

Elkhart Lake-Glenbeulah High School

2018 – 2019

STUDENT HANDBOOK/PLANNER

RESORTERS

Elkhart Lake-Glenbeulah High School
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The Elkhart Lake-Glenbeulah School District does not discriminate against pupils on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, learning disability or handicap in its educational programs or activities. Federal Law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, religion, or handicap.

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Dear Students,

Welcome to ELGHS and the 2018-2019 school year! The entire Staff is anticipating a successful year with a focus on student learning.

This Student Handbook sets a path of organization for you to take ownership over your school environment. A school of Excellence starts with student achievement created by a responsible and respectful student body. The use of an agenda will keep you on track with your school responsibilities.

Always remember to maintain and show pride in your school. Thank you and Good Luck!

Ryan Faris, Principal

It's GREAT DAY to be a RESORTER!

MISSION STATEMENT

The mission of the Elkhart Lake-Glenbeulah School District is to challenge, inspire, and empower, in a caring and innovative learning environment.

Hail Elkhart High

*Hail to our good old Elkhart Glen High
For you the students will do or die
May we ever love thy name
We'll always honor you in fame.
Do your best for old Elkhart High
Hold up the banner, straight toward the sky
Fight your way to fame on high
We're for you, dear Elkhart High.*

*We'll give three cheers for old Elkhart High
Keep up the standards never to die
May we love and honor thee
With fame and glory, victory.
Hold up its honor, forward we go
Onward, until we reach our goal
Fight your way to fame on high.
We're for you, dear Elkhart High.*

DISCLAIMER

The Administration reserves the right to make changes to the Student Handbook during the school year as warranted. All parties will be given ample notice and time to comply with all changes.

RESPONSIBILITIES OF STUDENTS

Students, as citizens of the United States, are guaranteed certain individual rights and consequently have individual responsibilities. Parents, teachers, administrators, and students have a responsibility, indeed a duty, to respect the rights of all while maintaining a positive educational atmosphere conducive to the teaching and learning process. The concept of balancing the rights of the individual with the rights of society is as valid in the educational community as in the larger community. There are certain special responsibilities required of a citizen who is a student at Elkhart Lake-Glenbeulah High School.

- 1) Each student has a responsibility to observe the rights of other individuals, whether they are students, parents, teachers, school officials, or other participants in the educational process.
- 2) Each student has the responsibility to respect the human dignity and worth of every other student.
- 3) Each student has the responsibility to be informed of and adhere to rules and regulations established by the Board of Education.
- 4) Each student should assume the responsibility for recognizing and respecting individual and cultural differences.
- 5) Each student has the responsibility to dress and appear in a manner that meets reasonable standards of health, cleanliness, safety, and propriety.
- 6) Each student has a responsibility for the development of skills relevant to economic independence throughout his or her life.
- 7) Each student has a responsibility for maintaining the best possible level of academic achievement and daily attendance.
- 8) Each student has a responsibility to refrain from libel, slanderous remarks, and obscenity in verbal and written expression.
- 9) Each student must assume responsibility to observe, know, and adhere to the laws of the State of Wisconsin and the ordinances of the Village of Elkhart Lake.
- 10) Each student has the responsibility to preserve school property and exercise care while using school facilities.
- 11) Each student has the responsibility to do his/her own work and be accountable for that work.

ATTENDANCE AND DISCIPLINE POLICIES

SCHOOL ATTENDANCE OFFICERS: The school board shall designate a school attendance officer to deal with matters relating to school attendance and truancy. The school attendance officer shall establish practices for dealing with attendance and truancy matters, which shall include the requirement that all teachers submit daily attendance reports.

A student may have all privileges removed or revoked (open lunch, vehicle parking/driving on school property, field trips, requests for special absences, participation or attendance in extra-curricular activities (Homecoming, Prom, Graduation, sports, etc.)) if he or she meets the description of a habitual truant, and those whose absences have been determined to be excessive. **Excessive may be described as more than five (5) absences in a semester.** The principal will use his/her discretion when dealing with each individual student's attendance.

SCHOOL ATTENDANCE

Regular attendance is an important factor contributing to school success. In accordance with State Law, all children between the ages of six (6) and eighteen (18) must attend school during the full period and hours that school is in session. Wisconsin Statutes requires attendance until the end of the school term, quarter, or semester in which the student reaches the age of eighteen (18). Regular and full attendance is required unless they have a legal excuse, graduated from high school or are exempt from compulsory school attendance under the following conditions:

STUDENT ABSENCES AND EXCUSES: The responsibility for regular attendance of a student rests upon the student's and parent(s) or guardian.

STUDENT RESPONSIBILITY

- 1) Students are required to attend all of the scheduled classes, study hall, and lunch period, unless they have obtained parental/guardian permission or a pass approved by the principal or designee.
- 2) **Students MUST ALWAYS check in and out with the High School Office when they leave and return to school.** Failure to do so could result in the absence being unexcused.

ALL EXCUSED ABSENCES require parent/guardian/legal custodian or adult student **verification**, which is to be submitted to the principal or designee, in advance or prior to re-admittance to school.

The school attendance officer is empowered to approve a legal excuse to any student for the following reasons:

- 1) **Personal Illness:** Evidence that the student is not in proper physical or mental condition to attend school or an education program. A note from a physician or licensed practitioner shall be required after three (3) consecutive absences.
- 2) **Family Illness:** An illness in the immediate family, which requires the absence of the student because of family responsibilities.
- 3) **Death in the Family:** A death in the immediate family, close relative, or a close family or personal friend.
- 4) **Appointments:** Medical, dental, chiropractic, optometric or other valid professional appointments. Parents/Guardians are requested to make their appointments during non-school hours. ***VERIFICATION OF TIME AND APPOINTMENT, WITH A SIGNATURE OF THE SERVICE PROVIDER SHALL BE REQUESTED.*** (The office will issue special appointment passes.) Verified medical or professional appointment will not count towards the 10 times that a parent can excuse a child from school.
- 5) **Religious Instruction:** Not to exceed more than 180 minutes per week, in accordance with State Law.
- 6) **Quarantine:** As imposed by the Public Health Official. Proper verification shall be required.
- 7) **Emergency:** An emergency that requires the student to be absent because of family responsibilities or other appropriate reasons.

PARENT REQUEST PRE-EXCUSED ABSENCES

In order that the student gets credit for assignments missed during an absence, a **written note or phone call to the office is required. IF A WRITTEN NOTE OR CALL IS NOT PROVIDED, THE ABSENCE WILL BE UNEXCUSED.** Parents/guardians may excuse their child, provided the excuse is submitted prior to the absence. (Prior means at least 24 hours in advance.) Parent Request Pre-Excused Absences include medical appointments, hunting trips, weddings, vacations, college visits, etc. **If the parent request pre-excused absence is for an APPOINTMENT the student will be required to provide a note from the provider verifying attendance at the appointment. Students are allowed ten (10) days of parent request absences per school year according to state law and school policy.**

Use of the "Needed at Home" excuse will be reviewed after the second time.

Adult students need their parent's/guardian's signature on the Pre-Excused Absence Form, if they have not filed an Adult Request Form with the High School Office.

UNEXPECTED ILLNESS ABSENCES

These are absences which occur suddenly. In order to excuse your child on these days, please call the high school office **(876-3381) before 8:45 AM** and be prepared to give the reason for the absence. If a call is not possible, a call or note **MUST** be provided on the day of return. It is the responsibility of the parent/guardian and the student to ensure this policy is followed. **IF NO CALL IS RECEIVED or a note is not provided on the day of return, the absence will be recorded as UNEXCUSED and truancy proceedings will be initiated.** Unexpected absences include illness, death in the family, etc. In order to be excused from school, the reason for absence must be approved by principal or school administration. **If the number of absences exceeds (10) ten for the school year, a doctor's excuse will be required. If for some reason a student is unable to obtain a medical excuse, the parent is expected to contact the Principal to explain the reason.**

NOTE: In order for a medical excuse to be valid the student must be seen by a medical provider. Simply calling a doctor and requesting a note is not acceptable. Any time a medical excuse is provided and the student was not physically seen by a provider, the absence will not be excused.

Any student that has an appointment with a doctor, dentist or court will be **required to have verification** of the appointment. Many of the doctors and dentists currently provide the student with this documentation.

UNEXCUSED ABSENCES / TRUANCY (*State Statute 118.163(1m)*)

An unexcused absence/truancy is defined as a student that is not present when expected to be in attendance. This would include a student that is absent without parental/guardian notification as outlined above. It also defined as a situation in which a student has used up all allowed excused days. Tardiness is also considered unexcused/truancy. A student is also considered to be unexcused/truant for the following reasons:

- 1) Failure to properly report an absence;
- 2) Students who are late to 1st Period class, 25 minutes or more, without an acceptable excuse;
- 3) Not following assigned schedule;
- 4) Being absent without parental approval that does not meet the guidelines of a pre-excused absence;
- 5) Conducting personal business that could be conducted at a time other than during school hours (e.g. hair appointments, shopping trip, going out to lunch, etc.);
- 6) Missing school with parent permission for reasons other than those described above;
- 7) Oversleeping;
- 8) Transportation problems not related to school bussing;
- 9) Failure to provide verification of appointments;
- 10) Leaving school property (9th and 10th grade) during his or her lunch period.

Being absent for all or any part of a day or class period without school permission is considered unexcused / truant.

NOTE: IF a student leaves without prior permission a pass will not be accepted after the absence has occurred.

EXEMPT ABSENCES

With proper documentation, the following absences may be recorded exempt and not count against a student's ten days of excused absence:

- Doctor Appointments
- Dentist Appointments
- Counseling Appointments
- College Visits
- Driver's Tests
- Court Dates
- Interviews/Job Shadow

PARENT RESPONSIBILITY

If no prior notification is given for an absence, Parents/Guardians are **required to provide explanation** of absences (either verbal or written), before the end of the school upon the day the student returns to school or absence(s) will be declared unexcused. The written explanation, as defined by *Wisconsin Statute 118.16* states: *The "excuse" provided by the parent is properly viewed as the explanation of the reason for absence since the decision as to whether or not the absence will be excused for school attendance enforcement purposes rests with the School District (principal / designee).* Anticipated pre-excused absences shall receive prior approval of the principal /designee, provided the student has met all school requirements. All assignments will be completed either prior to or immediately following the absence as designated by the teacher.

