately for school. Students must maintain a neat, clean appearance at all times. Apparel should not be so tight fitting, sheer, transparent (including mesh), low cut or revealing above or below the waist to be indecent, distracting or disruptive to the school environment.
- Outerwear is to be placed in lockers upon entering the building in the morning.

- Pants/Shorts/Skirts
 - Pants should completely cover undergarments.
 - Tasteful shorts are permitted during the school hours. Dresses, skirts and shorts shall be of reasonable length (at least mid-thigh). Micro-miniskirts/shorts are not acceptable.
- Shirts/Tops
 - Tank tops that have “spaghetti” or “bikini” straps, tube tops, halter tops, strapless tops and low cut tops are not permitted if there is not another shirt with wider coverage underneath or on top. Sleeveless shirts are permitted as long as they extend to the shoulder and the straps are thick enough so that undergarments are not visible.
 - Bare midriffs are not acceptable. Shirts should cover the torso at all times.
 - Low necklines, “scoop” tops and low cut tops (that expose cleavage) are not acceptable attire. Use good judgment when considering length of neckline.
- No student shall be permitted to wear any clothing that contains pictures and or writing referring to alcoholic beverages, tobacco products, sexual references/innuendos, profanity and/or illegal drugs.
- Footwear is to be worn at all times.
- Head apparel such as: caps, beanies, hats, hoods, etc... are not permitted in the building and should be removed when entering the building for the school day.
- Students will be asked to change if clothing is deemed inappropriate. Parents will be notified of dress code violations.

Consequences:

First Situation: The student will be spoken to by a teacher/administrator. Alternative clothing will be borrowed to the student when necessary. Offending items may remain in the administrator's possession until a parent comes to claim them.

Second and Subsequent Situation(s): The student may be assigned an in-school suspension or detained until a parent brings an acceptable shirt or item of clothing.

EQUAL EDUCATIONAL OPPORTUNITIES – It is the policy of the Howards Grove School District, pursuant to s.118.13, Wis. Stats., and PI9, that no person may be denied admission to any public school in this district to be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, career and vocational programming, pupil services, recreational, or other program or activity because of the person’s sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability. The district has an established complaint procedure to investigate discrimination claims. Any person, who believes he/she has a basis for complaint, should contact the Equity Coordinator at 920-565-4450.

HARASSMENT – The Board of Education is committed to an educational environment that is free of harassment of any form. The Board will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it. Any student who violates the policy or administrative guideline will be subject to disciplinary action, up to and including suspension and expulsion from school. Any other individual in the School District community who violates the policy or administrative guideline will be subject to disciplinary action, up to and including termination of employment. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students

ADVISEMENT PERIOD –The AdviseMENT Period time is used for quiet study and as a resource time for students to meet with a teacher from any of their classes.

LMC - The LMC is available to students wishing to utilize the research materials, newspapers, magazines, library books, computers, etc. LMC checkout procedures must be followed. The LMC is available before and after school and with permission during the adviseMENT period. The LMC is intended as a quiet area. Users, including those using the periodicals and computers, are expected to maintain this atmosphere.

LUNCH PERIOD - Students will have a 30-minute lunch period. Hot lunch and a la carte selections are provided on a daily basis. During the lunch periods, students may only occupy the Commons area or the sidewalk area immediately outside the student entrance (weather permitting). Outside activities may be limited at the discretion of the lunch supervisors. When supervision is available, students may use the gym. Proper footwear must be worn (gym shoes) and the school dress code must be followed (no shirts off). Students are to remain in the gym area. Do not exit the outside gym doors, access the balcony or locker room / storage room areas. Games are to be played by the rules. No basketball shots beyond 25', no hanging on the rims, no rough play or horseplay. Failure to abide by the rules will result in removal from the gym. Food and/or beverages may be consumed only in the Commons before, during, and after school (including water). No food or beverages are allowed in the gym. Students are required to eat lunch at school. Under limited circumstances (family emergency) a student may be allowed to go home for lunch.

NON-DISCRIMINATION STATEMENT - No person shall be denied admission to any public school in the district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, co-curricular, career & vocational programming, student services, recreational or other program or activity because of the person's sex, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, handicap or physical, mental, emotional or learning disability in the educational programs or activities operated by the Howards Grove School District.

