

# Almond-Bancroft

*SOAR WITH EAGLE PRIDE*



## SECONDARY STUDENT/PARENT HANDBOOK 2021-2022

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## INTRODUCTION

We believe that the Almond-Bancroft Middle/High School is a special place to be! This student handbook has been prepared to help make our school an even better place for all of us. The rules and regulations listed in this handbook apply during school hours and during any school sponsored event, whether the event is located at school or at some other location.

It is the intent of the administration to apply the state and federal laws in the administrative rules and school operating guidelines. If we find any error or omission, the handbook will be revised at that time.

This handbook was adopted by the School Board at a regularly scheduled board meeting July 21, 2021.

The Almond-Bancroft School District does not discriminate, and prohibits harassment, on the basis of sex, race, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. Individuals who desire to have documents translated for them or want to inquire about discrimination/harassment practices, policies or file a complaint, should contact either the school principal or the district administrator.

### NOTE FOR SPANISH SPEAKING PARENTS

\*La noticia volante de este documento contiene valiosa informacion acerca de las politicas del distrito/escuela, leyes estatales, aplicacion de la comida libre o reducida, y programas del distrito/escuela. Si usted se siente que usted necesita esta informacion traducida para usted, por favor avise el principal secundaria a 366-2941, ext. 123 para la ayuda.

El distrito de las escuelas Almond-Bancroft no discrimina en base del sexo, de la raza, de la religion, de la edad, del origen nacional, de la ascendencia, del embarazo, del estado matrimonial o paternal, de la orentacion sexual, o de la inhabilidad fisica, mental, emocional, o del aprendizaje, Los individuos que desean tener documentos traducidos para ellos o desean saber mas sobre las practicas de la discriminacion, reglas y normas o archivar una queja, deben de ponerles en contacto con los directores de las escuelas o el administrador del distrito.

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## **SPECIAL PARENTS SECTION**

Here is a summary of what the school district appreciates from you!

**LUNCH MONEY** - At the start of every month send money for your child's hot lunch. The monthly newsletter will help you keep track of the number of days each month.

### **FOOD SERVICE PROGRAM MONEY AND COLLECTION**

The District uses an automated school lunch accounting system to record food service payments and to monitor food purchase transactions. The system functions on a debit system and maintains both family and individual student food purchase transactions. Parents/guardians are expected to maintain their food account in a positive balance, and are expected to pay for their child's meals in advance.

**DENIAL OF ACCESS TO THE SCHOOL LUNCH PROGRAM DUE TO NON-PAYMENT** - It is the parents'/guardians' responsibility to keep their student's balance paid and up-to-date. Students will be denied access to the regular school food program if their account balance is at or below zero dollars, unless an alternate payment plan is set up with the building principal. If a student's account is at or below zero dollars and no alternative plan has been determined, a low cost meal of fruit and vegetables from the regular meal and a milk will be available to the student. Ala Carte purchases will be denied for any student if the family account balance is at or below zero dollars. Every effort will be made to maintain the confidentiality of the student's account status.

**NOTIFICATION OF FAMILIES** - The status of all family accounts will be reviewed daily. A notice will be sent with the child of any family having an eight to ten dollar credit. Any family accounts that are at or below zero will be referred to the principal, who will have up to five business days to make arrangements with the parent/guardian to bring the account into balance. Deficit accounts after this time may result in the child being placed on the alternative meal plan. It is the parents'/guardians' responsibility to keep their student's balance paid and up-to-date. If families have questions on their account balance, they are encouraged to contact the food service director. For any discrepancies in account balances, please contact the principal.

## **COLLECTION OF FOOD SERVICE RELATED CHARGES**

The district administrator or designee, shall protect the taxpayers of the districts by making every effort to collect all food service related charges due to the district. The district shall have guidelines in place that notify parents of the status of their food account and identify criteria for the use of small claims court and write-off of debts.

After 30 days of notification, the district administrator is authorized to pursue small claims if the parent/guardian has not brought their account up to a zero balance or if a mutually agreed upon plan to begin payment toward the food account has not been established.

**END OF THE YEAR BALANCES** - Any money remaining in the family's account at the end of the school year will be carried over to the next school year. Refunds may be issued if requested in writing and arranged with the Food Service Director within 2 weeks of the end of the school year. The actual refund will be issued to the family once the district food service accounts have been audited.

**STUDENT ABSENCES** - Call the school at 366-2941 before 8:45 am and give the reason for the absence. A written excuse is required upon the student's return to school if a call is not received. **Absences will be recorded as unexcused until a phone call or note is received.** Please consult the attendance section of this handbook for information on what constitutes an excused absence and additional attendance policies.

Students who are absent from school for the day or who leave early without a pre-approved absence sheet may not attend any after school events and will be asked to leave if they do attend. For participation policies for these events, see the co-curricular handbook. If students are too sick to be in school, they are too sick to attend an after-school event!

**MEDICATION** - When a prescription medication needs to be given to a student, there must be a signed form from the physician giving us permission to dispense the medication. Send the medication in the original labeled medicine bottle with the medication dosage instructions. Parents/guardians must bring their child's medication to the school office in its original container. Students are responsible for reporting to the office for their medicine (Please see the medication policy in this handbook).

**INCLEMENT WEATHER** - Tune to WSPT, WLJY, WOSQ, WDUX, WSAU, WIFC, WDEZ, WOFM, WKQH, WIZD, WFHR, WGLX, WSAW—TV 7, and WAOW—TV 9 for any report of school closing. In the event we have to close early for any reason, your children should know where to go if you're not at home. Please have a plan ready! Also, sign up for BLACKBOARD if you haven't already done so. **BLACKBOARD** allows you to get phone, text, and email alerts when school is to be cancelled due to weather or for other emergency or non-emergency school updates. Please call Trina Warzynski at (715)366-2941 ext 422 to get your phone number(s) added to the list.

**IMMUNIZATION REQUIREMENTS (WISCONSIN)**

Grades 6-10: 4 DTP/DTaP/DT/Td; 1 Tdap; 4 Polio; 3 Hep B; 2 MMR, 2 Var

Grades 11: 4 DTP/DTaP/DT/Td; 1 Tdap; 4 Polio; 3 Hep B; 2 MMR; 1 Var

Grade 12: 4 DTP/DTaP/DT/Td; 1 Tdap; 4 Polio; 3 Hep B; 2 MMR; 2 Var

**STUDENT RECORD INFORMATION** - An up-to-date emergency card and an up-to-date record of immunizations must be on file in the school office.

**INSURANCE**

The school does not carry an insurance policy for students in case of injury.

**WHEN SOMETHING AT SCHOOL PLEASES/UPSETS YOU OR YOU HAVE A QUESTION:** Call us at 366-2941 or write us a note.

**IN CONCLUSION** – Parents/guardians and students must sign the form at the end of this handbook stating that they have read and understand it.

## GENERAL INFORMATION

### WELCOME!

Welcome to the Almond-Bancroft Middle/High School! It is our sincere hope that the time you spend with us will be an enjoyable educational experience! This brief handbook has been prepared for you to help you during your middle and senior high school years. Keep it handy and refer to it often. In it, you will find some of the rules that have been established to help us run an orderly and safe school, as well as listings of the many activities and organizations you are encouraged to take an active part in.

While you are here, do your work faithfully and conscientiously. Allow your teachers to help you help yourself. By asking questions and offering suggestions, you will make your school a better place to be. By all means, be active, participate, learn all that you can, be all that you can be!

### GETTING STARTED

**Students are welcome to arrive any time between 7:45 and 8:00 a.m.** First hour begins at 8:00 a.m. Students should not arrive before 7:45 a.m. unless they have an appointment to meet with a teacher before school starts.

The first thing students should do in the morning is get organized for the day. Prior to 8:00 am, they should report to first hour. Attendance is taken in every class, and everyone is expected to be there on time. Students are also expected to leave the building at 3:21 p.m. unless supervised by an adult.

### ACTIVITIES AND ORGANIZATIONS

Many athletics, activities, and organizations are offered at the Almond-Bancroft schools: Band, Choir, Pep Band, Forensics, Student Council, School Play or Musical, Volleyball, Football, Basketball, Baseball, Track, Wrestling, Softball, Yearbook, Quiz Bowl, Gaming Club, Art Club, and Multi-cultural Club, among others. Not all students qualify for all of them, but there are many things to get involved in.

Co-curricular activities enrich the curriculum of the school by making a variety of activities available for student participation. Students will have the opportunity to join various clubs and groups during the course of the year. Students are welcome to request new clubs and activities at any time by presenting the idea to the principal. If enough interest is generated, a faculty sponsor is available, and space and facilities allow, the club or activity may be considered for approval.