TEACHER RESPONSIBILITY

- 1) Teachers are required to emphasize the importance and necessity of good attendance and reflect the importance of daily assignments, classroom discussion and examinations in grading students. Classroom rules, responsibilities, and consequences will be posted in each classroom for each teacher.
- 2) Teachers are required by law to take daily attendance (period by period) in their classes and maintain a record of absences.
- 3) The school attendance officer shall notify the parents/guardians of unexcused absences and follow procedures to deal with truants, as established by the *Village of Elkhart Lake Truancy Ordinance No. 419 - Section 8.21 and Wisconsin Statutes 118.15 and 118.16.*

SCHOOL RELATED ABSENCES (Field Trips, Athletic Events/Games, etc.)

Field Trips to out-of-school resources offer a wealth of concrete learning experiences for students. Students involved in Field Trips are subject to the School Policy pertaining to Field Trips.

Students excused from school because of a class or school sponsored activity are required to notify teachers prior to their absence to make arrangements to complete required assignments. It is the student's responsibility to obtain missed assignments.

MAKE-UP WORK

All students with excused absences will be given the opportunity to make up work missed. Students will be granted the same number of days to complete make-up work as they were absent. ***It is the student's responsibility to contact the teacher(s) to make arrangements for making up work missed during ALL absences from school, either school related or not.***

All students with unexcused absences will not be given credit for class work or regular assignments missed. Students have the obligation to understand and retain for future reference and use, all materials presented during an absence. Grading period, quarterly or semester exams missed during an unexcused absence may be allowed to be taken at a time set by the principal/teacher. However, if the student chooses to skip the scheduled make-up exams, they cannot make them up.

TARDIES

Classroom Tardiness

Classroom tardies will be handled by the teacher.

A student who is more than five minutes late without a pass is considered TRUANT. Habitual tardiness may be referred to the principal for further consequences. All students will be expected to be in the classroom before the bell rings to start class. Being on time to class is defined as the student being in the classroom **before the bell is finished sounding**. If a student is tardy to class, the teacher will mark the student tardy in the Electronic Computer Student Information Management system. **After three tardies**, the student will **serve a ½ hour detention** in that teacher's classroom. The detention will be arranged by the teacher and the student, and the teacher will notify parents.

A student will be allowed two excused times of tardiness per class, per semester. If a student is tardy more than two times in a semester for a class, the following consequences will apply:

- 3rd Tardy – Teacher Assigned ½ Hour Detention (served with the teacher or designated staff member)
- 6th Tardy – Teacher Assigned ½ Hour Detention (served with the teacher or designated staff member)
- 9th Tardy – Teacher Assigned ½ Hour Detention (served with the teacher or designated staff member)
- 10th and all subsequent Tardies – Referral to Office – (Truancy Recommendation filed with village of Elkhart Lake Police Department)

NOTE: If a parent chooses to excuse their child's tardiness it will be counted as one of the ten (10) parent request days

ATTENDANCE RECOGNITION PROGRAM

The Elkhart Lake-Glenbeulah High School will recognize students for their outstanding attendance. The recognition categories are "Perfect Attendance" and "Outstanding Attendance". Qualifying students will be recognized quarterly.

HIGH SCHOOL GRADING PROCEDURES (School Board Policy)

The high school grading system is as follows:

A+ 100 – up	B+ 90.5 – 92.49	C+ 82.5 – 84.49	D+ 74.5 – 76.49
A 94.5 – 99.99	B 86.5 – 90.49	C 78.5 – 82.49	D 71.5 – 74.49
A- 92.5 – 94.49	B- 84.5 – 86.49	C- 76.5 – 78.49	D- 69.5 – 71.49

Participation – Each teacher may include a participation grade for each student when figuring their final grade for the class. The participation grade will account for no more than 30% of the total grade. Participation means being in class, participating in discussions, homework, group work, labs, etc.

GRADE POINT AVERAGE (GPA)

The standard 4-point un-weighted system is used in figuring grade point average and class rank.

A+ = 4.000	B+ = 3.333	C+ = 2.333	D+ = 1.333
A = 4.000	B = 3.000	C = 2.000	D = 1.000
A- = 3.667	B- = 2.667	C- = 1.667	D- = 0.667

A plus or minus are used in the calculation. Grade point average is carried out to the nearest thousandth.

The grade point average for the official high school transcript shall include the grades a student receives in all his/her classes except pass/fail classes, study abroad, alternative or home school transfers.

GRADUATION REQUIREMENTS (*School Board Policy; revised 1/2014*)

To be considered for a diploma, a student shall earn at least **26 credits** while in grades 9 through 12. The 26 credits earned shall include the following:

English	4 credits
Mathematics	3 credits
Physical Education	1½ credits
Computers	½ credit
Health	½ credit (may be taken in 8 th grade)
Personal Finance	½ credit (senior year)
Science	3 credits (Includes 1 credit of Biology)
Social Studies	3 credits (Requirements include 1 credit of U.S. History and 1 credit of World History) (Geography has been integrated within all social studies course offerings and will no longer be offered as an independent course.)
Electives	10 credits

The District may provide accommodations for students with exceptional interests, needs or requirements, such as, but not limited to, an IEP or 504 Plan.

In addition, the following provisions shall take effect September 1, 2005: (1) Completed district approved portfolio; (2) Documented Community Service

CLASS STATUS

Academic promotion or advancement to the next grade level will be determined only by credits earned.

Freshman	0 – 5 credits	Junior	12 – 17 credits
Sophomore	6 – 11 credits	Senior	18 – 24 credits

Class status will be evaluated at semester time.

COMMUNITY SERVICE REQUIREMENT

As written in the graduation policy, **all ELGHS graduates** need to complete a **minimum of 20 hours of community service**, with a minimum of 5 hours per year in high school. Students are asked to complete a Community Service Record Form and verification sheet noting the service, amount of hours, and adult verifier signature. Upon completion, the student should submit the sheet to his/her class advisor. ALL Community Service hours for seniors must be submitted prior to May 1st. Questions regarding this requirement should be directed to the Principal or Guidance Counselor.

EARLY GRADUATION

Students eligible for early graduation are to see the Guidance Counselor at the **beginning** of the school year for details. Students that are requesting early graduation **MUST** have all paperwork submitted prior to October 1st. The School Board makes the final decision on all applications for early graduation at the December Board Meeting.

LAUDE SYSTEM – STUDENT RECOGNITION PROGRAM (*Board Policy*)

The Laude System is a Graduation Recognition System where the Laude Score is based on a formula and students are rewarded for classes taken with a higher rigor. The reliance on class rank for college admissions is misleading and fosters student behaviors that most educators view as counterproductive to the learning environment. These may include: avoidance of challenging classes that might impact GPA/Rank; excessive competition with classmates, and a hesitation to take an intellectual and academic risk. Utilizing the Laude System, forces college admissions to review the students' curriculum rigor, activities and accomplishments, and test scores.

The Laude Recognition program will be as follows:

- Cum Laude – 7 to 10.5 points
- Magna Cum Laude – 11 to 14.5 points
- Summa Cum Laude – Greater than 15 points

To qualify and be recognized for Cum Laude or higher of the Laude System: A student must have a minimum of a 3.25 Cumulative GPA and have earned a minimum number of Honor Points based on course rigor, through 8 semesters.

The program will be based on a two tier criteria with advanced rigor of classes offered from every curriculum area: Tier 1 (will receive 1 point/semester) – College Credit Courses and AP Courses (including Transcribed Distance Learning, On-line, and Youth Options classes); Tier 2 (will receive 0.5 points / semester) – Youth Apprenticeship, Advanced Standing Courses, and Course Selections by the Instructor. A list of the qualifying classes is available in the Course Catalog, the Guidance Office, the office, and/or any teacher. (APPROVED: May 2013)

PROGRESS REPORTS

Students experiencing difficulty in a course will be notified and a Progress Report will be sent to the parents/guardians or will be given to the student by the middle of each grading period. Teachers are responsible for notifying the parent /guardian /student with an Interim Progress Report, unless the student has an Adult Student Request Form on file. **ALL** Interim Progress Reports will be sent via U.S. Mail to the parent/guardian. Parent/guardian/student are requested to contact the Guidance Office to confirm the receipt of the Interim Progress Report.

REPORT CARDS

Report Cards are issued to students every nine weeks. Elkhart Lake-Glenbeulah High School uses the letter-system of grading listed above.

It is the responsibility of each teacher to convey to their students their methods and procedures for grading. NOTE: Quarter grades are not included on official transcripts and are only an indication of the students' progress at that time.

Report Cards are mailed home to parents each Quarter; however, students may pick-up their Report Cards in the Main Office with proper authorization from the parent/guardian.

HONOR ROLL

Honor Roll is determined every nine weeks on the basis of students' grades for the previous quarter. There are two divisions: High Honor Roll, where the student must have a Grade Point Average (GPA) of 3.75 or higher, with no grade lower than a "C"; and Honor Roll, where the student must have a GPA of 3.50 to 3.74, with no grade lower than a "C".

ADDING/DROPPING COURSES

Students may add or drop classes during registration in August or within the first two (2) days of the school year; unless an entering student or all parties concerned agree to an exception. Student schedules may be adjusted at mid-year to accommodate completion of a required course or to respond to a student/parent request that has been discussed with all involved parties and approved by the principal.

DISTANCE LEARNING/ON-LINE COURSES

The School District utilizes two-way video/audio distance learning courses to supplement in-house high school course offerings, as well as, web-based on-line courses. The School District will pay the course fee before the course begins and there will be no cost to the student/family. In the event that the student does not complete the course or fails the course, the student will not be able to take future courses via Distance Learning or On-Line without Administration approval.

Distance Learning students will go **directly** to the Distance Learning lab at ELGHS class time bells. Violation of this rule may result in loss of privilege of Distance Learning courses.

TESTING OUT OF HIGH SCHOOL CLASSES

Students are provided an opportunity to test out of any designated course requirement. Testing out will provide no course credit, but offers the student the opportunity to enroll in course(s) best suited for the individual skill level(s). The student's transcript will note all courses waived by mastery testing. The gifted and talented coordinator administers the testing out program. Each appropriate department is expected to develop a test, score it, and require the student(s) to have 90% mastery in the designated course(s). The test must represent the same mastery level skills as those of the course being waived. The test may be written portfolio, audition, or verbal depending upon the subject. Students who successfully test out of a class are still required to attain the minimum number of credits and meet district credit requirements within the subject area for graduation. The Guidance Counselor/Principal reserves the right of professional judgment in accepting or denying such requests.