RECORDS OF STUDENTS - Student records are kept confidential in order to protect the rights and privacy of the students and their parents. The public availability of these records is subject to the guidelines of state and federal laws; in order to insure that student records represent a complete record of all educational data accumulated while in high school. See your guidance counselor if you have any questions pertaining to your records.

SCHEDULES - The scheduling procedure begins early in January for the following school year. Students are provided with a Course Description Booklet and the appropriate registration materials. Schedules are prepared and reflect student requests. Every effort is made to minimize conflicts. Once completed, next year's schedules are distributed to students at the end of the school year.

SCHEDULE CHANGES - Once schedules have been established according to student requests and with parental approval, schedule changes should be unnecessary. However, there may be extenuating circumstances that may necessitate a change. The guidance department has established a procedure; any request must be approved by the guidance counselor and principal and must be completed prior to the beginning of any term.

SEARCH AND SEIZURE - Students have a reasonable expectation to be secure in their persons and possessions while in attendance at Howards Grove High School. To assure the health, safety, and welfare of students, employees, and the school district property, the school district retains the right to conduct searches of students, their personal effects, school lockers, other district-owned facilities, and student automobiles whenever a School Authority (Principal or Designee) has reasonable suspicion to believe that illegal or unauthorized materials may be present. Further, the school shall seize any illegal or unauthorized materials discovered in a search. Unauthorized materials are items deemed dangerous to the health or safety of students, employees, property, or disruptive to the mission and process of the school day.

TELEPHONES - Office telephones will be used for office purpose only. However, messages from parents will be received on the office phone and delivered if they are important. ***Students will be called from classes only in cases of emergency.***

VISITOR REQUESTS - Howards Grove High School will accept student visitors if a potential transfer student. Student must have prior approval from the principal.

WORK PERMITS - Work permits are issued through the high school office. To obtain a work permit the student needs to bring to the high school office the following items:

- ✓ Note from employer indicating type of work student will perform
- ✓ Note from a parent giving student permission to work
- ✓ One of the following forms...Birth Certificate, Baptismal Record or Drivers License
- ✓ Social security card (actual card is **required** for issuance of permit)
- ✓ \$10.00 permit fee

Note: Employers may be contacted and work permits may be withdrawn by the school administration for poor attendance, poor grades, or poor behavior.

SAFETY PROCEDURES

FIRE ALARMS - Howards Grove High School is equipped with a fire alarm system as required by state law. When the fire alarm sounds students are to move out of the building quickly and orderly as directed by the classroom teacher. The last person leaving the room should turn off the lights and close the door. Upon exiting, everyone should move a reasonable distance from the building; this permits fire fighters and equipment easy access to the building. If the fire alarm was sounded as a drill, students may re-enter the building as soon as the all-clear signal is given. The classroom teacher will be in charge of his/her class at all times.

SEVERE WEATHER/TORNADO PREPAREDNESS &

SCHOOL CLOSINGS - Our geographical area is susceptible to severe weather and tornadoes. Such storms have the capacity to be highly destructive and threatening to life and property. Should severe weather create an emergency, an alert will be given over the P.A. system along with directions to go to protected areas designated by the classroom teachers. When the danger has passed, an all-clear signal will be given to return to the classroom. All announcements of closings or early dismissals due to inclement weather will be announced on the following radio stations: WHBL (1330 AM), WCNZ (950 AM), WJUB (1420 AM), WKTT (98.1 FM), WOMT (1240 AM), WXER (104.5 FM). We are also announcing school closings on WTMJ Channel 4 (Milwaukee).

HGHS ATHLETIC CODE

I. **OBJECTIVES**

Howards Grove High School recognizes the importance of athletics to our school and community. Competition brings everyone together for a common goal, camaraderie, and a sense of pride. Athletics teaches new skills, encourages leadership and teamwork, and provides for lasting friendships. Student athletes are given opportunities to exhibit good sportsmanship and citizenship, along with the learning of commitment and responsibility to their team, school, and community. Ultimately, participation in our athletic program is a privilege that is conditional on success in the classroom and appropriate behavior in everyday life.