## ADULT STUDENT POLICY

Students who have reached the age of eighteen shall be subject to all school rules, including the consequences for possessing tobacco on school property. Adult students are responsible for their actions while at school and school functions, including extra-curricular activities.

Students who are eighteen years of age or older may assume responsibility for their own attendance and student records. Adult students may sign themselves in and out of school at their own discretion; however, the student's parent/guardian will be notified of the change in responsibility.

## ANNOUNCEMENTS

Announcements are made during the first few minutes of 2<sup>nd</sup> hour. If students wish to have something announced, it must be turned in to the office one day in advance. Announcements must be approved by the principal. Special notices may be posted on bulletin boards at various locations around the building, but must be pre-approved by the principal.

## ASSEMBLIES

Assemblies are part of the curriculum and are designed to be educational as well as entertaining experiences. Courtesy demands that the student body be considerate, respectful, and appreciative. During live entertainment, performers are very conscious of the audience. Talking, whispering, whistling, and stamping of feet are discourteous. Cheering loudly is appropriate at pep assemblies.

## ATHLETICS/ ACTIVITIES

Athletes and those associated with the other listed activities at Almond-Bancroft Middle/High School must follow regulations that are in the co-curricular handbook, which can be obtained from the athletic director or the main office.

## ATTENDANCE

Attendance is a condition of learning as well as training for job skills. As with any job/career, regular attendance is imperative if one is to be successful in school. By consistently making the choice to be at school, students greatly improve their chances of being successful in school.

In order to accommodate unexpected absences, parents/guardians are asked to provide the school with a verbal excuse no later than 8:45 a.m. on the day the absence occurs. A written excuse is required upon return to school if a call is not received. **Absences will be recorded as unexcused until a phone call or note is received.** The absence will remain unexcused if a note is not received by the second day a student has returned after an absence. **A doctor's excuse will be required for 3 or more consecutive days missed due to illness. A doctor's excuse will also be required for any chronic condition causing the student to be out of school on a regular basis.**

**ATTENDANCE—CONTINUED**

State law provides that a student may be excused from school if they are absent for a reason that the school board has determined to be legitimate and for which the parent/guardian has provided a written (or verbal) excuse. Absences which may be approved by the school include but are not limited to

- Illness/injury (the school may request medical verification of the illness/injury and/or the need for the absence)
- Medical/dental appointments that cannot be scheduled outside the school day, provided a written excuse is obtained from the attending physician.
- Death of a family member.
- A court appearance or other legal procedure which requires the student's presence.
- Suspension from school.
- Other times it's in the best interest of the student to be absent from school. The principal or other administrator will excuse the student on an individual basis.

As per Wisconsin Statute section 118.15 (3)(c), **a parent or guardian may pre-excuse a child from school attendance for no more than 10 school days in a school year.** The parent/guardian is to provide the school with a written (or verbal) excuse for each absence including the date(s) of the absence and the reason for the absence **before** the absence is to take place. The student will be allowed to complete any coursework, including tests and quizzes, missed during such an absence.

\*The school board has authorized that students may be excused for deer hunting on the two school days before Thanksgiving break. Any other absences due to hunting must be pre-excused and will count toward the 10 allowed days.

A student is considered truant and unexcused from school if they are absent from school for part or all of one or more school days during which the school has not been notified of the cause of such absence by 8:45 a.m. The unexcused absence may become excused if a note explaining the absence, signed by the parent/guardian, is presented upon the student's return to school, AND the absence is for a reason approved by the school board.

Parents/guardians shall be notified when a student has an unexcused absence. Notices shall be made by personal contact, telephone call, or mail. A written record of contact is kept. Notice by personal contact or telephone call shall be attempted prior to notice by mail.

## **ATTENDANCE—CONTINUED**

A student is considered habitually truant if he/she is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a semester. The parent/guardian of a student who is at risk of being a habitual truant shall be notified by certified or registered mail. Legal proceedings may be brought against a student for habitual truancy or against the parent/guardian for failure to have the student attend school regularly.

Any student who has an excused absence for any period of time less than a half a day (less than 4 periods of the day) of school, the absence will be considered a half-day (.5) absence. Any student gone for more than half of a day (more than 4 periods of the day), the absence will be considered a full day (1) of absence.

### Extra-Curricular Participation

Students must attend school a minimum of the second half of the day in order to attend or participate in any after-school event unless the absence has been pre-approved by the principal.

### Leaving the building

Students leaving the building during school hours for ANY reason must receive office permission to sign out in order to be excused. This includes, but is not limited to, going to the parking lot to retrieve something from a vehicle, leaving for work options, and leaving due to illness or an appointment.

The office will contact the parent/guardian or the individual designated on the emergency card and determine how the student will be transported before an ill student may leave school. **A student with a pre-excused absence** may leave at the designated time, but must sign out in the office.

Students, even those who are 18 or older, must sign out in the office any time they leave the building. The absence will be unexcused if appropriate procedures aren't followed.

Seniors - please refer to graduation policy for further attendance rules and guidelines.

## **ATTENDANCE PROCEDURES**

### Tardiness

When late to school in the morning, students must sign in at the office before going to class. Students who are more than fifteen minutes late will be recorded as absent for that period.

When late to class at other times, students should report to class and the teacher will record the tardy on the school's attendance system. Consequences for being tardy will be handled individually by the teacher. However, if the tardiness continues, the consequences will increase accordingly and may be referred to the office for additional disciplinary consequences.

If a student is tardy due to being detained by a teacher or other staff member, they should get a pass from the office or have the person detaining them sign a pass in their agenda book.

### Absence

Students may not leave the school without permission from the office, regardless if the student is 18 years or older.

For absences of more than 2 days, advanced absence forms must be filled out completely and signed by the student's parent/guardian (or have a note attached with the pertinent information and a signature by the parent/guardian) PRIOR to it being presented to the teachers for their signatures. The forms must be turned in to the principal at least the day prior to the date of the absence request. Advanced absence forms are available in the forms rack outside the Student Services office.

\*Students who will be gone in the afternoon before a school event (including athletic events) must have a signed pre-excused absence form in order to participate in that event.

All teachers must sign off on the student's pre-excused form in order for the absence(s) to be excused/approved. If not, the absence will be denied and the absence(s) will be considered unexcused. Truancy will be considered if the absence(s) are denied and unexcused.

## **BULLYING AND HARASSMENT**

The Almond-Bancroft School District shall strive to provide a safe, secure and respectful learning environment for all students in school buildings, on school buses, and at school sponsored activities. Bullying, harassment, and intimidation have a harmful social, physical, psychological, and academic impact on the instigators, the victims, and the bystanders. The district will continuously and vigorously address bullying, harassment, and intimidation so that there is no disruption to the learning environment and learning process.

Please go to the school district website for further information concerning Bullying and Harassment, as well as to access online reporting forms. The information can be found under Family Resources > Bullying Prevention. Or go to this web link:

<https://www.abschools.k12.wi.us/Page/1247>

## **Title IX**

Final regulations from the U.S. Department of Education (DOE) implementing Title IX of the Education Amendments Act of 1972 with respect to sexual harassment went into effect on August 14, 2020.

### **Actionable Sexual Harassment Under Title IX**

Title IX regulations apply to students and employees and the required grievance procedures apply regardless of whether either party, complainant or respondent, is a student or employee.

For more information, go to the link below:

<https://drive.google.com/file/d/1fhsKZOhebjQVf15ML8d0YoT9S5Elcljt/view?>

## CELL PHONE USE

The Almond-Bancroft School District realizes that cell phone use is commonplace in today's society. However, as today's cell phones have a great capacity to send and receive information in audio, video, and text, they present opportunities that are detrimental in nature. The use of cell phones has the potential to increase opportunities for cheating and harassment. Invasion of privacy is also an issue because of the ability of the phones to send pictures and video. Finally, the use of cell phones by students in the event of an emergency has the potential to interfere with the official flow of information. Because of the possible detrimental consequences of student cell phone use, the school district is limiting student cell phone use according to the following guidelines:

- Cell phones may only be used before and after school and during lunch. Cell phones must be locked in the student's locker at all other times during the school day. If a cell phone is seen by a staff member, they may confiscate it immediately.
- Cell phones are prohibited in bathrooms and locker rooms at all times.
- Cell phones may never be used in manner that will cause disruption to the educational environment or invade the privacy of another individual.
- The school district will not be responsible for loss, damage, or theft of any electronic device brought to school.
- During school hours, the use of cell phones are not permitted on field trips or other activities without permission from the school authorized supervisor/coach.
- For after school hours or overnight trips that include field trips, sporting events, or other activities, the use of cell phones will be at the discretion of the advisor/coach.

In the event of a district emergency, under the supervision of an authorized school official during the school day or outside the school day, cell phone use by students will be approved by the instructor/supervisor.