FEES

All registration and 1st Semester course fees (consumable class fees (Agriculture, Art, Family and Consumer Science, and Technology Education)) for the school year shall be paid at the time of registration in July/August. **ALL 1ST SEMESTER and YEAR-LONG COLLEGE CREDIT CLASS FEES (CAPP / TC) will be paid BEFORE the 1st day of school.** 2nd Semester course fees will be paid at the beginning of 2nd Semester. **ALL 2nd Semester college credit class fees (CAPP / TC) will be paid BEFORE the first day of the 2nd semester in January.** College Credit payment fees must be paid before college

registrations are submitted. A fee schedule will be presented at registration time and posted in the office. Physical Education (bowling), library, band, and other class fees will be paid as they are incurred.

TEXTBOOKS

The School District will provide textbooks as necessary. Textbooks are assigned and checked out to individual students and records maintained by the teacher. Students are required to check in the same textbook issued/ checked out to them. Students will be required to pay for replacement or repair costs as necessary should a textbook be lost or damaged beyond normal wear and tear.

NATIONAL HONOR SOCIETY

Junior and senior students whose cumulative grade point averages (GPA), after 4 and 6 semesters respectively, meet or exceed the minimum standard (3.2 or higher GPA) and high scores in Scholarship, Character, Leadership and Service, qualify for consideration for membership. The National Honor Society (NHS) membership complete selection criteria, required activities, and Code of Conduct is available for review in the National Honor Society Handbook. For more details, please see the Principal or NHS Advisor.

Students may not apply for membership. Membership is granted only to those students selected by the Faculty Council. Selection is based upon direct observation of the above criteria, in school and at school-related activities. It may be supplemented with information from students regarding their out-of-school leadership and service experiences. In addition, to be eligible/considered for NHS, students must have been in attendance at the high school for at least one-year prior to the selection process.

Students selected for membership are expected to continue to demonstrate the qualities of scholarship, character, leadership and service.

ACADEMIC EXCELLENCE SCHOLARSHIP

In accordance with State Law, the School District is responsible for naming the 12th Grade student with the highest GPA, in all subjects, as eligible to receive an Academic Excellence Higher Education Scholarship. If two or more students have the exact same GPA, the criteria for determining the recipient of the scholarship will be explained to the individuals involved, per the School Board Policy.

TECHNICAL EXCELLENCE SCHOLARSHIP

In accordance with State Law, the school district is responsible for naming the recipient of the Technical Excellence Scholarship (TES). The TES is to be awarded by the State of Wisconsin to a Wisconsin high school senior who has the highest demonstrated level of proficiency in technical education subjects. The scholarship is only for use at a school within the Wisconsin Technical College System (WTCS). The value of the scholarship is up to \$2,250 per year, to be applied towards tuition. Points are awarded to students based on their involvement in technical education classes, organizations, and activities. If two or more student have the same number of points, grades/GPA in technical education courses will be evaluated."

CLOSED CAMPUS and LEAVING THE BUILDING

Elkhart Lake-Glenbeulah High School operates a **closed campus policy**. Students may not leave campus, loiter or enter cars in the parking lot, or drive automobiles during the school day, unless for a prescheduled appointment. The other exception to this rule is Open Lunch WITH PARENT/GUARDIAN PERMISSION. The first violation of this policy will result in the assignment of detentions. The second violation may draw a three-day suspension or loss of this privilege. If a student must leave during the day for an appointment, he/she MUST notify the office or principal, for any reason. A student MAY NOT leave the building without permission from the principal/designee and the parent/guardian.

DRIVER EDUCATION

Driver Education is available through private contractors.

GUIDANCE SERVICES

The Guidance Office may be helpful to you when any of the following needs apply to you.

- 1) Choice of High School subjects appropriate to your own interests, abilities, needs and objectives.
- 2) Choice of vocational and educational objectives.
- 3) Information on colleges, vocational and commercial schools, apprentice training, immediate work opportunities.
- 4) Help in straightening out misunderstandings with the faculty/staff, friends, or parents/guardians.
- 5) Help in working through personal issues of alcohol, tobacco and other drug use – referring when appropriate.

The Guidance Office staff at Elkhart Lake-Glenbeulah High School is ready and willing to give special assistance to students as they begin to make decisions related to their future educational and occupational plans, as well as assisting in their personal and social development.

Several of the services available in the Guidance Office are Counseling, High School Programming, High School Records, Required and Optional Testing, Career Guidance Library Materials, College Visitation and Meetings with College/Military Representatives, Individual Conferences, and Scholarship and Financial Aid Applications. Please feel encouraged to use their services and let your needs be known.

HIGH SCHOOL LIBRARY

The High School Library is open Monday – Thursday, 7:30 – 3:30, Friday, 7:30 –3:00. Students are encouraged to take advantage of the many resources available in our library as well as through the Eastern Shores Library System.

Food or drinks (with the exception of water) are not allowed in the library. Food will be allowed on a permission only basis, when the library is used for special events or club meetings.

Students are not allowed to bring their backpacks or coats in the library.

Video games, of any kind, are not allowed on library computers during school hours. First offense, the student will be asked to leave the library. Second offense will result in loss of library privileges for two weeks. This same procedure will apply for behavioral misconduct in the library.

Books in the general collection can be checked out for three (3) weeks and may be renewed once. Videos, reference materials, USB storage devices may be checked out for 1 week. Nook Readers are available and may be checked out with an adult signature on Nook Use Agreement. Encyclopedias may be checked out for one class period or overnight.

To insure availability of materials to all students, an overdue fine of 5¢ per day will be charged for all overdue books in the general collection. A fine of 50¢ per day will be charged on all overdue reference materials, video, software and nook readers. Overdue fines will not exceed \$5 on any individual item.

Any lost library materials will be charged out to the student at replacement cost. If a lost item is found and returned within 3 months of replacement, a refund will be granted (minus \$5) provided the material is in satisfactory condition.

RULES AND REGULATIONS

Elkhart Lake-Glenbeulah High School is responsible for maintaining a learning environment in which all students may develop to their fullest potential. In order to maintain this environment, students must be aware of the rules and regulations. Classroom rules will be handed out to students and posted in each teacher's classroom at the beginning of each semester. This document is intended to promote consistent and fair treatment of all students in an atmosphere of open communication and self-discipline. The conduct of all High School students under 21 years of age will be governed by this set of rules, regulations, and procedures.

GENERAL RULES AND REGULATIONS

In order to maintain good decorum and a favorable academic atmosphere, students are expected to adhere to the following:

- 1) **Students may not leave the building or grounds without a pass from the High School Office.** Any infringement of this rule will be considered truancy and you will be treated as a truant and unexcused.
- 2) No one may leave any room to which he/she is assigned without obtaining a pass from the teacher in charge; leaving without permission is considered unexcused and truancy.
- 3) Yellow pass slips issued by teachers enable students to move from one class/room to another in the building. Students **must** possess a valid yellow pass and/or have signed out on the Classroom Sign-out/Sign-in sheet when moving from one room to another. A permit to leave the building will be issued **only** by the High School Office and will also readmit you to the building upon your return.
- 4) Please WALK – do not run in the halls.
- 5) Students will not be called to the Office for a telephone call unless it is an EMERGENCY. A message will be taken and the student will be called to the Office between classes or after school to receive it.
- 6) Profanity: Students are advised that the faculty and staff will take a Zero Tolerance approach to the use of profanity while at school or school-sponsored events. Offenders will face discipline as described in the Disrespectful Behavior Procedure and the local police department may issue a citation for "disorderly conduct".
- 7) Students **must** have proper authorization to enter their cars during the noon hour. ALL modes of transportation **MUST** be registered in the office and display a valid ELGHS parking permit.
- 8) Public displays of affection are prohibited on school property.
- 9) NO skateboards or rollerblades are to be used on school grounds.

- 10) Weapons of any kind, toy or real, and/or any other dangerous or disruptive items will **NOT BE ALLOWED** on school grounds. Students violating this rule may be subject to consequences in accordance with *Board Policy 5610*.
- 11) Students are not allowed to bring their backpacks or coats to class. Students are to store their backpacks and coats in their lockers. Larger items (i.e.-sport bags, etc.) can be stored in a designated area of the school.

RESPECT

Deliberate, willful, or persistent disrespect toward any peer, teacher, employee, parent/guardian, or guest will NOT be tolerated at any time on school property or any other place where students are participating in a school-sponsored activity.

STANDARDS OF BEHAVIOR

Students will:

- 1) follow reasonable directions, requests and instructions.
- 2) use appropriate language at all times while on school property or at school events and not direct abusive, profane, or disrespectful language toward any person.
- 3) **not be** involved in intimidation, harassment, extortion, fighting, bomb threats, or threats of personal harm to any individual.
- 4) **not** deliberately cause or attempt to cause physical injury to any person. Self-defense is not to be considered an intentional act under this rule.

HARASSMENT (*School Board Policy 5517*)

It is the goal of the Elkhart Lake-Glenbeulah School District to insure that all students and staff learn and work in a safe and secure environment.

Definition of harassment: Harassment is any action that causes a person harm or to feel uncomfortable and leads to the creation of a hostile learning or work environment. Harassment can be verbal, physical, written, in pictures or in photographs and is against the law and school board policy. Harassment can take place between students, between adults and between students and adults.

NOTE: Reporting Procedures – Students and all other members of the School District community, as well as third parties, are encouraged to promptly report incidents of harassing conduct, whether observed or experienced first-hand, to a teacher, administrator, supervisor, or District employee or official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the District’s Anti-Harassment Compliance Officer at his/her first opportunity.

BULLYING (*School Board Policy 5517.01*)

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student’s educational environment.

Definition of Bullying: Bullying is a deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student’s educational, physical, or emotional well-being. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age, national origin, race, ethnicity, religion, gender, gender identity, sexual orientation, physical attributes, physical or mental ability or disability, and social, economic, or family status; however this type of prohibited bullying behavior need not be based on any those particular or other particular characteristics. It includes, but is not necessarily limited to such behaviors, as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Complaint Procedures: Any student that believes he or she has been or is the victim of bullying should immediately report the situation to the building principal or District Administrator. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official.

Every student is encouraged to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

If an investigation finds that bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include student discipline, including, but not limited to reprimand, suspension, or possible expulsion.

HAZING *(School Board Policy 5516)*

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and violation of State law. It prohibits all such activities at any time in school facilities, on school property, and at any District sponsored event.

Hazing shall be defined for purposes of this policy as performing any act of coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Disciplinary action for students may include, but are not limited to, suspension and/or expulsion.

