

# Almond-Bancroft

*SOAR WITH EAGLE PRIDE*



## SECONDARY STUDENT/PARENT HANDBOOK 2018-2019

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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 25, 2018.

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 orentatcion 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. Your 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 students 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 students 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 superintendent 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 x 313 before 8:45 am giving us the reason for the absence. **Realize that calls after 8:45 am will be considered unexcused.** Please consult the attendance section of this handbook for information on what constitutes an excused absence and additional attendance policies. After school activities (including sporting events) - students who are ill from school for the day or who leave early due to illness may not attend these events, and if you are seen at an event, you will be asked to leave. For participation policies for these events, see the Co-Curricular handbook. If you're too sick to be in school, you're too sick to attend an after-school event!

**MEDICATION** - When a prescription medication needs to be given to your student you must have 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 are encouraged to bring their child's medication to the school office and to seal the container with tape. 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 and text 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.

**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.

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

**IN CONCLUSION** - You must sign the form at the end of this handbook stating that you have read it and discussed it with your child.

## 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

**You're welcome to arrive any time after 7:45 a.m.** Homeroom begins at 8:00 a.m. There is no need to be here before that time, unless you wish to meet with a teacher before school starts.

The first thing you should do in the morning is get organized for the day. Sometime prior to 8:00 am, report to your Homeroom. Attendance is taken in every class, and everyone is expected to be there on time. Students are also expected to leave the building at 3:15 p.m. unless supervised by an adult.

### ANNOUNCEMENTS

Our announcements are viewed during the first few minutes of Homeroom. If you wish to have something announced, have it approved by a faculty member and turn it into the office one day in advance. All additional announcements must be approved by the principal. When we do make announcements over the P.A., they will be brief and rarely repeated, so listen the first time. Special notices may be posted on bulletin boards at various locations around the building, but must be pre-approved by the principal.



## ACTIVITIES AND ORGANIZATIONS

The following is a list of athletics, activities and organizations offered at the Almond-Bancroft schools. You may not qualify for some of them, but as you can see, there are many things to get involved in: Band, Choir, Pep Band, Polka Band, Forensics, Jazz Band, Musicals, Student Council, School Play, A.C.E.S., Volleyball, Football, Basketball, Baseball, Track, Wrestling, Softball, Yearbook/Eagle Pub, Quiz Bowl, Library Club, Sound Team, FFA, FBLA, Gaming Club, Art Club, and Spanish Club.

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.

## ATHLETIC/ 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

In accordance with state law, all children between the ages of 6 and 18 years of age are required to attend school full time until the end of the term, quarter, or semester in which they become 18 years of age unless they have a legal excuse, fall under one of the exceptions outlined in state law, or have graduated from high school.

Any student who has reached the age of 16 may be excused from school attendance under established conditions outlined in state law to participate in an alternative program leading to high school graduation or an equivalent.

**As per Wisconsin Statute section 118.15 (3)(c), a parent or guardian may excuse a child from school attendance for no more than 10 school days in a school year/5 school days per semester. Such absences include, but are not limited to: injury/illness, medical/dental appointments, family vacations, college visits, etc.**

**The parent/guardian is to provide the school with a written (or verbal) excuse for each absence including the date of the absence, the number of days absent, and the reason for the absence before the absence is to take place. A doctor's excuse will be required for 3 or more consecutive days missed due to illness.** In order to accommodate unexpected absences, parents are asked to provide the school with a written (or verbal) excuse no later than 8:45 a.m. on the day the absence occurs, otherwise the absence is considered unexcused. The school staff will contact the parent if the school does not receive a call or note. The child will be allowed to complete any missed coursework, including tests and quizzes, missed during such an absence ahead of time.

State law provides that a child may be excused from school beyond 10 days in a school year if he/she is 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) request for the absence. Absences which may be approved by the school include:

1. Illness/injury (the school may request medical verification of the illness/injury and/or the need for the absence)
2. Medical/dental appointments that cannot be scheduled outside the school day, provided a written excuse is obtained from the attending physician.
3. Death of a family member.
4. A court appearance or other legal procedure which requires the student's presence.
5. Suspension from school.
6. When it's in the best interest of the child to be absent from school, the Principal or Dean of Students will excuse the child on an individual basis.

A student is considered truant and unexcused from school if he/she is 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. or the absence is in excess of the 10 days allowed by law and is not a school approved absence.

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

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 1/2 day in order to attend or participate in any after-school event and seek approval from the Dean of Students or Principal prior to the absence.

#### Leaving the building

Remember... all students leaving the building during school hours must receive office permission to sign out in order to be excused. This includes students going to the parking lot to drive their vehicles, Work Options students, and ill students leaving during the day.

If you are ill, the office will contact the parent/guardian or the individual designated on the emergency card before the ill student may leave school. **When you need to be excused for an appointment, pick up a pre-excused absence form from the forms rack outside the Student Services office.** A parent/guardian or an individual designated will need to come to the Main Office and retrieve their student in order for the student to be excused from school.

If you choose to go to an appointment and tell the Dean of Students after the fact, your absence will not be excused. You must sign out in the office any time that you leave the building to avoid consequences. Truancy will be considered if appropriate procedures aren't followed. Students that are 18 years old or older will also need to abide by these rules. You will not be considered truant but will need to serve additional consequences up to and including an in-school suspension.

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

## **ADULT STUDENTS**

### **ADULT STUDENT POLICY**

Students reaching the age of eighteen shall be subject to all school rules as other students up to and including the consequences for possessing tobacco on school property. Adult students will be 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. With a parent note, adult students may be granted the right to sign themselves in and out of school at their own discretion.

### **ATTENDANCE PROCEDURES**

#### Tardiness

When late to school in the morning, students must report to the office before going to class. More than ten minutes late without an excused pass will be recorded as an absence.

When late to class at other times, 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 detained by a teacher or the office, get a pass from the office or a pass signed into your agenda book from the person detaining you.

#### Absence

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

Advanced absences: Advanced absences must be prearranged with the Principal. Advanced absences include prearranged doctor or dental appointments (non-emergency), family trips, and college visits. Advanced absences must be turned in to the Principal at least 24 hours prior to the date and time of the absence request. These will be evaluated and approved or disapproved by the administration. Please pick up an "advanced absence request" from the forms rack outside the Student Services office. This must be turned in before you leave. Failure to plan ahead may result in your absence being unexcused!

A note on deer hunting - the school board has authorized that students may be excused for deer hunting on the 2 school days before Thanksgiving break. Any other absences due to hunting must be approved by the Principal or Dean of Students.

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.

## **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.

## **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. Cell phones must be locked in the student's locker prior to the start of Homeroom and remain in the locker until the end of 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 and taken to the Principal. The student will receive a verbal warning and the cell phone will be held until the end of the instructional day.
- 2<sup>nd</sup> Offense: The cell phone will be confiscated by school personnel and taken to the Principal. The student will be assigned community service and the cell phone will be held until picked up by a parent/guardian.
- 3<sup>rd</sup> Offense: The cell phone will be confiscated by school personnel and taken to the Principal. 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.
- 4<sup>th</sup> Offense: The cell phone will be confiscated by school personnel and taken to the Principal. The student will receive a full day of out-of-school suspension and 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.

The 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 also 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 held. Records of the meetings are to be kept by the Secretary. He/she will file a copy of the minutes in the office within two days following each meeting. The Treasurer will work directly with the School Activity Secretary and all money shall be kept in the Activity Account.

### **CLOSED/OPEN CAMPUS STATUS**

Campus is closed from the time of arrival until dismissed at the end of the school day for students in grades PreK-12. No student is to leave at any time, for any reason, with the following exceptions:

1. A specific need verified by the parent/guardian and approved by the Principal or designee. Students who leave school grounds without authorized permission are considered truant.
2. Students that are 18 years old or older will be considered truant and will need to serve additional consequences.

### **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. 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.

### **FOOD/BEVERAGES**

Do not eat food and/or beverages in any classrooms or hallways except in designated areas or at designated times. Clear water bottles are permissible.



## **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.

## **GRADUATION POLICY**

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

The student must earn a minimum of twenty-four credits in order to graduate from Almond-Bancroft High School. Incoming Freshmen (Class of 2022) and beyond will be required to have 27 credits for graduation. 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 (11 additional credits for the Class of 2022 and beyond) .

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 3.0 cumulative average shall be honor students and shall have a gold cord for graduation to designate such honors. National Honor Society members will receive the NHS Stoll. Honor students determination will be based upon the 1st semester report of the senior year.
3. Caps and gowns shall be purchased or rented in colors of white, green, or black. Gowns must be worn during the graduation ceremony. No alterations may be made to the appearance of the cap and gown.
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.