Consequences for violating the Student Cell Phone Use Policy by using the cell phone at unauthorized times:

- 1<sup>st</sup> Offense: The cell phone will be confiscated by school personnel. The student will receive a verbal warning and the incident will be recorded as a minor. The cell phone will be held until the end of the instructional period.
- 2<sup>nd</sup> Offense: The cell phone will be confiscated by school personnel and taken to the office. The incident will be recorded as a major, and the cell phone will be held until the end of the instructional day.
- 3<sup>rd</sup> Offense: The cell phone will be confiscated by school personnel and taken to the office. The incident will be recorded as a major, and the cell phone will be held until a parent/guardian is able to pick it up.

## **CELL PHONE USE - CONTINUED**

4<sup>th</sup> Offense: The cell phone will be confiscated by school personnel and taken to the office. The incident will be recorded as a major, and the student and parent will be required to meet with an administrator to determine a plan for correcting the cell phone use problem. The cell phone will be held until a parent/guardian is able to pick up the cell phone at the required meeting.

5<sup>th</sup> Offense: The cell phone will be confiscated by school personnel and taken to the office. The incident will be recorded as a major with a minimum penalty of in-school suspension, and the student will be subject to an offense of the co-curricular code. The cell phone will be held until a parent/guardian is able to pick it up.

Note: The consequences outlined above are for the use of the cell phone. Use of the cell phone in a manner that violates other school policies will carry additional consequences in accordance with the school discipline policy, including further suspension and possible expulsion. If the cell phone was used for illegal activity, the student will be referred to the authorities.

## **CLASS ORGANIZATIONS, CLUBS, AND STUDENT COUNCIL**

Each club/class will elect its officers prior to or during the third week of school. Officers to be elected are president, vice president, secretary, and treasurer.

Student Council is an organization through which students may express opinions, assist the administration of the school, develop leadership skills, and participate in school enterprises. Student Council is a co-curricular activity and must follow the co-curricular handbook. The Council promotes leadership, initiative, and self-control among its members. If you have ideas for school improvement, it is a good idea to discuss those ideas with your student council representatives. They will then discuss those ideas at their council meeting and possibly bring them to the principal for consideration.

Freshmen, sophomores, and juniors will each have four representatives. The senior class will have 5 representatives, with the student council president as the fifth member. To be eligible for the ballot, students need to meet the eligibility criteria as laid out in the co-curricular handbook.

A class/student council/club advisor must be present at each meeting. Records of the meetings are to be kept by the secretary, and the minutes filed in the office within two days following each meeting. The treasurer will work directly with the school activity secretary and all money must be kept in the activity account.

## **CLOSED CAMPUS**

Campus is closed from the time of arrival until dismissal at the end of the school day for all students. No student is to leave at any time, for any reason, except when a specific need is verified by the parent/guardian and approved by the principal or designee. Students, even those who are 18 or older, who leave school grounds without authorized permission are considered truant.

## **DRESS CODE**

Students who dress properly and have a neat appearance contribute positively to the school climate and overall student morale. Dress/grooming styles that create a disruption of the learning process or which endanger the health and safety of students, especially in laboratories and/or shops, must be avoided. The following are the Almond-Bancroft guidelines for dress code:

1. Garments with holes in them, considered in-style, may not be worn if the holes are excessive or located in inappropriate places above the mid-thigh.
2. Clothing or accessories must not have graphics or wording related to alcohol, tobacco advertising/logos, gangs, or weapons. Clothing must not display language in poor taste, obscenities, racial or gender slurs, sexual innuendo, or sexually suggestive pictures (including Hooter's or similar apparel).
3. Undergarments cannot be visible (For appropriate physical education clothing, please see physical education teacher's policy.)
4. Shorts must cover the entire buttocks.
5. Shoes must be worn at all times and must be appropriate for the classroom situation.
6. Sunglasses may not be worn indoors.
7. Although hoodies are allowed, hoods must not obscure a student's face at all. Teachers can require students to lower their hoods while in the classroom.

Any clothing that creates a disruption or interferes with learning is unacceptable. The ultimate decision will be at the principal's discretion.

## **FIRE DRILLS AND ALARMS**

A fire evacuation plan is posted in each room. Students should be familiar with the plan in each of their classrooms. When the fire alarm sounds, students should leave the room immediately, quietly, and in single file. Failure to comply will be handled with the appropriate consequences. Students are to be at least 100 feet away from the building until the signal to reenter is given by the principal or authorized representative.

Regular fire drills are required by law and constitute an important safety precaution. Students will be suspended and/or expelled and/or referred to the appropriate authorities for interfering with the school's fire fighting equipment or intentionally setting off an alarm.



## **FOOD/BEVERAGES**

Food and/or beverages are only allowed in designated areas and at designated times. Water bottles are permissible.

## **FOOD SERVICE PROGRAM**

The Almond-Bancroft School District participates in the National School Lunch Program. Meals are served on every full day of school and are available free or at a reduced rate, according to eligibility criteria. Contact the school at 366-2941 ext. 422 for information on free or reduced lunches.

All lunches must be eaten in the school cafeteria or designated lunch area. Please clean up after yourself.

Cafeteria rules are simple and few:

1. Keep seats, tables, and floor clean.
2. Deposit all litter in wastebaskets.
3. Return all trays and utensils to the dish washing area.
4. Take no food from the cafeteria.
5. Cause no disturbance/follow all school rules.

## **GRADUATION POLICY**

### **A. CREDIT/REQUIRED CLASSES**

Students must earn a minimum of 24 credits in order to graduate from Almond-Bancroft High School. Included in the credit requirements are 4 credits in English, 3 credits in social studies, 3 credits in science, 3 credits in mathematics, 1.5 credits in physical education, 1/2 credit in health, 1/2 credit of personal finance, and an additional 8 credits.

If the requirements outlined in Section A are not obtained, a diploma shall not be awarded.

### **B. TRANSFER STUDENTS**

Students enrolled at Almond-Bancroft High School, but not enrolled at the beginning of ninth grade, must meet the requirements outlined in Section A. The School Board or its designee may modify requirements for extenuating circumstances.

### **C. CEREMONY REQUIREMENTS**

1. Students who have not completed the requirements prior to the day of graduation may not participate in the graduation ceremonies, but they may receive their diploma when all requirements are met.
2. Those students with a 3.5-3.74 cumulative average will receive a single gold cord for graduation to designate them as honor student. Those with a 3.75 cumulative average or higher will receive two gold cords for high honors. National Honor Society members will receive the NHS stole. The determination of honor students will be based upon the 1st semester report of the senior year.
3. Caps and gowns must be worn during the graduation ceremony and must be black. No alterations may be made to the appearance of the cap and gown without approval from the principal.
4. Graduating students that were unexcused for 10% or more of the school year (18 days) may not participate in the graduation ceremony but may receive their diploma if all academic requirements have been met.

**Note:** Student initiated events that result in injury to themselves/others, school property damage, or other unlawful acts will not be tolerated. Students engaging in such activities may be in jeopardy of not being able to participate in the graduation ceremony, may face other school disciplinary actions, and may also face additional charges by law enforcement including, but not limited to: trespassing, breaking and entering, and destruction of public property.

## **HALL PASSES/TARDIES**

No student is to be anywhere but in his/her assigned classroom unless they have a pass approved by a teacher or the office.

At the beginning of the year, each student in grades 6-12 is given an agenda book. This book is their hall pass and must be with them in the hallway and be signed by a teacher indicating the purpose for not being in class at that time. If this book is lost, the student will be assessed a \$5 fee for replacement of the agenda book.

No roaming, wandering, or socializing is permitted in the halls during class times. Those who repeatedly roam, wander, or socialize in the halls with or without a pass will be placed on Step 4 of the progressive discipline plan. All students must be in their classrooms and in their seats when the bell rings. Students must have all materials in class when bell rings; if they need to go back to their locker for materials, they will receive a tardy.

## **HOMEcoming COURT POLICY**

### **A. ELIGIBILITY CRITERIA**

To be eligible for representation on the Homecoming Court, a student must:

1. have accrued 18 or more credits and be a senior in high school.
2. be active in a fall activity. Fall activities may include football, volleyball, student council, sport statistician or manager, or any other active club or activity. The club/activity must have met prior to homecoming week to be considered active.
3. be enrolled at Almond-Bancroft High School at least one semester prior to the semester Homecoming is held.
4. Be eligible based on the criteria set forth in the co-curricular handbook.
5. have not received a truancy notice during their senior year. If a person is eligible to participate in the fall activity at the time of voting, they are eligible for court, however, if there is a co-curricular code violation after voting, the student can still be removed from court.

Refer to the co-curricular handbook for other violations that may disqualify a student from participation on the Homecoming court.