DISCIPLINE FOR DISRESPECTFUL BEHAVIOR

The principal will determine if a student has violated the rules. Disciplinary action pertaining to a violation of the Standards of Behavior rules will range from removal from class, an In-School Suspension, up to a five (5) day Out-Of-School Suspension, a 15 day Suspension pending an expulsion hearing, or referral to the Elkhart Lake Police Department. (Students referred to the Elkhart Lake Police Department face charges depending on the seriousness of the offense.)

CORPORAL PUNISHMENT *(School Board Policy 5630)*

The use of corporal punishment on students for disciplinary reasons will not be permitted. However, any official, employee, or agent of the School Board may use reasonable and necessary force for the following:

- 1) to control a disruptive or prevent an act that threatens physical injury to any person;
- 2) to obtain possession of a weapon or other dangerous object within a student's control;
- 3) for the purpose of self-defense or the defense of others;
- 4) for the protection of property;
- 5) to remove a disruptive student from school premise or motor vehicle or from school-sponsored events;
- 6) to prevent a student from inflicting harm on him/herself; and
- 7) to protect the safety of others.

Furthermore, any official, employee, or agent of the school board may use incidental, minor, or reasonable physical contact designed to maintain order and control.

DUE PROCESS RIGHTS *(School Board Policy 5611)*

The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures.

To better ensure appropriate due-process is provided a student, the Board establishes the following guidelines:

- 1) **Students subject to suspension:** The suspended student, and if a minor, the parent of the suspended minor student shall be given prompt notice of the suspension and the reason for the suspension. The student or the student's parents may within five (5) school days following the beginning of the suspension, have a conference with the District Administrator. This conference will serve as the opportunity for the student to respond to the charges against him/her. If the Administrator finds that the student was suspended unfairly or unjustly or that the student suffered undue consequences as the result of the suspension, the student's record shall be expunged.
- 2) **Students subject to expulsion:** Prior to expelling a student, the Board must hold a hearing. A student and his/her parent must be given written notice of the intention to expel and the reasons therefor, at least five (5) days prior to the date of the hearing. The hearing is the opportunity for the student and his/her parent to appear with a representative or legal counsel before the Board to answer the charges. The Board will keep written minutes of the hearing. The hearing will be closed. The student and/or his/her parent may appeal the expulsion consistent with Chapter 120.13, Wis. Stats.

NONDISCRIMINATION POLICY (School Board Policy)

It is the policy of the Elkhart Lake-Glenbeulah School District that no person may be denied admission to any public school in this District or be denied participation in, be denied benefits of, or be discriminated against in any curricular (including Career and Technical Education courses), extra-curricular, pupil service, recreational, or other program or activity because of the person's race, color, national origin, age, sex, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, sexual orientation, national origin, ancestry, any other characteristic protected by law in its employment practices or on the basis of transgender status, change of sex or gender identity.

The Elkhart Lake-Glenbeulah School District also does not discriminate in the aforementioned categories for their employment practices.

THE AMERICANS WITH DISABILITIES ACT offers comprehensive protections for individuals with disabilities. Elkhart Lake-Glenbeulah School District, in its commitment to the practice of nondiscrimination, is continuously evaluating its services, programs, activities and polices to ensure compliance with all requirements.

Any questions concerning these polices should be directed to: Dr. Ann Buechel Haack, District Administrator, 201 N. Lincoln Street, PO Box 326, Elkhart Lake, WI 53020 (920-876-3381). Any person complaining of discrimination in violation of the Board's Equal Educational Opportunity policy shall report the complaint in writing to the District Administrator.

TOBACCO PRODUCTS

In compliance with State Law, the use of ALL tobacco products on School District property is prohibited. The "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any thither substance.

Students enrolled in the Elkhart Lake-Glenbeulah School District are in violation of School Board Policy if they are found in use of or carrying tobacco in any form, on School property at any time and off the School property at any School activity or function. Violations of this school policy refer to *District Policy 5512 – Use of Tobacco by Students*.

CHEMICAL ABUSE

A student of the Elkhart Lake-Glenbeulah High School, regardless of age, will NOT consume, be under the influence of, or have in his/her possession, alcoholic beverages, a controlled substance, or illegal drugs while in school, attending school sponsored events, on school grounds, or under school supervision. Violations of this school policy refer to *District Policy 5530 – Drug Prevention*.

DRUG PARAPHERNALIA

Students are prohibited from using, or possession with the sole intent to use, drug paraphernalia for purposes prohibited by the controlled substance law. Random dog searches of the building and grounds will occur periodically. Students found to be in possession of drug paraphernalia will face disciplinary action. Violations of this school policy refer to *District Policy 5530 – Drug Prevention and Policy 5512 – Use of Tobacco*.

RELATIONS WITH LAW ENFORCEMENT AUTHORITIES

QUESTIONING OF STUDENTS DURING THE SCHOOL DAY: Law Enforcement officials have the authority to question students at school during the school day in accordance with State Law and established procedures provided consent from the parent/guardian has granted. The principal will be the person responsible for making the decision to call a student from class.

School officials (namely the principal) may refuse to allow a student to be questioned in school if there is reasonable basis for such refusal. (Examples of reasonable basis are the probability of emotional harm to the student, and problems arising due to scheduling such as testing, etc.)

REMOVAL OF STUDENTS FROM SCHOOL: Law Enforcement officials have the right to remove a student from school if such removal is authorized by law.

If Law Enforcement Officials are to remove from school any student for voluntary questioning, the student's parent/legal guardian **MUST** be notified and their consent obtained. Both the officer and the principal **MUST** have knowledge of such notification and consent before removal can be permitted.

If Law Enforcement Officials are to take a student into custody from school, law mandates notification to the parent/legal guardian by the Law Enforcement Officer. In such cases, the principal will also notify the parent/ guardian. (If notification by

the Law Enforcement Official has been done in the presence of the principal, further notification from the principal is not necessary.)

The definition of "custody" as used above will be "deprivation of the student's freedom.)

Eighteen-year-old students will be treated as adults in reference to the above guidelines.

County agencies may interview any student without notification of parents/ guardians, if necessary, to determine if they are in need of protective services.

THEFT, VANDALISM, DESTRUCTION OF PUBLIC/PERSONAL PROPERTY

Students are to be treated as responsible young adults and will be expected to act accordingly. Theft, vandalism, or destruction of school property at any time or private property during school hours, school activities or functions **will not be** tolerated and the student(s) will be subject to disciplinary action by the principal.

CHEATING/PLAGIARISM

Cheating is the actual or attempted use of unauthorized materials to copy or use. Students who knowingly give work to be copied or used are also considered to be cheating. Students who provide unauthorized assistance will receive the same possible consequence as the student who receives such assistance. Plagiarism is considered by the Elkhart Lake-Glenbeulah School District to be a form of cheating and the same array of consequences may apply. Plagiarism is the exact copying of another's work, whole or part, or a rewording, paraphrasing, partial quotation or summarization of another's work without properly acknowledging the work's source.

Minimum consequences: students found cheating/plagiarizing on a quiz, test, exam, or assignment will receive a zero for that quiz, test, exam, or assignment.

Possible additional consequences depending on severity or if repeated offenses, may include but are not limited to: failing grade, failure of course, suspension, temporarily suspended or permanently terminated from consideration or membership in NHS and/or other leadership roles. (NHS dismissal procedure will be followed if NHS member is in violation.) Leadership roles are defined as NHS, Student Council, Class or Club officer.

GAMBLING

No student will be allowed to gamble on school property, going to or from school sponsored activities, or attending any school-sponsored activities.

COMPUTER NETWORK USAGE

Before any person will be allowed to access the Internet (or other public networks) from district-operated equipment, either in the Library or a classroom, they must read and sign the district's Public Network Acceptable Use Agreement (*School Board Policy 361.3, Revised May 2010*). The parents/guardians of a minor must also sign this agreement before that minor will be allowed independent access. A new agreement must be reviewed and signed each school year.

TECHNOLOGY DEVICE GUIDELINES

Technology allows students to extend learning in a personalized manner in the classroom setting or beyond the traditional walls of the classroom.

Mobile Learning Devices include: smart phones, laptops, netbooks, tablets, e-readers, iPads, etc. Mobile learning devices are devices that can personalize learning for each of the students at Elkhart Lake-Glenbeulah High School.

The behavior of high school students falls under the Student Code of Conduct during the school day, while participating in school-wide co-curricular or extracurricular events, and traveling to and from school-sponsored events using school provided transportation.

Responsibility and the care of school issued devices is outlined on the Individual Use Contracts.

Device Guidelines:

- 1) Personal learning devices shall be silenced in the school building including the classroom and hallway areas.
- 2) During instructional time, including study halls, personal learning devices **may only be used** by students in accordance with instructor permission and school rules.
- 3) Students may use personal devices before and after school, at lunch, and between class periods.
- 4) Students may not use devices in locker room areas or restrooms.
- 5) No person may use a device to capture, record, or to transfer a representation of a person in any circumstance where there exists an expectation of privacy. A violation of this expectation will result in disciplinary action that may include permanent revocation of learning device privileges, suspension, and/or police referral.

Device Disciplinary Procedures:

The high school staff will develop classroom procedures for access to personal devices and teach students about appropriate usage for mobile devices in the classroom setting. Classroom procedures will be discussed with students in each classroom environment as the use of devices from class to class may be different.

Non-compliance of classroom procedures will result in the following **disciplinary action**. Where a behavior may be extreme, disciplinary procedures may include suspension or police referral.

- 1) **First offense:** Staff issues a verbal warning with clear directions.
- 2) **Second offense:** Staff confiscates the personal learning device, attaches to the device a note identifying the teacher, the date and name of the student and delivers the device to the high school office. The device will be secured until the end of the instructional day and released to the student.
- 3) **Third offense:** Staff confiscates the personal learning device, attaches to the device a note identifying the teacher, the date and name of the student and delivers the device to the high school office. The device will be secured until the end of the instructional day, released to a parent, and prohibited from campus for the remainder of the school year. Continued violations beyond the third offense will include other disciplinary consequences that could include suspension.

HIGH SCHOOL USE OF 1:1 TECHNOLOGY DEVICES

The world's evolution to accessing information to digital form requires today's student to have a different set of skills than what was required a decade ago. Future graduates must be equipped with the 21st century skills of problem solving, critical thinking, communication, and technological literacy.