## **Graduation Policy Continued...**

**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 he/she has 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. You will be warned. If you repeatedly roam, wander, or socialize in the halls with or without a pass, you will be placed on Step 4 of the progressive discipline plan. All students must be in their classrooms and in their seats when the classroom bell rings or you will be marked tardy! Students need to be in their seats when bell rings. Students must have all materials in class when bell rings - if you need to go back to your locker for materials,

### **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 his/her 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 held off of 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.

## **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

## **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. Computer use in the library is strictly a privilege and can be revoked at any time. Library access itself is also a privilege and may also 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 should 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 or by 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 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 parental 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 request the school staff to monitor the student's self-administration, the medication must be housed in the school office.
2. Students in grades K-5 may not self-administer oral non-prescription medications while at school.
3. Students in grades 6-12 may self-administer certain emergency prescription medications, such as inhalers, while at school with parental and doctor consent. Parents may request school staff to 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.

4. Students in grades K-5 may self-administer certain emergency prescription medications, such as inhalers, while at school with the written authorization of a doctor and only under the supervision of school staff. A medication consent form must be completed, as detailed for prescription medications. Such medications shall be housed in a secure location in the school office. In such cases where it is not deemed appropriate, a teacher, taking into consideration the need for emergency access to the medication, will keep the emergency medication in a secure place.
5. Failure to follow the procedures outlined in this policy will warrant suspension and/or potential expulsion.

### **PASSES FOR LEAVING SCHOOL**

Students are not permitted to leave school at any time during the school day without permission from the Main Office. If you must leave at any time because of illness, or for any other emergency, you must first report to the office to make arrangements. Failure to do so may result in an unexcused absence or truancy, which may lead to additional consequences, such as detention, suspension, or referral for truancy/habitual truancy to the Sheriff's Department.

Students must wait in the Main Office for a parent or designated individual in order to leave, unless the office has received a verbal okay from the parent for a student to leave in their own vehicle. Students must sign out on the log before leaving.

***\*Seniors students that are 18 years of age or older should refer to the adult student and graduation policies on pages 11 & 15.***

### **SEXUAL & VERBAL HARASSMENT**

Any student who experiences any type of sexual, verbal, or physical harassment during the school day or at any school-sponsored event should report it immediately to the Principal, Dean of Students, or School Counselor. The school district policy on harassment will be followed. See the following pages for the school district's bullying/harassment policy.

The district website has report forms that can be electronically and anonymously submitted, reporting any harassment experiences that may take place.



## **Bullying, Harassment, and Intimidation Policy**

(definitions and types adapted from Stop Bullying, a program under the US Department of Health and Human Services, as well as "Bullying Prevention and Intervention" by Cindy Miller and Cynthia Lowen, 2012)

### **Introduction**

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.

### **Prohibition**

Bullying, harassment, and intimidation behaviors are prohibited in all academic and non-academic settings. This includes, but is not limited to, classrooms and hallways, buses, cafeteria, playground, gymnasium, school property and educational environments, including any property or vehicle owned, leased, or used by the school district. Educational environments include, but are not limited to, every activity under school supervision.

### **Bullying Definition**

Bullying is intentional and unwanted behavior that involves an imbalance of power\*. The behavior is repeated, or has the potential to be repeated, over time. Bullying behaviors are aggressive and create an intimidating, hostile, or offensive learning environment.

\*Imbalance of power: Using physical strength, access to embarrassing information, popularity (using bullying as a means to keep popularity/power OR using bullying as a means to climb the social ladder and/or lower someone else's popularity), etc. to control or harm others.

#### Types of Bullying

**Verbal:** ongoing name calling, teasing, gossip, threatening or intimidating language, making false accusations, put-downs, using profane or derogatory language towards someone

**Physical:** ongoing assault, hitting, tripping, shoving, slamming lockers closed, hitting objects out of someone's hands, hazing, spitting, slapping, taking or breaking someone's things, making mean or rude hand gestures, hair pulling, defacing or destroying property (such as making marks on clothing, books, backpacks, etc.), stealing, initiating fights or forcing someone to fight another person

**Emotional:** ongoing humiliating, taunting, and making fun of someone repeatedly in the presence of others (including online), dirty looks, insulting or threatening gestures, embarrassing, criticizing, or making negative comments

**Relational:** ongoing gossip and rumor spreading, lying about the victim, isolating, ignoring, excluding, disclosing private or sensitive information, telling others not to be friends with someone

**Cyber:** ongoing use of email, instant messages, text messages, digital pictures or images, cell phones, social media (including Facebook, Instagram, Snapchat, Twitter, etc.) to threaten, harass, or intimidate; posting mean or hurtful comments or pictures

**Direct:** Teasing, name calling, kicking, hitting, spitting, shoving, damaging property, threatening

**Indirect:** Spreading rumors or gossip, social exclusion/isolation, disclosing private or sensitive information, telling others not to be friends with someone

Bullying and harassment are protected not only by district policy, but also by state and federal laws as follows:

Bullying is protected by Wisconsin Act 309, Statutes 118.02 and 118.46

Harassment is protected by federal civil rights laws: Civil Rights Act, Education Amendments, Rehabilitation Act, Americans with Disabilities Act, and Individuals with Disabilities Education Act

**Bullying Definition (cont.)**

Rude vs. Mean vs. Bullying: Students can make poor choices in how to treat each other; the behavior is considered bullying when it becomes ongoing and is directed toward the same individual. Bullying behavior is addressed in a different manner than isolated incidents of disrespect.

Rude = Unintentionally saying or doing something that hurts someone else.

Examples: jumping ahead in line, bragging, asking inappropriate questions

Mean = Purposefully saying or doing something to hurt someone once (or maybe twice).

Examples: criticizing clothing, appearance, intelligence; saying something in anger toward someone; argument between friends

Bullying = Intentionally aggressive behavior, repeated over time, that involves an imbalance of power.

\*It is not bullying when two kids with no perceived power imbalance fight, have an argument, or disagree.

**Harassment Definition**

Harassment is unwelcome conduct based on a protected class (race, national origin, color, sex-based (including sexual orientation), age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment. Harassment also includes sexual harassment, which refers to behaviors that are not welcome, that are personally offensive, that debilitate morale, and that interfere with the academic performance of its victims or their peers. Sexual harassment may also include, but is not limited to, actions such as sexually-oriented verbal "kidding" or abuse, pressure for sexual activity, sexual contact and unwelcomed touching, display of sexually suggestive objects or pictures, demands for sexual favors accompanied by implied or overt promises of preferential treatment or threats concerning an individual's employment or academic status, any job or academic-related action that is based upon an individual's acceptance of, resistance to, or refusal of sexual overtures.

**Intimidation Definition**

Intimidation is behaving in such a way as to make another feel timid or fearful. This includes overt or implied threats and/or physical gestures.

**Procedure for Reporting/Retaliation**

It is the responsibility of all school staff members, students, parents, and concerned individuals who observe or become aware of acts of bullying, harassment, or intimidation, to report these acts confidentially to a School Counselor for initial review. All staff members who take such reports, either verbally or in writing, are obligated to take the report seriously and to document a clear account of the incident. If the bullying, harassment, or intimidation is occurring during athletic events, please also report your concerns to the Coach and Athletic Director.

Reports of bullying, harassment, or intimidation should be made as soon after the incident as possible to ensure that a thorough investigation can be conducted. Early reporting allows the School Counselor to potentially find supporting evidence and witnesses.

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action, as outlined in the Anti-Bullying Code of Conduct.

The district shall keep the complaint confidential to the extent permitted by law for both the accused and the accuser, until such time as the misconduct is confirmed and sanctions are imposed. If the report is determined to be valid and serious, parents/guardians will be notified of the report and any sanctions imposed on their child.

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**Procedure for Reporting/Retaliation (cont.)**

An investigation to determine the facts will take place promptly following verbal or written report to verify the validity and the seriousness of the situation. The following procedure will be used:

1. Complaints should be presented verbally or in writing to a School Counselor. The complaint should include a specific statement of the alleged behavior, including details such as time, date, location, and circumstance of each alleged incident and should be signed and dated by the complainant. (See Almond-Bancroft Bullying, Harassment, and Intimidation Report Form.)
2. The School Counselor will fully and promptly investigate all complaints. If deemed to be bullying, harassment, or intimidation by the Counselor, the Dean of Students and/or Principal will be notified. The Counselor and Dean of Students and/or Principal will notify the person(s) accused of the bullying, harassment, or intimidation, arrange meetings to discuss the complaint with all concerned parties, and submit a report of the results of the investigation to all parties as soon as possible after receiving the complaint. Any disciplinary action that is warranted will be decided by the Dean of Students or Principal and will be made in accordance with the Student Handbook.
3. If the results of the investigation are not satisfactory to the complainant, he/she may submit a written appeal to the District Administrator. The appeal should include a statement of the complaint, the results of the investigation done by Administration, and the nature of and reasons for the dissatisfaction with the results. Such appeals must be filed within ten (10) working days of receiving the investigation results. The District Administrator will arrange a meeting with the complainant and any other necessary parties to discuss the appeal. The District Administrator will give a written response to the appeal within ten (10) working days of receipt.
4. In the case of a harassment complaint, if the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the School Board within ten (10) school/business days of his/her receipt of the District Administrator's response in Step 3. In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives following the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent by the Board Clerk to each concerned party within ten (10) school/business days of this meeting.
5. Individuals may submit complaints/appeals to other agencies as provided by state and federal laws.
6. A substantiated charge of bullying, harassment, or intimidation against a student in the District will subject that student to disciplinary action, including out of school suspension or expulsion proceedings, in accordance with the Student Rights and Responsibilities.