### **B. SELECTION**

1. Voting for Homecoming shall take place on the Monday before Homecoming week. Any absent student will have until Wednesday of that week to vote.
2. The male student with the most votes shall be king and the female student with most votes shall be queen. Other couples will be paired at random and announced at the pep rally in random order, not by vote counts. The student council advisor and principal will meet to determine the number of couples that will be on court.
3. The student council advisor and two other staff members shall count the votes.
4. If a senior is disqualified from the court after voting occurs due to code of conduct violations, then an alternate will be chosen by a committee of staff members chosen by the principal.

## **HONORS ELT**

Honors ELT is an earned privilege. Students who meet all criteria will be allowed to go to room 100 or the LMC during ELT. Students must first report to their assigned ELT for attendance, then may go to honors with this exception: if ELT is held the first or last hour of the day, those students who are eligible for honors ELT qualify for late start or early release as long as the student's parent/guardian fills out the permission slip. If a student loses the privilege of honors ELT and regains it, a new permission slip must be signed. Those students in room 100 or the LMC must stay there: no roaming. This ELT will be unsupervised study hall, so proper behavior is required. Food and beverages may be consumed during honors ELT in room 100 only, but the room must be left clean or the privilege will be revoked. Students may use their cellphones during honors ELT; however, if it is found that they are in contact with students in other ELTs, they will be removed from honors ELT. Removal from honors ELT for any reason will be for a minimum of four weeks.

Requirements are as follows:

1. Junior or senior standing
2. Minimum GPA of 3.0 for the preceding quarter, with no grade lower than a C.
3. No major discipline referrals and no more than one minor discipline referral during the preceding or current quarter. A major referral is cause for immediate revocation of honors ELT privileges. A second minor discipline referral within 9 weeks is cause for immediate revocation of honors ELT privileges. Any suspension makes a student ineligible for honors ELT for the remainder of the current quarter and the following two quarters.
4. No unexcused absences during the preceding or current quarter. An unexcused absence is cause for immediate revocation of honors ELT privileges.

## **LIBRARY/MEDIA CENTER (LMC)**

The LMC is a quiet place to do research or read. Reference materials, leisure reading materials, magazines, and computers (with permission) are available for student use. The LMC Specialist will be happy to assist you in locating materials and using equipment. Library access is a privilege and may be revoked.

## **LOCKERS**

You will be assigned to a locker at the beginning of the school year. You will also be loaned a padlock to use for the year. Your locker should be locked at all times to prevent theft. You are to use the locker assigned to you unless you receive permission from the principal to change to a different location.

The lockers and locks remain the property of the school, and we reserve the right to open and inspect lockers at any time. It is against the law to store any illicit (illegal) drugs, tobacco products, or hazardous materials in school lockers.

Should your lock get lost or stolen you will be expected to pay the cost of replacing it.

**KEEP YOUR LOCKER LOCKED AT ALL TIMES!** The school will not assume responsibility for items stolen. Do not give your combination to anyone!

## **LOCKER ROOM POLICY**

The District shall observe measures intended to protect the privacy rights of individual using school locker rooms. The following provisions outline the extent to which that protection can and will be provided:

1. Locker rooms are provided for the use of physical education students, athletes and other activity groups and individual authorized by the building principal or by district policy. NO ONE will be permitted to enter into the locker room or remain in the locker room to interview or seek information from an individual in the locker room at any time. Such interviews may take place outside of the locker room consistent with applicable district policies and/or school rules.
2. No cameras, video recorders or other devices that can be used to record or transfer images may be used in the locker room at any time.
3. No person may use a cell phone to capture, record or transfer a representation of a nude or partially nude person in the locker room or to take any other photo or video image of a person in the locker room.

Students and staff violating this policy shall be subject to school disciplinary action and possible legal referral, if applicable. Other persons violating the policy may be subject to penalties outlined in state law. The building principal or his/her designee shall be responsible for enforcing this policy. This policy shall be publicized annually and posted in each locker room in the district.

## **LOST AND FOUND**

Students who find articles should take them to the main office where they can be claimed by the owner. Lost and found articles will only be kept for a short period of time. If not claimed in a timely fashion, the items may be donated or disposed of.

## **MEDICATION POLICY**

The following procedures have been established to facilitate the administration of prescription and non-prescription medication to students requiring medication while attending school or school-sponsored activities.

Definitions:

Prescription Medications - those medications that are obtainable only with the written prescription of a licensed physician or health care professional

Non-Prescription Medications - those medications that can be obtained over-the-counter

## **PRESCRIPTION MEDICATIONS**

In order to ensure that the prescribing physician retains the power to direct, supervise, decide, inspect, and oversee the administration of prescribed medication, the following procedures shall be followed:

Consent Form - Medications will not be administered by school personnel or their agents unless and until a physician or health care provider, to the satisfaction of the office staff, properly completes a medication consent form.

Medication Information - Medication to be administered at school must have the following information printed in language understandable to the layperson on the container, as indicated below. The medication must be in the original container.

- A. Child's full name
- B. Name of drug and dosage
- C. Time and quantity to be given
- D. Physician's name

Employees Designated to Administer Medication - Medications shall be administered by the principal, individuals designated by the principal or the health service personnel. Except where an emergency is believed to exist, in no instance shall a medication be dispensed by anyone other than a school employee or agent while the student is at school unless specifically approved in writing by the parent/guardian. Individuals authorized to administer medication to students shall receive appropriate instruction concerning such administration.

Responsibility - It is encouraged that students take responsibility to obtain their medication at the designated time, depending on the age of the student. However, the staff will also assume responsibility for monitoring the medication of students. If at all possible, medication should be issued within a half hour of the prescribed time. If there is a significant delay in medicating a student, the parents will be called and informed of the delay.

Storage of Medications - Only limited quantities of any medication are to be kept at school. Medications are to be kept in a safe locked location, not accessible to students, and checked out only by a district employee or agent designated to administer the medication.

Time Period for Medication Administration - The length of time for which medication is to be administered shall be specified in the written instructions from the prescribing physician. Any change in dosage, time to be administered, or discontinuance of administration must be in writing. All consent forms and related materials must be renewed annually and/or at any time a medication is changed.

Maintenance or Medication Records - Accurate and confidential written records shall be established and maintained for each student receiving medication. When new medication is received and is in pill/capsule form, the contents should be counted and recorded.

1. The principal or designee shall maintain a daily and up-to-date record of students in his/her school receiving medications during school hours. The record shall include the student's name, type of medication, dosage, time to be given, parent or guardian's name, physician's name, and the names of the individuals designated for administering medication.
2. Copies of the completed consent forms are to be maintained in the Main Office. Upon discontinuance of medication or at the end of the school year, medication consent forms are filed with the student's health profile.

### **NON-PRESCRIPTIONS MEDICATIONS**

1. Designated personnel shall administer non-prescription (over-the-counter) medications to students only with parental approval as indicated by written consent on the medication consent form.
2. All criteria listed concerning prescription medication shall be adhered to regarding non-prescription medication, with the exception of the written authorization from the physician.
3. Under no circumstances should school personnel administer aspirin or other non-prescription medications to students without meeting all of the above criteria. All prescription and non-prescription medications must be supplied by the parent/guardian, and kept in the medication storage in the office.

## **EMERGENCY ADMINISTRATION OF MEDICATION BY MEANS OTHER THAN INGESTION**

1. Personnel are not required to administer medications by means other than ingestion.
2. Personnel designated to administer medications must indicate a willingness to provide medications in an emergency by means other than ingestion.
3. Personnel indicating a willingness to administer medication shall receive appropriate instruction in administering medications by written instructions from the doctor and/or the district's nurse.

## **STUDENT SELF-ADMINISTRATION OF MEDICATIONS**

1. Students in grades 6-12 may self administer oral non-prescription medications while at school with parent/guardian consent. In such cases, a medication consent form shall be completed by the parent/guardian. The individual student may keep such medications. If the parents/guardians request the school staff to monitor the student's self-administration, the medication must be housed in the school office.
2. Students in grades 6-12 may self-administer certain emergency prescription medications, such as inhalers, while at school with parent/guardian and doctor consent. Parents/guardians may request that school staff monitor or assist in student self administration. In such cases, a medication consent form shall be completed and the doctor must clearly indicate that self-administration is permissible. Only if deemed appropriate by a doctor will the individual student keep medications in a secure place.
3. Failure to follow the procedures outlined in this policy will warrant suspension and/or potential expulsion.

## **STUDENT DIRECTORY INFORMATION**

Information such as a student's name, address, telephone listing, place and date of birth, participation in sports and activities, weight and height of athletes, dates of attendance, photographs, degrees and awards received and the name of the school most recently attended by the student shall be considered public information and may be released to appropriate persons and media unless specifically refused, in writing, by parents or adult students.