II. **RESPONSIBILITIES OF STUDENT ATHLETE**

The privilege of participating in our athletic program is extended to all students, providing they are willing to assume the following responsibilities.

Your greatest responsibility is to be a credit to yourself, parents, school, and community. Therefore, it is required that you:

1. Display high standards of social behavior.
2. Display sportsmanship as a participant and/or fan.
3. Display respect for those in authority including teachers, coaches, and officials.
4. Take pride in your team, school, and community.
5. Use language that is acceptable.
6. Observe all training rules.

III. **ACADEMIC ELIGIBILITY**

REQUIREMENTS

1. Students will pass all classes.
2. Students will receive no more than one D+, D, D-

EXPECTATIONS

1. Students will be provided opportunities to improve their grades if the above requirements are not met.
2. Students who do not meet the above requirements will be immediately ineligible.
3. Students will have choices to reduce the ineligibility period by attending **Study Table** which will meet three times weekly (M/Tue/Th) at the designated teacher location from 3:00-3:45 pm.

ELIGIBILITY

- 1.** Students who receive grades of D+, D, D- in two classes will be ineligible until the next marking period. Marking periods occurs 8 times per year, at the middle and end of each term.
 - a. Students may remain eligible if they attend "study table" for 15 calendar days, and then meet the minimum eligibility requirements after that 15-day period.
 - b. If the student continues to receive two D grades after that 15-day period, he/she may remain eligible if the student continues to attend "study table" until the next marking period.
- 2.** Students who receive a grade of D+, D, D- in more than two classes will be ineligible immediately upon receipt of the grade report, until the next marking period. Students may reduce the suspension to a minimum of 15 calendar days if they attend all "study table" sessions during the 15-day calendar period, and meet minimum eligibility requirements after that 15 day period.
- 3.** Students who receive one F will be ineligible immediately upon receipt of the grade report, until the next marking period. Students may reduce the suspension to a minimum of 15 calendar days if they attend all "study table" sessions during the 15-day calendar period, and meet minimum eligibility requirements after that 15 day period.
- 4.** Students who receive more than one F are ineligible immediately upon receipt of grade report until the next marking period.
- 5.** Students who were previously ineligible will become eligible immediately upon receipt of the next grade report provided they now meet the minimum eligibility requirements. Students who were previously ineligible and still do not meet the minimum eligibility requirements will continue to be evaluated using the above criteria.
- 6.** Students who miss study table without an excused absence will be declared ineligible until the next marking period.
- 7.** Students with an incomplete have 10 school days to finish the course, or receive a failing grade.
- 8.** Seniors who participate in summer baseball and receive grades of D+, D, D- in two classes in the final grading period (4th term) will be ineligible for 15 calendar days from the end of the second semester. A senior baseball player who receives grades of D+, D, D- in three classes or receives one F in the final grading period (4th term) will be ineligible for 21 calendar days from the end of the second semester. A senior baseball player who receives grades of D+, D, D- in four classes or receives more than one F in the final grading period (4th term) will be ineligible for the remainder of the season.
- 9.** Freshmen, Sophomores or Juniors who participate in summer baseball and fall student athletes who did not meet the minimum academic requirements in the final grading period (4th term) may be eligible to practice and participate if they meet the minimum WIAA academic eligibility requirement (no more than one failing grade). In addition, these students must attend study table for 15 calendar days when the new school year begins. Failure to attend study table will result in

immediate ineligibility for fall athletes until the next grading period or ineligibility in the next sport they participate in until they satisfy their "study table" requirements.

10. Students who have been formally identified as a Child with Disability (CWD) may be exempted from these requirements if this is included in the student's Individual Education Program (IEP).

11. Non-CWD students may also be exempted if in consultation with the principal, guidance counselor, athletic director and the student's teacher, it is determined that the student is working up to his/her potential and is meeting all expectations in the areas of attendance, behavior, attitude and effort.

IV. ATTENDANCE STATUS

A student-athlete must be carried on the attendance roll (for purposes of state aid), as a student in grades 9-12 at his/her school or fulfill the WIAA requirements of a home schooled athlete.