**Sanctions and Supports**

If it is determined that students participated in bullying, harassment, or intimidation behavior in violation of this policy, the Principal or Dean of Students may take disciplinary action including community service, out of school suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. Employees found to have participated in bullying, harassment, or intimidation behavior or having become aware that bullying, harassment, or intimidation was taking place and failed to report the behavior, are considered to be in violation of the prohibition expressed by the policy. They may be subject to disciplinary action as established by administration.

**Disclosure**

The policy will be annually distributed in the school's student/parent handbook to all students enrolled in the district, their parents/guardians and employees. It will also be distributed to organizations in the community having cooperative agreements with the schools. The school district will also provide a copy of the policy to any person who requests it.

Bullying and harassment are protected not only by district policy, but also by state and federal laws as follows:

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Harassment is protected by federal civil rights laws: Civil Rights Act, Education Amendments, Rehabilitation Act, Americans with Disabilities Act, and Individuals with Disabilities Education Act

## **SUGGESTIONS**

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.

## **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 INSURANCE**

The school carries a policy for all students. This is a limited policy that is secondary to the parents/guardians own policy. All accidents happening at school and at school sponsored activities must be reported immediately to the teacher, coach, or sponsor in charge. The supervisor in charge of the student at the time of the accident must file a complete report of the accident in the office. It is the parents responsibility to file a claim with the student insurance company. Forms are available in the Main Office.

## 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.

## STUDY LAB

Your schedule indicates where your lab meets. This 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 small 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 at 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.

### **TELEPHONE USE**

The office and classroom telephones are business phones, and you may use the office phone only for emergency or illness. Students should never use a classroom phone at anytime. If you must make a call, report to that 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 in the student parking lot. You may be ticketed if you leave your vehicle on the street.
3. You cannot go to your car or drive it during the school day unless you have parent permission and made previous arrangements with the Principal or Dean of Students.
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.

Riding the School Buses - Riding a school bus is a service provided to you. You should not abuse the service if you want it to continue. 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. See that you commit no act to take the driver's attention away from his/her driving.
2. You should remain in the seat assigned to you by the bus driver from the time you board the bus until you reach your destination.
3. You will face forward in the bus and your feet will not be in the aisle.
4. You will 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. Getting on and off the bus should be done in an unhurried fashion.
8. You should take pride in your bus and keep it clean.
9. The use of a controlled substance, alcoholic beverages, tobacco, and electronic cigarettes is forbidden anytime. The bus driver is responsible for students' discipline on the bus.

This notice is to serve as a warning to the few students who don't respect the rights of others. The drivers have mis-conduct slips on their buses, and they will report any violations directly to the Main Office.

Consequences will be determined by the severity of the incident and assigned by the Principal or Dean of Students.

**\*\*Any student guilty of using any controlled substance, drinking alcoholic beverages, tobacco, or electronic cigarettes will be suspended and/or may be referred for an expulsion.**

**\*\*\*\*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.**

### **STUDENT VISITORS**

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 Dean of Students or 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. There is no room for extra students on our buses. Therefore, no extra riders can be permitted.



## **OTHER VISITORS**

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.

## **ACADEMIC CONCERNS**

### **CLASSIFICATION**

Freshman Status = Eighth grade promotion

Sophomore Status = Successfully completed 6 credits (7 credits class of 2022 +)

Junior Status = Successfully completed 12 credits (14 credits class of 2022 +)

Senior Status = Successfully completed 18 credits (21 credits class of 2022 +)

Graduating Status = Successfully completed 24 credits (27 credits for the class of 2022 and beyond) and passed all required classes

A note on status - you may not be eligible to participate in your classes' activities if you 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 are highly encouraged to work in cooperation with the teaching staff. Parents 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 your son/daughter.*

## 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

## HELP (Homework Expectation Lunch Program)

Students that fail to turn in assigned work will be placed on the HELP list and will have to take their lunch and missing assignment to the LMC during the lunch period so that they have extra time to complete the assignment. HELP is an opportunity for students to complete the work and earn full credit towards the course grade. The goal of HELP is to teach students responsibility and preparedness.

### Expectations/Guidelines for HELP:

1. Student/Assignment will be off the list as soon as the assignment is finished and given to the HELP supervisor.
2. If the assignment is finished and turned in to the teacher prior to the lunch hour, it is the student's responsibility to get a note from that teacher stating the assignment is complete and that the student no longer needs HELP. Student must present this to the HELP supervisor.
3. The student may leave the HELP area as soon as the assignment is complete and turned in to the supervisor..
4. Refusal to attend HELP or refusing to make an attempt to complete the assignment may result in being assigned to a tutor/remedial focused LAB for a designated period of time. Continued refusal to attend or work during HELP may result in further consequences as outline in our progressive discipline plan.

## **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”.

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. Mid-term 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 by visiting the school website ([www.abschools.k12.wi.us](http://www.abschools.k12.wi.us)), and then clicking on Skyward Family Access icon at the top right of the webpage. This will bring you to the login page. If you do not have a login and would like to request one, please email the District Technology Coordinator, Michael Seymour, at [mseymour@abschools.k12.wi.us](mailto:mseymour@abschools.k12.wi.us).

Parents/guardians may contact the school 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!** You 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 your parents/guardians 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.

## **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**

### Criteria for receiving the Valedictorian/Salutatorian

In order to receive the Valedictorian Award, a student:

1. Must graduate from Almond-Bancroft High School.
2. Must attend Almond-Bancroft High School 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.

3. 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

### POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORT (PBIS)

PBIS is a nation-wide program that contains proactive, organized, and individualized strategies for achieving important social and behavioral development in a safe environment while preventing problem behaviors with all students. The following 6 pages contain the behavioral expectations of middle school and high school students.

### MIDDLE SCHOOL/HIGH SCHOOL BEHAVIORAL DEFINITIONS

- Attendance** - Student is not sitting in their seat with their materials ready by the time the class begins 3 or more times in the same quarter.
- Vandalism/Property Damage** – Student participates in an activity that results in destruction or disfigurement of property.
- Substance Possession** – Student is in possession of a controlled substance such as tobacco, electronic cigarettes, alcohol, or illegal or prescription drugs or imitations.
- Defiance/Non-Compliance** – Student engages in refusal to follow directions, talks back, and/or delivers socially rude interactions.
- Weapons** – Student is in possession of knives or guns (real or look alike) or other objects readily capable of causing bodily harm.
- Inappropriate/Insulting Language** – Student uses words or phrases that are socially unacceptable (swearing, name calling, etc.) that are directed towards another person.
- Major Disruptions** – Student engages in verbal or behavioral actions that disrupt the teacher’s ability to manage the classroom for a sustained period of time. Disruption includes sustained loud talk, yelling or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.
- Fighting** – Student engages in actions involving serious physical contact where injury might occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.)
- Skip Class/Truancy** – Student leaves class/school without permission or stays out of class/school without permission.
- Gang-Related Activity** – Student uses gesture, dress, symbols, and/or speech to display affiliation with a gang.
- Chronic Dress Code Violation** - Student continuously wears clothing that does not fit within the dress code guidelines practiced by the school/district.
- Harassment/Bullying** - Student delivers disrespectful messages (verbal or non-contact action) based on real or perceived differences to another person that includes threats and intimidation, obscene gestures, pictures or written notes that create an imbalance of power between the students.