To ensure students develop the skills and knowledge necessary to responsibly navigate this emerging modern world, the Elkhart Lake-Glenbeulah High School is utilizing a **1:1 (student to computing device) digital conversion** which will keep technology in the hands of these students. **High school students, along with their parents, are required to attend an informational meeting prior to the start of the school year to go through the usage guidelines and rules.** Parents and students must attend the meeting and return all required paperwork/fees to school before taking the device home. Students will be expected to follow the policies and procedures as outlined at that meeting.

Again, the goals of the 1:1 digital conversion are to enhance and accelerate learning, leverage technology for individualizing instruction, promote collaboration, increase student engagement, and strengthen the 21st century skills necessary for future student success.

COMMUNICATION DEVICES

No student shall be permitted to use or possess a laser pointer on school premises. Pagers or other two-way communication devices may be carried by students provided they are switched off and remain off during school hours (7:45 am to 2:51 pm). An exception will be made for the use of pagers or other two-way communication devices by a student, if the School Board or Administration determines that the device is to be used for a safety or emergency reason.

CELL PHONES

Unless used with instructor permissions, CELL PHONES MUST BE TURNED OFF and OUT OF SITE during ALL class periods! If students need to go to the restroom during a class period, cell phones stay in the class room. Students who choose to use these devices to call or text at inappropriate times may have them confiscated and consequences issued. **Students may use their cell phones between classes and during the noon lunch period.**

CLASSROOM RULES and CONSEQUENCES

RESPECT

Discipline procedures are designed to help students command responsibility for themselves and to ensure that a proper learning environment is maintained for all students. In general, our rules have been developed to ensure three primary goals:

- 1) Every student will treat themselves, their peers and all staff members at Elkhart I Lake-Glenbeulah High School with respect.
- 2) No student will interfere with the staffs' efforts to teach.
- 3) No student will interfere with other students' efforts to learn.

RESPONSIBILITY

- 1) Be on time in your assigned seat and ready to work when the bell rings.
- 2) Bring the required materials with you to class every day.
- 3) Complete the assignments on time.

- 4) NO gum, candy, food, or beverages allowed in class, unless given permission
- 5) Remain in your seat until dismissed or given permission to do otherwise.
- 6) Use the restroom during class change.

Consequences for inappropriate behaviors include, but are not limited to the following:

- 1) Teacher conference
- 2) Classroom detention
- 3) Parent contact
- 4) Meetings with teacher, student, parent

Consequences for office referrals, punished depending on severity of the act, may include, but are not limited to:

- 1) Written warning
- 2) Detention
- 3) Community service
- 4) In-school suspension
- 5) Parent conference
- 6) Out of school suspension
- 7) Expulsion

In extreme circumstances, the protocol for consequences may be suspended and the student may be removed from class without prior warning.

Failure to serve detentions when issued will result in automatic referral to the Principal and consequences will be determined at that time.

HIGH SCHOOL CODE OF CLASSROOM CONDUCT *(School Board Policy 5500)*

ALL students in the Elkhart Lake-Glenbeulah School District will be provided a positive, safe and comfortable learning environment where they will be able to receive the education they deserve. For the functional purposes of this document, learning environment is defined as the school setting.

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability and exemplary personal standards of courtesy, decency, and honesty should be maintained in the school of this District.

Providing an effective classroom environment that promotes learning is the goal of each classroom teacher. Students also make a contribution to and have a responsibility for this environmental setting. Students are expected to behave in the classroom in a manner that allows teachers to effectively carry out their planned lessons and allows ALL students to participate in the learning activities.

Student behavior that is dangerous, disruptive or unruly or that interferes with the teacher's ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to removal from class and placement as outlined in this Code. Students may also be subject to disciplinary action by the teacher and/or principal in accordance with this established Policy.

Examples of behaviors, which would interfere with a teacher's ability to teach effectively, are listed below. This list is not all-inclusive.

- possession or use of a weapon or other item which might cause bodily harm to persons in a classroom
- being under the influence of drugs, alcohol or other controlled substances which are in violation of School Policy
- behavior which interferes with a person's work or school performance or creates an intimidating, hostile or offensive classroom environment
- taunting, baiting, inciting and/or encouraging a fight or disruption
- disruption and intimidation caused by a gang or group symbols or gestures, gang or group posturing to provoke an altercation/confrontation interfering with the orderly operation of the classroom by using, threatening to use or inciting others to use violence, force, coercion, threats, intimidation, fear or disruptive means
- pushing/striking a student or faculty/staff member
- obstructing classroom activities or taking intentional action to attempt to prevent the teacher from exercising his/her assigned duties
- dressing or grooming in a manner that presents a danger to health or safety, causes interference with work or creates classroom disorder
- throwing objects in the classroom
- restricting another person's freedom to properly utilize classroom facilities or equipment

- repeated disruption or violation of reasonable classroom rules
- excessive or disruptive talking
- behavior that causes the teacher or students fear of physical or psychological harm
- physical confrontation or verbal/physical threats
- willful damage of school, or other's personal property
- defiance of authority (willful refusal to follow reasonable directions or orders given by the teacher)
- repeatedly reporting to class without necessary materials to participate in classroom activities
- use of profanity
- failure to appear for detentions assigned by the teacher
- other behavior as deemed inappropriate with regard to the classroom or teachers ability to teach the curriculum

Students with a documented disability may be removed from class and placed in an alternative educational setting only to the extent authorized by State and Federal Laws and Regulations.

WI State Law: 118.164 – Removal of Pupils from the Class

- 1) In this Section, "teacher" means a person holding a license or permit issued by the State Superintendent whose employment by a school district requires that he or she hold that license or permit.
- 2) Subject to 20 USC 1415(k) and beginning August 1, 1999, a teacher may remove a pupil from the teacher's class if the pupil violates the code of classroom conduct adopted under s.120.13(1)(a) or is dangerous, unruly or disruptive or exhibits behavior that interferes with the ability of the teacher to teach effectively, as specified in the Code of Classroom Conduct. The teacher shall send the pupil to the school principal or his/her designee and notify the school principal or his/her designee immediately of the reasons for the removal. In addition, the teacher shall provide to the principal or his/her designee within 24 hours after the pupil's removal from the class a written explanation of the reasons for the removal.
- 3) (a) The school principal or his/her designee shall place the pupil in one of the following:
 - (1) An alternative education program, as defined in *s.115.28(7)(e)1*.
 - (2) Another class in the school or another appropriate place in the school, as determined by the school principal or his/her designee.
 - (3) Another instructional setting.
 - (4) The class from which the pupil was removed, if after weighing the interests of the removed pupil, and the other pupils in the class, will determine that readmission to the class is the best, or only alternative

This Subsection does not prohibit the teacher who removed the pupil from the class or the School Board, School District Administrator, school principal or their designees from disciplining the pupil.

REMOVAL AND PLACEMENT PROCEDURES

1ST INCIDENT: The teacher is responsible for written documentation (using the Discipline Referral Form), speaking with the parent/guardian of the student, and resolving the issue with the student, including issuing discipline, if deemed necessary.

2ND INCIDENT: After removal from the same class for the 2nd incidence. (documented by the teacher on a Discipline Referral Form), the principal/designee will attempt to notify the student's parent(s)/guardian on the day of infraction and will schedule a conference with the student involved, the student's parent/guardian, the classroom teacher involved and the principal. In the event it is not deemed appropriate to return the student to class, the principal may require the student to remain in the designated placement setting or consider a different placement option.

- (a) If the removal from class and change in educational placement involves a student with a disability, parent/guardian notification shall be made consistent with State and Federal Laws and Regulations.
- (b) If the student removed from class is also subject to disciplinary action for the particular classroom conduct (i.e., - Suspension and/or Expulsion) the student's parent/guardian will also be notified of the disciplinary action in accordance with legal and Policy requirements.

Class work missed during the time of removal from class and placement in an alternative setting MUST be made up. Students who refuse to make up work missed during the removal from class will receive the grade "F" on all class work missed.

DISCIPLINARY PROCEDURES FOR VIOLATIONS OF CODE OF CLASSROOM CONDUCT

Students removed from class for reasons outlined in this Code may also be subject to regular school disciplinary action, including:

- 1) denial of participation in Extra-Curricular activities during the removal period,
- 2) loss of Commons, Lounge privileges, open lunch privileges
- 3) suspension or expulsion from school, or
- 4) other consequences at the discretion of the principal/designee and consistent with State Law and Elkhart Lake-Glenbeulah School District Policies and Procedures.

DETENTIONS

Detentions or consequences for violations of school rules will be served from either 7:00-7:30 a.m., 3:00-3:30 p.m., or at lunch, within one school day of infraction. Students will not be excused from detention for ANY reason unless approved by the Principal/designee. Failure to serve detentions may result in suspension from participating in or attending Extra-Curricular activities, the loss of school privileges, suspension from school, and/or detention during lunch. The length of the suspension is to be determined by the principal.

IN-SCHOOL SUSPENSION

Depending on the seriousness of the reason for suspension, the student will be suspended in school whenever possible. The principal/designee will determine what is best for the school climate and the student. If a student refuses to serve the In-School Suspension, the length of time for the In-School Suspension may be adjusted by the principal/designee or the student may be referred to the School Board for Expulsion.

SUSPENSION (OUT-OF-SCHOOL)

(WI Statute 120.13 – School Board Policy 5610 – Suspension and Expulsion)

PURPOSE: Suspension is temporary withholding of the privilege of school attendance. The purposes of suspension are to preserve an effective atmosphere for instruction, to rehabilitate student attitudes, to protect other students and/or provide a time to consult with parents. It may be imposed when other means of correction have failed or when keeping the student in school would be detrimental to the school and its students.

GROUND: Students may be suspended for:

- a) repeated or severe noncompliance with school rules or Board of Education policies;
- b) conduct in school or while under supervision of a school authority which endangers the property, health, or safety of others, but the suspension may not be based upon a student's exceptional need as defined in *Wisconsin Statute 115.76(3)*;
- c) Knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- d) Conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of others at school or under the supervision of a school authority; or
- e) The District Administrator, the Principal, or a teacher designated by the School District Administrator may suspend a student if the student possessed a firearm, as defined in 18 U.S.C. 921(a)(3), while at school or while under the supervision of a school authority.

IN ACCORDANCE WITH WISCONSIN STATE LAW: A student may be suspended from school for conduct while not at school or not under the supervision of a school authority which endangers the property, health or safety of any employee or School Board member of the Elkhart Lake-Glenbeulah School District.