1. A student-athlete is eligible only during the first eight semesters of enrollment upon reaching Grade 9 and only during the first six semesters of enrollment upon reaching Grade 10.
2. A student-athlete must complete eligibility within 4 school years upon reaching Grade 9 and within three years upon reaching Grade 10.
3. A student-athlete may not participate in the same sport more than one season each school year.
4. A student-athlete must be enrolled in his/her seventh and eighth semesters consecutively.
5. A student-athlete must be enrolled in a school by the 17th day of a semester to be eligible during that semester.
6. A student cannot become an athlete in a school other than the one in which he/she is carried on the attendance rolls.

V. WISCONSIN INTERSCHOLASTIC ATHLETIC ASSOCIATION (WIAA) ATHLETIC ELIGIBILITY INFORMATION

Our school is a member of the WIAA, and the rules and regulations of the WIAA govern the participation by boys and girls both in school athletics and sports activities outside the school. Both student-athletes and their parents should have an understanding of the WIAA requirements. Equally important is that student-athletes and/or parents talk to their principal, athletic directors or coach if they have any questions about these regulations. More information regarding WIAA rules and regulations can be found in the Athletic Director's office or at www.wiaawi.org

1. AGE REQUIREMENTS

A student-athlete must be under nineteen (19) years of age on the 1st of August preceding the start of the school year.

2. RESIDENCY

A student-athlete is eligible in the school district they are a legal (physical) resident of, have paid tuition in, or attend through School Choice.

3. WIAA TRANSFER POLICY

All transfer students should initially be treated as ineligible athletes until the athletic director at the receiving school has had the opportunity to completely check all aspects of athletic eligibility. Please see wiaawi.org for more details on transfer policy.

4. PHYSICAL EXAMINATION AND PARENT'S PERMISSION

A student-athlete must have written permission of parents to participate in school athletics. All students participating in interscholastic sports, including cheerleading (excluding managers and statisticians), must have a physical examination (from a licensed physician or physician's assistant) and file a permit card properly signed by the parent/guardian and physician or physician's assistant before practicing or taking part in tryouts for the sport.

- a. The actual physical examination is required every two years unless the student has had a significant operation, serious illness or injury. This examination may be obtained as early as April 1 of the preceding year.
 1. First year of examination: both the physician or physician's assistant and parent must sign and complete the green WIAA card.
 2. Second year or alternate year: only the parent must sign, and complete the beige WIAA card.
 3. All incoming freshmen are required to have a physical dated April 1 or after of the year they enroll at the high school to be eligible.
- b. Insurance: As the school does not carry accident or health insurance coverage for students, all students must give written evidence that they are adequately covered through the insurance waiver form. Insurance forms are available if insurance needs to be purchased.

VI. HOWARDS GROVE HIGH SCHOOL REQUIREMENTS PRIOR TO PARTICIPATION

1. *MANDATORY TEAM MEETING:* - Each sport season, student and parent will attend a mandatory meeting with his or her coach, during which the current Athletic Handbook will be presented and discussed. If the student and his/her parent/guardian do not attend a "code" meeting, and sign in, the student cannot practice or compete in his/her sport.

2. *PARTICIPATION FEE:* Per Board Policy 470-Rule (updated May, 2009); a participation fee of \$40.00 will be charged to all high school students who choose to participate in the following interscholastic activities: football, volleyball, cross country, basketball, track, baseball, softball, soccer, golf, and tennis. A \$25.00 participation fee will be charged to pom-poms and cheerleading participants. No refunds shall be granted.

VII. EQUIPMENT AND UNIFORMS

Howards Grove High School expends significant amounts of money each year to supply equipment for participants in the various activities. Each student is required to accept the responsibility of caring for and for safekeeping such equipment and uniforms.