## HIGH SCHOOL BEHAVIOR MATRIX

	ALL AREAS	AUDITORIUM	BUSES/FIELD TRIPS
<b>BE PREPARED</b>	<ul style="list-style-type: none"> <li>• Be on time</li> </ul>	<ul style="list-style-type: none"> <li>• Find your seat quickly and quietly</li> </ul>	<ul style="list-style-type: none"> <li>• Be early for pick up</li> <li>• Take necessary materials with you</li> </ul>
<b>BE RESPONSIBLE</b>	<ul style="list-style-type: none"> <li>• Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>• No food or drink</li> <li>• Remain seated until dismissed</li> <li>• Keep your feet on the floor</li> </ul>	<ul style="list-style-type: none"> <li>• Stay seated while the bus is moving</li> <li>• Follow all directions</li> <li>• Close the windows when you leave your seat</li> </ul>
<b>HAVE INTEGRITY</b>	<ul style="list-style-type: none"> <li>• Report misconduct</li> <li>• Dress appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Sit in designated area (when assigned)</li> </ul>	<ul style="list-style-type: none"> <li>• Be quiet at all railroad crossings</li> </ul>
<b>DEVELOP CITEZENSHIP</b>	<ul style="list-style-type: none"> <li>• Say “Please” and “Thank you”</li> </ul>	<ul style="list-style-type: none"> <li>• Applaud politely</li> </ul>	<ul style="list-style-type: none"> <li>• Allow others to enter and exit the bus</li> <li>• Represent yourself and the school positively</li> </ul>
<b>EARN AND GIVE RESPECT</b>	<ul style="list-style-type: none"> <li>• Appropriate language and topic</li> <li>• Be considerate of personal space</li> </ul>	<ul style="list-style-type: none"> <li>• Be an attentive listener</li> <li>• Participate when appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Treat all property as if it were your own</li> <li>• Listen to presentation or directions</li> <li>• Be polite</li> </ul>



## HIGH SCHOOL BEHAVIOR MATRIX

	<b>GYMNASIUM</b>	<b>HALLWAYS/STAIRS</b>	<b>LMC/COMPUTER LAB</b>
<b>BE PREPARED</b>	<ul style="list-style-type: none"> <li>• Enter and exit in an orderly fashion</li> </ul>	<ul style="list-style-type: none"> <li>• Use time wisely</li> <li>• Be Prompt</li> <li>• Take all necessary materials</li> <li>• Have a hall pass</li> </ul>	<ul style="list-style-type: none"> <li>• Have a pass</li> <li>• Have your materials</li> </ul>
<b>BE RESPONSIBLE</b>	<ul style="list-style-type: none"> <li>• Keep your feet on the floor</li> </ul>	<ul style="list-style-type: none"> <li>• Put personal items in your locker, and lock it</li> <li>• Walk, don't run</li> <li>• Stay to the right</li> <li>• Pay attention to your surroundings</li> </ul>	<ul style="list-style-type: none"> <li>• Use equipment appropriately and log off the computers</li> <li>• Return materials when due</li> <li>• No food or drink</li> </ul>
<b>HAVE INTEGRITY</b>	<ul style="list-style-type: none"> <li>• Be respectful during the National Anthem (You're welcome to sing along!)</li> </ul>	<ul style="list-style-type: none"> <li>• Lock your locker</li> <li>• Only enter your own locker</li> </ul>	<ul style="list-style-type: none"> <li>• Print only what is necessary</li> </ul>
<b>DEVELOP CITIZENSHIP</b>	<ul style="list-style-type: none"> <li>• Applaud politely</li> <li>• Help others maintain crowd decorum</li> </ul>	<ul style="list-style-type: none"> <li>• Assist new students and visitors</li> <li>• Leave room for others to pass</li> </ul>	<ul style="list-style-type: none"> <li>• Offer others assistance</li> <li>• Use approved websites</li> </ul>
<b>EARN AND GIVE RESPECT</b>	<ul style="list-style-type: none"> <li>• Practice good sportsmanship</li> <li>• Be an attentive listener</li> <li>• Participate when appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Minimize noise level</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain a quiet environment</li> <li>• Take care of books or other checked out materials</li> </ul>

## HIGH SCHOOL BEHAVIOR MATRIX

	<b>MAIN OFFICE/ LOCKER ROOM</b>	<b>PARKING LOT</b>	<b>RESTROOM</b>
<b>BE PREPARED</b>	<ul style="list-style-type: none"> <li>• Have a pass</li> <li>• Have your materials you need with you</li> </ul>	<ul style="list-style-type: none"> <li>• Take necessary materials with you to and from the school building</li> </ul>	<ul style="list-style-type: none"> <li>• Have a pass</li> <li>• Use during lunch, or transitional times</li> </ul>
<b>BE RESPONSIBLE</b>	<ul style="list-style-type: none"> <li>• Enter quietly through the Main Office door</li> <li>• Let personnel know you are there</li> <li>• Use equipment appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Obey the “Rules of the Road”</li> <li>• Operate your vehicle cautiously</li> <li>• Park correctly: pull into the space with the vehicle “nose in”</li> </ul>	<ul style="list-style-type: none"> <li>• Use facilities appropriately and keep them clean</li> <li>• Use the restroom in a timely fashion</li> </ul>
<b>HAVE INTEGRITY</b>	<ul style="list-style-type: none"> <li>• Only trained student aides are to use the equipment</li> <li>• Ask for help</li> <li>• Soda machine is for faculty only</li> </ul>	<ul style="list-style-type: none"> <li>• Be patient</li> <li>• Keep the parking lot clean</li> </ul>	<ul style="list-style-type: none"> <li>• Practice good personal hygiene</li> <li>• Report problems to staff</li> </ul>
<b>DEVELOP CITIZENSHIP</b>	<ul style="list-style-type: none"> <li>• Wait to be acknowledged</li> <li>• Ask politely to use equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Be courteous to the other drivers</li> </ul>	<ul style="list-style-type: none"> <li>• Conserve Resources (water &amp; paper products)</li> </ul>
<b>EARN AND GIVE RESPECT</b>	<ul style="list-style-type: none"> <li>• Wait your turn patiently and quietly</li> <li>• Say “Please” &amp; “Thank you”</li> <li>• Teachers have priority</li> </ul>	<ul style="list-style-type: none"> <li>• Minimize noise level</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain a quiet environment</li> <li>• Take care of books or other checked out materials</li> </ul>

## HIGH SCHOOL BEHAVIOR MATRIX

	<b>CAFETERIA/LUNCH LINE</b>	<b>LOCKER ROOM</b>	<b>SPORTS COMPLEX</b>
<b>BE PREPARED</b>	<ul style="list-style-type: none"> <li>• Keep money in your account</li> <li>• Know your account number</li> </ul>	<ul style="list-style-type: none"> <li>• Have a change of clothing each day</li> </ul>	<ul style="list-style-type: none"> <li>• <b>ATHLETES:</b> arrive on time and bring all necessary equipment</li> <li>• <b>SPECTATORS:</b> have money/ passes ready</li> </ul>
<b>BE RESPONSIBLE</b>	<ul style="list-style-type: none"> <li>• Keep the line moving</li> <li>• Return your tray and utensils correctly</li> </ul>	<ul style="list-style-type: none"> <li>• Be on time</li> <li>• Lock up personal items</li> </ul>	<ul style="list-style-type: none"> <li>• Use all equipment appropriately</li> <li>• Drive cautiously on the access road</li> </ul>
<b>HAVE INTEGRITY</b>	<ul style="list-style-type: none"> <li>• Start at the end of the line</li> <li>• Use your manners</li> </ul>	<ul style="list-style-type: none"> <li>• Change clothing quickly</li> <li>• Minimize noise level</li> <li>• No phones or cameras allowed in the locker rooms</li> </ul>	<ul style="list-style-type: none"> <li>• Be respectful of others during the National Anthem (Feel free to sign along!)</li> </ul>
<b>DEVELOP CITEZENSHIP</b>	<ul style="list-style-type: none"> <li>• Invite new students to sit with you</li> <li>• Make everyone feel welcome</li> </ul>	<ul style="list-style-type: none"> <li>• Help others</li> <li>• Keep floor and tops of lockers clean</li> <li>• Return lost items to their owners or to staff</li> </ul>	<ul style="list-style-type: none"> <li>• Represent your school positively</li> <li>• Assist visitors</li> </ul>
<b>EARN AND GIVE RESPECT</b>	<ul style="list-style-type: none"> <li>• Minimize your noise level</li> </ul>	<ul style="list-style-type: none"> <li>• Resolve conflict with maturity</li> <li>• Listen and follow directions</li> <li>• Only enter your own locker</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain a quiet environment</li> <li>• Take care of books or other checked out materials</li> </ul>