EXPULSION *(WI Statute 119.5 – School Board Policy 5610)*

PURPOSE: Expulsion is limited or permanent termination of enrollment by action of the Board of Education. The purposes of expulsion are to maintain an orderly educational system, to eliminate undesirable influences on other students, and/or to help rehabilitate student conduct. It may be imposed when other remedies have been exhausted or when the severity of conduct merits it.

GROUND: The Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and only when the student:

- 1) Repeatedly refused or neglected to obey the rules established by the School District;
- 2) Knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or be made to destroy any school property by means of explosives;
- 3) Engaged in conduct while at school while under the supervision of a school authority that endangered the property, health, or safety of others;
- 4) Engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health, or safety of others at school or under the supervision of a school authority or endangered the property, health, or safety of any employee or Board member of the School District in which the student is enrolled;
- 5) Was at least sixteen (16) years old and had repeatedly engaged in conduct, while at school, or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion; and/or
- 6) Brings a firearm (as defined in 18 U.S.C 921(a)(3)) or a weapon to school. The District may refer the student to the criminal justice or juvenile delinquency system.

For purposes of this policy, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

IN ACCORDANCE WITH WISCONSIN STATE LAW: A student may be expelled from school if he/she engaged in conduct while not at school or while not under the supervision of a school authority, which endangers the property, health, or safety of any employee or School Board Member of the Elkhart Lake-Glenbeulah School District. In such case, the School Board **MUST** be satisfied that the interests of the school demand the expulsion. Students facing an expulsion hearing may be suspended from school up to fifteen (15) days prior to the hearing.

HALL PASSES

Any student in the halls during a class period **MUST** have either a valid signed yellow pass from a teacher or be signed out on the Classroom Sign Out Form, unless there is an emergency or they are with a teacher/staff member. Students are to report to the area designated on the pass. Students in violation will lose pass privileges for a length of time designated by the principal or receive detentions.

ADDITIONAL STUDENT SUPPORT SERVICES AND RULES

STUDY HALL – REVISED June 2017

STRUCTURED STUDY HALL (Classrooms / Library)

- **ALL Freshmen will be assigned to Structured Study Hall for their ENTIRE 9th grade academic year.** Also Structured Study Hall will be assigned for students in grades 10-12 not eligible for Unstructured Study Hall.
- **Grade/Academic Requirement:** One class or more of grades lower than a C-
- **Assignment Completion:** Three or more missing assignments in a single class

EXPECTATIONS:

- Students will be on time and work quietly
- Students will receive individualized attention on class work or concepts that are not being understood or are incomplete
- Students are not allowed to eat, drink, or play games.
- Students **MUST HAVE** a yellow pass from another teacher to leave (only for academic reasons) Structured Study Hall; this includes the library and band room. **NO signed passes from the Structured Study Hall teacher will be issued.**
- Listening to music on individual student devices will be prohibited
- Electronic devices may be used for educational purposes only.
- Any student that remains in the classroom for the study hall period will be considered a Structured Study Hall student and will abide by the rules stated above and by the study hall teacher.

UNSTRUCTURED STUDY HALL – (Classrooms/Library; NOT Lounge Study Hall)

- **Grade/Academic Requirement:** Students in grades 10-12 with a "C" or better in all of their classes from the previous quarter and have demonstrated appropriate behavior will be given lounge privileges.
- **Assignment Completion:** No more than three missing assignments in one particular class

EXPECTATIONS:

- Students will be on time and work quietly individually
- Listening to music on individual student devices will be allowed only if student is in good academic standing and does not have three or more missing assignments in a class.
- Students may work quietly in groups with teacher permission
- Students are to be present for attendance. After attendance is taken, Unstructured Study Hall Students may go to the Library, Band Room (Band students only without a pass), bathroom, or Guidance Office, provided the student has signed out on the Classroom Sign-out/Sign-in Sheet.

UNSTRUCTURED STUDY HALL – Lounge Privilege Study Hall

- **Grade/Academic Requirement (1):** Senior and Junior Unstructured Study Hall Students who have achieved Honor Roll status and/or are members of NHS will have access to the lounge.
- **Grade/Academic Requirement (2):** No Quarter class grades will be lower than a C- (*Freshmen are not eligible to be in the Lounge Study Hall)
- **Assignment Completion:** No more than three missing assignments in one particular class.
- Lounge students **MUST** sign in and out of the lounge. When signing out, a destination **MUST BE** indicated (even for the restroom).

EXPECTATIONS:

- Students will be on time and work quietly
- Talking quietly with other students will be permitted

- Students may watch TV at a low, reasonable level
- Students may listen to music on their personal devices

EIGHTEEN YEAR OLD STUDENTS

When a student reaches the age of 18, they may accept sole responsibility for their grades, attendance, behavior, and all matters that pertain to school. However, 18-year-old students must follow the rules established for all students.

NOTE: 18-year-old students, who desire to be responsible for all matters pertaining to school, athletics, and extra-curricular activities, must first notify the High School Office and complete and return an Adult Student Request Form.

By Wisconsin Statute, school boards are authorized to make rules, including rules pertaining to the conduct of pupils, or to delegate this rule-making function to the School District Administrator or teachers. School rules made under the authority of these Statutes would be binding on pupils regardless of age. Students are not exempt from complying with reasonable rules enacted by the Elkhart Lake-Glenbeulah School Board because they have reached the age of majority. Pupils who have reached the age of majority are also subject to punishment including suspension or expulsion for breaches of discipline.

APPEARANCE/DRESS CODE

Proper dress is the responsibility of the students and their parents. The school also has the responsibility to establish dress standards that promote a positive and proper learning environment. Rules pertaining to student attire are necessary in order to maintain decorum and an academic atmosphere.

Students are not to wear clothes that are distracting, cause classroom disruption, or are inappropriate for the school setting. Clothing that displays profanity or advertises alcohol, tobacco, or drugs will not be permitted.

All styles, and the manner in which the clothing is worn must cover the student's midriff and underwear at all times. Strapless tops, tops which expose a bare midriff or cleavage, spaghetti straps, or pants worn in such a way as to expose underwear will not be permitted. Shoes must be worn in school except for approved activities. Students are **not** to wear hats, hoods, or other headgear in school. Coats and/or jackets are **not** to be worn in the classrooms. There may be differences in temperatures throughout the building; please dress appropriately with layers of clothing.

If a student's clothing is deemed to be inappropriate, the student will be required to change clothing, call for different clothing, or be placed in In-School Suspension if no change in clothing is available.

Examples of Clothing that may be deemed inappropriate by administration include, but are not limited to:

- Shorts or skirts that are too short (these should be at approximately fingertip length with arms at the side)
- Shirts/ pants that show undergarments
- Shirts that are low cut
- Strapless and one strap shirts or tops
- Shoulder straps of the outer garment, of **all** students, must be at least 2-finger widths wide on EACH shoulder and **MUST** cover the shoulder straps of the under garments. (Two finger widths are defined as each specific student's own fingers.)
- Backless tops
- Upper and lower outer garments **MUST** be long enough to cover ALL gluteal muscles when standing or sitting.
- Clothing that has excessive rips and/or tears

In addition to administrative decisions regarding appropriate dress, a classroom teacher may ask a student to wear appropriate cover clothes and/or ask the student to leave the classroom if it is determined that a student's choice of clothing is distracting in the classroom. All staff members have the responsibility to see that these rules are followed. Students participating in physical education classes are required to wear certain types of clothing as determined by the physical education staff. Certain classes will require a student to wear specific types of protective clothing and/or equipment. **NOTE: Some exceptions may be made for certain activities and events.**

STUDENT ASSISTANCE PROGRAM

The Student Assistance Program exists for the purpose of assisting students with personal concerns that may be affecting their day-to-day lives. Home and family issues, as well as alcohol, tobacco and other drug-related issues often play a role in a student's happiness and performance. The Program provides individual counseling by district staff, referral to outside counseling and assessment providers, as well as access to small group counseling/learning sessions. No records of a student's participation in the Program will become a part of the permanent record of the student.

ATTENDANCE/PARTICIPATION AT EXTRA-CURRICULAR ACTIVITIES

Students absent from school because of illness are not permitted to attend and/or participate in school activities held the same evening. **Athletes and participants are REQUIRED to be in school period's 5-6-7-8 (at minimum) during the day of the event and are expected to be in school the day following the event.**

SCHOOL SOCIAL EVENTS

The activity committee or class officers shall make arrangements with the advisor when scheduling or planning any class, school event or activity. Events must be scheduled at least one week in advance. Guests of Elkhart Lake-Glenbeulah High School students must be registered in the office prior to a school sponsored dance. Guests must be at least of high school age and under the age of 21.

HOMECOMING/PROM COURT

Student Council sponsors Homecoming. Traditionally the Homecoming Court has been selected from the Senior class members who participate in a fall sport (football, volleyball, cross-country, boys' soccer, girls' swimming/diving, and cheerleading) a minimum of 2 years.

Prom is sponsored by the Junior class. Traditionally the Prom Court has been selected from the Junior class and the King and Queen are voted on by the entire student body.

Students selected to participate on either Homecoming Court or Prom Court must be in Good Standing. At the time of selection, Good Standing means: passing all classes, both required and electives; not removed from any class because of inappropriate behavior; all detentions and suspensions made up; no fines or money owed. In addition, there must be no pending official notification of substance abuse, misdemeanor, and/or felony from the time of selection to the day of the event.

LUNCH PERIOD

Any restrictions to open lunch will be announced on the first day of school. Students who stay on campus for lunch are not to go to the parking lot, WHICH ALSO INCLUDES ENTERING A VEHICLE, or locker room corridor without a pass or permission.

OPEN LUNCH IS A PRIVILEGE THAT CAN BE REVOKED BY PARENTS / GUARDIANS OR THE SCHOOL ADMINISTRATION AT ANY TIME.

Juniors, and Seniors who have a signed parental permission Open Lunch Form on file in the office may leave for lunch. **SOPHOMORES AND FRESHMEN MAY NOT LEAVE CAMPUS FOR LUNCH** and will need to bring lunch from home or purchase food from the school's cafeteria ala Carte lunch program.

The first violation of this policy will result in the assignment of detentions. The second violation may draw a suspension or loss of this privilege. Students who do not have parental permission for Open Lunch are required to remain on the High School grounds.

EXTRA-CURRICULAR ACTIVITIES

Any student involved in extra-curricular activities must complete all registration requirements (i.e. - athletics: \$30 fee/physical/ athletic code agreement; forensics: \$15 fee/co-curricular code) **BEFORE** they will be allowed to participate.