1. Once uniforms and equipment are issued to a student, they become the sole responsibility of the student until they are properly checked in at the end of the season.
2. Any of these items, which are lost, stolen or damaged through the negligence on the part of the student, shall be replaced at the student's expense before the student shall be allowed to participate in another sport.
3. Coaches will determine if the game uniforms are to be washed at school or at home. Practice uniforms and other personal items should be washed regularly to prevent the spread of disease.
4. Uniforms are not for personal use nor are they to be worn as personal apparel.
 - a. The only exception to this is the day of games or meets when jerseys or cheerleading uniforms are worn to school.
 - b. School uniforms, as apparel, may not be worn at clinics or sport camps, out-of-season events, or physical education classes.
 - c. Uniforms may be checked out with the coach or AD for senior pictures. Please arrange well in advance.
5. Any student-athlete wearing or having in his/her possession a uniform or equipment stolen from Howards Grove Schools or any other schools will be deemed an athletic code violation. Refer to XI, Consequence of Athletic Code Violations.

VIII. ATTENDANCE POLICY

1. Athletes must be in attendance the full school day in order to be eligible to practice or participate in their event. Exceptions may be granted by the athletic directors or principal when presented with a valid excuse. If the student's excuse for not being in school is accepted by the principal, the athlete may practice or play. If a student is tardy to first block, he/she must arrive by 8:30 am or it will be considered an unexcused absence.
2. Checking out for a period of time during the school day for an acceptable reason will not affect participation if the student presents a valid, written excuse from a parent prior to leaving.
3. Students who miss school with an excused absence on a day that precedes a non-school day may participate on the non-school day. (Example...Students who are excused absent from school on Friday may participate on Saturday).
4. Students with an unexcused absence during any part of the day will be ineligible to practice or participate on that day or on the non-school day that follows. (Example...Students who are unexcused absent from school on Friday may not participate on Saturday).
5. All athletes are required to travel to and from out of town contests with the team except for written parental requests made with the completion of the "Alternate Transportation Request Form" one day in advance of contest and approved by the athletic directors and principal.

IX. DISCIPLINE

Student Suspensions

1. Students who are issued out-of-school suspensions (OSS) during the sport season are ineligible to compete for up to one week for each day suspended out of school.
 - o 1 day OSS One week no athletic competition
 - o 2 day OSS Two weeks no athletic competition
 - o 3-5 day OSS Three weeks no athletic competition
2. Students who are issued in school suspensions (ISS) during the sport season are ineligible to compete for three times the school days that the student received the suspension:
 - o 1 day ISS Three calendar days of no athletic competition
 - o 2 day ISS Six calendar days of no athletic competition
 - o 3 day ISS Nine calendar days of no athletic competition

X. TRAINING REGULATIONS

In addition to the expectations outlined in the student handbook, the Howards Grove School District encourages each student to pursue excellence, not only in the academic and activity areas, but also in the areas of conduct and behavior. The following actions and behavior are unacceptable and shall result in suspension from competition as defined in Section XII.

1. Commits or participates in an act unbecoming of a student athlete such as but not limited to willful, persistent, disruptive behavior, hazing, or any act subject to penalty under Wisconsin State statutes, or Howards Grove School District policies.
2. Possesses, consumes, uses or provides tobacco products. First offense will be immediate suspension for one contest. Second offense will follow the athletic code definitions. Multiple violators may reduce their suspension with physicians prescribed tobacco cessation program.
3. Possesses, transports, consumes, uses or provides to minors alcoholic beverages, controlled substances or look-a-like products intended to imitate any of these items **(with or without consent of parents)**.
4. Attends an event where underage individuals are consuming alcoholic beverages or controlled substances.
5. Hosts an event where underage individuals are consuming alcoholic beverages or controlled substances. The resident student will be suspended for the equivalent of one full sport season.

The above violations of conduct are in effect twelve months of the year.

Each coach has authority to discipline an athlete who does not follow rules set forth by the coach for that particular sport.

XI. CONSEQUENCES OF ATHLETIC CODE VIOLATIONS

1. First Tobacco Violation: Suspended from next contest.
2. First Code Violation (AODA, 2nd tobacco offense or uniform offense): 1/3 of season; reduced to 1/4 of season if student completes a Community Service approved presentation or participates in a tobacco cessation program.
3. Second Code Violation or third Tobacco Violation: 2/3 of season; reduced to 1/2 of season if student completes Community Service and AODA Assessment, at student expense, as determined by the Athletic Director or Principal.
4. Hosting an event where underage individuals are consuming alcoholic beverages or controlled substances: full season; reduced to 1/2 of season if student completes Community Service and AODA Assessment, at student expense, as determined by the Athletic Director or Principal.
5. Second Hosting Violation, third Code Violation or fourth Tobacco Violation: Suspension for remainder of high school career.