## Almond-Bancroft Middle School Behavior Matrix

	Halls	Bathroom	Playground	Cafeteria
<b>Be Prepared</b>	<ul style="list-style-type: none"> <li>-Keep locker organized</li> <li>-Plan for the day</li> <li>-Be on time</li> </ul>	<ul style="list-style-type: none"> <li>-Ask permission at an appropriate time</li> </ul>	<ul style="list-style-type: none"> <li>-Line up with your class</li> <li>-Dress for the weather</li> </ul>	<ul style="list-style-type: none"> <li>-Bring Lunch</li> <li>-Get what you need the first time through the line</li> </ul>
<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>-Keep locker and hall-way clean</li> <li>-Use appropriate tone and volume</li> <li>-Keep locker locked</li> </ul>	<ul style="list-style-type: none"> <li>-Flush the toilet</li> <li>-Dispose of waste properly</li> </ul>	<ul style="list-style-type: none"> <li>-Line up when told</li> <li>-Ask permission to go back inside if necessary</li> </ul>	<ul style="list-style-type: none"> <li>-Put trash in the trash can</li> <li>-Clear your tray</li> <li>-Eat your own food</li> <li>-Keep food and drink in the cafeteria</li> </ul>
<b>Have Integrity</b>	<ul style="list-style-type: none"> <li>-Be mindful of classes in session</li> </ul>	<ul style="list-style-type: none"> <li>-Be courteous of others</li> <li>-Wash hands</li> </ul>	<ul style="list-style-type: none"> <li>-Use equipment appropriately</li> </ul>	<ul style="list-style-type: none"> <li>-Have good table manners</li> <li>-Use appropriate voice levels</li> <li>-Wait in line appropriately</li> </ul>
<b>Develop Citizenship</b>	<ul style="list-style-type: none"> <li>-Take advantage of opportunities to help others</li> <li>-Keep to the right</li> </ul>	<ul style="list-style-type: none"> <li>-Report any bathroom damage immediately</li> </ul>	<ul style="list-style-type: none"> <li>-Include others</li> <li>-Play fair</li> <li>-Play safe</li> </ul>	<ul style="list-style-type: none"> <li>-Clean up your area after you are done eating</li> <li>-Allow others to sit with your group</li> </ul>
<b>Earn and Give Respect</b>	<ul style="list-style-type: none"> <li>-Keep hands and feet to yourself</li> <li>-Walk</li> </ul>	<ul style="list-style-type: none"> <li>-Treat bathroom with care</li> </ul>	<ul style="list-style-type: none"> <li>-Share and take turns</li> <li>-Interact appropriately with peers</li> </ul>	<ul style="list-style-type: none"> <li>-Wait quietly in line</li> <li>-Use your manners</li> </ul>

## Almond-Bancroft Middle School Behavior Matrix

	<b>Assemblies</b>	<b>School Related Functions</b>	<b>School Bus</b>
<b>Be Prepared</b>	<ul style="list-style-type: none"> <li>-Remain seated</li> <li>-Take all materials that may be needed</li> </ul>	<ul style="list-style-type: none"> <li>-Be accountable for your things</li> <li>-Take along appropriate items</li> </ul>	<ul style="list-style-type: none"> <li>-Know emergency procedures and exits</li> </ul>
<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>-Pick up after yourself</li> <li>-Be a good audience member</li> </ul>	<ul style="list-style-type: none"> <li>-Follow all event specific rules</li> <li>-Keep track of time</li> </ul>	<ul style="list-style-type: none"> <li>-Understand and follow all bus rules</li> </ul>
<b>Have Integrity</b>	<ul style="list-style-type: none"> <li>-Be a good role model</li> <li>-Ask meaningful questions</li> </ul>	<ul style="list-style-type: none"> <li>-Stay with your group</li> <li>-Be a positive representative for the school</li> <li>-Show positive behaviors</li> </ul>	<ul style="list-style-type: none"> <li>-Be aware of how your actions affect the younger students</li> </ul>
<b>Develop Citizenship</b>	<ul style="list-style-type: none"> <li>-Report any damage</li> <li>-Show the speaker what good students we are</li> </ul>	<ul style="list-style-type: none"> <li>-Leave the location in better shape than you found it</li> </ul>	<ul style="list-style-type: none"> <li>-Take pride in your bus, keep it clean and report vandalism</li> </ul>
<b>Earn and Give Respect</b>	<ul style="list-style-type: none"> <li>-Raise your hand</li> <li>-Listen</li> <li>-Keep hands and feet to yourself</li> <li>-Sit appropriately</li> </ul>	<ul style="list-style-type: none"> <li>-Respect yourself, the instructor, and others around you</li> <li>-Be Polite</li> </ul>	<ul style="list-style-type: none"> <li>-Interact with the driver in a positive way</li> <li>-Maintain order</li> </ul>

Behavioral Definitions Continued...

**Theft** – Student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a person's name without that person's permission.

**Technology Violation** – Student engages in destruction of school technical equipment or uses technology (computer, cell phones, cameras, music players, etc.) in an offensive or illegal manner.

**Public Display of Affection** – Student engages in repeated inappropriate verbal or physical contact (kissing, hugging, inappropriate touching) of a sexual nature to another student/adult, either consensual or non-consensual. Hand holding is the only permissible public display of affection.

### **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 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.

### **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 Dean of Students.
3. If the student or parent/guardian feels that the issue is still in dispute, they may voice their concern to the Principal.
4. If the student or parent 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, it will not automatically warrant the issue to be overturned.

## **PROGRESSIVE DISCIPLINE PLAN**

At Almond-Bancroft Middle/Sr. High School, we use a Progressive Discipline plan. This plan is in effect for all students in grades 6-12. Basically, it means that records are kept each time a student violates school policies or rules. If a student repeatedly violates the rules, the penalty becomes progressively stiffer.

You will be expected to follow your classroom teacher's discipline plan and to follow school rules on school grounds during all school events. If you fail to do so, the following steps will take place:

### **STEPS:**

**Step 1 (1st referral)** Conference with the Dean of Students. Incident is recorded in student's folder as a verbal warning. Parents Notified.

**Step 2 (2nd referral)** Conference with the Dean of Students. Incident is recorded in student's folder. The student may be assigned community service hours. Parents will be notified of the incident and any changes to the student's schedule.

**Step 3 (3rd referral)** The student and his or her parents are required to meet with the teacher of the referral, and an administrator. A behavioral contract may be created and parents and student required to sign. 2-3 hours of community service may be assigned at the discretion of the Principal and/or the Dean of Students.

**Step 4 (4th referral)** One (1) day of in/out-of-school-suspension. Parents notified.

**Step 5 (5th referral)** Two (2) days of in/out-of-school-suspension. Parents notified.

**Step 6 (6th referral)** One (1) to Three (3) days out-of-school suspension. Re-entry conference with parents may be required.

**Step 7 (7th referral)** Three (3) to five (5) days out-of-school suspension. Re-entry conference with parents required.

**Step 8 (8th referral)** Expulsion hearing before the Board of Education.

***Note: These steps are subject to the discretion of the Dean of Students or Principal.***

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.

**Short Term Recovery (STR):**

To the extent possible, preventative techniques and natural consequences will be used to minimize and address behavior that disrupts the learning process. When students do not respond favorably to these techniques, Short Term Recovery (STR) will be used to preserve the classroom learning environment. The following information outlines the details associated with STR as it will be used in our secondary schools.

**1. Alternative Seat Within the Classroom** – Teachers will have a designated location within their classroom to which a student could be moved to regain his/her center. This seat would allow physical distance between the child and other students but have no visual barrier. The student would not participate in class activities while seated here and be allowed to return to his/her regular seat after a period of not less than 5 minutes and not more than 20, as determined by the teacher and student. No school work will be completed during this time. It is not meant to be punishment, but rather an opportunity for the student to give thought to their choices and return as quickly as possible to his/her regular seat.

**2. Alternative Seat Within Another Classroom** – If an alternative seat within the classroom is unsuccessful, the teacher may direct a student to another classroom for STR. Classroom phones will be used to verify that the receiving teacher is available and notify him/her that the student is being sent and for how long. The time can range from 5-20 minutes as determined by the sending teacher. No school work will be completed during this time. There will be no dialogue with the student by the receiving teacher except to direct him/her to the STR location as described in #1.

**3. Student Sent to the office** – If an alternative seat within another classroom is unsuccessful, the teacher may direct the student to the office. The secretary will receive the call to notify that the student is being sent. No school work will be completed during this time. The Principal/Dean/Counselor will talk with the student to facilitate recovery. The incident will be documented and parents notified. The student may have additional consequences based on their step level from the progressive discipline plan.

**4. Parent Involvement** – If STR is still not successful for the student, the Principal/Dean will implement additional strategies/consequences to further address the student's needs and to promote a change in the student's behavior.



**REMINDER**

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.

**DETENTION/COMMUNITY SERVICE**

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.

Students may be assigned community service by the office as part of a Discipline Contract with the student and parents/guardians. Students assigned to community service are to report to the office immediately after the school day. The school will not arrange transportation for any student who has been assigned community service or an after-school detention by a teacher. If transportation could be a problem, behave in such a manner that you will not earn community service or an after-school detention by a teacher.

In most cases, your parents will be given sufficient notice of upcoming community service so that proper arrangements can be made. If they are not, you will be responsible for making arrangements. You will be notified of impending community service by the Dean of Students or of an after-school detention by the teacher. A disciplinary referral and/or a printout of your behavior report will be mailed to your parents if a referral was made to the office.