SCHOOL LOCKERS

Lockers are assigned in the freshman year. Students keep the same locker all four years. Lockers are to be kept neat and clean. Students assume all risk for lockers and their contents if they share lockers or reveal their combination. School, Physical Education, and athletic lockers are to be cleaned out at the end of each school year, semester, and end of the season. Students failing to clean out lockers could be subject to a fine/fee.

SCHOOL LOCKER SEARCH & SEIZURE

School lockers and desks are the property of the Elkhart Lake-Glenbeulah School District. At no time does the Elkhart Lake-Glenbeulah School District relinquish its exclusive control of lockers and desks provided for the convenience for students. School authorities for any reason may conduct periodic general inspections of lockers and desks at any time, without notice, without student consent, and without a search warrant. Materials deemed hazardous or unlawful will be confiscated, and may be turned over to legal authorities.

CANINE SEARCHES

In order to maintain a safe and healthful school environment, school officials are authorized to allow the use of trained dogs on school property to detect marijuana or other illegal drugs or contraband on school premises.

Canines accompanied by law officials may be used for exploratory sniffing of locker exteriors, vehicles parked on school property and any other area of school property deemed appropriate. This activity will be carried out on a random or periodic basis and/or when reasonable suspicion exists.

BACKPACKS, HANDBAGS, SHOULDER BAGS, PURSES

In order to increase security, improve students' health with respect to back health issues, and improve the general orderliness of the school building, backpacks and other luggage items **will not be allowed** during the school day. Students may use these items to transport books and materials between home and school, but they must be left in a locked locker during the school day. Computer cases are allowed to transport student devices from class to class. **School cubbies are only to be used for athletic bags. STUDENTS ARE NOT ALLOWED TO CARRY ANY TYPE OF BACKPACK, BAG, OR PURSE BETWEEN 7:49AM AND 2:51PM IN ANY PART OF THE SCHOOL FACILITY** unless they are headed to physical education class with their clothes inside. All backpacks, purses, and bags are to be kept in student lockers at all times between the times listed. If a student does need to carry a bag, purse, or backpack for any reason, the student will need to have approval by administration. If student fail to comply, **items may be confiscated and turned into the office.** Detention may be assigned for repeated offenses.

TRANSPORTATION

Students being transported and supervised by the district to school events (athletic, music, forensics, field trips, etc.) must travel to the event on the transportation provided. Students who fail to travel to the event on the transportation provided by the school district may not use their own private transportation and then participate in the activity. In the event of extenuating circumstances, unless special arrangements made with school administration approval, students **must use** the mode of transportation provided by the district when returning from a school-sponsored event unless parents/guardians have made arrangements prior to the event.

BUS CONDUCT

To insure safely and comfortable transportation, students must act responsibly when riding their bus. All school policies apply to conduct on school buses. Failure to follow them may result in suspension from school and/or denial of bus-riding privileges.

VEHICLES

ALL motorized vehicles (including cars, trucks, motorcycles, mopeds, snowmobiles, etc.) that are driven to school and parked on school property **must** be registered in the High School Office **and** display an ELGHS student parking permit.

Students are not allowed to enter cars unless given a pass from the Office or they have Open Lunch approval and are leaving for lunch.

STUDENTS WHO LEAVE SCHOOL UNAUTHORIZED AND TRANSPORT OTHER STUDENTS WITH THEM WILL LOSE THE PRIVILEGE OF BRINGING THEIR VEHICLE TO SCHOOL.

VEHICLE PARKING

Student parking on campus is a privilege that can be revoked upon administrative directive.

ALL STUDENTS intending to park in the school parking lot **MUST** complete an Elkhart Lake-Glenbeulah School District Student Parking Registration application form. Upon administrative acceptance of the application, the student **MUST** sign a copy of the school's parking lot rules and the school will issue a parking permit that must be displayed on the student's vehicle. Parking permits will be at a cost to the student of \$10.00 per permit.

PLEASE NOTE: THE PRINCIPAL/DESIGNEE WILL MAKE AN ATTEMPT TO CONTACT PARENTS/GUARDIANS PRIOR TO THE SEARCH OF ANY STUDENT VEHICLE; HOWEVER, THE SCHOOL ADMINISTRATION MAY SEARCH ANY STUDENT VEHICLE ON SCHOOL GROUNDS AT ANY TIME WITHOUT PARENTAL PERMISSION.

TRAFFIC SAFETY VIOLATIONS

- 1) Automobiles parked in a disorderly manner on the parking lot or in teacher reserved parking during normal school hours.
- 2) Circling the parking lot.
- 3) Squealing the tires.
- 4) Driving in a reckless or unsafe manner.
- 5) Horn blowing or engine backfires to gain attention and cause classroom disruption.
- 6) Tampering with another student or faculty automobile.
- 7) Driving too fast for conditions. **Examples:** Slippery conditions, when buses are loading and unloading, when grade school students are cutting through the parking lot, or when large groups of people are leaving the school building.

8) Driving around school buses at the end of the day.

Individuals who operate a motorized vehicle unsafely or inappropriately on school grounds will have parking privileges revoked for a term to be set by the principal, and they may be referred to the Elkhart Lake Police Department.

WORK PERMITS

If you are under the age of 16, Wisconsin law says you must have a work permit for each new job. Work permits are not issued for employment of minors under 14, except for employment of children 12 to 14 in street trades and as caddies on golf courses under certain conditions.

Work permits can be obtained from the High School Office.

The following **must** be presented or submitted to the High School Office in order to obtain a work permit: **Proof of Age, Letter of Employer, Letter from the minor's parents/guardian, Minor's Social Security Card, Statutory Permit Fee - \$ 10.00**, and the address of the School District the minor attends. (If you have any questions, please check in the high school office.)

If the student meets the definition of a "Habitual Truant," the principal will request a review and possible revocation of the work permit. The Elkhart Lake-Glenbeulah School District will provide the student with a copy of the work permit revocation procedure.

SCHOOL CLOSING

In the case of a school closing or emergency, parents/guardians will be notified using the **District Blackboard Alert Notification**. Parents/Guardians will be asked to update all contact information at registration and anytime during the school year, as needed.

All inclement weather days will be made up. The first inclement weather day will be made up during the snow make-up day included in the school calendar. Any additional inclement weather days will be added to the end of the school calendar. When inclement weather warrants and school closes, in addition to the Blackboard Alert notification, the closing will be announced on the following television stations: WTMJ-Channel 4, WLUK-Channel 11, WFRV-Channel 5, WISN-Channel 12, and the school district Channel 20; and radio stations: WTMJ (620 AM), WKTJ (94.5 FM), WULK (98.1 FM), WXER (104.5 FM), WWJR (93.7 FM), and WHBL (1330 AM).

TEACHER AIDES

A maximum of one credit toward graduation is available to each senior and junior student for assisting teachers in materials preparation, errands, etc. and for assisting the Principal. Students should express their interest with the sponsoring faculty member and the Guidance Counselor. Students must meet credit requirements to be eligible for a Teacher Aide.

The following criteria **MUST BE MET** to be considered for a Teacher's Aide:

- 1) Aides must attend school regularly.
- 2) Aides must maintain satisfactory grades. (**NO D's or F's** during the previous term/quarter or current grading period.)
- 3) Aides must display good student conduct.
- 4) Aide responsibility cannot take the place of a class without principal approval.
- 5) Student, parent, and instructor must fill out the TEACHER AIDE APPLICATION FORM.

Students will be given the following credit for being a Teacher's Aide: 2-3 periods/week = 0.125 credit/semester; 5 periods/week = 0.25 credit/semester. These credits DO NOT count toward a student's GPA.

WORK RELEASE

Senior and junior students will be allowed to be released from high school to work at a job site. This will require a signed statement from the job-site stating their intent to hire the student, as well as, a signature from the parents allowing the release. No credit will be granted for this program. The students must follow the conditions outlined in the Student Handbook on file in the high school office.

TELEPHONE CALLS

Telephone calls to the school for students should be made only when most necessary. If at all possible, parents should give their message to the school secretary to be relayed to the student. Students will not be called from class to the telephone except in an emergency. Students are not allowed to use office phones for personal calls. If a student is sick, they should request office personnel to call home.

VISITORS

Parents are always welcome to visit the school. In the event that a student wishes to bring a student to school, a Visitor Pass Request Form **MUST** be filled out and signed by the student, parent/guardian, principal, and each classroom teacher whose class the visitor is wishing to attend, at least one day prior to the desired visit. In addition, a signed parental written request should accompany the form. The visitor's school will be contacted to confirm whether or not the visitor's own school is in session.

ANNOUNCEMENTS

A teacher or administrator must approve all announcements. Announcements must be written up on an "Announcement Form" available in the office.

The school day will begin when the "Pass to 1st Hour/Warning" bell will ring at 7:46 a.m., with the students being **required** to be in their 1st period classroom by 7:49 a.m.

The Pledge of Allegiance will be recited and morning announcements will be made during 1st period. General PA announcements will be limited to this time period, between classes, and at the end of 8th period, except items of an emergency nature. It is the students' responsibility to be aware of the announcements on a daily basis.

ACCIDENTS

There is a possibility that you may physically hurt yourself during the school day in Physical Education class, Technology Education class, or an extra-curricular activity. If you do get hurt, you **must** do the following:

- (1) If you are injured in the classroom, report all accidents to the teacher.
- (2) Report athletic injuries to the coach.

If medical attention is needed, your parents will be immediately notified and the correct procedure for your injury will be followed.

FIRE DRILLS

At the sound of the alarm, follow your teacher's directions. Pass in an orderly manner through the nearest exit, unless otherwise instructed.

TORNADO DRILLS/WARNINGS

If /when a tornado warning or drill is announced, classes will pass in an orderly manner to the assigned areas of the athletic locker rooms. Students not following teacher's instructions will face disciplinary action.

SECURITY CAMERAS

Please be advised that the exterior of the High School (especially the parking lot), all entry/exit doors, hallways, lounge, and the Cafeteria/Commons are monitored by video cameras. The Administration reserves the right to install security cameras in public areas at the discretion of the administration.

SUPERVISION

Students are not to be in the school building unless supervised. Students are not to participate in school activities unless supervised.

SNOWBALL THROWING

For safety sake, snowball throwing is not allowed on school grounds at any time.

LOST AND FOUND

The "Lost and Found" is located in the Office.