## STUDENT PARKING REGULATIONS

Students must comply with the following parking regulations in order to be allowed the privilege of parking on school grounds.

1. Students must provide the school with the necessary information about the vehicle to be registered. (i.e., license vehicle make, color, etc.). A vehicle registration form must be completed and approved prior to parking a vehicle in the school parking lot.
2. Students must drive in the school parking lot area in a reasonable and prudent manner. No driving shall be allowed above 5 m.p.h. **Once in the lot, you must stay.**
3. Students must not drive recklessly in the parking lot.
4. Vehicles are to be parked in the proper lane lines provided for each vehicle.
5. Students may not smoke/e-cig/vape in their vehicles while on school property. Housing of alcohol and drugs in any vehicle is also prohibited.
6. During the day, students are not allowed to use automobiles, sit in them, or drive or ride in non-student automobiles. This policy includes the lunch periods.
7. Vehicles parked on school property are subject to search if cause for such search is determined (Police K9 units may be used to determine cause for search).
8. Students may leave the campus in vehicles in four authorized ways: work experience or co-op program, with permission from the office after checking out for authorized appointments, Youth Options program course, a course in another public school district under the part-time open enrollment law.

Any staff person observing violations shall report such infractions to the office. A student who violates the above regulations may be disciplined. Parking privileges may be removed.

## STUDENT TECHNOLOGY USE

Students will have access to technology devices throughout their school career. It is the expectation of the district that the devices are used for educational purposes.

Students found to be misusing or vandalizing technology resources will be subject to disciplinary consequences and may be responsible for repairs or replacement due to damages inflicted.

To read the full Technology Use Policy, please refer to Acceptable Use Policy 363.2, located on the district website.

## STUDY LAB

Study lab is a time to complete school work so it is expected that lab time will be quiet. Students are expected to bring materials to work on. Use this time wisely.

1. All students must bring study materials, books, newspapers, educational magazines, or any other educational materials approved by the lab supervisor(s) to study lab. Computer games, card games, or socializing are not an appropriate use of lab time.
2. All students must remain in their assigned seat throughout the entire lab period, unless directed by the teacher to work on school-work productively and quietly in a group.
3. Students with passes will need to report to lab first for attendance, then sign out to their other location. Teachers are encouraged to use their discretion in allowing students to leave lab more than two times in one week.
4. Students will not be allowed to leave their lab without an approved pass from the teacher that they are to report to.
5. Teachers will monitor the no-pass list to ensure that only students with passing grades are leaving lab.
6. Any deviation from these guidelines will be penalized as mentioned in the progressive discipline plan.

## STUDY LAB—HONORS

Honors study hall is an earned privilege. Students who meet all criteria will be allowed to go to room 100 or the LMC during their study hall times. Students must first report to their assigned study hall for attendance, then may go to honors. Students must go directly to honors and stay there. This will be an unsupervised study hall, so proper behavior is required. Food and beverages may be consumed during honors study hall in room 100 only, but the room must be left clean or the privilege will be revoked. Students may use their cellphones during honors study hall; however, if it is found that they are in contact with students in other classes, they will be removed from honors study hall. Removal from honors study hall for any reason will be for a minimum of four weeks.

Requirements are as follows:

1. Junior or senior standing
2. Minimum GPA of 3.0 for the preceding quarter, with no grade lower than a C.
3. No major discipline referrals and no more than one minor discipline referral during the preceding or current quarter. A major referral is cause for immediate revocation of honors study hall privileges. A second minor discipline referral within 9 weeks is cause for immediate revocation of honors study hall privileges. Any suspension makes a student ineligible for honors study hall for the remainder of the current quarter and the following two quarters.
4. No unexcused absences during the preceding or current quarter. An unexcused absence is cause for immediate revocation of honors study hall privileges.

## **TELEPHONE USE**

The office and classroom telephones are business phones, and students may use the office phone only for emergency or illness. Students should never use a classroom phone at anytime. Students who must make a call should report to the office and ask to use the phone. We reserve the right to limit the use of the phone.

The office staff will not call any student out of class for a telephone call unless there is an emergency.

## **TORNADO WARNINGS**

Follow the tornado evacuation plan posted in each room. Stay away from windows. Await further instructions from the office.

## **TRANSFER OR WITHDRAWAL**

Students who move from the Almond-Bancroft School District or withdraw from our school must obtain the appropriate form from the office and have it completed by all teachers and the other identified staff. Original copies of educational records will not be released to the student or parents/guardians directly but will be mailed to the new school district when a request for records is received by the school. Parents/Guardians may request, in writing, a copy of their student's records at any time.

## **TRANSPORTATION**

Extra/Co-Curriculars and Transportation - All students traveling to school-sponsored events must ride the transportation furnished by the school.

Exceptions - You may ride to or from an event with a legal parent/guardian if you bring in a note signed by your parents 48 hours BEFORE the event. The note must be preapproved by the principal. You may NOT drive yourself to or from an event. For athletic events, refer to the co-curricular handbook.

Student Driving - You are urged to ride the buses provided for you. However, if you want to drive to school, the following regulations apply:

1. You should exercise caution at all times when driving in the areas of the school. Remember that the speed limit is very slow (15 miles per hour in school zones).
2. Park only in the student parking lot. You may be ticketed if you leave your vehicle on the street.
3. You may not go to your car or drive it during the school day unless you have parent permission and made previous arrangements with the principal.
4. You are not to transport any other students unless parental permission has been granted.
5. Any student who drives in such a way as to endanger the life or safety of himself/herself or others will be referred to the Portage County Sheriff's Department.
6. Work Options students and Youth Apprenticeship students must sign in and out of the office daily.

## **TRANSPORTATION - CONTINUED**

Riding the School Buses - We expect you to follow all school rules as well as obeying the following rules to help us ensure safe transportation on the bus.

1. Commit no act to take the driver's attention away from his/her driving.
2. Remain in the seat assigned to you by the bus driver at all times.
3. Face forward in the bus and keep your feet out of the aisle.
4. Do not move around while the bus is in motion.
5. No horseplay is allowed on the bus.
6. There should be no name calling or indecent language used on the bus.
7. Get on and off the bus in an unhurried fashion.
8. Take pride in your bus and keep it clean.
9. The use of a controlled substance, alcoholic beverages, tobacco, and electronic cigarettes is forbidden. Any student guilty of using any of the aforementioned will be suspended and/or may be referred for an expulsion.
10. Possession of any type of weapon or look-a-like weapon is ABSOLUTELY not allowed on our school buses at any time, and will result in suspension and/or expulsion.

The bus driver is responsible for students' discipline on the bus. The drivers have misconduct slips on their buses, and they will report any violations directly to the principal, who will determine the appropriate consequence.

### **VISITORS—OTHER**

For security reasons, people visiting our building without permission from the office (including residents of our district) are subject to charges of trespassing. This makes it imperative that all guests and visitors should report to the main office and sign in when they arrive and sign out when they leave. They must also wear a visitor's pass while in the building. It is also recommended to make an appointment with the teacher at least one day ahead of time.

### **VISITORS—STUDENT**

Generally, students from outside our district are not allowed to visit during school hours. However, when exceptions are permitted, students must clear their guest's visit with the principal 24 hours in advance. The student must provide a completed visitor request form and provide written notes from the parents of the host student and parents of the visitor that grants their permission and indicates that the visitor does not have school on the day requested.

Visitors will not be permitted on the day before a vacation, the day after a vacation, or the first or last days of a quarter.

Visitor and host must arrange their own transportation.

## ACADEMIC CONCERNS

### CLASSIFICATION

Freshman Status = Eighth grade promotion

Sophomore Status = Successfully completed 6 credits

Junior Status = Successfully completed 12 credits

Senior Status = Successfully completed 18 credits

Graduating Status = Successfully completed 24 credits and passed all required classes

A note on status - students may not be eligible to participate in their classes' activities if they have not earned enough credits to be eligible.

### CHAIN OF COMMAND REGARDING STUDENT ACADEMIC CONCERNS

Any student or parent who has concerns regarding their students' academics should direct their concerns in the following order:

1. Discuss their concern with the teacher or staff member who is directly involved with the students' academics as soon as possible.
2. If the student or parent feels that the issue is still in dispute, they may voice their concern to the Principal.

*\*\*Please realize that simply moving up the chain of command will not automatically warrant the issue to be overturned. Parents/guardians are highly encouraged to work in cooperation with the teaching staff. Parents/guardians are also highly encouraged to attend parent/teacher conferences and/or set up meetings or other communications with teachers if there are academic concerns. Our staff is here to provide the best quality of education possible for our students.*

### DRIVER EDUCATION

In order to be enrolled in the driver education class, the following conditions must be met:

1. Class size will be restricted to 25 students.
2. A student must be 15 years 6 months of age prior to or during the academic semester for which the student is enrolling in driver education.
3. If all of the above criteria is met and there are more than 25 students qualified to take the course, the following selection procedures will be followed.
  - a. Priority will be given to students' academic standing: seniors first, juniors second, sophomores third, and freshman fourth.
  - b. If (a) does not resolve the conflict, the student would be approved for the course by birth dates. (The older students getting priority.)
4. The behind the wheel fee of **\$325** (subject to change) is to be paid prior to the first day of class.