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

**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. Shorts or Skirts must cover to the mid-thigh.
2. Shirts must be at least seam line in length. Students may not wear crop tops, shirts with spaghetti straps, or any top which bares the midriff. and no slippers, pajamas, or wearing hoods.
3. Clothing should be in generally good repair without tears or holes. Absolutely no tears or holes in the seat or thigh area.
4. Students may not wear clothing with beer, alcohol, or tobacco advertising or logos, language in poor taste, obscenities, racial or gender slurs, sexual innuendo, or sexually suggestive pictures on them including Hooter's apparel.)
5. Undergarments cannot be visible (For appropriate physical education clothing, please see physical education teacher's policy.)
6. Shoes must be worn at all times and must be appropriate for the classroom situation.
7. Any apparel, jewelry, styles, or accessories which depict gang membership. This includes any apparel with gang symbols written on them.
8. All head gear (hats, hoods, bandanas, sunglasses, etc.) may only be worn on school property prior to 7:45 AM and after 3:15 PM. During the school, when applicable, must be kept in the student's locker.
9. Backpacks, other bags, and jackets may only be worn on the way to and from school. During the school day these items must be kept in the student's locker.

The ultimate decision will be at the school's discretion.

**DUE PROCESS CONCERNS**

All disciplinary provisions are subject to the discretion of the Dean of Students or 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.

**FLEX MOD SCHEDULE - NEW FOR 2018-2019:**

While our middle school schedule is still quite traditional in nature, with class period generally 45 minutes in duration and their daily schedule basically the same Monday through Friday, the high school schedule will be much different. The Flex Mod system of scheduling allows us to provide more flexibility into student schedules so as to eliminate as many course conflicts as possible. This system of scheduling looks much more like a college schedule, with courses having different meeting durations, anywhere from two (2) to six (6) mods, with each mod being 15 minutes in length. The flex mod system also allows for the student's schedule to be different depending on the day of the week. This year we will be starting our day with from 8:00—8:30 with a homeroom period in which students will be working on character education as well as academic and career planning lessons. The first academic mod begins at 8:30 AM, and the last mod ends at 3:15 PM. Please see the far back of the handbook for the Flex Mod Time Schedule and a sample student schedule.

**FOOD FOR THOUGHT:****RESPECT YOURSELF AND YOUR SCHOOL**

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.

## **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.

## **ALMOND-BANCROFT SCHOOL DISTRICT 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.

Exception to the above statement applies to the rental of district property to other persons and used for non-educational purposes.

### **STUDENTS UNDER 18 YEARS OF AGE**

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.

### **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.)

## **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.

### **AN END NOTE**

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!**

## **STUDENT GUIDELINES FOR EDUCATIONAL USES OF TECHNOLOGY**

### **Almond-Bancroft School District Student Acceptable Use Policy for Technology Services**

The Almond-Bancroft School District offers networked services, including Internet access, for student use. This network system has been established for a limited educational purpose to include classroom activities, career development, and limited high-quality, self-discovery activities. It has not been established as a public access or public forum. The District has the right to enforce all rules set forth in the school code and the laws of the State of Wisconsin. Further, students may not use this system for commercial purposes to offer, provide, or purchase products or services through the system or use the system for political lobbying. Access to the Internet is available through this school only with permission of the principal or his or her designee and the parents or guardian of the student.

### **Guidelines for Technology Use**

#### **1. Personal Safety**

- a. Students will not post contact information (e.g. address, phone number) about themselves or any other person.
- b. Students will not agree to meet in person with someone they have met online without approval of their parents. Any contact of this nature or the receipt of any message the student feels is inappropriate or makes the student feel uncomfortable should be reported to school authorities immediately.

#### **2. Illegal Activities**

- a. Students will not attempt to gain unauthorized access to this or any other computer system or go beyond the student's authorized access by using another person's account or accessing another person's files.
- b. Students will not deliberately attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
- c. Students will not use the Almond-Bancroft network system to engage in any illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.
- d. Students will not intentionally tamper with the hardware or software available for their use.

#### **3. System Security**

- a. If an individual account is provided, the student is responsible for that account and should take all reasonable precautions to prevent others from being able to use that account. Under no condition should a student give a student's login and/or password to another person.
- b. Students will immediately notify a teacher or the system administrator if they have identified a possible security problem. Students should not look for security problems; this may be construed as an illegal attempt to gain access.
- c. Students will avoid the inadvertent spread of computer viruses by following the district virus protection procedures when downloading files.



## STUDENT GUIDELINES FOR EDUCATIONAL USES OF TECHNOLOGY (Continued)

### 4. CIPA and NCIPA

In accordance with requirements of the Children’s Internet Protection Act (CIPA) and the Neighborhood Children’s Internet Protection Act (NCIPA), all equipment connecting to the Internet from any connection located within all district facilities will be blocked or filtered. The district will make best efforts to prevent users from accessing or transmitting visual depictions of material deemed obscene, child pornography, and any material deemed harmful to minors as those terms are defined in CIPA. It will also make best efforts to prevent users from accessing or transmitting offensive, disruptive, or harmful data or any “inappropriate matter” as that term is used in the NCIPA. This includes, but is not limited to, messages, files, or data that contain the following:

- a. Pornographic or erotic images
- b. Sexual implications
- c. Racial slurs
- d. Derogatory gender specific comments
- f. Information or instructions designed to cause harm to another person, comments that offensively address a person’s age, sexual orientation, beliefs, political beliefs, national origin, or disability
- g. Any comment which in any way defames, slanders, or libels another person
- h. Any comment intended to frighten, intimidate, threaten, abuse, annoy, or harass another person
- i. Data or activities that invade the privacy of another person

In addition, the district will also make best efforts to prevent unauthorized access to its system and files including “hacking,” and unauthorized disclosure, use, or dissemination of personal identification information of minors. The district acknowledges that no blocking or filtering mechanism is capable of stopping all inappropriate content all of the time. The best filtering system is good staff supervision of student computer use.

**It is the responsibility of the District and staff to educate students on appropriate use of the internet including how to use social media, chat rooms, as well as what constitutes cyberbullying and how to avoid it. During the 8<sup>th</sup> grade year, students will have direct instruction on these particular topics in their computers course. These topics will also be reviewed and stressed by the staff anytime there is an expectation of computer/internet use.**

### 5. Respecting Resource Limits

- a. Students will use the system only for educational and career development activities and limited, high-quality, self-discovery activities. Games or other programs of a personal nature may not be installed or run.
- b. Students will not download large files without the approval of a lab supervisor or teacher.
- c. Students will not be assigned a personal e-mail account unless it is in conjunction with a specific class project. In that event, the e-mail account will expire when the project is concluded.

## **STUDENT GUIDELINES FOR EDUCATIONAL USES OF TECHNOLOGY (Continued)**

### **6. Plagiarism and Copyright Infringement**

- a. Students will not plagiarize words that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were their own.
- b. Students will respect the rights of copyright owners. Copyright infringement occurs when users inappropriately reproduce a work that is protected by copyright. If a work contains language that specifies appropriate use of that work, students should follow the expressed requirements. If students are unsure whether or not they can use a work, they should request permission from the copyright owner or direct any questions regarding copyright law to a teacher or IMC Specialist.
- c. Students will not attempt to alter or copy any software found on the system.
- d. Students who create or assist in the creation of district websites, assign copyright of their sites to the Almond-Bancroft School District.

### **7. Inappropriate Access to Material**

- a. Students will not use the Almond-Bancroft network system to access material that is profane or obscene (pornography) or that advocates illegal acts or violence or discrimination toward other people (hate literature). A special exception may be made for hate literature if the purpose of the access is to conduct research with both teacher and parental approval. In addition, students will not use the system to access information on how to make or use explosives or other devices of destruction.
- b. The school district uses filtering software to attempt to limit access to profane, obscene, or other inappropriate Internet sites. No filtering software is foolproof, however, and it is the responsibility of the students to notify school district personnel of sites that are profane, obscene, or violent in nature. If students mistakenly access inappropriate information, students should immediately tell a teacher or other district employee. This will protect students against a claim of intentional violation of this policy.
- c. Students will not attempt to bypass district Internet filters.
- d. The student's parents should instruct the student if there is additional material they think would be inappropriate for the student to access. The district fully expects that students will follow their parents' instructions in this matter.

### **8. Changing Resources and Technologies**

- a. With the world of technology changing on a daily basis, the District will continue to adopt new technologies and resources into the curriculum.
- b. Devices such as multifunction cell phones, MP3 Players, as well as applications such as email, social networking, social book marking, podcasts, blogs, wikies, role playing environments, video games, etc, will only be used in direct correlation to the established district curriculum. Use of these items outside the guidelines of the curriculum will result in disciplinary measures.