TELEVISION

- 1) A Television will be available in the Lounge for students to watch. The Television will not be on in the cafeteria/commons during study hall, at the principals' discretion.
- 2) The volume of the television and the students should not interfere with the activities in the Commons, Library or office areas.
- 3) The channels that may be viewed include only: The History Channel, PBS Stations, ESPN, CNN, Headline News, Plymouth Channel 3, Elkhart Lake-Glenbeulah Channel 20, and the Weather Channel.

HIGH SCHOOL ADMINISTRATION, FACULTY, and STAFF

ADMINISTRATION

Ann Buechel Haack, District Administrator
Ryan Faris, Principal

EXTENSION

3375
3300

FACULTY

Michelle Arbuckle, Agriculture
Melanie Bunyea, Guidance Counselor
Leslie Corbin, French 3,4
Marlyne Coulter, Special Education
James DeVries, Social Studies
Erin Glynn, Art
Ann Graumann, Librarian/IMC
Holly Green, Vocal Music
Bart Larson, Physical Education/Athletic Coordinator
Ken Loest, Math
Amanda Maertz, Math/General Science
Travis Moore, Science
Brittany Neil, English
John Ostermann, Technology Education/Computer Technology
Beth Roehl, Family and Consumer Science
Jodi Voss, Instrumental Music
Marc Winter, Spanish/French 1,2
Nikolai Yasko, English
Distance Learning Classroom
Kohl Lab

3230
3306
Email only
3400
3413
3352
3314/4175
3331
3105
3305
3411/3430
3436/3430
3402
3232/3210
3403
3340
3420
3412
3410
3424

STAFF

Anthony Summers, Technology Coordinator
Roxann Ruechel, High School Administrative Assistant/Secretary
Wendy Spangenberg, District Administrative Assistant
Amy Sitko, Susan Kuru, and Sandy Hein, Special Education Aides
TBD, Library Aide
Kayla Groh-Bardon, Business/Financial Manager
Brian Feldmann, Building & Grounds Coordinator
Bill Johnston, Technical Support
Colleen Sumner & Lori Schmitz, Cleaners - - -

3414/3417 VM
3371
3370
3400
3314
3373
3332
3414/3416 VM

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ELKHART LAKE-GLENBEULAH HIGH SCHOOL BELL SCHEDULE

DAILY SCHEDULE

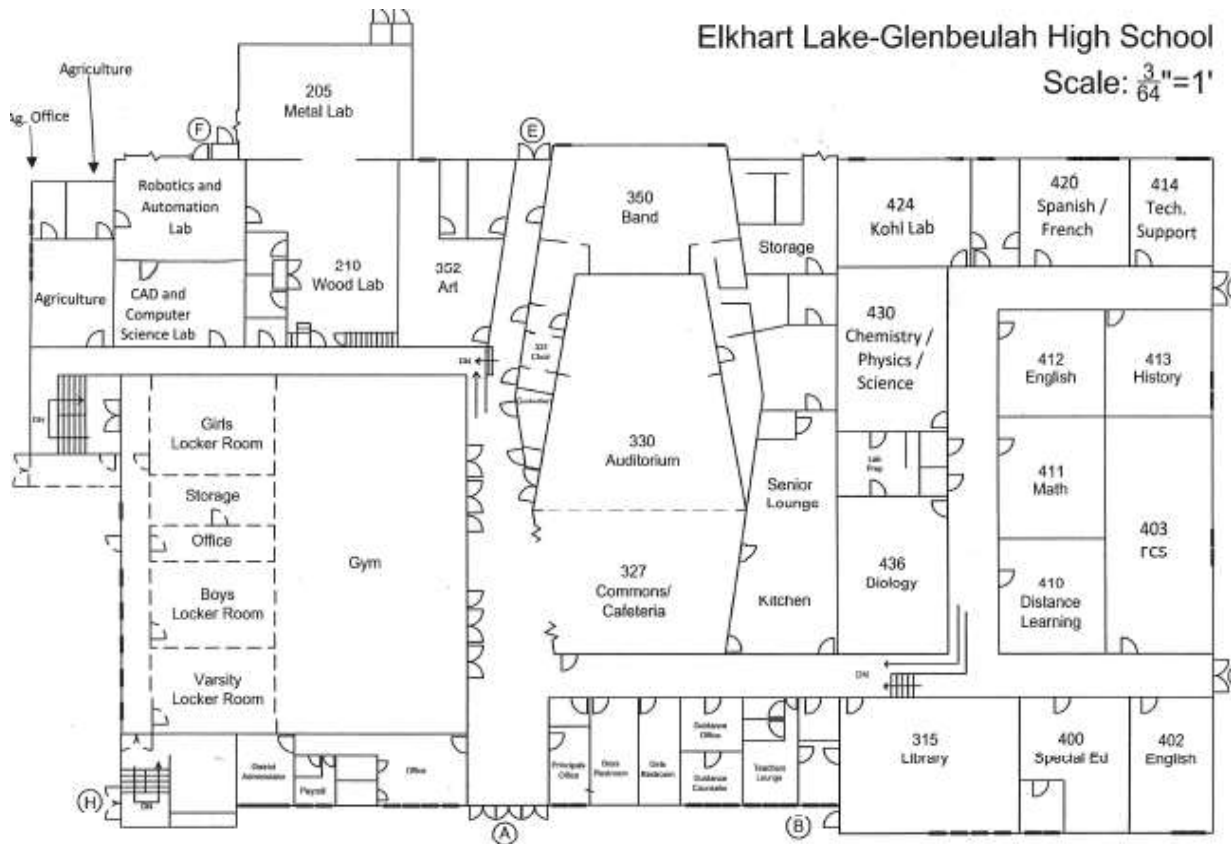
ACP / D.E.A.R.* SCHEDULE

	Pass To 1 st Hour	7:46 – 7:49 a.m.
7:49 – 8:40 am	1st Hour	7:49 – 8:36 am
8:44 – 9:29 am	2nd Hour	8:40 – 9:22 am
9:33 – 10:18 am	3rd Hour	9:26 – 10:08 am
10:22 – 11:07 am	4th Hour	10:12 – 10:54 am
11:11 – 11:56 am	5th Hour	10:58 – 11:40 am
11:56 am – 12:25 pm	LUNCH / ACP & DEAR	11:40 am – 12:03 pm (20 min)
12:28 – 1:13 pm	6th Hour / LUNCH	12:03 – 12:33 pm
1:17 – 2:02 pm	7th Hour/6th Hour	12:37 – 1:19 pm
2:06 -- 2:51 pm	8th Hour/7th Hour	1:23 – 2:05 pm
	8th Hour	2:09 – 2:51 pm

*ACP (Academic Career Planning) (20 minutes every Wednesday)

*D.E.A.R. (Drop Everything And Read) (20 minutes of reading once/month)

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ELKHART LAKE-GLENBEULAH SCHOOL DISTRICT

Public Network Acceptable Use Agreement

The Board of Education has established Policy #361.3 (revised May 2010) governing the access to and use of public networks from Elkhart Lake - Glenbeulah School District equipment. The use of any public network is a privilege; users should take personal responsibility for their behavior while on-line. It is expected that District students, employees, and residents will conduct their district-related public network activities under the following guidelines:

1. All use of school resources to access a public network must be in support of and consistent with the educational objectives of the Elkhart Lake-Glenbeulah School District.
2. Transmitting or receiving any material in violation of federal or state regulation, or school board policy, is prohibited. This includes, but is not limited to copyrighted material and threatening or obscene material.
3. Hate mail, harassment, discriminatory remarks and other antisocial behaviors are unacceptable in network communication.
4. All information accessible via a public network should be assumed to be private property and subject to copyright regulations unless otherwise specifically stated.
5. Users have a responsibility to respect the privacy and property of other users. Users should not intentionally seek information about, obtain, copies of, or modify files, data or passwords of another user.
6. Users should not misrepresent themselves by using an alias or the name of another person in any network communication.
7. For their own safety, users should not reveal any personal information, such as addresses or telephone numbers, on any public network. Remember, there is no such thing as a private communication on a public network.
8. Employing a public network using District equipment for commercial purposes is prohibited.
9. Users should not expect that files or messages stored in District servers will be private. The school District reserves the right to review files and communications to maintain the integrity of the network and to ensure that it is being used responsibly.

USE OF NEW WEB TOOLS

On-line communication is critical to our students' learning of 21st Century Skills and tools such as blogging and podcasting offer an authentic, real-world vehicle for student expression. Again, as educators, our primary responsibility to students is their safety. Hence, expectations for classroom blog, student protected email, podcast projects or other Web interactive use must follow all established Internet safety guidelines.

Blogging/Podcasting Terms and Conditions:

1. The uses of blogs, podcasts, or other web 2.0 tools are considered an extension of our classroom. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts, or other web 2.0 tools. This includes, but is not limited to, profanity; racist, sexist, or discriminatory remarks.
2. Students using blogs, podcasts, or other web tools are expected to act safely by keeping ALL personal information out of their posts.
3. A student should NEVER post personal information on the web (including, but not limited to, last names, personal details including addresses or telephone numbers, or photographs). Do not, under any circumstance, agree to meet someone you have met over the internet.
4. Any personal blog a student creates in class is directly linked to the class blog which is typically linked to the student profile, and therefore must follow these blogging guidelines. In addition to following the information above about not sharing too much personal information (in the profile or in any posts/comments made), students need to realize that anywhere they use that login, links back to the class blog. Therefore, anywhere that login is used (posting to a separate personal blog, commenting on someone else's blog, etc.), the account should be treated the same as a school blog and follow these guidelines. Comments made on blogs should be monitored and – if they are inappropriate – deleted.
5. Never link to web sites from your blog or blog comment without reading the entire article to make sure it is appropriate for a school setting.
6. Students using such tools agree to not share their user name or password with anyone besides their teachers and parents/guardians and treat blog spaces as classroom spaces. Speech that is inappropriate for class is also inappropriate for a blog.
7. Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or subject to consequences appropriate to misuse.

PENALTY FOR VIOLATION OF NETWORK RESPONSIBILITIES

Failure to follow appropriate practices may result in disciplinary action. This action could include the loss of the individual's public network access, financial restitution, or criminal prosecution.

After reading the Public Network Acceptable Use Agreement and agreeing to abide by its guidelines, ALL STUDENTS, PARENT/GUARDIANS, AND STAFF understand that they must use the public networks responsibly in order to maximize their value to them and to all other users on the Elkhart Lake-Glenbeulah School District computer network.