**GRADING SCALE**

Grade	Percent	GPA	Grade	Percent	GPA
A	100-95	4.00	C	79-77	2.00
A-	94-92	3.67	C-	76-74	1.67
B+	91-89	3.33	D+	73-71	1.33
B	88-86	3.00	D	70-68	1.00
B-	85-83	2.67	D-	67-65	.67
C+	82-80	2.33	F	< 65	.00

**HONOR ROLL**

To identify and recognize our outstanding students, we have designated the following honor rolls (based on GPA), which are generally published in the local newspapers after each quarter.

“A” Honor Roll = 3.5 and above / “B” Honor Roll = 3.0-3.499

**INCOMPLETES FOR GRADING PERIOD**

Absence for medical reasons is one acceptable reason for the issuance of an incomplete grade for a quarter report card (mid-term grades will not contain incompletes). In case of a vacation, injuries, or unusual circumstances, the Principal is authorized to grant incompletes for a grading period and the same rules apply.

Any and all special privileges are temporarily suspended for any student working on an incomplete. They will remain suspended until the incomplete is changed to a letter grade.

All incompletes must be made up within two weeks of the end of the quarter/semester unless special arrangements are made with both teacher and Principal approval. Ten days after the last day of the semester, all incompletes will be changed to the appropriate grade.

**MAKE-UP WORK**

Excused absence: In case of absences of four school days or less, the make-up work and/or tests must be made up within one week. For absences of more than four school days, the student may submit a petition for make-up time to the Principal. When the Principal receives the petition, he will confer with the concerned teacher(s) and approve, extend, or reduce the requested make-up time and inform the student of the action taken. Note: Make-up work may differ from the assignments given to the students that were not absent. Work not made up within the time limit, if the time isn't extended for extenuating circumstances, may be given a score of “0”.

**MAKE-UP WORK— CONTINUED**

Unexcused absence and truancy: Work may or may not be accepted at the discretion of the teacher. Major projects will be accepted but must be submitted before 3:15 pm on the day the student returns. Tests must be made up at the time designated by the teacher. Grades may be reduced according to the same guidelines followed for late work.

Any make-up work not completed by the end of the first, second, or third quarters will result in an incomplete. Make-up work must be completed within two weeks or a grade of zero, which will be used in calculating the quarter grade in the class, will be assigned. All work for the fourth quarter must be completed within one day of the last day of the school year.

**PHYSICAL EDUCATION**

Due to the seriousness of safety during Phy Ed classes, we require that while you are participating in our physical education classes you will wear proper clothing and appropriate shoes. Proper clothing is defined as clothing that does not have any buckles, buttons, or belt loops.

You are also reminded not to wear jewelry during Phy Ed as it can cause injuries to you or to others.

Be sure to lock up all the clothing that you leave at school and label it so it can be returned to you should it be stolen or misplaced.

Students must be properly trained to be able to lift weights in the weight room. A parent/guardian permission form must be signed before a student can lift weights.

**PROGRESS REPORTS AND REPORT CARDS**

As partners in the educational process, it is the belief of the district that parents/guardians should have readily available access to their child's academic progress. Midterm grade reports and quarterly grade reports will be mailed to parents/guardians.

Due to the availability of on-demand online access, it is recommended that parents/guardians also monitor their student's grades on Skyward Family Access. If you do not have a login and would like to request one, please email the district technology coordinator at [hstoltz@abschools.k12.wi.us](mailto:hstoltz@abschools.k12.wi.us), or call (715)366-2941 and ask to be transferred to the technology coordinator.

Parents/guardians may contact the main office at 366-2941 ext. 108 at any time to arrange a conference with teachers or the school counselor.

## **RETENTION POLICY**

1999 Wisconsin Act 9 Section 118.33(6) of the Wisconsin Statutes requires the Almond-Bancroft School District Board of Education to adopt a written policy specifying the criteria for promoting a student from the fourth grade to the fifth grade and from the eighth grade to the ninth grade.

While the statute pertains only to the promotion of fourth and eighth grade students, the district policy is written to apply to promotion of students in kindergarten through eighth grade. Promotion decisions for students in grades K-3 will be made based on the criteria for teacher recommendation.

A copy of this policy is available upon request.

## **SCHEDULES**

Students must follow their schedules as printed.

**IMPORTANT!** Students may only drop or change a class at the time scheduling for the upcoming school year takes place in the spring. After that, minimal changes will be considered by the principal, with a written request from the student's parent/guardian and approval from the teacher. Any changes made after the first two weeks of a semester will result in the student receiving an "F" on his or her transcript for the dropped class. Only in extenuating circumstances will a student not receive a failing grade for dropping a class.

## **STUDENT TECHNOLOGY USE**

Students will have access to technology devices throughout their school career. It is the expectation of the district that the devices are used for educational purposes.

Students found to be misusing or vandalizing technology resources will be subject to disciplinary consequences and may be responsible for repairs or replacement due to damages inflicted.

To read the full Technology Use Policy, please refer to Acceptable Use Policy 363.2, located on the district website:

## **TEXTBOOKS**

Textbooks are furnished free. Please don't mutilate them in any way. In the spring, when the books are collected, you will be assessed the cost of repairing any damage. Plan now to save yourself the expense and handle your books with care. Middle School and High School student planners are considered an issued textbook. Any destroyed, lost or mutilated agendas will need to be replaced and a fee of \$5 will be assessed.

When you receive your books for the year, write your name in ink on the name label of each book. That will aid us in returning it to you should you misplace it during the year.



## VALEDICTORIAN/SALUTATORIAN

In order to receive the Valedictorian Award, a student:

1. Must graduate from Almond-Bancroft High School after attending for at least four consecutive semesters immediately preceding the determination of the class Valedictorian. This means any student who transfers into Almond-Bancroft **MUST** be enrolled prior to the second semester of their sophomore year.
2. Must have earned the highest grade point average in his/her graduating class. The grade point average shall be determined by grades received in all classes taken through the first seven semesters (after first semester of senior year) of high school attendance. (Any class taken on a pass/fail basis earns the equivalent of a “C” for a pass, but that grade is not calculated into GPA or rank.)

The Valedictorian of a class is determined after the first semester of the senior year.

All the Almond-Bancroft policies must be followed and all grades accepted and verified by the principal and school counselor.

In the event two or more eligible students have identical grade point averages at the completion of seven semesters the composite ACT score will be used to determine class Valedictorian. In the case that it is still a tie, the principal will appoint a committee of staff to make a final determination.

The criteria above will be used to determine the Salutatorian award as well. In case of a tie, there will be Co-Salutatorians.

The district shall not discriminate in the methods, practices and materials used for evaluating students on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability. Discrimination complaints shall be processed in accordance with the established procedures.

## **DISCIPLINARY CONCERNS**

### **CHAIN OF COMMAND REGARDING STUDENT DISCIPLINE**

Any student or parent/guardian who feels the student has been disciplined unjustly should direct their concerns in the following order:

1. Discuss their concern with the teacher or staff member who has filed the initial discipline report.
2. If the student or parent/guardian feels that the issue is still in dispute, they may voice their concern to the Principal.
3. If the student or parent/guardian feels that the issue is still in dispute, they may voice their concern to the District Administrator.

**\*\*Please realize that by simply moving up the chain of command will not automatically warrant the overturning of the issue.**

### **DETENTION**

Students may be assigned detentions by any member of the faculty for undesirable patterns of attendance, tardiness, or behavior. Students assigned a detention by a member of the faculty are to report to the room designated by the faculty member. These detentions are outside of the consequences for major referrals. Students may also be assigned detention by the office as part of the progressive discipline plan.

The school will not arrange transportation for any student who has been assigned an after-school detention. In most cases, your parents/guardians will be given sufficient notice of upcoming detentions so that proper arrangements can be made. If they are not, you will be responsible for making arrangements.

If a student fails to serve his/her disciplinary consequence, he/she may need to serve an in or out-of-school suspension, at the discretion of the principal.

### **FIELD TRIPS/REWARDS**

Students may participate in field trips, as the trips will be tied to their course curriculum and consequently, assignment grades. Students will be ineligible for the field trips if they were suspended for any portion of a school day during the quarter in which the trip takes place. Students ineligible for the trip due to behavior will remain at school and work on alternative lessons.