### **9. Student Rights**

- a. Free Speech. The student's right to free speech, as set forth in the school disciplinary code, applies also to the student's communication on the Internet. The Internet is considered a limited forum, similar to the school newspaper, and therefore the district may restrict a student's right to free speech for valid educational reasons. If student work is published on the Internet as part of the District web site, it will be consistent with the goals of the curriculum and will follow all District guidelines for Web page development.

## **STUDENT GUIDELINES FOR EDUCATIONAL USES OF TECHNOLOGY (Continued)**

b. Search and Seizure. Students should expect no privacy of the contents of their personal files on the district system. Routine maintenance and monitoring of the system may lead to discovery that students have violated this policy, the school code, or the law. An individual search will be conducted if there is reasonable suspicion that students have violated this policy, the school disciplinary code, or the law. The investigation will be reasonable and related to the suspected violation. If students are under age 18, the student's parents have the right at any time to see the contents of their network files.

c. Due Process. The district will cooperate fully with local, state or federal officials in any investigation related to illegal activities conducted through the Almond-Bancroft network system. In the event of a claim that students have violated this policy, the school disciplinary code, or the law, the student will be given notice of suspected violations and have an opportunity to present an explanation according to school code and/or state, federal, or international law.

The district makes no guarantee that the functions or the services provided by or through the district system will be error-free or without defect. The district will not be responsible for any damage students may suffer including, but not limited to, loss of data or interruptions of service. The district is not responsible for the accuracy or quality of the information attained through or stored on the system. The district will not be responsible for financial obligations arising from unauthorized use of the system. Network activity is monitored and logged. Violations of this policy are easily discovered. Depending on the nature and degree of a violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use of access privileges; payments for damages and repairs, discipline under other appropriate school district policies.

### **HIGH SCHOOL CHROMEBOOK CHANGES FOR 2018-2019**

Students in grades 9-12 will be assigned a specific Chromebook and a bag for the Chromebook that will be with the student throughout the day. Students will pick up the Chromebook from their Homeroom teacher and return the Chromebook to their Homeroom at the end of the school day for overnight charging. Students will not be taking the Chromebooks home with them for any reason. The Chromebook and bag issued to the student will be the responsibility of the student, including any damages. At the end of each school year, the Chromebooks will be cleaned and updated, as well as gone over and looked at for any damages that might have taken place during the school year. Starting with the Class of 2022, the students will take the Chromebook and bag with them to keep after graduation. Students are expected to take good care of their Chromebook and bag, as the expectation is that it lasts for at least four (4) school years.

Parents and students will be asked to sign a Chromebook Agreement during registration. The Chromebooks and bags are provided by the district at no additional charge to the student/family, unless damages occur. If the agreement is not signed, the Chromebook will not be issued, making access to online materials difficult for the student.

## FLEX MOD TIME SCHEDULE

MOD	START	END
1	8:00 AM	8:30 AM
2	8:30 AM	8:45 AM
3	8:45 AM	9:00 AM
4	9:00 AM	9:15 AM
5	9:15 AM	9:30 AM
6	9:30 AM	9:45 AM
7	9:45 AM	10:00 AM
8	10:00 AM	10:15 AM
9	10:15 AM	10:30 AM
10	10:30 AM	10:45 AM
11	10:45 AM	11:00 AM
12	11:00 AM	11:15 AM
13	11:15 AM	11:30 AM
14	11:30 AM	11:45 AM
15	11:45 AM	12:00 PM
16	12:00 PM	12:15 PM
17	12:15 PM	12:30 PM
18	12:30 PM	12:45 PM
19	12:45 PM	1:00 PM
20	1:00 PM	1:15 PM
21	1:15 PM	1:30 PM
22	1:30 PM	1:45 PM
23	1:45 PM	2:00 PM
24	2:00 PM	2:15 PM
25	2:15 PM	2:30 PM
26	2:30 PM	2:45 PM
27	2:45 PM	3:00 PM
28	3:00 PM	3:15 PM

**MOD #1 is designated for Homeroom and is 30 minutes.**

**Students must be in their Homeroom by 8:00 AM.**

**Mods 2-28 are each 15 minutes in length and classes may vary from 2-6 mods in duration**

# SAMPLE HIGH SCHOOL STUDENT SCHEDULE:

Mod	Time	Monday	Tuesday	Wednesday	Thursday	Friday
01	8:00-8:30	Home Room	Home Room	Home Room	Home Room	Home Room
02	8:30-8:45	LIFETIME ACTIVITIES BAUMGARTNER Room 327	LIFETIME ACTIVITIES BAUMGARTNER Room 327	LIFETIME ACTIVITIES BAUMGARTNER Room 327	LIFETIME ACTIVITIES BAUMGARTNER Room 327	LIFETIME ACTIVITIES BAUMGARTNER Room 327
03	8:45-9:00	LIFETIME ACTIVITIES BAUMGARTNER Room 327	LIFETIME ACTIVITIES BAUMGARTNER Room 327	LIFETIME ACTIVITIES BAUMGARTNER Room 327	LIFETIME ACTIVITIES BAUMGARTNER Room 327	LIFETIME ACTIVITIES BAUMGARTNER Room 327
04	9:00-9:15	LIFETIME ACTIVITIES BAUMGARTNER Room 327	LIFETIME ACTIVITIES BAUMGARTNER Room 327	LIFETIME ACTIVITIES BAUMGARTNER Room 327	LIFETIME ACTIVITIES BAUMGARTNER Room 327	LIFETIME ACTIVITIES BAUMGARTNER Room 327
05	9:15-9:30	PHYSICAL SCIENCE SWAN Room 330	PHYSICAL SCIENCE SWAN Room 330	PHYSICAL SCIENCE SWAN Room 330	PHYSICAL SCIENCE SWAN Room 330	PHYSICAL SCIENCE SWAN Room 330
06	9:30-9:45	PHYSICAL SCIENCE SWAN Room 330	PHYSICAL SCIENCE SWAN Room 330	PHYSICAL SCIENCE SWAN Room 330	PHYSICAL SCIENCE SWAN Room 330	PHYSICAL SCIENCE SWAN Room 330
07	9:45-10:00	PHYSICAL SCIENCE SWAN Room 330	PHYSICAL SCIENCE SWAN Room 330	PHYSICAL SCIENCE SWAN Room 330	PHYSICAL SCIENCE SWAN Room 330	PHYSICAL SCIENCE SWAN Room 330
08	10:00-10:15					
09	10:15-10:30	HEALTH HALBUR Room 332	HEALTH HALBUR Room 332	HEALTH HALBUR Room 332	HEALTH HALBUR Room 332	HEALTH HALBUR Room 332
10	10:30-10:45	HEALTH HALBUR Room 332	HEALTH HALBUR Room 332	HEALTH HALBUR Room 332	HEALTH HALBUR Room 332	HEALTH HALBUR Room 332
11	10:45-11:00	SPANISH 1 RYKAL Room 314	SPANISH 1 RYKAL Room 314	SPANISH 1 RYKAL Room 314	SPANISH 1 RYKAL Room 314	SPANISH 1 RYKAL Room 314
12	11:00-11:15	SPANISH 1 RYKAL Room 314	SPANISH 1 RYKAL Room 314	SPANISH 1 RYKAL Room 314	SPANISH 1 RYKAL Room 314	SPANISH 1 RYKAL Room 314
13	11:15-11:30	INTRO TECHNOLOGY WAGNER Room 333	INTRO TECHNOLOGY WAGNER Room 333	INTRO TECHNOLOGY WAGNER Room 333	INTRO TECHNOLOGY WAGNER Room 333	INTRO TECHNOLOGY WAGNER Room 333
14	11:30-11:45	INTRO TECHNOLOGY WAGNER Room 333	INTRO TECHNOLOGY WAGNER Room 333	INTRO TECHNOLOGY WAGNER Room 333	INTRO TECHNOLOGY WAGNER Room 333	INTRO TECHNOLOGY WAGNER Room 333
15	11:45-12:00	INTRO TECHNOLOGY WAGNER Room 333	INTRO TECHNOLOGY WAGNER Room 333	INTRO TECHNOLOGY WAGNER Room 333	INTRO TECHNOLOGY WAGNER Room 333	INTRO TECHNOLOGY WAGNER Room 333
16	12:00-12:15	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH

18	12:30-12:45	GEOMETRY CIULA Room 205	GEOMETRY CIULA Room 205	GEOMETRY CIULA Room 205	GEOMETRY CIULA Room 205	GEOMETRY CIULA Room 205
19	12:45-1:00	GEOMETRY CIULA Room 205	GEOMETRY CIULA Room 205	GEOMETRY CIULA Room 205	GEOMETRY CIULA Room 205	GEOMETRY CIULA Room 205
20	1:00-1:15	GEOMETRY CIULA Room 205	GEOMETRY CIULA Room 205	GEOMETRY CIULA Room 205	GEOMETRY CIULA Room 205	GEOMETRY CIULA Room 205
21	1:15-1:30					
22	1:30-1:45					
23	1:45-2:00					
24	2:00-2:15					
25	2:15-2:30					
26	2:30-2:45	LITERATURE SURVEY (R) SCHUMACHER Room 310	LITERATURE SURVEY (R) SCHUMACHER Room 310	LITERATURE SURVEY (R) SCHUMACHER Room 310	LITERATURE SURVEY (R) SCHUMACHER Room 310	LITERATURE SURVEY (R) SCHUMACHER Room 310
27	2:45-3:00	LITERATURE SURVEY (R) SCHUMACHER Room 310	LITERATURE SURVEY (R) SCHUMACHER Room 310	LITERATURE SURVEY (R) SCHUMACHER Room 310	LITERATURE SURVEY (R) SCHUMACHER Room 310	LITERATURE SURVEY (R) SCHUMACHER Room 310
28	3:00-3:15	LITERATURE SURVEY (R) SCHUMACHER Room 310	LITERATURE SURVEY (R) SCHUMACHER Room 310	LITERATURE SURVEY (R) SCHUMACHER Room 310	LITERATURE SURVEY (R) SCHUMACHER Room 310	LITERATURE SURVEY (R) SCHUMACHER Room 310

Total Credits: 3.5  
 \*\*All students must have at least 3.5 credits

For any students that have any mods overlapping for classes. Core classes (math, English, science, social studies) always take priority over elective courses. Students must work with the teachers at the beginning of the year to work out an appropriate arrangement for the daily schedule.

\*\*All schedule change requests must be made BEFORE August 17th. There will be no schedule changes made after that date.

***\*\*The mods that are not scheduled are open lab times, in which the student must report to room 100. Open lab is a time for students to complete their assigned work and get help from the staff that are monitoring the lab.***

**REVISED 2018-2019 ALMOND-BANCROFT PUBLIC SCHOOLS CALENDAR**

July						
S	M	T	W	T	F	S
	1	2	3	4	5	6
	8	9	10	11	12	13
	15	16	17	18	19	20
	22	23	24	25	26	27
	29	30	31			
July Student Days/Total: 0/0						
July Teacher Days/Total: 0/0						

AUGUST						
S	M	T	W	T	F	S
			1	2	3	4
	5	6	7	8	9	10
	12	13	14	15	16	17
	19	20	21	22	23	24
	26	27	28	29	30	31
August Student Days/Total: 0/0						
August Teacher Days/Total: 7/7						

SEPTEMBER						
S	M	T	W	T	F	S
						1
	2	3	4	5	6	7
	9	10	11	12	13	14
	16	17	18	19	20	21
	23	24	25	26	27	28
	30					
September Student Days/Total: 19/19						
September Teacher Days/Total: 19/26						

OCTOBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
	7	8	9	10	11	12
	14	15	16	17	18	19
	21	22	23	24	25	26
	28	29	30	31		
October Student Days/Total: 22/41						
October Teacher Days/Total: 22/48						

NOVEMBER						
S	M	T	W	T	F	S
			1	2	3	
	4	5	6	7	8	9
	11	12	13	14	15	16
	18	19	20	21	22	23
	25	26	27	28	29	30
November Student Days/Total: 19/60						
November Teacher Days/Total: 20/68						

DECEMBER						
S	M	T	W	T	F	S
						1
	2	3	4	5	6	7
	9	10	11	12	13	14
	16	17	18	19	20	21
	23	24	25	26	27	28
	30	31				
December Student Days/Total: 15/75						
December Teacher Days/Total: 15/83						

JANUARY						
S	M	T	W	T	F	S
		1	2	3	4	5
	6	7	8	9	10	11
	13	14	15	16	17	18
	20	21	22	23	24	25
	27	28	29	30	31	
January Student Days/Total: 21/96						
January Teacher Days/Total: 22/105						

FEBRUARY						
S	M	T	W	T	F	S
						1
	3	4	5	6	7	8
	10	11	12	13	14	15
	17	18	19	20	21	22
	24	25	26	27	28	
February Student Days/Total: 19/115						
February Teacher Days/Total: 19/124						

MARCH						
S	M	T	W	T	F	S
					1	2
	3	4	5	6	7	8
	10	11	12	13	14	15
	17	18	19	20	21	22
	24	25	26	27	28	29
	31					
March St. Days/Total: 19/134						
March Teacher Days/Total: 20/144						

APRIL						
S	M	T	W	T	F	S
	1	2	3	4	5	6
	7	8	9	10	11	12
	14	15	16	17	18	19
	21	22	23	24	25	26
	28	29	30			
April Student Days/Total: 20/154						
April Teacher Days/Total: 20/164						

MAY						
S	M	T	W	T	F	S
			1	2	3	4
	5	6	7	8	9	10
	12	13	14	15	16	17
	19	20	21	22	23	24
	26	27	28	29	30	31
May Student Days/Total: 22/176						
May Teacher Days/Total: 22/186						

JUNE						
S	M	T	W	T	F	S
						1
	2	3	4	5	6*	7
	9	10	11	12	13	14
	16	17	18	19	20	21
	23	24	25	26	27	28
	30					
June Student Days/Total: 4/180						
June Teacher Days/Total: 4/190						

### 2018-2019 Special Events

Student Registration/Picture Day	August 14
New Staff Orientation	August 15
Staff In-service - No Students	August 20-23, 28 & 30
Staff Preparation Day/OPEN HOUSE	August 29
Labor Day - NO SCHOOL	September 3
First Day for Students	September 4
NO SCHOOL	October 26
Parent/Teacher Conferences 4:00 - 7:30 PM	November 13 & 15
Thanksgiving Vacation	November 21-25
Winter Break Vacation	December 24 - January 1

End of 1st Semester	January 18
Teacher In-service - No Students	January 21
NO SCHOOL	February 22
Teacher In-service - No Students	March 18
Spring Break - NO SCHOOL	April 19-22
Last Day for Seniors	May 23
High School Graduation 7:00 PM	May 24
Memorial Day - NO SCHOOL	May 27
End of 2nd Semester/Last Day	June 6 ▪ 12:00 Dismissal

Student Registration/Picture Day 12:00 - 6:00 PM
Teacher In-service Day - No Students
Open House 4:00-7:30 PM
Student & Staff Non-attendance Day
Student Attendance Day
Last Day of Quarter/Semester
Parent-Teacher Conference 4:00-7:30 PM
Emergency Closing Make-Up Day (If Needed)

<b>Regular School Day Hours:</b>	
4K - 5th Grade:	8:15 AM - 3:15 PM
6th - 12th Grade:	8:00 AM - 3:15 PM

<b>Planned Hours of Student Instruction</b>	
4 year old Kindg = 475 hours. This exceeds the 0 DPI required hours of instruction by 475 hours	
Kindg - 5th Grade = 1,125 hours. This exceeds the 1,050 DPI required hours of instruction by 78 hours	
6th - 12th Grade = 1,215 hours. This exceeds the 1,137 DPI required hours of instruction by 78 hours	

Quarter 1 - 43 Student Days
Quarter 2 - 45 Student Days
Semester 1 - 88 Student Days
Quarter 3 - 46 Student Days
Quarter 4 - 46 Student Days
Semester 2 - 92 Student Days

Approved May 14, 2018



# 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)

Look under Parent Resources > Forms

**DIRECTIONS: PARENTS AND CHILD SHOULD READ THE HANDBOOK AND SIGN AND DATE THIS FORM. RETURN IT TO THE MAIN OFFICE.**

## **AGREEMENT FORM**

**I HAVE READ AND UNDERSTOOD THIS STUDENT HANDBOOK. I UNDERSTAND THAT ITS RULES AND POLICIES APPLY TO ME (AND SON AND/OR DAUGHTER) DURING THE 2018-2019 SCHOOL YEAR.**

**I HAVE READ THE STUDENT GUIDELINES FOR EDUCATIONAL USES OF TECHNOLOGY. I HEREBY GIVE PERMISSION FOR MY CHILD TO USE THE NETWORKED COMPUTER SYSTEM WHICH INCLUDES FILTERED INTERNET ACCESS, AND SHOULD MY CHILD COMMIT ANY VIOLATION, ACCESS PRIVILEGES MAY BE REVOKED, SCHOOL DISCIPLINARY ACTION MAY BE TAKEN, AND/OR APPROPRIATE LEGAL ACTION MAY BE PURSUED.**

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**Print Student's Name Here**

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**Student Signature**

**Date**

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**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.