Definition of Season Suspensions – The number of games suspended will be calculated by taking the number of games scheduled multiplied by the penalty dictated above and mathematically rounding to the nearest whole contest. For example, if a student is suspended for 1/3 of the basketball season which has 22 games scheduled, $1/3 \times 22 = 7 \frac{1}{3}$ or 7.33 rounded to 7 contests.

XII. SERVING THE SUSPENSION

1. A student who is in violation must serve his/her penalty in the season the infraction occurred.
2. Penalties not fulfilled within that season shall be fulfilled during the next season he/she participates providing they make the team or squad and complete the full season.
3. Penalties imposed will be served and counted during WIAA Tournament series (Students will automatically be eliminated from the entire tournament).
4. A student who is in violation will be expected to attend and participate in practice.
5. A student who is in violation must attend scheduled contests (home and away) as a supportive member of their team. Students will not be able to suit up or participate in the event/contest during the suspension period.

XIII. ENFORCEMENT OF THE ATHLETIC CODE

1. Suspension Procedure: When an alleged violation of the Athletic Code is reported to the administration, the principal or designee shall arrange a conference with the student to take place as soon as possible, but no later than five (5) school days after the allegation has been made. The student in question may continue to practice and compete until the initial conference is held.
 - a. In the event the student admits to the allegation of a violation at the conference, the principal or his/her designee shall impose the appropriate penalty for the violation as herein specified, effective immediately. The student and his/her parent/guardian shall be given written notice of the violation and the discipline imposed.
 - b. In the event the student denies the alleged violation, the principal or his/her designee shall determine whether there is sufficient evidence to warrant further action.
2. If there is sufficient evidence that the student has committed the alleged violation, the principal or his/her designee shall impose the penalty for the violation as herein specified, which begins immediately. The student and his/her parent/guardian shall be given written notice of the violation and discipline imposed, and shall be informed of the opportunity for appeal.

APPEAL PROCEDURE

In the event the student wishes to appeal the decision, he/she must notify the principal or his/her designee in writing within five (5) school days of that conference. The principal or his/her designee shall schedule a conference that shall consist of a non-high school administrator, teacher, two non-season coaches and an athletic director. The high school principal will facilitate the conference, however, the high school principal shall not vote.

1. The conference shall be scheduled as soon as possible, preferably, before the next contest, but no later than ten (10) school days after receiving the appeal request.
2. The penalty already imposed shall remain in effect pending the outcome of the conference (per procedural counsel from WIAA).
3. The student and the school may be represented by legal counsel. However, the school district shall not be responsible to furnish legal counsel to the student.
4. The student will be provided with an opportunity to testify and present other evidence on his/her behalf at the conference.
5. The decision will be by secret ballot. A simple majority will be necessary for a decision.
6. The finding and decision will be in writing and given to the student and his/her parents/guardians.
7. The findings may be appealed to the Board of Education.

XIV. CYBER IMAGE POLICY

Any identifiable image, photo or video, which implicates a potential athletic code violation, may lead to a violation of the code. Since there is no way to establish a timeframe for when or location of where the image was taken, it shall be a responsibility that the student must assume. It must be noted that there may be persons, who would attempt to implicate an athlete, by taking such images, to place them in a situation where they might be in violation of this code standard. This is our rationale for demanding that our athletes not place themselves in such environments. It will be the responsibility of the student-athlete to prove the image, photo or video is fabricated.

XV. LEGAL NOTICE

The right of a student to be admitted to school and to participate fully in curricular, extracurricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability.

If any person believes that the Howards Grove School District or any part of the school organization has inadequately applied the principles and/or regulation of Title VI, Title IX, Section 504 or the Americans with Disabilities Act of discriminates on the basis of the above named categories, she/he may bring forward a complaint to the District's equity coordinator at the District Office or by calling 565-4450.

For more information or comments contact: Scott Fritz, High School Principal, at 565-4450.

Title VI Coordinator – race, color, religion, national origin
Title IX Coordinator – sex
Section 504 Coordinator - handicap