Quarterly Reward Opportunities take place at the end of each quarter and students must earn the reward by exhibiting positive behaviors during the quarter designated for the reward. Once a student receives a major office discipline referral (or 6 or more minor discipline referrals), the student is no longer eligible to participate in the quarter reward. Students ineligible for the reward due to behavior will work on alternative lessons.

## **ILLEGAL ITEMS**

Being in possession of tobacco products, electronic cigarettes, smoking or chewing tobacco, being in possession of alcohol or illicit drugs, drinking intoxicating beverages, using illicit (illegal) drugs, possessing look alike drugs, drug paraphernalia, or coming to school under the influence of any controlled substance is prohibited.

Wisconsin statute 176.31 prohibits anyone under the age of 21 from procuring, seeking to procure, knowingly possessing, or consuming intoxicating liquor. School board policy follows this law and also prohibits students from being under the influence of alcohol while involved in school activities. Wisconsin Statute 48.983 prohibits anyone under the age of 18 from possessing cigarettes or tobacco products. School board policy follows this law and, pursuant to Wisconsin statute 120.12(20), also prohibits use of any tobacco products on school grounds or at school events, regardless of age. Wisconsin statute 161.41 prohibits use or possession of controlled substances. School board policy follows this law. Violators of these laws and policies will be disciplined by the school district according to the existing policies and will also be referred to law enforcement for further action where appropriate. Consequences include one (1) to fifteen (15) days of out-of-school suspension and possible expulsion.

## **INAPPROPRIATE ITEMS**

Problems arise each year because some students bring articles which are hazards to the safety of others or interfere in some way with school procedure. Such items as laser pens, lighters, drug paraphernalia, toy guns, water pistols, water balloons, pea shooters, pepper gas or mace, sling shots, and chains are unacceptable. They will be confiscated and are cause for disciplinary action. They may be destroyed. Students bringing a weapon to school, or using or threatening to use a weapon, will be subject to recommendation for expulsion.

Radios, tape or CD players/MP3 players/Ipods of any kind, boom boxes, cell phones, beepers, any two-way communication devices, miniature televisions, digital cameras, electronic games, other electronic equipment, and noise-makers are recommended to be left at home. Firecrackers, smoke bombs, stink bombs, cap guns, starting fires, etc, are also prohibited and are cause for disciplinary action. Any articles related in any way to gang activities or functions are prohibited. (see "Suspension/Expulsion" section for further policy about illegal items.)

## PROGRESSIVE DISCIPLINE PLAN

At Almond-Bancroft Middle/Sr. High School, we use a Progressive Discipline plan. Records are kept each time a student violates school policies or rules, and the penalty becomes progressively stiffer. *Note: Steps are subject to the discretion of the principal.*

Students are expected to follow the classroom teachers' discipline plan and to follow school rules on school grounds during all school events. The following steps will be followed for infractions,

### STEPS:

**Step 1 (1st referral)** Conference with the principal. The incident is recorded and parents/guardians are notified. A lunch detention will be assigned.

**Step 2 (2nd referral)** Conference with the principal. The incident is recorded and parents/guardians are notified. An after school detention will be assigned.

**Step 3 (3rd referral)** The incident is recorded and the student and their parents/guardians are required to meet with the principal and possibly the teacher who assigned the referral. A behavioral contract may be created. Two or three after school detentions will be assigned at the discretion of the principal, in addition to any terms of the behavioral contract if one is created.

**Step 4 (4th referral)** The incident is recorded and parents/guardians are notified. One day of in/out-of-school-suspension is assigned.

**Step 5 (5th referral)** The incident is recorded and parents/guardians are notified. Two days of in/out-of-school-suspension are assigned.

**Step 6 (6th referral)** The incident is recorded and parents/guardians are notified. One to three days of in/out-of-school suspension are assigned. A re-entry conference with parents/guardians may be required.

**Step 7 (7th referral)** The incident is recorded and parents/guardians are notified. Three to five days of in/out-of-school suspension are assigned. A re-entry conference with parents/guardians is required.

**Step 8 (8th referral)** The incident is recorded and parents/guardians are notified. An expulsion hearing before the Board of Education may be called.

At step 3 and beyond, the student may not be eligible for field trips, extra-curricular activities, and competitions. Once a student has received a referral, or multiple referrals, for each 30 consecutive days the student attends school without receiving a referral, their step location on the above plan will be reduced by one.

**\*\*If someone physically attacks or harasses you, walk away quickly and report the incident to the nearest teacher or to the office. Thus, you will avoid a possible suspension and the other person can be penalized. If one student physically attacks another student, at the Principal's discretion, the Sheriff's Department may also be called.**

## **RESTORATIVE JUSTICE AND RESTORATIVE PRACTICES**

**Restorative practices focuses on how to build social capital and achieve social discipline through participatory learning and decision making. The use of restorative practices helps to: reduce crime, violence and bullying, improve human behavior, strengthen civil society, provide effective leadership, restore relationships, and repair harm.**

Restorative justice is reactive, consisting of formal or informal responses to crime and other wrongdoing after it occurs. Restorative practices also includes the use of informal and formal processes that precede wrongdoing, those that proactively build relationships and a sense of community to prevent conflict and wrongdoing. Almond-Bancroft Schools strive to provide a supportive environment for resolving Conflict, and places much emphasis on building positive school culture and sense of community.

Restorative practices may be used in place of the progressive discipline plan.

## **SUSPENSION AND EXPULSION**

You will be suspended for one to 15 days (one to 10 days for EEN students) or referral for an expulsion (at the discretion of the Principal) for the following violations of school rules:

1. Tobacco products/electronic cigarettes (or look alike products) on school grounds. Please be aware of the Almond-Bancroft School "Prohibition of the use of Tobacco on School Premises." The policy defines what the school premises are and explains that any student under the age of 18 who is in the possession of tobacco will be referred to Portage County Sheriff's office. \*18 year olds should refer to the tobacco policy.
2. Use or possession of any type of fireworks on school grounds. (The proper authorities will also be notified.)
3. Fighting on or off school premises during school hours or any school-sponsored event.
4. Willful destruction of school property.
5. Calling in a bomb threat or setting off a false fire alarm. (The proper authorities will also be notified).
6. In possession of or under the influence of illegal drugs, alcohol, "look alike" drugs, or drug paraphernalia while at school or at school sponsored activities.
7. Possessing a weapon - please see our dangerous weapons policy.
8. Repeated refusal to follow school or classroom rules, procedures, and policies.
9. Conduct which endangers the health, property, or safety of others in school or under the supervision of school authority.
10. Contact which endangers the health property, health or safety of any district employee or board member. This includes any and all threats.
11. Students that are 16 years old or older and repeatedly engage in conduct at school or while under the supervision of school authorities that disrupts the ability of the school administration to maintain order or an educational atmosphere and that such conduct is not otherwise a basis for expulsion.

## **TOBACCO POLICY**

The Almond-Bancroft School District, pursuant to section 120.12(20) Wisconsin Statutes, prohibits the use of tobacco products/electronic cigarettes at all times on school premises (including school buses) whether during the school day or at an after school or evening event or at away events for which the student is part of a school sponsored activity (i.e. field trips, spectator bus). School property includes all property owned by, rented by, or under the control of the Almond-Bancroft School District. This policy applies to students, staff, and public.

Students, eighteen or otherwise, are not to possess tobacco products/electronic cigarettes on school grounds. Other adults that are not students, including district staff members, may possess tobacco products on school grounds, but may not use tobacco products, as outlined in section 120.12(20) of the Wisconsin Statutes.

Any student under the age of eighteen in violation of the policy (witnessed in either possession or use of tobacco products or “look-a-likes”) will result in the following disciplinary actions.

1. First Offense - One-day suspension and referral to the Portage County Sheriffs Department
2. Second Offense - Three-day suspension and referral to the Portage County Sheriffs Department.
3. Third Offense - Appearance with parent and guardian before the School Board for expulsion consideration. Smoking cessation clinic participation will be considered.

Students over eighteen years of age using or in possession of tobacco products on school grounds will be subject to the following disciplinary actions.

1. First Offense - One-day suspension and letter of reprimand submitted to the individual.
2. Second Offense - Three-day suspension and meeting with the District Administrator or designee.
3. Third Offense - Appearance before the School Board for expulsion consideration. Smoking cessation clinic participation will be considered.

## **DUE PROCESS CONCERNS**

All disciplinary provisions are subject to the discretion of the principal.

All students will be afforded due process in accordance with school law. Any student with grievance may follow our school’s complaint procedure. A copy of the district’s complaint procedure is available upon request.

**FOOD FOR THOUGHT:**

The mark of a good student is seen on his/her report card, not on the walls or lockers. Take pride in your school and try to keep the buildings and grounds looking their best at all times. Be courteous, helpful, and respectful as a matter of habit.

If you have a suggestion, please jot it down on a piece of paper and drop it off in the office at any time. There is no guarantee that your suggestion will be implemented, but it certainly will be reviewed and considered. You could also write down something complimentary or positive. Drop those kinds of notes off at the office as well.

Finally, even though there may seem to be a lot of rules to remember, our school's first priority is learning. If you make learning your priority, following the rules is easy.

Remember, we care about you here at Almond-Bancroft and will help you learn and succeed. We want you to do your very best. Just remember, Almond-Bancroft Middle/High School is a special place because you are special. Good luck and may this be your best school year ever.

**OUR SCHOOL SONG**

**CHEERS, CHEERS FOR ALMOND-BANCROFT HIGH**

**LIFT UP YOUR VOICES, IN VICTORY'S CRY**

**SEND OUR SHOUTS BOTH FAR AND WIDE**

**RALLY AROUND TO EAGLES SIDE**

**WE ARE NOBLE, WE ARE STRONG**

**WE STAND FOR RIGHT AND WE CONQUER WRONG**

**WHILE OUR BANNERS GREEN AND WHITE**

**GO ONWARD TO VICTORY!**

## 2021-2022 HS & MS Bell Schedules:

High School		Middle School	
Period	Time	Period	Time
1 (ELT)	8:00-8:30	1(HR)	8:00-8:30
2	8:33-9:18	2	8:33-9:18
3	9:21-10:06	3	9:21-10:06
4	10:09-10:54	4	10:09-10:54
5	10:57-11:42	5	10:57-11:42
6	11:45-12:30	Lunch	11:42-12:12
Lunch	12:30-1:00	6	12:15-1:00
7	1:03-1:48	7	1:03-1:48
8	1:51-2:36	8	1:51-2:36
9	2:39-3:21	9	2:39-3:21



### 2021-2022 ALMOND-BANCROFT PUBLIC SCHOOLS CALENDAR

<table border="1"> <thead> <tr><th colspan="7">July</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> <tr><td colspan="7">July Student Days/Total: 0/0</td></tr> <tr><td colspan="7">July Teacher Days/Total: 0/0</td></tr> </tbody> </table>	July							S	M	T	W	T	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	July Student Days/Total: 0/0							July Teacher Days/Total: 0/0							<table border="1"> <thead> <tr><th colspan="7">AUGUST</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> <tr><td colspan="7">August Student Days/Total: 0/0</td></tr> <tr><td colspan="7">Aug. Teacher Days/Total: 6</td></tr> </tbody> </table>	AUGUST							S	M	T	W	T	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					August Student Days/Total: 0/0							Aug. Teacher Days/Total: 6							<table border="1"> <thead> <tr><th colspan="7">SEPTEMBER</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr> <tr><td colspan="7">September Student Days/Total: 21/21</td></tr> <tr><td colspan="7">September Teacher Days/Total: 21/27</td></tr> </tbody> </table>	SEPTEMBER							S	M	T	W	T	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			September Student Days/Total: 21/21							September Teacher Days/Total: 21/27							<table border="1"> <thead> <tr><th colspan="7">OCTOBER</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td colspan="7">October Student Days/Total: 20/41</td></tr> <tr><td colspan="7">October Teacher Days/Total: 20/47</td></tr> </tbody> </table>	OCTOBER							S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							October Student Days/Total: 20/41							October Teacher Days/Total: 20/47						
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### 2021-2022 Special Events

New Staff Orientation	August 4	End of 1st Semester	January 21	<table border="1"> <tr><td>Student Registration/Picture Day. Open House 12:00 - 6:00 PM</td></tr> <tr><td>Teacher in-service Day - No Students</td></tr> <tr><td>Student &amp; Staff Non-attendance Day</td></tr> <tr><td>Student Attendance Day</td></tr> <tr><td>End of Quarter/ 1/2 day students</td></tr> <tr><td>End of Quarter</td></tr> <tr><td>Parent-Teacher Conference 4:00-7:30 PM Grades PK-12</td></tr> <tr><td>Parent-Teacher Conference 4:00-7:30 PM HS &amp; MS Only</td></tr> <tr><td>Parent-Teacher Conference 4:00-7:30 PM Elem. School Only</td></tr> </table>	Student Registration/Picture Day. Open House 12:00 - 6:00 PM	Teacher in-service Day - No Students	Student & Staff Non-attendance Day	Student Attendance Day	End of Quarter/ 1/2 day students	End of Quarter	Parent-Teacher Conference 4:00-7:30 PM Grades PK-12	Parent-Teacher Conference 4:00-7:30 PM HS & MS Only	Parent-Teacher Conference 4:00-7:30 PM Elem. School Only
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Staff in-service - No Students	August 23-27 & 31	Teacher in-service - No Students	January 24										
Stud. Regist/Open House/Picture Day	August 25/12:00 Start	Teacher in-service - No Students	February 14										
First Day for Students	September 1	Parent/Teacher Conferences 4:00-7:30 PM	March 10 & 15										
Labor Day - NO SCHOOL	September 6	Spring Break - NO SCHOOL	March 21-25										
Parent/Teacher Conference 4:00-7:30 PM HS & MS only	October 12 & 14	NO SCHOOL	April 15										
NO SCHOOL	October 18	Last Day for Seniors	May 26										
Parent/Teacher Conferences 4:00 - 7:30 PM Elementary Only	November 11 & 16	High School Graduation 7:00 PM	May 27										
Thanksgiving Vacation	November 24-26	Memorial Day - NO SCHOOL	May 30										
Winter Break Vacation	December 23-31	End of 2nd Semester/Last Day	June 3 / 12:00 Dismissal										

Regular School Day Hours:	
4K - 5th Grade:	8:10 AM - 3:15 PM
6th - 12th Grade:	8:00 AM - 3:21 PM

Planned Hours of Student Instruction	
4 year old Kindg = 450 hours. This exceeds the 0 DPI required hours of instruction by 450 hours	
Kindg - 5th Grade = 1,121 hours. This exceeds the 1,050 DPI required hours of instruction by 71 hours	
6th - 12th Grade = 1,198 hours. This exceeds the 1,137 DPI required hours of instruction by 61 hours	

Approved: December 16, 2020

Quarter 1 - 46 Student Days
Quarter 2 - 45 Student Days
Semester 1 - 91 Student Days
Quarter 3 - 43 Student Days
Quarter 4 - 43 Student Days
Semester 2 - 86 Student Days

# **Secondary Handbook Student/Parent/Guardian Sign-off**

An electronic version of the handbook can be found at:  
[www.abschools.k12.wi.us](http://www.abschools.k12.wi.us)

**DIRECTIONS: PARENT/GUARDIAN AND STUDENT SHOULD READ THE HANDBOOK, SIGN AND DATE THIS FORM, AND RETURN IT TO THE MAIN OFFICE.**

## **AGREEMENT FORM**

**I HAVE READ AND UNDERSTAND THIS STUDENT HANDBOOK. I UNDERSTAND THAT ITS RULES AND POLICIES APPLY TO ME (AND SON AND/OR DAUGHTER) DURING THE 2021-2022 SCHOOL YEAR.**

**I HAVE HAD AN OPPORTUNITY TO READ THE DISTRICT’S STUDENT ACCEPTABLE USE OF TECHNOLOGY RULES. I UNDERSTAND THAT ANY VIOLATION OF THESE RULES MAY RESULT IN DISCIPLINARY ACTION. EXAMPLES OF POSSIBLE CONSEQUENCES FOR IMPROPER USE OF TECHNOLOGY INCLUDE THE FOLLOWING: SUSPENSION, RESTRICTION, OR REVOCATION OF THE PRIVILEGE OF USES OF DISTRICT TECHNOLOGY RESOURCES, IMPOSITION OF ACADEMIC CONSEQUENCES FOR ACADEMIC -RELATED VIOLATIONS, SUSPENSION/EXPULSION FROM SCHOOL, AND/OR REFERRAL TO LAW ENFORCEMENT.**

\_\_\_\_\_  
**Print Student’s Name Here**

\_\_\_\_\_  
**Student Signature** **Date**

\_\_\_\_\_  
**Parent or Guardian Signature** **Date**

### **COMMENTS/CONCERNS**

**If you have a suggestion, want to share an experience, or have a concern, please let us know. As partners in the education of your child we value your input and feedback. Classroom concerns should first be discussed with the classroom teacher and, if not resolved, should be referred to the school principal. Then if not resolved, concerns should be referred to the district administrator, and if still not resolved, should be referred to members of the school board.**

The Almond-Bancroft School District does not discriminate,  
and prohibits harassment, on the basis of sex, race, religion,  
age, national origin, ancestry, creed, pregnancy, marital or  
parental status, sexual orientation, or physical, mental, emotional,  
or learning disability.